

PANEL PACKET

August 2020



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 28, 2020

From: Peter Cooper
Assistant Director

Subject: **Future Meeting Sites**

August 28, 2020	Virtual Meeting
September 25, 2020	Virtual Meeting
October 23, 2020	Virtual Meeting
November 2020	NO NOVEMBER PANEL MEETING



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting
July 24, 2020

Panel Members

Janice Roberts
Acting Chairperson

Gloria Bell
Member

Chris Dombrowski
Ex-Officio Member

Ernesto Morales
Member

Gretchen Newsom
Member

Rick Smiles
Member

Douglas Tracy
Member

Ali Tweini
Member

Executive Staff

Peter Cooper
Assistant Director

Michael Cable
Legal Counsel

**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting
July 24 2020

I. PUBLIC PANEL MEETING CALL TO ORDER

Acting Chairperson Janice Roberts called the meeting to order at 9:32 a.m.

II. ROLL CALL

Present

Janice Roberts
Gloria Bell
Chris Dombrowski
Gretchen Newsom
Rick Smiles
Douglas Tracy
Ernesto Morales
Ali Tweini

Executive Staff

Peter Cooper, Assistant Director
Michael Cable, Legal Counsel

III. AGENDA

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

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

Motion carried, 8 to 0.

IV. MINUTES

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

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

Motion carried, 8 to 0.

V. REPORT OF THE ASSISTANT DIRECTOR

Mr. Cooper welcomed the Panel Members, Applicants, and Stakeholders and reported that today's meeting is approximately \$4.5M with another \$155,664 in delegation orders, for a total of approximately \$4.7M.

Mr. Cooper recognized the following persons in attendance: Diana Torres, San Diego Regional Office Manager; Ryan Swier, North Hollywood Regional Office Manager; and Jana Lazarewicz, Sacramento Regional Office Manager.

Mr. Cooper stated the panel meetings for the next few months will be on Zoom at least for August, September, and October. One correction to the Packet – Commercial Casework Inc., a delegation order, has a development fee of \$2,000 and not \$13,000. This is was old data and a typo. A few weeks ago Mr. Cooper said he shared with you a message from Labor Secretary Julie Su, one which ETP stands firmly behind and endorses. It was about the critical role of state labor departments, such as ETP, play in addressing the three major challenges of this moment in history: the COVID-19 health crisis; unprecedented levels of unemployment—just one symptom of the pandemic induced economic crisis; and blatant racism and the continued anti-blackness ingrained in our society, in our health system, our economic structures, and our institutions of power. Let me read some excerpts from her message. It is an important message that I wanted to share with the ETP Community: The righteous anger in the streets following the brutal death of George Floyd is not just because of what's been captured on cell phone videos, but because of the innumerable ways that the system discriminates against Black lives from the date of birth until the too often premature death of our Black sisters and brothers—deaths which are often the result of discrimination, bias, and inequities. To this, we say: Black. Lives. Matter. Labor Secretary Su has instructed all departments that the mandate of our time, the mandate of every one of us in the workforce world, is to protect and advance today's Black workers and plan and pave the path for the Black workforce of tomorrow. Recent research has shed light on a job quality crisis in which the majority of workers are not in "good jobs." Only 37 percent of Black workers reported being in a "good job." Before the COVID-19 pandemic, fully one-third (33 percent) of Black workers in California made less than \$15 per hour, compared to 22 percent of white workers. Put another way, too few Californians have a "good job" and our jobs are exacerbating racial inequality. We can do better. And all workers of color -- as communities of color have throughout American history -- benefit when we fight anti-black racism. Secretary Su says we must be intentional and laser-focused on building employment bridges to good jobs for African Americans and for other people of color. ETP is taking a number of actions, including looking at ways to diversify our own staff and to expand job applicant pools, as well as ways to market and leverage our training dollars.

Regarding our Covid Projects and Support:

Mr. Cooper reported responding to COVID and the recession continues to be of paramount importance to ETP now and for the coming fiscal year. We have processed nearly about 200 Covid amendments. Today we have three proposals that are COVID related that I'd like to highlight for you – two in health care – the Shirley Ware Center and JobTrain, Inc. – and a Critical Proposal called Appeal Sciences that will support our food supply chain. You will hear more about these later today. Over the next few months we will also see more COVID Pilot proposal come before you from a variety of sectors. We already have several million dollars in

COVID Pilot applications being processed, in healthcare, food supply and manufacturing, supermarkets, and agriculture. Later in my report, I will be asking for a motion to expand the COVID Pilot to include the Food Preparation Sector. Last Panel meeting we heard public comment about the importance of this sector for hotel workers and community member in the Los Angeles area. ETP continues to play a critical role in supporting the state's efforts around COVID tracing, with staff re-assigned for this work, and in processing of UI claims. And also the deployment of our IT resources and expertise.

Regarding the Budget and the Legislature:

Mr. Cooper also reported the legislature has been out of session and is scheduled to reconvene on July 27th. August 31st is the last day for each house to pass bills and September 30th is the last day for the Governor to act on bills. They are operating on a limited hearing and meeting schedule. One bill we are tracking is AB 1457.

AB 1457 (Reyes & Cervantes) Regional business training center network; (pilot project):

Mr. Cooper stated this bill would require the Governor's Office of Business and Economic Development (GO-Biz) to create a two-year pilot project to create a regional business training center network through a partnership with the California Community Colleges, the Employment Training Panel, and the Labor and Workforce Development Agency. The purpose of this bill is to establish a statewide network of regional-based business training centers to support the upskilling of workers to meet the demand for jobs within essential industry sectors during the COVID-19 pandemic, as well as the demand within emerging and dominant industry sectors in a post COVID-19 economy.

Our funding appropriation is \$96.9M and we received an additional \$1M for the Paid Family Leave grant program for Small Businesses on an on-going basis. You will hear more about this when Gretchen reports on the Policy Committee actions in a few minutes. We are watching the budget numbers closely and putting out \$80M this year, and we will be looking at the numbers again at the panel in October when new data comes out and can adjust accordingly. On the reorganization of the new department for now it remains as Trailer Bill Language going into the next fiscal year 2021/22. Also, unfortunately, DAS only got a Tier 1 grant from DOL for upgrading their computer system and did not get the Tier 2 or 3, which would have provided funds for ETP to work with them to expand the apprenticeship model to new industries. However, we will continue to work closely with DAS and I will continue to represent ETP on the Interagency Advisory Committee on Apprenticeship.

Regarding the New Computer System and Process Improvements:

Work continues on developing the pre-application, application, and certification processes within Cal-E-Force -- the replacement system for ETP's legacy systems. These efforts were slowed to finish the testing for data migration from the current ETP systems to Cal-E-Force. That work will be completed this summer. This will allow ETP to move the current and previous contracts to Cal-E-Force. This summer the stakeholder input and prototype review sessions will continue which will introduce the pre-application and application processes. Lastly, it is ETP's plan to start our identified beta group testing for the MEC components of contract management and participating employer certification this summer through fall 2020.

Regarding Staff and Operations:

It was reported we are continuing to do business and are open but majority of staff are working remotely, for the most part. We have developed a Return to Work Plan for ETP, in coordination with EDD and CalHR, and have shared this with staff and SEIU, which represents them.

Regarding Alternative Funding:

It was reported Paid Family Medical Leave (PFMLP) \$1.0M.

Regarding Core Funds for this Fiscal Year:

It was reported if all FY 20/21 proposals are funded today, the panel will have approved just over \$12.0M in 44 projects to date. ETP will have approximately \$67.9M for the remainder of the 20/21 Fiscal year with a demand of \$120.5M. Under Delegation Order for these proposals will all be capped at \$75K to be approved under the Delegation Order on a continuous flow basis, which as of today we have approved a total of 4 delegations.

Regarding 20/21 Program Funding:

It was reported to date we have had approximately 830 projects submitted, with a value just over \$120.5M.

Regarding Demand and Allocations:

Single Employer Contracts: requests in Regional Offices & AAU \$74.9M (\$30M originally)

MEC: requests \$13.8M demand (\$20M originally)

Small Business: \$11.1M demand (\$5M originally)

Critical Proposals: \$336,000 demand (\$5M originally)

Apprenticeships: \$20.3M in demand (\$20 M originally)

Overall demand is currently \$120.5M, with \$67.9M left for fiscal year 20/21

Number of projects for 20/21 in AAU is currently a total of 830. Up from 722 in June.

ACTION: Mr. Smiles moved and Mr. Tweini seconded approval of the Consent Calendar. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 – 0.

Mr. Cooper also reported last month we got a request to include hotel food preparation to the COVID Pilot. We got this request from the Hospitality Training Academy, which has been a long-time ETP contractor doing amazing work for underserved populations in the LA area. HTA is a 501(c)(3) Taft-Hartley/labor-management partnership between UNITE HERE Local 11, a 32,000+ member labor union with 170 hospitality and food service employers in Los Angeles County, Orange County, and the State of Arizona, and its contributing employers. The HTA provides top-quality, up-skill vocational training to union employees as well as a variety of workforce development, apprenticeship, English as a Second Language (ESL) and training programs funded by government and private foundations grants. The HTA is committed to training low-income, marginalized individuals for lucrative jobs in the typically high-growth hospitality industry.

The COVID-19 pandemic has devastated the hospitality and food service industry in Southern California and nationally. Currently, more than 30,000 members of UNITE HERE Local 11 are either completely laid-off or have had their hours significantly reduced. Instead of waiting for the crisis to pass, the HTA has transformed to meet the needs of the moment. Since late April 2020, they have been working with employers to bring these union workers back to work to cook and package more than 68,000 meals per week to populations affected by the COVID-19 pandemic – 62,000 senior meals and 7,000 meals for people experiencing homelessness housed under Project Roomkey. This program has made it possible for a number of key employers to stay open, for culinary professionals to return to work, and to ensure consistent funding for the hospitality and food service industries in Southern California.

Labor Secretary Julie Su has, on a number of occasions, has talked about the good work that HTA has been doing in partnership with Labor Agency and other state agencies. On May 1st, Secretary Su announced a groundbreaking public-private partnership with HTA and One Fair Wage to support employers and workers in the Restaurant and hotel industries impacted by COVID 19. Food preparation fits in well with the original purpose of the pilot -- "Scope: Taking a holistic view of healthcare to include health systems, protective equipment for workers and the public, and food and nutrition. Support for new hire training in the healthcare and food supply chain." With this background, I will work with staff to determine the appropriate NAICS codes. This could include food prep at hotels using the 721110 NAICS for Hotels with the caveat that there be a food preparation component or these specific codes: 722320 Banquet halls with catering staff; 581200 Eating places; 722511 Full service restaurants.

Steve Duscha inquired what the code numbers they are including.

Mr. Cooper stated there are there are a couple of code numbers and I would ask for the panel to give me some discretion, working with staff regarding the combination of codes of NAICS codes so that we do both address supporting this specific need, but also not open it up to broadly because we do have limited funds. So I can tell you three of them that we're looking at which is 721110 for hotels, but with a caveat that there is food prep in the component. But more specifically, we're looking at 722320, which is banquet halls and catering staff, as well as to others 581200 eating places and 722511 full service restaurants. So as I said, this is something that we still need to flesh out, but we do have a general idea of what it would be opened up to.

Mr. Tweini stated I had the privilege and opportunity to speak to union members who were laid off and had the opportunity to participate in the program and how grateful they are to have the opportunity to get something going. I also had an opportunity to speak to some recipients of these meals and how grateful they are. I think this is a great opportunity and benefits all.

Mr. Cooper requested a motion to approve adding Hotel Food Preparation NAICS to the COVID Pilot.

Acting Chairperson Roberts asked if there any other questions from the Panel and asked for a motion.

ACTION: Mr. Tweini moved and Mr. Smiles seconded approval of adding Hotel Food Preparation NAICS to the COVID Pilot. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 – 0.

VI. POLICY COMMITTEE MEETING REPORT TO PANEL

Ms. Newsom reported our policy committee met on Thursday, July 16, at 1:00 p.m. via zoom. I think we're actually having more attendance since more people can participate across the state. So that's a good thing. One of the items that we covered was the topic of union letters staff has announced change the timing process for obtaining union support for ETP projects. Given an increasing trend of union support letters not being obtained until well after panel approval, and concern that some unions have not been able to participate in the development of the ETP projects, staff will be following the policies laid out in the legislation and regulations.

Ms. Newsom also reported as regards to union support, staff has created two templates for stakeholder use a notice of intent letter used to notify the union the company's intent to participate in an ETP contract, and also a union support letter for the union to confirm their support for the ETP training project. Notice of intent letters and union support letters must be received along with the application for any participating trainees covered by a union agreement. If not received along with the application project will not start the project will be placed in active status. A new exhibit II will be added to the ETP Contract templates containing language outlining the union support requirements.

It was also reported that we covered was the paid family leave small business grants and after approving the paid family leave small business grant guidelines last month policy committee this month approved the PFMLSP grant solicitation for proposals and accompanying documents. The PFLSP grant materials will be reviewed by the labor agency in the governor's office and will then be heard before the full panel at our August meeting for consideration and then approval. The current planned release date for the solicitation for proposals is September 15 2020. Please mark your calendars. This grant will provide funding to small businesses impacted by the paid family leave program.

Ms. Newsom reported another topic that we covered a lot in depth, non-priority industries participating employers in MEC, the policy committee again held discussion over policy extending the existing moratorium on non-priority industry single employers to also include non-priority industry participating employers in MEC. This topic generated a lot of stakeholder comments, and will be heard again before the policy committee at our August meeting.

It was reported we also covered the repeat contractor rule, policy committee approved a revision to the existing repeat contractor rule. This topic also generated a lot of stakeholder comments and was discussed at policy committee in both June and July. The new repeat contractor rule would require contractors to wait until 18 months have passed in their current contracts before

submitting a preliminary application for a second project. The first project will need to reach a 75% completion rate as determined by the potential earned amount or their second project would be right sized MEC apprenticeship proposals and critical proposals are all exempt from the repeat contractor roll. This revision to the repeat contractor rule will be heard at the full panel meeting in August requesting your approval. Anyone has any comments or reluctance to submit suggestions for the policy committee agenda items, please email them to Liz Testa at Elisabeth.testa@etp.ca.gov.

VII. REPORT OF LEGAL COUNSEL

Legal Counsel Michael Cable provided a legal report primarily of housekeeping items. Mr. Cable pointed out and discussed four handouts that were included in the panel packet on the following topics: Conflict of Interest; Bagley-Keene; Executive Orders Re: Bagley-Keene; and Robert's Rules of Order. Mr. Cable indicated there will be more reports in the future on other topics, such as the appeals process, et cetera.

VIII. REVIEW AND ACTION ON PROPOSALS SINGLE EMPLOYER CONTRACTS

Tab No. 8: Apeel Technology, Inc. dba Apeel Sciences

Mr. Swier stated Apeel Technology, Inc. dba Apeel Sciences is a priority industry with total ETP funding being requested of \$599,472 to train 742 retrainees and job creation employees combined. Appeal is located in Santa Barbara County and this is designated as a Critical Proposal recommended by the Governor's Office of Business and Economic Development (GO-Biz) because of the Company's continuous expansion efforts in California.

Mr. Swier stated that Staff recommends approval of this project and introduced James Bruce, Director of Learning & Development; Kim Edelman, Glendale Community College.

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

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Mr. Morales seconded approval of Apeel Technology, Inc. dba Apeel Sciences in the amount of \$599,472. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Tab No. 9: Doty Bros Equipment Co.

Mr. Swier stated Doty Bros Equipment Co., is a first time proposed contractor with total ETP funding being requested of \$358,800 for 260 retrainees. Doty is located in LA and Kern County's and eight union support letters have been received by ETP which were included in the panel packet.

Mr. Swier stated that Staff recommends approval of this project and introduced Henry Barber, President; Rebecca Christy, Risk & Safety Manager; David Wade, Safety Manager; Lisa Douglas- Consultant.

Acting Chairperson Roberts noted on the consent calendar, that if you looked at the proposal, you'll see that the narrative, the training curriculum, all the union letters are identical and probably should change it up a bit. It's pretty obvious you're trying to be transparent, to say it was Morello Enterprises and have a lot of different entities that come through under one umbrella because this is their first contract and stated the next time they come through, would suggest you listen to the staff and start looking at putting it all under one umbrella with one cap versus all these different contracts, because it does look like you're trying to skirt the system with all of these several different contracts and looking at these two, they're all very similar, they all have the same training curriculum, all the same union letters, and could have put it all under one umbrella at that point.

Ms. Newsom inquired what amount Morello Enterprises would be up to if the panel approved this one.

Acting Chairperson Roberts replied 3 million dollars.

Mr. Barber thanked the Panel for giving them time to be a part of this and wanted to respectfully correct for the record that Morello is not a publicly traded company. It's privately owned with a one majority minority owner and then each of his companies are run independent. He can only speak for Doty Brothers which is a standalone company and do have oversight from their ownership, but basically, we are our own company and his other companies run on their own. We do our own training or anything that has to do with our employees at our company and it has nothing to do with the other Morello companies.

Acting Chairperson Roberts responded that it is actually a publicly traded company under MEI and understands you're all separate entities.

Mr. Barber added that he has been with them for 20 years and knowing pretty well, that they're not a publicly traded company.

Acting Chairperson Roberts noted that she will look it up again because she looked, and thought it had a symbol and assumed the symbol that was publicly traded but I will go back and look, correct myself if I'm wrong, but I thought I did look at that.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the Doty Bros Equipment Co. in the amount of \$358,800. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Tab No. 10: ELADH, LLP

Mr. Swier introduced ELADH, LLP which is a priority industry and repeat contractor with total ETP funding being requested of \$331,200 for 600 retrainees. They're located in LA and this will be ELADH's third ETP Contract, and the first within the last five years.

Mr. Swier stated that Staff recommends approval of this project and introduced Paul Celuch, Chief Human Resources Officer; Cheryl Kemp, Nurse Residency Program Manager; Michelle Rychener, Training Funding Partners.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of the ELADH, LLP in the amount of \$331,200. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Tab No. 11: The Permanente Medical Group, Inc. dba Southern California Permanente Medical Group -

Withdrawn

Tab No. 12: Optum Services, Inc.

Ms. Torres presented a proposal on behalf of Optum Services, Inc. which is a first time single employer and a priority industry. Total ETP funding being requested is \$416,576 and are eligible for ETP funding through the Special Employment Training (SET) program. This is Optum's first ETP Contract. The training will include and care provider performance, leveraging distinctive capabilities in data and analytics, medication coordination services, population health, health care delivery and health care operations.

Ms. Torres stated Staff recommends approval of this proposal and introduced Olga Kosenko, V.P. of Human Capital, Michelle Rychener, Training Funding Partners.

Mr. Tweini thanked them for coming to the panel and inquired how they heard about ETP and what motivates them to come to the panel and request funding.

Ms. Rychener stated they have actually started this application process over a year ago and obviously it is growing in the healthcare industry, and are looking to help subsidize that in their area and really happy to be here before the panel and the team has been super involved and are very ready to go.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of Optum Services, Inc. in the amount of \$416,576. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Tab No. 13: Niagara Bottling, LLC.

Ms. Lazarewicz presented a proposal for Niagara Bottling, LLC which is a repeat contractor with total ETP funding being requested of \$276,000 to train a total of 450 workers including 150 new employees. Training will take place at their six facilities throughout California.

Ms. Lazarewicz stated that Staff recommends approval of this proposal, and introduced Haley Slusser - Director of Training & Talent Development; Jason Vangalis - Senior Business Retention & Expansion Analyst; Michelle Rychener - Training Funding Partners.

Ms. Newsom stated that this is their third ETP contract and asked to explain about the experiences of their workers that they have trained previously and where they are now and how their wages have grown.

Ms. Slusser explained they are a training and development oriented company and continue to invest in their employees that they hire, and that they do tend to hire team members that are potentially have a less than preferred qualifications for the role. They provide them training development over time to help them to become more fully effective in their function and do promote from within quite a bit as well. They have a strong history of promoting two roles and leadership roles and that's something that's very important to them, and are highly focused on continuing to develop their team members and help them to get to that next level in developing their career paths.

Ms. Newsom inquired about their wage progression and stated under Job Creation, they are proposing to train an additional 150 employees, specifically the manufacturing staff, and proposing to have them start off at a different rate from the other manufacturing staff, and wanted to know why the discrepancy in the wages, and following up to that, how long would it take for that new job creation employee to reach the lower wage range stated under retrainee.

Ms. Slusser responded they have multiple levels of experience in that range and also have multiple levels of job profile in the ranges. For example, the most entry level engineers, as well as all the way up to their most tenured level engineers. There's quite a range of job profiles that include a vast range of experience level in in those ranges. Because they are a training and development oriented company, they are highly focused on promoting from within, and also have a robust merit process that we do each year, as well as allowing for equity adjustments on top of merit increases, due to a team members increased knowledge or skills which is part of their annual review process. Additionally, they are not requesting the HUA wage modification, which is where the majority of their team members are at in the lower end of the wage range.

Ms. Newsom then inquired how long between them coming on onboard as a new hire and moving through the training process with their wages move also when they get a wage increase and asked if it is immediately after the training is completed.

Ms. Slusser replied it depends on the team member and we do a review in the merit process, which is annual depending on when they were hired, and when the training took place.

Ms. Newsom explained she is trying to extrapolate as to when the employees move up in their wages. Ms. Newsom pointed out that she has this big discrepancy in her mind as to how they're paying one unit versus the other unit under the same job classifications in a category.

Ms. Slusser wanted to clarify the equity adjustments can be made outside of the merit process and it's not certainly the case because it depends on the team member's skills, knowledge, etc. Those equity adjustments can happen outside of that and it depends on the individual team and just would hesitate to say there's a blanket approach that there's a certain, defined period of time for each team or just depends on when those knowledge or skills are developed.

Ms. Newsom then asked if there is a company policy that prevent their employees from talking to each other about how much they earn.

Ms. Slusser replied she is not aware of that.

Ms. Bell stated in regards to their manufacturing staff, the rep ranges, job creation Number 2, which is estimated at 50 trainees. How many of the 50 people are making highest rate versus the lowest rate?

Ms. Slusser replied she doesn't have an exact number on that at this time.

Ms. Bell then inquired if the majority of them are at the lower rate or at a higher rate.

Ms. Slusser replied they anticipate only a small percentage of the trainee population at that lower rate and believe benefits to meet or exceed that ETP minimum wage.

Ms. Newsom then asked if a small percentage is less than 10% approximately.

Ms. Slusser replied she doesn't have the exact percentage but her expectation would be that, yes, it would be.

Ms. Bell then stated it was listed for their application, the estimated number of trainings is 50 and wanted to know where they fit in that band and where are they at it.

Ms. Slusser replied she doesn't have the exact answer to that question, but the majority are not in the low end of the band.

Ms. Bell then inquired if it would include their retrainees in Job Number 1, and asked if that would that be applied to that group as well. Then inquired if the majority would be at the lower end, medium, or high end.

Ms. Slusser replied she doesn't think that she has the exact answer to that question.

Acting Chairperson Roberts stated what we have in front of us might not be what you have and wanted to have everyone understand what they're looking at versus what they may be trying to guess at. Going back to the Training Funding Partners who worked this out for you, is that they put the very minimum amount on here, it may well be only one person that's getting that lower wage, but what it does, it skews the numbers and we don't see exactly what it is and would give some counsel to the subcontractors and to try not to put such a broad range because it skews the numbers and may have 85% of the people making the highest rate, but all we see is lowest rate an hour. It's only because what we see in front of us may not be accurate data as to what you pay the employees. So I just want to make a council on that, and did get some information from the subcontractor on this, which it did say that only 14% of the people make the lower range. Obviously, you're making the minimum wage for the county and the benefits.

Ms. Newsom then asked a question of our Legal Counsel Michael Cable, asking if 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, does the panel have to provide that incentive to pay people less to hire more people.

Legal Counsel Michael Cable replied no not necessarily. The incentive is there and it could be used, but the panel always has the ultimate discretion for how they're going to handle the proposal. For example, the panel has done right sizing, and they can deny a proposal, but that goes more towards the right sizing. But the incentive is there, it's in place, and its part of the application. Mr. Cable then added typically how we've dealt with this issue before is to make it part of the motion approving it. And oftentimes, it seems like we'll just get an agreement from the contractor, now at the virtual podium, if that is what you'd like to do. To my recollection, when we've done this before, a panel member says something along the lines of: you contractor are fine and agree with not applying the wage incentive here, and making that part of the motion for approval.

Ms. Newsom replied that was just framed perfectly and stated she would rather have under Job Number 2, the wages be the same as Job Number 1 and will now ask that of our applicants.

Acting Chairperson Roberts then asked Ms. Slusser if she heard the recommendation from one of the panel members.

Ms. Slusser replied she had not.

Ms. Newsom then asked the question again, can we have the wages for your employees and workers be reflective of only those wages contained in Job Number 1

Ms. Slusser replied yes.

Mr. Tracy inquired if the panel members are in a position where we can get some sort of verification or proof of what has been requested along with what we've agreed upon will be followed and just wants to make sure it's done correctly, I would hate to see something like that slip through the cracks in some way.

Legal Counsel Michael Cable then added, essentially we have an agreement by the contractor to remove the incentive, which I'm hearing here, what we're doing is making it part of the motion. So when this panel meeting has concluded, and we go back to our units in order to prepare the contract, it'll be revised to reflect what's being made and approved here today so it won't get lost through the cracks and we're on top of that.

Assistant Director Peter Cooper assured the panel members that he will give an update that has in fact occurred.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of Niagara Bottling, LLC., in the amount of \$276,000. This application subject to moving all wages to be reflective of Job Number 1 under retraining. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Tab No. 14: Ly Brothers Corporation dba Sugar Bowl Bakery

Ms. Miguel stated that Ly Brothers Corporation dba Sugar Bowl Bakery which is a priority industry and a repeat contractor with total funding being requested of \$330,740 to serve 310 total trainees, which includes 260 retrainees, 45 job creations and five veterans. The Company is headquartered in Hayward, and this is Ly Brothers' third ETP Contract and third within the past five years.

Ms. Miguel stated that Staff recommends approval of this proposal and introduced Theresa Martinez, Human Resources Manager; Angela Jones, TGII Administrative Subcontractor.

Ms. Newsom wanted to point out that under Job Number 1 and Job Number 2 for Job Creation and also the component for veterans, all the wages are the same and relatively high.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Mr. Smiles seconded approval of the Ly Brothers Corporation dba Sugar Bowl Bakery in the amount of \$330,740. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Tab No. 15: Grossmont-Cuyamaca Community College District

Ms. Lazarewicz stated this is a proposal for Grossmont-Cuyamaca Community College District which is a repeat contractor with total ETP funding being requested of \$103,500 to train 18 new-hire trainees. Training will take place at their location in San Diego. There is a correction to the wage range, it is actually starting at San Diego city's minimum wage requirement which is \$13.

Ms. Lazarewicz stated that Staff recommends approval of this proposal and introduced Donna Dixon - Training Coordinator; Javier Ayala - Dean of Grossmont Cuyamaca Community College.

Acting Chairperson Roberts noted that this is a non-priority industry and it is not priority occupations. It is a MEC, we haven't actually got a decision on what we're going to do here. But from a consistency standpoint, on our last panel meeting, we did deny a MEC that had just non priority businesses and the wages are very low here, regardless of what you know and what it states. I just have a bunch of question marks around that. So it says used to meet the post retention wage maybe I don't exactly know what maybe means. Obviously they're going to have to meet the benefits to meet the post retention wage. They only get \$13 an hour and the minimum wage for San Diego County is \$15.20 and not sure how that works.

Ms. Torres stated maybe when you see that is when they're actually placed into employment, they may be placed at a wage where they will not need to utilize the any health benefits in order to meet the ETP wage that's listed there. So these are basically unemployed individuals that are basically being retrained to be to be placed into these jobs. It's a very small program at Grossmont Community College. So these are not individuals that are actually working and they have the skill level that Grossmont is trying to provide which Grossmont can speak to that more.

Acting Chairperson Roberts then stated that clarifies that for me, however they will have to be actually in a job that meets the minimum San Diego County wage and they would have to meet that wage.

Ms. Torres replied that's the baseline they have to meet that wage and that's exclusive of any health benefits.

Ms. Newsom stated it's not the Community College that's hiring them, and what are the entities that are providing the jobs for that. I think that's why I'm confused on this one because usually when we have a community college come through under MEC, usually they have some priority industries at least, and for this one is it true none of them are priority industries.

Ms. Torres confirmed that the types of skills that are being trained, are types of skills that would likely be in industries that ETP does not consider priority industry and not training them in skills like manufacturing skills.

Ms. Newsom replied it's just I'm sharing the chair sentiment of these really low wages in a non-priority industry and I'm not seeing the incentive to approve this today. This is Grossmont sixth

ETP project, third in the last five years, and asked if it is always the OPT unit that receives this contract.

Ms. Torres replied yes from a staff response, and as far as the section of the community college that is correct. So maybe Grossmont can speak to what exactly that they do and what their program consist of.

Mr. Tweini added he also shares this same sentiment. Its low wages, it's unclear, a lot of maybes and I just have a problem myself voting for this contract. I don't have good information, I don't have anything on wages, and the information is not clear.

Mr. Ayala the Dean of Grossmont Cuyamaca Community College shared it has been around for 35 years, and our contract with you has been here for three or four years and yes that is the OPT unit that receives this contract. We do place in areas of accounting, insurance and office support, which are plentiful in terms of San Diego County job market sectors. Lots of the individuals are going into entry level careers, many of them are unemployed. This is the first time they experienced college, some of them come from domestic violence backgrounds, and never had anybody go to college. So this is really a program that meets that specific population and about 80% of our students that Grossmont College, we have 20,000, and 80% of our students are 18 to 24. This is one of the few programs that we have to actually serves an average population age of 40 plus, and it's mostly women who have some pretty traumatic backgrounds that enroll in the program.

Ms. Newsom then stated so special needs population and so I'm looking at the wages and that's what really like anybody that watches me on this, knows that I get really squeamish about low wages and I can't stand it. So would the applicant be fine with moving the minimum wage of the range up to the post retention wage of \$15.20 an hour.

Mr. Ayala replied I don't see a problem with that and we've been asked by our state Chancellor of community colleges to do that exact thing. So the Chancellor Eli Oakley, has asked the career programs, which this program is one of them to move toward higher wage requirements, so that's something that we have under effort at both colleges, so I don't see a problem with that.

Acting Chairperson Roberts stated just another caveat to this one and that is that your average cost per training is very high. It's \$5,700 per trainee, that's 18 trainees at \$5,700. I just want to make sure that all these students are not paying for anything out of pocket. Is that correct?

Mr. Ayala replied that is correct, this program is only program of its kind in California and everything is paid for the students. Some cases, our students are homeless so we help those secure places to stay and in some cases they don't have business outfits so we help secure that for them. We do a lot of fundraising for the program and the student pay zero for this program and they take more than a heavy load at the college so all those credits are covered for them as well. A big part of the reason why the program has a probably higher than the average cost per student is because it also has full wraparound services. So they have their own counselor that they work with, so it's a pretty comprehensive program that really takes a population of students that again would never have encountered any training or higher education, provides its wraparound services and dedicated teachers to help them be

successful, job placement services geared toward them. So it's really a full wrap around tech program.

Acting Chairperson Roberts asked another question, you mentioned that, can you answer me what their placement rate or retention rate is. Can you answer me do you have success repaying this \$5800 per trainee and when they go back out on the streets, do they get a job, what happens down the road?

Mr. Ayala replied so we are an advisory panel that supports this program and it's all employers. We have up to 90% job placement and most of the students after three months have jobs and so we place all our students. This is one of the commitments we make to the group of students that apply into the programs, that you will get placed because we have a dedicated job placement person for them.

Acting Chairperson Roberts then asked so would you say they stay in that position for longer than a year, or do you follow up with them.

Mr. Ayala replied yes, we do follow up with them and they stay in their positions for longer than a year and we have a dedicated job placement person that tracks every person that's associated with the contract.

Ms. Newsom then stated I'm just going to say that a lot of what you've shared with us today we don't see in your panel proposal, and it would behoove you to have included those kind of special programming components in that proposal especially with it not being a priority industry.

Mr. Tweini also stated they mentioned the population that you'll be serving and considering the population that you'll be serving in this training, they're the ones who need higher wages, a job retention opportunities and all of that. We didn't see any of the information that is low wages, there is no clear information, and I personally can't vote for this. I don't see the information that I need in order to make a decision here and this should be prepared ahead of time.

Mr. Ayala replied thank you for the comments and were going off what had been approved prior and we're happy to provide that additional information if you would like us to do that.

Ms. Newsom replied I would.

Mr. Tweini then added he would like them to bring the information back to the panel and I personally can't vote on this one.

Acting Chairperson Roberts then stated what we have in front of us now is that a couple of the panel members are making a request to move it to the next panel meeting or a future panel meeting, is that correct.

Mr. Tweini replied it is correct and that's my recommendation.

Ms. Newsom recommended having higher wages.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Mr. Smiles seconded approval of continuing this matter to a date in the future after having addressed issues noted in the current proposal. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Amendments

Tab No. 16: Texcellent, Inc. dba JS College

Ms. Torres stated that this is a proposal from Texcellent, Inc. dba JS College which is requesting an additional \$548,456 which will bring the total agreement amount to \$748,193. Texcellent requests a second phase of ETP funding (Job Numbers 5 & 6). We have a proposed plan of 230 additional retrainees under priority industry employers and an additional 56 retrainees under non priority industry employers from various counties. Texcellent is certified by the State of California's Bureau for Private Postsecondary Education. They were initially approved at the November 2019 Panel meeting as a first time multiple employer contract initial amount of less than \$200,000. Texcellent has provided and reported hour's equivalent to 89% of the initial agreement amount, staff ask for funding consideration for phase two trainees.

Ms. Torres stated that Staff recommends approval of this proposal and introduced Preeti Thakore.

Acting Chairperson Roberts inquired if this is a company that emerged out of Saisoft because what I see you doing is that you're buying up these small colleges like JS College out of Los Angeles that have already a certification, a bureau of private post-secondary education, and you buy these colleges that already have one, then you change the dynamics of that college. JS College was a textile company and you now have done away with all of that and now have actually started IT training which part of the Saisoft agenda. So I don't know how many colleges you've bought up since this time and this is just one I know because I'm familiar with the name. But it seems like you are skirting around the intent of ETP funding, so I'm really hesitant to approve this proposal. In fact, I will not approve it at the amount that you requested because, currently that is above our caps and I know it was approved in 2019 and our caps now have changed because of the whole economic situation. So, I'd like to hear from the rest of the panel on this because, again, it started out JS College as a textile company, you are not doing anything with that and I don't know how much private funding that you have or how many students you have in your school that privately pay or are you all funding out of state funds? That's what I need to know, can you answer that question? Do you have any private funds coming out of the school?

Ms. Thakore replied they do have JS College name, but of course changed from a textile design and not just the name but the entire focus has changed to IT. Yes, I do agree on that because

for a short time, when JS College was initially purchased, there were talks on trying to move the textile design online, which is what the primary focus of our school is, however, since that could not be done and we had the proposal of including IT training as our primary focus it went through and JS College was therefore required under Texcellent and by the way, that is the only college I have under Texcellent and that is doing IT training. And yes, I have worked with Saisoft in the past before but Texcellent is a standalone company on its own, that I own hundred percent and I have been involved with IT training through ETP through a previous contract that was held by Acts of Alliance for which Texcellent was a subcontractor and when the opportunity came about with the JS College purchase, because they were an already BPPE approved school, it opened up the doors for me to look at a direct contract with ETP ourselves as Texcellent instead of continuing as a subcontractor.

Acting Chairperson Roberts replied that the reason you didn't continue as a subcontractor was because we actually initiated a broker's model at that time, which you were taking all the development fees, all the administration fees and all the training fees, and that's why you had to actually figure out a different system in order to get funding. So I'm going to ask you this question again, how many private individuals do you have at Texcellent where people actually enroll in your school, privately funding versus state funding?

Ms. Thakore replied currently, we do not have any private students but in the past, we did because that was the model we had started out as where we would train corporate employees with understanding between the company and what their training needs were, and we will deliver just that training to that particular employer and this had nothing to do with ETP because we did not have an ETP contract at that time. They're just like a private vocational college running classes and students attending from employers and right now we do not have that.

Acting Chairperson Roberts asked if Texcellent is actually funded strictly out of state funds.

Ms. Thakore replied currently, yes.

Ms. Bell stated I'm on your website and I do notice you promote ETP and it says, need to train your IT workers at no cost, using funds from the State of California since 2017. We help California and companies utilize training funding through the State of California. ETP, pre IT training is funded by the State of California. So, it does appear that you are only using state funds.

Ms. Thakore replied currently, yes, we are using ETP funds with employees.

Acting Chairperson Roberts then expressed the need for some clarification around this certification that you have. I know at one time it was certified as textile business for textile training, so have you been recertified for IT training?

Ms. Thakore replied yes we have been recertified for IT training. Textile training is just not feasible for an online medium of instruction so we completely change to IT when there is a need for it right now.

Ms. Newsom then asked to explain more about the workers they are training, do they receive certifications after their training is completed and how soon thereafter do their wages increase?

Ms. Thakore replied for instance, if they have been trained in Microsoft software, then they do get a Microsoft certification or Cisco or Comcast network certifications. Slowly start training with

us he or she is at a certain level at the company and after a 90 day retention period, it's not immediately right after they finish training, but after we have also made sure that they have been with the same company for at least 90 days, that the last paycheck that comes to the proof of verification that they are still within the company shows the jumping pay raise that they have received and the title typically changes. Most students who come in at entry level or a lower level programmer level profession, after the courses they have taken or chosen to take and they move up to system administrators or database administrators and they suddenly see and have the evidence on their paychecks that come to us, a pay jump. So sometimes they do get a couple jumps within the same year.

Ms. Newsom noted what I see before me, it's a very confusing kind of layout and there's six different job numbers, and many different wage ranges including some much lower end ones and I don't understand why for like Job Number 1, you're proposing to pay a technical analysts \$13.59 an hour starting out and then under Job Number 2 to Job Number 4, \$16.81 but then Job Number 5 to Job Number 6, it's \$18.34 and the low wages don't sit well with me.

Ms. Thakore replied so these are ranges and we get these numbers based on what they are currently making when they start out and when they enroll with us. So we see the ranges of course, and then again, to actually point out examples, if you were to look at a database administrators starting wage are the range and a manageable range might see the range is shorter and the high paycheck or the high amount for a manager is lower than the high number for a database administrator.

Ms. Newsom then stated right but you're proposing wage ranges that don't meet our posts retention rate, you're proposing to pay them less than that even and I'm just uncomfortable with that.

Ms. Torres wanted to clarify something and my apologies for not pointing it out earlier. So the reason that the wages appear lower in Job Number 1 and Job Number 4 those were for a previous calendar year so those are the existing in the existing contract.

Ms. Newsom stated but now they're asking for more money to continue paying people less.

Ms. Torres replied in Job Numbers 5 and Job Number 6 that is correct. The additional money is only for Job Number 5 and Job Number 6 and Job Number 2, by can also clarify which I did not verify in my presentation. And this is just for matter of technical nature is the cap for this particular as far as what they can request the cap is up to \$750 contractually given the fiscal year, which they were funded, so you may get another contract that comes forward for an amendment next month and you may see the same thing where it is for a higher cumulative amount that is actually currently in your fiscal year 2021 counts. So that's just a clarification on staff part.

Acting Chairperson Roberts then stated but it's a new year and we got different funding, and as a panel we have our discretion to cut it accordingly, depending on funding or whatever the needs are for this economic year. I have problems with this proposal, so that's why I wanted to get a consensus from the panel. My suggestion would be, go ahead and approve this, but lower the amount. I wouldn't approve it at \$750,000 so that would be my recommendation right now. They had come through with \$200,000, and they're going to train a lot more employees on this contract. So, the most I would fund them for would be \$600,000 not \$750,000. The whole integrity thing is still a problem for me and how they buy up these small colleges that are

probably going bankrupt or whatever but they have the certifications which is very hard to get one of these and that takes years and a lot of lot of money so they buy these colleges, probably on 10 cents on the dollar and then they go ahead and change all the format all around. I mean, it's a textile company that they bought and now it's an IT company because that's what Saisoft says and legally, they can do whatever they want. But, to get primarily funded by the state for everything they do.

Ms. Newsom added so it's almost like, then they're using us and it's like we created our own ETP college, but we didn't.

Acting Chairperson Roberts replied that I am just going to leave it up to the panel members to make a decision on this one. But like I said, they just continue to do this and change all the format around if you remember Saisoft bought a small Medical College and within months they changed it to an IT college and so now they're back to medical. They came through a few months ago and half of it was medical and half of it wasn't. So this is their way they do business now, instead of using a community college or Chamber of Commerce to do the training.

Ms. Bell expressed that I just feel uncomfortable with this model. As mentioned in the discussion, even at the \$650,000 amount, that's a huge amount to be finding and I'm going to vote no, for the record.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Mr. Dombrowski seconded denial of the Texcellent, Inc. dba JS College request for Amended Funding in the amount of \$548,456. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

IX. OPPORTUNITY FOR PANEL MEMBERS TO REQUEST AGENDA ITEMS FOR FUTURE PANEL MEETINGS

Acting Chairperson Roberts thanked everyone for all of the work they put into this virtual meeting, and asked the panel if there are any agenda items, either at the panel meeting or at the policy committee meeting. Acting Chairperson Roberts stated that Gretchen mentioned that they will talk more about affiliates at the policy committee meeting, but then asked whether there was anything else. There was nothing said.

X. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Acting Chairperson Roberts asked for public comment on matters not on the Agenda.

Judith Kriegsman wanted to make a logistical comment and asked if there's a way to unmute if there's a consultant supporting a contractor while they're at the virtual podium, to unmute the consultant representative as well. So if they're receiving questioning, we can chime in at the

same time or support the contractor versus just raising the hand and waiting for the entire conversation to play itself out. For instance, Niagara was our client and was at the virtual podium receiving questions, and we could have supported some of that dialogue at the moment, but we had to raise our hand and wait to get called on versus being unmuted at the same time that the contractor was unmuted so that we could join the discussion.

Preeti Thakore expressed that we are delivering the training and the wages that are being listed and asked from ETP. And yes, I understand could be a little touchy how JS college was purchased, it just seemed like the fastest way to get on the PVP track to be able to have our own contract instead of continuing as a subcontractor and the other reason was the textile courses that were in the college, it was a failing college to begin with. They're just not conducive for online training and we didn't see any future in that. In a lot of back and forth discussions, it did end up becoming an IT college for all intents and purposes.

Acting Chairperson Roberts replied I understand where you're coming from but again, this is an amendment and you have a very short span of time to use those funds. I know that you're like a machine when it comes to training, I've seen SaySoft in their training agenda, but less than 10 months to use those type of funds doesn't seem, possible. So, I would maybe come back at a different time, not an amendment, maybe come back with a full contract at that time. But again, it just is that your model just does not have a lot of integrity for me and of course, I did the research and JS College is located in LA on Wilshire Boulevard. Now Texcellent is located in Anaheim, and then you've got your private residence listed as a place of training. So all of this going on seems a little bizarre to me.

Preeti Thakore responded that my private residence is not listed as training, that was listed as corporate headquarters when we have first established ourselves, but our office is in Anaheim. We didn't need to hold the office continuing on Wilshire Boulevard in Los Angeles, because essentially all our classes are online and our office space, we needed to have one for our administrative work on everything and that could have been anywhere regardless of where we purchased the school from the school's original location which was in LA and we moved to Orange County.

Acting Chairperson Roberts replied well it has been moved and denied.

Preeti Thakore then replied I understand why you moved to that way. My question is, how I gain access to a recording of this meeting so I could review the conversation regarding our proposal.

Legal Counsel Michael Cable stated Ms. Thakore could submit a Public Records Act request and if you go to our website, there's instructions for doing that but you could just send it directly to us and we could process that. It is on the website and also you'll see a section regarding Public Records Act request, which I think actually gives Elizabeth Jones email address, but there's information there or you could just send it to either Peter or I, our email addresses are on the website.

XI. MEETING ADJOURNMENT

Acting Chairperson Roberts adjourned the meeting at 11:15 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 \$500,000.

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 \$600,000 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.

**August, 2020 Panel
Presentation with
Action Items on:
Paid Family Leave Small
Business Grant
and
The Repeat Contractor
Rule**



Paid Family Leave Small Business Grant



Paid Family Leave Small Business Grant

- The state budget for FY 20-21, grants ETP \$1M in General Fund dollars in this FY, and for each following FY, to institute the “Paid Family Leave Small Business Grant” (PFL SB Grant).
- This new grant, which will be initiated as a pilot program through ETP, will take the form of grants to what could be considered MECs, to provide small businesses with less than 10 employees up to \$500 for each employee utilizing the Paid Family Leave (PFL) Program.



PFL SB Grant (2)

- The PFL program allows California workers to take paid leave to bond with a new child or to care for a seriously ill family member. Beginning July 1, 2020, this leave has been expanded from six to eight weeks. The current proposed budget also expands the 12 week non-paid protected leave to all businesses, regardless of business size.
- Businesses that are impacted by the PFL program will have increased costs such as: training and upskilling existing staff to cover the duties of the employee on PFL, hiring and training additional staff to cover the duties of the employee on PFL, and the marketing, recruitment, and training costs to cover these activities.

PFL SB Grant (3)

- The Policy Committee in June approved the PFL Small Business Grant Guidelines, and in July the PFL SB Grant SFP as presented here, and with a few small edits as requested by Labor Agency, to be moved to full Panel for a vote. If approved, staff will continue the logistical work of establishing the Grant, and plans on releasing the SFP for the Grant on 9/15/2020.
- Draft Guidelines for the Paid Family Leave Small Business Grant, and the Solicitation for Proposals and accompanying materials, are attached.

PFL SB Grant (4)

- Staff is requesting approval of the Paid Family Leave Small Business Grant Guidelines, Solicitation for Proposals, and accompanying materials, as attached and as presented above.
- Any questions or comments?

Repeat Contractor Rule



Repeat Contractor Rule

- At the May, 2018 Panel meeting, Panel enacted the Repeat Contractor Rule, as an alternative to our substantial contribution requirement. Substantial contribution still remains in effect for possible use, but the new Repeat Contractor Rule addressed companies who return to ETP for funding multiple times by basically imposing a waiting period on additional contracts.

Repeat Contractor Rule (2)

- The Repeat Contractor Rule, as it stands now, has been cumbersome for staff to implement, and applies only to large Single Employers, with MECs, Small Businesses, Critical Proposals, and Alternately Funded projects being exempt. Committee expressed interest in reviewing the Repeat Contractor Rule, and after discussion at their June and July 2020 meetings, moved a revision to the Repeat Contractor Rule to Panel in July for full consideration.

Repeat Contractor Rule (3)

- The Policy Committee approved amending the Repeat Contractor Rule as follows:
 - Contractors must wait until 18 months have passed in their current contract before submitting a Preliminary Application for a second contract.
 - If the current contract does not meet 75% completion rate, as determined using the potential earned amount, then the second contract will be right-sized accordingly.
 - MECs, apprenticeship projects, and Critical Proposals are exempt from the Repeat Contractor Rule.

Repeat Contractor Rule (4)

- Staff would like approval of the revision to the Repeat Contractor Rule, as proposed above. If approved, the revised Repeat Contractor Rule will become effective for all projects approved from August 1, 2020 onwards.

Thank you
Any questions?





M e m o r a n d u m

Employment Training Panel

To: Panel Members

Date: August 28, 2020

From: Elisabeth Testa, Policy Manager

File:

Subject: Action Item Requesting Approval of the Paid Family Leave Small Business Grant

Paid Family Leave Small Business Grant

Brief Issue Statement:

This spring, the ETP Policy Committee discussed the proposed Paid Family Leave Small Business Grant, approving the Grant Guidelines and the Solicitation for Proposals for the grant. The state budget for FY 20-21, grants ETP \$1M in General Fund dollars in this FY, and for each following FY, to institute the “Paid Family Leave Small Business Grant”. This new grant, which will be initiated as a pilot program through ETP, will take the form of grants to what could be considered MECs, to provide small businesses with less than 10 employees up to \$500 for each employee utilizing the Paid Family Leave (PFL) Program.

Background:

The PFL program allows California workers to take paid leave to bond with a new child or to care for a seriously ill family member. Beginning July 1, 2020, this leave has been expanded from six to eight weeks. The current proposed budget also expands the 12 week non-paid protected leave to all businesses, regardless of business size.

Businesses that are impacted by the PFL program will have increased costs such as: training and upskilling existing staff to cover the duties of the employee on PFL, hiring and training additional staff to cover the duties of the employee on PFL, and the marketing, recruitment, and training costs to cover these activities.

The Paid Family Leave Small Business Grant, as indicated by the Governor’s Office, will take the form of grants to three entities who will then distribute and administer the grant funding to small California businesses with less than 10 employees who have at least one employee utilizing the PFL Program. Each business may receive up to \$500 per employee utilizing the PFL Program to help cover any of the costs resulting from the impact of the PFL Program.

ETP has the authority to enter into this process through Legislation codes:

10205(b)(4): which directs the Panel to develop strategies “that may include ... pilot demonstration projects designed to identify potential barriers that small businesses may experience in accessing Panel programs and workforce training resources, including barriers that may exist within small businesses.”

10215: which states that “the funding of individual project grants by the Panel may take the form of... direct grants to the employer...”.

10214.6: which states that the Panel may implement “...one or more alternative fund programs to reimburse the cost of training consistent with the purposes of this part, using funds from a source other than the employment training tax. The alternative funds may be from any federal, state, or local governmental entity, as appropriated in statute or other means....”

Draft Guidelines for the Paid Family Leave Small Business Grant, and the Solicitation for Proposals and accompanying materials, are attached.

The Policy Committee in June approved the PFL Small Business Grant Guidelines, and in July the PFL SB Grant SFP as presented here and with a few small edits requested by Labor Agency, to be moved to full Panel for a vote. If approved, staff will continue the logistical work of establishing the Grant, and plans on releasing the SFP for the Grant on 9/15/2020.

Request:

Staff is requesting approval of the Paid Family Leave Small Business Grant Guidelines, Solicitation for Proposals, and accompanying materials, as attached and as presented above.



Paid Family Leave Small Business Grant

Guidelines

BACKGROUND:

The PFL program allows California workers to take paid leave to bond with a new child or to care for a seriously ill family member. Beginning July 1, 2020, this leave has been expanded from six to eight weeks. The current proposed budget also expands the 12 week non-paid protected leave to all businesses, regardless of business size.

Businesses that are impacted by the PFL program will have increased costs such as: training and upskilling existing staff to cover the duties of the employee on PFL, hiring and training additional staff to cover the duties of the employee on PFL, and the marketing, recruitment, and training costs to cover these activities.

The Paid Family Leave Small Business Grant, as indicated by the Governor's Office, will take the form of grants to three (3) entities who will then distribute and administer the grant funding to small California businesses with less than 10 employees who have at least one employee utilizing the PFL Program. Each business may receive up to \$500 per employee utilizing PFL to help cover any of the costs of training other employees to take over the duties of those out on PFL.

ETP has the authority to enter into this process based on our governing statute, Unemployment Insurance Legislation codes 10200-10217:

- 10205(b)(4): which directs the Panel to develop strategies "...that may include ... pilot demonstration projects designed to identify potential barriers that small businesses may experience in accessing Panel programs and workforce training resources, including barriers that may exist within small businesses."
- 10215: which states that "...the funding of individual project grants by the Panel may take the form of... direct grants to the employer...".
- 10214.6: which states that the Panel may implement "...one or more alternative fund programs to reimburse the cost of training consistent with the purposes of this part, using funds from a source other than the employment training tax. The alternative funds may be from any federal, state, or local governmental entity, as appropriated in statute or other means..."



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GUIDELINES:

Projected Dates:

- Solicitation for Proposals (SFP) release: 9/1/2020 – 9/15/2020 (and each year thereafter)
- SFP Submission Deadline: 9/30/2020 – 10/15/2020 (and each year thereafter)
- Grant term: One year: 10/15/2020 or 11/1/2020 – 10/14/2021 or 10/31/2021 (and each year thereafter)
- Mid-year report on Yearly Grant Activities, including submission of data elements: 4/30/2021 (and each year thereafter)
- Final Report on Yearly Grant Activities, including submission of data elements: 11/30/2021 (and each year thereafter)

Funding:

- \$1M in General Fund dollars, beginning in FY 20-21 and each year thereafter.
- As an alternative source of funding, General Fund dollars will be given a unique funding code,

Number of Grantees: 3

Award Amounts:

- \$500 per individual utilizing the CA PFL Program.
- Any given Small Business may have more than one employee utilizing PFL at any given time, so award per small business may be in increments of \$500 up to \$4,500, with most award amounts averaging \$500 or \$1,000 per small business.
- Award amount: between \$250,000 and \$500,000, based on demonstrated demand and available funding.

Disbursement:

- Lump sum award granted to awardees at the beginning of their grant term, based on projected estimates of number of individuals utilizing PFL to be served, as contained within the grant application.
- Awardees will distribute funding to small businesses as they are signed up to participate in the grant, once the number of employees utilizing PFL has been established.
- Awardees will track number of small businesses and individuals utilizing PFL over the course of the grant (see Data Collection Requirements below)

Eligibility:

Grant Awardees: The ETP PFL Grant will be open to Multiple Employer Contractors (MECs) who can demonstrate a strong pre-existing relationship with CA small businesses. For example, Chambers of



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Commerce, Community Colleges, and Professional/Trade Organizations. Standard ETP eligibility criteria will apply.

Participating Employers: CA small businesses with less than 10 employees who have at least one employee utilizing the CA PFL Program. Businesses must be registered to do business in the State of CA with the CA Secretary of State's Office, and pay their employees via W-2, rather than as independent contractors via 1099's. NOTE: Small businesses utilizing a PEO for payroll services are not eligible to participate.

Data Collection Requirements:

Information required from Grant Awardees:

- Awardee contact name, email, and phone
- Awardee's Legal Name
- Awardee's main location address
- Number of small businesses served
- Number of individuals utilizing PFL per small business served
- Funding amount distributed to each small business over the course of the grant

Information Required from Participating Employers:

- Company's California Employer Account Number (CEAN)
- Company's Legal Name
- Company's main location address
- Company's North American Industry Classification System (NAICS) code
- Company contact name, email, and phone number
- Name of individual(s) utilizing PFL
- Sex of individual(s) utilizing PFL
- Nature of PFL: either for bonding or to care for a sick family member
- Intended Use of Funds: either to upskill existing or hire new employees

Administration Costs:

- Capped at 13% for each grant awardee.
- ETP will not take an administrative fee.

Support Costs:

- None



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Training Curriculum:

- Small businesses may train in any subject and with any training delivery method that will serve their needs. Small businesses do not need to report on training subjects, delivery methods, or dates of training.

Mid-Term Report Requirements:

Summary of grant activities to date, including:

- Number of Small Businesses Served
- Data elements listed in Data Collection Requirements area above
- Financial reporting of total award dollars disbursed to date, in aggregate and per small business/employee utilizing PFL
- Narrative summarizing grant activities to date

Final Term Report Requirements:

Summary of all grant activities, including:

- All data elements from Data Collection Requirements area above
- Final financial reporting, listing funding dispersed to each small business/# of businesses served/# of employees utilizing PFL, and in aggregate, totals of admin and support costs used
- Expanded narrative summarizing grant activities

ETP Panel Presentation:

Awardees will need to be available to come to a fall, 2021, and each year thereafter, Panel Meeting where they will present their grant activities and successes to the Panel at the Panel's regularly scheduled meetings. Presentations will be short (5-10 minutes). If needed, ETP will limit the number of awardees that present at Panel to meet time constraints.

SFP Packet Contents:

The SFP Packet will contain the following, at minimum:

- Description of grant purpose
- Dates associated with the grant (ie: application acceptance, Panel presentation dates, etc)
- Outline of requirements for award amounts and disbursement, eligibility, data collection requirements, administrative and support costs, curriculum, mid and final grant reports, and Panel presentations
- Templates for the grant application, mid and final term grant reports, data collection sheets, participating employer sign-up form examples, and financial accounting template example



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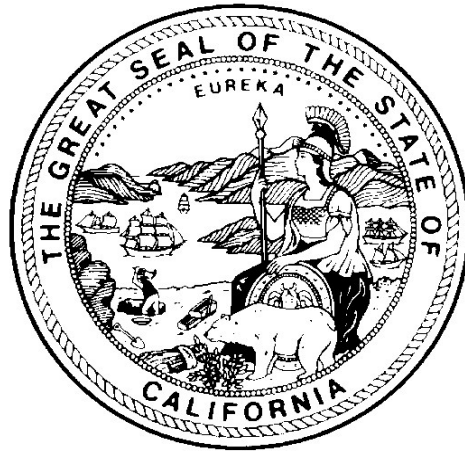
- Contact information at ETP for questions and customer service

NOTICE OF AVAILABILITY OF FUNDS

by the Employment Training Panel

***Paid Family Leave Small Business Grant
(PFL SB Grant)***

SOLICITATION FOR PROPOSALS (SFP)



September, 2020

The Employment Training Panel is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by contacting Michael Cable at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending written notice to Michael Cable at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814.

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PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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Proposal Package Instructions and Forms

The following contains the Paid Family Leave Small Business Grant (PFL SB Grant) Solicitation for Proposals (SFP) required forms. Applicants should carefully read the SFP for the required elements and follow the proposal instructions (included on the Project Proposal Narrative) in order to meet proposal application requirements.

- [SFP Form SIG – Signature Page](#)
- [SFP Form PN – Project Proposal Narrative](#)

Additional Forms for use during grant period, provided here for reference

- Mid-Term Grant Report Form
- Final Grant Evaluation Form
- Data Collection Form/Participating Employer Listing

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PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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Section 1 – Overview

A. Purpose

The California Employment Training Panel (ETP) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$1,000,000 in California State General Fund dollars, for Multiple Employer organizations to outreach to California Small Businesses impacted by the Paid Family Leave Program, in order to help offset the costs incurred when training employees to cover the duties of the individual utilizing Paid Family Leave.

The PFL program allows California workers to take paid leave to bond with a new child (through birth, adoption, or foster care) or to care for a seriously ill family member. Beginning July 1, 2020, this leave has been expanded from six to eight weeks. Additionally, the program is also expanding the 12 week non-paid protected leave to all businesses, regardless of business size.

Businesses that are impacted by the PFL program will have increased costs such as: training and upskilling existing staff to cover the duties of the employee on PFL, hiring and training additional staff to cover the duties of the employee on PFL, and the marketing, recruitment, and training costs to cover these activities.

The grant funds will be available for Multiple Employer groups who are well positioned to outreach to California Small Businesses who are being impacted by at least one employee utilizing the Paid Family Leave Program. Small businesses and individuals are not eligible to apply.

The PFL SB Grant will provide to California Small Businesses of less than 10 employees \$500 for each employee who is utilizing the PFL Program, to help offset the costs involved with training other employees to cover the duties of this individual on leave.

B. Eligibility

Grant Awardees: The ETP PFL SB Grant will be open to Multiple Employer Contractors (MECs) who can demonstrate a strong pre-existing relationship with CA small businesses. For example, Chambers of Commerce, Community Colleges, and Professional/Trade Organizations. Standard ETP eligibility criteria will apply.

Participating Employers: CA small businesses with less than 10 employees who have at least one employee utilizing the CA PFL Program. Businesses must be registered to do business in

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the State of CA and be in active status with the CA Secretary of State's Office, and have an active California Employer Account Number (CEAN) under which their employees are listed for payroll. NOTE: Small businesses utilizing a PEO for payroll services are not eligible to participate.

Applicant Requirements

Only one application/proposal will be accepted from each MEC.

Strong business partnerships are an essential element of the goal of the PFL SB Grant, with the MEC grant awardees undertaking in extensive outreach to identify small businesses impacted by the PFL program.

Each applicant must identify their connections to small businesses in their service areas, and describe their plans to outreach to these businesses to determine if they have been impacted by the PFL program, and to solicit their participation in the grant in order for them to obtain reimbursement.

Data Collection Requirements

MEC awardees will provide the following information at minimum twice yearly to ETP:

Information required from MEC Grant Awardees:

- Awardee contact name, email, and phone
- Awardee's Legal Name
- Awardee's main location address
- Number of small businesses served
- Number of individuals utilizing PFL per small business served
- Funding amount distributed to each small business over the course of the grant

Information Required from Participating Small Businesses:

- Company's California Employer Account Number (CEAN)
- Company's Legal Name
- Company's main location address
- Company's North American Industry Classification System (NAICS) code
- Company contact name, email, and phone number
- Name of individual(s) utilizing PFL
- Sex of individual(s) utilizing PFL
- Nature of PFL: either for bonding or to care for a sick family member
- Intended use of funds: either to upskill existing or hire new employee

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PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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C. Funding Availability

Through this SFP, \$1,000,000 is available for FY 20/21, and for each year thereafter.

Award Amounts:

- \$500 per individual utilizing the CA PFL Program.
- Any given Small Business may have more than one employee utilizing PFL at any given time, so award per small business may be in increments of \$500 up to \$4,500, with most award amounts averaging \$500 or \$1,000 per small business.
- Total MEC award amount: between \$250,000 and \$500,000, based on demonstrated demand and available funding.

Disbursement:

- Lump sum award granted to MEC awardees at the beginning of their grant term, based on projected estimates of number of individuals utilizing PFL to be served, as contained within the grant application.
- MEC awardees will distribute funding to small businesses as they are signed up to participate in the grant, once the number of employees utilizing PFL has been established.
- MEC awardees will track number of small businesses and individuals utilizing PFL over the course of the grant (see Data Collection Requirements above and below)

Please note: *If, for any reason, the funds either do not become available or are reduced due to budgeting/fiscal/administrative reasons, the State shall have no liability to pay any funds or to furnish any other considerations under this SFP, and no awardee will be obligated to perform any provisions of this SFP.*

D. Allowable Uses of Funds

MEC grant awardees may take a maximum of 13% of their award amount for administrative fees to cover the costs involved in administering the grant. No additional support costs are included for this grant.

All other grant funds must be distributed to the eligible participating small businesses, in the amount of \$500 per employee utilizing the Paid Family Leave Program.

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E. Length of Project

The performance period for projects awarded under this SFP will be up to 12 months, with an additional month dedicated to the final grant reporting requirements. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the state.

It is expected that the first one to two months of the project will be used for grant organization and start-up, including the identification of small businesses impacted by the PFL Program to participate in the project.

Section 2 – Significant Dates

Event	Date *
SFP release	September 15, 2020
Last date to email questions to ETP	October 9, 2020
Last date for ETP to respond to questions	October 13, 2020
Proposals due	October 15, 2020 by 5:00 p.m. PT
Proposal review and evaluation	October 16 - 22, 2020
Award announcements	October 23, 2020
Estimated project start date	November 1, 2020

***Note** – All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Section 3 – Questions and Answers

Any questions regarding completion of this SFP should be directed to Elisabeth Testa via email at Elisabeth.testa@etp.ca.gov. Questions must be received by 5:00 pm October 9, 2020. Email responses will be sent by 5:00 pm October 13, 2020.

Section 4 – Proposal Submission Instructions

Proposal Deadline

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The deadline for the **receipt** of proposals is **Thursday, October 15, 2020, by 5:00 p.m. PT – late proposals will not be accepted**. The date or time on a postmark or other courier’s documentation is irrelevant to satisfying the submission deadline. **Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.**

All proposals, whether mailed, delivered by email, courier service, or delivered in person by the applicant, **must be received on or before 5:00 p.m. PT, October 15, 2020**. The ETP will accept in-person or courier-delivered proposals between 8:00 a.m. and 3:00 p.m. daily, excluding Saturdays, Sundays, and State holidays, through October 15, 2020. *Preferred submission method is via email, given COVID-19 concerns.*

Documents required in the proposal submission are listed in Section 5.B., Format and Document Order.

Proposal Delivery Method and Addresses

Proposals may be submitted by email, mail, courier service, or delivered in person by the applicant.

Submission Address:

ATTN: PFL SB SFP –
Elisabeth Testa
MIC 64
Employment Training Panel
1100 J St, 4th Floor
Sacramento, CA 95814
Elisabeth.testa@etp.ca.gov

Section 5 – Required Proposal Content

All proposals must adhere to the required format in order to be competitive and must include all of the requested information, completed forms and attachments. The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to the minimum requirements will not be scored or considered for funding**. Applicants must use the specific instructions and complete all requested forms included with this SFP.

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PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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A. Minimum Requirements

1. Applicants must demonstrate their existing connections to small businesses within their service areas. Applicants must also describe how they will outreach to and obtain participation from small businesses that are eligible to participate in the grant. Applicants must complete the accompanying **Project Proposal Narrative (SFP Form PN)**. Applicants must also complete the **Signature Page (SFP Form SIG)**.
2. Grant awardees must complete the **Data Collection Form/Participating Employer Listing Form**. This form will collect information on each of the small businesses participating in your grant project. See **Section 7C. Reporting** of this SFP for more information on this requirement.
3. During the grant period, awardees will need to provide a **Mid-Term Grant Report**, which will include summary information on grant activities to date. Mid-Term Grant Reports will cover the first half of the grant term (11/01/2020 – 5/01/2021), and are due no later than **May 31, 2021**. See **Section 7C. Reporting** of this SFP for more information on this requirement.
4. At the conclusion of the grant period, awardees will need to complete the **Final Grant Evaluation Form**, which will provide a summary of outcomes, grant activities, small business and PFL participant demographics. The **Final Grant Evaluation Form** is due no later than 30 days post conclusion of grant activities, and no later than **November 30, 2021**. See **Section 7C. Reporting** of this SFP for more information on this requirement.
5. Awardees will need to be available to present at a fall, 2021 ETP Panel meeting (most likely in September or October, 2021), where they will present their grant activities and successes to the ETP Panel. Presentations will be short (5-10 minutes). If needed, ETP will limit the number of awardees that present at Panel to meet time constraints. The Panel meeting date will be finalized by July 1, 2021, and may be held in person in Sacramento or remotely via Zoom.
6. Applicants can submit a proposal for up to \$500,000, with awards amounts between \$250,000 and \$500,000. Three grants will be awarded. Final awards may be adjusted depending on demand from applicants. Please consider the following when determining the amount requested:

**EMPLOYMENT TRAINING PANEL
PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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Amount Requested	Number of Small Businesses/Individuals Utilizing PFL
\$500,000	83-750/750
\$250,000	42-375/375

8. Applicants should also consider the requirements listed below. Proposals that do not adhere to these requirements will be scored; however, **for each requirement not met, a penalty will be assessed as detailed below.**

Other Requirements	Penalty
1. Proposal narrative (SFP Form PN) is limited to five (5) pages double spaced (additional pages will be removed and not included in the review and scoring). Required Signature Page (SFP Form SIG) is not included in this page limit.	3 points deducted
2. Proposal narrative font must be Calibri and no smaller than 12 point.	2 points deducted

B. Format and Document Order

Applicants must use the specific instructions and complete all requested forms included in the SFP announcement. If you have any questions regarding the proposal package, please email ETP Staff at Elisabeth.testa@etp.ca.gov.

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

1. Signature Page (SFP Form SIG)	<input type="checkbox"/>
2. Proposal Narrative (SFP Form PN limited to 5 pages) The SFP Form PN includes the following sections:	<input type="checkbox"/>

**EMPLOYMENT TRAINING PANEL
PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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I.	Statement of Need		
II.	Targeted Group		
III.	Project Work Plan		
IV.	Organizational Background		
V.	Outputs and Outcomes		
VI.	Budget Summary Narrative and Plan		

Section 6 – Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	Maximum Points
PN Section I – Statement of Need	5
PN Section II – Targeted Group	5
PN Section III – Project Work Plan	30
PN Section IV – Partnerships	20
PN Section V – Outputs and Outcomes	30
PN Section VI – Budget Summary Narrative and Plan	10
Minimum and Other Requirements Total Maximum	100

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors, such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the state will be recommended for funding. After completion of the evaluation process, funding recommendations will be made to the ETP Panel. The full ETP Panel will make all final funding decisions. Awards will be announced **October 23, 2020**. Awardees will be

EMPLOYMENT TRAINING PANEL
PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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expected to present the outcomes of their grants to the full ETP Panel at one of their monthly meeting fall, 2021, date tbd.

B. Notification of Recommendation for Funding

The state expects award decisions to be announced by October 23, 2020.

C. Appeal Process

A proposal may be disqualified for not meeting the application requirements under Section 5.A of this SFP. An appeal of the disqualification decision may be filed.

There is no appeal process for not meeting the proposal submission deadline.

Final funding decisions cannot be appealed.

The application requirements, which are listed in Section 5.A of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals that do not meet the minimum requirements will be disqualified.

The ETP will send disqualification emails/letters to applicants no later than Friday, October 30, 2020. Appeals must be received at the ETP office by Monday, November 30, 2020, no later than 3 p.m. PT. **The date or time on a postmark or other courier's documentation is irrelevant to satisfying the appeal deadline**

The appellant must submit the facts in writing. The review will be limited to the information provided in writing. **To be considered for review, the appeal must contain the following information:**

- Appealing organization's full name, address, contact name and title, contact's email address, and telephone number.
- A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

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The appellant must provide a copy of the appeal email/letter and the supporting documents to the ETP. **Appeals received after 3:00 p.m. PT on Monday, November 30, 2020, will not be considered.** The ETP will respond in writing to appeals by Friday, January 15, 2021. The review and response will be limited to determining whether the proposal met the application requirements of the SFP. The ETP will accept appeals by email, mail, courier, or in person at:

ATTN: STEPS SFP APPEALS

Elisabeth Testa, MIC 64

Employment Training Panel

1100 J St, 4th Floor

Sacramento, CA 95814

Elisabeth.testa@etp.ca.gov

D. Contracting

The ETP will contact the awardees to finalize agreement/contract details. In some cases, the ETP may request that the agreements/contracts incorporate changes to the original project proposals. After the agreement/contract negotiations, if any, the ETP will mail (or email for signature using DocuSign) the agreement/contract to the awardees for signature. The state expects agreement/contract negotiations to begin in October 23, 2020 with a project start date estimated as early as November 1, 2020.

Section 7 – Administrative Requirements

A. Monitoring and Audits

Awardees may be audited by the state, in accordance with existing policies, procedures, and requirements governing the use of State General Funds. Awardees are expected to be responsive to all such requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner. Additionally, the ETP has the right, during normal business hours, to examine or audit any and all records, papers, and documents related to the delivery of services, including accounting source documents, under the PFL SB Grant.

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***PAID FAMILY LEAVE SMALL BUSINESS GRANT (PFL SB GRANT) SOLICITATION FOR PROPOSALS
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B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

C. Compliance

All funds are subject to their related State statutory and regulatory requirements. Any payment under the PFL SB Grant is valid and enforceable only if sufficient funds are appropriated in the State Budget Act for the relevant Fiscal Year. Any payment under the PFL SB Grant is subject to any additional restrictions, limitations, or conditions imposed by the Legislature. If sufficient funds are not appropriated or otherwise made available for disbursement from the ETP, then the ETP's liability for payment shall be limited to only those funds appropriated and made available for payment.

CALIFORNIA EMPLOYMENT TRAINING PANEL
Paid Family Leave Small Business Grant (PFL SB Grant) 2020

SIGNATURE PAGE

Paid Family Leave Small Business Grant (PFL SB Grant) 2020	Funding	
	Requested Funding	\$
Organization (applicant) Name:		
Address:		
City and Zip Code:		
County:		
Designated Contact Person and Title: <input type="checkbox"/> Mr. or <input type="checkbox"/> Ms.		
Phone:	Fax:	Email:
Type of Organization (Check one)	<input type="checkbox"/> Local Workforce Development Board <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Community College <input type="checkbox"/> Professional Trade Organization	
IRS Tax ID Number:	CA Tax ID Number:	
Proposal Title:		
Approval of Signatory Authority		
Name:		
Title:		
Signature	Date	
X	X	



Employment Training Panel

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Paid Family Leave Small Business Grant (PFL SB Grant) 2020

PROJECT PROPOSAL NARRATIVE

(Limited to 5 pages with 1" margins, 12 point Calibri font, double-spaced and one-sided)

Organization (Applicant) Name:

Address:

Designated Contact Person and Title:

Phone:

Email:

Section I. Statement of Need (5 Points)

Describe the need your organization has for the intended population of small businesses, and how these SFP funds will aid in serving this population.

Section II. Targeted Group (5 Points)

Describe how many small businesses and individuals your organization plans to serve under this grant. Provide demographic information as possible. Please also include here the geographical service area you plan to work in. Larger geographical areas are desired. Other items to include here are general industries of targeted small businesses, amount of urban/rural participants expected, if small businesses will come from high unemployment areas or not, veteran/minority/women-owned business status if available, etc.

Section III. Project Work Plan / Proposed Strategic Approach (30 Points)

Describe how your organization will implement the SFP grant funds. Include information on your organization's existing connections to small businesses in your service area, outreach to small businesses, and your organization's strategy for identifying and soliciting participation from small businesses impacted by the PFL program that will participate in this grant.

Section IV. Organizational Background (20 Points)



Employment Training Panel

Provide a description of your organization's history, vision, and mission, and examples of some of the typical work your organization is involved in. You may also include a description of any partnerships or networks that your organization participates in.

Section V. Outputs and Outcomes (30 Points)

Please indicate expected outputs and outcomes for the grant period, including: number of small businesses served, and number of individuals served. Please also describe any small businesses that you have already identified as possible participants in your grant project, and how these funds can help them.

Section VI. Budget Summary Narrative and Plan (10 Points)

Grant amounts are calculated on a cost per individual served at \$500/individual, with small businesses with under 10 employees receiving between \$500 and \$4,500 in \$500 increments. Additionally, 13% of your total grant award may be designated towards administrative fees, and 12% for support costs. Please provide a budget summary for your grant request, including planned amount of administrative and support costs, planned number of small businesses to be served, and planned number of individuals to be served, along with a cost breakdown for each of these line items within your total requested grant award amount.



EMPLOYMENT TRAINING PANEL
Paid Family Leave Small Business Grant (PFL SB Grant) 2020
MID-TERM GRANT REPORT

Organization (Applicant) Name:

Address:

Designated Contact Person and Title:

Phone:

Email:

- 1) Please complete the following table. Include the following information: planned number of small businesses to be served, actual number of small businesses served, total individuals planned to be served, total individuals served actual, total funding granted, total funding used. You may add additional lines to the table as needed.

Category	Planned	Actual
Small Businesses (to be) served		
Total Individuals served		
Total Funding		

- 2) Please provide a brief narrative of a paragraph or two that summarizes the activities of your grant to date. Include information on the amount of your total grant that was expended, and a demographic summary of your small businesses and individuals served. You may also include any changes to your original plan, if any.
- 3) Please include a copy of your **Data Collection Form/Participating Employer Listing Form**.



EMPLOYMENT TRAINING PANEL
Paid Family Leave Small Business Grant (PFL SB Grant) 2020
FINAL GRANT EVALUATION FORM

Organization (Applicant) Name:

Address:

Designated Contact Person and Title:

Phone:

Email:

-
- 1) Please complete the following table. Include the following information: planned number of small businesses to be served, actual number of small businesses served, total individuals planned to be served, total individuals served actual, total funding granted, total funding used. You may add additional lines to the table as needed.

Category	Planned	Actual
Small Businesses (to be) served		
Total Individuals served		
Total Funding		

- 2) Please provide a brief narrative of no more than two (2) additional pages that summarizes the outcomes and activities of your grant. Include information on the amount of your total grant that was expended, and a demographic summary of your small businesses and individuals served. You may also include lessons learned and/or highlight the successes of the grant for your small businesses.
- 3) Please include a copy of your **Data Collection Form/Participating Employer Listing Form**.

Paid Family Leave Small Business Grant 2020

Data Collection/Participating Employer Listing Form

MEC Grant Awardee Name

Small Business Legal Name	Small Business Address	Small Business CEAN	Small Business NAICS	Small Business Contact Person	Small Business Contact Person Phone	Small Business Contact Person Email	Name of Employee Utilizing PFL	Gender of Employee Utilizing PFL	Nature of PFL (new child or sick family member)	Intended Use of Funds (upskill current employee or add new staff)	Amount Dispersed	Date Dispersed	Total Dispersed to Small Business

Add your MEC name to Row 3

There is no need to enter a single small business multiple times, if they have more than one employee on PFL.

In these instances, simply list all employees on PFL in separate rows under one small business entry. See example below.

Small business name	Name of Employee on PFL	Gender of Employee on PFL	Nature of PFL	Amount Dispersed	Date Dispersed	Total Dispersed to Small Business
ABC Co	Mary Jones	F	New child	\$500	4/15/2021	\$500
Flowers Inc	Jim Smith	M	New child	\$500	3/12/2021	
	Ted Johnson	M	Sick Family Member	\$500	1/25/2021	\$1,000

\$1,500

\$1,500

Please provide a total amount dispersed, either at the bottom of the Amount Dispersed column K, or the Total Dispersed to Small Business column M, or both.

Adjust column width as necessary.



M e m o r a n d u m

Employment Training Panel

To: Panel Members Date: August 28, 2020
From: Elisabeth Testa, Policy Manager File:
Subject: Action Item Requesting Approval of Proposed Revision to the Repeat Contractor Rule

Repeat Contractor Rule

Brief Issue Statement:

At the May, 2018 Panel meeting, Panel enacted the Repeat Contractor Rule, as an alternative to our substantial contribution requirement. Substantial contribution still remains in effect for possible use, but the new Repeat Contractor Rule addressed companies who return to ETP for funding multiple times by basically imposing a waiting period on additional contracts.

The Repeat Contractor Rule, as it stands now, has been cumbersome for staff to implement, and applies only to large Single Employers, with MECs, Small Businesses, Critical Proposals, and Alternately Funded projects being exempt. Committee expressed interest in reviewing the Repeat Contractor Rule, and after discussion at their June and July 2020 meetings, moved a revision to the Repeat Contractor Rule to Panel in July for full consideration.

Background:

Current Repeat Contractor Rule:

Substantial Contribution may still be applied, as needed, on a case-by-case basis.

The Repeat Contractor Rule imposes a time limit as follows:

- Contractors may have a first, and then a second contract with no waiting period.
- After the ending contract term date of the second contract, contractors must wait 9 months before submitting a Preliminary Application for a 3rd contract.

- Both 1st & 2nd contract must reach at least a 75% completion rate before a new Pre-App for a 3rd contract will be accepted.
 - o If either the 1st or 2nd contract do not meet the 75% threshold, the following projects will be right-sized accordingly.
- Clock resets with the start of the 3rd contract.
- A contractor may earn a maximum of \$2.5 M over the course of four (4) contracts.
- Critical Proposals, Alternately Funded Projects, Small Business Projects, and all MECs (including JATCs) are exempt from the Repeat Contractor Rule
 - o Since MECs are exempt, they must have at least four (4) Participating Employers on their contract.
 - o Anyone desiring an exemption from the Repeat Contractor Rule may request an exemption with ETP Executive Staff.

Policy Committee Action:

At the June, 2020 Policy Committee meeting, the Committee heard benefits and drawbacks of the current Repeat Contractor Rule, and were presented with a variety of options for a revision of the Repeat Contractor Rule. This item returned back to Committee in July for further discussion and refinement.

The Policy Committee approved amending the Repeat Contractor Rule as follows:

- Contractors must wait until 18 months have passed in their current contract before submitting a Preliminary Application for a second contract.
- If the current contract does not meet 75% completion rate, as determined using the potential earned amount, then the second contract will be right-sized accordingly.
- MECs, apprenticeship projects, and Critical Proposals are exempt from the Repeat Contractor Rule.

Request:

Staff would like approval of the revision to the Repeat Contractor Rule, as proposed above. If approved, the revised Repeat Contractor Rule will become effective for all projects approved from August 1, 2020 onwards.



**Training Proposal for:
Central Valley Training Center, Inc.**

Contract Number: ET21-0145

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Retrainee SET HUA COVID-19	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Fresno, Merced, Sacramento, San Joaquin, Stanislaus, Tulare	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: 524	U.S.: 524	Worldwide: 524
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$234,720

Total ETP Funding
\$138,600

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 SET	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	5	2-200	0-42	\$600	\$33.34
				Weighted Avg: 30			
2	Retrainee SET HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	226	2-200	0-42	\$600	\$13.76*
				Weighted Avg: 30			

*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: \$33.34 per hour for Sacramento county; Job Number 2: \$13.76 per hour for Fresno, Merced, San Joaquin, Stanislaus, and Tulare 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
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Program Operations		5
Job Number 2:		
Administrative Staff		19
Instructors		143
Job Development Staff		8
Program Operation Staff		29
RAPID Response Staff		26
Special Education Teacher		1

INTRODUCTION

Founded in 1982 and headquartered in Stockton, Central Valley Training Center, Inc. (CVTC) (www.cvtcinc.com) provides behavioral management services to intellectually disabled individuals. CVTC was one of the first companies in California to offer day programs to intellectually disabled individuals. The Company has 11 locations: Stockton (4), Sacramento (1), Fresno (3), Merced (1), Modesto (1), and Visalia (1). All locations will receive training under this proposal. This is CVTC’s second ETP Contract and the second in the last five years.

Veterans Program

CVTC employs Veterans and actively recruits Veterans through the San Joaquin County WorkNet.

PROJECT DETAILS

Under the previous training project, CVTC focused on providing Registered Behavioral Technician training to staff in order to better serve clients with aggressive behavior disabilities. For this Contract, training will focus on cross-training staff on new State and Federal regulations including COVID, transportation, and reporting. Cross-training will focus on skill sets in areas such as behavioral support training or non-crisis intervention training. Training will provide employees opportunities to learn new skills, become proficient in their current occupation duties, and advance in the Company.

In the last few months, CVTC redesigned company operations and are deploying the changes to all locations. Training will be provided in areas such as designing and modifying plans for the client, report writing, and tracking client success in the program. The Company has also introduced two new services, Another Way and RAPID. Another Way service provides direct independent living skills to clients and the RAPID mobile crisis response service provides immediate care and support to clients in crisis situations. Training will focus on how to respond to a client in need, who to deploy, and proper techniques of completing the RAPID report. RAPID Response Staff will receive extensive training on CVTC's RAPID service including response times and managing various circumstances that may transpire. In addition, CVTC will be training all occupations on new PPE standards, COVID guidelines, updated transportation protocols, and best practices.

Some curriculum topics are repeated from the previous agreement; however, the subject matter has been updated and improved per new developments so there will be no duplication of training content in those courses.

Training Plan

Training will be delivered via Classroom/Laboratory, E-Learning, and CBT delivery methods. In-house subject-matter experts and vendors may be utilized to deliver training in the following:

Business Skills: Training will be offered to all occupations. Training will provide the skills to effectively and efficiently maintain business operations. Training topics include Budgeting, Customer Service, and Project Management.

Commercial Skills: Training will be provided to all occupations. Topics include Behavioral Support, Data Collection, and Medical Skills.

Computer Skills: Training will be offered to all occupations. Training is intended to improve software skills. Training topics include Relias and Therap.

Continuous Improvement: Training will be offered to all occupations. Training will focus on improving Company practices. Training topics include Bloodborne Pathogens and Hand Hygiene.

Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-42 hours of CBT.

COVID-19 Priority Status

CVTC has been designated as a COVID-19 related Priority industry based on a list, provided by the Governor, of critical and essential industries that are vital to the continued health and safety of the California public, and to the maintenance of our economy.

CVTC plays an essential role in the service industry by providing support to individuals who may need behavioral management services, independent living skills, and support in the aspects of daily living.

Commitment to Training

The current annual training budget is approximately \$20,000 per facility. Most of the training is for new hire orientation, general safety, and efficient processes.

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. Department Managers will collect and review the ETP rosters. The Contract will be overseen by the Chief Operating Officer and the Training Coordinator. In addition, the HR Coordinator and the Payroll Manager will assist with enrolling trainees and reviewing the rosters. CVTC has also retained the services of a third-party administrator who has extensive ETP experience to assist with the administration.

Special Employment Training

Under Special Employment Training (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

Trainees in Job Number 2 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by 25%. The Company's locations in Fresno, Merced, San Joaquin, Stanislaus, and Tulare counties are in an HUA.

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages.

CVTC is requesting a wage modification from \$33.34 per hour to \$13.76 per hour for Job Number 2 in order to serve workers in lower-wage occupations.

COVID Waivers

CVTC is requesting the following waivers due to the effects of the COVID-19 pandemic on their company:

- Minimum Training Hours Reduced from 8 hours to 2 hours: In an effort to try and limit large group gatherings, some employees may not receive 8 hours of training.

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	
				\$	%
ET17-0350	Stockton, Fresno, Modesto, Merced, Visalia	12/9/16 – 12/8/18	\$99,792	\$76,876	(77%)

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted with development of this proposal for a flat fee of \$7,484.

ADMINISTRATIVE SERVICES

Propel Consulting Group 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/E-Learning Hours**

2-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Budgeting
- Communication Skills
- Confidentiality & Professionalism
- Conflict Management
- Customer Service
- Employee Development
- Investigation Training
- Policy Review
- Problem Solving & Decision Making
- Project Management
- Report Writing

COMMERCIAL SKILLS

- ABC's of Consumer Rights
- Activity Plan Training
- Assessment of Functional Life Skills
- Behavioral Support
- CDC Social Distancing
- Classroom Management
- Data Collection
- Diametrix
- Documentation & Confidentiality
- Individual Service Plan Training & Review
- Medical Skills
- Nonviolent Crisis Intervention
- PATCH Report Writing & Review
- Positive Behavior Support
- Registered Behavior Technician
- Social Effective Training
- Team Leader Training

COMPUTER SKILLS

- IBS
- Microsoft Office (Intermediate and Advanced)
- Relias
- Therap

CBT Hours

0-42

CONTINUOUS IMPROVEMENT

- Autism Overview (1.75 hrs.)
- An Overview of Safe Eating and Drinking (.75 hrs.)
- Back Injury Prevention (.5 hrs.)
- Basics of Defensive Driving (.5 hrs.)
- Basic Supervisory Skills (1 hr.)

- Bloodborne Pathogens (.5 hrs.)
- Bloodborne Pathogens and Standard Precautions (1 hr.)
- Choice Making for People with Intellectual and Developmental Disabilities (1hr)
- Client/Patient Rights (2 hrs.)
- COVID 19 (.75 hrs.)
- Crisis Intervention for Individuals with Developmental Disabilities (.75 hr.)
- Effective Workplace Writing (.25 hrs.)
- Got Bugs? Dealing with Infestation (.5 hrs.)
- Hand Hygiene (.25 hrs.)
- Hand Hygiene: The Basics (.25 hrs.)
- Hazardous Chemicals (.5 hrs.)
- Infection Control (.75 hrs.)
- Infection Control: The Basics (.25 hrs.)
- Leadership Fundamentals: Management vs. Leadership (1hr.)
- Leadership Fundamentals; Relationship-Centric Leadership (1hr.)
- Managing Challenging Behaviors Focused Learning (1 hr.)
- Management Fundamentals for the Emerging Leader (1.25 hrs.)
- Non-Crisis Intervention Training Initial (8 hrs.)
- Person Centered Planning for Individuals with Developmental Disabilities (3.25 hr.)
- Personal Protective Equipment (.25 hrs.)
- Principles and Practices of Effective Direct Supports (1 hr.)
- Principles of Positive Behavior Support for DSP's Part 1: Overview (1 hr.)
- Principles of Positive Behavior Support for DSP's Part 2: Teaching Functional Skills (1.25 hrs.)
- Principles of Positive Behavior Support for DSP's Part 3: How to Teach People with Disabilities (1 hr.)
- Principles of Positive Behavior Support for DSP's Part 4: Importance of BSP's (1.25 hrs.)
- Privacy & Confidentiality for Non-HIPPA (.25 hrs.)
- Reporting Elder and Dependent Adult Abuse in CA (.5 hrs.)
- Self-Advocacy Focused Learning (1hr.)
- Supervisor Training Curriculum – Part 1: Defining Work Expectations (1 hr.)
- Systematic Instruction Strategies (3.25 hrs.)
- Workplace Emergencies and Natural Disasters: Extreme Heat and Cold (.5 hrs.)
- Writing Effective Incident Reports (1.5 hrs.)

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:
Corona Chamber of Commerce**

Contract Number: ET21-0157

Panel Meeting of: August 28, 2020

ETP Regional Office: San Diego

Analyst: T. Philips

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET	Industry Sector(s):	MEC (H) Manufacturing (33) Transportation & Warehousing (48-49) Construction (23) Healthcare (62) Waste Management (56) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange, Los Angeles, Riverside, San Bernardino, Kern, Alameda, Santa Clara	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Laborers' International Union of North America (Local 1184) and International Union of Operating Engineers (Local 501)		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$186,994		\$12,930 8%		\$199,924

In-Kind Contribution:	50% of Total ETP Funding Required	\$260,222
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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 Commercial Skills Computer Skills Mfg. Skills OSHA10/30	299	8-200	0	\$541	\$18.34
				Weighted Avg: 22			
2	Retrainee Priority Rate SET	Business Skills Computer Skills MS - Didactic	30	8-200	0	\$738	\$25.01
				Weighted Avg: 30			
3	Retrainee	Business Skills Commercial Skills Computer Skills	25	8-200	0	\$641	\$18.34
				Weighted Avg: 30			

Minimum Wage by County: Job Number 1 and 3: \$20.00 per hour in Alameda and Santa Clara Counties; \$19.05 per hour in Los Angeles County; \$18.39 per hour in Orange County; \$18.34 in all other counties. Job 2: Modified Statewide Average: \$25.01 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 \$2.50 per hour may be used to meet the Post-Retention Wage for Job Numbers 1-3.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administration Staff		85
Supervisor/Manager		5
Cement Mason		60
Laborer		85
Foremen		15
Operator		49
Job Number 2:		
Lead Medical Assistant		12
Nurse Practitioner		18
Job Number 3:		
Accountant		25

INTRODUCTION

Founded in 1910 and located near the western edge of Riverside County, the Corona Chamber of Commerce (Corona Chamber) (www.mychamber.org) is a nonprofit membership organization whose mission is to promote business, advocacy, community and economic development while

serving as a catalyst for improving the overall quality of life in the community and region. Corona Chamber also provides assistance to small business such as legislative updates and advocacy, information on current business issues such as COVID-19, and serves as a general resource center for its membership.

Corona Chamber represents the greater Corona area which includes Norco, Eastvale, and Chino as well as portions of Los Angeles, San Bernardino, and Riverside counties. Corona Chamber has done outreach to a wide range of companies representing a healthy cross-section of the business community in the region, and many of the participating employers have operations throughout the state. Corona Chamber also works with community organizations promoting the region's resources including Habitat for Humanity, Small Business Development Center, municipal governments, North Orange County Community College districts, local schools and more.

This will be Corona Chamber's first ETP project. Corona Chamber will provide Business, Commercial, Computer, and Medical Skills training as well as OSHA Safety training to small and large companies in the following counties: Orange, Los Angeles, Riverside, San Bernardino, Kern, Alameda and Santa Clara.

Veterans Program

Although this project does not include a Veterans component, participating employers may potentially include Veterans.

PROJECT DETAILS

The core group of employers consists of small and large employers statewide and represents 100% of the requested funding. Current participating employer demand includes training for Construction Staff, Manufacturing Operators, and Accountants employed in companies facing out-of-state competition from employers providing the same services at lower costs. Training will also be provided to Nurse Practitioners and Lead Medical Assistants working at medical facilities facing patient surges due to the pandemic.

Participating employers are adjusting to a new and changing marketplace due to the COVID-19 pandemic. Corona Chamber offers training that meets this demand. Corona Chamber intends to bring ETP-funded training to multi-industry businesses. Each of the participating employers is looking to improve business skills in areas such as leadership, communications, and problem resolution. In addition, employers are requesting training in computer skills, to implement and troubleshoot new software programs as well as provide training on multiple platforms, accounting software, Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), and Microsoft suite programs.

Construction training will not include any training which parallels or competes with any current apprenticeship program.

Corona Chamber is also engaged with companies with footprints across California. These employers are seeking to improve on business efficiency and employee retention. In order to remain competitive both domestically and internationally, employers are seeking new ways to provide their products and services by combining pricing, value, and customer service to present an attractive value proposition for their customer bases.

Although some Accountants (e.g. Certified Public Accountants) require 80 hours of Continuing Professional Education (CPE) training every two years, the Contractor will ensure training utilized

for CPE is not reported to ETP (via the ETP Online Tracking system) to demonstrate performance or invoice for reimbursement.

Training Plan

All training will be customized to meet each employer's needs based on assessments and industry demand. Training will occur at the participating employers' sites and other training sites in California and will be delivered via a classroom or an online e-learning setting. The following are some of the curriculum topics included in the Menu Curriculum, Exhibit B:

Business Skills: This training will be offered to all occupations and may include courses such as Leadership Skills, Team Building Skills, Communications Skills, Sales Skills, and Marketing Skills.

Commercial Skills: This training will be offered to Accountants, Cement Masons, Laborers, and Foremen and may include courses such as Advanced Blueprint Reading, Grouted Masonry, Customer Relations, Project Administration, and Accounting and Auditing Updates.

Computer Skills: This training will be offered to all occupations and may include courses such as Auditing and Accounting software, CRM, ERP, and Microsoft suite (Intermediate).

Manufacturing Skills: This training will be offered to the Operators classification and may include courses such as Silica Awareness, Material Handling, and Fall Protection.

Medical Skills - Didactic: This training will be offered to Nurse Practitioners and Lead Medical Assistants and may include courses such as Basic Life Supports, Infection Control, and Patient Fall Prevention.

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 journey 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.

Trainer Qualifications

It is expected 90-95% of total training will be provided by the participating employers' in-house staff. Participating employer in-house trainers are subject-matter experts in the field they are providing training, with years of experience in the topics of instruction as related to the participating employer. Corona Chamber will reimburse the ETP fixed fee reimbursement, minus the maximum allowable administrative cost, to participating employers directly for all training provided by the participating employer internal trainers for training costs. The remaining 5-10% of total training will be provided by third party trainers to be identified and utilized as needed.

Commitment to Training

Most participating employers provide basic on the job training or job specific training and will continue to do so. ETP funds are intended to provide supplemental training for companies that lack the resources to provide training on their own, but need training to upgrade the job skills of its workers to keep the workforce competitive. 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**

Corona Chamber's President and CEO will oversee and market the program to partners and participating employers. In addition, Corona Chamber's Vice President of Operations will assist with outreach and maintain all class/lab and On-Line E-Learning attendance rosters. An administrative subcontractor will provide project administration, including enrolling and tracking trainees in the ETP online systems. Corona Chamber will work with participating employers (internal trainers) and training vendors on training schedules, curriculum, and assessments for all training under the Agreement.

Tuition Reimbursement

Corona Chamber 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

Marketing and Support Costs

Corona Chamber will market this training project through its website, including live presentations at monthly meetings, flyers and social media to its members and partners. It will also work with community partners to promote the ETP-funded training for companies. Corona Chamber requests 8% support to cover costs and outreach efforts required to market and recruit additional participating employers, assess specific training needs, develop job-specific curricula and training schedules, and conduct necessary follow-up during retention. This will be an on-going activity throughout the duration of the Agreement.

Union Support

Operators with participating employer 3M are represented by the International Union of Operating Engineers, Local 501, and Laborers with participating employer Mamco (dba Alalssi) are represented by Laborers' International Union of North America (LIUNA), Local 1184. The unions have submitted letters of support.

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**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$33.34 to \$25.01). Corona Chamber requests this modification for Job 2.

High Unemployment Area

Although some participating employers may be located in an HUA, Corona Chamber is not asking for a wage modification.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Corona Chamber retained Training Refund Group in Anaheim to assist with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

Corona Chamber retained Training Refund Group to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned. All costs associated with the administrative services function of this contract are the responsibility of the Corona Chamber. The Corona Chamber may subcontract out these services directly to a third-party subcontractor at their discretion. However, all costs associated with the administrative services of the contract, up to the maximum allowed by ETP, will be reimbursed directly by Corona Chamber and not a Participating Employer.

TRAINING VENDORS

The majority of training will be provided by Participating Employers' in-house (Subject Matter Experts) trainers. Third-party trainers will be identified for ETP record-keeping 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

- Leadership
- Team Building
- Communications
- Sales Skills
- Presentation Skills
- Client Service
- Compliance Management
- Effective Meetings
- Presentation Tools
- Marketing
- Product Knowledge
- Mentoring and Coaching
- Negotiation Skills
- Job Costing and Accounting
- Insurance & Bonds
- Scheduling Philosophy
- Project Administration
- Project Budget Control
- Estimating Procedures and Processes
- Critical Thinking Skills

COMMERCIAL SKILLS**Construction**

- Advanced Blueprint Reading
- Arches (Types, Hands-On Project)
- Bricklaying Terminology
- Brick-Paving Techniques
- Building a Straight Wall
- Building Codes-Reinforced
- Grouted Masonry
- Cement Blocks and Bricks
- Complete a Masonry Wall
- Components and Shell Bricks
- Concrete in Masonry Units
- Construction of Jambs
- Construction of Pilasters
- Custom Residential Work
- Glass Blocks
- Glazed Tile
- Interpret and Use Blueprints
- Job Layouts/Steps Related to Layout
- Learn the Communications Skills Required of a Job Supervisor
- Throat

- Materials -Veneer Construction
- Materials-Residential Masonry Design
- Parging in Masonry Construction
- Patterns -Bonded Masonry
- Planning and Construction of Custom Masonry
- Recognize the Terms Used with Reinforced Grouted Masonry
- Responsibilities of a Job Supervisor
- Safety, Health and Employment Rules and Procedures
- Solve Problems in Masonry Mathematics
- Stick-On Veneer Stones
- Techniques for Setting and Laying Brick
- Trade Math
- Various Types of Veneer Applied to a Fireplace
- Advanced Materials - Safe working procedures and practices
- Construction Best Practices
- Fall Protection
- Heavy Equipment Movement (Lifts, Excavators, Bobcat, etc.)
- Field Operation procedures
- Plumbing Material Identification & Application
- Pipe Joining Methods & Procedures
- Excavation Competent Person
- Engineering Best Practices
- Pump Sizing and Installation
- Sewage Pump System Repair
- Water Heater/ Boiler Trouble Shooting and Repair
- Water Booster Pump and Recirculating Pump Troubleshooting and Repair
- Switches and Electrical Components
- Plumbing Code
- Heat Exchanger Systems
- Advanced Diagnosis
- Fundamentals of Water Flow and Plumbing Systems
- Fall Protection/Safety
- Confined Space/Safety
- On Demand Hot Water Systems
- Gas and Fuel Systems
- How to Estimate for Mechanical & Plumbing
- Metal Stud and Drywall
- Self-Performed Concrete & Rebar
- Asbestos Awareness
- Elevator Training
- Qualified Rigger & Hand Signal Person
- Safety Dinner-SAC (Jul-2017)
- Bloodborne Pathogens
- Silica Awareness
- Scaffold Training
- Hand Held Tools
- Boom Lift & Forklift Training
- Emergency Response Training
- Fall Protection

- Qualified Rigger
- Intro to Rudolph and Sletten University
- General Contractor Code Overview
- USA 811 Utility Marking Trenching Excavation, Soil Classification
- NFPA 70E
- Last Planner-How to Run a Pull Scheduling Session
- Self-Performed Work (Estimate Preparation and Tracking)
- Lessons Learned-AC2 & Change Order Review
- Prequalification (Public & Private)
- Scissor Lift User

Accounting

- Fraud (detection, analysis, review)
- Best Practices
 - Audit Techniques
 - Tax Strategies
 - Project Management
- Accounting & Auditing Updates
- Employee Retirement Income Security Act and Employer Benefit Plans
- Tax Updates
- Technical Updates (changes to accounting and auditing procedures)
- Estates and Trusts
 - Government Accounting Standards Board Update
 - Advanced Estate Planning
 - Common Fraud and Internal Controls
 - Auditing Government Pension Plans
- Government Accounting Standards Board 68

MANUFACTURING (mining operations)

- Lock Out Tag Out
- Confined Space Entry
- Silica Awareness
- PPE Protection
- Heat Stree
- Proper Usage of Ladders
- Hazard Recognition
- Toxic Substances Control Act
- Material Handling
- Screen Tender
- Rotex Operations
- Mixer Operations
- Evacuation
- Electrical Hazards
- Proper Work Posture
- Respiratory Protection
- Fall Protection

MEDICAL SKILLS -DIDACTIC

- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)
- Regulatory Update (Joint Commission, CMS, etc.)
- Behavioral Health
- Diabetes Care & Management
- Evidence Based Practices
- Infection Control
- Patient Fall Prevention
- Culturally Appropriate Care
- Best Practices
- Culture of Safety
- Patient and Care Documentation Skills

COMPUTER SKILLS

- Audit software
- Accounting software
- Microsoft Office Intermediate
- CRM
- ERP
- Becker CPE
- Practice CS
- CCH Software Suite
- APL-Being More Productive with Autodesk Point Layout from the Model
- Basic Bluebeam
- Site Work Models from Design to Construction
- MEP Scheduling From Beginning to End
- Prolog Essentials
- Owner Billing in JDE
- Online Resources and Application Skills
- Electronic Medical Records Application Skills

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10/30

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: Corona Chamber of Commerce

CCG No.: ET21-0157

Reference No: 20-0387

Page: 1 of 2

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: 3 M

Address: 18750 Minnesota Road

City, State, Zip: Corona, CA 92881

Collective Bargaining Agreement(s): International Union of Operating Engineers Local 501

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

Total # of full-time company employees worldwide: 50,000

Total # of full-time company employees in California: 1,000

Company: Boudreau Pipeline

Address: 463 N. Smith Ave.

City, State, Zip: Corona, CA 92880

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 83

Total # of full-time company employees worldwide: 250

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

Company: Cat Tracking, Inc.

Address: 2950 Rubidoux Blvd.

City, State, Zip: Riverside, CA 92509

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 22

Total # of full-time company employees worldwide: 23

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

Company: Cucamonga Valley Medical Group

Address: 16465 Sierra Lakes Parkway, #300

City, State, Zip: Fontana, CA 92336

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Corona Chamber of Commerce

CCG No.: ET21-0157

Reference No: 20-0387

Page: 2 of 2

Company: Lance, Soll, Lunghard

Address: 201 N. Brea Blvd.

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 114

Total # of full-time company employees in California: 114

Company: Mamco, Inc. dba Alabbsi

Address: 764 W. Ramona Expy, Suite C

City, State, Zip: Perris, CA 92571

Collective Bargaining Agreement(s): LiUNA Local 1184

Estimated # of employees to be retrained under this Contract: 84

Total # of full-time company employees worldwide: 171

Total # of full-time company employees in California: 171

Company: OC Concrete, LLC

Address: 4320 E. LaPalma

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65



Laborers'
International
Union of
North America

LIUNA!

Local No. 1184

Local No. 1184
Arizona,
Riverside
and
Imperial
Counties

MICHAEL S. DEA
BUSINESS MANAGER
SECRETARY-TREASURER

William G. Smith
PRESIDENT

MAIN OFFICE

1128 E. La Cadena Drive
Riverside, CA 92507
Telephone: 951-684-1484
Fax: 951-779-1445

ARIZONA OFFICE

334 W. 10th Place Suite #104
Mesa, AZ 85201
(602) 258-6521
Fax (602) 495-1464

THOUSAND PALMS OFFICE

72732 Ramon Rd.
P.O. BOX 155
Thousand Palms, CA 92276
(760) 343-0533
Fax (760) 343-0883
(800) 203-3111

EL CENTRO OFFICE

690 Broadway St., Suite. #5
El Centro, CA 92243
(760) 337-3909
Fax (760) 337-3911

July 16, 2020

VIA E-MAIL: marylu@alabbasi.biz

Alabbasi Construction
Attn: MaryLu Ekinci
764 West Ramona Expressway Suite C
Perris, CA 92571

RE: Union Letter of Support, Employment Training (ETP Program)

Laborers Local 1184 is supportive of Alabbasi applying for the program. We understand that the California Employment Training Panel (ETP) is a business and labor supported state agency that assists companies in upgrading the skills of their workforce enabling them to remain competitive. The training received under this program will assist Alabbasi to upgrade the skills of their workforce.

Sincerely,

Michael S. Dea
Business Manager
Secretary-Treasurer

MSD:cmu

Feel the Power

INTERNATIONAL UNION of OPERATING ENGINEERS LOCAL 501

Southern California
2405 West 3rd Street
Los Angeles, CA 90057
T: 213.385.1561 | F: 213.385.7324
Headquarters



Southern Nevada
301 Deauville Street
Las Vegas, NV 89106
T: 702.382.8452 | F: 702.386.5813

June 23, 2020

Employment Training Panel
San Diego Regional Office
9095 Rio San Diego Drive, Suite 320
San Diego, CA 92108-1699

Dear Employment Training Panel:

The International Union of Operating Engineers Local 501 is supportive of 3M's training proposal submitted to the Employment Training Panel and in its application for ETP-Funding for training purposes.

In today's competitive market place and with ever expanding technology, continuing education is imperative for the Engineering staff at 3M. We understand that a well-trained Engineering staff will help insure a secure future for both the Company and its employees.

We thank you for your consideration and are available if you have any questions at (213) 385-1561 extension 101.

Sincerely,

Edward J. Curly
Business Manager

EJC: ca

Organizing is The Key to Our Union's Future
local501.org



RETRAINEE - JOB CREATION

Training Proposal for:

Crain Walnut Shelling, LP

Contract Number: ET21-0152

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative HUA Seasonal COVID-19 SET	Industry Sector(s):	Agriculture (B) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Tehama	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: 374	U.S.:374	Worldwide: 374
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution:
\$255,480

Total ETP Funding
\$187,010

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 HUA	Business Skills, Commercial Skills, Computer Skills, Hazardous Materials, PL-Commercial Skills	137	8-200	0	\$500	*\$13.76
				Weighted Avg: 25			
2	Retrainee Job Creation	Business Skills, Commercial Skills, Computer Skills, Hazardous Materials, PL-Commercial Skills	50	8-200	0	\$575	*\$15.00
				Weighted Avg: 25			
3	Seasonal HUA SET	Business Skills, Commercial Skills, Computer Skills, Hazardous Materials, PL-Commercial Skills	187	8-200	0	\$480	*\$13.76
				Weighted Avg: 24			

*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 and 3: \$13.76 per hour for Tehama county.

Job Number 2: \$15.00 per hour for Tehama 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

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		
Managers/Supervisors		30
Packing Staff		45
Project/Production Operators		35
Sanitation		12
Shipping/Receiving		2
Fumigation		2
Shop Staff		11
Job Number 2: Retrainee/Job Creation		
Packing Staff		30
Project/Production Operators		12
Sanitation		2
Shipping/Receiving		2

Fumigation		2
Shop Staff		2
Job Number 3: Seasonal		
Packing Staff		80
Project/Production Operators		40
Sanitation		2
Shipping/Receiving		40
Fumigation		23
Shop Staff		2

INTRODUCTION

Founded in 1982 and headquartered in Los Molinos, Crain Walnut Shelling, LP (CWS) (www.crainwalnut.com) is one of the largest family-owned producers, packers and producers of English Walnuts in California. In addition to family production, the Company has marketing agreements with over 500 growers to help meet supply and demands in both the U.S. and all major international markets. CWS produces walnut meats to local and international retail grocery store chains, bakers, bakery supply distributors, ice cream manufacturers, cereal makers, multi-national food manufacturers, club, and big box stores. Training will be delivered at the Company facility in Tehama County. This will be CWS's first ETP Contract.

Veterans Program

CWS actively recruits Veterans and participates in Veteran job fairs to recruit for all open occupations. However, there is not a Veterans component in this project.

PROJECT DETAILS

To remain competitive, CWS has structured its existing training plan to focus on increasing productivity and enhancing customer service. The Company has identified the need to cross-train and develop the skills of its staff on workflow processes including proactive communication to ensure the Company can meet and exceed customer expectations from start to finish. Training will also focus on on-and-off field operations to ensure delivery of products are safely made on time. The training plan will address any deficiencies and allow the Company to standardize its processes and training so that it can assure its clients will receive the highest quality product.

In addition, CWS continuously improves all aspects of their business to provide customers with the best service. The Company has recently invested over \$5 million in technology upgrades to sorting and slicing equipment, such as Key Technology Veryx Electronic Sorting and Laser Line 7, to ensure the Company exceeds industry needs.

CWS is expanding the use of its existing software systems, such as AutoCAD and Kronos, for various occupations. This will improve the overall CWS service with a higher concentration of staff having the knowledge to assist with Conveyance Systems, Logistics, Production Techniques, Radiation/X-Ray Operations, Shelling Equipment Operations and Shipping/Receiving processes. Training will improve internal processes and increase staff's proficiency in the use of various software applications.

Training will also be used to assist staff in determining needs for improvement and setting up a career path. Establishing a career path for trainees will allow the Company to promote internally from a pool of experienced employees.

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.

To meet the demands of this growing industry, the Company anticipates growing its workforce by 50 new employees (Job Number 2) including Packing Staff, Project/Production Operators, Sanitation, Shipping/Receiving, Fumigation and Shop 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

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

Business Skills: Training will be offered to all occupations and will focus on increasing customer service skills. Training topics include Communication Skills, Customer Service, Employee Management, Product Knowledge, Project Management and Sales Skills.

Commercial Skills: Training will be offered to all occupations. Training will focus on improving construction related processes. Training topics include Conveyance Systems, Farm Tractor Operations, Fumigation Techniques, Laser Equipment/Settings, Packing Techniques, Sanitation, Shipping Operations and Welding.

Computer Skills: Training will be offered to all occupations, except Sanitation. Training will focus on existing software. Training topics include AutoCAD, Kronos, MS Office (Intermediate and Advanced) and Solid Works.

Hazardous Materials: Training will be offered to all occupations. Training will focus on cross-training all staff on proper protocols and procedures. Training topics include Lockout/Tagout, Handling/Cleanup Hazardous Materials and Global Harmonized System (GHS) Hazard Communications.

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.

CWS will train all occupations on Commercial Skills processes. Due to the nature of their services, certain training cannot be replicated in a class/lab environment. PL training will allow practical, hands-on experience in a working environment. Equipment to be used during PL includes Conveyance Systems, Farm Tractor Operations, Fumigation Techniques, Laser Equipment Settings, Packing Techniques, Sanitation, Shipping Operations and Welding.

Training will be taught by subject-matter experts with demonstrated knowledge and expertise in the field. Instructors will monitor trainee competencies before the trainee is deemed competent for each trade skillset. The Company is requesting a trainer-to-trainee ratio of 1:3 due to certain equipment requiring more than one operator. Staff will be trained up to 60 hours of PL.

High Unemployment Area

All trainees work in Tehama County, a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%.

➤ 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. CWS is requesting a wage modification from \$18.34 per hour to \$13.76 per hour for Job Numbers 1 and 3.

COVID-19 Priority Status

CWS has been designated as a COVID-19 related Priority Industry based on a list, provided by the Governor, of critical and essential industries that are vital to the continued health and safety of the California public, and to the maintenance of our economy.

As one of the largest producers of walnut meats in California, CWS plays an essential role in the food industry, supplying products to numerous markets and manufacturers for retail and consumption.

Retention Modification – Seasonal

Under the Seasonal Worker program, the trainees in Job Number 3 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. CWS requests this retention modification for trainees in Job Numbers 3.

Commitment to Training

The Company's annual training budget is approximately \$325,000 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

CWS has a structured training plan in place. The Company's General Manager will oversee project administration with two Human Resource assistants and several Project Managers assigned to handle training rosters and tracking performance. Propel Consulting Group will assist with administrative duties. Training will be delivered by in-house experts and vendors as needed.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Propel Consulting Group of El Dorado Hills assisted with development for a flat fee of \$13,000.

ADMINISTRATIVE SERVICES

Propel Consulting Group 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/E-Learning/Videoconference Hours**

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Computer Reporting
- Customer Service
- Employee Management
- Financial Analysis & Reporting
- Inventory Control
- Leadership
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Project Planning
- Sales Skills

COMMERCIAL SKILLS

- Conveyance Systems
- Electrical Systems
- Emergency Response
- Farm Tractor Operations
- Food Safety
- Forklift
- Fumigation Techniques
- Good Manufacturing Practices
- Harness & Lanyard
- Hot Work Area Training
- Laser Equipment/Settings
- Lifts & Ladders
- Logistics
- Machine Guarding
- Metal Detector
- Packing Techniques
- Production Techniques
- Radiation/X-Ray Operations
- Receiving & Grading Techniques
- Safety Training
- Sanitation
- Sheller Equipment Operations
- Shipping Operations
- Shop Equipment
- Spudnik Operation
- Welding
- Yard Truck

COMPUTER SKILLS

- AutoCAD
- CAP - Internal software
- Kronos
- MS - Office (Intermediate/Advanced)
- Solid Works

HAZARDOUS MATERIALS

- Globally Harmonized System (GHS) Hazard Communications
- Handling/Cleanup Hazardous Materials
- Lockout/Tagout

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

Productive Lab Hours

0-60

COMMERCIAL SKILLS (1:3 Trainer-to-Trainee Ratio)

- Conveyance Systems
- Electrical Systems
- Farm Tractor Operations
- Forklift
- Fumigation Techniques
- Harness & Lanyard
- Hot Work Area Training
- Laser Equipment/Settings
- Lifts & Ladders
- Machine Guarding
- Metal Detector
- Packing Techniques
- Production Techniques
- Radiation/X-Ray Operations
- Receiving & Grading Techniques
- Sanitation
- Sheller Equipment Operations
- Shipping Operations
- Shop Equipment
- Spudnik Operation
- Welding
- Yard Truck

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:

Dry Creek Corporation dba E. & J. Gallo Winery

Contract Number: ET21-0146

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Napa, Sonoma, San Luis Obispo, Stanislaus, Merced, Fresno, Monterey	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Food and Commercial Workers International Union, Wine, Distillery & Allied Workers, Local 186D; United Food and Commercial Workers International Union 8-Golden State			
Number of Employees in:	CA: 5,122	U.S.: 5,534	Worldwide: 6,500	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

FUNDING DETAIL

In-Kind Contribution:
\$250,000

Total ETP Funding
\$200,000

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 Job Creation Initiative SET	Other Titles (COVID-19 Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Minimum Wage by County: Job Number 1 (COVID/Statewide): \$17.50 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
General Winery Worker		35
Level 5 Maintenance Mechanic		15
Racker and Blender		20
Level 3 or 4 Material Handler		15
Level 4 Operator		15

INTRODUCTION

Founded in 1933 and headquartered in Modesto, Dry Creek Corporation dba E. & J. Gallo Winery (Gallo) (www.gallo.com) produces and distributes wine, distilled spirits, juice concentrates and malt products. The Company is the largest exporter of California wine with a portfolio of over 100 unique brands including Barefoot Cellars, Apothic and MacMurray Estate Vineyards. Gallo also produces glass bottles for its own winery and other wine and spirits companies. Training under this proposal will be for its 14 locations in Napa, Sonoma, San Luis Obispo, Stanislaus, Merced, Fresno and Monterey counties. This is Gallo’s eighth ETP-funded project, and the fourth in the last five years.

Veterans Program

Even though there is not a Veterans’ component in this project, Gallo regularly recruits Veterans using outreach programs, Veteran offices, and job fairs.

Union Support

All occupations are represented by United Food and Commercial Workers International Union, Wine, Distillery & Allied Workers, Local 186D; and United Food and Commercial Workers International Union 8-Golden State in Stanislaus and Fresno counties. All union letters of support for this training project have been received.

PROJECT DETAILS

Retrainee - Job Creation

Gallo has experienced an increase in consumer demand of products and a decrease in employee attendance due to the stay-at-home orders mandated by the state. The Company anticipates onboarding 100 additional staff in order to address the increase in demand. Training will focus on onboarding new staff and COVID-related safety protocols to ensure social distancing requirements are met while ensuring consumer demands are met.

Training Plan

Training will be delivered via Classroom/Laboratory or E-Learning in the following:

COVID Training Bundle: Training will be offered to all occupations on General Winery Worker New Hire Training, Handwashing, and Disinfecting of Work Stations.

Retention Modification

The Panel may also modify the retention period for these trainees, making it satisfied by employment of at least 90 consecutive days, with at least 20 hours of employment per week.

Electronic Recordkeeping/LMS

Staff has reviewed and approved Gallo's use of a Learning Management System for recordkeeping.

Commitment to Training

Gallo currently invests over \$8M annually for training at all California facilities and includes new hire orientation, OSHA-mandated safety regulation training, and harassment and discrimination prevention. 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 Corporate Training Division's Senior Manager will be responsible for overseeing all training coordination. Each facility has an assigned contact person to handle collection of rosters and communication between facilities. Additionally, the Company has hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully. Training will be delivered by in-house experts and vendors as needed.

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
ET20-0226	\$649,980	12/23/2019 – 12/22/21	418	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked for potential earnings of \$0 (0% of approved amount). Training is occurring and the Contractor is currently in the process of uploading hours.

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 \$ %
ET16-0348	Modesto, Livingston, Fresno	03/06/16 – 03/05/18	\$740,000	\$740,000 (100%)
ET13-0364	Modesto, Livingston, Fresno	06/03/13 – 06/02/15	\$601,600	\$601,600 (100%)

DEVELOPMENT SERVICES

California Manufacturers & Technology Association (CMTA), in Sacramento, assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

CMTA 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/E-Learning Hours

4-4

Trainees may receive any of the following:

COVID Training Bundle

-  Disinfecting of Work Stations
-  Forklift Training
-  General Winery Worker New Hire Training
-  Handwashing
-  New Hire Training
-  Returning To The Workplace
-  Working Remotely

Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.



UFCW-WINE, DISTILLERY & ALLIED WORKERS, LOCAL 186D

329 Downey Ave.
Modesto, CA 95354-1297

Phone (209) 524-4245
Fax (209) 524-7066

June 29, 2020

Mr. Peter Cooper
Deputy Executive Director
Employment Training Panel
1100 "J" Street, 4th Floor
Sacramento, CA 95814

RE: ETP Training (COVID Response: 20-0658)

Dear Mr. Cooper;

The United Food and Commercial Workers Union, Local 186D represents over 1500 members in the California wine industry, including members at E.&J. Gallo Winery in Modesto and Livingston, California.

UFCW—Local 186D is an ardent proponent of the ETP Training Program and strongly recommends and supports E.&J. Gallo Winery in its efforts to secure funding for employee training related to the COVID response, and ETP reference number 20-0658. The training program will provide our members with knowledge and skills needed to meet operational demands, which in turn will enhance their advancement opportunities and provide a more secure work environment for the future.

If you have any questions, please contact me at 209-524-4245.

Sincerely,

Luis Martell, President of Local 186D



United Food & Commercial Workers International Union, AFL-CIO, CLC

Jacques Loveall
President
International Vice President

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940 Hopper Ave.
Santa Rosa, CA 95403
(707) 546-1384
(707) 546-4806 (Fax)

July 7, 2020

Mr. Peter Cooper
Deputy Executive Director
Employment Training Panel
1100 "J" Street, 4th Floor
Sacramento, CA 95814

RE: ETP Training (COVID Response: 20-0658)

Dear Mr. Cooper;

The United Food and Commercial Workers Union, Local 8—Golden State represents over 32,000 members in the Northern and Central California, thousands of which are in the State of California, including our members employed at E. & J. Gallo Winery in Fresno, California.

Local 8—Golden State is an ardent proponent of the ETP Training Program and strongly recommends and supports E. & J. Gallo Winery in its efforts to secure funding for employee training related to the COVID response, and ETP reference number 20-0658. The training program will provide our members with knowledge and skills needed to meet operational demands, which in turn will enhance their advancement opportunities and provide a more secure work environment for the future.

If you have any questions, please contact me at 916-786-0588.

Sincerely,

Jacques Loveall, President of Local 8—Golden State





**Training Proposal for:
Edwards Lifesciences LLC
Contract Number: ET21-0150**

Panel Meeting of: August 28, 2020

ETP Regional Office: San Diego

Analyst: T. Philips

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 4,380	U.S.: 6,367	Worldwide: 14,465
<u>Turnover Rate:</u>	11%		
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

FUNDING DETAIL

In-Kind Contribution:
\$220,000

Total ETP Funding
\$200,000

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 Job Creation Initiative Priority Rate COVID	Business Skills, Computer Skills, Continuous Imp. Mgmt. Skills, Mfg. Skills, HAZMAT, (COVID-19 Bundle)	100	4 – 4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Minimum Wage by County: Job Number (COVID/Statewide): \$17.50 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 \$1.50/hr. may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Engineer 1		25
Engineer 2		25
Technician		5
Regulatory Specialist		5
Quality Specialist		5
Production Staff		15
Manager 1 & 2		10
Supervisor		10

INTRODUCTION

Founded in 1958 and headquartered in Irvine, Edwards Lifesciences LLC (Edwards) (www.edwards.com) develops, manufactures and markets medical devices and technologies used in the treatment of advanced cardiovascular disease and hemodynamic monitoring. Edwards' product line is sold in over 100 countries to hospitals, physicians, and other healthcare providers. Edwards' products include tissue replacement heart valves, valve repair products, transcatheter heart valves, hemodynamic monitoring devices, and other critical care technologies that facilitate cardiac surgery procedures through minimally invasive surgery. Edwards has one California location in Irvine.

This is an ETP COVID Pilot proposal which represents Edwards' ninth ETP Contract and the third in the last five years. Edwards is requesting ETP funds to train 100 Job Creation trainees in a variety of occupations. This project is designed to train Edwards' newly-hired workforce in safety

procedures during the COVID-19 pandemic and to acclimate the workforce quicker to Edwards' needs.

Veterans Program

Although Edwards may hire and train Veteran staff, the company does not wish to include a separate Veterans job number. However, Edwards has created a formal effort to recruit those that have past military experience by building relationships with organizations like The Honor Foundation, Hiring Our Heroes, and MVP Vets to start building a pipeline of talent. Edwards also attends job fairs focused on the military like the Service Career Academy Conference. In addition, Edwards provides Veterans Awareness Training to help hiring managers understand the value of hiring veterans, develop an awareness of the differences of those transitioning out and addressing the misconceptions that are sometimes in place around military talent.

PROJECT DETAILS

Previous ETP project training focused on new and upgraded software, the Edwards Global Technical Training Program launch, new therapy technologies, and skills needed for its newest facility. Training in this proposal will focus primarily on COVID employee safety skills needed for its newly-hired workers at its new facility.

Critical care has experienced a huge demand surge and as a result of COVID-19. Patients in intensive care units are in need of Edwards monitoring systems. To remain a leader in the life sciences industry, Edwards has invested in a new manufacturing center in Irvine to pilot the design and manufacturing of new medical devices. Edwards is focusing on the entire supply chain from design to manufacturing to distribution in an effort to reduce cycle times, improve overall quality and innovate new products in the marketplace. In response to increased demand for its products, Edwards must hire new employees.

Additionally, Edwards continues to train new workers in a very tight employment market to meet rapid growth in the business. With the onset of the COVID-19 pandemic, the safety of its workforce has become of paramount concern to Edwards and much of this training will be designed to train employees to work in a new environment while still delivering on Edwards' commitment to excellence.

Training for the production team continues to be streamlined and upgraded to make it more efficient. Production team members now work in a complex team assembly line instead of working from start to finish on each heart valve. Training allows employees to begin production work much sooner after hire, while also assisting in achieving higher quality. Employees are also cross-trained in the other portions of the manufacturing line.

Training Plan

The COVID-19 Bundle is limited to four hours of training and will be delivered via Class/Lab and E-Learning in the following:

Business Skills: Training will be offered to Engineers and Technicians to increase data analytics, technical writing and customer communications to keep pace with product demand. Quality and Regulatory Specialists will focus on Global Technical Training and Technical Presentations.

Computer Skills: Engineers and Quality Specialists will train in the Company's Product Lifecycle Management Program "Ignite" and will continue to require extensive training throughout this project.

Continuous Improvement: All occupations will take process improvement and quality courses critical to reducing waste and ensuring quality products. As new product designs are rolled out

in the new manufacturing center, these skills will be necessary to expand products into other regions.

Management Skills: Training will be delivered to Managers and Supervisors in Critical Thinking, Global Negotiations, and other leadership skills improvement courses to further develop their supervisory skills.

Manufacturing Skills: Training will be offered to Production Staff, Quality Specialist and Engineers. Classes in Risk Management and Usability Engineering, Manufacturing Biological and Non-Biological Products, and Wet Labs are key to ensure new products are effectively designed and manufactured.

Certified Safety Training

1. 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, all job classifications 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 has not yet been determined.

Commitment to Training

In 2019, Edwards invested \$2 million in training at the Irvine facility. Training included good documentation practices, production skills, project management, six sigma training and global business practices.

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 delivered by in-house trainers and vendors as needed. The Director of Technical Training will oversee overall administration of the project. The Learning Coordinator & Training Documentation lead will execute the training plan and coordinate the training effort to ensure proper record keeping procedures are in place. Edwards also retained California Manufacturers & Technology Association to assist with project administration.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. The COVID Pilot Program allows for newly-hired employees to be subject to a lower post-retention wage.

Edwards will hire 100 new employees. 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

The recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the Company is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

Electronic Recordkeeping/LMS

Edwards has requested to utilize electronic recordkeeping. ETP staff has reviewed and approved the Edwards' learning management system.

Green/Clean Operations

An example of the work Edwards is doing to minimize their environmental footprint are visible at its Irvine headquarters campus. Edwards is proud to host one of North America's largest Living Walls. As part of the Company's environmentally friendly state-of-the-art parking structure, the Living Wall provides aesthetic appeal and is designed to specific environmental standards for low maintenance and low water consumption. This beautiful living work of art also helps protect the building from sun damage, rain, and temperature fluctuations, saves energy, dampens noise pollution, and makes our world a greener place.

The parking structure is also designed with a rooftop solar energy system that generates the basic lighting requirements of the 1,200-space garage, returns electricity back to the Company's utility provider, and creates convenient shade for employee vehicles. Edwards has also installed electric vehicle charging stations, reserved parking for clean energy vehicles and carpools, and a green water drainage solution, populated with plantings that result in cleaner water runoff.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET19-0411	Irvine	02/22/19 – 02/21/21	\$353,106	\$353,106	(100%)
ET16-0306	Irvine	02/01/16 – 01/31/18	\$472,000	\$353,401	(75%)
ET14-0208	Irvine	10/28/13 – 10/27/15	\$495,000	\$409,907	(83%)

DEVELOPMENT SERVICES

California Manufacturers & Technology Association in Sacramento assisted with development for a flat fee of \$9,500.

ADMINISTRATIVE SERVICES

California Manufacturers & Technology Association 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/E-Learning Hours**

4-4

Trainees may receive any of the following:

BUSINESS SKILLS (COVID-19 Bundle)

- Data Analytics
- Technical Writing
- Project Management
- Marketing
- Technical Presentations
- Advanced Product Knowledge
- Customer Communications
- Global Technical Training Program
- Risk Management

COMPUTER SKILLS (COVID-19 Bundle)

- Product Lifecycle Management Software, Ignite
- Enterprise Resource Planning Software (Oracle)
- Control Charts
- Core Imaging
- Minitab/Matlab Software Tools
- Non Normal Data Analysis Systems
- Advanced Desktop Applications
- CAD Design – Pro E
- CREO I, II, III CAD – Pro Engineer
- Solidworks
- Advanced Software Validation
- Configuration Management II
- Workday

CONTINUOUS IMPROVEMENT (COVID-19 Bundle)

- Starr Technical Training Program
- Business Excellence Systems Training
- Edwards Production System
- APICS Certification
- Continuous Innovation (Machine Learning, Big Data & Digitization)
- Product Definition
- Product Design
- Good Clinical Practices
- Lean Manufacturing
- Problem-Solving/Troubleshooting Skills
- Production Operations
- Process Improvements
- Teambuilding
- Quality Concepts
- Project Management
- Mini Tab
- Statistical Process Control

- Process Validation
- Software Validation
- Mistake Proofing
- Root Cause Analysis
- Organizational Change Management-Certification
- Geometric Dimensioning and Tolerance
- Preventive Maintenance & Calibration
- Test Method Validation
- Design Control
- Design of Experiments
- Technical Information Mapping
- Regulatory Inspection Procedures
- Good Laboratory Practices
- ISO Internal Auditing
- Audit Readiness
- Global Model Master
- ROHS – Product Surveillance
- Global Supply Chain Excellence
- Design For Manufacturing

HAZARDOUS MATERIALS (COVID-19 Bundle)

- Chemical Hygiene/Safety for Laboratories
- Waste Management
- Hazard Communication
- Hazardous Waste and Bio-Waste for Laboratories
- Storm Water Discharges

MANAGEMENT SKILLS (COVID-19 Bundle)
(Managers/Supervisors Only)

- Change Management
- Leadership Skills for Managers
- Business Strategies
- Global Negotiations
- Operations & Supply Chain Management
- Finance for Non-Financial Managers
- Critical Thinking for Managers
- Innovation & Product Development
- Healthcare Economics
- Marketing in a Global Economy
- Leading at Edwards
- Situational Leadership II
- Performance Management & Coaching
- Talent Management and Competency Skill Assessment

MANUFACTURING SKILLS (COVID-19 Bundle)

- BioDesign
- Edwards Research Center Wet Labs
- Heart Valve Clinical
- Production and Equipment Operations
- Manufacturing Biological & Non-Biological Products
- Cross-Training on Production Operations

- Manufacturing Assembly Standards & Procedures
- Risk Management and Usability Engineering

Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Fresno Surgery Center, L.P. dba Fresno Surgical Hospital

Contract Number: ET21-0158

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative Medical Skills Training SET HUA	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	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: 273	U.S.: 273	Worldwide: 273
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$229,000

Total ETP Funding
\$199,548

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 Medical Skills Training SET	Business Skills, Computer Skills, Continuous Improvement, Hazardous Materials, MS-Didactic, MS Clinical with Preceptor	266	8-200	0-22	\$598	\$13.76
				Weighted Avg: 26			
2	Retrainee Priority Rate Job Creation SET/HUA Medical Skills Training	Business Skills, Computer Skills, Continuous Improvement, Hazardous Materials, MS-Didactic, MS Clinical with Preceptor	40	8-200	0-22	\$1,012	*\$13.00
				Weighted Avg: 44			

*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 (SET/HUA): \$13.76 per hour for Fresno County.
Job Number 2 (SET/HUA): \$13.00 per hour for Fresno 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 \$0.26 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Administration		43
Ancillary Medical Staff		63
Clinical Lab Specialist		1
Dietary Staff		9
Facilities Management/Maintenance		3
Frontline Managers		28
Housekeeping		24

IT Staff		6
Nursing Staff		84
Pharmacists		3
Physical Therapist		2
Job Number 2: Retrainee/Job Creation		
Administration		2
Ancillary Medical Staff		6
Housekeeping		5
Nursing Staff		20
Telemetry Monitoring Staff		7

INTRODUCTION

Founded in 1984 and headquartered in Fresno, Fresno Surgery Center, L.P. dba Fresno Surgical Hospital (Fresno Surgical Hospital) (www.fresnosurgicalhospital.com) is a licensed 27-bed acute care hospital. Initially the hospital operated as an outpatient surgery center, but later expanded its services to include overnight post-surgical care. Fresno Surgical Hospital provides the following surgical procedures: General, Neurosurgery, Orthopedic, Gynecology, Urological, Colon/Rectal and Pain Intervention Strategies. They serve patients from all over the state. Training will be delivered at the Company’s location in Fresno.

This is Fresno Surgical Hospital’s fifth ETP project and third in the past five years.

Veterans Program

Fresno Surgical Hospital actively recruits Veterans and participates in Veteran job fairs to recruit for all open occupations. However, there is not a Veterans component in this project.

PROJECT DETAILS

In the previous contract, Fresno Surgical Hospital focused training on medical and clinical skills geared towards patient satisfaction, as well as, compliance to state and federal healthcare requirements. This project will focus training on the continuous changes in standards and regulations within the Healthcare industry, patient safety, California State Board requirements and medical billing. Employees must remain apprised of these changes to maintain compliance and maintain the safety and comfort of the patient. Training on medical insurance, billing/coding, along with medical skills will ensure staff remain compliant and maintain patient safety.

Fresno Surgical Hospital has been developing and implementing COVID response protocols to ensure that the company is prepared to assist in catastrophic emergencies. Processes regarding the handling of this pandemic are constantly changing as new updates from the World Health Organization (WHO) and Center for Disease Control (CDC) are communicated. In this proposal, Fresno Surgical Hospital training will be centered on proper handling, prevention and containment techniques within each individual department. This training will be offered to all professional healthcare staff.

In addition, Fresno Surgical Hospital purchased new G.E. Ultrasound and Nihon Kohden Telemetry equipment, as well as, upgraded various computer systems within the organization. These upgrades include ePREOP and Quantros software, which will require extensive training. ETP-funded training will increase proficiencies, expanded capabilities, and ensure accuracy and compliance.

Additional training will be offered to all staff including training in Advanced Customer Service Skills, Clinical Service System Management, Effective Communication, Problem Solving and Teambuilding. Enhancing employee skills will enable Fresno Surgical Hospital to remain competitive within the industry and offer higher workplace promotional opportunities.

While training topics may be similar to those provided in the prior Contract, trainees will not repeat the same training courses previously received.

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.

With the growing concerns of COVID-19, Fresno Surgical Hospital is expanding its workforce to improve patient to staff ratios. The Company has committed to hiring 40 new employees (Job Number 2), including Administration, Ancillary Medical Staff, Housekeeping, Nursing Staff and Telemetry Monitoring 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

Classroom/Laboratory, E-Learning and Computer Based Training will be provided by in-house subject matter experts in the following:

Business Skills: Training will be offered to all occupations and will focus on improving customer service skills. Training topics include Advanced Customer Service Skills, Clinical Service System Management, COVID Policy Implementation, and Healthcare Administration.

Computer Skills: Training will be offered to all occupations. Training focus on existing software Training topics include ePREOP Software Training, MEDITECH Training, Quantros Software Training and MS Office (Intermediate and Advanced).

Continuous Improvement: Training will be offered to all occupations. Training will improve learned skills. Training topics include Age Specific Care, Documentation Skills, Environmental Safety, Leadership Skills, Methicillin-Resistant Staphylococcus Aureus (MRSA), Multiple Drug Resistant Organisms (MDRO), Preceptor Skills and Problem Solving.

Hazardous Materials: Training will be offered to all occupations, except Administration. Staff will receive the skills necessary to ensure a safe work environment while working with dangerous materials. Training topics include Hazardous/Biohazard Handling, Disposal, and Storage.

Medical Skills Training:

Approximately 162 trainees including Ancillary Medical Staff, Clinical Lab Specialist, Dietary Staff, Nursing Staff, Pharmacists and Physical Therapists will participate in clinical skills training utilizing both Didactic and Clinical with Preceptor training methodologies.

Classroom/Laboratory training will be provided by in-house subject matter experts and vendors to all occupations on advanced clinical processes to ensure competency and maximize patient satisfaction and safety. Training includes Advanced Cardiac Life Support, Ancillary Medical Skills, Hemodynamic Monitoring, Medication Safety, Nursing Processing Skills, Radiology Skills, and Trauma Nursing Skills.

Special Employment Training/ High Unemployment Area

Under Special Employment Training (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 Modification

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's location in Fresno County is in an HUA.

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages. Fresno Surgical Hospital requests a wage modification from \$33.34 per hour to \$13.76 per hour for Job Number 1 and \$15.00 per hour to \$13.00 per hour for Job Number 2.

Commitment to Training

Fresno Surgical Hospital spends approximately \$70,000 annually on training. Employee training includes basic skills updates, new-hire classroom and preceptor-led training, safety training and mandated compliance 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 funds will enable the Company to prepare new clinicians for full-time patient care, reduce hospital re-admissions, and meet new quality standards.

➤ Training Infrastructure

The Company's HR Manager, who was involved in the previous contract, will be working with HR Administrative Staff, as well as, Frontline Managers, to plan, schedule, and ensure all aspects of training are uniformly implemented. Fresno Surgical Hospital has a structured training plan in place and is ready to commence training upon approval. Training will be delivered by in-house experts and vendors as needed. In addition, Fresno Surgical Hospital has retained the services of a third party as an administrative subcontractor to assist with all administrative requirements.

Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-22 hours of CBT.

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 (County)	Term	Approved Amount	Payment Earned \$ %
18CS-0106-00	Fresno	11/6/17- 11/5/19	\$240,256	\$205,881 (86%)
ET16-0106	Fresno	8/3/15 - 8/2/17	\$229,920	\$229,920 (100%)

DEVELOPMENT SERVICES

Strategic Business Solutions, LLC in Visalia assisted with development for a flat fee of \$8,250.

ADMINISTRATIVE SERVICES

Strategic Business Solutions, LLC 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 and E-Learning/Videoconference

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Advanced Customer Service Skills
- Clinical Services System Management
- COVID Policy Implementation
- Effective Communication
- Electronic Medical Records Application Skills
- Healthcare Administration
- ICD-10 Coding

COMPUTER SKILLS

- ePREOP Software Training
- MEDITECH Training
- MS Office Suite Skills (Intermediate & Advanced ONLY)
- Quantros Software Training

CONTINUOUS IMPROVEMENT

- Age Specific Care
- Antibiotic Stewardship
- Carefusion-Alaris System Training
- Conflict Management
- Conflict Resolution and Team Building Skills
- Customer Service
- Documentation Skills
- Environmental Safety
- Food Product Safety/COVID Protocols
- HealthcareSource: Abuse, Neglect and Exploitation
- HealthcareSource: Bloodborne Pathogens for Clinical Staff
- HealthcareSource: Communication Through the Lifespan
- HealthcareSource: Diversity in Health Care
- HealthcareSource: Electrical Safety
- HealthcareSource: Handling Hazardous Materials
- HealthcareSource: Health Care Safety and Injury Prevention
- HealthcareSource: Health Care Security
- HealthcareSource: Infection Prevention and Control for Clinical Staff
- HealthcareSource: Latex Allergy
- HealthcareSource: Life Safety
- HealthcareSource: Lifting and Moving Patients
- HealthcareSource: Medical Equipment Management
- HealthcareSource: Pain Management
- HealthcareSource: Patient Rights, Confidentiality and HIPPA Privacy
- HealthcareSource: Patient Safety Goals for Clinical Staff
- HealthcareSource: Phlebotomy
- HealthcareSource: Providing Age-Appropriate Care to Adolescents
- HealthcareSource: Providing Age-Appropriate Care to Older Adults

- HealthcareSource: Providing Age-Appropriate Care to Young and Middle-Aged
- HealthcareSource: Radiation, MRI and Laser Safety for Clinical Staff
- HealthcareSource: Rapid Response Teams for Clinical Staff
- HealthcareSource: Restraints and Seclusion
- HealthcareSource: Emergency Management Planning
- HealthcareSource: Understanding and Preventing Tuberculosis for Clinical Staff
- HealthcareSource: Advance Directives
- Leadership Skills
- Leadership Styles
- Methicillin-Resistant Staphylococcus Aureus (MRSA)
- Multiple Drug Resistant Organisms (MDRO)
- Patient Identification
- Preceptor Skills
- Preventing Catheter Associated Urinary Tract Infections
- Preventing Medication Errors
- Preventing Needle Stick Injury
- Preventing Surgical Site Infections
- Problem Solving
- Pyxis MedStation 4000 Nursing Tutorial
- Quality Assessment and Improvement
- Standard Precautions
- Team Building
- Temporal Artery Thermometer
- Understanding Thrombolytics and Anticoagulants
- Universal Protocol Guidelines

HAZARDOUS MATERIALS

- Hazardous/Biohazard Handling, Disposal, and Storage

MEDICAL SKILLS TRAINING – DIDACTIC

- Advanced Cardiac Life Support
- Ancillary Medical Skills
- Anesthesia Protocols
- Basic Life Support
- Blood Transfusion
- Catheter Protocols
- Code Blue Response
- Hemodynamic Monitoring
- HIPAA
- Infection Control
- Laser Safety Protocols
- Medical/Surgical Nursing Skills
- Medication Safety
- New Graduate Nursing Skills
- Nurse Orientation Training
- Nursing Diagnosis Skills
- Nursing Process Skills

- Operating Room Nursing Skills
- PACU Nursing Skills
- Pain Management
- Patient Assessment and Care
- Physical Therapy
- Pre-Op Nursing Skills
- Radiology Safety Protocols
- Rapid Response Skills and Procedures
- Respiratory Care
- Sterilization Process and Protocols
- Surgical Pre-Op Nursing Skills

MEDICAL SKILLS TRAINING – CLINICAL W/ PRECEPTOR

- Airway Management
- Anesthesia Protocols
- Catheter Protocols
- Laser Safety Protocols
- Medical Fire Safety
- Medication Safety
- MedSurg Nursing Skills
- MedSurg Patient Tech Training
- Operating Room Tech Skills
- Orthopedic Nursing Skills
- Patient Assessment Care
- Patient Charting
- Pre-Admission Testing Nursing Skills
- Pre- and Post-Operative Care
- Pre-Op and PACU Nursing Skills
- Radiology Skills
- Sterile Processing Technician Skills
- Surgical Nursing Skills
- Trauma Nursing Skills
- Universal Protocols

CBT Hours

0-22 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Age Specific Care (.5hr)
- Antibiotic Stewardship (.5hr)
- Carefusion-Alaris System Training (.5hr)
- Conflict Management (.5hr)
- Conflict Resolution and Team Building Skills (.5hr)
- HealthcareSource: Abuse, Neglect and Exploitation (.5hr)
- HealthcareSource: Advance Directives (.5hr)
- HealthcareSource: Bloodborne Pathogens for Clinical Staff (.5hr)
- HealthcareSource: Communication Through the Lifespan (.5hr)
- HealthcareSource: Diversity in Health Care (.5hr)

- HealthcareSource: Electrical Safety (.5hr)
- HealthcareSource: Emergency Management Planning (.5hr)
- HealthcareSource: Handling Hazardous Materials (.5hr)
- HealthcareSource: Health Care Safety and Injury Prevention (.5hr)
- HealthcareSource: Health Care Security (.5hr)
- HealthcareSource: Infection Prevention and Control for Clinical Staff (.5hr)
- HealthcareSource: Latex Allergy (.5hr)
- HealthcareSource: Life Safety (.5hr)
- HealthcareSource: Lifting and Moving Patients (.5hr)
- HealthcareSource: Medical Equipment Management (.5hr)
- HealthcareSource: Pain Management (.5hr)
- HealthcareSource: Patient Rights, Confidentiality and HIPPA Privacy (.5hr)
- HealthcareSource: Patient Safety Goals for Clinical Staff (.5hr)
- HealthcareSource: Phlebotomy (.5hr)
- HealthcareSource: Providing Age-Appropriate Care to Adolescents (.5hr)
- HealthcareSource: Providing Age-Appropriate Care to Older Adults (.5hr)
- HealthcareSource: Providing Age-Appropriate Care to Young and Middle-Aged (.5hr)
- HealthcareSource: Radiation, MRI and Laser Safety for Clinical Staff (.5hr)
- HealthcareSource: Rapid Response Teams for Clinical Staff
- HealthcareSource: Restraints and Seclusion
- HealthcareSource: Understanding and Preventing Tuberculosis for Clinical Staff (.5hr)
- Leadership Styles (.5hr)
- MRSA (.5hr)
- Multiple Drug Resistant Organisms (MDRO) (.5hr)
- Patient Identification (.5hr)
- Preventing Catheter Associated Urinary Tract Infections (.5hr)
- Preventing Medication Errors (.5hr)
- Preventing Needle Stick Injury (.5hr)
- Preventing Surgical Site Infections (.5hr)
- Pyxis MedStation 4000 Nursing Tutorial (.5hr)
- Standard Precautions (.5hr)
- Temporal Artery Thermometer (.5hr)
- Understanding Thrombolytics and Anticoagulants (.5hr)
- Universal Protocol Guidelines (.5hr)

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.



**Training Proposal for:
Grossmont-Cuyamaca Community College District**

Contract Number: ET21-0124

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	New Hire	Industry Sector(s):	Services Financial Services Insurance Priority Industry: <input type="checkbox"/> Yes <input checked="" 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		
Turnover Rate:	<20%		
Managers/Supervisors: (% of total trainees)	<20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$97,290		\$6,210 8%		\$103,500

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	New Hire	Business Skills, Commercial Skills, Computer Skills	18	2-260	0	\$5,750	\$15.20
				Weighted Avg: 235			

*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.

<p>Minimum Wage by County: \$15.20 per hour for San Diego County</p> <p>Health Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p>Used to meet the Post-Retention Wage?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe</p> <p>Participating employers may use health benefits to meet the Post-Retention Wage.</p>
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Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Assistant		4
Billing Clerk		1
Billing Coordinator		2
Claims Processor		1
Insurance Associate		1
Insurance Representative		2
Jr. Accounting Associate		1
Loan Assistant		1
Patient Service		2
Receptionist		2
Records Technician		1

INTRODUCTION

Founded in 1961 and located in El Cajon, Grossmont-Cuyamaca Community College District (Grossmont College) (www.grossmont.edu) serves students throughout San Diego County. Grossmont College offers more than 100 instructional programs for education and development courses; as well as programs that promote economic, civic, and cultural development. Grossmont College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

The Office Professional Training (OPT) program at Grossmont College's Business Office Technology Department has been providing job training for unemployed individuals for over 35 years. The OPT program is an industry-based, semester-long certificate program for new-hires.

OPT is a full-service, cohort program that walks its students through the phases of orientation, registration, preparation, training, and job placement. Throughout the program, students have

access to one-to-one assistance to help students stay successful academically, enrichment education to help students be successful at work and home, and to a career-placement specialist, who helps students present themselves competitively on job applications and provides plentiful, quality, job leads hand-picked to match students' skills. Lifetime career-placement assistance is available to program graduates. The program's extensive support system enables students to accomplish the training, gain confidence, and acquire employment.

This is Grossmont College's sixth ETP project; the third in the last five years.

Veterans Program

Grossmont College does not actively recruit Veterans, however, the training plan may include Veterans.

PROJECT DETAILS

The OPT program is an exceptional model for training and placing unemployed adults. Most OPT students have not been in school since high school or have weak work histories. Students include low-income and at-risk persons from a variety of age groups, socioeconomic levels, and ethnic backgrounds, including laid-off workers, welfare recipients, single parents, abuse victims, homeless adults, and the long-term unemployed, as well as persons with substance-abuse history, learning impairments, and mental or physical disabilities. 95% of trainees are women. Trainees typically have tried, but have been unsuccessful in gaining skills or employment on their own.

Grossmont College will support the training and placement of 18 new-hire trainees in customer support, accounting, and insurance industries.

All trainees are enrolled in business and computer skills classes designed to provide up-to-date skills and knowledge in the latest technologies. This specialized training program prepares unemployed individuals with the necessary skills for full-time, entry-level employment in accounting, insurance claims/assistance, and/or financial services industries. The OPT matches each trainee with a prospective employer. Since 1985, the program has provided training and job placement services to more than 2,300 unemployed individuals in the San Diego business community.

New-Hire trainees typically have little to no job skills in the insurance or financial services industries. Additionally, to ensure trainees are prepared to be placed into full-time employment, Grossmont College will provide resume writing techniques and interviewing skills for each trainee. The training hours proposed are consistent with the hours achieved in the last Agreement to meet competency for placement into jobs.

Training Plan

Training will be provided at Grossmont College's Business Office Technology Department and will be conducted via Class/Lab, E-Learning, and Videoconferencing methods in the following:

Business Skills: Training will be provided to all occupations to prepare trainees for entry-level full-time employment. Training topics include Business English and Communication, and Office Systems and Procedures.

Commercial Skills: Training will be provided to all occupations with topics including Insurance Principles, Elementary Accounting, and Finance Principles.

Computer Skills: Training will be provided to all occupations focusing on Computerized Accounting Applications, Google Applications for Business, and Social Media Skills for Business, as needed for entry level positions in Accounting, Insurance or Finance.

Employer Demand

OPT's career-placement specialist seeks and maintains relationships with employers. The specialist gains access to unlisted jobs and promotes trainees for hire. In addition, Grossmont College's Business Advisory Council (BAC) acts as a liaison to their local business community. The Council reports yearly to OPT and the Business Office Technology Dept. concerning trends in local industry to ensure training remains relevant to local employers.

OPT maintains an 80-90% success rate for job placement of program graduates. Graduates are typically placed within 90 days of training completion. Program staff track job retention for 90 days for full-time positions and 180 days for part-time positions. All placements meet or exceed those retention periods.

Marketing and Support Costs

The Council is comprised of private San Diego employers and city and county Human Resources representatives. In addition, the Council works with an advisory Board that includes several financial services and insurance industry representatives. Grossmont College recruits prospective employers with referrals from the Council and various advisory boards, and by conducting face-to-face presentations to human resources organizations in pertinent industry sectors.

Grossmont College has a full-time Job Placement Specialist who contacts and maintains relationships with employers to identify job openings and placement of trainees into full-time employment. Grossmont College requests the standard 8% support costs for outreach and recruitment of participating employers, to ensure trainees are placed with viable, ETP-eligible employers. Staff recommends the 8% support costs.

Trainee Recruitment

Grossmont College partners with East San Diego County adult education and career centers and receives new hire referrals from them. New hire trainees will also be recruited via local media including Grossmont College's website, news releases, and the San Diego Reader; social media websites including Facebook, LinkedIn, and Next Door. Promotional materials will be distributed on campus, in local libraries, and at community-resource locations such as food banks. BOT Department staff promote the program to community members who come to campus for typing tests. Program alumni provide testimonials within their networks.

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

Grossmont College's Dean of Career and Technical Education/Workforce Development will oversee the project. Additionally, the OPT has designated three staff members to perform project administration including trainee recruitment; trainee needs assessments, and enrolling and tracking trainees in ETP's on line systems.

Impact/Outcome

New-hire graduates of the OPT program may earn “Grossmont College Business Office Technology Certificates of Proficiency” based on academic performance. They also receive a Certificate of Completion from the OPT program upon job placement, and retention for 90 days.

Training Agency Certification

Grossmont College is eligible as a training agency via ACCJC licensure.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, Grossmont College 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 Agreement.

COVID Waivers

Grossmont College is requesting the following waivers due to the effects of the COVID-19 pandemic in order to meet COVID-19 social distancing requirements.

- Lower Minimum Training Hours to 2 Hours

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET18-0165	San Diego	03/05/18 – 03/04/20	\$90,000	\$72,189	(80%*)
ET16-0211	San Diego	10/26/15 – 10/25/17	\$90,000	\$90,000	(100%)

*The contractor is in the process of final invoicing and anticipates completing the project at 100% with hours entered into the system.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

2 - 260 Trainees may receive any of the following:

BUSINESS SKILLS**Business English and Communication**

- Communicating for Employment
- Communication Skills
- Creating Business Messages
- Direct Letters and Goodwill Messages
- E-Mail and Memorandums
- Improving Writing Techniques
- Negative Messages
- Persuasive Messages
- Revising and Proofreading Business Messages

Office Systems and Procedures

- Business Ethics
- Career Goals and Personality Traits
- Changing Workplace
- Communication Skills
- Customer Service
- Employment and Advancement
- Human Relations
- Leadership and Management
- Office Ethics and Professionalism
- Prioritizing and Productivity
- Records Management
- Telephone Etiquette and Scheduling Appointments
- Time and Stress Management
- Using E-Mail – MS Outlook
- Using the Internet for Common Office Functions
- Working in Teams

COMMERCIAL SKILLS**Elementary Accounting**

- Adjusting Entries and the Work Sheet
- Asset, Liability, Owner's Equity, Revenue, and Expense Accounts
- Bank Accounts and Cash Funds
- Closing Entries and the Post-Closing Trial Balance
- Employee Earnings and Deductions
- Employer Taxes, Payments, and Reports
- T Accounts, Debits and Credits, Trial Balance, and Financial Statements
- The Cash Receipts Journal and the Cash Payments Journal
- The General Journal and the General Ledger
- The Sales Journal and the Purchases Journal
- Work Sheet and Adjusting Entries for a Merchandising Business

Introduction to Basic Insurance Principles

- Claims Basics
- Commercial Liability Insurance
- Commercial Property Insurance
- Insurance Coverages
- Insurance Marketing
- Insurance Overview
- Insurance Services
- Personal Insurance
- Premium Determination
- Underwriting Basics

Introduction to Banking/Finance Principles

- Bank Loans
- Bank Marketing
- Basic Accounting for Financial Services Representatives
- Cash Drawer Settlement
- Cash Handling
- Commercial Lending
- Deposits in Banks
- Money and Interest
- Mortgages
- Negotiable Instruments
- Sales Techniques
- Security, Fraud, and Ethics
- Specialized Bank Services
- The Business of Banking

Medical Terminology

- Fundamentals Medical Terms
- Recognition of Clues to Meanings
- Recognition of Common Prefixes, Roots, and Suffixes
- Stress Correct Spelling, Pronunciation, Usage, and Syllabication
- Use Anatomy and Physiology as Basis of Study

COMPUTER SKILLS**Keyboarding**

- Alphabetic Key Reaches
- Figure and Symbol Keys
- Keyboarding Techniques
- Numeric Keypad

Essential Word

- Adding Graphics
- Creating a Document
- Enhancing a Document's Appearance
- Modifying a Document
- Preparing Mailings
- Printing and Web Publishing
- Working with Tables and Columns

Essential Excel

- Analyzing Your Data
- Creating a Worksheet
- Formatting and Printing
- Managing Worksheet Lists
- Managing Worksheets and Workbooks
- Modifying a Worksheet
- Performing Calculations
- Presenting Your Data

Essential Access

- Create Forms, Reports, and Labels
- Create, Format, Edit, and Revise Simple Databases
- Learn Basic Database Concepts and Terms
- Sort and Filter Records
- Use Queries

Essential PowerPoint

- Create, Format, and Revise Slide Presentations
- Learn Presentation Concepts and Terms
- Use Animation Effects

Computerized Accounting Applications

- General Accounting and End-of-Period Procedures
- Payables and Purchases
- Payroll
- Sales and Receivables
- Service Business and Merchandising Business

Outlook

- Working with E-mail
- Working with Notes, Tasks, and Integration
- Working with People
- Working with the Calendar

Social Media Basics for the Job Seeker

- Define Social Media and Related Terminology
- Develop a Professional Profile Online
- Emphasize Safety and Privacy
- Introduce Social Media, Social Media Providers, Social Media Users
- Learn to Develop Facebook, LinkedIn, Twitter, and Other Accounts

Google Applications for Business

- Introduce Search, Gmail, Calendar, Docs, Spreadsheets, Presentations, and other Emerging Apps
- Learn How to Use Google Apps in a Business Environment
- Use Google's Online Tools to Manipulate and Collaborate Files
- Use Internet to Access Files

Note: Reimbursement for retraining is capped at 260 total training hours per trainee, regardless of method of delivery.



**Training Proposal for:
Housing Authority of the City of Los Angeles**

Contract Number: ET21-0147

Panel Meeting of: August 28, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccereilli

PROJECT PROFILE

Contract Attributes:	COVID New Hire SET	Industry Sector(s):	MEC (H) Healthcare (62) Manufacturing (33) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input checked="" 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		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

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	New Hire SET COVID	Other Titles (COVID-19 Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Minimum Wage by County: Job Number 1 (COVID/Statewide) \$17.50 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
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
Food Supply Chain Worker		20
Administrative Staff		10
Production Worker		10
Healthcare Worker		60

INTRODUCTION

Established in 1938, the Housing Authority of the City of Los Angeles (HACLA) (www.hacla.org) is a State-chartered public agency that provides affordable housing in Los Angeles and is one of the nation's leading public housing authorities. Its mission is to preserve, enhance, expand affordable housing and improve the quality of life of Angelinos with focus on people, place, and pathways to opportunities. It currently serves 20,000 underserved residents of its 14 housing public developments. HACLA is eligible to contract with ETP under the Unemployment Insurance (UI) Code, Section 10205(c) as a grant recipient.

HACLA also offers a range of programs such as the Watts/Los Angeles WorkSource Center, Family Self-Sufficiency Program, Homeless Program, Homeownership Program, Housing Opportunities for Persons with AIDS, Tenant-Based Supportive Housing, Project-Based Voucher Assistance, Continuum of Care, Moderate Rehabilitation Single Room Occupancy Program, HUD-Veteran Affairs Supportive Housing, Project-Based Voucher - Rental Assistance Demonstration, Family Unification Program and Mainstream 5 Year.

Under ETP’s COVID Rapid Reemployment and Retraining Pilot, HACLA requests ETP funds to train 100 New Hire trainees in healthcare, food supply chain, and other essential industries The ETP Covid-19 project will be administered by HACLA’s Watts/Los Angeles WorkSource Center who specializes in job training, placement and career pathways support.

Veterans Program

Although there is no designated Veterans Job number, HACLA receives Veteran referrals through its community partners with the City of Los Angeles Workforce Development, County of Los Angeles' Department of Mental Health (DMH) and the Department of Rehabilitation (DOR), and Volunteers of America Los Angeles.

PROJECT DETAILS

According to the Employment Development Department, almost 4.8M individuals in the County of Los Angeles are out of work attributed to the COVID-19 pandemic. The unemployment rate in the County hit a record 20.9% in May 2020, up slightly from 20.8% in April. For comparison, the unemployment rate in February 2020 was at 4.5%.

This proposal will train unemployed individuals for jobs in essential industries that have been substantially impacted by the COVID-19 pandemic. As the pandemic continues, the proposed training will offer entry points into careers in healthcare, food supply chain, and other frontline occupations.

Under the COVID Pilot, trainees will be placed with participating employers holding one of the following EDD assigned NAICS codes: 62 Healthcare; 44611 Pharmacies; 3254 Medical and Pharmaceutical Manufacturing; 3345 Measuring Device Manufacturing; 3391 Medical Equipment Manufacturing; 541380 Testing Laboratories; 11 Agriculture; 311 Food Manufacturing; 3121 Beverage Manufacturing; 3256 Soap and Toilet Paper Manufacturing; and, 445 Food and Beverage Stores.

Training Plan

Training will be delivered via Class/Lab and E-Learning in the following:

Other Titles/COVID-19 Bundle: Training will be offered to all occupations on Workplace Success, COVID-19 Safety, Communications Skills, and Time Management.

Curriculum Development

COVID-19 Bundle is limited to four hours designed primarily to provide job readiness skills to help trainees successfully gain and retain employment. HACLA keeps informed about employer needs through its community partnership with industry professionals and private employers. Participating employers and students also complete surveys to assess and measure the effectiveness of the training,

Marketing and Support Costs

HACLA has a number of methods for conducting outreach and recruitment for its training programs. This includes distributing program fliers and fact sheets in the high-impact areas of South Los Angeles served by Watts/Los Angeles WorkSource Center and in the vicinities of the 14 HACLA public housing sites spread throughout Los Angeles.

As a WorkSource Center, HACLA has over 40 community partners who provides trainee referrals and recruitment support. They meet quarterly at the WorkSource Center partner meetings and at the Jobs Plus Program at the Nickerson Gardens public housing development. Prominent partners are the Los Angeles County Department of Public Health, DOR, DMH, Employment

Development Department, Los Angeles Unified School District, USC Clinical and Translational Science Institute, Watts Health Corporation, Martin Luther King Jr. Community Hospital, and Kaiser Permanente.

Since there will be no support costs for COVID Pilot projects, government funds or grants will be used to cover the costs of trainee recruitment, employer outreach, needs assessments and all other costs not funded by ETP.

Special Employment Training

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition.

➤ **Wage Modification**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

➤ **Retention Modification**

Under the Covid-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days. In addition, under the COVID Response guidelines, Incidental placement with public and non-profit entities is permissible, not to exceed 50% of the total number of trainees retained in employment. HACLA requests this retention modification.

Commitment to Training

ETP funds will not displace the existing financial commitment to training.

➤ **Training Infrastructure**

HACLA's Workforce Development and Section 3 Manager will oversee project administration. There will be three full-time staff members dedicated to marketing, recruitment, needs assessments, coordinating training delivery and project administration. Training will be provided by HACLA in-house experts and participating employers. HACLA will also utilize existing resources and components within its Watts/LA WorkSource Center and initiate employer commitment through its Business Service Manager.

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

4-4

Trainees may receive any of the following:

OTHER TITLES

COVID-19 Bundle

- Workplace Success
- Communication Skills
- Interpersonal Skills
- Critical Thinking
- Goal Setting
- Conflict Resolution
- Interviewing Skills
- Financial Literacy
- Safe Environment

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



**Training Proposal for:
Local Union 551, IBEW Redwood Empire
Electrical Chapter NECA**

Contract Number: ET21-0904

Panel Meeting of: August 28, 2020

ETP Regional Office: Central Office-PPU

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprentice Veteran	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Del Norte, Humboldt, Lake, Marin, Mendocino, Sonoma	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 551		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$129,600		\$9,467 8% - Job 1 20% - Job 2		\$139,067

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 OSHA 10/30	77	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
2	Priority Rate Retrainee Apprentice Veteran	Commercial Skills OSHA 10/30	3	8-210	0	\$1,901	\$25.01
				Weighted Avg: 90			

Minimum Wage by County: Job Number 1-2 (SET/Priority Industry): \$25.01 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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice – Inside Wireman		77
Job Number 2		
Veteran Apprentice – Inside Wireman		3

INTRODUCTION

Since 1941 Local Union 551, IBEW Redwood Empire Electrical Chapter NECA, known as Redwood Empire Electrical JATC (REJATC) provides education and training to Journeyworkers and Apprentices in electrical construction throughout the Redwood Empire region. REJATC is a non-profit organization established by the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA). Located in Santa Rosa, IBEW Local 551 and its Redwood Empire Electrical Training Center serve Northern California communities. The region includes Del Norte, Humboldt, Lake, Marin, Mendocino and Sonoma Counties. REJATC has successfully graduated 350,000 apprentices through to journey level status. This will be REJATC’s first ETP Contract, however it participated in previous ETP Contracts with the State Building Trades.

Veterans Program

REJATC recruits and hires Veterans in cooperation with Helmets to Hardhats, and will train three Veterans in this project (Job Number 2). The Veteran training curriculum will remain the same as the Apprenticeship training curriculum. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. In some cases, Veterans who apply for the Apprenticeship Program who also have construction experience can skip the first stage of the application process.

Women's Program

REJATC currently has two women Apprentices participating in the Inside Wireman program. Both of these women sit on an IBEW Committee focused on recruitment of women in the trades. It participates in career fairs at high schools and colleges, as well as outreach events recruiting women. The REJATC has plan in place geared towards women applicants and is working to continue to increase the percentage of women applicants every year.

COVID-19

ETP funds will allow the REJATC to continue to train workers during COVID-19. Training during COVID is critical to ensure there are enough Electricians in the local workforce pipeline. If training ceased there would be a shortage of journey level and Apprentice workers in the area. To accommodate social distancing some training will be provided via E-Learning. For in-person classroom based training, class sizes will be reduced and safe practices will be implemented to ensure health and safety. The Contractor will use alternative recordkeeping for E-Learning and classroom based training as permitted by ETP's Response to Covid-19.

PROJECT DETAILS

REJATC partners with 328 signatory employers and the training in this project will prepare new Apprentices to replace retiring Journeyworkers and to accommodate increased need qualified Apprentices in the area. The Apprentices will plan, layout, install, repair and maintain electrical equipment that provides light, heat, communications and power to for electrical construction customers. Training during this project will focus on new and emerging technologies, including renewable energy and highly efficient electrical control systems. The shift from analog to digital equipment dictates the need for extensive training. The training will prepare the Apprentices for the following upcoming projects: Amazon, Evergreen Elementary School, HWY 101, Marin General Hospital, Sonoma County Airport, Sutter Hospital addition, and Sonoma State University.

Currently, the REJATC is working to retrofit its 27,000 square-foot training facility to be zero net energy. Once completed, the buildings will utilize new technologies and renewable power generation to achieve energy independence. By consuming less energy than what the training center conserves and generates onsite, the REJATC aims to be an example for updating its region's infrastructure.

Apprenticeship Program

The Panel funds Apprenticeship 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. The curriculum is developed with input from DAS and a designated Local Educational Agency.

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 \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Training Plan

Training will be delivered via Class/Lab & E-Learning in the following:

Commercial Skills: Training will be offered to Apprentices in energy efficiency training to better help participating employers meet local work demand. These courses include Blue Print Reading, Electrical Theory, Building Automation, Code and Practices.

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 REJATC has customized the standardized education programs developed by the National Joint Apprenticeship and Training Committee for the Electrical Industry, supporting both the National Electrical Contractors Associations and International Brotherhood of Electrical Workers with input from both labor and management representatives. The union was directly involved in the development of this curriculum and training plan and is in full support of the training for its members. A hundred percent of the training is center-based training.

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

Training will be overseen by the REJATC Director of Training. Training will occur at the Redwood Empire Electrical Training Center located in Santa Rosa. Training will be provided by two full time and one-part time trainers, who are all are former or current member of the trade and experts in the subject matter. There are three staff people in the Redwood Empire Electrical Training Center office assisting with the marketing, recruitment, needs assessments and scheduling of training. The REJATC has retained Strategy Workplace Communications to assist with project administration.

Impact/Outcome

As a result of the training proposed, trainees may earn one or more of the following certifications: Arc Flash Safety Awareness, OSHA 10, OSHA 30, Building Automation Systems, Title 24 Lighting Installation and Codes, Energy Storage, Electric Vehicle Infrastructure, Fall Protection, Fork Lift, Boom Lift, and Scissor Lift.

Marketing and Support Costs

The program will be marketed through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and the website, class information will be disseminated throughout the year to all Apprentice and Journeyworkers within the jurisdiction as well as to the electrical contractors who employ them. Application announcements for the program are disseminated to local, state and federal agencies as well as to local high schools and community colleges; community-based organizations are also included in this effort (mailings and onsite job fairs). As such, REJATC is requesting 8% support costs for Job Number 1 and 20% support costs for Job Number 2 (Veterans).

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento, and Strategy Workplace Solutions in Oakland, assisted with development at no cost.

ADMINISTRATIVE SERVICES

California Labor Federation and Strategy Workplace Solutions 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/E Learning Hours**

8 - 210 Trainees may receive any of the following:

COMMERCIAL SKILLS**2nd Year Curriculum**

- AC Systems
- AC Theory
- Blueprints Reading
- Code Calculations
- Code and Practices
- Codeology- National Electric Code- 2014 Code Book review
- Electrical Safety related work practices
- Electrical Theory
- Estimating
- Pipe Bending – Conduit Fabrication
- Test Instruments
- Transformers

3rd Year Curriculum

- AC Theory
- Blueprint Reading
- Code and Practices
- Codeology- National Electric Code- 2014 Code Book review
- Electrical Safety
- Electrical Theory
- Fire Alarm Systems
- Grounding and Bonding
- Lighting Design Basics
- NFPA 70E
- OSHA
- Pipe Bending – Conduit Fabrication
- Preparing For Leadership
- Rigging, Hoisting, and Signaling
- Transformers
- Test Instruments

4th Year Curriculum

- Automated Demand Response
- Building Automation
- Code and Practices
- Code Calculations
- Codeology- National Electric Code- 2014 Code Book review
- Electrical Systems
- Electrical Theory
- Grounding and Bonding
- Health Care Systems

- Lightning Protection
- Motor Controls
- Motors
- Pipe Bending – Conduit Fabrication
- Programmable Logics
- Test Instruments

5th Year Curriculum

- Automated Demand Response
- Blue Print Reading
- Building Automation
- Code Calculations
- Codeology- National Electric Code- 2014 Code Book review
- Code and Practices
- Electrical Theory
- Estimating
- Exam Prep
- Intrusion Detection
- Instrumentation
- Motor Control
- Pipe Bending – Conduit Fabrication
- Photovoltaic Systems
- Rigging, Hoisting and Signaling
- Structured Cabling
- Torque
- Transformers

All Years

- AC Systems
- AC Theory
- Automated Demand Response
- Blueprint Reading
- Blueprints Reading
- Building Automation
- Catastrophic Failure Response
- Code and Practices
- Code Calculations
- Codeology- National Electric Code
- Code Book review
- Code of Excellence
- Electrical Safety
- Electrical Safety related work practices
- Electrical Systems
- Electrical Theory
- Electronic Systems
- Estimating
- EVITP (Electrical Vehicle Infrastructure Training Program)
- Exam Prep
- Fall Protection
- Fire Alarm Systems
- Grounding and Bonding

- Health Care Systems
- High Voltage Cable Splicing
- Intrusion Detection
- Lightning Protection
- Lighting Design Basics
- Motor Control
- Motors
- MSHA
- NFPA 70E
- Network Technologies
- Pipe Bending
- Photovoltaic Systems
- Preparing For Leadership
- Programmable Logics
- Rigging, Hoisting and Signaling
- Structured Cabling
- Test Instruments
- Torque
- Transformers

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 210 total training hours per trainee in Job Numbers 1 and 2, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Owens Healthcare, Inc.

Contract Number: ET21-0156

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative HUA SET COVID-19	Industry Sector(s):	Retail (F) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Shasta, Butte, Lassen, Sutter	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: 141	U.S.: 141	Worldwide: 141
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$238,900

Total ETP Funding
\$192,780

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 HUA SET	Business Skills, Commercial Skills, Computer Skills	141	8-200	0-2	\$1,240	*\$13.76
				Weighted Avg: 62			
2	Retrainee Job Creation SET	Business Skills, Commercial Skills, Computer Skills	13	8-200	0-2	\$1,380	*\$15.00
				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 Number 1 (HUA): \$13.76 per hour for Shasta, Butte, Lassen, and Sutter Counties.

Job Number 2: \$15.00 per hour for Shasta, Butte, Lassen, and Sutter 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/HUA		
Administration		41
Field Technician		9
Intake Specialist		12
Long-Term Care Staff		31
Medical Equipment Staff		11
Reimbursement Staff		10
Pharmacy Staff		27
Job Number 2: Retrainee/Job Creation		
Administration		5
Field Technician		2
Intake Specialist		1
Long-Term Care Staff		3
Medical Equipment Staff		2

INTRODUCTION

Founded in 1957 and headquartered in Redding, Owens Healthcare, Inc. (Owens Healthcare) (<https://www.myowens.com/>) is a pharmacist owned healthcare company specializing in the areas of Retail Pharmacy, Compounding Pharmacy, Long Term Care Pharmacy, Infusion Services, Medical Equipment, and Respiratory Services. Each entity offers specialized services for individuals throughout Northern California including customized medications, pain management, concentrators and nebulizers, and IV antibiotics. Training will take place at six California locations in Butte (1), Lassen (1), Shasta (3) and Sutter (1) counties.

This is Owens Healthcare's second ETP project and second in the past five years.

Veterans Program

Owens Healthcare actively recruits Veterans and participates in Veteran job fairs to recruit for all open occupations. However, there is not a Veterans component in this project.

PROJECT DETAILS

In the previous contract, training focused on compliance with state and federal healthcare requirements. In this project training will focus on current California Board of Pharmacy state laws to ensure regulations align with federal compounding and hazardous drugs standards. Owens Healthcare must continuously provide employees with essential knowledge to remain in compliance with state and federal requirements. Newer requirements on handling, preparation, policies and procedures, quality assurance, frequency of documentation, and administration of prescription drugs has created a need for training for all occupations.

The Company also upgraded its software system, Pioneer Pharmacy, which focuses on managing patient information, processes, and products. The system is used across all facilities allowing staff to keep track of all pharmacy activities including inventory, point of sale transactions, patient drug usage, and other information valuable to provide treatment. Training will ensure employees are utilizing the system efficiently and accurately to offer quality patient care.

Lastly, Owens Healthcare will focus on their day-to-day operations to develop new strategies, increase short-term cost-saving opportunities, and improve performance to ensure that their operation infrastructures are aligned with quality customer service. The Company will be developing adaptive and interactive platforms to manage costs, and measure consumer needs and expectations. Training will ensure all regulatory changes are met while improving quality processes, outcomes and measures. In addition, enhancing employee skills will enable Owens Healthcare to remain competitive within the industry and offer higher workplace promotional opportunities.

Although training topics are similar to those provided in the prior Contract, trainees will not repeat the same training courses previously received.

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.

Owens Healthcare operates a diverse healthcare business, ranging from operations in the fields of infusion pharmacies, compounding pharmacies, long-term care pharmacies, a medical equipment division, as well as the recent venture into a real-estate management company. For this reason, the Company anticipates continued potential growth within the next 12 to 24 months.

To meet the demands of this growing industry, the Company anticipates growing its workforce by 9% with 13 new employees, under Job Number 2, including Administration, Field Technician, Intake Specialist, Long-Term Care Staff and Medical Equipment 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

Classroom/Laboratory and E-Learning training will be provided by in-house subject matter experts in the following:

Business Skills: Training will be offered to all occupations and will focus on increasing customer service skills. Training topics include Communication Skills, Compliance Understanding, Customer Service, Finance/Budgeting, Product Knowledge, Project Management and Sales and Marketing Skills.

Commercial Skills: Training will be offered to all occupations. Training will focus on improving pharmaceutical related processes. Training topics include Billing Requirements, CDC Social Distancing, Compounding Skills, Contagious Disease Training, HIPPA, Immunization Skills, Infusion Techniques, Lock Out/Tag Out, Long Term Care Pharmacy Consulting and Medical Equipment Operations.

Computer Skills: Training will be offered to all occupations. Training focus on existing software. Training topics include ADP – Payroll Software, Brightree, Green Orbit, MS Office (Intermediate and Advanced) and PRS – Compliance Training Software.

Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-2 hours of CBT.

Special Employment Training/ High Unemployment Area

Under Special Employment Training (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 Modification

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company’s locations in Shasta, Butte, Lassen and Sutter counties are in an HUA.

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages. Owens Healthcare requests a wage modification of \$33.34 per hour to \$13.76 per hour for Job Number 1.

Commitment to Training

Owens Healthcare spends up to \$10,000 annually on training for six of their facilities. Employee training includes basic skills updates, new-hire classroom and preceptor-led training, safety training and mandated compliance 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 Company's HR Manager/Compliance Coordinator, who was involved in the previous contract, will be working with HR Generalists, to plan, schedule, and ensure all aspects of training are uniformly implemented across all participating locations. Each participating location has a designated person to collect rosters and implement the Company's training plan. Owens Healthcare has a structured training plan in place to ensure the uniform implementation and successful completion of all training. Training will be delivered by in-house experts and vendors as needed.

In addition, Owens Healthcare has retained the services of a third party as an administrative subcontractor to assist with all administrative requirements.

COVID-19 Priority Status

Owens Healthcare has been designated as a COVID-19 related Priority Industry based on a list, provided by the Governor, of critical and essential industries that are vital to the continued health and safety of the California public, and to the maintenance of our economy.

As one of the main pharmacy retailers in Northern California, Owens Healthcare plays an essential role in providing services to individuals and caregivers who are under long-term care or require specialized medical equipment.

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 (County)	Term	Approved Amount	Payment Earned \$ %
18CS-0168-00	Shasta, Butte, Lassen, Siskiyou, Sutter, Tehama, Trinity	12/18/17 - 12/17/19	\$137,230	\$137,230 (100%)

DEVELOPMENT SERVICES

Propel Consulting Group of El Dorado Hills, California assisted with development for a flat fee of \$13,000.

ADMINISTRATIVE SERVICES

Propel Consulting Group 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/ E-Learning/Videoconference Hours**

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Budgeting
- Communication Skills
- Compliance Understanding
- Conflict Management
- Customer Service
- Finance/Budgeting
- Leadership
- Management and Coaching
- New Manager
- Operation Skills
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Sales and Marketing Skills
- Team Building

COMMERCIAL SKILLS

- Billing Requirements
- Blood Born Pathogen
- Brightree
- CDC Social Distancing
- Compounding Skills
- Contagious Diseases Training
- Fraud, Waste & Abuse
- Hazard Communication
- HIPPA
- Immunization Skills
- Infusion Techniques
- Lock Out/ Tag Out
- Long Term Care Pharmacy Consulting
- Medical Equipment Cleaning
- Medical Equipment Operations
- Safety Skills

COMPUTER SKILLS

- ADP – Payroll Software
- Brightree
- Compounder/PK Software
- CPR Plus
- Framework
- Green Orbit
- MS Office (Intermediate/Advanced)
- PN3 Paperless Payments Software
- PRS – Compliance Training Software

CBT Hours

0-2 Trainees may receive any of the following:

COMMERCIAL SKILLS

- HIPPA (1 hour)
- Brightree (1 hour)

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:
Person Centered Services, Inc.
Contract Number: ET21-0159

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Retrainee SET Job Creation Initiative HUA	Industry Sector(s):	Other (J) Healthcare (62) Services (61,71,72,81,92) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	San Joaquin	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: 184	U.S.: 184	Worldwide: 184
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$220,010

Total ETP Funding
\$178,090

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 HUA	Business Skills, Commercial Skills, Computer Skills	179	8-200	0-5	\$860	*\$13.76
				Weighted Avg: 43			
2	Retrainee Job Creation Initiative SET HUA	Business Skills, Commercial Skills, Computer Skills	25	8-200	0-5	\$966	*\$15.00
				Weighted Avg: 42			

* 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 (SET/HUA): \$13.76 per hour for San Joaquin County.

Job Number 2 (Job Creation): \$15.00 per hour for San Joaquin 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

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)		
Direct Service Staff		146
Team Lead		13
Admin Staff		10
Clerical Staff		8
IT Staff		2
Job Number 2 (Job Creation)		
Direct Service Staff		15
Team Lead		5
Admin Staff		2
Clerical Staff		2
IT Staff		1

INTRODUCTION

Founded in 1982 and headquartered in Stockton, Person Centered Services, Inc. (PCS) (www.personcenteredservices.com) provides support services including comprehensive care, care coordination, and comprehensive transitional care to individuals with disabilities to help them live an independent life. Training under this proposal will be for the Company's five locations in Stockton, Lodi, and Lockeford. This is PCS's second ETP-funded project, and the second in the last five years.

Veterans Program

PCS does not have an active targeted military recruitment program but does accept applications from veterans and refers to organizations such as San Joaquin County WorkNet and veteran job fairs.

PROJECT DETAILS

In the previous proposal, training focused on the Company's Community Integration Program processes and procedures. Due to COVID-19, PCS has now implemented an extensive pandemic response training plan focused on social distancing protocols, safety in the workplace and community, and travel and mobility issues. Staff must train to effectively do their jobs in working with individuals with intellectual disabilities while remaining safe. PCS's service programs have been redesigned to facilitate remote services and technology training while ensuring legal compliance and state/federal mandates. Training under this proposal will focus on designing, implementing, and modifying customer's plan to ensure the Company can properly deliver the program to customers.

The Company has invested over \$75k on new remote equipment and software including laptops, webcams, and remote monitoring software. Staff must be trained on the new software and equipment to ensure programs are delivered effectively.

Although training topics in this proposal are similar to those provided in prior projects, trainees will not repeat the same training courses previously received.

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.

PCS has expanded its services to include mobile counseling and 24-hour support housing. With new remote and mobile services, the Company anticipates hiring 25 new employees (Job Number 2) to facilitate these services effectively. 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 provided via Class/Lab, E-Learning, Videoconferencing and Computer-Based Training methods by in-house subject-matter experts and vendors in the following:

Business Skills: Training will be offered to all occupations. Training will focus on effectively working with clients. Training topics include Project Management, Social Distancing Learning, and Customer Service.

Commercial Skills: Training will be offered to all occupations. Training will focus on increasing knowledge of patient care. Training topics include Behavioral Scale/Data Sheets, Documentation Procedures, and Data Collection.

Computer Skills: Training will be offered to all occupations. Training will focus on mobile software. Training topics include Mobile Devices, Skype, and Penelope-Human Services Software.

Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees may receive up to 5 hours of CBT.

Special Employment Training/High Unemployment Area

Under Special Employment Training (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

All trainees work in San Joaquin County, a High Unemployment Area (HUA) with unemployment exceeding the state average by 25%.

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages.

PCS is requesting a wage modification for trainees in Job Number 1 from \$33.34 per hour to \$13.76 per hour.

Full-Time Work Week

Full-time employment for purposes of ETP retention means at least 35 hours a week for 90 consecutive days. The Panel may approve less than 35 hours a week if that workweek is customary for the industry or occupation.

PCS is requesting to decrease the full-time employment hours from 35 hours per week to 30 hours per week for its employees. The Company handbook considers employees to be full-time at 30 hours per week and eligible for full-time benefits. This request is consistent with the definition of "full-time" under Title 22, California Code of Regulations, Section 440(h)(5).

COVID-19 Priority Status

PCS has been designated as a COVID-19 related Priority industry based on a list, provided by the Governor, of critical and essential industries that are vital to the continued health and safety of the California public, and to the maintenance of our economy.

PCS plays an essential role in the healthcare industry by serving individuals with developmental and/or psychiatric disabilities with support services to help them live an independent life.

Commitment to Training

PCS invests approximately \$20,000 per facility annually. The Company provides new hire orientation and certifications. 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 HR Director will be responsible for overseeing all aspects of the project with the assistance of two support staff. Managers at each location will facilitate training and communicate with the HR Director to ensure roster collection. The Company has also hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

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 \$ %
ET17-0457	Stockton, Lodi	03/21/17 – 03/20/19	\$91,124	\$68,073 (75%)

*Due to unforeseen circumstances, PCS had a delay in starting their training. The Company delivered a majority of their training during the second half of their project earning 75% of the contract amount. To ensure performance for their next contract, the Company has a detailed training schedule in place and has all managers are onboard to implement the plan.

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted development of this proposal for a flat fee of \$12,466.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Budgeting and Finance
- ✚ Coaching
- ✚ Communication Skills
- ✚ Conflict Resolution
- ✚ Critical Incidents
- ✚ Customer Service
- ✚ Leadership Skills
- ✚ Meeting Preparedness
- ✚ Mentoring
- ✚ Networking
- ✚ Policy/Advocacy
- ✚ Professional Development
- ✚ Project Management
- ✚ Project Proposals
- ✚ Regulatory Compliance
- ✚ Report Writing
- ✚ Risk Management
- ✚ Social Distancing Learning
- ✚ Team Building

COMMERCIAL SKILLS

- ✚ Behavioral Scale/Data Sheets
- ✚ Clinical Inservices
- ✚ Communication Device Training
- ✚ Community Integration
- ✚ Curriculum/Skill Assessments
- ✚ Data Collection
- ✚ Dispute Resolution
- ✚ Documentation Procedures
- ✚ Driver Safety Training
- ✚ Exposure Prevention
- ✚ Housing Assistance Programs
- ✚ Incident Reporting
- ✚ IT Networking
- ✚ Mobile Services
- ✚ Mobility Training
- ✚ Motivational Support
- ✚ Pandemic Response
- ✚ Presentation Skills
- ✚ ProACT Crisis Training
- ✚ Safety Materials Handling
- ✚ Self-Advocacy/Self Determination
- ✚ Trauma Awareness
- ✚ Water Safety
- ✚ Workplace Safety

COMPUTER SKILLS

- ✚ Kronos-Timekeeping/Attendance
- ✚ Microsoft Office (Intermediate/Advanced)
- ✚ Mobile Devices
- ✚ Penelope-Human Services Software
- ✚ Skype
- ✚ Windows Certification
- ✚ Zoom

CBT Hours

0-5

BUSINESS SKILLS

- ✚ Health Insurance Portability and Accountability Act (HIPAA) – 1 hour

COMPUTER SKILLS

- ✚ Accounting Software – Quick Books (4.75 hours)
 - How to Create Your Company File (0.25 hour)
 - Chart of Accounts (0.50 hour)
 - Item Listing (0.75 hour)
 - Invoice and Account Receivables (0.50 hour)
 - Create Invoice/Receive Payments/Record Deposit (0.25 hour)
 - Create Sales Receipts/Undeposited Funds/Record Deposits (0.50 hour)
 - Write Checks, Enter Bank Debit Card, ATM Cash Withdrawals, Bank Fees, Wire Transfers (0.50 hour)
 - Enter Vendor Bills/Account Payable/A/P Aging Report, Pay Vendor Bills (0.25 hour)
 - Manage Sales/Tax/Set Up Preferences/Code List/Liability/Use Tax/Pay Sales Tax (0.50 hour)
 - Inventory (0.75 hour)

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:
Pipe Trades District Council 36, Local 442**

Contract Number: ET21-0901

Panel Meeting of: August 28, 2020

ETP Regional Office: PPU – Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Journeyworker Apprentice Veteran	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Joaquin, Stanislaus	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Union 442		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$181,275		\$14,899 Job Numbers 1 & 2 - 8% Job Number 3: 20%		\$196,174

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 Rate Journeyworker	Commercial Skills Business Skills OSHA 10/30	5	4-200	N/A	\$369	\$25.01
				Weighted Avg: 15			
2	Retrainee Priority Rate Apprentice	Commercial Skills OSHA 10/30	50	8-210	N/A	\$3369	\$25.01
				Weighted Avg: 175			
3	Retrainee Priority Rate Veterans Apprentice	Commercial Skills OSHA 10/30	7	8-210	N/A	\$3697	\$25.01
				Weighted Avg: 175			

Minimum Wage by County: \$25.01 SET/Priority Industry Statewide 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 \$0.53 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
Job Number 1 - Journeyworker		
Plumber		2
Pipefitter		2
Refrigeration Fitter		1
Job Number 2 – Apprentice		
Plumber		18
Pipefitter		16
Refrigeration Fitter		16
Job Number 3 – Veteran Apprentice		
Plumber		2
Pipefitter		2
Refrigeration Fitter		1

INTRODUCTION

Founded in 1955, Pipe Trades District Council 36, Local 442 (Pipe Trades DC 36) www.lu442.com is a Joint Apprenticeship Training Committee (JATC) located in Modesto, CA. Signatory employers fund the JATC, pursuant to the collective bargaining agreement. Pipe Trades DC 36 operates in San Joaquin and Stanislaus counties, supplying employers with qualified employees in the plumbing, pipe, and refrigeration fitter industry.

Pipe Trades DC 36 is responsible for training 490 journey level and around 110 apprentice field plumber, pipe and refrigeration fitters. Its mission is to ensure union plumber, pipe, and refrigerator fitters gain the skills, knowledge, and experience necessary to build and service commercial and residential buildings. Pipe Trades DC 36 provides training, training materials, experienced instructors, and leadership to uphold union values and principles of service and professionalism.

Veterans Program

Pipe Trades DC 36 is committed to recruiting and supporting job-related training that helps Veterans transition into the California workforce. Pipe Trades DC 36 actively recruits veterans through programs such as Helmets to Hardhats and the Veterans in Piping program. Pipe Trades DC 36 is also an approved GI Bill site. All veterans in the apprenticeship program receive monthly Montgomery GI Bill benefits, such as a Monthly Housing Allowance. Pipe Trades DC 36 is requesting a Veteran Job Number (Job Number 3) and estimates seven veterans. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans.

Women's Program

Pipe Trades DC 36 works with Tradeswomen Inc. to attract and retain women into the program and trade. The JATC also works with the San Joaquin Office of Education and recruits women from a pre-apprentice program who want to enter 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 (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years. The curriculum is developed with input from DAS and a designated Local Educational Agency.

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 \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Pipe Trades DC 36 has partnerships with 25 contractors in the Modesto and Stockton areas and places Pipe Trades program graduates with these contractors. Graduates work in residential, commercial, industrial, refrigeration/air conditioning services, and repair in industries that include: energy, biopharmaceutical, healthcare, education, housing, food and beverage processing, and water treatment. Pipe Trades DC 36 will support construction in the Central Valley by providing highly skilled plumber, pipe, and refrigeration fitters for projects such as The High Speed Rail, Stockton VA Hospital, and Modesto County Courthouse. Pipe Trades DC 36 has also increased its industrial work in the Region which includes work in the wine and cheese industry, as well as tomato processing plants.

Training will also allow for workers to support California's initiative to become more energy efficient, as much of the plumber, pipe fitter, and refrigeration work revolves around energy management, efficient operation of building components, and meeting California's water waste reduction goals. Many commercial and industrial businesses seek Leadership in Energy and Environmental Design certification and want to work with contractors who have workers who understand and support energy efficient and green initiatives. Pipe Trades DC 36 Apprentices and Journeyworkers will receive training in the use of plumbing and piping equipment, updated building standards, and green business practices necessary to meet commercial interest and demand to develop, retrofit and maintain greener energy and water flow into and out of buildings.

Training Plan

Training will be delivered via Class/Lab and E-Learning in the following:

Journeyworker Training

Business Skills: Training will be offered to provide Journeyworkers with the skills needed to complete jobs quickly and with high quality workmanship. Class topics will include Advanced Time Management, Green Awareness Training, Customer Service, Decision Making, and Project Management.

Commercial Skills: Training will be offered to all Journeyworkers to increase worker skill sets in the piping and plumbing industry. Class topics will include Math & Beginning Rigging, AC & Refrigerants, Valve Repair & Foreman's Class, and Plumbing Service & Gas Installations.

Apprentice Training

Commercial Skills: Training will be offered to all Journeyworkers to increase worker skill sets in the piping and plumbing industry. Class topics will include Math & Beginning Rigging, AC & Refrigerants, Valve Repair & Foreman's Class, and Plumbing Service & Gas Installations.

Certified Safety Training: This training will be provided to all Trainees.

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.

Request to Reduce Eight Hour Minimum to Four Hours for Journeyworkers

Pipe Trades DC 36 would like to request a waiver for the eight hour training minimum for its journey-level trainees. Upgrade classes for journey-level workers are intended to train on one specific training topic that is necessary on the job and/or required by signatory employers. These upgrade courses are often a one-time training session, which are 4 hours long. For instance, in July 2018, the National Inspection Testing and Certification Corporation began to require all journey-level workers to take a mandatory four-hour Med Gas Refresher course.

COVID-19

ETP funds will also allow for Pipe Trades DC 36 to continue to train workers during COVID-19. California's mandated shelter-in-place order has called for some training to be delivered through E-learning, and all in-person training to have reduced class sizes to adhere to state-mandated social distancing guidelines. To accommodate social distancing some training will be provided

via E-Learning. For in-person classroom based training, class sizes will be reduced and safe practices will be implemented to ensure health and safety.

➤ **Alternative Recordkeeping**

The Contractor will use alternative recordkeeping for E-Learning and classroom based training approved by ETP as permitted by ETP's Response to COVID-19.

Commitment to Training

ETP funding will not displace Pipe Trades DC 36's financial commitment to training. Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworkers as defined in their collective bargaining agreement. General safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

The Training Coordinator is the dedicated administrator and overseer for ETP funded training. The Training Coordinator will have an Administrative Assistant that will also assist project administration. Training will take place in Modesto and staff will review and coordinate training and attendance rosters for ETP compliance. There are 12 part-time trainers who will conduct and deliver training in accordance with ETP regulations. These trainers are former or current plumber, pipe and refrigeration fitters and are experts in the areas that they teach. The training rooms for on-site training are fitted out with latest equipment and tools. Strategy Workplace Communications, will also provide administration services.

Impact/Outcome

This training program will assist Apprentice and Journeyworker trainees in this project to earn certifications such as: OSHA 10, OSHA 30, GPro Certification, Medical Gas Installer, Medical Gas Brazer, Foreman's Certification, Industrial Rigger Certification, Crane Signalperson Qualification and various welding certifications.

Marketing and Support Costs

Pipe Trades DC 36 markets through direct mailings, personal contacts, telephone calls, public service announcements, emails, and its website. The JATC will disseminate class information throughout the year to all apprentice and journey-level plumber, pipe and refrigeration fitters within the local's jurisdictions, as well as to the contractors who employ them. Pipe Trades DC 36 is also active in the local workforce investment board and is a partner in its community workforce development work. Additionally, the JATC sends out application announcements for the apprentice program to local, state and federal agencies as well as to local high schools, community colleges and community-based organizations. Classes for the journey-level and apprentice trainees are offered January through May and August through December. Pipe Trades DC 36 employs two administrators to conduct the marketing, recruitment, needs assessments, and scheduling of training.

Pipe Trades DC 36 is requesting 8% support costs for Job Number 1 & 2 and 20% support costs for Job Number 3 (Veterans) to fund its staff in recruiting and qualifying additional participating employers for this program. While Pipe Trades DC 36 already recruited many participating employers, additional and continuous recruitment and assessment will take place. The projected budget costs for personnel will exceed the ETP support cost funding and the JATC will cover the additional expenses.

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
ET20-0903	\$387,330	07/01/2019 - 06/30/2021	115	0	0

Based on ETP Systems, 12,690 reimbursable hours have been tracked for potential earnings of \$241,058 (62% of approved amount). All training under this project will be completed prior to the start of the new project and the Contractor projects final earnings of 100% once the project has been closed out.

PRIOR PROJECTS

The following table summarizes Contractor's performance by Pipe Trades DC 36 under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET19-0908	Modesto/Stockton	08/6/2018-08/5/2020	\$227,799	\$227,799	(100%)
ET17-0919	Modesto/Stockton	12/26/16-12/25/18	\$208,820	\$196,409	(94%)
*ET15-0913	Modesto/Stockton	9/1/14-8/30/16	\$231,140	\$144,455	(63%)

*ET15-0913: Several planned projects were delayed during the term of this contract, resulting in apprentices not being able to meet the retention requirement. The subsequent contract (ET17-0919) was right-sized to reflect earnings awarded under the ET15-0913 Agreement. The performance of the ET17-0919 project increased greatly from the previous contract. The Contractor does not expect any project delays or issues moving forward. Additionally, the Contractor better understands how to administer the project and improved their administration procedures.

DEVELOPMENT SERVICES

Pipe Trades DC 36 retained California Labor Federation in Sacramento, and Strategy Workplace Solutions in Oakland, to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Pipe Trades DC 36 retained Strategy Workplace Solutions in Oakland to perform administrative services in connection with 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**

4-200

Journeyworker (Job Number 1)

Trainees may receive any of the following:

COMMERCIAL SKILLS

- 1st period Class; OSHA 30, Soldering, Tools & Materials
- 2nd Period Class; Math & Beginning Rigging
- 3rd Period Class; Drawing Interp. Science, Basic Electricity
- 4th Period Class; Shielded Metal Arc Welding
- 5th Period Class; Pipe Fitting & the Calculator, G-PRO Cert
- HVAC 3rd Refrigeration (Volume I & II), Customer Service
- HVAC 4th AC & Refrigerants
- HVAC 5th Electronics for MES
- HVAC 6th DC Electronics
- HVAC 7th Refer II & Pneumatics
- HVAC 8th Motor Alignment & AC
- HVAC 9th Air & Water Balance
- Pipe Fitter 6th Patterns, Pumps, Hydronic, & Steam Systems
- Pipe Fitter 7th Fitter Advanced Plan Reading, CAD & Math Chpt 6
- Pipefitter 8th Instrumentation, Tube Bending & Rigging Cert
- Pipefitter 9th Detail & Layout of Piping/Advanced Welding
- Pipe Fitter 10th Valve Repair & Foreman's Class
- Plumber 6th Plumbing Code Application & Drainage
- Plumber 7th Plumbing Service & Gas Installations
- Plumber 8th Advanced Plan Reading, CAD & Math Chpt. 6
- Plumber 9th Water Supply, Backflow Prevention & Pumps
- Plumber 10th Medical Gas/Foreman's Class

BUSINESS SKILLS

- Teambuilding
- Green Awareness Training and Green Certifications
- Leadership
- Customer Service
- Conflict Resolution
- Problem Solving
- Decision Making
- Inventory Checklist
- Creating Master Plan for Future Improvements
- Advanced Time Management
- Filing Out Work Documents and Reports Accurately
- Project Management
- Creating Project Bids

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Class/Lab/E-Learning Hours

8-210

Apprentice (Job Numbers 2-3)**COMMERCIAL SKILLS****Plumbing, Pipe Fitters and Refrigeration Fitters**

- 1st period Class; OSHA 30, Soldering, Tools & Materials
- 2nd Period Class; Math & Beginning Rigging
- 3rd Period Class; Drawing Interp. Science, Basic Electricity
- 4th Period Class; Shielded Metal Arc Welding
- 5th Period Class; Pipe Fitting & the Calculator, G-PRO Cert
- HVAC 3rd Refrigeration (Volume I & II), Customer Service
- HVAC 4th AC & Refrigerants
- HVAC 5th Electronics for MES
- HVAC 6th DC Electronics
- HVAC 7th Refer II & Pneumatics
- HVAC 8th Motor Alignment & AC
- HVAC 9th Air & Water Balance
- Pipe Fitter 6th Patterns, Pumps, Hydronic, & Steam Systems
- Pipe Fitter 7th Fitter Advanced Plan Reading, CAD & Math Chpt 6
- Pipefitter 8th Instrumentation, Tube Bending & Rigging Cert
- Pipefitter 9th Detail & Layout of Piping/Advanced Welding
- Pipe Fitter 10th Valve Repair & Foreman's Class
- Plumber 6th Plumbing Code Application & Drainage
- Plumber 7th Plumbing Service & Gas Installations
- Plumber 8th Advanced Plan Reading, CAD & Math Chpt. 6
- Plumber 9th Water Supply, Backflow Prevention & Pumps
- Plumber 10th Medical Gas/Foreman's Class

OSHA 10/30 (OSHA Certified 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 and 210 total training hours per trainee for Job Numbers 2 & 3, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

The Brownie Baker, Inc.

Contract Number: ET21-0144

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	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: 130	U.S.:130	Worldwide: 130
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	9%		

FUNDING DETAIL

In-Kind Contribution:
\$103,000

Total ETP Funding
\$96,830

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	Business Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, Mgmt. Skills, PL-Mfg. Skills	127	8-200	0	\$690	*\$13.76
				Weighted Avg: 30			
2	Retrainee Priority Rate HUA Job Creation Initiative	Business Skills, Computer Skills, Cont. Improv., HazMat, Mfg. Skills, PL - Mfg. Skills	10	8-200	0	\$920	*\$13.00
				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.

Minimum Wage by County: Job Number 1 (HUA): \$13.76 per hour for Fresno County
 Job Number 2 (Job Creation/HUA): \$13.00 per hour for Fresno 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 \$0.76 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 (HUA)		
Administration/Clerical Staff		12
Manager		2
Supervisor		11
Quality Control Staff		5
Production Staff		94
Maintenance Mechanic		3
Job Number 2 (Job Creation/HUA)		
Administration/Clerical Staff		1
Quality Control Staff		1
Production Staff		8

INTRODUCTION

Founded in 1979 and headquartered in Fresno, The Brownie Baker, Inc. (Brownie Baker) (www.browniebaker.com) is a wholesale manufacturer specializing in the distribution of prepackaged pastries including brownies, cakes, cookies, danish, donuts, and muffins to various retail grocery and convenience stores. Training under this proposal will be for the Company's two locations in Fresno.

Veterans Program

Brownie Baker does not actively recruit Veterans, however, the Company accepts applications from Veterans.

PROJECT DETAILS

This is Brownie Baker's fourth ETP-funded project, and the second in the last five years. Training in the previous proposal focused on new equipment training. Under this proposal, Brownie Baker has expanded its distribution internationally with distribution rolling out to Mexico. With the expansion, the Company has invested over \$450k on new equipment including cookie injection systems, tunnel washers and sterilization equipment. Training will focus on quality production, sanitation procedures and material handling equipment.

The Company has also implemented an extensive training plan focused on food product safety called Safe Quality Food (SQF). Training will increase knowledge and ensure competency to match the Company's newly expanded distribution network. Training will ensure the Company can meet customer demands and remain competitive. Although training topics in this proposal are similar to those provided in prior projects, trainees will not repeat the same training courses previously received.

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.

With the expansion into international distribution, Brownie Baker anticipates hiring 10 new employees (Job Number 2) including Administration/Clerical Staff, Quality Control Staff, and Production 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

Training will be provided via Class/Lab, E-Learning, Videoconferencing and Productive Lab (PL) methods by in-house experts and vendors in the following:

Business Skills: Training will be offered to all occupations and focus on compliance requirements for international distribution. Training topics include Account Development, Export Procedures and Protocols and Effective Communication.

Computer Skills: Training will be offered to all occupations and focus on the Company's internal software. Training topics include Microsoft Applications and Great Plains Software.

Continuous Improvement: Training will be offered to all occupations and focus on the SQF training plan. Training topics include SQF Training, LEAN Principles and Team Building.

Hazardous Materials: Training will be offered to all occupations and focus on proper identification and labeling of hazardous materials. Training topics include Hazardous Materials Safe Storage, Handling and Clean Up.

Management Skills: Training will be offered to Managers and Supervisors and include Strategic Planning.

Manufacturing Skills: Training will be offered to Maintenance Mechanics, Managers, Supervisors, Quality Control and Production Staff. Training will focus on new equipment and sanitation practices. Training topics include Material Handling Equipment Training, Production Equipment Operation and Maintenance and Sanitation Best Practices.

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.

Brownie Baker's new equipment requires approximately nine hours of hands on training for Production Staff. The equipment operation and manufacturing processes cannot be simulated in Class/Lab training; therefore, PL training in Manufacturing Skills is necessary. Equipment to be used during PL training will include Douglas Tunnel Washers and Reiser V Mag Cookie Injectors. All training will be under the direct supervision of a qualified instructor, who has been certified by the manufacturer, and training will be directly related to the trainee's job requirements. The production line will operate on a start/stop basis during PL training for instructional purposes and for corrective action. The Company requests a 1:3 trainer-to-trainee ratio because the equipment requires teams of three.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno County 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.

Brownie Baker requests a wage modification for trainees in Job Number 1 from \$18.34 per hour to \$13.76 per hour and in Job Number 2 from \$15.00 per hour to \$13.00 per hour.

Commitment to Training

Brownie Baker invests \$26,000 per facility annually on training. Training includes onboarding, basic safety, and sexual harassment prevention. 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 Vice President of Manufacturing and the Quality Manager will oversee all aspects of the training program including roster collection and facilitating training. The Company has also retained the services of a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes Contractor's performance under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
17CS-0009-000	Fresno	06/05/17 – 06/04/19	\$83,980	\$80,316 (96%)
ET15-0167	Fresno	07/01/14 – 06/30/16	\$76,336	\$52,598 (69%)*

*ET15-0167 - Due to lack of support for administering the program, the Company experienced a five-month gap where no training occurred. The Company now has the Vice President and Quality Manager with the assistance of a third-party subcontractor assisting with all administration of the project.

DEVELOPMENT SERVICES

Strategic Business Solutions, LLC in Visalia assisted with development for a flat fee of \$5,750.

ADMINISTRATIVE SERVICES

Strategic Business Solutions, LLC 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/E-Learning/Videoconferencing Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- + Account Development
- + Business Writing
- + COVID 19 Protocols
- + Effective Communication
- + Export Procedures and Protocols

COMPUTER SKILLS

- + Great Plains Software
- + Microsoft Applications

CONTINUOUS IMPROVEMENT

- + COVID 19 Processes
- + Leadership
- + LEAN Principles
- + Safe Quality Food Training
- + Teambuilding

HAZARDOUS MATERIALS

- + Hazardous Materials Safe Storage, Handling, and Clean Up

MANAGEMENT SKILLS (Managers/Supervisors Only)

- + Strategic Planning

MANUFACTURING SKILLS

- + Materials Handling Equipment Training
- + Production Equipment Operation and Maintenance
 - o Douglas Tunnel Washer
 - o Reiser V Mag Cookie Injector
- + Sanitation Best Practices

Productive Lab Hours

0-9

MANUFACTURING SKILLS (Ratio 1:3)

- + Production Equipment Safe Operation and Maintenance
 - o Douglas Tunnel Washer
 - o Reiser V Mag Cookie Injector

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.



RETRAINEE - JOB CREATION
Training Proposal for:
Alta Hospitals System, LLC
Contract Number: ET21-0149

Panel Meeting of: August 28, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	Medical Skills Training SET Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Services (G) Healthcare (62) 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 2,900	U.S.:4,500	Worldwide: 4,500
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$977,000

Total ETP Funding
\$425,040

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 Medical Skills Training	Medical Skills- Didactic; Medical Skills- Preceptor; Computer Skills; Continuous Impr	427	8-200	0	\$920	\$25.01
				Weighted Avg: 40			
2	Job Creation Initiative SET Priority Rate Medical Skills Training	Medical Skills- Didactic; Medical Skills- Preceptor; Computer Skills; Continuous Impr	35	8-200	0	\$920	\$15.88
				Weighted Avg: 40			

Minimum Wage by County: Job Number 1: \$25.01 SET/Priority; Job Number 2: \$15.88 (SET/Priority/Job Creation)

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:		
Registered Nurse (RN)		260
Licensed Vocational Nurse (LVN)		111
Case Manager		7
Physical Therapist		5
Respiratory Therapist		18
Pharmacist		9
Certified Mental Health Worker		13
Social Worker		4
Job Number 2:		
Registered Nurse (RN)		11
Licensed Vocational Nurse (LVN)		7
Certified Mental Health Worker		13
Social Worker		4
Total:		462

INTRODUCTION

Alta Hospitals System, LLC (Alta) (www.altacorp.com), founded in 1998 and headquartered in Santa Monica, operates a network of facilities in Los Angeles, Hollywood, Van Nuys, Norwalk, Culver City, Tustin and Bellflower. These acute care hospitals provide short-term inpatient and outpatient care for brief illnesses and quasi-residential cares for sub-acute patients on ventilators unable to transition to nursing or long-term care facilities. Alta hospitals also offer a myriad of specialty care services, various types of surgeries, skilled nursing, ambulatory urgent care, emergency services, intensive care, rehabilitation and detoxification services, and acute psychiatric services. The hospitals serve ethnically diverse communities; patients are 95% Medicare/Medi-Cal, with a large number of patients being underinsured and uninsured.

Alta is a division of Prospect Medical Holdings, Inc. that also operates a number of primary and specialty clinics and hospitals in Connecticut, Pennsylvania, Rhode Island and New Jersey. There are five hospitals affiliated under Alta Hospitals System, LLC that will participate in this training proposal namely, Southern California Hospital (Hollywood), Southern California Hospital (Van Nuys), Los Angeles Community Hospital (Los Angeles), Los Angeles Community Hospital (Norwalk) and Los Angeles Community Hospital (Bellflower). The majority of training will take place in the Los Angeles and Bellflower facilities.

Veterans Program

Alta does not currently have a specific Veterans recruitment program in place; however, several long-time employees are Veterans.

PROJECT DETAILS

Alta is continually undergoing a variety of internal changes: expansion as well as responding to outside events such as regulatory requirements and coping with the wide range effect of COVID-19 pandemic that greatly impacted its operations and the delivery of safe patient care. Alta is in the process of expanding its services for the Bellflower facility which will include the addition of an Emergency Room/Department, an Intensive Outpatient Rehabilitation Program (IOP) and completing its conversion and accreditation to the Joint Commission Accreditation. For this proposal, Alta plans to focus training on updated medical skills training, certifications training, COVID-19 infection prevention in patient care and retraining hospital staff on skills that will fully qualify and accredit Alta's hospital classification in the Joint Commission Accreditation.

In addition, to aforementioned targets, ETP funding will allow the facility to provide its nurses, therapist and other allied medical staff with skills necessary to service an increasing patient population while maintaining quality of service and safety. Training will ensure successful implementation of new healthcare standards covering patient assessment and care, pain management, physical therapy services, and equipment operation. Preceptor training will also be included to provide hands-on experience and assure that medical staff follow the same protocol.

In addition, Alta has internally assessed training needs and developed a plan which reflects immediately needed companywide employee training covering the COVID-19 pandemic. Training will improve staff's knowledge and train on current protocols and procedures to keep both patients and employees safe.

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 will hire 35 new employees (Job Number 2). The Bellflower expansion of various units will require new positions for full operation. 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

Medical Skills (Didactic): This training will be offered to registered nurse, licensed vocation nurse, therapist and other allied medical occupations. Trainees will receive medical skills training in a classroom setting, with new graduate nurses receiving extended classroom series specific to caring for patients utilizing the new menu of patient services. Other course topics that will be delivered are prevention of hospital acquired infections, advanced cardiac life support, acute myocardial infarction, basic life support, code blue response & procedures, dysrhythmia recognition and interpretation, wound care, medical/surgical nursing, patient assessment and care, and pediatric life support.

Medical Skills (Clinical with Preceptor): This training will be offered to new graduate nurses who will receive an extended preceptorship in the unit that they will be assigned to prior to being authorized to work independently. Newly hired employees will also receive a limited number of hours of preceptorship in order to validate their skills until they demonstrate the level of care that Alta requires of all patient care staff.

Computer Skills: This training will be offered to all occupations. Trainees will gain proficiency in the use and navigation of various software platforms used by Alta. New graduate nurses will be introduced and trained to Alta’s (EMR) Electronic Medical Records System.

Continuous Improvement: This training will be offered to all occupations. Trainees will receive courses such as performance and quality improvement and all other training skills needed and required in order to meet the standard and requirements of the Joint Commission Accreditation.

Commitment to Training

Alta spends approximately \$175,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the past has been both company-wide and job specific. The Company is committed to training its staff upon completion of the ETP program. Training will continue to be offered to staff members to ensure competency within the company and provide high-level healthcare to patients.

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

Alta has a training plan in place and is ready to start training upon approval. The hospital Administrator will oversee and administer the ETP Training program and will work closely with the Human Resources Manager, Alta Hospital Education Team and a Nursing Supervisor from each department to schedule, enroll, and track training. Trainers will be in-house experts and vendors as needed. The Company has also retained an outside administrative consultant, National Training Systems, Inc. (NTSI), to ensure that training administration and documentation procedures adhere to ETP requirements.

Special Employment Training

Trainees under Special Employment Training (SET) must earn at least the Statewide Average Wage at the end of the retention period. The Panel may modify the minimum wage requirement for companies in priority industries such as healthcare, up to 25% below the state average hourly wage. The Company is requesting this wage modification, from \$33.34 to \$25.01.

E-Learning

The Contractor will use alternative recordkeeping for E-Learning approved by ETP as permitted by ETP's Response to Covid-19.

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-0082	Los Angeles	10/02/17 – 10/01/19	\$876,284	\$876,284 (100%)
ET16-0290	Los Angeles	12/14/15 – 12/13/17	\$664,240	\$635,880 (96%)
ET14-0231	Los Angeles	12/23/13 – 12/22/15	\$680,148	\$506,159 (74%)

DEVELOPMENT SERVICES

Alta retained National Training Systems, Inc. (NTSI) in Ladera Ranch to assist with development of this proposal for a flat fee of \$20,000.

ADMINISTRATIVE SERVICES

Alta also retained National Training Systems, Inc. (NTSI) in Ladera Ranch to perform administrative services in connection with this proposal for a fee not to exceed 9% of payment earned.

TRAINING VENDORS

Key Medical Resources, Inc. in Rancho Cucamonga has been retained to provide training on various Medical Skills-Didactic and Continuous Improvement topics listed in the curriculum, for a fee of \$3,500. Other trainers will be identified as they are retained.

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

8-200 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Charge Nursing Training
- Communication Skills
- CORE Measures
- Crisis Prevention Intervention (CPI)
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Frontline Leadership Skills
- Improving Observation and Reporting Skills
- Management of Assaultive behavior
- Preventing Hospital Readmissions
- Performance & Quality Improvement
- Preceptor Skills
- Relationship Building

COMPUTER SKILLS

- Electronic Medical Records Application Skills
- ICD-10
- Microsoft Office Skills (Intermediate & Advanced)
 - Excel (Intermediate & Advanced)

MEDICAL SKILLS TRAINING – DIDACTIC

- Acute Myocardial Infarction
- Activities of Daily Living
- Advanced Cardiac Life Support (ACLS)
- Ambulating a Patient with Ambulatory Device
- Arterial Blood Gas (ABG) Interpretation
- Arterial Lines
- Aspects of Aging
- Assessment
- Basic Life Support (BLS)
- Bladder and Bowel Management
- Body Mechanics
- Care Planning
- Care of the Bariatric Patient
- Care of the Cardiac Patient
- Care of the Geriatric Patient
- Care of the Neurosurgical Patient
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of the Stroke Patient
- Care of the Transplant Patient
- Central Lines Management
- Chest Tube Care & Management

- COVID-19
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Dementia and Alzheimer's Disease
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Elder Abuse/Prevention and Reporting
- Emergency Room Nursing Skills
- End of Life
- Equipment Skills (IV Pumps, Cardiac Telemetry, Vital Signs, Pulse oximeter, Ventilators, Specialty Beds and Mattresses, etc.)
- Gastrointestinal (GI) Assessment & Management
- Hemodynamic Monitoring
- Hoyer Lift and Sally Slide Use
- Infection Control
- Informed Consent
- Intra-Aortic Balloon Pump (IABP) Therapy
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Intubation
- Isolation and precautions
- Management of Nephrostomy Tubes
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Never Events
- Newborn Assessment
- New Graduate Nursing Skills
- Nursing Care of the Vegetative Patient
- Nurse Sensitive Indicators
- Nutrition
- Oral Care
- Outpatient Cardiac Rehabilitation
- Orthopedic Nursing Skills
- Oxygenation
- Pacemaker and AICD
- Pain Management (Acute & Chronic)
- Palliative Care
- Paracentesis Patient Care and Drainage
- Peritoneal Dialysis
- Patient Assessment & Care
- Patient Fall Prevention
- Enteral feeding
- Pediatric Advanced Life Support (PALS)
- Pharmacology; Critical Care drips
- PICC Line Insertion
- Positioning the Patient

- Pre and Post-Operative Care
- Pressure Ulcers
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints/Restraint Free Environment
- Sepsis; Recognition and Treatment
- Sheath Pull
- Surgical Nursing Skills
- Telemetry Nursing Skills
- Thoracentesis Patient Care
- Transfer Techniques
- Transurethral Resection of the Prostate
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator & Tracheotomy Care
- Wound & Skin Care

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- **Emergency Department Training**
 - Emergency Room Nursing Skills
 - Intravenous (IV) Therapy
 - Triage Nursing Skills
 - Care of Pediatric patients
 - Covid-19
- **Intensive Care Unit/Critical Care Unit Training**
 - Critical Care Nursing Skills
 - Patient Assessment & Care
 - Intravenous (IV) Therapy
 - Hemodynamic Monitoring
 - Orthopedic Nursing Skills
 - Pre and Post-Operative Care
 - Care of Trauma Patient
 - COVID-19
- **Medical/Surgical Unit Training**
 - Patient Assessment & Care
 - Medical/Surgical Nursing Skills
 - Intravenous (IV) Therapy
 - Pre and Post-Operative Care
 - Orthopedic Nursing Skills
 - Management of the Renal Transplant Surgical Patient
 - COVID-19
- **Operating Room and Post-Anesthesia Care Unit (PACU) Training**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Cath Lab Nursing
 - Dialysis
 - Intravenous (IV) Therapy
 - Orthopedic Nursing Skills

- Peri-Operative Nursing Skills
- Pre and Post-Operative Care
- COVID-19

- **Special Care Unit Training**
 - Patient Assessment & Care
 - Critical Care Nursing Skills
 - Intravenous (IV) Therapy
 - Orthopedic Nursing Skills
 - Ventilator and Tracheotomy Care
 - Hemodynamic Monitoring
 - Total Parenteral Nutrition
 - COVID-19

- **Telemetry Unit Training**
 - Care of the Cardiac Patient
 - EKG & Cardiac Monitoring
 - Dysrhythmia Interpretation
 - Telemetry Nursing Skills
 - Intravenous (IV) Therapy
 - Oncology Nursing Skills
 - COVID-19

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:

**The Permanente Medical Group, Inc. dba Southern California
Permanente Medical Group**

Contract Number: ET21-0129

Panel Meeting of: August 28, 2020

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee SET Medical Skills Training Priority Rate	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino, San Diego, Kern	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU United Healthcare Workers West; Office and Professional Employees International Union Local 30		
Number of Employees in:	CA: 155,000	U.S.: 219,000	Worldwide: 219,000
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$1,400,000

Total ETP Funding
\$499,560

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 Medical Skills Training Priority Rate	Commercial Skills, Computer Skills, Continuous Imp., MS-Didactic	543	2-200	0	\$920	\$25.01
				Weighted Avg: 40			

Minimum Wage by County: (SET/Priority Industry) \$25.01 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
Administrative Support Staff		50
Clerical Staff		30
Data Processing/Computer Operations Staff		25
Health Care Analyst		20
Licensed Vocational Nurse		60
Patient Care Aide/Assistant		100
Patient Care Support Staff		80
Registered Nurse		75
Technician/Technologist		103

INTRODUCTION

The Permanente Medical Group, Inc. dba Southern California Permanente Medical Group (SCPMG) (www.kp.org), is a partnership and professional corporation of physicians responsible for providing and arranging medical care. SCPMG is the for-profit arm of Kaiser Permanente, which was established in 1943 and began open enrollment to the public in 1945. Kaiser Permanente operates under three corporate umbrellas: Kaiser Foundation Health Plans (Nonprofit), Kaiser Foundation Hospitals (Nonprofit), and Permanente Medical Groups (For-Profit). The training outlined in this proposal will be limited to employees of SCPMG.

In California, the Medical Group generally employs non-hospital personnel in the Kaiser system, with the exception of emergency room personnel, who are employees of SCPMG. Kaiser serves members in eight states and the District of Columbia: California, Colorado, Georgia, Hawaii,

Maryland, Oregon, Virginia and Washington. The Southern California region currently serves more than 4.7 million members. Care is provided by more than 7,800 physicians at 15 medical centers and 234 medical offices. This will be SCPMG's twelfth ETP Contract, and the fifth in the last five years.

Veterans Program

SCPMG does not currently have a formal outreach program to hire Veterans. However, all qualified Veterans are encouraged to apply for positions through the Medical Group's normal hiring process.

Union Support

Union support letters have been provided by SEIU United Healthcare Workers West and the Office and Professional Employees International Union Local 30.

PROJECT DETAILS

As an essential service provider during the ongoing COVID-19 pandemic, SCPMG has identified three key areas of change that are driving the need for training:

- 1) SCPMG needs to train up a reserve workforce to support Kaiser's medical centers in the event of a surge in COVID-19 cases. As the pandemic unfolded, it became apparent that medical centers could be overwhelmed with virus patients while skilled SCPMG employees remain idle in medical offices. In response, Kaiser initiated a program to assess and cross-train SCPMG RNs, LVNs, physical therapists, occupational therapists, social workers, medical assistants, technicians, and others to take on hospital jobs during a surge. Even after the COVID-19 threat has passed, SCPMG expects to continue this vital training in preparation for future pandemic situations.
- 2) COVID-19 has also effected an increase in Telemedicine, medical appointments and care through telephone and video links instead of in-person visits. SCPMG estimates that as much as 50% of all routine appointments will move to telephone and video systems. This change will require training for all those who support doctors on these calls and video appointments. Medical assistants and nurses will be trained in technical and communication skills needed to arrange and prepare for these virtual visits.
- 3) The third item of change is the need for improved awareness of services and outreach to members and patients. Staff is being assigned and trained to reach out and help members schedule virtual and in-person routine care, follow-up care, and important services like immunizations.

Training Plan

Training will be delivered via Class/Lab and E-Learning at SCPMG locations across Southern California.

Commercial Skills: Training will be offered to all occupations to ensure that workers remain knowledgeable and current on industry-specific processes, systems, and procedures.

Computer Skills: Training will be offered to all occupations to help employees become more proficient at using innovative medical software solutions to document, track, and report member data. This training will enable SCPMG to improve its operational efficiencies.

Continuous Improvement: Training will be offered to all occupations and will focus on leadership skills, team performance, organization skills, conflict resolution and quality improvements.

Medical Skills - Didactic: Training will be offered to Licensed Vocational Nurses, Patient Care Aides/Assistants, Patient Care Support Staff, Registered Nurses and Technicians/Technologists. Trainees will learn the latest techniques and methodologies for delivering advanced level patient care. General medical knowledge and new training topics will include equipment operation, patient assessment, medication administration, COVID-19 procedures, Personal Protective Equipment, and Telemedicine.

Electronic Recordkeeping/LMS

Staff has reviewed and approved the use of a Learning Management System for recordkeeping.

Special Employment Training (SET)

Under SET, employers are 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 Modification**

For trainees employed in a Priority Industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$33.34 to \$25.01). SCPMG requests this wage modification.

Repeat Contractor Rule

SCPMG is a repeat contractor that has earned approximately \$2.5M over the last four contracts. However, \$600,000 of this earned amount was for Job Creation, and this will be SCPMG's first contract since the "Repeat Contractor Rule" went into effect on July 1, 2018. Therefore, this project is not subject to the Repeat Contractor Rule.

Commitment to Training

SCPMG spends approximately \$10 million annually on training at facilities throughout the Southern California region. The Medical Group provides new hire orientation, on-the-job training, and management/supervision skills training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

SCPMG's Director of Regional Professional Development and Research Ambulatory Services will oversee administration of this project. Training delivery, scheduling, and documentation will be handled on a decentralized basis by department heads at facilities throughout the Medical Group/Kaiser system. Training will be provided by in-house experts. SCPMG is an experienced ETP Contractor with an established training plan, and is prepared to begin training upon contract approval.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes SCPMG's performance under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0163	Multiple Cities	03/05/18 – 03/04/20	\$749,520	\$749,520 (100%)
ET17-0255	Multiple Cities	10/30/16 – 10/29/18	\$599,616	\$599,616 (100%)
ET16-0164	Multiple Cities	10/01/15 – 09/30/17	\$637,092	\$637,092 (100%)
*ET14-0117	Multiple Cities	08/01/13 – 07/31/15	\$600,000	\$600,000 (100%)

*ET14-0117: This project was 100% Job Creation.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development at no cost.

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

2-200 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Business Literacy
- Community Care Processes
- Crucial Conversation
- Documentation Standards and Procedures
- Kaiser Permanente Systems and Processes
- Maintaining a Safe Work Environment
- Patient Safety Procedures
- Transition Planning

COMPUTER SKILLS

- Applications Software for Healthcare
- ASAP Records Management
- Electronic Medical Records System Operation and Optimization
- Emergency Department Records

CONTINUOUS IMPROVEMENT

- Budgeting, Staffing and Scheduling
- Co-Lead Workshop
- Coaching Fundamentals
- Communications Skills
- Conflict Resolution Skills
- Consensus Decision-Making
- Critical Event Team Training
- Human Resources Management
- Identifying and Resolving Problems
- Labor Management Partnership
- Leading Teams
- Organization and Time Management Skills
- Patient and Family Centered Care Skills
- Preparing for Leadership Roles
- Proactive Office Encounter
- Quality Improvement Programs
- Rapid Improvement Model
- Reviewing and Evaluating Team Performance
- Service Excellence
- Team Building Skills
- Unit Based Team

MEDICAL SKILLS - DIDACTIC

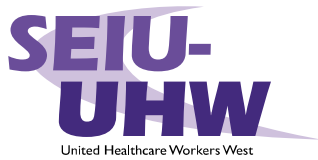
- ACLS
- Advanced Stroke Education
- AED Defibrillator Training
- Aerosol Transmissible Diseases Training
- Alaris Pump Review

- Ambulatory Competencies
- Ambulatory Nursing Orientation
- Annual Competency Validation
- Basic Life Support Skill Testing
- Blood & Blood Components
- Blood Borne Pathogen
- Blood Draw
- Blood Pressure Competency
- Blood Transfusion
- Call Center Orientation
- Care Experience Training
- Central Line Access Ports
- Central Venous Access Device
- Charge Nurse Training
- Chest Tube Drainage and Monitoring Care
- CNA Nursing Orientation
- Code Blue Simulation
- Code Stroke Training
- Communication for Telemedicine
- Community Health Assessment and Treatment
- Comprehensive Workplace Safety System
- COVID-19 Orientation
- Education Day Modules
- EKG
- Emergency Area Orientation
- Emergency Codes
- Equipment Function and Use
- ER Tech Orientation and Competency
- Essential of Successful Communication
- Evidence-Based Protocols
- Falls Prevention
- Fetal Heart Monitoring
- Flu Competency
- Hand-Offs
- Hand-Offs in Telemedicine
- Handling Sharps
- Hazardous Waste Stream
- High Alert Medical Practices
- Homeless Training
- Identifying Acute Change in Patient Status and Activating Critical Response
- Implanted Ports
- Infection Prevention
- Insulin Initiation & Titration
- Intravenous Medication Administration
- IV Starts
- Laboratory Employee Skills/Competency Assessment Orientation
- Lifting and Body Mechanics
- LVN Orientation
- Management of Medical Emergencies

- Medication Administration and Barcoding, Including IV, Injections, Inhaled and Rectal
- Mental Health Assessment and Treatment
- Mental Health First Aid
- Nasogastric Tube Insertion
- Nasopharyngeal Swab Specimen
- Nurse Advice
- Nursing Assistant Ward Clerk Update
- Nursing Update
- On Call RN Telephone Triage
- Oxygen Set-Up and Administration (Nasal Cannula, Face Mask, Non-Rebreather Mask)
- Patient Assessment
- Patient Management
- Patient Safety
- Pediatric Advanced Life Support
- Personal Protective Equipment
- Point of Care Testing, Including Glucose, Pregnancy, Urinalysis, Rapid Strep, Rapid Flu
- Policy and Procedure Review
- Preparing for a Telemedicine Appointment
- Pyxis Access
- Radiation Safety
- Restraints
- RN Orientation Competency and Skill Validation
- Safe Patient Handling
- Specimen Handling
- Spotting Mental Health Problems
- Sputum Collection
- Supporting a Telemedicine Appointment
- Technology for Telemedicine
- Unusual Occurrence Reporting
- Urinary Catheter Insertion
- Vital Signs
- Wound Care
- Wound Care 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.



UNITED HEALTHCARE
WORKERS WEST
SERVICE EMPLOYEES
INTERNATIONAL
UNION, CLC

Dave Regan - President
Stan Lyles - Vice President

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FAX 510-763-2680

5480 Ferguson Drive
Los Angeles, CA 90022
323-734-8399
FAX 323-721-3538

www.SEIU-UHW.org

6/3/2020

To whom it may concern:

On behalf of the 95,000 Service Employees International Union United Healthcare Workers West (SEIU-UHW), we are writing in support of Kaiser Southern California Medical Group's request for funding. Kaiser and SEIU-UHW have a long-standing history of partnering on education and training programs that benefit Kaiser, SEIU-UHW members and our patients.

Funding to assist the training of existing healthcare workforce to ensure that they have the competencies necessary to care for patients and adapt to changing technology, will result in a negative impact on the healthcare workforce. Previous funding has helped to provide training to SEIU-UHW members to better respond to critical events, Emergency Department, crises and new technology. This funding request will supplement the significant investment from both Kaiser and SEIU-UHW to ensure that workforce is prepared.

Thank you for your consideration and please don't hesitate to contact me if you have any questions.

Sincerely,

DocuSigned by:

Terrie Ridgeway-Olmos

Terrie Ridgeway-Olmos

Workforce Education Organizer
SEIU United Healthcare Workers - West
510-496-1483

Roger J. Lester
President



Marianne Giordano
Executive Director/CFO

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Email: info@opeiulocal30.org

June 19, 2020

To whom it may concern:

On behalf of the Office and Professional Employees International Union, Local 30 (OPEIU), we are writing in support of Kaiser Southern California Medical Group's request for funding. Kaiser and OPEIU have a long-standing history of partnering on education and training programs that benefit Kaiser, OPEIU members and our patients.

Funding to assist the training of existing healthcare workforce to ensure that they have the competencies necessary to care for patients and adapt to changing technology, will result in a negative impact on the healthcare workforce. Previous funding has helped to provide training to OPEIU members to better respond to critical events, Emergency Department, crises and new technology. This funding request will supplement the significant investment from both Kaiser and OPEIU to ensure that workforce is prepared.

Thank you for your consideration and please don't hesitate to contact me if you have any questions.

Sincerely,

Marianne Giordano
Executive Director/CFO

MG/mp



Training Proposal for:
Torrance Refining Company LLC
Contract Number: ET21-0151

Panel Meeting of: August 28, 2020

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Transportation Warehousing (48-49) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Contra Costa	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 2295 and 302; United Steelworkers, Local 5; WCEU-USW, Local 407		
Number of Employees in:	CA: 1,393	U.S.: 4,063	Worldwide: 4,063
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	17%		

FUNDING DETAIL

In-Kind Contribution:
\$910,052

Total ETP Funding
\$498,180

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	Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, OSHA 10/30	570	8-200	0-100	\$874	\$19.05
				Weighted Avg: 38			

Minimum Wage by County: \$19.05 per hour for Los Angeles County; and \$20.00 per hour for Contra Costa

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
Electrician/Technician		20
Engineer		50
Operations Support Staff		180
Operator		220
Manager/Supervisor		100

INTRODUCTION

Founded in 1929 and headquartered in Torrance, Torrance Refining Company LLC (TRC) (www.pbfenergy.com), is wholly owned by PBF Energy, Inc. TRC requests funding for its employees and two of its related affiliates: Torrance Logistics Company LLC and Martinez Refining Company LLC. All facilities are owned by the same parent. All training will take place at each facility in Torrance, Cerritos and Martinez. This will be TRC's first ETP Contract.

TRC and its affiliates provide petroleum refinery products and logistics services. The Companies offer modern refining technologies that produce a wide range of the cleanest burning gasoline, jet and diesel fuels, liquefied petroleum gases, coke and sulfur. The Company ships products to customers via a series of proprietary pipelines and terminals throughout the state by truck, rail, barges and ships. With its logistics assets and network of pipelines and terminals, the Company provides the energy that keeps Californians on the move, fueling cars, truck, buses, trains, boats and planes. The network includes a pipeline from the refinery directly to Los Angeles International Airport.

Veterans Program

The Company recruits the best team members to join the Company – including Veterans. However, the Company is not requesting specific inclusion of Veterans in this program.

Union Support

Electricians/Technicians, Operations Support Staff, and Operators are represented by IBEW Local Union 2295 and 302, USW Local 5 and WCEU-USW Local 407. The unions have submitted letters of support for this training project.

PROJECT DETAILS

The Company is operating in a highly competitive and volatile industry driven by innovation, new business, customers' demands, industry regulatory requirements, and new systems, programs and procedures. Additionally, the Company recently completed the acquisition of the Martinez Refinery Company in February 2020, and the COVID-19 pandemic has affected oil demand, sunk prices, and processing. The Company's strategic plan for 2020-2022 includes upgrading incumbent workers' skills, and internal computer software, specifically focusing on methods and procedures that will improve and continue to attract and retain customers. As part of the transition, TRC is moving to integrate new technology, operations, and business practices to help the three companies unify efficiently and effectively. The Company also implemented three initiatives: a new Learning Management System; a career path for Engineers; and Operations Flagship, a leadership and employee development program to increase performance, commitment to safety and retention program.

Under this proposal TRC will provide extensive, new skills training to its workforce to enable them to work efficiently, manage current and new businesses during the COVID-19 crisis and beyond. The Company must keep up with technological advances, industry requirements and customers' demands to expand into new markets, continue to grow and compete in the industry. As such, the Company has developed a company-wide training program to modernize business practices and procedures.

The Company also recently invested approximately \$600,000 in new equipment and software, including safety management system, learning management system and various refinery machines. Workers will gain skills sets and experience needed to optimize job performance, promote growth, better serve customers, standardize processes and procedures and improve efficiencies across all facilities while assuring safety.

Training Plan

Training is scheduled to begin upon approval and will be delivered on-site by in-house experts and vendors as needed. Training will be delivered as Class/Lab, Videoconference and Computer-Based Training (CBT).

Commercial Skills: Training will be offered to all occupations in Advanced Refinery Safety, Equipment Operations/Maintenance Skills, Renewable/Sustainable Fuel sources and Rigging/Drilling Processes. Workers will gain the requisite skills and knowledge to grow and succeed within the Company.

Computer Skills: Training will be offered to all occupations to become more proficient in various computer applications and systems to provide efficient and effective customer services and tools to effectively perform their job functions.

Continuous Improvement: Training will be offered to all occupations and will ensure trainees have the skills proficiency necessary for high-level efficiency, quality and process. Training will include Communication, Leadership, Problem Solving and Quality Concepts.

Hazardous Materials: Training will be offered to all occupations and include proper techniques, knowledge, and communication on handling hazardous materials.

OSHA 10/30: OSHA 10 training will be provided to Electricians/Technicians, Engineers, Operations Support Staff and Operators. OSHA 30 training will be provided to Managers/Supervisors to ensure a safe work environment and an opportunity to promote.

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 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.

Computer-Based Training

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-100 hours of CBT.

Commitment to Training

The Company has an annual training budget of approximately \$2.7 million for Torrance, Cerritos, and Martinez. Training consists of new employee orientation, basic safety/OSHA training, basic job skills, workplace ethics, diversity, leadership skills and anti-harassment. Training extends across all operational functions and occupations, and all training is both job specific and company-wide.

ETP funding will allow TRC to implement new curriculum, related to the new products, processes, and systems described herein. This will also allow the Company to expand training to its workforce to continue to innovate and compete.

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. After the completion of ETP-funded training, the Company will continue to deliver training to keep pace with business climate and goals, technology upgrades, training needs and continuous improvement efforts.

➤ Training Infrastructure

The Director of Learning and Development and a Training Specialist will oversee all project training and administrative responsibilities. In addition, a team of 20 trainers will travel to each location to provide training, scheduling, and delivery and documentation of training. The Company has also retained a third party, Training Funding Partners to assist with administrative.

Electronic Recordkeeping/LMS

Staff has reviewed and approved the use of two Learning Management Systems, Active Learner and Workday for recordkeeping.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Funding Partners (TFP) in Fountain Valley assisted with development for a flat fee of \$29,500.

ADMINISTRATIVE SERVICES

TFP 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:

COMMERCIAL SKILLS

- Advanced Refinery Safety
- Crane/Rigging Skills
- Creating Models/Estimating
- Electrical/Power Skills
- Equipment Operation/Maintenance Skills
- Failure Analysis
- Inspection/Testing Skills
- LEED Documentation/Standards
- Logistics Skills
- Mathematics used on Piping Trades
- New Equipment Skills
- Refinery Process/System/Equipment Skills
- Refinery Service/Repair Skills
- Renewable/Sustainable Fuel sources
- Rigging/Drilling Processes
- Technical Drawing/Writing Skills
- Water Treatment/Process Skills
- Welding Skills

COMPUTER SKILLS

- Computer Software Skills
- Intermediate/Advanced Microsoft Office
- Intermediate/Advance Microsoft Office Skills
- TRC Proprietary System Skills
- Project Management Software Skills

CONTINUOUS IMPROVEMENT

- Accountability Skills
- Communication Skills
- Delegation Skills
- Documentation Skills
- Influence Skills
- Leadership Skills
- Performance Management Skills
- Presentation Skills
- Problem Solving Skills
- Process Improvement Skills
- Project Management
- Quality Concepts
- Root Cause Analysis
- Strategic Planning
- Team Building/Collaboration

HAZARDOUS MATERIALS

- Hazardous Communication Skills
- Hazardous Materials Skills

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

CBT Hours

0-100

COMPUTER SKILLS

- Advanced Formatting Techniques (3.5 hours)
- Advanced Formulas and Functions (6.25 hours)
- Certification Prep: Scrum Master (1.5 hours)
- Charts in Depth (4.5 hours)
- Conditional Formatting for Beginners (0.5 hours)
- Creating a Basic Dashboard (1.5 hours)
- Designing a Presentation (1 hour)
- Excel and Visio: Generating Diagrams Automatically (0.5 hours)
- Excel Essential Training (2 hours)
- Graphic Design: Insight and Advice (0.5 hours)
- InDesign: Interactive PDFs (2.5 hours)
- Introduction to Charts and Graphs (1 hour)
- Introduction to Formatting (1 hour)
- Leading Virtual Meetings (0.5 hours)
- Learning Zoom (1 hour)
- Pivot Tables in Depth (3.75 hours)
- PowerPoint Essential Training (2.25 hours)
- PowerPoint Tips and Tricks (1.75 hours)
- Publisher Essential Training (2.25 hours)
- Scrum: Advanced (1 hour)
- Scrum: The Basics (1 hour)
- Skype for Business Essential Training (2.5 hours)
- Visio 2016 Essential Training (6 hours)
- Visio Tips and Tricks (1.75 hours)
- Word Essential Training (5.75 hours)
- Word Tips and Tricks (1 hour)

CONTINUOUS IMPROVEMENT

- 5 Ways to Control Your Time (1.5 hours)
- Being a Good Mentee (1 hour)
- Being an Effective Team Member (0.5 hours)
- Building a Coaching Culture: Improving Performance Through Timely Feedback (1 hour)
- Building Better Routines (0.75 hours)
- Building High Performance Teams (1.75 hours)
- Building Resilience (0.5 hours)
- Building Trust (1 hour)
- Business Etiquette: Phone, Email, and Text (1 hour)

- Certification Prep: Project Management Professional (6.25 hours)
- Change Management Foundations (1.5 hours)
- Coaching and Developing Employees (1 hour)
- Coaching Employees Through Difficult Situations (0.75 hours)
- Coaching for Results (1 hour)
- Coaching Skills for Leaders and Managers (0.5 hours)
- Collaborative Leadership (0.75 hours)
- Communicating in Times of Change (0.75 hours)
- Communicating With Confidence (1.25 hours)
- Communicating with Diplomacy and Tact (1 hour)
- Communicating with Empathy (1.25 hours)
- Communicating with Empathy (1.25 hours)
- Communicating Within Teams (1.25 hours)
- Communication Foundations (1.5 hours)
- Creating and Giving Business Presentations (1.25 hours)
- Creative Thinking (0.75 hours)
- Critical Thinking for Better Judgement and Decision Making (1 hour)
- Decision Making Strategies (0.75 hours)
- Delegating Tasks (0.5 hours)
- Developing Adaptability as a Manager (0.5 hours)
- Developing Your Emotional Intelligence (1 hour)
- Developing Your Team Members (0.75 hours)
- Discovering Your Strengths (1 hour)
- Effective Listening (1 hour)
- Enhancing Resilience (0.75 hours)
- Enhancing Your Productivity (0.75 hours)
- Finance for Non-Financial Managers (1.25 hours)
- Finding Your Time Management Style (1.25 hours)
- Giving and Receiving Feedback (0.75 hours)
- Handling Workplace Change as an Employee (2 hours)
- Having Difficult Conversations - Business Strategies (1.25 hours)
- Having Difficult Conversations - Marlene Chism (1 hour)
- Holding Your Team Accountable (0.75 hours)
- Holding Yourself Accountable (0.5 hours)
- Improving Your Conflict Competence (1 hour)
- Influencing Others (0.5 hours)
- Interpersonal Communications (0.5 hours)
- Leadership Foundations: Leadership Styles and Models (0.75 hours)
- Leadership: Practical Skills (2.5 hours)
- Leading Change (1.25 hours)
- Leading Productive Meetings (1 hour)
- Leading with Emotional Intelligence (1 hour)
- Leading Without Formal Authority (1 hour)
- Leading Yourself (1 hour)
- Learning Gantt Charts (1 hour)
- Learning to Be Assertive (1 hour)
- Make the Move from Individual Contributor to Manager (0.5 hours)
- Managing Employee Performance Problems (1 hour)
- Managing in Difficult Times (1 hour)
- Managing Team Conflict (1.25 hours)

- Managing Your Manager (1.5 hours)
- Motivating and Engaging Employees (0.75 hours)
- Navigating Awkward Situations at Work (1 hour)
- New Manager Foundations (1 hour)
- Powerless to Powerful: Taking Control (0.75 hours)
- Problem Solving Techniques (1.5 hours)
- Project Management Foundations (3.25 hours)
- Proven Success Strategies for Women at Work (1.5 hours)
- Public Speaking Foundations (1 hour)
- Setting Team and Employee Goals (1.25 hours)
- Strategic Planning Foundations (1.5 hours)
- Teamwork Foundations (1.5 hours)
- Time Management Fundamentals (2.75 hours)
- Tips for Writing Business E-Mails (1 hour)
- Trello Essential Training (2.5 hours)
- Working with Difficult People (1.75 hours)
- Writing in Plain Language (0.753 hours)

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.

IBEW LOCAL UNION 2295
International Brotherhood of Electrical Workers A.F.L.-C.I.O.



3556 Lexington Avenue, 2nd Floor (626) 454-4393 El Monte, California 91731

May 26, 2020


Employment Training Panel
North Hollywood Field Office
4640 Lankershim Blvd. #311
North Hollywood, CA 91602

Re: Application to Employment Training Panel for Torrance Refining Company LLC

Dear Mr. Swier:

IBEW Local 2295 represents employees at Torrance Refining Company's facility located at 3700 W. 90th Street in Torrance, California. We support the training of the workforce as it improves upon the skills of the workers we represent. Therefore, IBEW Local 2295 supports Torrance Refining Company's application for funding from the Employment Training Panel.

Best regards,


David A. Clay
Business Manager
Financial Secretary

The I.B.E.W. is the *oldest, largest, most experienced* electrical union
in America and Canada



Local Union No. 302

INTERNATIONAL BROTHERHOOD  OF ELECTRICAL WORKERS

REGULAR MEETING 4TH WEDS EACH MONTH

EXECUTIVE BOARD MEETS 3RD WEDS EACH MONTH

1875 ARNOLD DRIVE • MARTINEZ, CALIFORNIA 94553-4239
TELEPHONE (925) 228-2302 • FAX (925) 228-0764

April 29, 2020

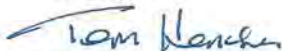
Employment Training Panel
North Hollywood Field Office
4640 Lankershim Blvd. #311
North Hollywood, CA 91602

Re: Application to Employment Training Panel for Martinez Refining Company LLC

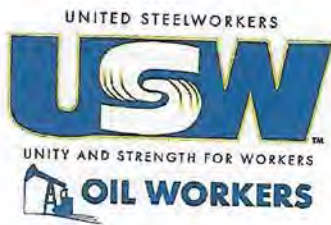
Dear Mr. Swier:

IBEW Local 302 represents employees at Martinez Refining Company's facility located at 3485 Pacheco Blvd in Martinez, California. We support the training of the workforce as it improves upon the skills of the workers we represent. Therefore, IBEW Local 302 supports Martinez Refining Company's application for funding from the Employment Training Panel.

Best regards,



Tom Hansen
Business Manager/
Financial Secretary



LOCAL 5

AFL-CIO, CLC

1333 Pine Street, Suite A • PO Box 349 • Martinez, CA 94553-0034
(925) 313-3331 • Fax: (925) 313-0708 • e-mail: CPalacio@usw5.org

May 5, 2020


Employment Training Panel
North Hollywood Field Office
4640 Lankershim Blvd. #311
North Hollywood, CA 91602

Re: Application to Employment Training Panel for Martinez Refining Company
LLC

Dear Mr. Swier:

USW Local 5 represents employees at Martinez Refining Company's facility located at 3485 Pacheco Blvd in Martinez, California. We support the training of the workforce as it improves upon the skills of the workers we represent. Therefore, USW Local 5 supports Martinez Refining Company's application for funding from the Employment Training Panel.

Best regards,



Chris Palacio
USW5 Local vice President
USW MRC Bargaining Unit Chairman



WCEU/USW Local 407 PO Box 12652 Bakersfield CA 93389

May 4, 2020

Employment Training Panel
North Hollywood Field Office
4640 Lankershim Blvd. #311
North Hollywood, CA 91602

Re: Application to Employment Training Panel for Torrance Logistics Company LLC

Dear Mr. Swier:

WCEU-USW Local 407 represents employees at the Torrance Logistics Company's operations throughout southern and central California. The Company is headquartered at 12851 166th Street in Cerritos, California. We support the training of the workforce as it improves upon the skills of the workers we represent. Therefore, WCEU-USW Local 407 supports Torrance Logistics Company's application for funding from the Employment Training Panel.

Best regards,

A handwritten signature in cursive script that reads "James R. Carroll".

James R. Carroll
President WCEU/USW Local
661-319-2568
Ruebus1@prodigy.net



Training Proposal for:

Apprentice and Journeyman Training Trust Fund of the Southern California Plumbing and Piping Industry

Contract Number: ET21-0906

Panel Meeting of: August 28, 2020

ETP Regional Office: PPU – Central Office

Analyst: A. Monteon

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:	Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Southern California Pipe Trades District Council 16		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$399,600		\$27,750 8%		\$427,350

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	Commercial Skills	185	8-200	0	\$2,310	\$25.01
				Weighted Avg: 120			

Minimum Wage by County: SET/Priority Industry: \$25.01 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
Apprentice Plumber		185

INTRODUCTION

Apprentice and Journeymen Training Trust Fund of the Southern California Plumbing and Piping Industry (P & P Trust) is a Joint Apprenticeship Training Committee (JATC) founded in 1959. It operates nine training centers in Southern California for the plumbing and pipefitting industry and serves 3,400 Apprentices and 12,000 Journeyworkers. It was created by unions and contractors in the industry and is governed by a joint labor-management committee. The P & P Trust provides training for Apprentices and Journeymen in the plumbing and pipefitting industry who work in a variety of settings doing new construction and maintenance, air conditioning, heating, refrigeration and plumbing service work.

A member of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Southern California Pipe Trades District Council 16 represents 14 local unions in Southern California. Multiple JATCs act as program sponsors for District Council 16. District Council 16 sponsors several DAS approved programs for occupations in the following industries: service and repair, sewer and storm drain, and landscape irrigation piping.

Training will be provided for the following JATCs:

- Glendale, Burbank, San Fernando Valley & Antelope Valley Plumber & Steamfitter JATC
- Pomona and San Gabriel Valleys Plumber & Steamfitter JAC
- Kern, Inyo, & Mono Counties Plumbing, Pipefitter & Refrigeration/Air Conditioning Mechanic JATC
- Orange County Plumber & Steamfitters JATC
- Landscape/Irrigation, Sewer & Storm, Underground Specialty Piping JATC
- Los Angeles & Vicinity Steamfitters & Industrial Pipefitters JATC
- San Bernardino & Riverside Counties Plumbing & Steamfitter JAC

- Santa Barbara County Pipe Trades JAC
- San Luis Obispo County Plumbing JAC
- San Diego & Imperial Counties Pipe Trades JAC
- Ventura County Plumbing & Pipefitting JAC

Veterans Program

P & P Trust serves Veterans and participates in Veteran outreach and hiring activities, including Helmets to Hardhats. In addition, it has a program to connect with Marines at Camp Pendleton who are completing their military service. The training takes place at Camp Pendleton during the Marines' last 18 weeks of service and once completed, are placed as second year Apprentices into the trade. Some of these Veterans are placed outside of California and may not be eligible for ETP funding. The Trust is not requesting a separate Veterans job number.

Women's Program

P & P Trust works directly with Women in Non-Traditional Employment Roles, an organization that works to train, educate and prepare women for careers in the construction industry to recruit women to the program.

COVID

Due to COVID, training has been adjusted to ensure safe social distancing and mandated masks. In addition, training is provided on best practices to ensure safety while on the job during the pandemic.

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 per class/lab hour. The ETP wage for Apprentices is no less than \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

New technology and production demands continuously bring change to the plumbing and piping industry. These changes require those working in the industry to constantly widen their knowledge and skills. Furthermore, increasing demand for workers with national certifications in plumbing, pipefitting, medical gas, and welding requires training programs to meet the demand. These certifications ensure employers hire properly trained industry professionals with the necessary

skillsets needed to complete complex construction jobs. Training provided through this application will prepare workers to successfully gain these certifications.

Apprentice trainees will learn to lay out, fabricate, assemble, install, maintain, and repair piping systems which transport all types of fluids, slurries, and gases in the commercial, hospital, and industrial sectors. They will learn to plan, design, and install low pressure and high pressure steam systems in diverse environments, including geothermal plants, manufacturing plants, pharmaceutical plants, semiconductor plants, solar plants, oil refineries, and breweries. They also learn to install, repair, maintain, and service piping and plumbing systems and equipment used for drinking water distribution, sanitary storm water systems, and waste disposal. Further, they work on technical installations for in-floor heating, medical gas, heat pumps, solar panels, cross-connection control, and many other systems. Welding is a key skill for many jobs and apprentices are trained in all welding processes.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning methodologies in the following:

Commercial Skills: Training will be offered to all Apprentices to increase worker skill sets in the piping and plumbing industry and topics will include: Material Handling, Rigging in the Piping Trades, Drainage Systems, Water Treatment, and Building Watery Systems.

Marketing and Support Costs

Employers are notified of the P & P Trust training through the association web sites, mailings, and presentations. Employers participate as members of the joint committee that operates the P & P Trust. Training is designed around employer needs and the general needs of the industry.

Although many participating employers have been recruited, additional recruitment will occur as needed to complete the project and replace any employers whose training needs may change throughout the project. Assessment of employer-specific job requirements will take place during the term of the Contract.

P & P Trust conducts assessments at the conclusion of each class. In addition, trainees provide feedback, through their union representatives on the joint apprenticeship committee and directly to the training centers, regarding their experience in the program and how the program helped to prepare them for work in their industry. Likewise, contractors provide feedback, through their representatives on the joint apprenticeship committee and directly to the training centers, regarding skills needed in their business and on the effectiveness of the training centers in meeting their needs. As a result, P & P Trust requests, and staff supports, the 8% support costs.

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeymen. ETP funds will not displace the existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The CEO of P & P Trust will oversee project administration. The Los Angeles Unified School District, and Steve Duscha Advisories will partner to perform project administration. P & P

Trust will schedule classes and complete training rosters. The Los Angeles Unified School District and Steve Duscha advisories will assist with employer liaison, documentation of work hours, and uploading of training and enrollment data.

Learning Management System

Staff has reviewed and approved the P & P Trust's use of a Learning Management System for recordkeeping.

Trainer Qualifications

Employees of P & P Trust will provide all training. Trainers are experienced journey level workers with formal training in instruction methods and subject matter.

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 Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0905	\$748,440	7/1/19 – 6/30/21	270	494	494

Based on ETP Systems, \$748,440 has been approved as earned (100% of approved amount).

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0901	Van Nuys	7/1/18 – 6/30/20	\$949,428	\$949,428 (100%)
ET18-0901	Van Nuys	7/1/17- 6/30/19	\$949,088	\$949,088 (100%)
ET17-0900	Van Nuys	7/1/16- 6/30/18	\$949,221	\$949,221 (100%)
ET15-0919	Van Nuys	3/2/15- 3/1/17	\$649,905	\$649,905 (100%)

ET14-0909	Van Nuys	12/14/13- 12/13/15	\$1,200,549	\$1,200,549 (100%)
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DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$7,500.

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**Class/Lab/E-Learning Hours**

8-200

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Safe Working Conditions
- Hazard Communication
- Personal Protective Equipment
- Material Handling
- Electrical Safety
- Tool Safety
- Scaffold Safety
- Fall Protection
- Stairways and Ladders
- Confined Spaces
- Mathematics used in the Piping Trades
- Units of Measurement
- Rigging in the Piping Trades
- Materials, Hardware and Tools Associated with Rigging
- Use of Copper and Acetylene Torches
- Gas Distribution Systems and their Components
- UPC and other Administrative Authorities
- Fittings, Pipes, Appliances and Materials
- Drainage Systems and their Components
- Water Treatment
- Water Treatment & Water Sizing
- Water Mains & Water Sizing
- Water Mains & Services
- Building Water Systems
- Hot Water Supply & Water Sizing
- Introduction to Basic Drawing Tools, Measuring Tools and Lettering Skills
- Three View, Plan View and Elevation View Drawings
- Graphic Symbols for Pipe Fittings and Valves
- Interpretation of Technical Diagrams and Piping Drawings
- Interpretation of Isometric Drawings
- Service & Repair Fixtures & Controls
- Basic Electricity, Pneumatics, Hydraulics
- Servicing of Gas and Electrical Appliances
- Failure Analysis
- Advanced Drawing
- Isometric Drawings
- Drawing Structural Backgrounds
- Drawing Sleeves on Structural Backgrounds
- Drawing Sleeves without Dimensions
- Review other Trades Drawings
- Design & Layout
- Isometric Drawing of Water, Water Gas, Waste and Vent Systems
- Plan View Drawing of Water, Gas Waste and Vent Systems

- Material Take Off List for Installation
- Laying Out Trenches, Figure Grade and Backfill
- Ordering Material for the Job Site and Maintain an Inventory
- Using the Uniform Plumbing Code
- Maintaining Standardization and Safety Mind
- Fundamentals of Welding
- How to Strike and Maintain an Arc with S.M.A.W. Process
- Flat, Vertical and Overhead Positions with 6 & 8 Welding Rod on Plate
- General Knowledge of Oxy Fuel and ARC Welding Safety
- Flame Cut and Bevel Pipe
- Proper Use of Grinders for Welding Preparation
- Welding Techniques for Plate and Pipe
- Weld Rod Designations, AMP Settings and Polarity
- Creating Models and Estimating
- Qualities and Role of a Leader
- Using Computer Based Technologies to Manipulate, Create, Store, Retrieve Data
- Medical Gas Installer & Brazing
- Refinery Safety: Working in High Hazard Facilities

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:
Carpenters Training Trust Fund for Northern California**

Contract Number: ET21-0909

Panel Meeting of: August 28, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Monteon

PROJECT PROFILE

Contract Attributes:	Priority Retrainee Apprentice	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern California	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Brotherhood of Carpenters and Joiners of America		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$399,600		\$27,750 8%		\$427,350

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	Commercial Skills	185	8-200	0	\$2,310	\$25.01
				Weighted Avg: 120			

Minimum Wage by County: SET/Priority Industry: \$25.01 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

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Apprentice Carpenter		185

INTRODUCTION

Carpenters Training Trust Fund for Northern California (CTTF) (www.ctcnc.org) is an organization that provides Pre-Apprentice, Apprentice, and Journeyworker training services for union Carpenters throughout Northern California. It is headquartered in Pleasanton and operates five training centers. CTTF is funded by a joint labor and management trust, as agreed to in collective bargaining.

Representatives from the United Brotherhood of Carpenters and Joiners of America, which includes 27,500 Journeyworker Carpenters, serves on CTTF and the Board of Trustees. Signatory employers also serve on both the Committee and the Board, through the Construction Employers' Association of California. CTTF also provides training for 6,000 registered Apprentices in 46 counties across Northern and Central California.

Veterans Program

Veterans are recruited directly into first-year Apprenticeships by CTTF, bypassing the Pre-Apprentice requirement. Currently, there are 230 Veterans Apprentices in the program. CTTF works in cooperation with Helmets-to-Hardhats, a national joint labor-management program to help transition active duty military personnel into employment in the construction industry, including Apprenticeship programs. However, a Veterans component is not included in this proposal for ease of administration.

Women's Program

CTTF actively works to recruit and attract women into the trades. It partners with Sisters in the Brotherhood which are organizations encouraging female participation and advocacy for issues facing women including childcare and harassment. In addition, it works with Trades Women Inc.

and the National Association of Women in Construction to advance women in the trades. CTTF hosts a program at women's correctional facilities in Folsom, Dublin and Chowchilla to encourage women to enter Apprentice programs. Finally, women's career fairs are hosted at all local training centers annually.

COVID

Due to COVID, training has been adjusted to ensure safe social distancing and mandated masks. In addition, training is provided on best practices to ensure safety while on the job during the pandemic.

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.

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 \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Apprentice training will give workers new to the trade the basic skills they need to succeed in a long-term career and provide union contractors with the skilled workers they need to staff construction projects. As the requirements of the industry continue to change, workers must improve skill sets. The program was developed and is operated as a coordinated, collaborative team composed of the union, union members and contractors. In order for signatory employers to successfully compete for jobs in the current economic recession, it is critical that Apprentices are highly skilled and productive.

Training Plan

Training will be provided via Classroom/Laboratory and E-Learning methodologies.

Commercial Skills: Training will include Drywall/Lather, Insulator, Pile Driver, Shingler, Acoustical Installer, Hardwood Floor Layer, Millwright or Scaffold Erector.

Impact/Outcome

Training may result in one or more of the following industry certifications: Aerial Lift Safety, Asbestos Abatement, Bridge Building, Commercial Door Hardware, Concrete Formwork, Confined Space Entry, Fall Protection, Fork Lift Operator Safety, Green Building Awareness,

Hazardous Waste General Site Worker, Lead Abatement, Lockout/Tagout, Material Safety Data Sheets, Rigging, Scaffold Erecting, Scaffold User, Solid Surface Materials Installation, Welding.

Learning Management System

Staff has reviewed and approved the CTF's use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Employers participate as members of CTF and are notified of training through CTF's website, mailings, and presentations. Although these are signatory employers, additional recruitment is still needed. CTF partners with the following organizations and gives special consideration to graduates from their program for entry into the Apprenticeship program: UBC Job Corps, JobTrain, Fresno County Office of Education, Cypress Mandela in Oakland, Metropolitan Educational District in San Jose, Monterey Adult School, Richmond Works, San Francisco Unified School District, Stockton Youth Build, Tulare County Office of Education, and CityBuild in San Francisco. CTF requests, and staff recommends, 8% in support costs for marketing, recruitment, and assessment activities.

Trainer Qualifications

Trainers are qualified professionals in the field and are subject-matter experts.

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 Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0912	\$748,440	8/1/19 – 7/31/21	324	1,083	1,083

Based on ETP Systems, \$748,440 (100% of the approved amount) has been earned.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0905	Central & Northern California	8/01/08 – 7/31/20	\$949,588	\$948,640 (100%)
ET18-0903	Central & Northern California	7/05/17-7/04/19	\$949,036	\$949,036 (100%)
ET17-0902	Central & Northern California	8/01/16-7/31/18	\$948,970	\$948,970 (100%)
ET16-0907	Central & Northern California	8/31/15–8/30/17	\$948,416	\$948,416 (100%)
ET15-0903	Central & Northern California	7/01/14–6/30/16	\$1,191,507	\$1,191,507 (100%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$7,500.

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:

COMMERCIAL SKILLS

Carpenter Apprentice

- Foundations & Floors
- Blueprint Reading - Basic,
- Wood Framing
- Concrete Formwork
- Exterior Finish
- Blueprint Reading - Advanced
- Concrete Bridge Building
- Interior Finish
- Concrete Structures/Equipment/Safety/Green Technologies
- Rigging
- Layout Instruments
- Engineered Structural Systems
- Commercial Steel Framing
- Commercial Door Hardware
- Stair Building
- Roof Framing
- Introduction to Welding & Cutting

Drywall/Lather Apprentice

- Drywall/Lathing, Trade Safety
- Basic Applications
- Mathematics Review
- Commercial Framing Systems and Fire Stop
- Doors, Frames, Hardware & Windows
- Blueprint Reading I
- Blueprint Reading II
- Applied Blueprint Technology
- Welding (Heavy Plate)
- Welding (Light Gauge)
- Residential Metal Stud Framing
- Exterior Systems & Trims
- Interior Metal Lath Systems
- Shaft Protection & Ceiling Systems
- Arches, Furring & Advanced Systems
- Advanced Construction Techniques

Insulator Apprentice

- Construction Math, Intro to Working Drawings for Insulators, Firestop,
- Residential Blueprint Reading for Insulators, Fork Lift, Driver Safety Training

- Residential Insulation Installation and Weatherization
- Commercial Blueprint Reading for Insulators, Welded Frame-Mobile Tower Scaffolds
- Commercial & Industrial Insulation Installation, Aerial Lift
- Energy Conservation Codes and Standards for Insulators
- Green Advantage
- CalGreen

Pile Driver Apprentice

- Worker Safety & Tool Skills for Pile Drivers - Fall Protection
- The Pile Driver Apprentice & The Trade, Construction Math
- Rigging
- Concrete & Formwork
- Welding 1 - SMAW (Shielded Metal Arc Welding) 1F, 2F, 3F, 4F
- Introduction to Pile Driving Land & Water - Aerial Lifts
- Welding 2 - SMAW 1G, 2G - Fork Lifts
- Advanced Pile Driving - Land & Water
- Wharfage & Marine Structures
- Welding 3 - SMAW 3G Certification
- Introduction to Structural Blueprints & Layout Instruments
- Bridge Building & Advanced Structural Blueprints
- Falsework, Shoring & Heavy Timber Framing
- Advanced Formwork
- Welding 4 - SMAW 4G Certification
- Welding 5 - FCAW 3G Certification
- Welding 6 - FCAW 4G Certification

Shingler Apprentice

- Blueprint Reading - Basic, Union Benefits Presentation
- Flashing, Shakes & Composition
- Blueprint Reading - Advanced
- Shingles, Sidewalls, Tile & Metal
- Rigging

Acoustical Installer Apprentice

- Blueprint Reading - Basic, Union Benefits Presentation
- Commercial Steel Framing
- Installation of Exposed & Concealed Grid Ceilings
- Welded Frame & Mobile Tower Scaffold
- Special Ceiling Systems, Aerial Lift.
- Introduction to Welding & Cutting
- Access Floor Systems
- Integrated Ceilings & Special Techniques
- Blueprint Reading - Advanced
- Layout Instruments

Hardwood Floor Layer Apprentice

- Tools of The Trade, Installation of Wood Floors
- Athletic Floors, Finishing & Repairing Floors

- Blueprint Reading - Basic, Union Benefits Presentation
- Blueprint Reading - Advanced

Millwright Apprentice

- Millwright 16 Hour Safety & Millwright Tool Skills
- The Millwright Apprentice & The Trade
- Math Applications - Fall Protection
- Rigging
- Materials of Construction
- Layout Procedures - Fork Lift (Industrial & Rough Terrain)
- Optical Instruments
- Blueprint Reading - Aerial Lift
- Cutting & Welding 1
- Welding 2 - SMAW
- Monorails
- Conveyors
- Installation of Machinery
- Maintenance of Machinery
- Precision Tools & Shaft Alignment
- Turbines
- Welding 3 – Certification

Scaffold Erector Apprentice

- Introduction to Scaffolds - Confined Space
- Welded Frame & Mobile Tower Scaffold
- Blueprint Reading - Basic, Union Benefits Presentation
- System Scaffold
- Hazard Awareness - Aerial Lift
- Blueprint Reading - Advanced
- Suspended Scaffolds, Shoring Systems
- Tube & Clamp Scaffold
- Layout Instruments
- Blueprint Reading for Scaffold Erectors
- Rigging
- Introduction to Welding & Cutting
- Welding

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:
**District Council 16 Northern California Journeymen and
 Apprentice Training Trust Fund**

Contract Number: ET21-0903

Panel Meeting of: August 28, 2020

ETP Regional Office: PPU – Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction Green Technology 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 International Union of Painters and Allied Trades Locals 3, 83, 272, 376, 487, 507, 567, 741, 913, and 1176		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$274,752		\$20,790 8% -Job Number 1 20% -Job Number 2 (Veterans)		\$295,542

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 Apprenticeship	Commercial Skills	299	8-200	0	\$924	\$25.01
				Weighted Avg: 48			
2	Priority Rate Retrainee Apprenticeship Veterans	Commercial Skills	19	8-200	0	\$1,014	\$25.01
				Weighted Avg: 48			

Minimum Wage by County: \$25.01 SET/Priority Industry Statewide Average

Job Number 1-2 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 \$6.90 per hour may be used to meet the Post-Retention Wage for Job Numbers 1-2. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Residential Painters		159
Industrial Painters		160

INTRODUCTION

The District Council 16 Northern California Journeymen and Apprentice Training Trust Fund (District Council 16) (www.dc16apprentice.org) is comprised of three formerly separate training trusts that have been merged into one in order to consolidate expenses and focus revenue on training and infrastructure. District Council 16 covers four “master” collective bargaining agreements representing four trades: Floorcovering Installers, Painters, Glaziers, and Drywall Finishers. This project will only train the Painters trade. This will be the District Council 16’s fifth ETP project and the fourth in the last five years.

District Council 16 operates a 100,000 square foot training center in San Leandro and an 11,000 square foot training center in Sacramento. Training will occur at both centers. District Council 16 also represents employees working in Nevada. However, those trainees will not participate. The previous District Council 16 ETP contract included journey level and apprentice level training, but this project will only include apprentice training.

Veterans Program

District Council 16 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 curriculum for the Veterans in Job Number 2 will be the same as Apprentice training in Job Number 1. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. The JATC is committed to supporting job-related training that helps Veterans transition into the California workforce.

COVID-19 Alternate Recordkeeping

ETP funds will allow District Council 16 to continue to train Apprentices during COVID-19. California's mandated Shelter in Place order has required that some training to be delivered through videoconference and e-learning. All in-person training will have reduced class sizes to adhere to state-mandated social distancing guidelines. The Contractor will use alternative recordkeeping for E-Learning and classroom based training approved by ETP as permitted by ETP's Response to Covid-19.

Women's Program

District Council 16 has a Women's Committee that meets quarterly. The members are women from each of the four trades and work to attract women into the program. The committee also coaches and promotes current female members and problem solves on how to improve issues that woman face in the trades. They also recruit potential applicants by attending job fairs, encouraging women to apply for the program.

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 per class/lab hour. The ETP wage for Apprentices is no less than \$25.01 per hour.

PROJECT DETAILS

There are currently more than 515 signatory employers and 1,200 apprentices employed and contributing to the fund. Drywall Finishing Trades JATC is located in San Leandro and coordinates JATC training there and in Sacramento. In this proposal, District Council 16 seeks funding for its residential and industrial Painters. Despite COVID-19, residential and commercial building construction are in demand for workers. In addition, home improvement and remodeling projects are expected to create jobs as existing homes and other buildings age and need retrofits and

repair. Demand for Painters will remain strong because of the relatively short life of paint on homes and industrial buildings will continue to support this demand.

District Council 16 created a new category of painters, Industrial Painters. This is the first time Industrial Painters will be participating in an ETP Project. Industrial painters set up, operate, or tend machines to coat, paint or treat surfaces with rust and corrosion inhibiting materials. Industrial Painters will work on commercial and industrial projects, such as refineries and bridges. Seven new training sessions have been added to the curriculum to prepare the apprentices for the projects in this Contract. The classes ensure that paint, coatings and treated surfaces can withstand different conditions, such as exposure to high heat levels and different weather conditions. Projects under this proposal include Brooklyn Basin, College of Alameda, Redwood Courtyard NICU, a Google Building, Piedmont Theater, and Stanford Macy's Redevelopment.

Training Plan

Training will be delivered via Class/Lab & E-Learning in the following:

Commercial Skills: This training will be offered to all Apprentices and will include Blasting Techniques, Advanced Spraying, Wood Types and Finishing, Specialty Applications, and Faux Finishes.

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 the project and five Administrative Staff members will assist with the administration, including scheduling of training and collection of rosters from the trainer. Strategy Workplace Solutions will also assist with administration.

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.

Trainer Qualifications

There are 16 full-time trainers who will provide training to the Apprentices. The trainers are current Drywall Finishing Trades JATC workers and are subject-matter experts.

Curriculum Development

The training curriculum was developed by District Council 16 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, as well as student course evaluations.

Impact/Outcome

Trainees in this project may be certified in the following: Booms and Lifts, Confined Space, Hazardous Waste Operations and Emergency Response, Flagging and Traffic Control, 24 Hour Lead, Repair, Remedial and Prevention, Swing Stage, and Rigging.

Marketing and Support Costs

District Council 16 is requesting 8% in support costs for Job Number 1 and 20% support costs for Job Number 2 (Veterans) to fund marketing to employers to recruit apprentices; to fund its staff in recruiting and qualifying additional participating employers for this program; and to conduct ongoing assessments of employer-specific job requirements. There are five staff at District Council 16 that will assist with the marketing, recruitment, needs assessments and scheduling of training.

District Council 16 and the various local unions will publicize the availability of training through direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will also promote this training program at labor-management meetings and industry assemblies, site visits to local schools, trade shows, industry meetings, and vocational outreach organizations. Staff recommends the 8% in support costs for Job Number 1 and 20% Supports costs for Job Number 2.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes District Council 16's performance under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0914	Statewide	07/30/2018-07/29/2020	\$1,755,776	\$478,752 (27%) **
ET16-0926	Statewide	5/31/2016-5/30/2018	\$949,048	\$904,707 (95%)
ET15-0912	Statewide	9/02/2014-9/01/2016	\$445,172	\$445,172 (100%)

**Based on ETP Systems, 79,453 reimbursable hours have been tracked for potential earnings of \$1,669,211.50 (95% of approved amount). Drywall Finishing Trades JATC projects final earnings of 100% once their final closeout has been submitted and processed.

DEVELOPMENT SERVICES

District Council 16 Northern California Journeyman and Apprentice Training Trust Fund retained Strategy Workplace Communications in Alameda and California Labor Federation in Sacramento to assist with development of this proposal at no fee.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services in connection with this proposal not to exceed 13% 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:

COMMERCIAL SKILLS

- 24-Hour Lead
- 24-Lead and 8-RRP
- Abrasives, CAS Intro
- Advanced Spraying/SSPC C12 (new)
- Blasting Techniques (new)
- Coating Failure Analysis
- Coatings (new)
- Color, Mix & Match
- Contractor Quality Management
- Faux Finishes
- Final Exam
- Industrial Deleading/SSPC C3 (new)
- Instruments and Testing Fundamentals
- Preparing for Blasting (new)
- Specialty Applications (new)
- Spray All/Safety and Technology
- Spray Applications (new)
- Wallcovering, Estimating And Installing
- Wood Types & Finishing

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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**Training Proposal for:
N.E.C.A./I.B.E.W Inland Training Fund**

Contract Number: ET21-0900

Panel Meeting of: August 28, 2020

ETP Regional Office: PPU - Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Journeyworker Apprentice Veteran	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Bernardino, Inyo, Mono, Riverside	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 Locals 440 & 477		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$349,376		\$26,357 8% - Jobs 1-3 20% - Job 4		\$375,833

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 Journeyworker	Comm'l Skills, Computer Skills, OSHA 10/30 Business Skills	8	4-200	0	\$590	\$25.01
				Weighted Avg: 24			
2	Priority Rate Retrainee Apprentice Local 440	Commercial Skills OSHA 10/30	140	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
3	Priority Rate Retrainee Apprentice Local 477	Commercial Skills OSHA 10/30	60	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
4	Priority Rate Retrainee Veterans Apprentice Local 477 & Local 440	Commercial Skills OSHA 10/30	13	8-210	0	\$1,901	\$25.01
				Weighted Avg: 90			

Minimum Wage by County: Job Numbers 1-4 (SET/Priority Industry): \$25.01 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 \$5.71 per hour of health benefits may be used to meet the Post-Retention Wage for Job Numbers 2-4.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker - Inside Wireman & Sound Installer		8
Job Number 2 & 3		
Apprentice - Inside Wireman & Sound Installer		200
Job Number 4		
Apprentice Veteran - Inside Wireman & Sound Installer		13

INTRODUCTION

The N.E.C.A./I.B.E.W Inland Training Fund (ITF) was founded in 1985 to jointly manage the training trust funds for International Brotherhood of Electrical Workers (IBEW) Local 440 (Riverside) and Local 477 (San Bernardino) (www.inlandempirejtc.org). Each Local sponsors a separate apprenticeship program, as registered with the Division of Apprenticeship Standards. The ITF manages Apprentice and Journeyworker training for both programs and serves over 150

signatory employers. These programs were established through collective bargaining between Locals 440 and 477, and the Southern Sierras Chapter National Electrical Contractors Association (NECA). This is ITF's fourth ETP project, and the fourth within the last five years.

Veterans Program

This proposal includes 13 Veteran Apprentices (Job Number 4). The training curriculum is the same as the Apprentices, and these trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. ITF works with Helmets-to-Hardhats to recruit veteran applicants. Military applicants with a DD414 who have a minimum of two years of electrical/electronic experience may be eligible to enter the program on an expedited basis, following an oral interview and aptitude test. This applies to both apprenticeship programs (Locals 440 and 477).

The funding for the Veteran Apprentices (Job Number 4) will be split to both Local 440 and Local 477. Local 440 expects to train 8 Veteran Trainees and Local 477 anticipates training 5 Veteran Trainees.

Women's Program

ITF actively recruits women through a partnership with Women in Non-Traditional Employment Roles, which prepares women for careers in the construction industry. ITF sponsors boot camps at local high schools where it provides hands on training in electrical safety, math relevancy and interview skills with a strong emphasis on female participation. Additionally, Local 440 has hired a Resource Development staff member who is responsible for participation in Career Day events as well as connecting with individuals and entities who can help increase women recruitment numbers.

PROJECT DETAILS

The construction trades face an increased need for Electricians to replace the high volume of Journeyworker Electricians that are due to retire in upcoming years. Both programs prepare tradesmen for the electrical, transportation, and telecommunication industries. Local 440 currently serves approximately 109 Apprentices, 25 Veteran Apprentices and 3,500 Journeyworkers. Local 477 (San Bernardino) serves approximately 100 Apprentices, 15 Veteran Apprentices and 2,500 Journeyworkers. There will be two occupational titles included for Apprentices in this project: Inside Wireman and Sound Installers. This Inside Wireman program is five years in length and the Sound Installer program is three years.

Local 440 and Local 447 Apprentices are building and servicing multi-billion dollar projects in the state that include energy efficient retrofits and construction of schools, commercial development and public works projects. In 2020, the electricians will be working on the following projects: Soboba Casino; Indio Jail; Loma Linda Hospital and an Air Quality Management Laboratory. In addition, projects will include building code improvements, and expansion of the electric vehicle infrastructure.

COVID-19

ETP funds will allow the ITF to continue to train workers during COVID-19. Training during COVID is critical to ensure there are enough Electricians in the local workforce pipeline. If training ceased there would be a shortage of journey level workers in the area. To accommodate social distancing some training will be provided via E-Learning. For in-person classroom based training, class sizes will be reduced and safe practices will be implemented to ensure health and safety. The

Contractor will use alternative recordkeeping for E-Learning and classroom based training approved by ETP as permitted by ETP's Response to Covid-19.

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. The curriculum is developed with input from DAS and a designated Local Educational Agency.

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 \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Training Plan

Training will be delivered via Class/Lab & E-Learning in the following:

Journeyworker Training

Business Skills: Training will give workers the tools to plan, manage and organize construction projects. Courses will include following certification guidelines; Budgets, Project Management, Leadership Skills, Decision Making Skills, Advanced Time Management, and Green Awareness Training.

Commercial Skills: Training will help participating employers meet local work demands. Courses include; Advanced Lighting, Fiber Optics, Cable Splicing, Motor Controls, and Welding.

Computer Skills: Training will give Journeyworkers tools to read and modify blueprints as necessary on a job site. Courses include; AutoCAD, Job Tracking, and Scheduling and Planning Jobs.

Apprentice Training

Commercial Skills: Training courses include Blue Print Reading, Electrical Theory, Building Automation, Code and Practices.

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.

Journeyworker Hours

The ITF requests a waiver to the 8-hour training minimum for its Journey level trainees in Job Number 1. The upgraded classes for Journeyworkers are intended to train on one specific training topic that is necessary on the job and/or required by signatory employers. These upgrade courses are often a one-time training session, which are 4 hours long. Many of which lead to certifications including Forklift Certification and Scissor Lift Certification. Often these Journey Level workers do not need to take another training session, thus falling short of the ETP range of hour's minimum of 8 hours. As such, the ITF is requesting to lower the minimum number of hours from 8 to 4 in order to serve more of its Journeyworkers and give them the skills required by employers and the industry.

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

Training will be overseen by the ITF Director of Training. Most of the training under this proposal will occur at the main training site in San Bernardino. However, on an as needed basis, training may be provided at training locations in Palm Springs & Blithe (Riverside County) and other locations depending on employers need and the locations current projects. Training will be provided by one of the ITF's 35 trainers, regardless of location and will be provided via Classroom/Laboratory. All trainers are former or current member of the trade and experts in the subject matter.

Impact/Outcome

As a result of the training proposed, trainees may earn one or more of the following certifications: Arc Flash Safety Awareness, OSHA 10, OSHA 30, Building Automation Systems, Title 24 Lighting Installations and Codes, Energy Storage, Electric Vehicle Infrastructure, Fall Protection, Fork Lift, Boom Lift, Scissor Lift.

Marketing and Support Costs

Training will be marketed through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and ITF's website. Class information will be disseminated throughout the year to all Apprentice and Journeyworkers within the Inland Empire region. Application announcements for the Apprentice program are also provided to local, state, and federal agencies, high schools, community colleges, and community-based organizations, by way of recruitment.

Five staff people will assist with marketing, recruitment, needs assessments and scheduling of classes. ITF is requesting 8% support costs in Job Numbers 1-3 to help with recruiting and qualifying additional participating employers for this program and to assist with assessments and curriculum development. Many participating employers have already been recruited; however, additional recruitment and assessment activities are anticipated. In addition, ITF is requesting 20% support costs for Veteran Apprentices in Job Number 4 to attract and recruit Veterans. Staff recommends the request for 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
ET20-0906	\$742,620	07/01/2019 - 06/30/2021	242	0	0

Based on ETP Systems, 36,084 reimbursable hours have been tracked for potential earnings of \$658,384 (88% of approved amount).

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0908	San Bernardino, Riverside, Mono, Inyo	8/28/17 – 8/27/19	\$924,880	\$775,334 (84%)
ET17-0912	San Bernardino, Riverside, Mono, Inyo	09/25/16-09/24/18	\$801,440	\$718,012 (90%)

DEVELOPMENT SERVICES

California Labor Federation located in Sacramento and Strategy Workplace Communications in Alameda assisted with development 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**Journeyworker Training****Class/Lab/E Learning Hours**

4 - 200 Job Number 1 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Advanced Lighting
- Automated Demand Response
- Cable Splicing
- CPR First Aide
- Electrical Vehicle
- Estimation
- Fiber Optics
- Foreman
- Fork Lift – Boom lift- Scissor Lift
- Instrumentation
- Motor Controls
- National Electric Code- Exam Prep- Code Calculations
- NFPA 70E –Arc Flash
- Pipe Bending – Conduit Fabrication
- Rigging Hoisting and Signaling
- Solar Power Systems
- Test Instruments
- Welding

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

COMPUTER SKILLS

- Auto Computer-Aided Design (AutoCAD)
- Job Tracking System
- Scheduling & Planning Jobs

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Apprentice Training**Class/Lab/E Learning Hours**

8 - 210 Job Numbers 2-4

COMMERCIAL SKILLS

Inside Wireman

2nd Year:

- AC Systems
- AC Theory
- Blueprints Reading
- Code Calculations
- Code and Practices
- Codeology- National Electric Code- 2014 Code Book review
- Electrical Safety related work practices
- Electrical Theory
- Estimating
- Pipe Bending – Conduit Fabrication
- Test Instruments
- Transformers

3rd Year:

- AC Theory
- Blueprint Reading
- Code and Practices
- Codeology- National Electric Code- 2014 Code Book review
- Electrical Safety
- Electrical Theory
- Fire Alarm Systems
- Grounding and Bonding
- Lighting Design Basics
- NFPA 70E
- Osha
- Pipe Bending – Conduit Fabrication
- Preparing For Leadership
- Rigging, Hoisting, and Signaling
- Transformers
- Test Instruments

4th Year:

- Automated Demand Response
- Building Automation

- Code and Practices
- Code Calculations
- Codeology- National Electric Code- 2014 Code Book review
- Electrical Systems
- Electrical Theory
- Grounding and Bonding
- Health Care Systems
- Lightning Protection
- Motor Controls
- Motors
- Pipe Bending – Conduit Fabrication
- Programmable Logics
- Test Instruments

5th Year:

- Automated Demand Response
- Blue Print Reading
- Building Automation
- Code Calculations
- Codeology- National Electric Code- 2014 Code Book review
- Code and Practices
- Electrical Theory
- Estimating
- Exam Prep
- Intrusion Detection
- Instrumentation
- Motor Control
- Pipe Bending – Conduit Fabrication
- Photovoltaic Systems
- Rigging, Hoisting and Signaling
- Structured Cabling
- Torque
- Transformers

Sound Program (All Years):

- AC Theory
- AC Systems
- Blueprint
- Building Automation
- Closed Circuit - CCTV
- Code and Practices
- Codeology- National Electric Code- 2014 Code Book review
- CPR First Aide
- DC Theory
- Electrical Systems

- Electrical Theory
- Electronic Systems
- Fiber Optics
- Fire Alarms
- Grounding and Bonding
- Network Technologies
- NFPA 70-E- Arc Flash
- Nurse Call Systems
- OSHA
- Paging and Voice Systems
- Pipe Bending – Conduit Fabrication
- Power Quality Analysis
- Radio Frequency Communications
- Residential Advanced Technologies
- Security Systems
- Semiconductor
- Sound Reinforcement Systems
- Structured Cabling
- Telephony
- Test Instruments

Inside and Sound (All Trainees in All Years):

- AC Systems
- AC Theory
- Automated Demand Response
- Blueprint Reading
- Blueprints Reading
- Building Automation
- Catastrophic Failure Response
- Code and Practices
- Code Calculations
- Codeology- National Electric Code
- Code Book review
- Code of Excellence
- Electrical Safety
- Electrical Safety related work practices
- Electrical Systems
- Electrical Theory
- Electronic Systems
- Estimating
- Exam Prep
- Fall Protection
- Fire Alarm Systems
- Grounding and Bonding
- Health Care Systems

- High Voltage Cable Splicing
- Intrusion Detection
- Lightning Protection
- Lighting Design Basics
- Motor Control
- Motors
- MSHA
- NFPA 70E
- Network Technologies
- Pipe Bending
- Photovoltaic Systems
- Preparing For Leadership
- Programmable Logics
- Rigging, Hoisting and Signaling
- Structured Cabling
- Test Instruments
- Torque
- Transformers

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Safety training cannot exceed 10% of total training hours for any individual trainee.
This cap does not apply to Hazardous Materials or OSHA 10/30 training.

Note: Reimbursement for Job Number 1 training is capped at 200 total training hours per trainee.
Reimbursement for Job Numbers 2-4 Apprenticeship training is capped at 210 total training hours per trainee, regardless of method of delivery.



Training Proposal for:

Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County

Contract Number: ET21-0905

Panel Meeting of: August 28, 2020

ETP Regional Office: Central Office - PPU

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship Journey worker Veterans	Industry Sector(s):	Construction 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 United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting of the United States and Canada Local 467		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$254,000		\$18,768 8%-Job Numbers 1-2 20%- Job Number 3 (Veterans)		\$272,768

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 Journeyworker	Commercial Skills, Computer Skills, OSHA 10/30	10	4-200	0	\$984	\$25.01
				Weighted Avg: 40			
2	Priority Rate Apprentice	Commercial Skills, Computer Skills, OSHA 10/30	65	8-210	0	\$3,850	\$25.01
				Weighted Avg: 200			
3	Priority Rate Apprentice Veteran	Commercial Skills, Computer Skills, OSHA 10/30	3	8-210	0	\$4,226	\$25.01
				Weighted Avg: 200			

Minimum Wage by County: Job Numbers 1-3 (SET/ Priority Industry): \$25.01 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 (Journey worker)		
Plumber		3
Steamfitter/Pipefitter		4
Refrigeration/HVAC Worker		3
Job Number 2 (Apprentice)		
Plumber		25
Steamfitter/Pipefitter		20
Refrigeration/HVAC Worker		20
Job Number 3 (Veterans Apprentice)		
Plumber		1
Steamfitter/Pipefitter		1
Refrigeration/HVAC Worker		1

INTRODUCTION

In 1955, the Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County (Plumbers JATC of San Mateo) (www.ualocal467.org) has provided work in the plumbing, pipefitting, and HVAC (heating, ventilation and air conditioning) trades throughout the San Mateo County. Plumbers JATC of San Mateo operates a 30,935 square-foot training center in Burlingame which serves about 1,000 active union members and offers Apprentice and Journeyworker courses. The JATC has 15 classrooms and laboratories equipped for specialized skills training. This will be the fifth ETP Contract for Plumbers JATC of San Mateo, and the fourth in the last five years.

Veterans Program

Plumbers JATC of San Mateo 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. In this proposal, Veteran Apprentices will have the same curriculum as the other Apprentices. Plumbers JATC of San Mateo is committed to including a Veterans (Job Number 3) to better track and support job-related training that helps Veterans transition into California's workforce.

Women's Program

The JATC participates in the "A Woman Can Build" outreach program. This program connects female Apprentices with high school female students to educate them about the skilled trades and foster interest in the program. In addition, the JATC sends female Apprentices to the Tradeswomen Inc. conference to gather ideas on other ways on how to bring more women into the program.

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 per class/lab hour. The ETP wage for Apprentices is no less than \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

The 180 signatory contractors cover the area from South San Francisco to East Palo Alto and employ the members in many construction industries from heavy industrial, commercial and residential sectors. Of the over 1,000 union plumbers, pipefitters and refrigeration workers, 188 are apprentices. The significant number of retiring workers and the recent upswing in construction means the demand for Apprentices has been accelerating in the San Mateo County.

Apprentices from the training program work in construction and repair industries that include: airport expansion and renovation, hotel and resort properties, biotech research and manufacturing facilities, food and beverage facilities, public and private education buildings, housing, water and waste treatment facilities, and technology industry buildings. Some projects under this proposal include Mel Leong SFO Water Treatment, a Kaiser Medical Building, the San Mateo Clean Water Upgrade, Millbrae Station Project (residential, Veteran housing, and retail) and a New South San Mateo Police Station and City Hall.

Training Plan

Training will be delivered via Class/Lab and E-Learning. Training will be provided by internal trainers and subject-matter experts.

Journeyworker Training

Commercial Skills: This training will be offered to all Journeyworkers in equipment to meet updated building standards. Training will also focus on the use of energy-efficient technologies and the use of new products such as: green-building materials, solar installations, new motor controls and programming, medical-gas welding, and advanced-testing equipment.

Computer Skills: This training will be offered to all Journeyworkers and 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: Training will be offered to all Apprentices. Trainees will learn to assemble, install, and repair pipes, fittings, and fixtures for heating and water and drainage systems to meet the new plumbing codes. The proposed Class/Lab training will supplement on-the-job training in fabrication, assembly, installation and maintenance of piping, plumbing systems, and air-conditioning systems.

Computer Skills: Training will be offered to all Apprentices. Trainees will learn to use these applications to modify blueprints, look up project requirements, build budgets and timelines, design virtual systems and adjust computerized control systems. Courses include scheduling, planning and modeling software, and AutoCAD and Job Tracking software applications.

Certified-Safety Training: This training will be provided to trainees in all Job Numbers.

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.

Waiver Request (Journey worker-Minimum Hours)

Plumbers JATC of San Mateo requests a waiver from the eight-hour minimum training requirement to a four-hour (training) minimum for Journeyworkers. Classes for Journeyworkers focus on a scope of work or specialty so certification renewal courses are only four hours. The Journeyworkers often do not need to take two 4-hour classes and the JATC cannot require that the workers come in for additional classes. Certification requiring a four-hour course include: NFPA99 2015/ASSE 6000, National ITC Corporation- NITC Medical Gas System Personnel (Medical Gas- Installation, System Test, Maintenance, Repair, Standard and Brazing).

Curriculum Development

The JATC Director along with the labor and management representatives have developed and customized the national plumber, pipe and refrigeration fitter curriculum to address the local needs of its members, participating employers, and the industry. The JATC’s instructors and

Journeyworkers work with the National Competency Testing Institute to create an industry-driven curriculum. Performance reviews, customer requests, and course evaluations completed by trainees help shape the curriculum.

COVID-19

COVID-19 has changed the way training is delivered. Since March 2020, the JATC transitioned to remote learning, which has increased training costs overall. To accommodate social distancing some training will be provided via E-Learning. For in-person classroom based training, class sizes will be reduced and safe practices will be implemented to ensure health and safety. The Contractor will use alternative recordkeeping for E-Learning and classroom based training approved by ETP as permitted by ETP's Response to Covid-19.

Commitment to Training

Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworkers. Safety training is 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 person will assist in ETP administration including scheduling of training and collection of rosters from the trainer. The trainees, employer and work data is sent to Strategy Workplace Communications to upload into ETP's online systems.

Trainer Qualifications

Plumbers JATC of San Mateo employs 18 part-time and full-time trainers who are current members of the trade. Most trainers have received Master Certification status by the National Joint Apprenticeship and Training Committee and meet standards by the LEA.

Green/Clean Operations

Apprentices and Journeyworkers are involved in green and clean technology on the service and installation of energy efficient equipment such as trenchless and hot-water systems. Green technology within plumbing addresses changes that respond to drought conditions in California. The JATC also services water-supply heating, which will reduce fuel/electric usage, resulting in the reduction of carbon-based emissions and toxic waste.

Impact/Outcome

Certifications earned for the Journeyworkers and Apprentice training listed above include: OSHA 10, OSHA 30, HVAC Star, Medical Gas Installer, Medical Gas Brazer, Foreman's Certification, Industrial Signal Person Certification and various welding certifications. Apprentice and Journeyworker welders will receive medical gas certifications after completion of the training. There is a high demand for this potentially lifesaving certification in the San Francisco Bay Area.

Marketing and Support Costs

Plumbers JATC of San Mateo is requesting 8% in support costs for Job Numbers 1-2 and 20% support costs for Job Number 3 (Veterans) for marketing to employers to recruit Apprentices; recruiting and qualifying additional participating employers for this program; and conducting

ongoing assessments of employer-specific job requirements. There are five staff that will assist with the marketing, recruitment, needs assessments and scheduling of training.

Plumbers JATC of San Mateo and the various local unions will publicize the availability of training through direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will also promote this training program at labor-management meetings and industry assemblies, site visits to local schools, trade shows, industry meetings, and vocational outreach organizations. Staff recommends the 8% in support costs for Job Numbers 1-2 and 20% support costs for Job Number 3 (Veterans).

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 Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0900	\$538,290	07/01/2019-06/30/2021	158	0	0

*Based on ETP Systems, 21,448 reimbursable hours (77%) have been tracked to have an estimated earned amount of \$415,793.00. The Contractor projects final earnings of 100% once the project has been closed out.

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 \$ %
ET19-0904	Burlingame	08/01/2018-07/31/2020	\$556,832	\$493,740 (88%)*
ET17-0918	Burlingame	12/26/2016-12/25/2018	\$409,176	\$380,925 (93%)
ET16-0900	Burlingame	08/03/2015-08/02/2017	\$386,124	\$353,061 (91%)

*Based on ETP Systems, 24,430 reimbursable hours have been tracked for potential earnings of \$552,734 (99% of approved amount). The Contractor projects final earnings of 100% once their closeout invoice is submitted.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento and Strategy Workplace Communications in Alameda assisted with development at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services for an amount not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

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

4-200

Trainees may receive any of the following:

Journey Level (Job Number 1)**COMMERCIAL SKILLS**

- BACnet Programming
- Brazing
- Compressor Overhaul
- Design and Installation of New Energy Efficient Equipment and Materials
- Direct Digital Controls – Principals of Operation, Calibration, Documentation, Shutdowns
- Energy Efficiency in Existing Equipment and Materials
- LEED Standards
- Green Compliance
- Johnson Controls Courses
- Johnson DX9100 (Brand of Digital Controller)
- Orbital Welding
- Robotic Total Station
- Solar Installations
- Specialty Seminars for Service Work
- Start Test and Balance
- Welding
- Electrical Safety
- Falling Objects
- Fall Protection
- Foreman and Worker
- Responsibility Scaffolding
- Working in Confined Spaces
- Working Around Pipelines

Certifications

- Backflow
- Foreman
- Industrial Rigging
- Medical Gas -- Installation, System Testing, Maintenance, Repair, Standards and Brazing
- National Environmental Balancing Bureau (NEBB) Commissioning (Certification for Heating & Cooling Systems)
- Orbital Welding
- Signalperson
- Star Review
- TIG (Tungsten Inert Gas) Welding

Class/Lab Hours & E-Learning

8 – 210

Trainees may receive any of the following:

Apprentice (Job Number 2 & 3)**COMMERCIAL SKILLS****Plumbing and Steamfitters****2nd Year**

- Code/Water Supply
- Drawing I

3rd Year

- Drawing II
- Oxygen / Acetylene Training
- Pipe Fitting
- Welding

4th Year

- Hydronics/ Steam
- Medical Gas Certification
- Pipefitting and Service
- Rigging
- Signal Person Certification
- Steam Systems

5th Year

- Advanced Drawing/Layout
- Code II
- Junior Mechanics Review and Exam

Refrigeration**2nd Year**

- Advanced Electricity
- Basic Electricity
- Pneumatic DDC Introduction

3rd Year

- Advanced Pneumatics
- Calibration
- Controls I
- Controls II
- Electro Pneumatics
- Hydronics

4th Year

- Start, Test and Balance I
- Start, Test and Balance II

5th Year

- Chillers
- Heating Ventilation Air Conditioning Refrigeration Star Review and Exit Exam
- HVAC Star Certificate
- Special Systems

All Trainees (both Journeyworker and Apprentice, Job Numbers 1-3)**COMMERCIAL SKILLS**

- Backflow Certification
- Blueprint Reading
- Compressor Overhaul
- Cutting
- Direct Digital Controls
- Drawing
- Foreman Certification
- Industrial Install
- Industry Math
- Industrial Safety
- Medical Gas Install
- Rigging
- Rigging Certification
- Trade Math
- Welding

COMPUTER SKILLS

- 3-D Drawings Software
- Computer-Aided Drafting (CAD)

OSHA 10/30 (OSHA-certified instructor)

- OSHA 10
- OSHA 30

Safety training cannot exceed 10% of total training hours for any individual trainee.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Number 1 and 210 total training hours per trainee for Job Numbers 2 & 3, regardless of the method of delivery.



**Training Proposal for:
Sheet Metal Workers' Joint Apprenticeship and Training Trust Fund of
Los Angeles**

Contract Number: ET21-0907

Panel Meeting of: August 28, 2020

ETP Regional Office: Central Office - PPU

Analyst: A. Monteon

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Association of Sheet Metal, Air, Rail, and Transportation Workers, Local 105		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$399,600		\$27,750 8%		\$ 427,350

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 Rate Apprentice	Commercial Skills	185	8 - 200	0	\$2,310	\$25.01
				Weighted Avg: 120			

Minimum Wage by County: \$25.01 SET/Priority Industry Modified Statewide 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 \$0.87 can be used to meet post retention wage. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Sheet Metal Apprentice		185

INTRODUCTION

Formed in 2003, Sheet Metal Workers' Joint Apprenticeship and Training Trust Fund of Los Angeles (SoCal Sheet Metal TTF) provides training for Apprentice and Journey level sheet metal workers for seven Southern California counties. In the past, two different apprenticeship committees served the Southern California Region (Sheet Metal Workers International Association, Local 105 JATC and Air Conditioning Sheet Metal Association, Orange Empire JATC). After 2007, these committees were consolidated into one. Signatory employers are represented on the Committee through the Sheet Metal and Air Conditioning Contractors National Association and Sheet Metal, Air, Rail, Train International Association. This will be the eighth ETP Agreement with SoCal Sheet Metal TTF, the sixth in the last five years.

Veterans Program

SoCal Sheet Metal TTF actively recruits veterans and holds a Veterans Boot camp twice a year. Veterans who complete the boot camp program are provided with tools, tool bags, a voucher towards work boots, OSHA certifications and two months of union dues to start them immediately working. The TTF also works directly with Helmets to Hardhats and promotes its program during career days at various military bases.

Women's Program

SoCal Sheet Metal TTF works directly with Women In Non-Traditional Employment Roles, an organization that works to train, educate and prepare women for careers in the construction industry to recruit women to the program.

COVID

Due to COVID, training has been adjusted to ensure safe social distancing and mandated masks. In addition, training is provided on best practices to ensure safety while on the job during the pandemic.

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 per class/lab hour. The ETP wage for Apprentices is no less than \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Apprentices trained in this project will learn skills directly related to working in the sheet metal industry and adapting to the changes faced by workers and contractors. There have been significant changes in the industry that will be addressed to meet employer's needs. This includes:

- Digitization of construction plans to AutoCAD;
- Demand for energy efficiency and green technology by implementing new products to reduce energy usage, requiring Apprentices to learn to calculate energy usage, loss and overall efficiency;
- Sheet Metal workers are required to perform more work in smaller teams, requiring highly skilled Apprentices who can utilize technology, effectively manage projects and coordinate with tradesman in order to complete.

Sheet Metal contractors provide construction services that include design, fabrication, installation, service and repair work of any metal that can be formed from flat pieces of varying thickness. Apprentices will receive training to ensure they can utilize specialized tools to cut, roll, bend, and shape metal for objects/products such as ductwork, airplane wings, car bodies, refrigeration units, medical tables, storage units, building facades, tubing, and signs. In addition, workers will also learn to use computer-aided drafting tools to produce detailed 2D and 3D drawings of building systems.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning methodologies in the following:

Commercial Skills: Trade mathematics, drafting and sketching, layout and pattern development, reading plans and specifications, shop work, field installation, architectural sheet metal, HVAC systems, testing and balancing, and energy conservation are all taught in the program. More advanced training focuses on beginning and advanced welding skills, advanced math, drawing and drafting, electronic and computerized controls for energy efficiency, and specialty work.

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 journey workers. 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 overseen by the Training Administrator. Training will be provided by experienced journey-level workers in the trade employed by the applicant. SoCal Sheet Metal TTF has retained two administration vendors to assist with administrative tasks. In-house staff will handle class scheduling and completion of training rosters.

Learning Management System

Staff has reviewed and approved the SoCal Sheet Metal TTF's use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Employers are notified of training through their associations, the Sheet Metal and Air Conditioning Contractors' National Association—Los Angeles and the Orange Empire Sheet Metal and Air Conditioning Contractors' National Association. Notifications are made through the associations' web sites, mailings and presentations. Workers are notified of training through their union local and directly by the training center through postings on web sites and mailings. SoCal Sheet Metal JATC requests and staff recommends 8% support costs.

Trainer Qualifications

Trainers are experienced journey level workers with formal training in instruction methods and subject matter.

Tuition Reimbursement

SoCal Sheet Metal TTF 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.

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
ET20-0933	\$743,820	10/07/2019-10/06/21	304	0	0

Based on ETP Systems, 43,064 reimbursable hours have been tracked for potential earnings of over \$743,820 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress.

PRIOR PROJECTS

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0918	Southern CA	09/03/2018-09/02/2020	\$948,480	\$948,480 (100%)
ET18-0902	Southern CA	07/01/2017-06/30/2019	\$949,690	\$939,690 (99%)
ET16-0923	Southern CA	05/27/2016-05/26/2018	\$885,400	\$885,400 (100%)
ET15-0925	Southern CA	04/01/2015-03/31/2017	\$448,448	\$448,448 (100%)

DEVELOPMENT SERVICES.

Steve Duscha Advisories, in Sacramento, assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and the Los Angeles Unified School District 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 Trainees may receive any of the following:

COMMERCIAL SKILLS**Course 2**

- Introduction
- Workplace Safety
- Trade Mathematics – Part 2
- Drafting and Sketching – Part 2
- Layout and Pattern Development– Part 2
- Reading Plans and Specifications– Part 2
- Materials – Part 2
- Industrial Specialties – Part 2
- Shop Work – Part 2
- Field Installation – Part 2
- Service Work – Part 2
- Architectural Sheet Metal– Part 2
- Heating, Ventilation, and Air Conditioning (HVAC) Systems– Part 2
- Testing and Balancing- Part 1
- Energy Conservation

Course 3

- Workplace Safety
- Welding Metallurgy
- Welding Equipment and Processes
- Welding Tools and Equipment
- Welding Symbols and Nomenclature
- Surface Welds
- Fillet Welds: All Positions
- Groove Welds
- Oxyacetylene Cutting (Burning)
- Air Carbon Arc Process
- Brazing Steel and Cast Iron
- Welding Evaluation
- Reading Plans and Specifications – Part 2

Course 4

- Introduction
- Workplace Safety Review
- Drafting and Sketching
- Layout and Pattern Development – Part 3
- Reading Plans and Specifications – Part 3
- Materials – Part 3
- Industrial Specialties – Part 3
- Shop Work – Part 3
- Heating, Ventilation, and Air Conditioning Systems – Part 3
- Field Installation – Part 3

- Service Work – Part 3
- Architectural Sheet Metal – Part 3
- Electronic and Computerized Controls – Part 1
- Blowpipe System – Part 1
- Food Service and Beverage Dispensing Equipment – Part 1
- Asbestos

Course 5

- Professional Growth
- Advanced Trade Mathematics
- Drafting and Sketching – Part 4
- Layout and Pattern Development – Part 4
- Reading Plans and Specifications – Part 4
- Industrial Specialties – Part 4
- Shop Work – Part 4
- Heating, Ventilation, and Air Conditioning (HVAC) Systems
- Testing and Balancing – Part 2
- Architectural Sheet Metal – Part 4
- Electronic and Computerized Controls – Part 2
- Food Service and Beverage Dispensing Equipment – Part 2
- Supervisory Training

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:
WECA Apprenticeship and Training Trust

Contract Number: ET21-0908

Panel Meeting of: August 28, 2020

ETP Regional Office: PPU – Central Office

Analyst: A. Monteon

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:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Unilateral Apprenticeship Committee		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$371,700		\$28,965 Job Number 1 - 8% Job Number 2 – 20%		\$400,665

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	Commercial Skills	270	8-200	0	\$1,347	\$25.01
				Weighted Avg: 70			
2	Retrainee Apprentice Veterans	Commercial Skills	25	8-200	0	\$1,479	\$25.01
				Weighted Avg: 70			

Minimum Wage by County: \$25.01 per hour Statewide (Priority Industry)

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 \$2.43 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		
Apprentice Inside Wireman Electrician		270
Job Number 2		
Veteran Apprentice Inside Wireman Electrician		25

INTRODUCTION

Founded in 1937, WECA Apprenticeship and Training Trust (WECA) is a statewide nonprofit organization serving its membership of non-union electrical contractors. WECA operates a Unilateral Apprenticeship Committee (UAC) and Training Trust formed and funded by the membership to provide Division of Apprenticeship Standards (DAS) approved training. WECA also offers journeymen courses and exam prep. Industry needs are jointly determined by the UAC, with WECA staff and members. This will be WECA’s fifth ETP Contract, and the fourth in the last five years.

Veterans Program

Approximately 25 Veteran trainees will be included in this project in Job Number 2. The curriculum for these trainees will be the same as the Apprentices in Job Number 1. Higher support costs are available to reach Veteran participants for this program. WECA works in cooperation with Volunteers of America, Honor a Hero, and participates in Hire a Vet job fairs sponsored by EDD. WECA has a hiring preference for, and actively recruits veterans.

Women's Program

WECA markets its program to women on all of its outreach materials. It also participates in events geared towards women and works with the Women's Veterans Alliance and the Women's Empowerment organizations to promote the trades. Further, WECA personally reaches out to all female applicants as they apply for the apprentice program to offer assistance and answer any questions about the application process or the trade in general.

COVID Response

In response to the COVID-19, WECA has implemented E-Learning as a means to provide training to Apprentices until they are able to return to the classroom. Training is provided as a combination between the Zoom meeting platform and WECA's internal Brightspace LMS system. For hands on activities, virtual demonstrations and activities in line with the required competencies of the activity were created to accommodate the distance learning.

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 per class/lab hour. The ETP wage for Apprentices is no less than \$25.01 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

WECA has developed and customized a Wireman Electrician curriculum to address industry changes and member employer's needs and is continuously updated to stay current with National Electrical Code standards. WECA's newest curriculum features advances in jobsite technologies and allows Apprentices to work extensively with software and digital technologies that Apprentices will encounter in the field, including Plangrid and Bluebeam software. Further, the Organization has incorporated Virtual Reality (VR) and Augmented Reality (AR) into the apprenticeship learning experience. Examples include VR based CPR training and AR based motor wiring exercises which allows the Apprentice to step through a 3D model of a motor prior to encountering a motor wiring hands-on training.

WECA's customized training will prepare Apprentices to work on construction projects with member employers. These projects include Long Beach Veterans Hospital, a Community Living Center at UC Riverside, student housing at UC Irvine, Loma Medical Center, the Crown Air Hangar at Montgomery Field in San Diego, Sacramento State student housing and a project at the Lemoore Air Base.

Training Plan

Training will be provided via Class/Lab and E-Learning in the following.

Commercial Skills: Training will be provided to all trainees in Electrical Services, Capacitor Theory, Site and Garage Electrical, Sizing Motor Circuits, Power Generation, Speed Control and Construction Drawings.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Member employers will continue to make contributions to the training trust for every hour worked by Apprentices. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Operations Director and an Administrative Assistant who were involved in previous ETP Contracts, will oversee administration. The Training Director will schedule training and the Administrative Assistant will review attendance rosters, enroll trainees, and upload training hours into the ETP online sites. The Director of Operations will be responsible for project performance and report progress to WECA's board members bi-monthly. Training will be delivered by in-house experts and vendors.

Impact/Outcome

Apprentices trained under this proposal will be certified as Journeymen Wireman Electricians once they complete the entire apprentice curriculum.

Marketing and Support Costs

WECA markets its program through print advertising, job fairs, social media, and word of mouth. In addition the Organization works with Community Based Organizations such as Volunteers of America and America's Job Centers through the local Workforce Development Boards. Staff recommends 8% support costs for Job Number 1, and 20% for Job Number 2.

Electronic Recordkeeping

WECA uses a recordkeeping system to track training. This system has been in place since 2005. ETP has reviewed and approved this system for purposes of tracking training.

Trainer Qualifications

WECA's trainers are all experienced in the electrical industry as former contractors, foremen, project managers, estimators and journeyworker electricians.

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
ET19-0937	\$451,164	2/1/19 – 1/31/21	287	343	71

Based on ETP Systems, 42,880 reimbursable hours have been tracked for potential earnings of over 100% of the approved amount \$451,164. The Contractor projects final earnings of 100%.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET17-0914	Statewide	11/7/16 – 11/6/18	\$449,248	\$449,248 (100%)	
ET15-0914	Statewide	9/2/14 – 9/1/16	\$298,016	\$298,016 (100%)	

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

ICE Safety Solutions of Fremont has been retained to provide Safety training \$100/trainee.

Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

8 -200 Trainees may receive any of the following:

COMMERCIAL SKILLS**2nd Year, 1st Semester**

- Course Overview
- NEC Circuit Fundamentals
- Conductor Fundamentals
- AC Circuit Fundamentals
- AC Theory and Math
- Electrical Services
- Grounding and Bonding
- Induction Theory
- Induction Fundamentals

2nd Year, 2nd Semester

- Course Overview
- Lighting Control and Low Voltage Systems
- Single-Phase Transformers
- Three-Phase Transformers
- Transformers and the NEC
- Service and Feeder Load Calculations
- Capacitor Theory
- Capacitance Fundamentals
- Motor Generators
- Motor Circuits
- Hazardous Locations and Special Occupancies

3rd Year, 1st Semester

- Course Overview
- Documentation
- Foundations and Walls
- Service Entrance Conductors, Feeders, and Branch Circuits
- Site and Garage Electrical
- Relevant Non-Electrical Drawings

3rd Year, 2nd Semester

- Course Overview
- Electrical Theory
- Sizing Motor Circuits
- Motor Controls
- Commercial Security Systems
- Commercial Fire Alarm Systems

4th Year, 1st Semester

- Course Overview
- Power Distribution
- Power Generation

- Electronics Fundamentals
- Detection and Control Devices
- Motor Starting Methods
- Motor Stopping Methods
- Miscellaneous Control
- Components and Schematics

4th Year, 2nd Semester

- Course Overview
- Referencing and Interpreting Code
- Installation Design
- Speed Control
- Motor Drives
- Preventative Maintenance
- PLRs and PLCs

5th Year, 1st Semester

- Course Overview
- National Electric Code
- Electrical Theory
- Construction Drawings
- Construction Safety
- CPR Certification
- NEC Code
- Determination of Electrical System Requirements
- Electrical Installations
- Cumulative Exam

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.



**Amendment Proposal #3 for:
Los Angeles Trade Technical College
Contract Number: ET20-0126**

Amendment Effective Date: August 29, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccerelli

CURRENT PROJECT PROFILE

Contract Type: Priority SB<100 Retrainee
Industry Sector(s): Manufacturing Aerospace and Defense Services

Counties Served: Los Angeles, Orange, San Bernardino
Repeat Contractor: Yes No

Union(s): Yes No
Priority Industry: Yes No

Current Contract Term: September 3, 2019 to September 2, 2021

Current Funding	In-Kind Contribution
\$495,080	\$1,512,700

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$231,600	+\$16,020	+\$247,620	+\$62,030

Total Funding
\$742,700

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee	Business Skills, Computer Skills, Comm'l Skills, Cont. Imp., Hazardous Mat., Mfg. Skills	605	2-200	0	\$885	\$17.70
				Weighted Avg: 36			
2	Retrainee	Business Skills, Computer Skills, Comm'l Skills, Cont. Imp., Hazardous Mat., Mfg. Skills	160	2-200	0	\$770	\$17.70
				Weighted Avg: 36			
3	SB Retrainee	Business Skills, Computer Skills, Comm'l Skills, Cont. Imp., Hazardous Mat., Mfg. Skills	95	2-200	0	\$885	\$17.70
				Weighted Avg: 36			

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 Title	Wage Range
Food Preparer	
Clerk	
Porter	
Utility Worker	
Warehouse Attendant	
Assembly Worker	
Shipping & Receiving Clerk	
Parts Clerk	
Estimator	
Administrative/Office Staff	
Designer	

Installer	
Service Route Specialist	
Planner/Scheduler	
Marketing/Sales Staff	
Guest Services Associate	
Business Dev. Rep.	
Prof. Office Coordinator	
Surveyor	
Supply Specialist	
Operations Technician	
Service Technician	
Field Energy Technician	
Utilities/Environmental Specialist	
Energy Product Representative	
Alternative Energy Staff	
Telecom Technician/Product Rep.	
Product Buyer	
Project Estimator	
Pricing Analyst	
Aerospace Product Design Checker/Analyst	
Manager/Supervisor	
Owner (Job Number 2 – Small Business only)	N/A

INTRODUCTION

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

This is LATTC's ninth ETP Contract, and its fourth in the last five years. Under the lead of LATTC, eight other LACCD community colleges are participating under this ETP Contract: 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.

AMENDMENT DETAILS

This contract was approved at the August 2019 meeting and it was designed to meet employer demand for training programs that will improve the skill sets of workers into highly skilled, better performing employees. The training thus far under this current Contract has enabled workers to perform more efficiently and productively in a lean, total quality environment; integrate "green" practices into the workplace; and elevate job skills to improve performance and enhance companies' local and global competitiveness.

Participating employers from manufacturing, aerospace, energy, biomedicine, transportation and logistics, and service-related industries in Job Numbers 1 to 3 have expressed the need for additional training for current trainees (Phase I). The training will help participating employers enhance the skills of their employees; however, existing funds have already been exhausted. To meet employer demand, LATTTC is requesting to increase the weighted average by 12 hours in Job Numbers 1 to 3. The additional funds will allow trainees to continue training that has already started from the beginning of the Contract. With a Term End date of September 2, 2021, LATTTC with the eight other LACCD community colleges will have sufficient time to complete the additional hours within the Contract term.

This Contract was approved in Fiscal Year FY 19/20, therefore, in accordance with the terms of the Contract, LATTTC requests additional funding up to the FY 19/20 funding cap.

This Amendment will revise the Contract as follows:

- The funding amount will increase by \$247,620, from \$495,080 to \$742,700
- The weighted average hours in Job Numbers 1 to 3 will increase by 12, from 24 to 36
- The average cost per trainee in Job Numbers 1 and 3 will increase by \$295, from \$590 to \$885; and Job Number 2 will increase by \$257, from \$513 to \$770.

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARIZE PRIOR MODS/AMENDS

- Revision 1: Deleted "Foundation" in the Contractor's name
- Revision 2: COVID-19 Revisions (added alternate recordkeeping, reduced minimum hours, added E-Learning)

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by LATTTC under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET20-0126	\$495,080	09/03/19 – 09/02/21	815	0	0

Based on ETP Systems, 19,966 reimbursable hours have been tracked for potential earnings of \$495,080 (100% of approved amount).

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0124	Los Angeles, Orange, San Bernardino	08/26/17 – 08/25/19	\$948,215	\$462,801* (49%)
ET16-0229	Los Angeles, Orange, San Bernardino	11/16/15 – 11/15/17	\$949,240	\$899,354 (95%)

ET14-0286	Los Angeles, Orange, San Bernardino	2/3/14 – 2/2/16	\$1,249,568	\$1,202,870 (96%)
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*ET18-0124: 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 the current contract (ET20-0126), new staff members were hired and put in place by the time the contract started which increased its capacity in the areas of marketing, outreach/recruitment, and project management. LATTC staff members were able to leverage and take advantage of their increased outreach for the current contract. LATTC along with the other eight LACCD community colleges participating in this contract have been well positioned to achieve a stronger program performance with more positive outcome.

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

2-200 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.



**Training Proposal for:
Airspace Technologies, Inc.**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0155

Approval Date: August 14, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) 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: 89	U.S.: 124	Worldwide: 124
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	7%		

In-Kind Contribution:
\$108,325

Total ETP Funding
\$71,645

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
Occupations to be Trained:	Administration Staff, Engineers, Operations Staff, Supervisors/Managers, Owners

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.	89	08-200	0-26	\$805	\$18.34
				Weighted Avg: 35			

Minimum Wage by County: Job Number 1: \$18.34/hr. in San Diego County.
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 for Job Number 1.

OVERVIEW

Year Company Founded:	2014	Company Headquarters: <input checked="" type="checkbox"/> Single location Carlsbad, California
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Nature of Business:	<ul style="list-style-type: none"> Airspace Technologies, Inc. (Airspace) is a logistics and delivery company that utilizes its proprietary transportation management software system (TMSS) to monitor shipments internationally and domestically. The Airspace TMSS platform provides their customers with direct visibility to the driver throughout the entire delivery process while providing customers with notifications based on location, status, and estimated time of arrival. The company is a freight forwarder that works directly with independent contractor drivers not included in ETP funded training.
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Customer Base:	<ul style="list-style-type: none"> • Airspace’s customer base consists of companies within the healthcare, aerospace, and technology industries. In addition, the Company works with other businesses that require international and domestic transportation of goods for business-to-business transactions.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Airspace built their proprietary cloud-based TMSS called Package Tracker that provides client access to a broad range of booking and logistics management tools. In order to develop new applications, features and tools on the Package Tracker platform the company has identified professional development and cross-training as key components to achieve their goals. • In addition, enhancement of software and programs on their TMSS will provide the company with the ability to create more efficient and streamlined systems to improve productivity by simplifying procedures through automation of many time-consuming internal processes. • Furthermore, the company plans to expand into new markets by executing a targeted marketing strategy aligned with sales initiatives to currently serviced industries to increase their customer base.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Airspace is committed to program training needed to enhance the company’s TMSS. This training is critical in the understanding of workflow and ensuring production, logistics and financials are tied together. Computer Skills training will be delivered to Engineers focused on Python Programming Skills, React Platform Skills, Ruby-on-Rails, and GoLang software. • Airspace is committed to enhance skills of all Administration and Operations Staff to effectively communicate with customers, improve negotiating skills, and increase problem solving skills. Training will provide staff the ability to fully understand how to utilize the Package Tracker platform, Microsoft Excel, and HR analytics. Thus, Business Skills and Computer Skills training will be delivered to Administration Staff and Operations Staff focused on Package Tracker, Microsoft Office and Sales & Marketing/Negotiation skills.
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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

Business Skills	Computer Skills	Continuous Improvement
Commercial Skills		

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Chief Financial Officer will oversee project administration and training implementation (coordinating and scheduling) with assistance from the Administration Staff (Human Resources). The Company has a detailed training plan in place and is prepared to begin training upon approval.
<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: Administration Staff will lead the day-to-day project administration. The Company has retained an administrative subcontractor to assist with project administration and uploading training hours into the ETP Tracking system. <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	TBD	TBD	N/A

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Change Management
- Coaching/Leadership
- Communication Skills
- Customer Relations
- Planning Process/Goal Setting
- Sales & Marketing/Negotiation
- Teambuilding
- Time Management
- Work Processes/Procedures

COMMERCIAL SKILLS

- Delivery-Inbound & Outbound Freight Forwarding
- Distribution Processes and Procedures
- Domestic Shipping-Trucking, Rail, Ocean, Air
- Inspection Techniques
- International Shipping-Ocean, Air
- Logistics & Distribution Management
- Quality Control
- Sales to Operations Turnover
- Shipping and Receiving – Expediting for On-Schedule
- Standard Operating Procedures
- Transportation Security Administration procedures
- Workplace Information & Safety for COVID 19

COMPUTER SKILLS

- Bill.com
- Coding/Programming Language Skills
- GoLang
- Microsoft Office (Intermediate & Advanced)
- Operating Cloud Based/VoIP Telephones
- Package Tracker (cloud-based operating system)
- Payroll/Human Resource
- Python Programming Skills
- Quickbooks
- React Platform Skills
- Ruby-On-Rails
- Sales & Marketing software (CRM)
- Script Writing for Report Generation
- Transportation Management System (TMS 3PL Systems)

CONTINUOUS IMPROVEMENT

- Problem Solving Tools and Techniques
- Process Improvement
- Quality assurance/improvement/Testing

CBT Hours

0-26

COMMERCIAL SKILLS

- Ops Academy
 - Assessorial Overview (1 hour)
 - Dashboard – Job Level (1 hour)
 - Dashboard Intro (1 hour)
 - Incoming Calls (1 hour)
 - Industry Overview (1 hour)
 - Intro to 3rd Party Sites (1 hour)
 - Intro to Dispatch (1 hour)
 - Intro to Dispatch Recovery (1 hour)
 - Key Terminology (1 hour)
 - Ops Acknowledge(standard number of hours) (1 hour)
 - Outgoing Calls (1 hour)
 - Shipments from Cradle to Grave (1 hour)
 - Stakeholders (1 hour)
 - Standard Work - Confirm Pick & Delivery Ground (1 hour)
 - Standard Work - Confirm Recovery & Delivery (1 hour)
 - Standard Work – Dispatch (1 hour)
 - Standard Work - Dispatch Recovery (1 hour)
 - Standard Work - Ground Dispatch (1 hour)
 - Standard Work - Tender to Airline & AWB Conf (1 hour)
 - Standard Work - Verified on Board (1 hour)
 - Tender to Airline (1 hour)
 - TSA (1 hour)
 - Vehicle Types (1 hour)
 - Verified on Board (1 hour)
 - Verticals and Services (1 hour)
 - Week 1 Review (1 hour)

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



**Training Proposal for:
Buddy Bar Casting Corporation**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0153

Approval Date: August 14, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	HUA Priority Rate Retrainee	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: 120	U.S.: 120	Worldwide: 120
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

In-Kind Contribution:
\$63,250

Total ETP Funding
\$50,600

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUA Only:	Number of trainees in HUA location: 80
Occupations to be Trained:	Production Staff, Administrative Staff, Manager/Supervisor

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	Business Skills Computer Skills Continuous Impr. HazMat Mfg. Skills	30	8-200	0	\$460	\$19.05
				Weighted Avg: 20			
2	HUA Retrainee Priority	Business Skills Computer Skills Continuous Impr. HazMat Mfg. Skills	80	8-200	0	\$460	\$14.29
				Weighted Avg: 20			

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 floats down to a High Unemployment Area wage modification if trainees in Job number are located in an HUA, regardless if they are requesting a wage modification

<p>Minimum Wage by County: Job Number 1: \$19.05 per hour for Los Angeles County; and Job Number 2: \$14.29 per hour for 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 \$2.50 per hour for Job Number 1, and up to \$1.29 per hour for Job Number 2 may be used to meet the Post-Retention Wage.</p>
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OVERVIEW

Year Company Founded:	1952	Company Headquarters: <input checked="" type="checkbox"/> Single location South Gate, CA
Facility location where training will occur	<ul style="list-style-type: none"> • South Gate, Los Angeles County 	
Nature of Business:	<ul style="list-style-type: none"> • Buddy Bar Casting Corporation (BBCC) manufactures aluminum foundry and aluminum casting products, including manifolds, water pumps and supercharger and high performance products. 	

<p>Customer Base</p>	<ul style="list-style-type: none"> • Automotive • Movie • Aviation • Military • Transportation
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<p>Business / Industry Needs / Changes</p>	<ul style="list-style-type: none"> • BBCC hired 20 employees over the past two years (20% growth) and plans to hire 10 net new employees over the next two years (9% growth) to keep up with business demand. • The Company recently invested approximately \$600,000 in new equipment, machines and software including, compressors, core making, CNC mill machinery, and Mie Trak ERP. • In order to expand business BBCC must become certified for AS 9100C and ISO 9001. • The Company is implementing new ERP system to effectively manage documentation, inventory, production, financial and overall business operations. • The Company must upgrade the job skills of its employees, keep up with technological advances, industry changes and customer demands to support the Company as it continues to grow and competes within the industry.
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Training Plan:

<p>Need for Training:</p>	<ul style="list-style-type: none"> • Business, Computer and Continuous Improvement Skills will be offered to all occupations to gain skills to increase performance in goal setting, project management, teambuilding and decision making. Workers will also be trained to utilize the Company's new and existing automations systems, support projects and manage overall business operations. • Hazardous Materials and Manufacturing Skills will be offered to Production Staff and Managers/Supervisors. Staff will receive training on blue print reading, equipment operations, good manufacturing processes and proper techniques and knowledge for handling chemical and hazardous materials to improve production and ensure safety. • AS9100C and ISO 9001 certifications will assist in business expansion, quality improvement and overall workplace efficiency.
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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

Alternate Recordkeeping	<p>Due to COVID-19, the Company requests to use an approved E-Learning/Videoconferencing and alternate recordkeeping procedures such as videoconferencing and phone conference calls. The Company has implemented and modified their training plan to ensure continuity of operations while keeping staff safe, as well as observing local and statewide social distancing and shelter-in-place orders.</p> <p>Alternative Recordkeeping: Trainer will call verbal roll and list attendees, and will take a screen shot of the meeting attendee list, and include remaining recordkeeping requirements, along with the roll call list and screen shot, in an email. In addition, for phone conference calls training the trainer will call verbal roll and will provide attendee list and all other recordkeeping requirements in an email. In this case, the email will count as the trainer’s signature.</p>
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Business Skills	Computer Skills	Continuous Improvement
HazMat	Manufacturing Skills	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: <p>The Owner and Plant Manager will oversee ETP training and administrative responsibilities including, scheduling, coordinating with staff, securing rosters and complying with all ETP requirements. The Company also retained Training Funding Source to assist with administrative duties. A detailed training schedule is in place, and the Company is ready to begin training upon approval.</p>
<ul style="list-style-type: none"> Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business, Computer, Continuous Improvement, Hazardous Materials and Manufacturing Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> Administration: <p>The Owner, one Plant Manager and Subcontractor Administrator, Training Funding Source</p> <ul style="list-style-type: none"> <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	\$1,900
Administrative	Training Funding Source	Seal Beach	Fee 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

- Communication
- Decision Making
- Goal Setting & Prioritizing
- Leadership
- Payroll
- Project Management
- Risk Management
- Supervisory Skills
- Team Building & Problem Solving
- Train the Trainer

COMPUTER SKILLS

- Document Control
- Enterprise Requirements Planning (Shoptech, Mie Trak)
- HR Software (HRB and Epicor)
- MS Office (Intermediate and Advanced)
- NC Programming

CONTINUOUS IMPROVEMENT

- AS 9100C
- ISO 9001:2008
- Green Belt
- Internal Audits
- Process/Productivity/Quality Improvement
- Six Sigma
- 6s

HAZARDOUS MATERIALS

- HazMat Handling
- Material Safety Data Sheet - MSDS
- Hazwoper

MANUFACTURING SKILLS

- Blueprint Reading and Drafting
- Casting
- Drawings
- Equipment/ Machine/Tool Operations
- Forming
- Geometric Dimensioning & Tolerancing (GD & T)
- Good Manufacturing processes
- Lean Manufacturing - Reduce Cycle Time & Cost, Eliminating Waste
- Machine Design
- Machining
- MasterCam/SolidWorks
- Material Requirements Planning

- Molding
- Preventative Maintenance
- Quick Response Manufacturing
- Tool making (Designing and Modifying)

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.



RETRAINEE - JOB CREATION

Training Proposal for:

Dumont Printing, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET21-0143

Approval Date: August 3, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: Sacramento

Analyst: D. Jordan

PROJECT PROFILE

Contract Attributes:	HUA Priority Rate Retrainee Job Creation Initiative SB <100	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Fresno	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: 47	U.S.: 47	Worldwide: 47	
<u>Turnover Rate:</u>	2%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution:
\$45,602

Total ETP Funding
\$42,550

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: 50
Occupations to be Trained:	Administrative Staff, Bindery Operators, Digital Press Operators, Mail Equipment Operators, Owner, Prepress Operators, Press Operators, Sales Staff, Shipping Staff, Fulfillment Staff

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 PL-Mfg. Skills	47	8-200	0	\$851	*\$13.76
				Weighted Avg: 37			
2	Retrainee Job Creation Priority SB<100 HUA	Business Skills Computer Skills Continuous Impr. Mfg. Skills PL-Mfg. Skills	3	8-200	0	\$851	*\$13.00
				Weighted Avg: 37			

*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 floats down to a High Unemployment Area wage modification if trainees in Job number are located in an HUA, regardless if they are requesting a wage modification.

<p>Minimum Wage by County: Job Number 1 (Retrainee/HUA): \$13.76 per hour for Fresno County.</p> <p>Job Number 2 (Job Creation/HUA): \$13.00 per hour for Fresno 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 \$0.76 per hour may be used to meet the Post-Retention Wage for trainees in Job Number 1.</p>

OVERVIEW

Year Company Founded:	1950	Company Headquarters: <input checked="" type="checkbox"/> Single location Fresno
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Nature of Business:	<ul style="list-style-type: none"> • Dumont Printing, Inc. (Dumont) is a full service provider of print and marketing products. Services include offset, digital and large format printing; graphic design; and complete bindery and fulfillment services.
Customer Base:	<ul style="list-style-type: none"> • Banks • Hospitals • Fire Departments • Colleges • Casinos
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Dumont is a technology driven company and requires replacement of aging equipment. • Growth in its digital departments that requires additional training and equipment to keep up with demand. • In 2019, Dumont acquired a competitor. Staff needs to be trained for better transitioning. • The technology industry has continued to evolve and new technologies have become available. The Company must be informed on current technology to remain competitive.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Dumont will train staff on Electronics For Imaging (EFI) Pace Operating System Software. Training on this software will assist staff in understanding the new procedures that are being developed and implemented. • Staff will also receive training on Print Stream Software, Xerox Makes Personalization Incredibly Easy Software and Digital Store Front Software. • To understand clients' needs and expectations, staff will receive training on client retention and customer satisfaction. • Staff will receive training on new equipment that includes an Esko Flatbed Cutter and an Acuity Select Flatbed Printer. • Dumont's staff will also receive training on process improvement, operating equipment efficiently and minimizing waste.
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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
 Productive Lab

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills	PL – Manufacturing Skills	

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	24 PL Hours per-trainee
	Occupations Receiving PL Training: Bindery Operators, Digital Press Operators, Mail Equipment Operators, Press Operators, Prepress Operators
The PL instructor must be dedicated to training, at a ratio of 1:1.	

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: <p>Dumont’s Human Resources Manager will oversee this training project with assistance from additional staff members. California Manufacturing Technology Consulting will also assist with administration. Training will be delivered by in-house experts. Dumont has a detailed training plan in place and is ready to implement training once approved.</p>
<ul style="list-style-type: none"> Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, PL – Manufacturing Skills</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<ul style="list-style-type: none"> Administration: <p><input checked="" type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Training focused on new equipment training. • Dumont rolled out new software that included ERP, Kirk-Rudy Net Jet Printing system and PSI Operations system. • Focusing on efficient operation while minimizing waste and meeting customers’ needs was also a focus of training.
<ul style="list-style-type: none"> Difference in Training Plan: 	Dumont’s previous contract focused on cross-training, new software, and minimizing waste. During this contract Dumont will focus on implementing their EFI Pace Operating System Software and training on new equipment.

PRIOR PROJECTS

The following table summarizes performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0121	Fresno	08/02/2017 – 08/01/2019	\$33,280	\$33,280 (100%)

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	California Manufacturing Technology Consulting	Torrance	\$4,200
Administrative	California Manufacturing Technology Consulting	Torrance	13%
Training Vendors	To Be Determined	To Be Determined	To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours/E-Learning/Videoconference

8 - 200 Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Communication Skills
- Customer Service
- Estimating
- Order Writing
- Sales
- Scheduling

CONTINUOUS IMPROVEMENT

- Leadership Skills
- Process Improvement
- Quality Standards

COMPUTER SKILLS

- Digital Store Front Software
- Electronics For Imaging Fiery Rip Software
- Electronics For Imaging Pace Operating System Software
- Microsoft Office Intermediate/Advanced
- Print Stream Software
- XMPIE (Xerox Makes Personalization Incredibly Easy) Software

MANUFACTURING SKILLS

- Machine Operation

PL Hours

0 – 24

MANUFACTURING SKILLS (limited ratio 1:1)

- Acuity Select Flatbed Printer
- Esko Flatbed Cutter
- Duplo
- Flatbed Cutter
- Flatbed Printer
- Folders
- Machine Operation
- Xerox iGen and Versant Color Pressers

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



**Training Proposal for:
Hale Glass, Inc.**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0140

Approval Date: August 11, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: K.Lappen

PROJECT PROFILE

Contract Attributes:	SET Priority Rate Retrainee SB<100	Industry Sector(s):	Construction (C) 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: 35	U.S.: 35	Worldwide: 35
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution:
\$47,625

Total ETP Funding
\$36,225

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:	<ul style="list-style-type: none"> • Production • Administration • Project Leads • Supervisor/Managers • 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	SET Priority Retrainee SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills OSHA 10/30	35	8-60	0	\$1,035	\$25.01
				Weighted Avg: 45			

Minimum Wage by County: Job Number 1 (SET Modified Wage/Statewide): \$25.01 per hour
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:	1978	Company Headquarters: <input checked="" type="checkbox"/> Single location
Facility location where training will occur	<ul style="list-style-type: none"> • Placentia (Orange County) 	

Nature of Business:	Founded in 1978, Hale Glass, Inc. (Hale Glass) is a commercial-glass company in located in Placentia, CA. The Company provides a range of services including glass installment, glass replacements, and entrance-door repair.
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Customer Base:	<ul style="list-style-type: none"> • Commercial • Financial • Industrial
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Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Hale Glass, Inc. requires all employees to be updated in the latest construction regulations and varied customer demand. • To remain competitive and to keep abreast with industry standards, Hale Glass is persuing a mariad of certifactions MCSE (Microsoft Certified Solution Expert), which consist of MS Project, Microsoft Office, and Data Management training.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> • The Company recently acquired new fabricator equipment to broaden the company’s capabilities, thus allowing the company to create finished products that exceed client expectations. • Business Skills training will be provided to all staff to improve customer relations and specific administrative and management processes. • Commercial Skills trainng will be provided to Production, Project Leads, and Supervisor/Managers to gain knowledge and expertise in operating machines and equipment used in the construction process. • Computer Skills training will be provided to all staff on courses like AboutTime, Adobe, Bluebeam, ERP / Marginal Revenue Product (MRP) Financial Accounting, Microsoft Office (Intermediate / Advance), and SQL Server to improve efficieny and productivity with the new systems. • Continuous Improvement training will be provided to all staff on Business Strategy Program, Hazard Analysis and Critical Control Points (HACCP) ,Performance Improvement, and Process / Quality Improvement in a effort to update and maintain competitiveness in the workforce.
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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	PL – Commercial Skills
Commercial Skills	Continuous Improvement	

Certified Safety Training	<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 checked="" type="checkbox"/> Certification Standards
	24 PL Hours per-trainee

Occupations Receiving PL Training:
 Production, Project Leads and Supervisor/Managers.

The PL instructor must be dedicated to training, at a ratio of 1:3.

Ratio Higher than 1:1	Production and/or production process requires a team of workers.
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Training Hours

<input type="checkbox"/> Weighted Average Hours over 45	Weighted Average Training Hours 45
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Training Infrastructure & Administrative Plan

- Project Oversight:**

 Hale Glass’s Human Resources, Safety & Risk Manager (dedicated internal administrator) will oversee the project, while being in charge of recordkeeping and scheduling of ETP training. A third-party administrator- Training Funding Source (TFS) will help provide administration and keep records for the project. ETP training will be delivered by six in-house (subject-matter) experts and by outside vendors as needed.

<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Continuous Improvement, and Computer Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Commercial Skills
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> <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	Barry Menzel	Trading Funding Source	\$1,900
Administrative	Barry Menzel	Trading Funding Source	13%
Training Vendors	TBD	TBD	TBD

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

8–60

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting/Auditing
- Coaching
- Communication
- Credit & Collection Skills
- Customer Relations
- Goal Setting
- Inventory Control
- Leadership
- Marketing/Sales
- Product Knowledge
- Project Management
- Time Management
- Business Writing

COMMERCIAL SKILLS

- Blueprint Reading
- Construction Techniques
- Equipment Operations/Maintenance
- Glass Fabrication & Installation
- Green Building Techniques
- Inspection Techniques
- Inventory Control-Cycle Counting
- Job-Site Procedures
- Leadership Energy Environmental Design (LEED)
- Quality Control
- Warehouse Procedures (Shipping, Receiving, Order Picking/Packing)

CONTINUOUS IMPROVEMENT

- ✚ Change Management – Business Strategy Program
- ✚ Hazard Analysis and Critical Control Points (HACCP)
- ✚ Performance Improvement
- ✚ Process/Quality Improvement

OSHA 10/30 (OSHA-Certified Trainer)

- ✚ 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)

COMPUTER SKILLS

- AboutTime (Resource Management Employee)
- Adobe

- Bluebeam (Project Management)
- Computer Aided Design (CAD)
- Crystal Reports (Office Management Software)
- Domo (Data Management)
- Enterprise Resource Planning (ERP) / Marginal Revenue Product (MRP) Financial Accounting
- E-Mail Marketing Tools
- Mas 500 (Enterprise Management Software)
- Microsoft Office (Intermediate / Advance)
- MS Project (Project Management)
- Report Generation
- SQL Server
- Timberline (Construction Management Software)

Productive Lab Hours

0-24

COMMERCIAL SKILLS (Limited Ratio 1:3)

- Caulking
- Equipment Operations & Maintenance
- Field/Site Operational Procedures
- Glass Handling and Glass Storage
- Identification of Glass Types, Symbols and Isometric Drawings
- Installation Procedures
- Layout Procedures
- Materials Handling and Storage
- Mock Up's
- Product Knowledge
- Tool Identification

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



**Training Proposal for:
Lhoist North America of Arizona, Inc.**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0148

Approval Date: August 6, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: San Francisco Bay Area **Analyst:** K. Lappen

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Monterey	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Boilermakers CLG Local DNCL, Machinists Local 93, and Teamsters Local 890		
Number of Employees in:	CA: 75	U.S.: 1,500	Worldwide: 6,000
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

In-Kind Contribution:
\$56,160

Total ETP Funding
\$37,260

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
Occupations to be Trained:	<ul style="list-style-type: none"> • Warehouse Staff • Electrician • Machinist • Operating Engineer • Production Staff • Support Staff • Managers

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	Mfg. Skills OSHA 10/30 HazMat Business Skills Computer Skills Management Skills	60	8-200	0	\$621	\$18.34
				Weighted Avg: 27			

Minimum Wage by County: \$18.34 per hour for Monterey County.
Health Benefits: Used to meet the Post-Retention Wage?: Yes No
 Although employer provides health benefits, they are not being used to meet the Post-Retention Wage.

OVERVIEW

Year Company Founded:	1889	Company Headquarters: <input type="checkbox"/> Single location Ft. Worth, Belgium
Facility Locations Outside CA	<ul style="list-style-type: none"> • Arizona • Texas • New Mexico 	
Total Number of Facility locations in California	3	
Facility location(s) where training will occur	<ul style="list-style-type: none"> • Salinas (Monterey County) 	

<p>Nature of Business:</p>	<p>Founded in 1889 and headquartered in Belgium, Lhoist North America of Arizona, Inc. (LNA) (www.lhoist.com/usa) is a division of Lhoist Group which is a worldwide limestone producer.</p> <p>The Natividad plant, located in Salinas, was purchased by LNA in 1997. The plant mines dolomite which is crushed, screened, and processed into mineral products used in construction, industrial sands, golf-course sands, decorative rock, and agricultural materials.</p>
<p>Customer Base:</p>	<ul style="list-style-type: none"> • Iron & Steel Industry • Chemical-Production Industry • Environmental Industry • Agriculture & Forest Industry • Pulp & Paper Industry • Glass Industry • Construction Industry
<p><i>Business / Industry Needs / Changes</i></p>	<ul style="list-style-type: none"> • LNA’s corporate level and plant staff have identified specific areas which require company-wide implementation of continuous improvement processes including training on updated industry standards and standardization of corporate processes. • In the constantly changing climate of California, employee training is required to maintain compliance with regulatory requirements. Natividad maintains over 34 permits covering air quality, water quality, land use, and reclamation requirements. The Company’s operation is also subject to requirements from other programs such as mobile-equipment air-pollution control, hazardous-materials handling, waste management, and other environmental oversight programs. • LNA has decided to establish an Environmental Health & Safety Management System (EHS MS) at its sites, which requires training to provide a framework to identify and control EHS risks while ensuring regulatory compliance and fully integrate EHS processes to improve site performance. • At the Salinas plant, many of the systems are automated through Programmable Logic Controllers (PLC), which Electricians will be required to program PLCs using the RS Logix software. Thus, they will need to receive training on these systems.

	<ul style="list-style-type: none"> To remain competitive and to comply with industry standards, LNA is pursuing a few certifications including Working at Height and Forklift certifications.
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Training Plan:

<p><i>Need for Training:</i></p>	<ul style="list-style-type: none"> Management Skills training will be provided to Managers on Problem Solving & Decision Making, Communication Enhancement, and Decision Making Process to enhance important skills within LNA's leadership group. Business Skills training will be provided to all occupations on courses like Leadership Development, Team Building, Communication Skills, Customer Service, Data Analysis, and Financial Management to improve customer relations and specific administrative and management processes. Computer Skills training will be provided to all occupations on courses like Intermediate/Advanced Microsoft Office programs, Data Management, and RS Logix Software (Automation Software) to improve efficiency and productivity with new systems. Manufacturing Skills training will be provided to Warehouse Staff, Electrician, Machinist, Operating Engineer, Production Staff on courses like Production Techniques, Product Handling, Project Scheduling, Quality Assurance, Installation Procedures, LEAN Manufacturing in an effort to update and maintain competitiveness in the workforce.
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- Class/lab
 E-Learning
 CBT
 Productive Lab
 MS Preceptor
 MS Didactic

Business Skills	Computer Skills	HazMat
OSHA 10/30	Manufacturing Skills	Management Skills

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Training Hours

<input type="checkbox"/> Weighted Average Hours over 45	27 Hours
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Training Infrastructure & Administrative Plan

<p>LNA’s Environmental, Health and Safety Manager (dedicated administrator) and a team of Support Staff will oversee the project’s administration while coordinating and scheduling training. ETP training will be delivered by five in-house (subject-matter) experts.</p>
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, HazMat, OSHA 10/30, Manufacturing Skills, and Management Skills. <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	N/A	N/A	N/A

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

8-200

Trainees may receive any of the following:

MANUFACTURING SKILLS

- ✚ Assembly Processes
- ✚ Environmental Safety Training
- ✚ Working at Height program (WAH)
 - Fall Hazard Assessment training
 - Anchor Assessment
 - Inspection
 - Procedure training
 - Fall Prevention and Fall Protection
 - Access Structure
 - Fall-arrest equipment training
- ✚ Confined Space
- ✚ Contractor Management
- ✚ Document Control
- ✚ Environmental Health and Safety (EHS)
 - Incident Notification & Reporting
- ✚ Hazardous Energy Control
- ✚ Industrial Hygiene
- ✚ Root Cause Analysis
- ✚ Behavior Based Safety
- ✚ Near Miss Reporting
- ✚ SiteHawk
- ✚ Maintenance Training
 - Caterpillar
 - Kiln Operations
 - Raymond Mill
 - Plant Maintenance Training
 - Conveyor Belt Maintenance Training
 - Bucket Elevator Training
 - Bearing Installation
 - Lubrication
- ✚ Equipment/Machinery Operation
 - Off-The-Road (OTR) Heavy Equipment Tire Training
 - Mechanical Power System Training
 - V Belt & Chain Drive Installation & Preventative
- ✚ Forklift Operation
- ✚ Continuous Improvement
 - Kiln Operations Training
- ✚ Installation Procedures
- ✚ LEAN Manufacturing
 - 5S
 - Sort
 - Set in Order
 - Shine
 - Standardize
 - Sustain
- ✚ Production Techniques

- ✚ Product Handling
- ✚ Project Scheduling
- ✚ Quality Assurance
- ✚ Programmable Logic Controllers (PLC)

Safety Training cannot exceed 10% of total training hours per-trainee (This cap does not apply to Hazmat, OSHA 10/30 or HAZWOPER)

OSHA 10/30 (OSHA-Certified Trainer)

- ✚ OSHA 10
- ✚ OSHA 30

HAZARDOUS MATERIALS (Hazmat)

- ✚ Waste Management

BUSINESS SKILLS

- ✚ Leadership Development
- ✚ Team Building
- ✚ Communication Skills
- ✚ Customer Service
- ✚ Data Analysis
- ✚ Financial Management
- ✚ Problem Solving & Decision Making
- ✚ Product Knowledge
- ✚ Project Management
- ✚ Resource Management
- ✚ Process Improvement
- ✚ Communication Skills
- ✚ Presentation Skills
- ✚ Adapting Training

MANAGEMENT SKILLS (MANAGERS ONLY)

- ✚ Problem Solving & Decision Making
- ✚ Communication Enhancement
- ✚ Decision Making Process
- ✚ Field Leadership

COMPUTER SKILLS

- ✚ Microsoft Office (Intermediate/Advanced)
- ✚ Advanced Hardware Training
 - Data Management
 - Diagnostics
 - PID (Process Identifier)
 - Computer CPT (Computer Processing Text)
 - System Value Instruction
 - Messaging
 - Introduction to Function Block Diagram Programming
- ✚ RS Logix Software (Automation Software)
 - RSLogix5000

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

International Brotherhood of
BOILERMAKERS • IRON SHIP BUILDERS

753 State Avenue

NEWTON B. JONES
INTERNATIONAL PRESIDENT
WILLIAM T. CREEDEN
INTERNATIONAL SECRETARY-TREASURER
913/371-2640



BLACKSMITHS • FORGERS & HELPERS

Kansas City, Kansas 66101-2511

FRED RUMSEY
INTERNATIONAL REPRESENTATIVE
INDUSTRIAL SECTOR OPERATIONS
P.O. BOX 5370
PASCO, WA 99302
CELL: (509) 531-9082
EMAIL: frumsey@boilermakers.org

June 16, 2020

Employment Training Panel
Economic Development Unit
1100 J Street, 4th Floor
Sacramento, CA 95814

RE: Support of Training to be completed at Lhoist North America-Natividad Plant

Members of the Employment Training Panel Board:

The International Brotherhood of Boilermakers Union Lodge DNCL, represents twenty-four (24) members employed at the Lhoist North America – Natividad Plant, located in Salinas, CA. This letter is being written in support of the training plans submitted to your agency as part of the LNA 2020 application process.

We have reviewed the training proposed to be conducted at the Natividad site over the next two years and believe the safety, environmental and operational training proposed will benefit our members and further develop their skill sets and support Natividad's need for safe and efficient operations.

If you have any questions please feel free to contact me.

Sincerely,

Fred Rumsey
International Representative ISO/CSO
International Brotherhood of Boilermakers
P.O. Box 5370
Pasco, WA 99302
(509)531-9082
frumsey@boilermakers.org



Machine and Manufacturing local 93

INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS
2102 Almaden Road, Suite 105, San Jose, CA 95125
(408) 440-8716 • FAX (408) 448-4618

June 16, 2020

Employment Training Panel
Economic Development Unit
1100 J Street, 4th Floor
Sacramento, CA 95814

RE: Support of Training to be Completed at Lhoist North America – Natividad Plant

Members of the Employment Training Panel Board:

The Machinist Union represents 12 members employed at the Lhoist North America – Natividad Plant, located in Salinas, CA. This letter is being written in support of the training plans submitted to your agency as part of the LNA June 2020 application package.

We have reviewed the training proposed to be conducted at the Natividad site over the next two years and believe the safety, environmental and operational training proposed will benefit our members and further develop their skill sets and support Natividad's need for safe, efficient operations.

If you have any question, please feel free to contact me at 408-440-8716.

Sincerely

Pedro Gonzalez
Business Representative/Organizer
International Association of Machinist & Aerospace Workers
Pgonzalez93@att.net



TEAMSTERS LOCAL UNION No. 890

207 N SANBORN ROAD · SALINAS · CALIFORNIA · 93905

P: (831) 424-5743 · F: (831) 424-2091 · 1(800) 300-5743 · TEAMSTERSLOCAL890.ORG

Crescencio Diaz, *President & Principal Officer*

June 18, 2020

Employment Training Panel
Economic Development Unit
1100 J Street, 4th Floor
Sacramento, CA 95814

RE: Support of Training to be Completed at Lhoist North America – Natividad Plant

Members of the Employment Training Panel Board:

Teamsters Local 890 represents 11 members employed at the Lhoist North America – Natividad Plant, located in Salinas, CA. This letter is being written in support of the training plans submitted to your agency as part of the LNA June 2020 application package.

We have reviewed the training proposed to be conducted at the Natividad site over the next two years and believe the safety, environmental and operational training proposed will benefit our members and further develop their skill sets and support Natividad's need for safe, efficient operations.

If you have any question, please feel free to contact Richie Andazola at Teamsters Local 890 (831)578-0220

Sincerely

Crescencio Diaz

President of Teamsters Local 890



**Training Proposal for:
Sancon Technologies, Inc.**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0120

Approval Date: July 22, 2020

Panel Meeting of: August 28, 2020

ETP Regional Office: San Diego

Analyst: J. Lima

PROJECT PROFILE

Contract Attributes:	SET SB <100 Priority Rate Retrainee	Industry Sector(s):	Construction (C) 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: 28	U.S.: 28	Worldwide: 28
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution:
\$69,875

Total ETP Funding
\$31,556

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, Executive Officers (Owners), Field Specialist Staff, Superintendents

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	SET Retrainee SB<100 Priority	Business Skills Comm Skills Computer Skills HazMat OSHA 10/30 HAZWOPER PL-Comm. Skills	28	8-200	0-40	\$1,127	\$25.01
				Weighted Avg: 49			

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$25.01 per hour
Health Benefits: Used to meet the Post-Retention Wage?: Yes No
 Although employer provides health benefits, they are not being used to meet the Post-Retention Wage.

OVERVIEW

Year Company Founded:	1999	Company Headquarters: <input checked="" type="checkbox"/> Single location
Facility location(s) where training will occur		<ul style="list-style-type: none"> Huntington Beach, California (Orange County)

Nature of Business:	<ul style="list-style-type: none"> Sancon Technologies, Inc. (Sancon) is a public works pipeline and structure rehabilitation company that specializes in installation of several proprietary pipeline and manhole rehabilitation systems.
Customer Base:	<ul style="list-style-type: none"> Sancon holds multiple contracts with public works agencies throughout the state of California.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> Sancon requires all employees to be up-to-date in the latest regulations to stay competitive within its industry.
--	---

	<ul style="list-style-type: none"> Sancon is experiencing a high demand for its services resulting in a 37% increase in company growth over the past two years.
--	--

Training Plan

Need for Training:	<ul style="list-style-type: none"> The growth in business has expanded its customer base. Therefore, employee training demands vary by client project description and scope of responsibility. The Company will train employees on up-to-date specialized commercial, business, and safety training procedures to sustain symbiotic relations with client protocol. Additionally, the Company will train employees in a variety of different job site skills or software to be competent within each client's guidelines for specific projects. Due to high demand and company growth, Sancon will utilize training in the following to provide more sophisticated skill sets for its employees to handle more projects: business skills, commercial skills, computer skills, and hazardous materials/safety.
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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

OSHA 10/30	Business Skills	Computer Skills
Commercial Skills	Hazardous Materials	

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input checked="" 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
	0-30 PL Hours per-trainee
	Occupations Receiving PL Training: Executive Officers (Owners), Field Specialist Staff, Superintendents

The PL instructor must be dedicated to training, at a ratio of 1:3.

Ratio Higher than 1:1	Production and/or production process requires a team of workers with a ratio of up to 1:3
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	49 Hours Weighted Avg.
<p>Sancon requests 49 hours to allow for more training with new employees. The Company is putting a greater focus on building a stronger foundation for new employees through training to be competitive within the industry and with knowledgeable and skilled staff. Sancon is also increasing the current amount of training for seasoned employees for growth within the Company. Sancon has a structured training plan to implement proposed training to ensure hours are performed. Training will start upon approval.</p>	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The project will be overseen by the President who has been tasked with being the main point of contact for the project. The President will assist in administering the training project internally and help with collecting training rosters to give to the hired subcontractor to fulfill the remaining administration needs.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Commercial Skills, Hazardous Materials, OSHA 10/30 <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> Administration: The project's administrative tasks will be completed by Welsh Advisors. <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	Welsh Advisors	La Palma	\$3,208.50
Administrative	Welsh Advisors	La Palma	13% of funds earned
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Project Management
- Leadership Skills
- Communication Skills
- Sales and Marketing Skills
- Accounting Skills
- Administrative Support Skills

COMMERCIAL SKILLS

- Product, Engineering and Design Practices and Processes
- Product Knowledge
- Construction Standards
- Construction Techniques and Tools
- Innovation Processes
- Below Ground Operations Training
- Equipment Operation
- Traffic Control
- Respiratory Training
- Railway Construction Operations

COMPUTER SKILLS

- Accounting Software (Foundation)
- Project Management Software (Microsoft Project)
- Microsoft Office
- Engineering/Design Software

HAZARDOUS MATERIALS

- HAZCOM
- Confined Space Training
- Airborne Contaminants Training
- Monitoring for Silica at Job Sites
- Respiratory Training
- Fall Protection
- Railway Safety

HAZWOPER**OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Productive Lab

0-30

COMMERCIAL SKILLS (1:3 Ratio)

- Product, Engineering and Design Practices and Processes
- Construction Techniques and Tools
- Equipment Operation
- Traffic Control
- Below Ground Operations Training
- Railway Construction Operations

Computer-Based Training

0-40

OSHA 10/30

- OSHA 10 (10 hours)
- OSHA 30 (30 hours)

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 200 total training hours per trainee, regardless of the method of delivery.