



Employment Training Panel

Memorandum

To: ETP Policy Committee
Gretchen Newsom, Chairperson
Janice Roberts, Member
Rick Smiles: Member

Date: August 20,
2020

CC: Executive Staff
Peter Cooper, Assistant Director

From: Lis Testa, Policy Manager

Subject: ETP Policy Committee Meeting Agenda Item 3.b.
Report to Policy Committee Re: 90-Day Tracking Deadline

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- I. Brief Issue Statement: In the past, ETP has had a policy that all training hours must be logged into the ETP Online Tracking system within 90 days from when the training occurred. This policy has been only loosely monitored for some time now.

This requirement is not in our Legislation or Regulations, and ETP will not be enforcing this rule.

- II. Further Information: There are many reasons why the 90-day tracking deadline policy was enacted, such as:

- Having hours tracked in a timely manner gives a more accurate picture of contract performance when contractors return for an additional contract;
- This helps ETP better manage funding and demand over all;
- Contractors are also able to have a more accurate at-a-glance view of how they are doing on their contracts;
- Not having hours entered into ETP's Online Tracking system makes the monitoring process difficult for ETP monitors.

However, this policy has not been monitored consistently or thoroughly, and is not a requirement as set forth in our Legislation or Regulations.

Additionally, ETP already has in place other performance benchmarks that must be met in order for a contractor to return for a second contract, so, training hours must be entered

into the Online Tracking system in order for contractors to meet those performance benchmarks – making the 90-day tracking policy somewhat redundant.

III. Next Steps:

Staff would like to know if Committee or stakeholders have any feedback or desire for more discussion on this item.

Staff will be verifying that all references to the 90-day tracking deadline are removed from all contract templates, and will no longer be actively enforcing this policy. However, given that it is in the best interest of contractors and ETP to have hours tracked in a timely manner, contractors will continue to be encouraged to do so by their monitoring analysts.

No formal action by Policy Committee nor Panel is required.