

PANEL PACKET

September 2020



Employment Training Panel



State of California—Labor and Workforce Development Agency

Employment Training Panel

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M e m o r a n d u m

To: Panel Members

Date September 25, 2020

From: Reg Javier
Director

Subject: **Future Meeting Sites**

September 25, 2020	Virtual Meeting
October 23, 2020	Virtual Meeting
<i>November 2020, No Panel</i>	NO NOVEMBER PANEL MEETING
<i>December 11, 2020</i>	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting
August 28, 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
August 28, 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
Douglas Tracy
Ali Tweini

Absent

Ernesto Morales
Rick Smiles

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

Motion carried, 6 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. Tweini seconded approval of the July Meeting Minutes with the amendment to incorporate the wages and ranges cited and mentioned during line of inquiry for Tab 13 – Niagara Bottling. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 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 \$6.5M with \$269,836 in delegation orders, for a total of \$6.8M

Mr. Cooper recognized the following persons in attendance: Ryan Swier, North Hollywood Regional Office Manager; and Heather Miguel, Sacramento Regional Office Manager.

Mr. Cooper stated On August 12th, Governor Newsom appointed Reg Javier as Executive Director and re-appointed him as Assistant Director of ETP. Reg has many years of experience in workforce and economic development. He has served as Deputy Executive Officer at the San Bernardino County Economic Development Agency since 2016. He was Associate Manager at Public Consulting Group from 2011 to 2017. He was Director of Workforce Advancement at the San Diego Workforce Partnership from 2006 to 2011. He was an Employment Program Manager III at the Employment Development Department from 1992 to 2006. This position does not require Senate confirmation.

Mr. Cooper stated that Mr. Javier will start work at ETP the following week and will be attending the September Panel Meeting. Mr. Cooper explained that he has had the chance to meet with Mr. Javier a few times and brief him on ETP, and is looking forward to having him join ETP's leadership team.

Regarding today's proposals:

Helping employers respond to the COVID-19 Pandemic continues to be the top priority. There have been over 200 COVID-19 related modifications to existing contracts and more COVID-19 Pilot proposals coming in. ETP will be rolling out the Paid Family Leave Pilot for Small Businesses, which you will hear more about from Liz Testa later this morning. Mr. Cooper hopes this program will be a good example of how ETP can help workers and employers that are taking PFL to take care of family members who are ill because of COVID-19. Additionally, ETP continues to have six staff members re-deployed to assist with COVID-19 contact tracing and the IT Division continues to support Labor Agency's response to the recession and the pandemic.

Regarding funding, flow, and equity:

Mr. Cooper reported that this season is beginning with more apprenticeship projects. There will be nine this panel, nine in September, and likely ten in October. The reason is that apprenticeship program training is usually based on the school year cycle. Also, apprenticeship programs are a particularly good fit with ETP: they are high-wage, high-quality, they are based on true demand for jobs and developed in partnership with labor and employers, they are already heavily regulated.

Mr. Cooper expressed his appreciation of the PPU Unit's work of managing the demand for funding for apprenticeship, given that the demand greatly outstrips our supply of funds and they are receiving so much stakeholder input. ETP is taking an equitable approach to serving Single Employers and MECS, as well as apprenticeships, and are managing the funds to adhere to the funding allocations set by the Panel.

Points of clarification:

Mr. Cooper also reported the Panel had asked that the Niagara Bottling proposal from last month be revised. He wanted to report that the wage changes requested by the Panel have been made to the Niagara Bottling contract. Niagara's chart has been updated. All trainees now have to meet a post retention wage of \$18.34 per hour for San Joaquin and San Bernardino counties; and \$19.05 per hour for Los Angeles County.

Mr. Cooper then reported Tab No. 3 for Crain Walnut Shelling is marked as non-priority. Crain Walnut has a registered NAICS of 115114, which although is Agriculture is not a priority NAICS. Their NAICS Industry Name is labeled as Support Activities for Agriculture, Crain Walnut is a COVID-related priority project.

Mr. Cooper also reported Tab No. 11 for Person Centered Services, Inc., is COVID-19 related. Staff unintentionally did not label as such.

Regarding Staff and Operations:

It was reported that ETP is continuing to do business, but the majority of Staff are working remotely.

Regarding Legislation:

It was reported that the following Monday, August 31st, is the last day for each house to pass bills. September 30th is the last day for the Governor to sign or veto bills. Last month Mr. Cooper reported on AB 1457 (Reyes and Cervantes), which requires the Employment Training Panel (ETP) to establish a pilot project to enhance a regional business training center network of community college contract education centers to partner with other assistance providers serving small businesses and authorizes the pilot program to be guided through a partnership with ETP, including California Community Colleges (CCCs), the Governor's Office of Business and Economic Development (GO-Biz), the Labor and Workforce Development Agency (LWDA), and the California Workforce Development Board (WDB) in response to COVID-19. ETP is neutral on this bill and we are working closely with Labor Agency to monitor it.

Regarding Core Funds for this Fiscal Year:

If all FY 20/21 proposals are funded today, the Panel will have approved just over \$17.7M in 71 projects to date. ETP will have approximately \$62.3M for the remainder of the 20/21 Fiscal year with a demand of \$121.3M.

Regarding the New Computer System:

For ETP's Contracting System, Cal-E-Force, please watch our web updates on schedule of stakeholder sessions on certification statements, pre-application and application processes.

Regarding Delegation Order:

These proposals will all be capped at \$75K to be approved under the Delegation Order on a continuous flow basis, which as of today a total of 6 delegations have been approved.

Regarding 20/21 Program Funding:

Mr. Cooper reported to date, there has been approximately 882 projects submitted, with a value just over \$121.3M.

Regarding Demand and Allocations:

Mr. Cooper then reported that for Single Employer Contracts, there are requests in Regional Offices and AAU for \$84.9M, with \$30M in the original allocation; for MECs there are requests \$15M in demand, with \$20M in allocation; Small Business has a demand of \$11.8M, with \$5M in allocation; Critical Proposals have \$239,000 in demand, with \$5M in allocation; and Apprenticeships have \$9.7M in demand, with \$20M in allocation. Overall demand is currently \$121.3M with \$62.3M left for FY 20/21.

Mr. Cooper requested a Motion to Approve the Consent Calendar.

Acting Chairperson Roberts asked if there were any other questions from the public or Panel regarding the Consent Calendar and asked for a motion.

ACTION: Ms. Newsom 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, 6 – 0.

VI. PAID FAMILY LEAVE SMALL BUSINESS GRANT PRESENTATION

Ms. Testa presented a PowerPoint presentation highlighting the 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 September 15, 2020. Draft Guidelines for the Paid Family Leave Small Business Grant, and the Solicitation for

Proposals and accompanying materials, are attached.

Ms. Testa asked the Panel if there were any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of the Paid Family Leave Small Business Grant Guidelines, Solicitation for Proposals, and accompanying materials, as attached and as presented above. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 – 0.

VII. REPEAT CONTRACTOR RULE PRESENTATION

Ms. Testa presented a PowerPoint presentation highlighting the Repeat Contractor Rule and shared that at the May 2018 Panel Meeting, the 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 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. The Policy 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 August 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.

Ms. Testa asked the Panel if there were any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of the revision to the Repeat Contractor Rule, as proposed above and will become effective for all projects approved from September 1, 2020 onwards. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 – 0.

VIII. POLICY COMMITTEE MEETING REPORT TO PANEL

Ms. Newsom reported the Zoom Policy Committee Meeting on Thursday, August 17 covered a variety of topics and discussion about the following items:

Affiliates:

Ms. Newsom reported that this is a complicated issue and there was a good informational discussion on the intricacies of this topic. No official action was taken, but Panel will continue to look at projects in their entirety when assessing for fairness, given a concern that some related companies applying for multiple projects simultaneously, rather than joining together on a single project.

90-Day Tracking Deadline:

Ms. Newsom then reported Staff will not be enforcing this limitation, and will remove all references to it from ETP's official documents. Contractors will be strongly encouraged to continue to track their training hours into ETP's online system in a timely manner to ensure high performance metrics and a smooth contracting experience.

Proposed Agenda Items:

Ms. Newsom reported the next Committee meeting might occur in September, but most likely will be in October. If anyone has any topics they'd like considered for future Committee meeting agendas, please email them to Lis Testa at Elisabeth.Testa@etp.ca.gov. Ms. Newsom went on to explain the next meeting agenda will contain a presentation by the CWDB on High Road Training Partnerships, and additional items may include the temp-to-perm guidelines, literacy skills requirements, and the veteran's guidelines.

Non-Priority Industry Participating Employers in MECs:

Ms. Newsom then reported that after an in-depth discussion, Committee did take some action on this item. A new Priority Industry Indicator question will be added to the 100B form for potential Participating Employers. Committee clarified that the current moratorium on non-priority industry Single Employers also applies to affiliates in those contracts. The moratorium will not be expanded to apply to Participating Employers in MECs. Committee also motioned to move to Panel for full approval adding RESPOND projects, which address natural disasters, to the list of exemptions from the moratorium.

This item will appear before full Panel at our September meeting.

IX. REVIEW AND ACTION ON PROPOSALS

SINGLE EMPLOYER CONTRACTS

Tab No. 14: Alta Hospitals System, LLC

Mr. Swier presented a proposal on behalf of Alta Hospitals System, LLC (Alta). Alta is a Repeat Contractor and a Priority Industry. Total ETP funding being requested is for the amount of \$425,040 to train 462 Job Creation and Retraitees combined and at multiple facilities located in LA County.

Mr. Swier stated that Staff recommends approval of this project and introduced Keith Levy, Administrator, LA Community Hospital and Bill Parker, Consultant, NTSI.

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 Alta Hospitals System, LLC in the amount of \$425,040. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 15: The Permanente Medical Group, Inc. dba Southern California Permanente Medical Group

Mr. Swier presented a proposal on behalf of The Permanente Medical Group, Inc. dba Southern California Permanente Medical Group, which is a Repeat Contractor and a Priority Industry requesting \$499,560 in ETP funding to train 543 Retraitees at multiple facilities throughout Southern California. ETP has received Union support letters from SEIU United Healthcare Workers West and Office and Professional Employees International Union Local 30.

Mr. Swier stated that Staff recommends approval of this project and introduced Hazel Torres, Director, Regional Professional Development and Research Ambulatory Services.

Ms. Newsom thanked them for their high wages.

Acting Chairperson Roberts noted that they have come before the Panel many times, but with this proposal, they'll be over \$3M over the next five years. Acting Chairperson Roberts suggested that Staff look at their training plan a little closer the next time they submit a proposal.

Acting Chairperson Roberts then stated they didn't actually have any developmental fee services nor administration services and inquired from Steve Duscha, of Duscha Advisories, if he is on a retainer with Kaiser.

Mr. Duscha stated that he is a part-time employee of Kaiser.

Ms. Newsom asked Acting Chairperson Roberts if it is helpful in her mind that they reduced their contract amount by a third from their previous one and asked if that is moving in the right direction for her.

Acting Chairperson Roberts responded in the affirmative and stated that it was only because that was the cap at the gap, but now there is a new cap. Acting Chairperson Roberts then went on to say they've already completed 100% of their projects and they're a great partner for ETP. But again, they keep coming back and coming back.

Mr. Duscha stated that this is an example of a contractor that has been very restrained and coming before them and not splitting itself into 17 different parts to try to game the system and exceed the cap. Mr. Duscha expressed he understands the point Acting Chairperson Roberts made about repeat contracts. But also wanted to state for the record that they have tried to be conservative and as Acting Chairperson Roberts said last week to do the right thing, instead of trying to come in as 14 different medical centers and shared they have come in as one entity all the way along.

Ms. Newsom asked how much of all of this extensive curriculum and training is going to be done in person versus online, approximately.

Ms. Torres explained it's going to be a combination, and it's a hybrid model of training. Along with having a platform they use to upload videos and interactive learning modules, their in-person training can now be in-person virtual, but they still have a little in-person, hands-on training for the skill validation piece of it. So, it is a combination of multiple things.

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 Permanente Medical Group, Inc. dba Southern California Permanente Medical Group., in the amount of \$499,560. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 16: Torrance Refining Company LLC

Mr. Swier introduced Torrance Refining Company LLC, which is a first-time ETP contractor and a Priority Industry with total ETP funding being requested of \$498,180 to train 573 Retraitees, at their facilities in Torrance, Cerritos and Martinez. ETP has received multiple Union support letters.

Mr. Swier stated that Staff recommends approval of this project and introduced Denise Beatty, Director of Learning and Development.

Acting Chairperson Roberts stated that this is a very good contract, with high wages, for a first time contractor.

Ms. Newsom added that she also likes it.

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 the Torrance Refining Company LLC, in the amount of \$498,180. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

MULTIPLE EMPLOYER CONTRACTS

Tab No. 17: Apprentice and Journeyman Training Trust Fund of the Southern California Plumbing and Piping Industry

Ms. Miguel introduced the Apprentice and Journeyman Training Trust Fund of the Southern California Plumbing and Piping Industry (P&P Trust), which is a Priority Industry and Repeat Contractor with good prior performance. P&P Trust is requesting \$427,350 in ETP funding to serve 185 apprentices. P&P Trust operates nine training centers across Southern California.

Ms. Miguel stated that Staff recommends approval of this project and introduced Preston Riehl, Chief Executive Officer; Steve Duscha, Duscha Advisories; and Oscar Meier, LA Unified School District.

Ms. Newsom asked how COVID-19 has affected them and asked if they are transitioning now to 100% online learning, or are they still back in the classroom, providing hands-on skills training to their trainees.

Mr. Riehl explained currently all of their curriculum is available online and they are doing very limited amounts of hands-on training with social distancing, screening, and standardization process. Mr. Riehl stated that they are currently getting ready to see what they will need to do for the next semester, based off some current metrics and how the pandemic is sitting. Right now they're doing the majority online and doing as limited hands-on as possible, but still currently doing some.

Ms. Newsom then asked if he had any kind of assessment that he can share with everyone on the value of in-person, in-classroom education and training versus online or would he prefer to have everything in-person once COVID-19 is past us.

Mr. Riehl stated he thinks its half and half because there are some soft skills that have been very effective online, such as learning code classes and it's made it easier on the apprentices

that might have to travel or are working far distances away from where their training center is. However, it is very difficult to emulate any hands-on experience, such as soldering, or even turning a wrench. But a lot of the soft skills are just as effective in the learning techniques that they've been implementing, even sometimes being more appropriate and easier for the apprentice and travel.

Ms. Newsom commented that she would assume those hard skills are also connected to public safety as well, making sure that they really do learn those skills in-person. Ms. Newsom also noted that it looks like they are reducing the amount they are seeking from previous contracts by almost 50% and understands that they're taking the high road and attempting to share more broadly the ability to spread ETP dollars amongst other apprenticeship programs and thanked them for 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. Tweini seconded approval of the Apprentice and Journeyman Training Trust Fund of the Southern California Plumbing and Piping Industry in the amount of \$427,350. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 18: Carpenters Training Trust Fund for Northern California

Ms. Miguel introduced Carpenters Training Trust Fund for Northern California as a Priority Industry and Repeat Contractor with good prior performance, which is requesting \$427,350 in funding to serve 185 apprentices. Carpenters Training Trust Fund operates five training centers in Northern California.

Ms. Miguel stated Staff recommends approval of this proposal and introduced Peter O'Farrell, Executive Director and Steve Duscha, Duscha Advisories.

Ms. Newsom asked, due to COVID-19, how much of their instruction has transitioned to online versus in-person and in the classroom.

Mr. O'Farrell explained they are doing 40% of their training through live video Zoom conference and wouldn't say it's "online." The apprentices are at the facility on Monday, they collect their curriculum and they spend the day there. They then give them an iPad, the trainees go home and do the rest of their training with the curriculum in hand at home through Zoom video conferencing. Then the trainees come back to the training center for the next two days where they have engineered physical barriers that they're in, each individualized six feet apart where they do their physical hands-on training.

Ms. Newsom asked to confirm that they have actually constructed a physical way for the apprentices to join them to learn those skills in person. Including much of their commercial skills,

such as Welding I - VI. Ms. Newsom asked to verify that welding is being conducted in person.

Mr. O'Farrell confirmed and explained that the physical part of the welding would be hands-on. They have them set up in every other booth and the rest would be closed, making sure they are six feet apart with a physical barrier.

Ms. Newsom thanked Mr. O'Farrell for the effort that they've undertaken to protect healthcare apprentices, while still ensuring that they are receiving the proper education to protect the public and themselves. Ms. Newsom also acknowledged and thanked Mr. O'Farrell for reducing the amount that they are seeking by 50% from their previous contract.

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 Carpenters Training Trust Fund for Northern California in the amount of \$427,350. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 19: District Council 16 Northern California Journeymen and Apprentice Training Trust Fund

Ms. Miguel presented a proposal for District Council 16 Northern California Journeymen and Apprentice Training Trust Fund, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$295,542 to serve 299 apprentices and 19 veteran apprentices. Training will be provided at two training facilities in San Leandro and Sacramento.

Ms. Miguel stated that Staff recommends approval of this proposal and introduced Alex Beltran, Director of Training; Elizabeth Herrera, Director of STAR's; Kelly Greer, Strategy Workplace Communications; and Nica Tanaka, CA Labor Federation.

Mr. Tweini thanked them for including veterans on this proposal, especially considering the COVID-19 situation. It's creating an opportunity for our veterans which is a must and thanked them for that.

Ms. Newsom inquired about the transition of their curriculum due to COVID-19, whether it's online or in-person and what is the approximate percentage of each.

Mr. Beltran explained that they have moved to doing in-person online training via Zoom. The hands-on portion they are sticking to the Governor's recommendations of doing in-central training only at the training center, such as any safety certifications like Booms and Lifts, Swing Stages, Fall Protection, Scaffold Training; things that will keep the worker safer on the jobs. Mr. Beltran noted those are the hands-on portions that they're actually currently fulfilling at the school, but for the most part they have moved to the online training due to COVID-19.

Ms. Newsom then inquired if that includes some of their commercial curriculum, including spray applications and how to do it in-person.

Mr. Beltran explained that they have virtual spray and blast equipment that they're currently using that's purchased through VR Sim Sprayers. They do virtually online and that's how they're actually performing it currently.

Ms. Newsom then inquired if they are able to track the success of the apprentices. For example, if they're not correctly spraying it virtually then pings them on that.

Mr. Beltran confirmed and explained that it teaches muscle memory, proper distance, and proper spray techniques and gives them a grade.

Ms. Newsom also noted for the record, the significant reduction from previous contracts and the amount they're requesting and thanked them for that.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Tweini moved and Acting Chairperson Roberts seconded approval of District Council 16 Northern California Journeymen and Apprentice Training Trust Fund in the amount of \$295,542. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 20: N.E.C.A/I.B.E.W Inland Training Fund

Ms. Miguel introduced N.E.C.A/I.B.E.W Inland Training Fund, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$375,833 in ETP Funding to serve 8 journeyworkers, 200 apprentices and 13 veteran apprentices. Training will be provided at the main facility in San Bernardino, and also occurring in Palm Springs and Blithe (Riverside County).

Ms. Miguel stated that Staff recommends approval of this proposal and introduced Rick Purper, Training Director; Jon Rowe, Assistant Training Director; Kelly Greer, Strategy Workplace Communications; and Nica Tanaka, CA Labor Federation.

Mr. Tweini thanked them for including veterans on their proposal and suggested that all contractors to do the same.

Acting Chairperson Roberts recused herself from the meeting and asked Ms. Bell to cover the meeting.

Ms. Newsom inquired how COVID-19 has affected them and if they have transitioned to online learning or if they are still conducting their courses and education in person.

Mr. Rowe explained as far as online, they talked to the instructors about trying to make their curriculum more lecture-based for the first part of their schooling and trying to hold back labs, as much as possible until later part of the year when restrictions lighten up. When they have to do the hands-on labs, they will set up a day where the individuals come in, perform those labs in the fashion that's safe for everyone.

Mr. Rowe also explained how cable splicing is a heavy lab class and they have to split the class in half so there are very limited people in class at a time, but that creates twice as many instruction hours to get through for those courses. Mr. Rowe stated that they have an obligation to train these guys by whatever effort it requires.

Ms. Newsom inquired if commercial skills, such as arc flash and cable splicing are conducted in-person, in-lab. Ms. Newsom thanked them and noted for the record, the significant reduction from previous years in their contract.

Mr. Rowe confirmed and thanked Ms. Newsom.

Acting Chairperson Bell asked if the Panel had any questions.

Hearing none, Acting Chairperson Bell asked for a motion.

ACTION: Mr. Tweini moved and Ms. Newsom seconded approval of the N.E.C.A/I.B.E.W Inland Training Fund in the amount of \$375,833. Acting Chairperson Bell called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 5 to 0.

Tab No. 21: Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County

Ms. Miguel introduced Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$272,768 in ETP funding to serve 10 journeyworkers, 65 apprentices and 3 veteran apprentices. Training will be provided at the facility in Burlingame. The proposed contractor is requesting a waiver to the minimum number of hours from 8:4 for journeyworkers in Job Number 1.

Ms. Miguel stated that Staff recommends approval of this proposal and introduced Stephan Schnell, Director of Training; Kelly Greer, Strategy Workplace Communications; and Nica Tanaka, CA Labor Federation.

Mr. Tweini thanked them for including veterans in their proposal and inquired what they are doing to attract female participants to their program. Mr. Tweini expressed that it is very important to include them and he doesn't see that from previous contacts. He asked for an update of what they might be doing or can do.

Mr. Schnell stated that they work very hard to work with local partners like Women Can Build to promote the skilled trades in their area. Mr. Schnell explained he is also on the committee

for their Trades Introduction Program and focused heavily on bringing women and creating awareness into the trades.

Ms. Newsom inquired how COVID-19 has affected them and if they have transitioned to online learning or if they are still conducting their courses and education in person.

Mr. Schnell responded that when they were shut down in March, they had a three week turnaround to get 100% of their classes back up and running, every student was given a Chromebook, and they were able to implement Google Classroom as an LMS.

Mr. Schnell also stated they are about 25% in-person and about 75% distance learning, and in their building they are operating about 10 to 15% occupancy at any time.

Ms. Newsom noted for the record the significant reduction from previous years in their contract and the amount they have requested.

Acting Chairperson Bell asked if the Panel had any questions.

Hearing none, Acting Chairperson Bell asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tweini seconded approval of the Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County in the amount of \$272,768. Acting Chairperson Bell called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 5 to 0.

Acting Chairperson Bell then turned the meeting back over to Acting Chairperson Roberts and proceeded with the meeting.

Tab No. 22: Sheet Metal Workers Joint Apprenticeship and Training Trust Fund of Los Angeles

Ms. Miguel introduced the Sheet Metal Workers Joint Apprenticeship and Training Trust Fund of Los Angeles, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$427,350 in ETP funding to serve 185 apprentices. Training will be provided at their training facility located in the City of Industry.

Ms. Miguel stated that Staff recommends approval of this proposal and introduced Lance Clark, Administrator; Steve Duscha, Duscha Advisories; and Oscar Meier, LA Unified School District.

Mr. Tweini thanked them for coming before the Panel and stated that he always likes to see veterans included in any proposal, and didn't see any on theirs. He then inquired what they are doing to include women on their training proposal.

Mr. Clark clarified that they do have veterans included in this, and they conduct a high rate of recruitment, and they have a few female veterans as well. Mr. Clark explained when entering

their program, they put on boot camps twice a year to where they bring individuals in, put them through some basic training, and then also prepare them with tools, boot vouchers and various things there. They also get their OSHA 30 before they go out there. There's a lot of different things that they go through, but they recruit and work with their partners through WINTERS and various groups.

Mr. Clark went on to share that they do include and recruit women and out of 900 apprentices that they have attending, this contract is just for 185 at this point.

Ms. Newsom inquired how COVID-19 has affected them and if they have transitioned to online learning or if they are still conducting their courses and education in person.

Mr. Clark explained when COVID-19 hit in March, they went to distance learning and did that March through June. When they completed that semester in June, which had started in January, they went to opening the school for face-to-face and did 50% capacity. For example, if there were 150 students or apprentices attending on one day they would split it in half, so half of them come 6am to 10am, then the other class comes 11am to 3pm and then they have distance learning for the four hours before they come back to the next class in two weeks. He went on to express that they need that as essential workers; need to have the trainees in there if they're deemed essential workers and they're out there on these job sites.

Ms. Newsom commented on what Mr. Clark said about the trainees being essential workers and it being essential to have them there in the training facility for that hands-on, skill-building and wanted to clarify that's to protect the public and to make sure that the trainees are getting the education that they need and they can make sure it's been done right in person.

Mr. Clark shared that they are doing temperature checks at 5am every morning, for the different parts of it, signing waivers, going through the CDC guidelines and the distance learning.

Mr. Clark also noted that construction workers practice safety every day and this is just one more layer to what they do and thinks they're the best at it. This all also shows what they do every day as construction workers, in general.

Ms. Newsom thanked them for protecting their apprentices during COVID-19 and noted for the record how they significantly reduced the amount that they're requesting for their contract is from their previous.

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 the Sheet Metal Workers Joint Apprenticeship and Training Trust Fund of Los Angeles in the amount of \$427,350. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

Tab No. 23: WECA Apprenticeship and Training Trust

Ms. Miguel introduced the WECA Apprenticeship and Training Trust, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$400,665 in ETP funding to serve 270 apprentices and 25 veteran apprentices. Training will be provided in Sacramento, Fresno, San Diego, and Riverside.

Ms. Miguel stated that Staff recommends approval of this proposal and introduced Christine Hall, Operations Director; Maureen Wood, Director of Finance and Human Resources; and Wendy Flanagan, Assistant Apprenticeship Director.

Mr. Tweini thanked them for including veterans in their proposal and inquired what they're doing to attract female participants to their program.

Ms. Hall shared that over the past couple of years, they have worked to modify all of their brochures, website, and realistic job preview video to make sure that females are included in those items. They also work directly with all of their female applicants - their recruiter actually reaches out to them personally to walk them through the application and testing process and be there as a support person for them throughout the program and the application process. Ms. Hall also shared that in 2018, their Southern California valedictorian was a female.

Ms. Newsom inquired how COVID-19 has affected them and how much of their curriculum is conducted in-person, in-lab versus online.

Ms. Hall explained that when COVID-19 hit in March, they did transition to live, online training via Zoom for all of their classes. Because they have been providing electrician training in a similar format since 2007, they were able to quickly transition their apprenticeship classes to that format without really delaying any of their progress. So they're still currently live, online via Zoom. They are making plans to transition to a blended learning style, where some of the soft skill items will still be taught online and then they will start bringing students back for hands-on labs towards the end of this year with the ultimate goal, as soon as it is safe to do so, to bring everyone back to in-person training.

Ms. Hall wanted to mention that they absolutely appreciate the need to share the funding with other apprenticeship programs in this contract and in their past contract. They've worked with the ETP staff to reduce their request, even before it goes to Panel.

Ms. Newsom stated she was curious about a couple of things. She expressed that what jumps out at her for this proposal that's very different from the other proposals that they've seen in the past and even earlier today, is that this is a statewide program, which leads one to believe that this is all online and that there's not a strong connection between the apprentice and the local regional training facility. It gives the impression that most everything's online.

Ms. Newsom asked Ms. Hall to elaborate on why that is and why the apprentices who are located in Los Angeles aren't going to the Los Angeles training center and asked how they regionally work.

Ms. Hall explained that the only online training that they've been doing since 2007 is their electrician training program. Their apprenticeship classes, outside of the COVID-19 pandemic, have all been in person. They are statewide-approved and have training centers in Rancho Cordova, Sacramento, Riverside, San Diego, and are in the midst of opening a training center in Fresno. Depending on where the apprentices live, they attend those designated training centers.

Ms. Hall further shared that they will also give a stipend, so any of their apprentices that live more than 80 miles from a training center, get a travel stipend to help with the travel and expenses in commuting to those locations.

Ms. Newsom stated she had noticed on their website that they are charging tuition for all the classes and ask Ms. Hall to elaborate on that.

Ms. Hall explained that is the electrician training program and has nothing to do with their apprenticeship program or the funding that they're seeking today. In California, electricians have to be in one of three categories if they're working for a C10 contractor, they either have to be a certified electrician, a registered apprentice, or they have to be a registered electrician trainee. WECA offers both apprenticeship and electrician training, so the references to the online training on the website are specific to their electrician trainee program.

Ms. Newsom asked to clarify if those would be pre-apprentices, CWCE, or journeymen that are coming back for continuing education.

Ms. Hall explained that they are trainees and on a similar path to becoming a journey-level electrician, but they're just in a different bucket than apprentices.

Ms. Newsom replied that she is not familiar with that and wanted to clarify that the funding they are seeking is just for the apprentice, inside wireman, and electricians. Ms. Newsom then inquired if those apprentices receive prevailing wages on all jobs that they're on, whether public or private.

Ms. Hall explained on public works they get the published prevailing wage, and on private works they get what is referred to as the apprentice minimum wage, which is based on the prevailing wage as well. There's a whole state law that sets minimum wages for apprentices and they are absolutely in compliance with that and those are based on the state prevailing wages, as well.

Ms. Newsom asked if the apprentices are receiving apprentice prevailing wages throughout their entire apprenticeship, whether it's public or private works. What she doesn't want is to have an apprentice going from public works job, great wages and then the next day they get dispatched over to a nonpublic job and then their wages are significantly lower and then they're unable to figure out what their take-home salary will be because it depends on what kind of job that they're on, when other apprenticeships offer one wage for them so there's not a discrepancy.

Legal Counsel Michael Cable wanted to make sure they are clear, when they're talking about public works, there's a prevailing wage on public works. And that any workman employed in the

execution of the public works is by default, a journeyman. So when somebody says "prevailing wage," they are talking about the journeyman rate that's published and that might be what Ms. Hall was referring to is. Also published, separate and distinct from the prevailing wage as to journeymen, is the apprenticeship rate, which is loosely based upon 30 - 80% of the general prevailing wage rate depending on where they're at in the apprenticeship program. Mr. Cable express that what he was hearing Ms. Hall say is that they abide by the apprenticeship rate that's published, which is not necessarily the prevailing wage rate because that's generally referred to as the journeyman rate.

Ms. Newsom then asked Ms. Hall if all of their apprentices are getting the apprentice wage rate by state law.

Ms. Hall confirmed.

Mr. Tracy asked to clarify if Ms. Newsom's question was whether the apprentices that the Panel funds actually receive the same amount of funding via public or private job.

Ms. Hall responded that because they are a statewide program, the apprentices receive the applicable wage depending on when the project was advertised for bid, what county it's in - They could move from one project to another and get a different rate. So they do publish the wages and help the apprentices make sure they understand what wage they should be getting paid and then also work with them to make sure they are paid the appropriate wage.

Mr. Tracy asked for further clarification and gave an example of an apprentice that is working on a public works job in Los Angeles one week and a private works job a block away the next week. Mr. Tracy asked if that apprentice would be making the same wage at both jobs.

Ms. Hall responded that it may vary depending on when that job was, when the public works job was advertised for bid and what county it's in. Sometimes on the private job, they make more because again, the California Code of Regulations, section 208 establishes the wages that apprentices have to be paid on private work, which are based off of the prevailing wage that was in effect on March 1 of the previous year. And then the apprentices get a portion of that journeyman total package. And so, in some counties, the WECA apprentices actually make more than the current prevailing wage.

Mr. Cable again wanted to clarify Mr. Tracy's question, because in order to determine the prevailing wage rate or the apprenticeship rate, one needs to look at the bid advertisement date or the execution of the contract date and there's two issued a month. The question is if WECA utilizes the state apprenticeship wage rates on both public and private works that are published by the state.

Ms. Hall confirmed that they do.

Ms. Newsom acknowledged again that most of their curriculum is all online right now. Looking at previous contracts, they've reduced it just a little bit, but not to what the others have. So she would be comfortable with making a motion to approve this at \$250,000 which is a similar reduction from what the other apprenticeships have shown in their applications.

Ms. Miguel explained that the request is based off of the \$750,000 cap that was in place last year. When WECA came to panel last year, they were reduced. They reduced their location on that \$750 cap and with that in mind, they are reduced by approximately 53% currently.

Acting Chairperson Roberts stated she is okay with the funding that they currently have, they have good performance in the past and doesn't have any issues with that. But will leave it up to the rest of the panel if they have any questions regarding this.

Ms. Newsom noted that she wants to see them transition more, like the others, back to in-class, hard-skill development, and hopefully boost their graduation rate, as well. Because the last year their graduation rate was reported, in 2018 it was 53.6%. Ms. Newsom suggested that comes with more in-person, in-classroom training that better connects the apprentice to the curriculum and to the training facility, not just doing online, YouTube, and Zoom.

Acting Chairperson Roberts wanted to make sure she heard correctly and wanted Ms. Hall to clarify that didn't she say that they had facilities all over California where people could go in.

Ms. Newsom responded that is correct, but their curriculum right now is being taught online and they are training construction electricians online and there's a safety issue for her on that.

Ms. Hall explained they are only teaching apprenticeship online right now due to the COVID-19 pandemic. And the electrician training classes that are taught online also have hands-on lab days built in. It's just a different format. Their apprenticeship program outside of the COVID-19 pandemic has always been in-person, in-class.

Acting Chairperson Roberts asked if the Panel had any questions and if Ms. Newsom wanted to still make the reduction.

Ms. Newsom mentioned that Ms. Miguel confirmed that there had already been a reduction.

Acting Chairperson Roberts asked for a motion to approve.

ACTION: Mr. Tweini moved and Acting Chairperson Roberts seconded approval of the WECA Apprenticeship and Training Trust in the amount of \$400,665. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

AMENDMENTS

Tab No. 24: Los Angeles Trade Technical College

Mr. Swier introduced a proposal amendment from Los Angeles Trade Technical College which is requesting an additional \$247,620 that would increase the overall amount to \$742,700. The number of trainees will remain the same, for a total of 860 trainees. LATTC is requesting to increase the weighted average for all three Job Numbers from to 36 hours each. Training

continues to take place in Southern California. Based on ETP Systems, 19,966 reimbursable hours have been tracked for potential earnings of \$495,080 (100% of approved amount).

Mr. Swier stated that Staff recommends approval of this proposal and introduced Felicitó Cajayon, Dean, Pathways Innovation & Institutional Effectives and Steve Moch, Project Director.

Acting Chairperson Roberts reminded everyone that last month there was one amendment that came through that was over the cap of this year's funding at about the same amount and Diana Torres was having another one come through from the old 2019 funding. Regarding this proposal, it is a very solid proposal, in fact, they just started training on to their amendment dollars, so she is okay with funding out of the 2019 dollar amount, but wants to ensure that Staff continue to look at each amendment as they come through.

Ms. Newsom inquired how COVID-19 has affected them in providing training, especially for their commercial skills curriculum. Ms. Newsom also asked if they are still conducting training in-person or if everything has transitioned to online.

Mr. Moch explained that at this point, they have a 75/25 split as far as the online classes versus in-person classes. They have found that to be effective since the middle of March, but they're evolving over towards the more in-person classes. Mr. Moch stated that companies are actually starting to request more in-person classes at this time, as well.

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 the approval of the Los Angeles Trade Technical College request for Amended Funding in the additional amount of \$247,620. Acting Chairperson Roberts called for a vote, and all Panel Members present voted against the motion.

Motion carried, 6 to 0.

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

Acting Chairperson Roberts wanted to make a comment regarding some subcontractors that have been asking for more than 10% of the developmental fees for the funding amount and they need to look at that. In fact, there is one on the delegation order where their dollar amount changed, and so they probably didn't adjust their developmental fee. Acting Chairperson Roberts stated that this is an issue that Staff needs to look at, because she would rather have the dollars go to the contractors and not the subcontractor. She suggests Staff look closely to determine what is equitable and what isn't. With current funding being reduced, she wants to make sure that the employers and stakeholders get the appropriate amount of funding versus having high developmental fees.

XI. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

Phil Herrera made a quick observation that the Zoom meetings are getting better. He was also very excited about the appointment of the new Executive Director and thinks he is a good hire and also congratulated Peter Cooper on his reappointment. Mr. Herrera also thanked the Policy Committee for taking on a complicated matter with the Repeat Contractor Rule and wanted to remind people that it's always substance over form regarding Panel applications. He also stated that his colleagues and those who developed his contracts are going to play by the rules as best they can.

Steven Ouellette stated that this is only the second time he has attended a Panel meeting and it's all new to him and really appreciate all the insight. His company is a small one who applied last year and again this year for funding, and he was curious how long, typically a company like his would have to wait in order to be reviewed or get some sort of answer. They applied back in July and are awaiting a response.

Acting Chairperson Roberts replied that she will pass his inquiry on and Staff will contact him with a response.

Peter Cooper, the Assistant Director, offered that Mr. Ouellette could contact him directly and they could discuss, because there are a number of different factors that impact how quickly a proposal gets reviewed, developed, and moves to the Panel and would like to hear more about his specific situation.

Ms. Braden requested the status on her application that has been submitted.

Acting Chairperson Roberts replied that she could also contact Mr. Cooper and he'll pass it on to the staff and hopefully they'll be able to address that concern.

Legal Counsel Michael Cable stated that one of Ms. Braden's contracts was in appeal and suggested that Ms. Braden reach out to him directly so they could have a further discussion, because the purpose at this point in the meeting is just public comment.

Steve Duscha stated that he wanted to associate himself with Phil Herrera's comments about the new Executive Director and about affiliates and repeat contracts.

Michelle McLead stated they had a tremendous experience in 2018 and 2019 with ETP and wanted to take 30 seconds to say it's a great program and she is waiting to get in again. It is from the bottom of all of their guys, they just loved it. She also wanted to thank the Panel for implementing the program and keeping it going.

Amy James wanted a follow up on their renewal application and the status of it.

Acting Chairperson Roberts suggested that Ms. James reach out to either Mr. Cooper or Mr. Cable to discuss.

Robert Meyer of ETP wanted to publicly recognize the passing of Ada Carrillo, a former ETP Executive Director. She was a longtime staff person and on behalf of Staff, she was somebody that really represented the core of this program.

Kyle Frandsen inquired the status of his application, as well, because he made a comment last meeting and has not heard back from Staff.

Legal Counsel Michael Cable assured Mr. Frandsen that he would follow up with him on that.

Mr. Cable also wanted to thank Peter for the last year plus for shepherding these meetings and wanted to publicly thank him because it's been a lot of work, a lot of struggle, and a lot of different things going on.

Kristy Reynoso inquired also about the status of their eligibility.

Legal Counsel Michael Cable again stated he would follow up with her on that.

Peter Cooper shared that ETP has a humongous demand for the program along with applications in process while trying to understand the moment that we're in and the crisis the State is facing with COVID-19. Staff has been doing a lot of work at both adjusting the program to help existing employers and contractors pull down funding more easily, as well as implementing not only the COVID-19 pilot, but also the Paid Family Leave pilot. Along with a lot of other changes, such as moving the Panel Meetings to Zoom. Mr. Cooper thanked the stakeholders for their patience and added that he understands that things are not moving as quickly as they may like but there is a strategy behind it all to try to support those employers that are greatest in need during these times.

Noelle Belton inquired also the status of their application

Legal Counsel Michael Cable stated he would follow up on that.

XII. MEETING ADJOURNMENT

Acting Chairperson Roberts adjourned the meeting at 11:32 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.

September, 2020 Panel Presentation

Updates to PFL SB Grant

**Action Item: Expand Non-
PI Moratorium Exemption
to RESPOND Projects**



Updates: Paid Family Leave Small Business Grant



Updates: Paid Family Leave Small Business Grant

- The Solicitation for Proposals for the PFL SB Grant was released on 9/18/2020. All application materials can be found on the ETP website.
- The Economic Development Unit held an online overview for the grant on 9/10/2020. A second session is scheduled for 9/29/2020. These sessions are designed for interested MEC applicants to learn more about the grant. Information on how to sign-up for the overview can be found on the ETP website.



Updates: PFL SB Grant (2)

- A few clarifications were added to the SFP, including:
- Data on participating small businesses will be collected on a quarterly basis, rather than only twice yearly;
- Scoring and Awarding information was clarified as follows: After all applications are scored and ranked, and after the initial three awardees are selected, additional awardees may be chosen if the initial awardees are having difficulties in enrolling a sufficient number of participating small businesses. Any additional awardees will be chosen using their original ranked scores.

Updates: PFL SB Grant (3)

- The 'return of funds' clause was amended to clarify that administrative fees are also subject to recollection based upon expenditures of the grant, and a schedule for the assessment of fund demand was added.
- Fund disbursement schedules were clarified.
- The acceptable use of funds area was updated for clarity.

**Action Item: Expanding
Non-PI Moratorium
Exemption to
RESPOND Projects**



Adding RESPOND Projects to List of Exemptions to Non-PI Moratorium

- At the May, 2020 Panel meeting, Panel enacted a moratorium on non-Priority Industry Single Employer contracts for FY 20/21. Single Employers (including Small Businesses) whose EDD assigned NAICS (North American Industry Classification System) code does not appear on ETP's listing of Priority Industry NAICS codes will not be granted projects this FY. The listing of Priority Industry NAICS codes can be found on our website.
- The following groups are exempt from the moratorium:
 - MECs
 - Apprenticeships
 - COVID Pilot Non-Priority Industry Contractors
 - COVID Response Plan Non-Priority Industry Contractors



Adding RESPOND to Moratorium Exemptions (2)

- At the August, 2020 Policy Committee meeting, the Policy Committee moved to include RESPOND projects as an additional exemption to the non-priority industry moratorium. RESPOND projects are dedicated to companies being affected by, or working to mitigate the negative effects of, natural disasters (including drought, fire, pandemic, etc).
- In accordance with the motion approved by the Policy Committee in August, staff is requesting adding RESPOND projects to the list of exemptions to the non-priority industry moratorium, as outlined above.

Thank you!

Questions/Comments?





Employment Training Panel

M e m o r a n d u m

To: Panel Members

Date: September 25, 2020

From: Elisabeth Testa, Policy Manager

File:

Subject: Updates: Paid Family Leave Small Business Grant

Paid Family Leave Small Business Grant

Updates:

The Solicitation for Proposals for the PFL SB Grant was released on 9/18/2020. All application materials can be found on the ETP website.

The Economic Development Unit held an online overview for the grant on 9/10/2020. A second session is scheduled for 9/29/2020. These sessions are designed for interested MEC applicants to learn more about the grant. Information on how to sign-up for the overview can be found on the ETP website.

A few clarifications were added to the SFP, including:

- Data on participating small businesses will be collected on a quarterly basis, rather than only twice yearly;
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- The 'return of funds' clause was amended to clarify that administrative fees are also subject to recollection based upon expenditures of the grant, and a schedule for the assessment of fund demand was added.
- Fund disbursement schedules were clarified.
- The acceptable use of funds area was updated for clarity.

Conclusion:

Are there any questions/comments?



Employment Training Panel

M e m o r a n d u m

To: Panel Members

Date: September 25, 2020

From: Elisabeth Testa, Policy Manager

File:

Subject: Action Item Request: Adding RESPOND Projects to List of Exemptions to the Non-Priority Industry Moratorium

Non-Priority Industry Moratorium

Background:

At the May, 2020 Panel meeting, Panel enacted a moratorium on non-Priority Industry Single Employer contracts for FY 20/21. Single Employers (including Small Businesses) whose EDD assigned NAICS (North American Industry Classification System) code does not appear on ETP's listing of Priority Industry NAICS codes will not be granted projects this FY. The listing of Priority Industry NAICS codes can be found on our website.

The following groups are exempt from the moratorium:

- MECs
- Apprenticeships
- COVID Pilot Non-Priority Industry Contractors
- COVID Response Plan Non-Priority Industry Contractors

At the August, 2020 Policy Committee meeting, the Policy Committee moved to include RESPOND projects as an additional exemption to the non-priority industry moratorium. RESPOND projects are dedicated to companies being affected by, or working to mitigate the negative effects of, natural disasters (including drought, fire, pandemic, etc).

Request:

In accordance with the motion approved by the Policy Committee in August, staff is requesting adding RESPOND projects to the list of exemptions to the non-priority industry moratorium, as outlined above.



COVID Pilot

Training Proposal for: Abbott Vascular, Inc.

Contract Number: ET21-0169

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate SET	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Contra Costa, Orange, Santa Clara, San Mateo, Riverside	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: 3,000	U.S.: 50,000	Worldwide: 99,000
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

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	Job Creation Initiative Priority Rate SET	Other Titles (COVID Training 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
Administrator		25
Engineer / Technician		30
Production Worker / Operator		25
Manager / Supervisor		20

INTRODUCTION

Founded in 2006 and headquartered in Santa Clara, Abbott Vascular (AV) (www.abbottvascular.com) is a subsidiary of Abbott Laboratories which is a 120-year old Illinois Corporation. AV designs, manufactures, and markets medical devices including vessel closures and structural heart products for the treatment of cardiovascular diseases and management of chronic pain and movement disorders. Some of AV's customers include hospitals, surgical-centers, long-term care facilities, imaging centers, and drug manufacturers. Abbott Laboratories, St. Jude Medical, AVD Cardiovascular Systems, and Evalve, Inc. are closely-related entities that will be participating in this proposal. ETP training will be delivered at the Company's Santa Clara, Temecula, Irvine, Sylmar, Pleasanton, and Menlo Park facilities. This will be AV's sixth ETP Contract, and the second within the last five years.

This is funded under the COVID Pilot Program.

Veterans Program

Even though AV does not plan to include a separate Veteran's Job Number, the Company uses recruitment firms that specialize in hiring veterans and maintains a web portal for veterans to show how experiences in the military can translate into careers at AV.

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. This proposal's post-retention wage will reflect \$17.50 as per the COVID Pilot Guidelines.

In this (COVID Pilot) proposal, AV will hire 100 net-new employees (Job Number 1) to assist with the increase in customer demands and its five new COVID-19 tests. 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.

PROJECT DETAILS

Abbott has launched five tests for COVID-19 (three molecular and two serology tests) all of which received emergency use authorization (EUA) from the FDA. ETP training will ensure that trainees are well trained in the handling of these products, while at the same time work efficiently and contribute to the high-work standards required by the biotechnology industry.

Training Plan

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

COVID Training Bundle: Training will be offered to all occupations on related safety training that include courses in pandemic awareness, bloodborne pathogens, environmental health and safety.

Commitment to Training

AV reports the annual statewide training expenditure per facility in California is \$750,000. The proposed ETP curriculum will build on, but not overlap, basic instruction and orientation training already provided by the company. 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

AV's Human Resource Generalist Training (dedicated administrator) will oversee the project with the assistance of several full-time administration-training staff and two management employees who will be responsible for all internal-administrative duties. There will be several internal training instructors at each location to facilitate training. Additionally, AV retained Herrera and Company to assist with administrative duties.

Electronic Recordkeeping/LMS

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

Impact/Outcome

As trainees progress through the proposed COVID Training Bundle, they will attain documented certification of competency for each significant skill and/or procedure they learn. All the proposed training delivered with ETP support will provide employees with highly marketable expertise so that they can remain employed by AV or be hired by another biotechnology employer in California.

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
ET19-0412	\$603,200	2/1/19 – 1/31/21	800	605	605

Based on ETP Systems, 25,825 reimbursable hours have been tracked for potential earnings of \$603,200 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through November 2020.

DEVELOPMENT SERVICES

AV retained Herrera & Company in Stockton to assist with development of this proposal for no fee.

ADMINISTRATIVE SERVICES

AV also retained Herrera & Company to perform administrative services in connection with this proposal for an amount not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- Bloodborne Pathogen Awareness
- Computer Skills
- Continuous Improvement
- Design for Excellence
- Desktop Productivity Applications
- Environmental Health and Safety
- Leadership and Coaching Skills
- Manufacturing Skills
- Pandemic Awareness and Action
- Project Management
- Product Quality and Reliability Techniques
- Problem Solving Tools
- Product Transfer / Workflow
- Project Management
- Quality Fundamentals / Core Skills
- Safety Training
- Team Dynamics

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



COVID Rapid Reemployment & Retraining Pilot

Training Proposal for:

Agilent Technologies, Inc.

Contract Number: ET21-0162

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	COVID Retrainee Job Creation Initiative Priority Rate SET	Industry Sector(s):	Manufacturing (E) Biotechnology and Life Sciences (54+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento, Santa Clara, Santa Barbara	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 2,750	U.S.: 5,000	Worldwide: 14,800
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

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

Minimum Wage by County: Job Number 1 (COVID/SET/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
Administrator		25
Engineer/Technician		30
Manufacturing Associate		25
Manager/Supervisor		20

INTRODUCTION

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

This will be Agilent's seventh ETP project, and its third in the last five years. Agilent sells to customers in 110 countries with a large portion of its sales generated outside California. Its customer base includes therapeutics and human disease researchers, highly complex clinical testing labs, and emerging life sciences research institutes.

This is funded under the COVID Pilot program.

Veterans Program

Even though Agilent does not plan to include a separate Veteran's Job Number, the Company has established an Affirmative Action Programs under the Vietnam Era Veteran's Readjustment Assistance Act of 1974 ("VEVRAA"). VEVRAA requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e. - within three years of discharge or release from active duty), active duty wartime or campaign-badge veterans, or Armed Forces service medal veterans. Agilent is committed to serving these individuals.

PROJECT DETAILS

According to the Company, the healthcare industry has experienced significant changes over the past several years and the COVID-19 pandemic has hastened the need for deeper structural changes. To meet the needs of patients, Agilent will continue to launch new products and manufacture it to the highest quality/reliability standards.

Furthermore, Agilent is working to avoid disruptions caused by COVID-19 coronavirus while at the same time acting responsibly to do what it can to prevent further spread of the virus. To accomplish this, Agilent will be committing substantial efforts, funds, and other resources into research and development, new manufacturing equipment, workforce training, and hiring employees in California.

Training Plan

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

Other Titles/COVID Training Bundle: Training will be offered to all occupations on related safety training that include courses on pandemic awareness, blood-borne pathogens, environmental health and safety.

Retrainee - Job Creation

In this (COVID Pilot) proposal, Agilent will hire 100 net-new employees to assist with the increase in customer demands. 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 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, and this proposal's post-retention wage will reflect \$17.50 as it's a COVID Pilot project per the COVID Pilot Guidelines.

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.

Commitment to Training

Agilent's statewide-training expenditures in California for non-ETP related training is in excess of \$1,500,000. Agilent funds all orientation, basic-job skills' training, OSHA, and FDA-mandated safety regulations, basic desktop training, and executive-development training programs. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Director of Global Talent will oversee all project administration. The Manager of Global Talent Development (dedicated administrator) is assigned to meet and coordinate with ETP staff. Agilent will utilize its internal-training department for scheduling and training delivery. Training will be delivered by in-house Engineers and Scientists who are subject matter experts. In addition, Agilent retained Herrera and Company to assist with administrative duties.

Electronic Recordkeeping/LMS

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

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET20-0123	\$749,892	9/3/19 – 9/2/21	741	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 \$ %
18CS-0040	Sacramento, Santa Barbara, and Santa Clara	8/3/17 – 8/2/19	\$593,848	\$593,848 (100%)

DEVELOPMENT SERVICES

Herrera & Company in Stockton assisted with development at no cost.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Advanced Chemical Imaging Systems
- Biochemical Analyzers
- Bloodborne Pathogen Awareness
- Chemical Synthesizer Instruments
- Design for Excellence
- Design Tools and Practices
- Desktop Productivity Applications
- Laboratory Incubators, Pumps and Dryers
- Leadership and Coaching Skills
- Manufacturing Lab Applications
- Pandemic Awareness and Action
- Pharmaceutical Tablet Testing Equipment
- Problem Solving Tools
- Product Quality and Reliability Techniques
- Product Transfer/Workflow
- Project Management
- Quality Fundamentals/Core Skills
- Team Dynamics

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



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for:

Applied Technologies Associates, Inc.

Contract Number: ET21-0172

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: L. Bellamy

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Luis Obispo	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: 389	U.S.: 1,144	Worldwide: 1,700
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

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 COVID-19	Other Titles (COVID Training Bundle), Continuous Impr, Manufacturing Skills, OSHA 10/30	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Minimum Wage by County: Job Number 1 (COVID/Statewide/SET): \$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
Technician		50
Supervisor/Manager		10
Equipment Operator		25
Quality Control Staff		10
Resource Administration Staff		5

INTRODUCTION

Founded in 1986 and headquartered in Paso Robles, Applied Technologies Associates, Inc. (ATA) (www.ata.com) designs, builds, and manufactures oil industry technology products. ATA's products include borehole surveying instruments (both gyroscopic and magnetic), MWD (measurement while drilling) systems, and production logging systems. ETP training will be delivered at ATA's headquarters in Paso Robles.

This will be ATA's second ETP project, and the second within the last five years. In this proposal, ATA recognizes COVID-19 has brought on a need for safety/sanitation precautions as well as training to protect products, employees and overall considerations of the public. As a scientific instrument manufacturer, ATA is a necessary industry to remain open during these times.

This is funded under the COVID Pilot program.

Veterans Program

Although there is not a separate Veterans' Job Number in this proposal, ATA is committed to veteran inclusion and encourages veterans to apply for positions within the Company.

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, and this proposal's post-retention wage will reflect \$17.50 as it's a COVID Pilot project per the COVID Pilot Guidelines.

ATA will hire 100 net-new employees (Job Number 1). 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.

PROJECT DETAILS

Due to the COVID-19 pandemic, ATA training needs to include sanitized handling of products (both incoming raw materials and finished goods distribution) as an added measure for prevention of the spread of this virus. This training on clean production and sustainability that includes precautions for COVID-19 is necessary, which is critical to the health of its employees, consumers, and vendors.

ATA is developing enhanced processes to limit exposure with a no visit policy for guests, vendors, and nonessential outside contact within the plant. ATA also must prepare for the possibility of employees becoming infected and placed in quarantine. To do so, they are adding a robust training agenda to cross train as many employees as possible on processes, equipment, and production in multiple departments. Staff and employees will be instructed on recognizing signs of potential infection of employees.

Training Plan

ETP-funded training will be delivered via Class/Lab and E-Learning in the following:

Other Titles (COVID Training Bundle): This training will be delivered to all occupations in courses including Continuity Plans, COVID-19 Procedures, COVID-19 Safety, and COVID-19 Procedures.

Continuous Improvement: This training will be delivered to all occupations in courses including Best Practices, Communication Skills, Decision Making, and Team Building.

Manufacturing Skills: This training will be delivered to Technicians, Supervisor/Managers, Equipment Operators, and Quality Control Staff in courses including Equipment Operation, Equipment Maintenance, Environmental Standards, and Product Inspection Training.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and 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.

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.

Commitment to Training

ETP funds will not displace ATA's existing financial commitment to training. ATA's statewide training expenditures in California for non-ETP related training is \$145,000. The Company currently provides new employee orientation, safety health and environmental, and anti-harassment training companywide. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

ATA's Training Manager, Plant Director, and HR Manager (dedicated administrator) will oversee the project. ETP-funded training will be delivered by 10-20 internal trainers who are subject-matter experts, and vendors may be used as needed. Additionally, ATA has hired a third-party administrator, Training Grants Intelligence, Inc. (TGII), to assist with ETP administration and coordination with ETP staff.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0279	Paso Robles	12/14/15 – 12/13/17	\$296,298	\$246,781 (83%)

DEVELOPMENT SERVICES

ATA retained TGII in Canton, GA to assist with development of this proposal for no fee.

ADMINISTRATIVE SERVICES

ATA also retained TGII to 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 Hours**

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Continuity Plans
- COVID-19 Procedures
- COVID-19 Safety
- COVID-19 Procedures
- Face Masks, Hand Washing, Temperature Checks
- GMP's Personal Hygiene
- Home Based Work and Setup
- Monitoring Ingredient and Packaging Inventory Levels to Ensure Adequate Supply
- New Vendor / Supplier Restrictions
- Performing Detailed Daily Cleaning and Disinfecting
- Recognizing Signs and Symptoms of COVID-19
- Social Distancing
- Visitor Restrictions
- Varying Breakroom Schedules

CONTINUOUS IMPROVEMENT

- Best Practices
- Business Strategies
- Communication Skills
- Continuous Improvement Techniques
- Conflict Resolution
- Customer Services Skills
- Decision Making
- Leadership
- Lean
- Pre-Lean
- Performance Management
- Problem Solving
- Sales & Marketing for Growth
- Six Sigma
- Team Building

MANUFACTURING SKILLS

- Advanced Techniques for New Products, Industries Clients & Processes
- Assembly Procedures: Shipper Assembly
- Assembly Skills
- Cross Training
- Equipment Operation
- Equipment Maintenance
- Environmental Standards
- GMP (Good Manufacturing Processes)
- GMP's (Manufacturing Practices)

- Inventory Control: Work Order Management and Inventory Control
- Labeling
- Packaging
- Product Inspection Training
- Production Skills
- Quality
- Quality Systems Assurance: Testing, Inspection, Lab Equipment
- Research & Development
- Safety Process
- Sanitation
- Shipping and Receiving
- Sustainability
- Tools – Hand and Power Tools
- Warehousing, Forklift Operations, Inventory Control
- Warehouse Skills

OSHA 10/30 (OSHA-Certified Trainer)

- OSHA 10
- OSHA 30

<p>Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.</p>
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Training Proposal for:

Associated Builders & Contractors Central California Chapter

Contract Number: ET21-0183

Panel Meeting of: September 25, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	MEC (H) Construction (23) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern, Kings, Tulare, San Luis Obispo, Inyo	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
\$182,160		\$12,540 8%		\$194,700
In-Kind Contribution:	50% of Total ETP Funding Required			\$323,304

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 SET HUA	Commercial Skills, Business Skills, HazMat, OSHA 10/30	255	8-200	0	\$590	\$15.00
				Weighted Avg: 24			
2	Retrainee Priority Rate SET	Commercial Skills, Business Skills, HazMat, OSHA 10/30	75	8-200	0	\$590	\$25.01
				Weighted Avg: 24			

Minimum Wage by County: Job Number 1 (HUA): \$13.76 per hour for Kern, Kings, Tulare, Inyo (Olancho, and Tecopa) and San Luis Obispo (Morro Bay and San Miguel) Counties.
Job Number 2: \$25.01 per hour for non-HUA in San Luis Obispo and Inyo 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

No health benefits will be used in Job Number 1. In Job Number 2, 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
Job Number 1 (HUA):		
Equipment Operator		60
Framer/Applicator		30
Maintenance Technician		125
Safety Technician/Professional		40
Job Number 2:		
Equipment Operator		10
Framer/Applicator		10
Maintenance Technician		45
Safety Technician/Professional		10

INTRODUCTION

Founded in 1998, Associated Builders & Contractors Central California Chapter (ABC) (www.abccentralcal.org) is a non-profit membership-based trade association formed by a group of oil producers and contractors in Central Valley.

ABC provides training services and workforce development to members of the community in the Central Valley. It also assists members with legislative affairs, building code updates, marketing of member services to other businesses, and networking opportunities. ABC is eligible to contract with ETP under the Unemployment Insurance (UI) Code, Section 10205(c) as group of employers.

This will be ABC's first ETP Contract. At the December 2019 Panel Meeting, ABC presented a proposal for \$299,136 for the Panel's consideration to train incumbent workers of participating employers in the Construction industry. The consideration of the funding of the proposal did not move forward for lack of a motion. At the time, there were stated concerns regarding the proposed base wage for the electricians (\$13.28), as well as other proposed occupations for trainees employed in the High Unemployment Areas. In addition, there were questions regarding the certification of the electricians training, as well as the proposed curriculum. The Panel member cited from ETP statute that it is the intention of the legislature that programs developed shall not replace, parallel, supplant, compete with or duplicate in any way already existing approved apprenticeships programs. ABC has submitted a revised application for proposal to the Panel with changes as outlined in the above Training Plan Table and Project Details below.

Veterans Program

ABC is a proud partner of the Kern Patriot Partnership as their workforce development resource providing support and services to the Veteran community in Central Valley. Although there will be no Veterans training component in this proposal, participating employers employ a significant number of Veterans through their normal hiring practice and they will be trained in this project.

PROJECT DETAILS

The training in this proposal differs from the December 2019 proposal. The proposed training is primarily in Business Skills, Commercial Skills, as well as topics in Hazardous Materials, and OSHA 10/30. This training will be provided to incumbent workers from large and small employers in the construction industry with COVID-19 training incorporated into the Commercial Skills training. ABC has provided a core group of participating employers representing over 100% of the requested funding, the majority of which are small businesses and all are Panel priorities.

Training demand continues to grow as the current COVID-19 pandemic has affected the way its members conduct their business. In response to the pandemic, participating employers need to establish an additional layer of safety prevention measures and implement safety practices for its employees at job sites. Trainees will also learn to utilize the newest in techniques, processes, and equipment as well as customer relations, project management, and business principles, which will increase their skillsets and value to their employers.

Training Plan

Training will be delivered via E-Learning or class/lab settings on-site in the following:

Business Skills: This training will be offered to all occupations to improve communication skills, customer relations, project management, problem solving, decision making and leadership skills.

Commercial Skills: Training will be offered to all occupations focusing on COVID-19, material handling, operational techniques, equipment and tools, and administrative controls.

Hazardous Materials - Training will be offered to all occupations for safe handling of hazardous materials and EPA chemicals.

OSHA 10/30: Training is a series of courses “bundled” by industry sector and occupation. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. This training provides a complete overview of occupational safety and health so that workers are more knowledgeable about workplace hazards and understand their rights as workers. Equipment and materials not used correctly can also lead to injuries for the worker and puts other people in the area in potential danger.

Curriculum Development

The curriculum was developed based on input from its members and industry experts. It is evaluated regularly to ensure it meets employer needs and to keep pace with industry trends. To discuss the effectiveness of training, ABC holds regular meetings with its Board and members and obtains feedback on each course delivered. The curriculum is modified based on feedback received and the curriculum is updated accordingly. ABC also follows up with employers to confirm observable improvements in job performance and impact of the training programs.

Marketing and Support Costs

To identify specific training needs of its members, ABC continually holds member meetings and sub-committee meetings where training topics are solicited and training is communicated. ABC continuously markets and advertised through its website, regular automated and customized email communications, and social media postings. It will continue to focus on training email blasts and community outreach including involvement of its board members who help advertise the program in Central Valley.

ABC has long standing relationships with several organizations and government entities in the area to additionally market and provide services to members. ABC also works regularly with Kern County and various counties it serves, city governments within the county, and various Chambers of Commerce.

ABC is requesting 8% support costs for the cost associated with employer recruitment, employer outreach, and assessments of employer-specific job training requirements.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Participating employers will continually train staff members on internal operations and standards of individual businesses. Safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

ABC's President will oversee all aspects of the ETP contract with the assistance from five internal staff members who will be dedicated to employer marketing, recruitment, needs assessments, class scheduling, and project tracking. Training will be provided by ABC trainers who have practical and professional experience in their respective fields (i.e. college degree, teaching experience and/or demonstrated industry work experience, and possession of related teaching credential, license, or certificate.) An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

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 Modifications

High Unemployment Area (Job Number 1)

Trainees in Job Number 1 work in a High Unemployment Area (HUA) with unemployment exceeding the State average by 25%. Participating employers are located in Kern, Kings, Tulare, Inyo (Olancho, and Tecopa) and San Luis Obispo (Morro Bay and San Miguel) Counties. These trainees qualify for the HUA Wage rather than the Statewide Average Hourly Wage.

The Panel may modify the ETP Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wage. Approximately 70% of trainees in Job Number 1 earn less than \$25.01 inclusive of the \$2.50 health benefits. There is a wage progression upon trainee's completion of training, job performance, and demonstration of competency.

Although the HUA minimum wage for participating HUA regions is \$13.76, ABC has set the base wage at no less than \$15.00 with no employer paid health benefits calculation added to meet this wage. ABC requests the modification to \$15.00 per hour in Job Number 1.

SET Priority Industry (Job Number 2)

For trainees employed in a priority industry (non-HUA regions), the Panel may modify the wage up to 25% below the statewide average hourly wage from \$33.34 to \$25.01. ABC requests this modification in Job Number 2.

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

ABC retained Propel Consulting Group (PCG) in El Dorado Hills to assist with development of this proposal for a flat fee of \$13,629.

ADMINISTRATIVE SERVICES

ABC retained PCG in El Dorado Hills 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 Hours**

8-200

Trainees may receive any of the following:




BUSINESS SKILLS

-  Business Principles
-  Communication Skills
-  Customer Relations
-  Decision Making
-  Financial Management
-  Leadership Skills
-  Problem Solving
-  Project Management
-  Sales Skills
-  Workplace Success

COMMERCIAL SKILLS

-  COVID 19
-  Administrative Controls
-  Blueprint Reading
-  Confined Space
-  Construction Math
-  Construction Drawings
-  Engineering Controls
-  Equipment and Tools
-  Fall Protection
-  Health/Safety Standards
-  Material Handling
-  Operational Techniques
-  Work Zone

HAZARDOUS MATERIALS

-  Hazardous Materials Safe Handling
-  Hazard Communication
-  EPA Chemicals Handling & Use

OSHA 10/30 (Certified OSHA Instructor)

-  OSHA 10
-  OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee.
(This cap does not apply to OSHA 10/30)

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

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Associated Builders & Contractors
Central California Chapter

CCG No.: ET21-0183

Reference No: 19-0492

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Company: Advanced Industrial Services

Priority? ☒ Yes ☐ No

Address: 34933 Imperial Street

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 400

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

Company: Braun Electric Company, Inc.

Priority? ☒ Yes ☐ No

Address: 300 E Belle Ter

City, State, Zip: Bakersfield, CA 93307

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 57

Total # of full-time company employees worldwide: 600

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

Company: Burt Electrical Co.

Priority? ☒ Yes ☐ No

Address: 28102 Hwy 119

City, State, Zip: Taft, CA 93268

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Company: Bynarr Constructors

Priority? ☒ Yes ☐ No

Address: 6950 McDivitt Drive

City, State, Zip: Bakersfield, CA 93313

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 75

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

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Associated Builders & Contractors
Central California Chapter

CCG No.: ET21-0183

Reference No: 19-0492

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Company: CJ Logan Pump and Electric

Priority? ☒ Yes ☐ No

Address: PO Box 20365

City, State, Zip: Bakersfield, CA 93390

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 25

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

Company: Diaz Construction

Priority? ☒ Yes ☐ No

Address: RR 1 Box 155

City, State, Zip: Delano, CA 93215

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 5

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

Company: Elite Automation

Priority? ☒ Yes ☐ No

Address: 1002 19th Street, Suite 110

City, State, Zip: Bakersfield, CA 93301

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 25

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

Company: Express Electric

Priority? ☒ Yes ☐ No

Address: 18828 Hwy 65

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Associated Builders & Contractors
Central California Chapter

CCG No.: ET21-0183

Reference No: 19-0492

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Company: Innovative Engineering Services

Priority? ☒ Yes ☐ No

Address: 5401 Business Park South, Suite 108

City, State, Zip: Bakersfield, CA 93309

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 300

Company: JTI Electrical

Priority? ☒ Yes ☐ No

Address: 3903 Patton Way, Suite 100

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

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

Company: JTS Construction

Priority? ☒ Yes ☐ No

Address: 7001 McDivitt Drive

City, State, Zip: Bakersfield, CA 93313

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 80

Company: JTS Modular

Priority? ☒ Yes ☐ No

Address: 7001 McDivitt Drive

City, State, Zip: Bakersfield, CA 93313

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

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

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Associated Builders & Contractors
Central California Chapter

CCG No.: ET21-0183

Reference No: 19-0492

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Company: KS Industries, LP

Priority? ☒ Yes ☐ No

Address: 6205 District Blvd.

City, State, Zip: Bakersfield, CA 93313

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 2,500

Total # of full-time company employees in California: 1,500

Company: Matrix Services

Priority? ☒ Yes ☐ No

Address: 34779 Lenvioni Ave

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

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

Company: McGill Electric

Priority? ☒ Yes ☐ No

Address: 1501 Manning Street

City, State, Zip: Bakersfield, CA 93309

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 5

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

Company: MMR Group

Priority? ☒ Yes ☐ No

Address: 1567 James Road, Suite B

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 120

Total # of full-time company employees in California: 120

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Associated Builders & Contractors
Central California Chapter

CCG No.: ET21-0183

Reference No: 19-0492

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Company: PCL Industrial Services

Priority? ☒ Yes ☐ No

Address: 1500 S Union Ave

City, State, Zip: Bakersfield, CA 93307

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,200

Total # of full-time company employees in California: 900

Company: Quantum Industries

Priority? ☒ Yes ☐ No

Address: 3600 Pegasus Drive, #11

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 25

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

Company: Sheffield Construction

Priority? ☒ Yes ☐ No

Address: 9105 Langley Road

City, State, Zip: Bakersfield, CA 93312

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

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

Company: Simmon Construction

Priority? ☒ Yes ☐ No

Address: 19252 Flightpath Way

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 125

Total # of full-time company employees in California: 125

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Associated Builders & Contractors
Central California Chapter

CCG No.: ET21-0183

Reference No: 19-0492

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Company: Sturgeon Services

Priority? ☒ Yes ☐ No

Address: 3511 Gilmore Ave.

City, State, Zip: Bakersfield, CA 93311

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 350

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

Company: Terry Bedford Concrete

Priority? ☒ Yes ☐ No

Address: 13109 Hageman Frontage Road

City, State, Zip: Bakersfield, CA 93314

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 40

Company: Tri State Electric

Priority? ☒ Yes ☐ No

Address: 5235 Gilmore Ave

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Wise Electric

Priority? ☒ Yes ☐ No

Address: 4231 Foster Ave

City, State, Zip: Bakersfield, CA 93308

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 50

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



**COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:**

BioMarin Pharmaceutical Inc.

Contract Number: ET21-0170

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	COVID Retrainee Job Creation Initiative Priority Rate SET	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Marin	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: 2,300	U.S.: 2,600	Worldwide: 3,400
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

FUNDING DETAIL

In-Kind Contribution
\$200,000

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

Minimum Wage by County: Job Number 1 (COVID/SET/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
Administrators		25
Engineers/Technicians		30
Machine Operators		25
Managers/Supervisors		20

INTRODUCTION

Established in 1997 and headquartered in San Rafael, BioMarin Pharmaceutical Inc. (BioMarin) (www.biomarin.com) is a global-biotechnology company that develops and commercializes innovative therapies and medications for patients with serious autoimmune and life-threatening and ultra-rare genetic diseases. BioMarin's portfolio consists of seven commercialized products and multiple clinical and pre-clinical product candidates. ETP-funded training will be delivered at its headquarters in San Rafael and its primary manufacturing facility in Novato.

This will be BioMarin's fifth ETP project, and its fifth within the last five years. Its customers include specialty pharmacies and end users such as hospitals and government agencies.

This is funded under the COVID Pilot program.

Veterans Program

Even though BioMarin does not plan to include a separate Veteran's Job Number, it has objectives to recruit those that have past military experience by building relationships with community-based

organizations. The Company attends job fairs focused on the military and provides Veterans' Awareness training to help hiring managers understand the value of hiring veterans, develop an awareness of the differences of those transitioning out of military service, and addressing the misconceptions that are sometimes in place around military talent.

Retrainee - Job Creation

In this proposal, BioMarin will hire 100 net-new employees (Job Number 1) to assist with the increase in customer demands. Job creation and training will be targeted at BioMarin's newly built (2018) Novato gene-therapy manufacturing facility. BioMarin's Novato facility is fully operational and producing products and preparing to produce other gene-therapy products in development. 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 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, and this proposal's post-retention wage will reflect \$17.50 as it's a COVID Pilot project per the COVID Pilot Guidelines.

PROJECT DETAILS

According to BioMarin representatives, as more cases of COVID-19 are confirmed, the Company recognizes the increasing challenges and concerns faced by its customers who have serious and life-threatening rare disorders. BioMarin will continue to support the customers it serves, while following the directives and guidance of local governments and authorities. BioMarin will continue to work with a broad supplier base located in support of its production and distribution efforts.

Additionally, a critical focus for BioMarin is to keep its employees safe in an environment where repeated COVID-19 outbreaks are a persistent threat. To achieve this, BioMarin will deploy a comprehensive set of policies and guidelines, including enhanced hygiene measures, provision of additional personal protective equipment where necessary, physical distancing, and modifications to existing governance and behaviors.

Training Plan

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

Other Titles/COVID Training Bundle: Training will be offered to all occupations on related safety training that include courses in pandemic awareness, Chemical Hazards Communication Standards, Corrective and Preventive Action Policy and Quality Fundamental/Core Skills.

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. BioMarin requests this retention modification.

Commitment to Training

The Company's statewide training expenditures in California for non-ETP related training is in excess of \$200,000. Training includes OSHA and FDA-mandated safety regulations; rudimentary job skills; basic desktop training in Microsoft Word, Excel, and PowerPoint; and executive development training programs. 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

BioMarin's Manager of Government Affairs (dedicated administrator) will oversee all ETP-funded training. The Company will utilize in-house trainers and administrative staff to schedule, deliver, and document training. In addition, BioMarin will use the services of an experienced third-party administrator- Herrera & Company to assist with ETP's online systems.

Electronic Recordkeeping/LMS

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

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
ET20-0116	\$749,800	8/5/19 – 8/4/21	815	961	0

Based on ETP systems, 51,279 reimbursable hours have been tracked for potential earnings of \$749,800 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through May 2021.

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 \$ %
18CS-0014	San Rafael and Novato	7/3/17 – 7/2/19	\$823,969	\$823,969 (100%)
ET16-0152	San Rafael and Novato	9/8/15 – 9/7/17	\$843,300	\$843,300 (100%)

DEVELOPMENT SERVICES

Herrera & Company in Stockton assisted with development for no fee.

ADMINISTRATIVE SERVICES

Herrera & Company will also perform project administrative services for an amount 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:

OTHER TITLES (COVID Training Bundle)

- Corrective and Preventive Action Policy
- Chemical Hazards Communication Standards
- Computer Skills
- Continuous Improvement
- Danaher Business Systems
- Management Development
- Pandemic Awareness
- Professional Development
- Quality Fundamentals/Core Skills
- Restricting of Hazardous Substances
- Risk Management and Waste Management

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



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
California Manufacturers & Technology Association
Contract Number: ET21-0164

Panel Meeting of: September 25, 2020

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative New Hire SET	Industry Sector(s):	Manufacturing (E) Professional, Scientific, Technology (54) Manufacturing (33) 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		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		\$0		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$200,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Job Creation Initiative SET COVID	Other Titles (COVID Training Bundle)	50	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			
2	New Hire SET COVID	Other Titles (COVID Training Bundle)	50	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Minimum Wage by County: Job Number 1 and 2 (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 to \$2.50 per hour in up health benefits to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		15
Analysts		4
Customer Service and Sales		4
Engineers		5
Frontline Supervisors		2
Maintenance Staff		5
Manufacturing Staff		15
Job Number 2		
Administrative Staff		15
Analysts		4
Customer Service and Sales		4
Engineers		5
Frontline Supervisors		2
Maintenance Staff		5
Manufacturing Staff		15

INTRODUCTION

California Manufacturers and Technology Association (CMTA) (www.cmta.net) is a trade association representing a large number of California's manufacturing, processing, service, and

technology-based companies. Headquartered in Sacramento, CMTA has worked closely with its member companies and ETP to implement successful work skills training programs for over 20 years. CMTA's comprehensive advocacy and educational initiatives seek to foster a business environment that will lead to the retention and creation of high-wage, high-skill jobs that will enhance the overall prosperity of California. CMTA promotes training programs and policies that help manufacturers achieve higher performance. This will be CMTA's seventeenth ETP-funded project and fifth in the past five years.

This is funded under the COVID Pilot program.

Veterans Program

Even though there is not a Veterans' component in this project, Veteran's are recruited via job fairs and outreach programs.

PROJECT DETAILS

CMTA is collaborating with companies who are hiring new employees to expand their business needs, as well as community colleges and economic development boards to recognize companies who need training assistance. In addition, CMTA is currently working with the Sacramento Valley Manufacturing Initiative to provide manufacturing career path training to individuals looking to obtain a job in manufacturing. CMTA has also teamed up with Rise-Up Industry to provide job training to formerly incarcerated individuals. Training will focus on COVID safety protocols and on job training for new hires.

Certified employment with employers in the following NAICS codes has been pre-determined for meeting placement requirements: 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 Classroom/Laboratory/E-Learning delivery methods. In-house subject-matter experts and external training vendors may be utilized to deliver training in the following:

COVID Training Bundle: Training will be offered to all occupations. Training will provide the skills to effectively and efficiently maintain business operations. Training topics include COVID Safety Protocols and Food Handling Basics.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Training varies by participating employers and is both job specific and companywide. Large employers have well-established training programs that include courses such as orientation, basic job skills, employee diversity and supervisory law. Other employers are only able to provide government-mandated training such as safety, compliance, and sexual harassment prevention. Many of the participating employers do not have structured training programs due to budgetary constraints. Training for these companies is generally provided on an as needed basis and can often be delayed. ETP funding will expand industry specific training to upgrade employee skill sets.

Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be delivered primarily at the participating employers' worksites, with some center-based classes for employers with similar training needs. CMTA has partnered with a training subcontractor to deliver training in COVID Safety Protocols and Telecommuting. Participating employers will also provide qualified trainers who will train their own employees.

CMTA has three full-time staff members assigned to conduct employer marketing and recruitment, training needs assessments, skill gap analysis, trainer recommendations and selection, class scheduling, and compliance with all ETP documentation and tracking activities.

Retention Modification

The Panel may 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.

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
*ET19-0321	\$949,765	12/31/2018 – 12/30/2020	1519	771	488

*Based on ETP Systems, 36,719 reimbursable hours have been tracked for potential earnings of \$939,466 (99% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through September 2020.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0107	Sacramento	7/1/2017 – 6/30/2019	\$949,928	\$949,483 (99%)
ET16-0378	Sacramento	3/7/2016 – 3/6/2018	\$1,199,737	\$1,199,737 (100%)
ET15-0353	Sacramento	2/2/2015 – 2/1/2017	\$649,725	\$649,725 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

Custom Corporate Communications of Redondo Beach has been retained to provide COVID Safety Protocols and Telecommuting training for \$15,000. Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- 5S Principles
- Accounting Software
- Aerial Lift/Scissor Lift Training
- Agile/Scrum
- American Welding Society Certified Welder
- Ammonia Training
- AS9100/AS9110 Training
- Assembly Procedures
- Benchmarking
- Bloodborne Pathogens Safety
- Blueprint Reading
- Brewing Basics
- Building Successful Teams
- Business Analytics Certification
- Business Communication Skills
- Business Fundamentals
- CAD/CAM
- Certified Manufacturing Engineer
- Certified Manufacturing Technologist
- Certified Quality Engineer
- Cicerone Certification training
- CNC Operator Certificate
- CNC Software
- Communication Skills
- Cost Control
- Computer Security
- Computer Skills for Equipment Maintenance
- COVID Safety Protocols
- Crane and Hoist Safety
- Cross-Training in Equipment/Production
- Custom Programming
- Customer Service
- Cybersecurity
- Database Management Training
- Electrical Safety
- Electronics Training
- End-User Training
- Enterprise Resource Planning Software
- Environmental Health & Safety (EHS)
- Equipment Maintenance
- Equipment Operations
- Financial Analysis
- Food Handling Basics

- Forklift Training
- GIS Training
- Glass Handling
- Good Manufacturing Practices (GMP)
- Hazards Communication
- Hazardous Materials Handling, Storage, and Clean-Up
- Hydraulics Training
- Industrial Math
- Introduction to Practical Brewing
- Intensive Brewing
- Interpreting and Analyzing Data
- International Shipping
- Inventory Control
- ISO Training
- Job Instruction/Analyzing Jobs for Efficiency
- Leadership Skills for Front-Line Workers
- Lean Manufacturing
- Lift Jack/Pallet Jack Safety
- Lock-Out/Tag-Out (LOTO) Training
- Kaizen Methodology
- Machine/Equipment Safety
- Microsoft Office (Intermediate and Advanced)
- Motor Controls
- National Institute for Metalworking Skills (NIMS) Certification Training
- Negotiating
- Onsite Water Treatment Systems (OWTS)
- Performance Management
- Personal Protective Equipment (PPE) Safety
- Planning and Organization Skills
- Pneumatics
- Presentation Skills
- Press Brake Training
- Problem Solving
- Product Knowledge
- Production Operations
- Programmable Logic Controllers (PLC)
- Project Management
- Quality Control Training
- Relationship Building Through Sales & Service
- Root Cause Analysis
- Sales Strategies
- Science for Practical Brewing
- Shop Math
- Six-Sigma
- Standard Work
- Statistical Process Control
- Stormwater Pollution Prevention Plan (SWPPP)
- Supply Chain Management
- Team Building

- Team Problem Solving
- Telecommuting
- Time Management Skills
- Train the Trainer
 - Warehousing Operations & Distribution
 - Welding Fundamentals/Techniques
- Wiring
- Writing Skills

<p>Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.</p>
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**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing & Technology Association

CCG No.: ET21-0164

Reference No: 20-0624

Page 1 of 4

ALPHABETIZE BY COMPANY NAME

Company: 23 Bottles of Beer, LLC (Russian River Brewing Company)

Priority Industry? ☒ Yes ☐ No

Address: 1812 Ferdinand Court

City, State, Zip: Santa Rosa, CA 95404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 81

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

Company: A.I. Foods Corporation

Priority Industry? ☒ Yes ☐ No

Address: 1700 North Soto Street

City, State, Zip: Los Angeles, CA 90033

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 1,200

Total # of full-time company employees in California: 71

Company: ALOM Technologies Group

Priority Industry? ☒ Yes ☐ No

Address: 48105 Warm Springs Blvd.

City, State, Zip: Fremont, CA 94539

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 2,500

Total # of full-time company employees in California: 1,500

Company: Alvarado Street Bakery

Priority Industry? ☒ Yes ☐ No

Address: 2225 S. McDowell Blvd.

City, State, Zip: Petaluma, CA 94954

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 250

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing & Technology Association

CCG No.: ET21-0164

Reference No: 20-0624

Page 2 of 4

Company: CAMBRO

Priority Industry? ☒ Yes ☐ No

Address: 5801 Skylab Road

City, State, Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 781

Total # of full-time company employees in California: 243

Company: Clos Du Val Wine Company, Ltd.

Priority Industry? ☒ Yes ☐ No

Address: 5330 Silverado Trail

City, State, Zip: Napa, CA 94558

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 39

Total # of full-time company employees in California: 37

Company: Crimson Wine Group

Priority Industry? ☒ Yes ☐ No

Address: 2700 Napa Valley Corporate Drive, Suite B

City, State, Zip: Napa, CA 94558

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 132

Total # of full-time company employees in California: 132

Company: Earl's Organic Produce

Priority Industry? ☒ Yes ☐ No

Address: 2101 Jerrold Avenue, Suite 100

City, State, Zip: San Francisco, CA 94124

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 110

Total # of full-time company employees in California: 110

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing & Technology Association		CCG No.: ET21-0164
Reference No: 20-0624		Page 3 of 4
<hr/>		
Company: Littorai Wines	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 788 Gold Ridge Road		
City, State, Zip: Sebastopol, CA 95444		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 6		
Total # of full-time company employees worldwide: 132		
Total # of full-time company employees in California: 132		
<hr/>		
Company: Mi Rancho	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 425 Hester Street		
City, State, Zip: San Leandro, CA 94577		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 5		
Total # of full-time company employees worldwide: 170		
Total # of full-time company employees in California: 170		
<hr/>		
Company: Prolacta Bioscience	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 757 Baldwin Park Blvd.		
City, State, Zip: City of Industry, CA 91746		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 5		
Total # of full-time company employees worldwide: 272		
Total # of full-time company employees in California: 272		
<hr/>		
Company: SMC LTD.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 3250 Brickway Blvd.		
City, State, Zip: Santa Rosa, CA 95403		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 30		
Total # of full-time company employees worldwide: 1,475		
Total # of full-time company employees in California: 250		

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing & Technology Association		CCG No.: ET21-0164
Reference No: 20-0624		Page 4 of 4
<hr/>		
Company: Teva Pharmaceuticals USA Inc.		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>		
Address: 19 Hughes		
<hr/>		
City, State, Zip: Irvine, CA 92618		
<hr/>		
Collective Bargaining Agreement(s): No		
<hr/>		
Estimated # of employees to be retrained under this Contract: 30		
<hr/>		
Total # of full-time company employees worldwide: 40,000		
<hr/>		
Total # of full-time company employees in California: 500		
<hr/>		
<hr/>		



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for:

Keysight Technologies, Inc.

Contract Number: ET21-0171

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate SET COVID	Industry Sector(s):	Manufacturing (E) Aerospace Related Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Sonoma, Santa Clara, and Placer	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: 2,000	U.S.: 3,000	Worldwide: 12,600	
<u>Turnover Rate:</u>	7%			
<u>Managers/Supervisors:</u> (% of total trainees)	20%			

FUNDING DETAIL

In-Kind Contribution:
\$200,000

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

Minimum Wage by County: Job Number 1 (COVID/Statewide/SET): \$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
Administrators		25
Engineers		30
Technicians		25
Managers / Supervisors		20

INTRODUCTION

Founded in 2014 and headquartered in Santa Rosa, Keysight Technologies, Inc. (Keysight) (www.keysight.com) is a global-technology company that produces and distributes hardware and software for electronic-measurement instruments. Products include oscilloscopes, analyzers, generators, meters, wireless technologies, network test and security, and design and test software. ETP-funded training will be delivered at the Company's headquarters in Santa Rosa and at its assembling facilities in Santa Clara and Roseville.

This is Keysight's third ETP project, and its third in the last five years. Keysight's products are used by customers across industries including communications, networking, aerospace, defense, government, automotive, energy, semiconductor, and electronic-equipment manufacturers. This is funded under the COVID Pilot program.

Veterans Program

Even though Keysight does not plan to include a separate Veteran's Job Number, the Company has established an Affirmative Action Program under the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA). VEVRAA requires affirmative action to recruit, employ, and advance in the employment of disabled veterans, recently separated veterans (i.e. - within three years of discharge or release from active duty), active duty wartime or campaign-badge veterans, and Armed Forces' service-medal veterans. Keysight is committed to serving these individuals.

Retrainee - Job Creation

In this proposal, the Company will hire 100 net-new employees (Job Number 1) to meet its business capacity on the development of new products. 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 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, and this proposal's post-retention wage will reflect \$17.50.

PROJECT DETAILS

Keysight's training focus will be on supporting its scientific research center customers, employees, and the local communities in which it operates. Additionally, it will focus on potential new products and product improvements that covers a wide variety of technologies that help customers in the fight against COVID-19. Keysight is working to avoid disruptions caused by COVID-19 Coronavirus, while at the same time acting responsibly to do what it can to prevent further spread of the virus.

Training Plan

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

COVID Training Bundle: Training will be offered to all occupations on related safety training that include courses in pandemic awareness, blood borne pathogens, environmental health and safety.

Commitment to Training

ETP funds will not displace Keysight's existing financial commitment to training. The Company's annual-statewide training expenditure in California is in excess of \$1,250,000. The ETP curriculum will build on, but not overlap, training already provided by the Company.

Keysight funds the following training: All orientation and basic (job-skills) training; class/lab and OJT manufacturing skills training for new employees; OSHA-mandated safety regulations; basic computer training; executive training; and, training in compliance, human resources, and legal issues. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Keysight's Director of Employee and Management Development (dedicated administrator) will be the signatory of the Contract and has overall responsibility for the ETP project. Management staff in its Global Learning and Leadership Development team will be assigned to meet with ETP staff and administer the project. Keysight will utilize nine staff in its internal-training department for scheduling, coordination, and use of the LMS to document training. In addition, the Company retained a third-party administrator- Herrera and Company to assist with administrative duties.

Electronic Recordkeeping/LMS

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0309	\$460,000	6/1/20 – 5/31/22	500	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked for potential earnings of \$0 (0% of approved amount). Based on Contract Representative and Subcontractor's internal data, 4,239 hours has been delivered to-date (21% of Contract 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 \$ %
ET17-0231	Santa Rosa, Roseville and Santa Clara	10/1/17 – 9/3/19	\$432,000	\$241,920 (56%)

Destruction of hardcopy training attendance records in the Tubbs Fire was a major compliance issue. In addition, disruption to normal business operations severely impacted the Company's ability to deliver ETP-funded training courses.

DEVELOPMENT SERVICES

Keysight retained Herrera & Company in Stockton to assist with development of this proposal for no fee.

ADMINISTRATIVE SERVICES

Keysight also retained Herrera & Company to perform administrative services in connection with this proposal for an amount not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- Advanced Measurement Systems
- Bloodborne Pathogen Awareness
- Design for Excellence
- Design Tools and Practices
- Desktop Productivity Applications
- Electronic Analyzers
- Laboratory Testing Electronics
- Leadership and Coaching Skills
- Manufacturing Lab Applications
- Pandemic Awareness and Action
- Pharmaceutical Tablet Testing Equipment
- Problem Solving Tools
- Product Quality and Reliability Techniques
- Product Transfer / Workflow
- Project Management
- Quality Fundamentals / Core Skills
- Team Dynamics

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



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for:

Ly Brothers Corporation dba Sugar Bowl Bakery & Donuts

Contract Number: ET21-0173

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: E. Valladolid

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Alameda	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: 325	U.S.: 335	Worldwide: 335	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	6%			

FUNDING DETAIL

In-Kind Contribution
\$100,000

Total ETP Funding
\$100,000

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	Job Creation Initiative SET Priority Rate	Cont. Imp., Mfg. Skills, Other Titles (COVID Training Bundle)	50	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Minimum Wage: Job Number 1 (COVID/SET/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 \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Warehouse Staff		3
Production Staff		33
Administrative Staff		3
Shift Leads/Department Leads		7
Supervisors/Managers		3
Maintenance Mechanics		1

INTRODUCTION

Founded in 1984 and headquartered in Hayward, Ly Brothers Corporation dba Sugar Bowl Bakery & Donuts (Ly Brothers) (www.sugarbowlbakery.com) develops baked goods including Madeleines, Petite Palmiers, and Petite Brownie Bites. Ly Brothers distributes to grocers and supermarket chains (Safeway, Walmart, and Krogers), warehouse clubs (Costco and Sam's Club) and food service institutions. Additionally, its products are sold across the U.S. with international distribution in Mexico, Australia, Korea, Japan and Taiwan. ETP-funded training will be delivered at the Company's headquarter's facilities in Hayward.

This will be Ly Brothers' fourth ETP Contract, and its fourth within the last five years. During the July Panel (2020) meeting, Ly Brothers was approved for a standard ETP Contract which will be running concurrently with this COVID Pilot pending its approval. The Company also has an active) ETP Contract (ET19-0154), which was recently approved for a COVID Modification to extend its term-end date to November 3, 2020.

This is funded under the COVID Pilot program.

Veterans Program

Even though a separate Veterans' Job Number is not included in this proposal, Ly Brothers uses Indeed Military (Indeed.com) and the Employment Development Department (EDD) portal via EDD's Workforce Services Branch to recruit veterans. The Company also participates in job fairs for veterans such as Recruit-Military, The American Legion, and Vet-Jobs to attract and retain veterans.

Retrainee - Job Creation

In this proposal, Ly Brothers will hire 50 net-new employees (Job Number 1). 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 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, and this proposal's post-retention wage will reflect \$17.50 as it's a COVID Pilot project per the COVID Pilot Guidelines

PROJECT DETAILS

Ly Brothers provides a life-sustaining service among the food-supply chain. As an essential business, the Company will need all the support it can get in order to train newly-hired staff during the COVID-19 pandemic. ETP funds will allow Ly Brothers to focus its training on clean production, safety and sanitation precautions, and enhanced processes to limit outside exposure.

Additionally, ETP funds will support business-demand growth, lead upgraded business practices, and help promote the Company's overall productivity and coordination. Ly Brothers will provide newly-hired (frontline) workers with automated-packaging experience. Trainees will be introduced to maintenance management, business and financial planning utilizing its recently upgraded ERP platform. The Company will also use the funds to improve the coordination between demand planning with customers and translating that information into production plans.

Training Plan

The following ETP-funded training will be delivered via Class/Lab and E-Learning:

Continuous Improvement: Training will be offered to all occupations in Team Problem Solving, Budget Management and Sales/Marketing.

Manufacturing Skills: Training will be offered to all occupations and include Production Operations: Food Processing and Packaging, Environmental Sustainability/Energy Conservation and Food Safety.

Other Titles/COVID Training Bundle: Training will be offered to all occupations in Continuity Plans, New Vendor/Supplier Restrictions and COVID-19 Procedures.

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. Ly Brothers requests this retention modification.

➤ **Training Hours Limitation**

Retraining hours are capped at 4 hours (per trainee) per the COVID Pilot Guidelines.

Commitment to Training

The Company spends approximately \$75,000 annually on training in California. It provides new-hire orientation, human-resources training, and required-regulatory safety and OSHA training to staff. 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 Human Resource Manager (dedicated administrator) will be responsible for oversight and administration of training. The Plant, Production and Quality Managers will coordinate this project. ETP training will be delivered by three in-house experts who will ensure training is delivered on time and according to ETP guidelines. Training Grants Intelligence, Inc. (TGII) was retained to perform administrative tasks and to assist with ETP's online systems.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performance under active ETP Contracts:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0126	\$330,740	8/3/20 – 8/2/22	310	0	0
ET19-0154*	\$253,760	8/6/18 – 11/3/20	194	0	344

*Based on ETP systems, 9,870 reimbursable hours have been tracked for potential earnings of \$253,760 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through April 2020 of final training.

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 \$ %
ET16-0406	Hayward	4/4/16 – 4/3/18	\$184,992	\$162,995 (88%)

DEVELOPMENT SERVICES

TGII in Canton, GA assisted with development of this proposal at no fee.

ADMINISTRATIVE SERVICES

TGII 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:

OTHER TITLES (COVID Training Bundle)

- Continuity Plans
- Monitoring Ingredients
- Packaging Inventory Levels
- Ensure Adequate Supply
- Performing detailed daily cleaning and disinfecting
- New Vendor/Supplier Restrictions.
- Visitor Restrictions
- Home Based Work and Setup
- Good Manufacturing Practices: Personal Hygiene
- Social Distancing
- COVID-19 Procedures

CONTINUOUS IMPROVEMENT

- Decision Making
- Train-the-Trainer
- Budget Management
- Customer Service
- Time Management
- Decision Making
- Leadership Skills
- Quality Control
- Project Management
- Safety Stand Downs
- Run Right Processes
- Business Performance
- Plans Annual Operation Planning
- Product Knowledge
- Sales
- Marketing
- Communication Skills
- Conflict Management/Resolution
- Teambuilding
- Team Problem Solving
- Team Development
- Coaching
- Lean Six Sigma Tools
- Kaizen initiatives

MANUFACTURING SKILLS

- Production Operations: Food Processing and Packaging
- Equipment Operation and Troubleshooting
- Reliability Processes
- Equipment Maintenance

- Preventive Maintenance
- Assembly Procedures: Shipper Assembly
- Inventory Control: Advanced Manufacturing
- Warehouse Procedures
- Hazard Analysis and Critical Control Point
- Good Manufacturing Practices-Manufacturing Practices
- Quality Systems Assurance
- Cross-Training Equipment and Processes
- Environmental Sustainability
- Energy Conservation
- Maintenance skills training
- Food Safety
- Operator Skills Training
- Packaging Maintenance

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

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



Training Proposal for:
M-5 Training School of Protective Services
Contract Number: ET21-0179

Panel Meeting of: September 25, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	SET Veterans Retrainee New Hire Multiple Barriers	Industry Sector(s):	Services (G) Aerospace Related Priority Industry: <input 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
\$92,000		\$15,610 20%		\$107,610

In-Kind Contribution:	50% of Total ETP Funding Required	\$92,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET Veterans	Commercial Skills	70	8-200	0	\$1,080	\$33.34
				Weighted Avg: 40			
2	New Hire Multiple Barriers Veterans	Commercial Skills, Job Readiness Skills	30	8-260	0	\$1,067	\$15.88
				Weighted Avg: 40			

Minimum Wage by County: Job Number 1: \$33.34 per hour Statewide and Job Number 2: \$15.88 per hour for Los Angeles County, \$15.00 Kern and Riverside County

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

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

Participating employers may use health benefits to meet the Post-Retention Wage up to \$2.50 per hour in Job Numbers 1. No health benefits will be used in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Protective Specialist		22
Security Officer		22
Security Specialist		13
Security/Technical Field Staff		13
Job Number 2:		
Protective Specialist		5
Security Officer		5
Security Specialist		10
Security/Technical Field Staff		10
TOTAL:		100

INTRODUCTION

Founded in 2016, M-5 Training School of Protective Services (M5) (www.m5protectivetraining.com) is a private training institution serving the Los Angeles area, offering training program in Protective Services and Security Guard training. The School provides training to security staff in private and public companies, government agencies, and workforce organizations across the state of California. M5 works with various industries including aerospace, agriculture, automotive, biotechnology, healthcare, construction, distribution, education institutes, manufacturing, technology, security, and protection.

M-5 specializes in training security personnel for agencies such as Allied Private Investigation & Security, Inc. and American Eagle Protective Services Corporation. These businesses outsource detective and guard services to high-level security sensitive businesses. This will be M5's first ETP Contract.

Veterans Program

A portion of the Veteran population participating in this project may include transitioning active duty Veterans who are within one year prior to their anticipated separation date from service.

The Panel has established incentives for training Veterans:

- Support Costs are 20% for Veterans to encourage focused outreach.
- Incidental Placement with public and nonprofit entities is permissible for Veteran trainees (Job Number 2) not to exceed 45%.
- At least 50% of total training (Job Number 1 and 2) must consist of vocational skills training. The remaining hours may consist of literacy training, as an exception to the standard 45% limitation.
- Retention for Veterans may be satisfied by employment of at least 30 hours a week (instead of the standard 35) for at least 90 consecutive days. For occupations in which it is not customary to be employed 90 consecutive days, retention may be satisfied by employment of at least 500 hours within 272 days (the longest time period permitted by statute).

PROJECT DETAILS

The proposed training will help participating employers provide security needs to their respective customers in order to protect their employees and facilities from acts of violence and prevent security breaches. Training in Commercial Skills will be provided to protective and security service occupations included in M5's current BPPE approved curriculum. Some of the training will include Baton Training Refresher and Certification, Firearms Certification and Requalification, First Aid CPR AED, Private Security Officer (Armed/Unarmed), Customer Service, Chemical Agents and Guard Card Only Annual Refresher. The core group of participating employers (Job 1 – Retraitees and Job 2 – New Hires) represents over 100% of the requested funding.

New Hire Training

M5 has been training and placing unemployed individuals since its inception and has established a network of companies in service-related industries that contact them on a regular basis in search of trainees prepared to enter the workforce. Most of the placement employers require a Department of Defense (DOD) clearance with their security training certification completed at M5. The Veterans in this proposal have a competitive advantage in hiring and placement because most Veterans already hold a DOD clearance. These trainees will receive training in various skills and job readiness in positions as Protection Specialist, Security Officer and Security/Technical Field Staff. The proposed training will help trainees meet the quality standards set by prospective employers to enter and/or fully participate in the labor force. This proposal will also include individuals with multiple barriers.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education (BPPE).

M5 is eligible as a training agency based on the following: BPPE licensure valid until May 29, 2023.

Training Plan

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

Commercial Skills: Training will be offered to all occupations which will be customized to meet the individual needs of each business in need of protective service or are in industry of providing qualified individuals for these position. Training will include Baton Training, Chemical Agents, Close Protection, Firearms, Guard Card, Protective Intelligence Sourcing & Analysis, Protective Operations, and Security & Protection Services. This training will provide workers with the Executive Protection and Physical Security skills they need to protect companies, sensitive products, and services; reducing loss of products, technology, and trade secrets.

Job Readiness Skills: Training will be offered to New Hire trainees (Job Number 2) to meet the quality standards set by potential employers and provide individuals with the skills needed for trainees to find jobs, including interview and resume skills. Job Readiness Skills will not exceed 50% of the trainee's total training hours.

Curriculum Development

The core curriculum in this proposal was developed by M5 and approved by BPPE. A structured training program has been developed to help employers upgrade employee skill sets. The program provides veterans with necessary skills to enter the workforce and improves their opportunities for advancement in high wage, secure jobs.

M5's Protective Service Curriculum is based on the Security Officer Training Program. The Curriculum consists 13 courses ranging from 4 to 112 hours of various courses and certifications. The Curriculum is regularly reviewed by the Director to ensure training is comprehensive and incorporates current methods and standards of the protective security industry.

After the completion of training, students will complete a survey to evaluate their training experience and the applicability of training to their current jobs. Their employers are also given the opportunity to provide feedback. This feedback will assist M5 in improving the curriculum.

Marketing and Support Costs

M-5, along with National Training Company, Inc. (NTC), are marketing this program. M-5 and NTC contacts businesses and services throughout California and conducts face-to-face visits, identifying each client's goals and determining how training will help execute their training plans and achieve their goals.

In addition, M-5 maintains a close relationship with the South Bay Workforce Investment Board to provide training. It has built strong relationships with many partners including city, county and regional economic development agencies. The Company also actively participates in meetings with the Chambers of Commerce, Industry Associations, Community Colleges and Universities and One-Stop Centers. Activities include hosting workshops, new program development, and expansion. M-5 has been training and placing workers for more than 4 years and has placed more than 80 workers.

For this proposal M-5 will work with APISS, NASA, and the South Bay Workforce Investment Board to identify trainees while NTC will contact potential MEC participants from its database of

companies in California. Each company will be evaluated on the likelihood of success in the program and are contacted via phone calls, emails, and mass mailings.

Training will be delivered by M-5 instructors (content experts) with minimum qualification of two years of experience in their area of expertise.

The Veterans guidelines allow Support Costs of up to 20% for trainee/employer recruitment, eligibility assessment, and job placement. Staff recommends 20% Support Costs since all the proposed trainees are Veterans.

Special Employment Training (SET) – Job 1

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.

SET/Multiple Barriers (New Hire) - Job 2

Under the ETP Veteran Guidelines, training may be funded under SET, Multiple Barriers (SET/MB), in which case Veterans may qualify for SET/MB on a case-by-case basis. The Contractor is responsible for determining trainee eligibility in accordance with these Guidelines. Contractor must keep documentation of eligibility on file and available for review by ETP

Under SET/MB trainees have two or more barriers to full-time employment and lack essential job skills necessary to improve their employment opportunities. Trainees may be affected by lack of prior educational opportunities and intermittent work histories. They may have several barriers to employment, as well as limited literacy skills, education and an inconsistent employment history.

➤ Wages

The SET/MB minimum wage for Kern and Riverside County is \$15.00, however, M5 has committed to place New Hires trainees at a base wage no lower than \$15.88 without inclusion of the employer paid portion of health benefits to meet the agreed base wage.

➤ Retention Modification

The Panel may modify the retention period for these trainees, making it 90 days out of 120 consecutive days with up to three employers. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment. M5 requests this modification.

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

M5's Director will oversee the implementation and administration of this project. There will be a full-time and a part-time staff members responsible for needs assessment, marketing, recruitment, organizing and scheduling training, and compliance with the ETP contract. M5 contracted with a third party to assist with the administration of this agreement.

Approximately 10% of training will be center-based at M5's facility, 80% at participating employers' locations and 10% E-Learning at trainee's workplace or on telework for Job 1 – Retrainee. Training for New Hire (Job 2) will be center-based at M-5.

Training will be provided by M5 trainers who are subject-matter experts and qualified to deliver training in their respective industry. These trainers have real world experience and degrees/credentials to certify their knowledge and teaching abilities. M5 may also subcontract some training to vendors.

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

M5 retained National Training Company, Inc. (NTCI) in Irvine to assist with development of this proposal for a flat fee of \$7,000.

ADMINISTRATIVE SERVICES

M5 also retained NTCI to 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 Hours**

8 – 200 (Job 1)

8 – 260 (Job 2)

Trainees may receive any of the following:

COMMERCIAL SKILLS:

- Baton Refresher
- Baton Training Certification
- Chemical Agents
- Firearms Certification
- Firearms Requalification
- First Aid CPR AED
- Guard Card Only or Annual Refresher
- Private Security Officer (Armed)
- Private Security Officer (Armed) & School Security Officer
- Private Security Officer (Unarmed)
- School Security Officer
- Small Business Enterprises/Entrepreneurship

JOB READINESS TRAINING:

- Resume Writing
- Interview Preparation
- Communication Skills
- Customer Service

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. Reimbursement for new hire training is capped at 260 total training hours per trainee.

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: M-5 Training School of Protective Services

CCG No.: ET21-0179

Reference No: 20-0225

Page 1 of 1

Self-reported listing of potential employers participating in the contract

ALPHABETIZE BY COMPANY NAME

Company: Advanced Security Concepts, Inc.	Priority? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 16117 Covello St	
City, State, Zip: Van Nuys CA 91406	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 5	
Total # of full-time company employees worldwide: 50	
Total # of full-time company employees in California: 50	
Company: Allied Universal Security Services	Priority? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 21300 Victory Blvd	
City, State, Zip: Woodland Hills Ca 91367	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 90	
Total # of full-time company employees worldwide: 210,000	
Total # of full-time company employees in California: 49,000	
Company: G4S Secure Solutions (USA) Inc.	Priority? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 5630 District Blvd, Ste 101	
City, State, Zip: Bakersfield CA 93313	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 10	
Total # of full-time company employees worldwide: 570,000	
Total # of full-time company employees in California: 5,100	
Company: Veterans High Risk Security Solutions, Inc.	Priority? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 71713 Highway 111 Ste 102	
City, State, Zip: Rancho Mirage CA 92270	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 2	
Total # of full-time company employees worldwide: 16	
Total # of full-time company employees in California: 16	



Training Proposal for:

Motive Energy Telecommunications Group, Inc.

Contract Number: ET21-0178

Panel Meeting of: September 25, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Transportation/Communication (I) Services (61,71,72,81,92) Construction (23) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles, Riverside, Tulare, Orange and Sacramento Counties	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: 257	U.S.: 355	Worldwide: 355	
<u>Turnover Rate:</u>	12%			
<u>Managers/Supervisors:</u> (% of total trainees)	6%			

FUNDING DETAIL

In-Kind Contribution:
\$142,800

Total ETP Funding
\$147,775

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; Continuous Improvement; Hazardous Materials	257	8-200	0	\$575	\$19.05
				Weighted Avg: 25			

Minimum Wage by County: Job 1: \$19.05 for Los Angeles County; \$18.39 Orange County; and \$18.34 Riverside, Tulare and Sacramento 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.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Radio Frequency (RF) Technicians		56
Construction Field Crew		39
DC Power & Battery Technicians		33
Excavation and Drilling		13
Warehouse Logistics Personnel		23
Electricians		23
Outside Plinth Installers		10
Engineering/JPA Fielders		40
Project Mangers		12
Project Coordinators		8

INTRODUCTION

Founded in 1980, Motive Energy Telecommunications Group, Inc. (<https://motive-telecomm.com>) (MET) is a telecommunications engineering, design and project management firm. It provides construction, installation and maintenance services and full service, self-performing and turnkey solutions for the wireless and wireline telecommunications industry. MET provides a variety of products and services to assist companies in building and maintaining superior networks and infrastructure. MET's corporate office is located in Fountain Valley with four other locations in California (Northridge, Corona, Visalia and Sacramento) that provides service and customer

support. MET also has five regional branches outside of California located in Arizona, Nevada, New Mexico, Colorado and West Texas that locally support projects in those areas. For this proposal, only employees in MET's California locations will participate in this training. Some of MET's customers include Verizon, T-Mobile/Sprint, AT&T Mobility (Wireless Communication), Crown Castle (Wireless Infrastructure provider), Vinculums (Prime Turf), BlueLA (Electric Vehicle Charging Stations) and Verizon Business (Fiber Optic/Telephone) Charter Communications (Telephone/ISP & Internet Service Provider) and SBC Communications (ISP).

Veterans Program

MET does not currently have a specific Veterans recruitment program in place; however, employs long-time Veteran employees.

PROJECT DETAILS

This is MET's first ETP proposal. To remain competitive in the telecommunications industry, MET must constantly improve its technology, techniques, quality of service while staying as lean as possible. This involves keeping costs down, while striving for maximum customer satisfaction, on-time job completion rates with zero defects or work-over. In this proposal, MET plans to equip employees with better skillset in new company processes, achieve ISO certification, competence in equipment operation, and improve knowledge and proficiency with computer software applications, and new techniques and requirements in the telecommunication industry.

In addition, MET recently acquired new equipment and software: Fulcrum, laptops, cellular devices, tablets and projectors installed in 2020 and is implementing new MET processes focused on creating an effective and leaner workflow while eliminating waste and downtime. These initiatives and changes require training and cross-training employees to develop their capability and proficiency in performing their jobs using various tools and equipment. Skillset gained from ETP-funded training will benefit the Company with reduced operating costs, incorporate standardized work, eliminate waste and develop flexibility to meet demand in a timely manner.

Training Plan

The majority of the training will take place at the MET location in Northridge. Training will be delivered by a combination of in-house experts and third party trainers via Class/Lab and E-learning in the following:

Business Skills: Training will be offered to all Technicians, Warehouse Logistics Personnel, Project Managers and Project Coordinators in coaching, decision making, leadership, inventory control and in business plans and administration skills. Trainees will learn effective ways to identify and resolve problems in a timely manner and improve customer satisfaction.

Computer Skills: This training will be offered to Engineers, Electricians, Technicians, Warehouse Logistics Personnel, Project Manager and Project Coordinator occupations to develop their overall skills and knowledge of utilizing software tools like MASS, Fulcrum North Point and Project Accounting. The training will enhance trainee's understanding of the Company's new ERP system and gain skills and confidence in using and navigating through the program. Engineers will receive training in Computer Networking (LAN/WAN) to enable them to create and design products with the latest software and technology.

Continuous Improvement: This training will be offered to all occupations in order to create an effective company culture of process and quality improvement. MET is moving towards increasing

efficiencies across all functional areas by eliminating waste and redundancy in our workflow and internal processes.

Commercial Skills: This training will be offered to Construction Crew, Technicians, Electricians and Engineers. Training includes, equipment/machine operation, telecommunication architectural design and techniques, aerial/underground cable placement and tool usage. Trainees will learn to operate vehicles and equipment used in the technical installation process. Training will help reduce errors and reduce operating cost.

Hazardous Materials: This training will be provided to Project Managers and Project Coordinators to equip them in proper handling and disposal of hazardous materials.

E-Learning/Alternate Recordkeeping

MET will use alternative recordkeeping for E-Learning approved by ETP as permitted by ETP's Response to Covid-19.

Commitment to Training

The Company spends approximately \$25,000 annually on training for its California facilities. Ongoing training consists of new employee onboarding, job-specific tools/equipment skills and on-the-job training. ETP funds will not displace MET's 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 Human Resources Director will be responsible for overall project management. Project administration will be led by MET's Talent Acquisition & Claims Manager and a Project Coordinator who will be responsible in scheduling and implementing the training. A Department Head from each participating location is assigned for the collection and submission of training data to the Project Coordinator who will be responsible for data entry and compilation of rosters for ETP monitoring.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

8 - 200 Trainees may receive any of the following:

BUSINESS SKILLS

- Inventory Control
- Product Knowledge
- Financial Strategies
- Business Plans and Administration
- Leadership
- Decision Making
- Motivation
- Administration
- Coaching
- Decision Making

COMMERCIAL SKILLS

- Excavation and Drilling Equipment/Machine Operation,
- Telecommunication Architectural Design and Techniques
- Aerial/Underground Electrical Cable Placement and Tool usage.

COMPUTER SKILLS

- Software Applications (MASS, Fulcrom North Point, Project Accounting)
- Computer Networking LAN/WAN
- Sales Forecasting
- Purchase Order Tracking
- General and Cost Accounting Software

CONTINUOUS IMPROVEMENT

- ISO
- Strategic Planning
- Chart and Graph Evaluation and Interpreting
- Statistical Analysis
- Problem Solving
- Teambuilding
- Process Improvement
- Equipment Operation
- Warehousing

HAZARDOUS MATERIALS

- Hazardous Chemical Cleaning
- Hazardous Waste Handling

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.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for:

Opportunity Junction, Inc.

Contract Number: ET21-0161

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	COVID New Hire SET Multiple Barriers Ex-Offender At-Risk Youth	Industry Sector(s):	MEC (H) Administrative and Support (56) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Contra Costa	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)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$198,000		\$0%		\$198,000

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	COVID New Hire SET Multiple Barriers Ex-Offender At-Risk Youth	Other Titles (COVID-19 Bundle)	99	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 may provide health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production Worker		9
Administrative Staff		5
Administrative Support Staff		5
Professional Support Staff		5
Food Supply Chain Worker		5
Healthcare Worker		70

INTRODUCTION

Founded in 1999 and headquartered in Antioch, Opportunity Junction, Inc. (Opportunity Junction) (www.opportunityjunction.org) is a private training agency that empowers low-income/at-risk individuals to gain the job skills to obtain sustainable employment in high-demand growth industries. ETP-funded training will be delivered out of its Antioch facility.

Opportunity Junction provides services to over 250 people each year that benefit from intensive career training, which include, skill upgrades through its Healthcare Career Pathways and Administrative Careers programs. Trainee placement success rate is 82%. Trainees placed in jobs are reportedly still employed 18 months later. This training agency maintains support in the local-business community that actively hire its graduates.

This COVID Pilot project is Opportunity Junction's second ETP Contract running in conjunction with its first. In this proposal, Opportunity Junction is requesting ETP funds to train 99 (New Hire) trainees (including Ex-Offenders/At-Risk Youth or individuals with Multiple Barriers) to become entry-level Administrative Support, Healthcare, and Production Work professionals.

This is funded under the COVID Pilot program.

Veterans Program

Although Veterans' component is not included in this project, Opportunity Junction partners with the Employment Development Department (EDD) to serve clients including veterans. EDD operates its main office in close proximity to Opportunity Junction's Antioch headquarters, and EDD has a Veteran's program via its Workforce Services Branch (WSB) that refers eligible trainees to Opportunity Junction's programs.

PROJECT DETAILS

Administrative (Office) Support and HealthCare Jobs Demand

Based on Opportunity Junction's review, the California Labor Market Information provided by EDD projects 19,000 new openings for Administrative Support Staff each year in Contra Costa and its neighboring Alameda County. Opportunity Junction reports there is a high demand for and low supply of qualified workers competing for these administrative positions. This scarcity (local-candidate gap) factor was considered when designing the proposed ETP-training plan.

Many of these jobs are in health care, which employs 82,000 people in Contra Costa County. In Antioch, where Opportunity Junction is located, 7,500 people (15% of the total workforce) work in office and administrative occupations and a total of 8,800 work in healthcare.

~~Opportunity Junction represents~~ All placements for employment will be within the allowable sectors listed in the COVID-19 Guidelines.

Training Plan

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

Other Titles/Job Readiness (COVID-19 Bundle): Training will be offered to all occupations on Workplace Success, Interviewing, Critical Thinking, Conflict Resolution, and Goal Setting.

Special Employment Training (New Hire)

Under Special Employment Training, the participating employer is not required to demonstrate out-of-state competition. Trainees may also receive a higher portion of Literacy or Other Skills; however, up to 50% of training hours per trainee must be vocational.

- **Wage:** SET (New Hire) trainees may be subject to earn at least the ETP COVID Pilot's Minimum Wage (\$17.50) rather than the Statewide Average Hourly Wage.
- **Retention:** The Panel allows the retention period for these trainees, to be at least 90 consecutive days, with at least 20 hours of employment per week. Incidental placement with public and non-profit entities is permissible, not to exceed 50% of the total number of trainees retained in employment.

Ex-Offender/At-Risk Youth (New Hire)

Job Number 1 has Special Employment Training (SET) / Multiple Barriers trainees. Opportunity Junction will be responsible for documenting the following eligibility criteria for this program:

- For Ex-Offenders, this must include: case number from the conviction proceeding; parole or probation officer's name and phone number; and records from the institution where incarcerated.
- For At-Risk Youth, the documentation must show that the trainee is between 18 and 23 years of age. They will be deemed at-risk if they are not in school or employed full-time and meet other criteria specified in the pilot program guidelines for at-risk youth.

Curriculum Development

COVID-19 Bundle is limited to four hours of training designed primarily to provide job-search skills' training to successfully gain and retain employment. This training will be offered to all trainees in Workplace Success, Communications, Resume Development and Interview Skills.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Government funds, foundation funding, and/or private funding will be used to cover costs that exceed the amount paid by ETP. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Opportunity Junction's Executive Director (dedicated administrator) will provide administrative oversight. Its Career Counselors and Program Coordinator will also assist in administering the project. ETP training will be delivered by two full-time subject-matter experts who will also coordinate training delivery for this project. Additionally, Opportunity Junction has retained a third-party administrator- Steve Duscha Advisories to assist with its ETP administration and systems.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the BPPE.

Opportunity Junction is eligible as a training agency based on the following:

- BPPE licensure valid until February 8, 2022.

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.

Electronic Recordkeeping

Opportunity Junction will use a Learning Management System (Salesforce) to document all ETP training. The system has been reviewed and approved by ETP staff.

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
ET20-0265	\$189,050	3/1/2020-2/28/2022	50	TBD*	TBD

*ET20-0265 based on ETP systems, 0 hours have been tracked for potential earnings of \$0 (of approved amount). Contractor states that 1,500 hours have been delivered with \$34,500 in potential earnings. This is an estimated 20% of the Contract's Approved Amount potentially being earned within 5 months of the start of term. The delay in entering the hours is reportedly caused by interruptions in administrative duties due to the COVID-19 pandemic.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$2,500.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services for a fee not to exceed 12% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID Bundle)

- Communication Skills & Public Speaking
- Conflict Resolution
- Critical Thinking
- Financial Literacy
- Goal Setting
- Interpersonal Skills
- Interview Skills
- Resume Development
- Time Management
- Workplace Behaviors
- Workplace Success
- Overcoming Obstacles
- Managing Change
- Business Etiquette

<p>Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.</p>
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**COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:**

Pasadena City College

Contract Number: ET21-0167

Panel Meeting of: September 25, 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:	N/A		
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
Production Worker		10
Administrative Staff		10
Healthcare Worker		60

INTRODUCTION

Founded in 1924, Pasadena City College (PCC) (www.pasadena.edu) is a fully accredited public community college in Pasadena. Its academic programs encompass a variety of degrees, transfer programs, certificates of achievement, and occupational skills certificates to over 30,000 students per semester. PCC is eligible to contract with ETP under the Unemployment Insurance (UI) Code, Section 10205(c) as a community college accredited by the Western Association of Schools and Colleges (WASC).

Through a partnership with the California Workforce Association, PCC is part of the California Training Initiative and provides customized training and education programs that support economic and community growth in the region through its Economic and Workforce Development (EWD). By creating unique educational and workforce initiatives, the EWD bridges the gap between the classroom and the marketplace, preparing students to seek entry-level employment and implement effective job skill upgrades. Its mission is to inspire a diverse student body to transform their lives, drive regional economic development, and build global engagement and understanding.

Under ETP's COVID Rapid Reemployment and Retraining Pilot, PCC requests ETP funds to train 100 New Hire trainees in food supply chain, healthcare, manufacturing and other essential industries.

Veterans

PCC has a Veteran Resource Center which provides a full range of career counseling services to Veterans. They also partner with the Employment Development Department and the Foothill Workforce Development Board to provide reintegration to workforce services to Veterans.

Additionally, they partner with other programs on campus like the Robert G. Freeman Center, which has a recruitment arm to curate Veteran talent for potential employers. PCC has the resources to facilitate opportunities for potential Veteran applicants.

PROJECT DETAILS

The unemployment rate for the Los Angeles County region was 13.3% in July 2020, according to the Employment Development Department. This is significantly higher in comparison to the unemployment rate of 4.5% in February 2020. As of May 2020, nearly 4.8M individuals in the Los Angeles County are out of work attributed to the COVID-19 pandemic.

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 food supply chain, healthcare, manufacturing, and other frontline occupations.

Under the COVID Pilot, New Hire 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, Critical Thinking, Communications Skills, and Conflict Resolution.

Curriculum Development

COVID-19 Bundle is limited to four hours of training designed primarily to provide job-search skills' training to successfully gain and retain employment. Curriculum is developed from information obtained by business leaders in the local community and from surveys and feedback from potential hiring employers to ensure that their training needs will be met.

Marketing and Support Costs

PCC utilizes several resources and platforms for recruitment of trainees and potential employers, which includes targeted email campaigns, the Future of Work Podcast, the Pulse Newsletter, an active Social Media campaign, as well as leveraging the Strategic Marketing and Communications Department of the college. Trainees are also recruited from the Employment Development Department, One-Stop Service Center, and the Foothill Workforce Development Board.

PCC's Career Center also has access to the entire student body for direct messaging for training and placement opportunities. It has established a network of companies that contact the school in search of applicants prepared to enter the workforce. Once there is a match between the trainee and employment opportunity, PCC staff provides workforce readiness and placement services to the trainee.

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. PCC requests this retention modification.

Commitment to Training

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

➤ Training Infrastructure

PCC's Economic and Workforce Development Director of Operations will oversee the administration and implementation of this project. There will be three full-time staff members dedicated to marketing, recruitment, needs assessments, coordinating training delivery and project administration; and three indirect PCC staff who will be assisting in marketing. Training will be provided by PCC staff and/or participating employers. PCC will also utilize existing resources and components within its college.

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:

COVID TRAINING BUNDLE

- Workplace Success
- Conflict Resolution
- Communication Skills
- Time Management
- Critical Thinking
- Goal Setting
- COVID-19 Safety & Safe Environment

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



Training Proposal for:
Pathways Management Group, Inc.

Contract Number: ET21-0174

Panel Meeting of: September 25, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee New Hire Priority Rate SB <100 At-Risk Youth Multiple Barriers SET	Industry Sector(s):	MEC (H) Manufacturing (33) Information / Multi Media (51) Healthcare (62) Construction (23) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Los Angeles, San Bernardino, Riverside, Ventura	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$183,480		\$16,070 8%-Jobs 1-4 12%-Jobs 5 & 6		\$199,550

In-Kind Contribution:	50% of Total ETP Funding Required	\$224,400
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Comm'l. Skills, Literacy Skills, OSHA 10/30	75	8-200	0	\$590	\$18.34
				Weighted Avg: 24			
2	Retrainee	Business Skills, Computer Skills, Continuous Imp., Comm'l. Skills, Literacy Skills, OSHA 10/30	20	8-200	0	\$513	\$18.34
				Weighted Avg: 24			
3	Retrainee SB <100	Business Skills, Computer Skills, Continuous Imp., Comm'l. Skills, Literacy Skills, OSHA 10/30	20	8-200	0	\$590	\$18.34
				Weighted Avg: 24			
4	Retrainee Priority Rate SET	Business Skills, Computer Skills, Continuous Imp., Comm'l. Skills, Literacy Skills, OSHA 10/30	20	8-200	0	\$590	\$25.01
				Weighted Avg: 24			
5	New Hire At-Risk Youth Ex-Offender SET	Business Skills, Computer Skills, Continuous Imp., Comm'l. Skills, Literacy Skills, Job Readiness	30	8-200	0	\$2,032	*\$15.00
				Weighted Avg: 80			
6	New Hire Multiple Barriers SET	Business Skills, Computer Skills, Continuous Imp., Comm'l. Skills, Literacy Skills, Job Readiness	30	8-200	0	\$2,016	\$15.88
				Weighted Avg: 80			

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

Minimum Wage by County: Job Numbers 1-3: \$19.05 per hour for Los Angeles County; and \$18.34 in Ventura, San Bernardino and Riverside counties
 Job Number 4 (SET/Priority Industry): \$25.01 per hour
 Job Number 5 (SET/At-Risk/New Hire): \$15.00 per hour for Los Angeles, Ventura, San Bernardino and Riverside counties
 Job Number 6 (SET/MB/New Hire): \$15.88 per hour for Los Angeles County; and \$15.00 per hour in Ventura, San Bernardino and Riverside 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

Participating employers may use health benefits up to \$2.50 per hour to meet the Post-Retention in Job Numbers 1-4; and up to \$0.88 per hour in Job Number 6.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Numbers 1-3		
Production Worker		25
Administrative/Office Staff		25
Transportation/Logistics Staff		25
Quality Control Technician		15
Information Technology Staff		10
Manager/Supervisor		10
Owner (Job Number 3 only)		5
Job Number 4 (SET)		
Construction Worker		10
Healthcare Worker		10
Job Numbers 5-6 (At-Risk Youth/Ex-Offender/MB)		
Production Worker		15
Administrative/Office Worker		15
Transportation/Logistics Worker		15
Healthcare Worker		15

INTRODUCTION

Founded in 2015, Pathways Management Group, Inc. (PMG) (www.pmgcmo.org) is a national charter school management organization and social services agency. PMG provides workforce and career development, business services, and employment services including targeted recruitment, work experience, on-the-job training for employers and program participants, case management, and job development for youth, young adults, adults and dislocated workers including vulnerable populations.

PMG's mission is to address the skill gaps, and place program participants into high-growth, high-demand careers with thriving wages. PMG requests funding for training of 133 incumbent workers and 60 New Hire trainees. PMG is eligible to contract with ETP under the Unemployment Insurance Code, Section 10205(c) as a grant recipient under the Workforce Innovation and Investment Act.

Veterans Program

Although there will be no Veterans training component in this proposal, participating employers actively hire Veterans and Veterans will be trained in this project. PMG has partnership and

collaboration with the Department of Veterans Affairs in West Los Angeles, US Vets, JVS Veterans Employment Program, Salvation Army Heaven Program, New Horizon, and Goodwill Southern California Veterans Program. PMG also works directly with the Reserve units and Veteran Centers in El Monte and Van Nuys area. PMG will also recruit Veterans for the New Hire training in this proposal.

PROJECT DETAILS

Retrainee Training

This will be PMG's first ETP Contract. The proposed training will help participating employers in manufacturing, information technology, healthcare, construction, and service-related industries rebuild their businesses. Training will be provided to incumbent workers on new safety practices, new technology, improved processes, and continuous improvement strategies to become a high performance workplace. Training will help companies find innovative ways to meet and exceed employers goals, increase the skills of their workforce, and improve effectiveness, efficiency and strategic performance. The core group of participating employers represents over 100% of the requested funding, of which 80% are Panel priorities.

New Hire Training

This proposal will also include unemployed individuals with multiple barriers, at-risk youth, and ex-offenders. Over the last few years, PMG has trained and placed unemployed individuals in a network of companies in manufacturing, healthcare, transportation/logistics, and service-related industries. Trainees will receive training on various skills and job readiness in entry-level positions as Production, Administrative/Office, Transportation/Logistics and Healthcare Worker. The proposed training will help trainees meet the quality standards set by prospective employers to enter and/or fully participate in the labor force.

Training Plan

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

Business Skills: Training will be offered to all occupations in various course topics such as communication skills, project management, conflict resolution, problem-solving and decision-making to enhance internal and external customer service and develop time, project, and resource management skills.

Continuous Improvement: Training will be offered to all occupations designed to help trainees reach business and production goals, increase productivity and product quality, develop teamwork strategies to enhance performance, and improve business processes.

Commercial Skills: Training will be offered to all occupations to meet the individual needs of each business in production, quality control, transportation/logistics and construction. These skills will improve employee proficiency in equipment operation, assembly procedures, and warehousing. Training will also empower frontline workers to identify and resolve production problems, improve productivity, produce quality products and reduce waste.

Computer Skills: Training will be offered to all occupations in the most current technology in Computer Numerical Control Programming and Applications, Inventory Control and Microsoft Office Suite.

OSHA 10/30: Training is a series of courses "bundled" by industry sector and occupation. Completion of the training results in a certificate that expands employment opportunities. The ETP 130 - MEC (Revised 06/09/2020)

coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. This training provides a complete overview of occupational safety and health so that workers are more knowledgeable about workplace hazards and understand their rights as workers. Equipment and materials not used correctly can also lead to injuries for the worker and puts other people in the area in potential danger.

Literacy Skills: Training will be offered to workers who are not proficient in English and Math. Vocational English skills will focus on the more practical aspects of business writing and communications in the workplace and Basic Math as a prerequisite to other courses offered such as Blueprint Reading and Shop Math.

Other Titles/Job Readiness Skills: Training will be offered to New Hire trainees to meet the quality standards set by potential employers and provide individuals who do not have work experience skills to prepare them for the job market and enhance employability and increase the likelihood of finding suitable employment at the end of training.

For New Hire training, Literacy and Job Readiness Skills will not exceed 50% of the trainee's total training hours.

Curriculum Development

The core curriculum in this proposal was developed by PMG and its training vendor, Pathways College. A structured training program has been developed to help employers upgrade employee skill sets. This was based on participating employers' specific training demands and pre-training structured assessment and screening process. The curriculum will be continuously revised according to the demands and feedback of participating companies. All programs are customized to meet the needs of each participating employer.

PMG keeps informed about employer needs through its Business Advisory Group who works closely with Pathways College Advisory Council. Other major source of input are from various employers, industry councils and trade associations, and workforce development agencies to ensure the training is relevant in closing the skills gap, training, and retraining of the workforce.

After the completion of training, students completes a survey to evaluate their training experience and the applicability of training to their current jobs. Their employers are also given the opportunity to provide feedback. This feedback will assist PMG in improving the curriculum.

Marketing and Support Costs

PMG markets its training programs using email blasts, personal contact, telephone calls and direct mail. PMG also markets and advertises its training programs through focus groups with local businesses, Chambers of Commerce, Human Resources Network Groups, Workforce Development Boards, and several organizations such as the Los Angeles County Economic Development Corporation, Foothill Investment Board, SoCal Aerospace Council, Manufacturer's Council of Los Angeles County, Los Angeles Valley Economic Development Group, and business advisory boards to further promote economic growth within the region. It is also through its partnership and connections with these entities where PMG promotes and find potential employers for their New Hire graduates.

PMG representatives regularly sit on workforce development boards, business advisory, and non-profit agency boards to promote its training programs and to stay abreast of current and changing business needs in multiple industries.

With its marketing efforts, PMG is requesting 8% support costs in Job numbers 1-4 (Retrainee) to be used towards employer recruitment and needs assessments for training of incumbent workers.

In Job Numbers 5 and 6 (New Hire), PMG requests 12% support costs to assist with the continual need for trainee recruitment including intake assessment to determine eligibility, job development, job search assistance, and placement of New Hire graduates in ETP-eligible jobs. PMG's New Hire trainee recruitment efforts are conducted through its partnership with various organizations such as Options for Youth and Opportunities for Learning Charter Schools, Operation New Hope, 5keys Charter School, Good Seeds, Barrio Action Plan, Youth Build, Friends Outside, Goodwill Southern California, and People Assisting The Homeless.

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.

SET Frontline (Priority Industry)

➤ Wage Modification

Trainees in Job Number 4 are Frontline Workers in construction and healthcare industries. 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). PMG requests this modification.

At-Risk Youth/Ex-Offender (New Hire)

Trainees in Job Number 5 will be funded as SET under the At-Risk Youth/Ex-Offender Guidelines. These trainees will receive training that will lead to career path in manufacturing, administration, transportation/logistics, and healthcare. These trainees are either unemployed or employed individuals with a criminal record who are currently, or have been, in parole status; or young adults (18 to 23 years of age) who are deemed to be at risk for becoming involved in anti-social activities. PMG will be responsible for documenting the eligibility criteria for this program.

➤ Wage and Retention and Wage Modifications

PMG requests a post-retention wage modification for these trainees at 25% below the ETP Minimum Hourly Wage from \$15.88 to \$15.00. This is the base wage and no health benefits will be added to meet this wage. This modification is permissible under the At-Risk Youth/Ex-Offender Project Guidelines.

Retention may be satisfied by employment of at least 30 hours a week for at least 90 days, out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment. PMG requests this modification.

Multiple Barriers (New Hire)

Trainees in Job Number 6 have two or more barriers to full-time employment (e.g., mental or physical disability, limited English proficiency, limited math skills, or some similar impediment preventing them from readily entering or fully participating in the labor force.)

➤ Retention Modification

The Panel may modify the retention period for these trainees, making it 90 days out of 120 consecutive days with up to three employers. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment. PMG requests this modification.

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

PMG's Director of WIOA will oversee the implementation and administration of this project. There will be three full-time and one part-time staff members responsible for needs assessment, marketing, recruitment, organizing and scheduling training, and compliance with the ETP contract.

Training will be conducted at PMG facility and participating employers' worksites. Approximately 40% of training will be delivered by PMG in-house experts and 60% will be provided by vendors. New Hire training as well as incumbent workers of small employers and large employers who need to train only a handful of employees will be conducted at PMG facility.

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

Pathways College of Pasadena has been retained to provide Business, Commercial, Computer and Continuous Improvement Skills training for a fee of \$95,000. Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Impact
- Business Writing
- Communication Skills
- Conflict Management
- Customer Service
- Decision-Making
- Finance for the Non-Financial Manager
- Getting Business Results
- Group Effectiveness
- Interpersonal Skills
- Inventory Control
- Interviewing Skills
- Negotiation
- Personal Effectiveness
- Product Knowledge
- Project Management
- Scheduling, Budgeting and Cost Control
- Time Management

COMPUTER SKILLS

- CNC Programming and Applications
- Inventory Control
- Microsoft Office Suite (Small Business Only)
- MS Word, Excel and Access (Intermediate & Advanced)

CONTINUOUS IMPROVEMENT

- High Performance Workplace
- Inspection Techniques
- Kaizen Methodology
- Leadership Skills
- Lean Processes and Principles
- Marketing, Planning and Negotiating
- Six Sigma
- Statistical Process Control
- Problem Solving
- Team Building
- Purchasing and Sourcing
- Supply Chain Management
- Master Planning of Resources
- Execution and Control of Operations
- Strategic Management of Resources

COMMERCIAL SKILLS

- COVID 19
- Advanced Math
- Assembly Procedures
- Blueprint Reading
- CNC Machining
- Copper and Plastic Piping
- Cross-Functional
- Drills and Related Tools
- Equipment Operation
- Food Processing
- Forklift Training
- Fasteners and Anchors
- Gaskets and Packing
- Inspection Techniques
- Lubrication
- Hazardous Materials Safe Handling
- Heaters, Furnaces, Heat Exchangers, Cooling Towers & Fin Fans
- Hydraulics I & II
- Industrial Electrical Safety Training
- Manufacturing Practices
- Non-Destructive Testing
- Production Skills
- Prototyping
- Shop/Workplace Math
- Warehousing

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

LITERACY SKILLS

- Basic Math
- Vocational English as a Second Language

JOB READINESS SKILLS

- Resume Building
- Online Applications
- Interviewing Skills
- Workplace Etiquette
- Presentation/Appearance
- Career Planning and Assessment

Safety Training cannot exceed 10% of total training hours per-trainee (This cap does not apply to OSHA 10/30)

Literacy Training cannot exceed 45% for Retrainee and 50% for New Hire of total training hours per-trainee

Job Readiness Skills cannot exceed 50% of total training hour 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: Pathways Management Group, Inc.
Reference No: 19-0730

CCG No.: ET21-0174
Page 1 of 4

Self-reported listing of potential employers participating in the contract

Company: Aerospace Dynamics International Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 25540 Rye Canyon Rd.	
City, State, Zip: Valencia, CA 91355	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	
Total # of full-time company employees worldwide: 165	
Total # of full-time company employees in California: 165	
Company: AGE Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 14831 Spring Ave.	
City, State, Zip: Santa Fe Springs, CA 90670	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 5	
Total # of full-time company employees worldwide: 45	
Total # of full-time company employees in California: 45	
Company: Alltech Enterprises, LLC	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 320 N Halstead St.	
City, State, Zip: Pasadena, CA 91107	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 5	
Total # of full-time company employees worldwide: 45	
Total # of full-time company employees in California: 45	
Company: AMS Fulfillment	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 29010 Commerce Center Dr.	
City, State, Zip: Valencia, CA 91355	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 25	
Total # of full-time company employees worldwide: 135	
Total # of full-time company employees in California: 135	

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Pathways Management Group, Inc.

CCG No.: ET21-0174

Reference No: 19-0730

Page 2 of 4

Company: Chatsworth Products Inc.

Priority? ☒ Yes ☐ No

Address: 9353 Winnetka Avenue

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 500

Total # of full-time company employees in California: 99

Company: Crane Aerospace & Electronics

Priority? ☒ Yes ☐ No

Address: 3000 Winona Avenue

City, State, Zip: Burbank, CA 91402

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,560

Total # of full-time company employees in California: 540

Company: Dynamo Aviation.

Priority? ☒ Yes ☐ No

Address: 16760 Schoenborn St.

City, State, Zip: North Hills, CA 91343

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 600

Total # of full-time company employees in California: 150

Company: Education Dynamics, Inc.

Priority? ☐ Yes ☒ No

Address: 3400 E. Foothill Blvd.

City, State, Zip: Pasadena, CA 91107

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 38

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Pathways Management Group, Inc.

CCG No.: ET21-0174

Reference No: 19-0730

Page 3 of 4

Company: Hydraulics International Inc.

Priority? ☒ Yes ☐ No

Address: 9201 Independence Ave.

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 27

Total # of full-time company employees worldwide: 140

Total # of full-time company employees in California: 140

Company: Hyrize

Priority? ☐ Yes ☒ No

Address: 633 N Central Avenue

City, State, Zip: Glendale, CA 91203

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: K & D Company, LLC

Priority? ☒ Yes ☐ No

Address: 7850 Gloria Ave.

City, State, Zip: Van Nuys, CA 91406

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 4

Total # of full-time company employees worldwide: 35

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

Company: MP Aero, LLC

Priority? ☒ Yes ☐ No

Address: 7701 Woodley Ave.

City, State, Zip: Van Nuys, CA 91406

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 45

Total # of full-time company employees in California: 45

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Pathways Management Group, Inc.

CCG No.: ET21-0174

Reference No: 19-0730

Page 4 of 4

Company: Repair Tech International Inc.

Priority? ☒ Yes ☐ No

Address: 16134 Saticoy St.

City, State, Zip: Van Nuys, CA 91406

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 756

Company: Triumph Actuation Systems Valencia

Priority? ☒ Yes ☐ No

Address: 28150 Harrison Pkwy.

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 192

Total # of full-time company employees in California: 192

Company: Wizard Quality Management System

Priority? ☐ Yes ☒ No

Address: 11601 Wilshire Blvd., Suite 500

City, State, Zip: Los Angeles, CA 90025

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15



Training Proposal for:
Solano-Napa Counties Electrical Industry Apprenticeship & Training Trust

Contract Number: ET21-0913

Panel Meeting of: September 25, 2020

ETP Regional Office: Central Office- PPU

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Napa, Solano	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 180		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$150,660		\$11,261 8%- Job 1 20%- Job 2 (Veterans)		\$161,921
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

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	88	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
2	Priority Rate Retrainee Apprentice Veterans	Commercial Skills OSHA 10/30	5	8-210	0	\$1,901	\$25.01
				Weighted Avg: 90			

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

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		
Electrician Apprentice		88
Job Number 2		
Veteran Electrician Apprentice		5

INTRODUCTION

The Solano-Napa Counties Electrical Industry Apprenticeship & Training Trust (Solano-Napa Counties Electrical) provides education and training of apprentice and journey level workers in the electrical construction trade throughout the Solano and Napa counties. Apprentice Electricians plan, layout, install, repair, and maintain electrical equipment that provides light, heat, communications and power. Based in Napa, Solano-Napa Counties Electrical is established by the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA). Solano-Napa Counties Electrical provides the electrical construction industry with training to meet the demands of the workforce in California. Although this will be Solano-Napa Counties Electrical first contract with ETP, the JATC has participated in a prior contract with State Building & Construction Trades Council.

There is an estimate of 655 apprentices and journey level workers in the Solano/Napa area. Although Solano-Napa Counties Electrical trains Journeyworkers, only Apprentices will participate in this project.

Veterans Program

Solano-Napa Counties Electrical recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. The Veteran Apprentices will have the same curriculum as the other Apprentices, but will be in their own Job (Job Number 2) to better track their Veterans.

Women's Program

Solano-Napa Counties Electrical recruits women by participating in the Trades Introduction Program, a pre-apprenticeship program which exposes students to career trades. In addition, it provides presentations to high school students and participates in job fairs offering program information to women.

COVID-19

ETP funds will allow Solano-Napa Counties Electrical to train Apprentices during COVID-19. California's mandated Shelter in Place order which has required that some training to be delivered through 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.

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

Training under this proposal will ensure that Solano-Napa Counties Electrical keeps up with changes in electrical construction (code, safety, etc.) while offering new training focused on efficient electrical control systems and energy conservation. In addition, the shift from analog to digital equipment dictates the need for extensive training. The training in this proposal prepares new Apprentices to replace the high number of retiring journey worker electricians and provides them with the necessary skills for upcoming jobs. Projects under this proposal include the Schultz

Gas Recovery Project, Northern Electric Napa Valley Junction Elementary Project, Eucalyptus Drive/Wetlands Edge Road, the American Canyon, Bockmon & Woody Electric, and Markham Elementary Modulares.

Solano-Napa Counties Electrical's training schedule varies, but most of the training will occur during the fall, winter and spring months with limited training occurring during the summer. Solano-Napa Counties Electrical will hold online classes and restricted labs at the training center on scheduled days. The labs will follow all regulations and requirements necessary for COVID-19.

Training Plan

Training will take place via Class/Lab and E-Learning in the following:

Commercial Skills: Training will be offered to all Apprentices. Trainings under this curriculum include topics such as Advanced Lighting Controls, Code Calculations, Lightning Protection and Electrical Systems.

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.

Marketing and Support Costs

Solano-Napa Counties Electrical 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 is one staff member at Solano-Napa Counties Electrical that will assist with the marketing, recruitment, needs assessments and scheduling of training.

Solano-Napa Counties Electrical 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.

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 ETP Project. The Training center has 8 part time Trainers who will provide training. The trainers are former or current members of the trade and are subject matter experts. Strategy Workplace Communications, will provide ETP Contract Administration services.

Impact/Outcome

Solano-Napa Counties Electrical will offer certification classes in topics such as Arc Flash Safety Awareness, OSHA 10, OSHA 30, Building Automation Systems, California Advanced Lighting Controls Training Program (CALCTP) Lighting Certification, CALCTP Acceptance Testing, Title 24 Lighting Installation and Codes, AutoDR, Energy Storage, Electric Vehicle Infrastructure, Fall Protection, Fork Lift, Boom Lift, and Scissor Lift.

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

Solano-Napa Counties Electrical retained California Labor Federation in Oakland and Strategy Workplace Communications in Alameda to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Solano-Napa Counties Electrical retained Strategy Workplace Communications in Alameda 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 Hours/E-Learning Hours

8-200 Trainees may receive any of the following:

Commercial Skills:

2nd year Curriculum

- Alternating Current (AC) Systems
- Alternating Current (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

- Alternating Current (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
- National Fire Protection Association (NFPA) 70E
- 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

(2nd-5th Year Apprentices)

- Alternating Current (AC) Systems
- Alternating Current (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
- Mine Safety and Health Association (MSHA)
- National Fire Protection Association (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

Note: Reimbursement for trainees in Job Number 1-2 is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours. Safety training cannot exceed 10% of total training hours for any individual trainee. The 10% safety training cap does not apply to OSHA 10/30 training.



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
Taylor Farms Pacific, Inc.
Contract Number: ET21-0175

Panel Meeting of: September 25, 2020

ETP Regional Office: Sacramento

Analyst: J. Dongallo

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:	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: 1,300	U.S.: 1,300	Worldwide: 1,300
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

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

Up to \$2.00 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administration		2
Equipment Operators		20
Frontline Supervisors		10
Mechanics		20
Quality Staff		16
Production Operators		32

INTRODUCTION

Founded in 1995 and headquartered in Tracy, Taylor Farms Pacific, Inc. (Taylor Farms) (<https://www.taylorfarms.com>) is a farming company that manufactures a variety of fresh, ready-to-eat salad and produce package kits. Taylor Farms' customers are wholesale food distributors and grocery retailers such as Sam's Club, Target, Walmart, Fresh Foods Market, etc. Training will take place at Taylor Farms' location in Tracy. This is the Company's second ETP-funded project and the second within the last five years. This is funded under the COVID Pilot program.

Veterans Program

Even though there is not a Veterans' component in this project, Taylor Farms actively recruits and hires Veterans using resources, such as, Monster, CalJobs and the Office of Federal Contract Compliance Program (OFCCP).

PROJECT DETAILS**Retrainee - Job Creation**

Taylor Farms 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 hiring 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 industry requirements are met, while meeting the demands of the consumers.

Training Plan

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

Other Titles (COVID Training Bundle): Training will be offered to all occupations on COVID-19 Procedures, New Hire Training, Social Distancing, and Disinfecting of Work Stations.

Commitment to Training

Taylor Farms has an annual training budget of approximately \$240,000. The Company utilizes subject-matter experts to conduct training. Taylor Farms intends to significantly increase the number of subject-matter experts specializing with equipment upgrades to deliver more training. The training budget includes state-mandated safety training, equipment maintenance and installation, food safety and security, and sales training.

ETP funds will not displace the existing financial commitment to training. ETP funds will support the Company's ongoing financial commitment to training. At the completion of the ETP training, Taylor Farms will continue to provide its workforce the skillsets needed to develop and grow within the Company. Safety training is, and will continue to be provided, in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Training Manager will be responsible for program oversight and communication. The Plant Director and HR lead will assist and oversee all administrative responsibilities. Additionally, the Operations/Productions Manager will track training reports and collect rosters at each location. A team of Managers/Supervisors and Production leads will assist in the delivery of training.

Training Grants Intelligence Incorporated (TGII) will assist with the implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house experts and vendors as needed.

LMS

Staff has reviewed and approved Taylor Farm's Learning Management System, Alchemy, for recordkeeping.

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
ET20-0306	\$625,002	4/6/20 – 4/5/22	693	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.

DEVELOPMENT SERVICES

TGII, in Canton, Georgia, assisted with development of this project for a flat fee of \$3,000.

ADMINISTRATIVE SERVICES

TGII was also retained to 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:

OTHER TITLES (COVID-19 Bundle)

- Advanced Techniques
- Assembly Skills
- Automated Pinwheel Cutter
- Best Practices
- Business Strategies
- Communication Skills
- Conflict Resolution
- Continuity Planning
- Continuous Improvement Techniques
- COVID-19 Procedures
- COVID-19 Safety Procedures
- Customer Service Skills
- Decision Making
- Disinfecting of Work Stations
- Environmental Standards
- Equipment Maintenance
- Equipment Operation
- Facemasks, Handwashing, Temperature Checks
- Filler Mac Machine
- Food Safety and Testing
- Food Safety Processes
- Good Manufacturing Processes (GMP)
- GMP Personal Hygiene
- Identifying Signs and Symptoms of COVID-19
- Inventory Monitoring
- Labeling and Packaging
- Leadership
- New Hire Training
- Organic – Mixing, Label Requirements, Wash Station
- Performance Management
- Pre-Lean
- Problem Solving
- Product Quality Inspection
- Production Skills
- Quality Concepts
- Research & Development
- Respiratory Protection
- Returning to the Workplace
- Safety and Health Provisions
- Safety Equipment Operation
- Sales & Marketing
- Sanitation
- Shipping and Receiving
- Social Distancing

- Spill Prevention
- Sustainability
- Sustainable Farming
- Team Building
- Varying Breakroom Schedules
- Vendor/Supplier Restrictions
- Vision Verification System
- Visitor Restrictions
- Warehouse Skills
- Waste Management
- Working Remotely
- Zebra Hand Held Scanner
- Zebra Label Duplicator

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



Training Proposal for:

Life Generations Healthcare LLC dba Generations Healthcare

Contract Number: ET21-0176

Panel Meeting of: September 25, 2020

ETP Regional Office: San Diego

Analyst: J.Lima

PROJECT PROFILE

Contract Attributes:	SET HUA Retrainee Priority Rate	Industry Sector(s):	Other (J) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Muti-Counties	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: 3,300	U.S.:3,450	Worldwide: 3,450
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$727,251

Total ETP Funding
\$487,968

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 SET	MS - Didactic, MS - Clinical with Preceptor, Computer Skills, Continuous Impr	871	8-200	0	391	\$25.01
				Weighted Avg: 17			
2	Retrainee Priority Rate SET HUA	MS – Didactic, MS – Clinical with Preceptor, Computer Skills, Continuous Impr	377	8-200	0	391	*\$13.76
				Weighted Avg: 17			

*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 1: State-Average Priority Industry wage;

Job 2: HUA -San Diego, Santa Barbara, Stanislaus Counties / Areas \$13.76, Los Angeles County: \$14.29

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		
Registered Nurse		256
Licensed Vocational Nurse		385
Therapist/Assistant		230
Job Number 2 (HUA)		
Licensed Vocational Nurse		117
Certified Nurse Assistant		260

INTRODUCTION

Established in 1998, and headquartered in Santa Ana, Life Generations Healthcare LLC dba Generations Healthcare (Generations Healthcare) (www.generationsheathcare.com) owns and operates multiple affiliated facilities in California, specializing in geriatrics, post-hospital, and transitional care. The Company offers nursing care; therapy services (including physical, occupational, and speech therapy) and stroke and orthopedic rehabilitation, assisted living, memory care, and behavioral health care services. The Company also provides an outpatient rehabilitation program, facilitates laboratory testing and X-ray, and manages medication, audiology services, as well as physician, podiatrist, vision, and dental visits.

The Company currently operates 27 facilities comprising over 3,100 licensed beds. Generations Healthcare is eligible for ETP funding under Special Employment Training (SET) provisions for frontline workers.

This proposal will fund training for its employees and those of 21 closely-held affiliates, located at 25 locations statewide. The Company's corporate office located in Santa Ana will coordinate the implementation and administration of training. However, it is not included in the proposed training plan.

The 21 affiliates are with respective cities and counties are as follows:

1. Theragen, LLC;
(Santa Ana) (Orange County)
2. GHC of National City I, LLC
(National City- 2 locations*, Lakeside*, Santee, La Mesa) (San Diego County)
3. GHC of Los Gatos, LLC dba Plum Tree Care Center
(San Jose) (Santa Clara County)
4. GHC of Sunnyvale, LLC dba Cedar Crest Nursing & Rehabilitation Center
(Sunnyvale) (Santa Clara County)
5. GHC of Pleasanton, LLC dba Pleasanton Nursing & Rehabilitation Center;
(Pleasanton) (Alameda County)
6. GHC of Modesto, LLC dba English Oaks Nursing & Rehabilitation Center
(Modesto*)(Stanislaus County)
7. GHC of Newport Beach, LLC dba Newport Nursing & Rehabilitation Center
(New Port Beach)(Orange County)
8. GHC of Canoga Park, LLC dba Canyon Oaks Nursing & Rehabilitation Center
(Canoga Park*)(Los Angeles County)
9. GHC of Lakeview Terrace, LLC dba Vista Manor Nursing Center
(San Jose)(Santa Clara County)
10. GHC of Daily City 239, LLC dba St. Francis Convalescent Pavilion
(Daly City) (San Mateo County)
11. GHC of Daily City 102, LLC dba St. Francis Heights
(Daly City)(San Mateo County)
12. GHC of Lompoc, LLC dba Lompoc Skilled Nursing & Rehabilitation Center
(Lompoc*)(Santa Barbara County)
13. GHC of Kearny Mesa, LLC dba Kearny Mesa Convalescent & Nursing Home
(San Diego)(San Diego County)
14. GHC of SAC-SNF, LLC dba Gramercy Court
(Sacramento)(Sacramento County)
15. GHC of Contra Costa, LLC dba Bayberry Skilled Nursing & Healthcare Center
(Concord)(Contra Costa County)
16. GHC of San Fran 68, LLC dba Lawton Skilled Nursing & Rehabilitation Center
(San Francisco)(San Francisco County)
17. GHC of Auburn, LLC dba Siena Skilled Nursing & Rehabilitation Center
(Auburn)(Placer County)
18. GHC of San Rafael, LLC dba Smith Ranch Skilled Nursing & Rehabilitation Center
(San Rafael)(Marin County)
19. GHC of San Fran 180, LLC dba City View Post-Acute
(San Francisco)(San Francisco County)
20. GHC of Walnut Creek, LLC dba Walnut Creek Skilled Nursing & Rehabilitation Center
(Walnut Creek)(Contra Costa County)
21. GHC of El Cajon, LLC dba Bradley Court
(El Cajon*) (San Diego County)

*HUA: Seven locations qualify under the HUA program: one location in El Cajon, Lakeside, two locations in National City (San Diego County); one location in Canoga Park (Los Angeles County), one in Modesto (Stanislaus County), and one location in Lompoc (Santa Barbara County)

PROJECT DETAILS

This is Generations Healthcare's third ETP Agreement; the third in the last five years. In this proposal, Generations Healthcare has identified the following changes in programs and services that are driving the current need for training:

- Due to COVID-19 effects on company operations, delivery of safe patient care, and the safety of its nursing and therapy staff, additional and robust training is necessary on infection control as well as isolation precautions and proper techniques with personal protective equipment. In addition, extensive competency training is necessary for managing and treating COVID-19 patients, inclusive of hand hygiene, and proper donning and doffing of Personal Protective Equipment.
- Ongoing regulatory changes have resulted in new reimbursement guidelines for patient care known as PDPM (Patient Driven Payment Model) requiring extensive retraining of frontline staff to ensure the company maintains full reimbursement levels for patient services. PDPM is the proposed new Medicare payment rule for skilled nursing facilities. Effective October of 2019, it is a major overhaul for Generations Healthcare to update the current skilled nursing facility (SNF) prospective payment system (PPS).
- Generations Healthcare is moving into the final year of scheduled regulatory change with the Centers for Medicare and Medicaid's "Requirements of Participation" for long term care facilities. This requires certain skills training to be delivered to frontline staff to comply with, including an emphasis on trauma-informed care, infection prevention programs, and competency development.

Training Plan

Training will be provided using Class/Lab and E-Learning methodologies.

Computer Skills: Training will be offered to all occupations as needed in the use of Electronic Medical Records software updates to accurately enter and retrieve patient information.

Continuous Improvement: Training will be offered to all occupations in order to foster improvement in multiple skills such as team building, culturally appropriate care, medical records, documentation, customer service, standard operating procedures, communication skills, interdisciplinary team skills and quality improvement.

Medical Skills

Didactic Training will be offered to all occupations in order to better understand clinical processes to ensure competency and maximize patient satisfaction and safety. Courses include patient assessment skills, therapy skills, COVID-19, knowledge of ventilator and tracheotomy care, wound care, patient fall prevention, infection control, cardiac care, atrial fibrillation, prevention of ventilator acquired pneumonia, congestive heart failure, stroke care, infection control, pain management, intravenous therapy, diabetes management, dialysis care, medication management and administration, behavior management, psychotropic medication management, LGBT care, mental health program, and dementia/Alzheimer's patient care skills.

Preceptor Training will be offered to new RNs, LVNs, therapy staff and CNAs in order to demonstrate efficiencies of clinical processes learned in the classroom and guided by a skilled preceptor such as patient assessment and care, patient safety, respiratory care, PPE, wound management, dementia care, rehabilitation skills, managing patients with neurovascular conditions, cardiac conditions, activities of daily living, infection control, use of the call light system, and safe patient handling.

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. The Company qualifies for ETP's Priority Industry reimbursement as a healthcare employer.

➤ Wage and Retention Modifications Job 1:

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). The Company requests this modification.

High Unemployment Area

Trainees in Job Number 2 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. The Company's locations in San Diego County, Stanislaus County, Los Angeles County and Santa Barbara County are in an HUA.

➤ Wage Modification

This wage modification is intended to train entry-level healthcare workers in lower wage occupations to provide opportunities for promotion, wage increases, and long-term job security.

These trainees qualify with the ETP Minimum Wage rather than the Statewide Average Hourly Wage. Additionally, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Generations Healthcare requests a wage modification from \$25.01 to \$13.76 in San Diego, Stanislaus and Santa Barbara Counties and \$14.29 in Los Angeles County. Of the 377 total trainees in the HUA facilities, there are 30 CNAs that make a base wage of less than \$15.00/hour and 51 LVNs that make less than \$25.01/hour. As stated by the company – employee pay rates are evaluated in accordance with their experience, performance as well as the current market. While all three are accounted for, the demands of the market dictate frequent reviews and most often, pay is evaluated and increases are given after the 90 day introduction period.

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.

Generations Healthcare spends up to \$75,000 annually per facility in California for training. Employee training includes staff orientation, in-services, sexual harassment prevention, safety training, and basic computer skills.

➤ Training Infrastructure

Generations Healthcare retained an administrative subcontractor to assist with ETP project administration. In addition, the Company will utilize the Directors of Staff development (DSD) at each facility to oversee the training programs, and assign the Human Resource Director as the "point person" for the project. The company has also staffed up with additional personnel in the headquarter office to coordinate the collection of training documents. The Human Resource Director will submit training rosters to the administrative subcontractor for data entry into the ETP system.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0448	Statewide	4/3/2017– 4/2/2019	\$651,960	\$499,039 (76%)
ET15-0275	Statewide	9/2/2014– 9/1/2016	\$728,220	\$515,656 (71%)

Both contracts performed to ETP satisfactory standards in effect at the time, which were 70% for ET15-0275 and 75% for ET17-0488. However, the Company has hired additional staff to ensure greater success and to drive production of ETP documents and has engaged the services of a new energetic HR Director whose stated goal is to achieve 100% earnings performance.

DEVELOPMENT SERVICES

The Company retained National Training Systems, Inc. in Ladera Ranch to assist with development of this proposal for a flat fee of \$20,000.

ADMINISTRATIVE SERVICES

The Company also retained National Training Systems, Inc. to perform administrative services in connection with this proposal for a fee of 10% of payment earned.

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

MEDICAL SKILLS – DIDACTIC

- + ABT Stewardship
- + Annual Skills Update
- + Infection Control
- + Basic Life Support
- + Body Mechanics
- + COVID-19
- + Patient Transfer Techniques
- + Care of the LGBT Patient
- + Equipment Skills (including, but not limited to pumps, vital monitoring devices, support systems, therapeutic modalities)
- + Advanced Cardiac Life Support
- + Change of Condition Management
- + Interdisciplinary Team Process
- + Pain Management (Acute and Chronic)
- + Intravenous Therapy
- + Enteral Feeding Tube Management
- + Respiratory Care
- + Restorative Nursing
- + Wound Management
- + Advanced Assessment Skills
- + Diabetic Management
- + Urinary Management (Foley catheter, input/output)
- + Resident and Family Education
- + Medication Administration Management
- + Restraint and Restraint Reduction
- + Behavior Management
- + Psychotropic Medication Management
- + Patient Assessment & Care
- + Physical, Occupational, Speech Therapy
- + End of Life Care
- + Patient Fall Prevention
- + Dementia/Alzheimer's
- + Neurovascular System
- + Residents with Special Needs
- + Gastrointestinal System
- + Laboratory
 - o Electrolyte Imbalance
 - o Arterial Blood Gas Interpretation
- + Cardiac Conditions
- + Neurological Conditions
- + Resident Emergency Response
- + Skeletal/Orthopedic Conditions
- + Incontinence Management (colostomy care, urinary catheter care)
- + Pro Act Training – Professional Assault Crisis Training and Certification (Pro Act)

MEDICAL SKILLS – CLINICAL WITH PRECEPTOR

- + Medication Management
- + Advanced Assessment Skills
- + COVID-19
- + Infection Control
- + Patient Safety
- + Clinical Skills Review
- + Clinical Certification Skills
- + Patient Assessment and Care
- + Intravenous Therapy
- + Enteral Management
 - o Bolus
 - o Intermittent
 - o Continuous
- + Feeding Tube
 - o Insertion
 - o Site Care
 - o Removal
- + Dementia Care
- + Assessing of Tube-Fed Individuals with Diabetes Mellitus
- + Preventing and Identifying Complications Related to Tube Feedings
- + Respiratory Care
- + Wound Management
- + Hemovac/Phueovac
- + Dementia/Alzheimer's
- + Managing Patients with Neurovascular Conditions
- + Rehabilitation Services
 - o Physical Therapy
 - o Occupational Therapy
 - o Speech Therapy
- + Residents with Special Needs
- + Gastrointestinal Conditions
- + Cardiac Conditions
- + Skeletal/Orthopedic Conditions
- + Incontinence Management (colostomy care)
- + Assisting and Performing Self-Care Skills with Patients;
Facilitating Functional Fains of Each Patient
- + Functional Mobility and Ambulation
- + Bowel and Bladder Training of Patients
- + Identification of Skin Impairments and Prevention
- + Identification of Patient Change in Condition
- + Monitoring of Cardiovascular Changes Such as Vital Signs,
Endurance, Level of Consciousness
- + Breathing Patterns and Respiratory Function
- + Pain Management
- + Positioning of Patients for Correct Body Alignment
- + Monitor Blood Pressure of Patients
- + Operate Safety Devices with Patient
- + Activities of Daily Living
- + Conduct Range of Motion Exercises with Patient
- + Patient Care of Foot and Hand
- + Infection Control

- + Charting
- + Colostomy Care
- + Hazardous Waste Handling
- + Isolation Techniques
- + Safe Patient Handling
- + Use of the Call Light System
- + Safe Linen Handling
- + Equipment/Modalities
- + Therapeutic Safety
- + Proper Use of Exercise Equipment
- + Therapeutic Activities
- + Therapeutic Exercises
- + Assistive Devices
- + Procedures for Temperature Check for Hydrocollator/Paraffin

COMPUTER SKILLS

- + Electronic Medical Records Application Skills
- + Patient Services Billing Software
- + Electronic Tablet for Bedside Charting

CONTINUOUS IMPROVEMENT

- + Administration
- + Medical Records
- + Customer Service
- + Communication Skills
- + Director of Nursing Huddles
- + Problem Analysis and Problem Solving
- + Clinical Services System Management
- + Interdepartmental Collaboration
- + Interdisciplinary Team
- + Incident/Accident Management
- + Resident Centered Care
- + Mobility Skills
- + Documentation
- + Quality Assurance Performance Improvement
- + Culturally Appropriate Care
- + Team Building
- + The Five Star Rating System

<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:
Physicians for Healthy Hospitals, Inc.

Contract Number: E21-0166

Panel Meeting of: September 25, 2020

ETP Regional Office: San Diego

Analyst: S. Bailey

PROJECT PROFILE

Contract Attributes:	SET Medical Skills Training Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Other (J) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside, CA	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No California Nurses Association (Hemet); Nurses and Allied Health Care Worker, SEIU-UHW Los Angeles (Menifee)		
Number of Employees in:	CA: 1,200	U.S.: 1,200	Worldwide: 1,200
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$911,212

Total ETP Funding
\$474,375

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 SET Medical Skills Training	MS - Didactic MS - Preceptor Computer Skills Continuous Improvement	300	8-260	0-6	\$575	\$25.01
				Weighted Avg: 25			
2	Job Creation Initiative Priority Rate SET Medical Skills Training	MS - Didactic MS – Preceptor Computer Skills Continuous Improvement	75	8-200	0-6	\$4,025	\$15.00
				Weighted Avg: 175			

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 - Riverside County): \$25.01 per hour; Job Number 2 (SET – Riverside County): \$15.00 per hour Job Creation Wage for Riverside 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:		
Registered Nurse		220
New Graduate RN		80
Job Number 2:		
Registered Nurse		20
Licensed Vocational Nurse		55

INTRODUCTION

Physicians for Healthy Hospitals, Inc. (PHH) (www.physiciansforhealthyhospitals.com) is a for-profit coalition of local doctors whose mission is to create strong, state-of-the-art hospitals that serve as centers of medical excellence in the Hemet, San Jacinto, and Menifee Valleys in Southern California. This will be PHH's fourth Contract, the third ETP Agreement in the last five years. In this proposal, PHH seeks funding for its two full-service, acute care hospitals: Menifee Valley Medical Center (84 beds) and Hemet Valley Medical Center (327 beds), both in Riverside County.

With a combined total of 1,200 full-time employees, the hospitals provide emergency services along with full-care hospital services for the general public in the city of Menifee, Hemet, San Jacinto, and surrounding communities of Romoland, Sun City, Canyon Lake, Winchester, and Nuevo.

PHH is eligible for ETP funding under Special Employment Training provisions for frontline workers. 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.

Union Support

Registered Nurses, New Graduate RNs, and Licensed Vocational Nurses are represented by California Nurses Association (Hemet); and Nurses and Allied Health Care Worker, SEIU-UHW Los Angeles (Menifee). Each union has submitted a letter of support for this training project.

PROJECT DETAILS

In its previous projects with the same two hospitals, PHH focused on overall upgrade of clinical services and systems through numerous updates to current systems, expansion of existing specialty units, and the addition of new departments to meet quality goals and training for patient care. ETP funding from previous projects allowed the hospitals to provide its nurses with skills necessary to successfully service a rapidly increasing patient population due to the changes brought by various legislative regulations.

As a large private employer, and acute care hospital within a 30-mile radius in the Hemet/Menifee area, the hospitals continue to face increasing patient care demands and the lack of experienced RNs within the community has made meeting these demands challenging. This is especially true in light of the impacts of COVID-19 this year. As a result of this increased demand and the necessary availability of treatment as a result of the continued healthcare reform statewide, PHH expects an overall growth in the general medical, Intensive Care, and Emergency Room patient services.

In order for the hospitals to anticipate, prepare, and support increased patient volume and the associated demands for patient care services, PHH must promote new standards to improve quality processes, outcomes, and measures. Training under this new improved program is tailored to provide the training needed for nurses to both meet the requirements of their current position, but also to expand upon their base of knowledge to open up opportunities for advancement. To support these goals, the hospitals will implement the following business strategies to address the challenges brought by regulatory changes and overall business growth in the next two years:

- The New Graduate RN program will now be offered on a year round, 8 week rolling schedule with the emphasis on developing New Grad RN's to meet the necessary demands within the community. New Graduates will no longer need to wait for specific program start dates. This change will increase the availability of a highly skilled workforce within the community to meet demands.
- Existing Nurses will receive continuing education training necessary to develop skills amongst existing nurses to fill specialty unit (ie: OB, ED, ICU, OR) needs as a result of COVID-19.
- PHH is also upgrading its EMR (patient charting/ documentation) system in the upcoming year to Allscripts Sunrise. This will assist with uniformity in patient care and ensure that all

demands are met in a timely manner consistent with the current standards. This training will be delivered to all staff currently at PHH.

- The additional request in funding will support PHH's aforementioned critical initiatives.

Training Plan

Some nurse training curriculum will be repeated from the prior ETP Agreement. However, as noted above, the training program was revamped at the end of last year, with an emphasis on continuing education as well as developing and enhancing the skills of new graduates. Training will be delivered at PHH's hospital locations in Hemet and Meniffee in the following:

Medical Skills Training: Approximately 300 RNs and New Graduate RNs will receive Medical Skills (MS) training. Trainees will receive didactic and/or clinical with preceptor training. New Graduate RNs, newly-hired experienced nurses, and some incumbent nurses are projected to receive MS Clinical with Preceptor training. Nurses will be assigned to a specific hospital unit where they will complete Clinical Preceptor Skills training under an assigned "preceptor". This training is critical to ensure nurses have critical hands-on skills prior to being assigned their own patients. New Graduate RNs will receive MS Clinical Preceptor training applicable to their assigned departments. Upon successful completion of New Graduate Program training, nurses will be qualified to take on the responsibilities of a staff RN.

All nurses will also receive one or more modules of MS Didactic training (classroom) in advanced medical care to ensure competency. MS Didactic training is essential for RNs to understand the clinical processes and prepare the nurses for work in specialty areas of the hospital such as the emergency department. Further, with the opening of the new Skills Nursing Facility (SNF), all newly-hired RNs and LVNs working at the facility will need significant MS training specific to the SNF's needs regarding facility protocols related to multiple areas of patient care in a skilled nursing environment.

Computer Skills: Training will be provided to all newly-hired and incumbent trainees. Topics will include Microsoft Office (Intermediate and Advanced), Patient Billing and Accounts Receivable (PBAR) Tracking, MediTech Order Entry, and an updated Patient Records System (Electronic Medical Records - EMR) Application Skills. Training will allow trainees to maximize utilization of the Hospital's software systems to effectively connect with patients through technology (patient satisfaction); include patients and family in the plan of care; learn financial impacts of electronic ordering and documenting; and ensure accuracy for chart review and chart checks.

Continuous Improvement: Training will be provided to all incumbent and newly-hired RNs and LVNs. Course topics in Lean Six Sigma, Organization and Time Management Skills, Quality Improvement and Procedures Skills, Critical Thinking Skills, and Customer Service Skills are projected to help workers streamline processes with the goals of improving customer service as well as patient care and outcome.

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 up to 6 hours of CBT.

Retrainee - Job Creation

In support of job creation, the Panel offers incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, training for newly-hired employees will

be reimbursed at the same rate as Retraitees, but trainees will be subject to a lower post-retention wage.

With the increased demand due to COVID-19 and the need to ensure the Company has enough highly skilled workers to supply the workforce, PHH has committed to hiring 75 new workers (Job Number 2). The goal is to increase our number of healthcare workers to cover mandated nurse to patient ratios as set forth by governing standards.

The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into “net new jobs” as a condition of contract.

Training Hours Limitation

Retraining hours are capped at 200 per-trainee. However, the Company requests a modification of the cap. Under its previous contract with ETP, New Graduate RN's were capped at 200 hours, however more than 292 hours were provided. Education hours are now 320 hours for New Grads. Therefore, the Company requests approval of a range of training hours for its New Graduate Program of 8-260.

Reimbursement up to 260 hours will provide the opportunity and flexibility to earn 100% of the proposed funds. (See Exhibit B.)

Temporary to Permanent Hiring

The Company will train 15 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is 3 months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Trainees cannot be enrolled until after they have been hired by the Company into full-time, permanent employment. Until they are hired, retention and post-retention wage requirements cannot be met, and the Company will not receive progress payments.

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). The Company requests this modification.

Commitment to Training

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

The Company currently spends a combined amount of approximately \$1,397,225 annually on its training budget (\$940,405 for Hemet Valley and \$457,820 for Meniffee Valley). This budget covers annual In-Service Assessment, Nurse Orientation, Medical Skills Training, Computer Training and Continuing Education training. All delivered primarily in a class room setting of no more than 20:1. The Company will continue to provide these trainings during the term of the proposed Agreement at their own expense.

PHH will no longer utilize a 3rd party training vendor to administer and deliver training. The Company has instead developed an internal training plan utilizing expertise of its senior staff available in-house and contouring classes to meet the specific needs of each of its facilities.

➤ Training Infrastructure

The Training Program, both implementation and administration will be overseen by Education Coordinator and Human Resources Analyst. The training infrastructure was implemented in 2019 and is ready for full deployment upon Panel approval.

Impact/Outcome

With the help of ETP funds, the Company can continue to expand its New Graduate Program and have 150 or more new grad RN's entering the workforce with the education and tutelage necessary to become qualified for the position of a staff RN. The end result of the new Program offerings is to prepare them for opportunities within specialty units.

Through the continuing education program, the Company is seeking to provide the instruction needed to develop competencies for new and changing processes and procedures, while also re-affirming existing competencies to remain in compliance as it pertains to patient care. The current COVID-19 pandemic is an extreme example of the need for staff to remain competent and adapt to changing processes and procedures quickly.

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 \$ %
ET15-0305	Hemet/Meniffee	11/24/2014 – 11/23/2016	\$368,180	\$327,517 (85%)
ET17-0158	Hemet/Meniffee	08/01/2016 – 07/31/2018	\$385,550	\$316,354 (82%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

8-260 (New Graduate RNs)

MEDICAL SKILLS TRAINING — DIDACTIC

- Acute Psychiatric Care
- Acute Myocardial Infarction
- Advanced Cardiac Life Support (ACLS)
- Arterial Blood Gas (ABG) Interpretation
- Behavioral Health Nursing Skills
- Basic Life Support (BLS)
- Body Mechanics
- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Burn Patient
- Care of the Neurosurgical Patient
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of the Stroke Patient
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- EKG & Cardiac Monitoring
- Electronic Fetal Monitoring (Beginning & Advanced)
- Emergency Care of the Burn Patient
- Emergency Room Nursing Skills
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses, etc.)
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Infection Control
- Intra-Aortic Balloon Pump Therapy (IABP)
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Kinetic Therapy
- Labor, Delivery and Postpartum Nursing Skills
- Management of the Renal Transplant Surgical Patient
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Neonatal Advanced Life Support (NALS)
- Neonatal/Infant Pain Scale (NIPS)
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- New Graduate Nursing Skills
- Nurse Orientation Training (New Grads only)
- Nursing Diagnosis Skills

- Nursing Process Skills
- Obstetric Trauma
- Oncology Nursing Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Pediatric Advanced Life Support (PALS)
- Peri-Operative Nursing Skills
- PICC Line Insertion
- Pre and Post-Operative Care
- Psychiatric Nursing Skills
- Psychotropic Medications
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Surgical Nursing Skills
- S.T.A.B.L.E.
- Telemetry Nursing Skills
- Total Parenteral Nutrition (TPN)
- Transfer Techniques
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator and Tracheotomy Care
- Versant New Graduate Program Skills
- Wound & Skin Care

MEDICAL SKILLS TRAINING — CLINICAL PRECEPTOR

- **Behavioral Health/Psychiatric Acute Care Services Unit**
 - Patient Assessment & Care
 - Acute Psychiatric Care
 - Behavioral Health Nursing Skills
 - Electroconvulsive Therapy (ECT) Skills
 - Care of Pediatric/Adolescent Psychiatry Patient
- **Burn Center Unit Training**
 - Emergency Care of the Burn Patient
 - Patient Assessment & Care
 - Care of the Burn Patient
- **Emergency Department Training**
 - Emergency Room Nursing Skills
 - Emergency Care of the Burn Patient
 - OB Trauma
 - Trauma Nursing Skills
 - Triage Nursing Skills
 - Care of Pediatric Patients
- **Intensive Care Unit/Critical Care Unit Training**
 - Critical Care Nursing Skills
 - Patient Assessment & Care
 - Intra-Aortic Balloon Pump (IABP) Therapy

- Intracranial Pressure Monitoring & Ventriculostomy
 - Hemodynamic Monitoring
 - Pre and Post-Operative Care
 - Care of Trauma Patient
 - Management of the Renal Transplant Surgical Patient
 - Ventilator & Tracheotomy Care
- **Long-Term Care Unit**
 - Subacute, Skilled Nursing, Transitional Care & Hospice
 - Patient Assessment & Care
 - Geriatric Nursing Skills
 - MedSurg Nursing Skills
 - Pre and Post-Operative Care
 - Orthopedic Nursing Skills
 - Oncology Nursing Skills
 - Hospice Nursing Skills
- **Medical/Surgical Unit Training**
 - Patient Assessment & Care
 - Medical/Surgical Nursing Skills
 - Pre and Post-Operative Care
 - Orthopedic Nursing Skills
 - Management of the Renal Transplant Surgical Patient
 - Oncology Nursing Skills
- **Neonatal intensive Care Unit (NICU) Training**
 - Patient Assessment & Care
 - Neonatal Resuscitation Provider (NRP)
 - Neonatal Advanced Life Support
 - Neonatal Intensive Care Unit (NICU) Nursing Skills
 - Neonatal/Infant Pain Scale (NIPS)
 - Palliative Care
- **Obstetrics Unit Training**
 - Patient Assessment & Care
 - Antepartum, Labor, Delivery and Postpartum Skills
 - Neonatal Nursing Skills
 - S.T.A.B.L.E.
 - Advanced & Electronic Fetal Monitoring
 - Neonatal Resuscitation Provider (NRP)
 - Neonatal Intensive Care Unit (NICU) Nursing Skills
- **Operating Room and Post-Anesthesia Care Unit (PACU) Training**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Care of the Burn Patient
 - Peri-Operative Nursing Skills
 - Pre and Post-Operative Care
- **Pediatric Services Unit**
 - Care of Pediatric Patients (Acute Care, Intensive Care)
 - Patient Assessment & Care
 - Pre & Post-Operative Care
- **Rehabilitation Services Unit Training**
 - Patient Assessment & Care
 - Medical/Surgical Nursing Skills

- Pre and Post-Operative Care
 - Post-Orthopedic Surgery Nursing Skills
 - Post-Trauma Injury Nursing Skills
 - Post-Neurological Injury Nursing Skills
- **Special Care Unit Training**
 - Patient Assessment and Care
 - Critical Care Nursing Skills
 - Ventilator & Tracheotomy Care
 - Hemodynamic Monitoring
 - Total Parenteral Nutrition
- **Surgical Services Unit Training**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Surgical Nursing Skills
 - Pre and Post-Operative Care
- **Telemetry Unit Training**
 - Care of the Cardiac Patient
 - EKG & Cardiac Monitoring
 - Dysrhythmia Interpretation
 - Telemetry Nursing Skills
 - Pre and Post-Operative Care
 - Care of the Neurosurgical Patient
 - Intravenous (IV) Therapy
 - Oncology Nursing Skills

COMPUTER SKILLS

- Microsoft Office/Excel Skills (Intermediate and Advanced)
- Patient Billing and Accounts Receivable (PBAR) tracking Skills
- MediTech Order Entry Skills
- (McKesson) Electronic Medical Records Application Skills

CONTINUOUS IMPROVEMENT

- Case Management/Discharge Planning
- Frontline Leadership Skills
- Communications Skills
- Conflict Resolution Skills
- CORE Measures
- Crisis Prevention Intervention (CPI)
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Educating the Patient & Family
- Evidence-Based Practices
- Lean Six Sigma
- Organization and Time Management Skills
- Patient and Family Centered Care Skills
- Preceptor Skills (train-the-trainer)
- Quality Improvement and Procedures Skills
- Team Building Skills
- Utilization Review

CBT Hours

0-6 Trainees may receive any of the following:

COMPUTER SKILLS

- (McKesson) Electronic Medical Records Application Skills (6 hours)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Retrainees and 260 for Job Creation New Hires, regardless of the method of delivery.



A Voice for Nurses. A Vision for Healthcare.



OAKLAND
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June 17, 2020

Janice Roberts, Acting Chairperson
Employment Training Panel
1100 J Street, Suite 400
Sacramento, Ca 95814

Dear Ms. Roberts

I'm writing on behalf of California Nurses Association (CNA). Our Union represents Registered Nurse employees at KPC Health/Hemet Global Medical Center. We support the application for training funding being submitted to the Employment Training Panel by this Hospital. We firmly believe the funding will assist our members in upgrading their skills which are critical to maintaining quality patient care.

Please contact me if you have any further questions.

Respectfully,

Raquel Ruiz

Labor Representative

CNA/NNU



TEAMSTERS LOCAL UNION NO. 1932

Affiliated with the **INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

EXECUTIVE BOARD

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TRUSTEE

MARTHA ROMERO
TRUSTEE

June 25, 2020

Janice Roberts, Acting Chairperson
Employment Training Panel
1100 J Street, Suite 400
Sacramento, Ca 95814

Dear Ms. Roberts:

I'm writing on behalf of Teamsters Local No. 1932. Our Union represents Licensed Vocational Nurse employed at KPC Health/Hemet Valley Healthcare Center. We support the application for training funding being submitted to the Employment Training Panel by this Hospital. We firmly believe the funding will assist our members in upgrading their skills, which are critical to maintaining quality patient care.

Please contact me if you have any further questions.

Respectfully,

Natalie Harts
Staff Coordinator/Business Agent
Cell: (909) 520-6598
Email: nharts@teamsters1932.org



UNITED HEALTHCARE
WORKERS WEST
SERVICE EMPLOYEES
INTERNATIONAL
UNION, CLC

Dave Regan - President
Stan Lyles - Vice President

560 Thomas L. Berkley Way
Oakland, CA 94612
510-251-1250
FAX 510-763-2680

5480 Ferguson Drive
Los Angeles, CA 90022
323-734-8399
FAX 323-721-3538

www.SEIU-UHW.org

Date: 8/6/2020

Employment Training Panel
1100 J Street, 4th Floor
Sacramento, CA 95814

To Whom It May Concern,

I'm writing on behalf of SEIU United Healthcare Workers West (union). Our Union represents employees at KPC Health/Hemet Global Medical Center and Menifee Global Medical Center. We support the application for training funding being submitted to the Employment Training Panel by this Hospital. We firmly believe the funding will assist our members in upgrading their skills which are critical to maintaining quality patient care. Please contact me if you have any further questions.

Respectfully,
Alejandra Aguilera
SEIU-UHW
Union Representative
213-248-1491
aaguilera@seiu-uhw.org
www.seiu-uhw.org



RETRAINEE - JOB CREATION

Training Proposal for:

Los Robles Regional Medical Center

Contract Number: ET21-0181

Panel Meeting of: September 25, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	SET Priority Rate Retrainee Job Creation Initiative Medical Skills Training	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura County	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Service Employees International Union, United Healthcare Workers (SEIU-UHW); Service Employees International Union Local 121 RN (SEIU 121RN)		
Number of Employees in:	CA: 6,500	U.S.: 196,000	Worldwide: 280,000
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$1,004,698

Total ETP Funding
\$441,945

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	MS Didactic; MS Clinical Preceptor; Business Skills; Computer Skills; Continuous Improvement	177	8 - 200	0 - 8	\$2,185	\$25.01
				Weighted Avg: 95			
2	Retrainee Job Creation Initiative SET/Priority Medical Skills	MS Didactic; MS Clinical Preceptor; Business Skills; Computer Skills; Continuous Improvement	20	8 - 200	0 - 8	\$2,760	*\$15.00
				Weighted Avg: 120			

*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: \$25.01 SET/Priority; Job Number 2: \$15.00 (SET/Priority/Job Creation – Ventura County).

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Registered Nurse		105
Certified Nursing Assistant		20
Respiratory Therapist		4
Physical/Occupational Therapist		10
Technician: (Respiratory, Radiology, Emergency Room, Telemetry, Laboratory, Pharmacy)		38
Job Number 2:		
Registered Nurse		5
Certified Nursing Assistant		5
Technicians: (Respiratory, Radiology, Emergency Room, Telemetry, Laboratory, Pharmacy)		10

INTRODUCTION

Los Robles Regional Medical Center (Los Robles) (www.losrobleshospital.com) is a 382 bed acute care hospital that provides medical services to the residents of Ventura and Los Angeles Counties, the Greater Conejo Valley and surrounding communities. Los Robles is one of the 5 California hospitals, affiliated to Hospital Corporation of California (HCA): Good Samaritan Hospital, Los Robles Regional Medical Center, Regional Center of San Jose, West Hills Hospital and Medical Center, and Riverside Community Hospital. Only employees from Los Robles will participate in this ETP Agreement.

Los Robles offers a full array of medical services including a 24-hour emergency department, ICU/CCU, maternity, neonatal intensive care unit, medical and surgical departments, comprehensive cancer center, heart & cardiovascular center, same day surgery, transitional care unit, rehabilitation center, and currently the sole provider of Level II Trauma Center in East Ventura County. The hospital is also an accredited STEMI Center (S-T Segment Elevation Myocardial Infarction [Heart Attack] for Ventura and Los Angeles Counties, a Joint Commission-Accredited Stroke Center, and an EDAP Center (Emergency Department Approved for Pediatrics) for northern Los Angeles County.

Veterans Program

Los Robles does not currently have a specific Veterans recruitment program in place; however, several long-time employees are Veterans.

Union Support

The SEIU-UHW and SEIU 121RN represents all trainees participating in this ETP Agreement and have provided letters of support for this proposal.

PROJECT DETAILS

This is Los Robles' fourth agreement. In their prior ETP projects, Los Robles has successfully accomplished their expansion by training staff in several units that were added to the hospital services namely, Neurovascular Program, ACE Unit for Geriatric Interventions, PICU which is now a four-bed capacity unit, solely for severely ill and sick infants and children up to 13 years of age. Overall, training achieved from Los Robles' prior ETP projects have expanded the services they provide to the area and industry they serve. In this proposal, Los Robles plans to train skilled nursing staff and allied medical staff in the demand for services tied to the opening of the Pediatric Intensive Care Unit (PICU), expansion of Rehab Unit, creation of Rapid Response Team (RRT) in the Critical Care Unit, the addition of Continuous Renal Replacement Therapy (CRRT) equipment and treatment program in the Intensive Care Unit (ICU). These new units/service lines created new positions as well as internal movement for existing employees which will necessitate initial and ongoing training focused on the required skills to care for patients in existing departments as well as new units. Los Robles also established an ongoing COVID-19 training which is shifting as new information is discovered and implemented. These changes require constant re-training and validation of skills to assure current processes are being followed.

In addition, hiring and training new RNs and other allied medical staff has risen in response to the increase for critical care services and in the number of retiring RNs and other healthcare staff. Training is essential for staff to adapt to new roles in clinical care in order to provide quality healthcare. HCA also implemented the StaRN program initiative which is a paid Nurse Residency Program featuring didactic and clinical training allowing new graduates to obtain acute care nursing experience through the hospital's intensive internship program.

The primary focus of Los Robles education and training is on best practices, new technology/equipment, new science, and changes in regulations or standards of practice including COVID-19. The goal is to ensure excellence is attained and maintained in both the clinical and non-clinical areas.

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 20 new employees (Job Number 2). The 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, 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.

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 required of all patient care staff.

Business Skills: This training will be offered to all occupations. The training will enable employees to understand and implement business strategies, understand business and customer requirements and reduce cost of internal and external failures.

Computer Skills: This training will be offered to all occupations. As technology evolves, new programs are developed to assist with patient care and quality metrics. Trainees will receive new and continuous training in computer skills to remain proficient in the care they administer and document. Trainees will gain proficiency in the use and navigation of various software platforms used by Los Robles. New graduate nurses will be introduced and trained to Los Robles' (EMR) Electronic Medical Records System.

Continuous Improvement: This training will be offered to all occupations. This training will enhance, maintain and/or introduce new skills, equipment training, patient care and assessment education to the trainee. This type of training benefits the Hospital and its workforce by improving the skills of its employee and improving patient care.

Computer-Based Training (CBT) Los Robles will also provide up to 8 hours of ancillary Computer-Based Training (CBT) in Continuous Improvement to reinforce some of the class/lab training.

Commitment to Training

Los Robles spends approximately \$1.6M 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

Los Robles has a training plan in place and is ready to start training upon approval. The Director of Education and the Chief Nursing Officer will oversee the ETP Training and will work closely with the Human Resources Manager and an third party administrative consultant in the administration of the ETP project. In addition, there will be 5 personnel that are the unit-based Education Specialists and Education Generalist of Los Robles who will schedule and provide the education and training for all staff to ensure full documentation of training obtained. Trainers will be a combination of in-house experts and vendors as needed. The Company has retained an outside administrative consultant 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/Alternate Recordkeeping

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 \$ %
ET16-0376	Thousand Oaks	02/27/16 – 02/26/18	\$746,974	\$442,587 (59%)
ET13-0321	Thousand Oaks	04/01/13 – 03/31/15	\$439,500	\$439,500 (100%)

The last contract (ET16-0376) received lower performance which was caused by several factors:

- Due to economic hardship during the last cycle, the facility had to postpone hiring for both replacements and new positions which prevented training to be provided as planned.

- Another disruption was the departure of the Education Director from the company which left a period of time to hire and train the new Director with the hospital processes and the ETP program and training time was lost over this period.
- Inefficiencies were also identified during the last cycle in the completion, collection and submission of training rosters which left some training unaccounted for and Los Robles' lost those hours as part of their overall performance for that ETP project.

For this ETP proposal, Los Robles has set guidelines to correct the prior inefficiencies with implementation of the following:

- Los Robles has bounced back from economic hardships from the past few years and has regained its budget to hire both replacements and new positions as proposed in this new project. Their budget for 2021 has been finalized with 75 – 100 New Grads in the budget.
- The new Director of Education that succeeded the one that left has been in place since June 2017 and has gained ample knowledge in administering the ETP project in the past three years. During this period she has identified and effected changes and improvement in the implementation of the project which she is continuing into this new proposal while working closely with Altus Group in tracking and submitting training rosters to the Online ETP System.
- The new training initiative will be administered by the Education Department and employees who are familiar with the ETP program in order to accurately track upcoming training programs, participants, hours and report them on a timely basis. Some of these new initiatives include using employee's unique IDs on sign in sheets thereby reducing the ineligibility of handwriting.
- The facility has incorporated the ETP program within their new hire orientation so employees are educated on the importance of the program and provide instructions on how to complete their training log.

DEVELOPMENT SERVICES

Los Robles retained Altus Group US Inc. (Altus) in Hunt Valley, Maryland to assist with development of this proposal for a flat fee of \$31,000.

ADMINISTRATIVE SERVICES

Los Robles also retained Altus Group US Inc. (Altus) in Hunt Valley, Maryland to 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 Hours**

8-200

Trainees may receive any of the following:

MEDICAL SKILLS TRAINING - DIDACTIC

- Acute Myocardial Infarction
- Advanced Cardiac Life Support (ACLS)
- Antimicrobial Stewardship
- Arterial Blood Gas (ABG) Interpretation
- Assaultive Behavior Management
- Behavioral Health Nursing Skills
- Basic Life Support (BLS)
- Blood Product Administration
- Body Mechanics
- Cardiac Assessment
- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Burn Patient
- Care of the Neurosurgical Patient
- Care of the Oncology Patient
- Care of the Orthopedic Patient
- Care of Pediatric Patients (Acute Care)
- Care of the Stroke Patient
- Central Lines Management
- Charge Nurse Skills: Assignments, Interventions, Feedback
- Chemotherapy & Biotherapy
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Communication: Bedside Shift report, MD report, SBAR tool
- Communication: AIDET to reduce patient suffering
- Congestive Heart Failure
- Conscious Sedation
- Core Measure in Patient Safety Tools
- Continuous Renal Replacement Tools/skills
- Critical Care Nursing Skills
- Critical Care Skills Training Program (ECCO)
- Critical Thinking- initiative of care skills in changing conditions
- Decontamination Procedures
- Delegation skills and Time Management
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Electronic Fetal Monitoring (Beginning & Advanced)
- Emergency Care of the Burn Patient
- Emergency Department Pediatric Care (EDAP)
- Emergency Room Nursing Skills
- Emergency Room Training Program (ENA)
- Emotional Support
- End of Life/Bereavement
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses)
- Evidence Based Practices
- Gastrointestinal Assessment and Management

- Hemodynamic Monitoring
- Impella skills
- Infection Control & Prevention
- Intra-Aortic Balloon Pump Therapy (IABP)
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Labor, Delivery and Postpartum Nursing Skills
- Laboratory Skills
- Lactation Consultation Training
- Management of Neurosurgical Patients
- Management of Orthopedic Patients
- Management of the Bariatric Patient
- Management of the Renal Transplant Surgical Patient
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Mobility Needs, Early Ambulation
- Moderate Sedation
- Negative Pressure Wound Therapy (drainage tube and vacuum system skills)
- Neonatal Advanced Life Support (NALS)
- Neonatal Education Program
- Neonatal/Infant Pain Scale (NIPS)
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- Neurological Assessment & Management
- New Graduate Nursing Skills
- Nurse Orientation Training (New Grads only)
- Nursing Diagnosis Skills
- Nursing Process Skills
- Nutritional Considerations, Importance in the Hospital
- OB Trauma
- Obstetric Emergencies
- Oncology Nursing Skills
- Open Heart Patient Care Management
- Operating Room Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Pediatric Advanced Life Support (PALS)
- Pediatric Critical Care
- Pediatric Critical Care Assessment (PICU Skills)
- Pediatric Critical Care Cardiac Monitoring
- Pediatric Critical Care Respiratory Monitoring/Ventilator Support
- Peri-operative Nursing Skills
- Pre and Post-Operative Care
- Preceptor Skills
- Psychiatric Nursing Skills
- Psychotropic Medications
- Pump & Equipment Skills
- Radiology Skills
- Rapid Response Team Training
- Rapid Response Skills

- Renal Assessment & Management
- Respiratory Assessment & Care
- Respiratory Skills for Respiratory Therapists
- Restraints
- Safety Rounding Skills
- Sepsis Assessment and Care
- Specialty Bed Utilization
- Surgical Nursing Skills
- S.T.A.B.L.E.
- Stroke Assessment and Care
- Telemetry Nursing Skills
- Total Parenteral Nutrition (TPN)
- Transfer Techniques
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator and Tracheotomy Care
- Workplace Safety and Violence Prevention
- Wound & Skin Care

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- **Emergency Department Training**
 - Emergency Room Nursing Skills
 - Emergency Care of the Burn Patient
 - OB Trauma
 - Trauma Nursing Skills
 - Triage Nursing Skills
 - Care of Pediatric Patients
 - Care of Burn Patients
- **Imaging Department Training**
 - Radiation Safety Parameters for Patients and Staff
 - Quality Control
 - Procedural Knowledge & Skills for Radiologic Imaging, CT Imaging, Nuclear Imaging, MRI Imaging
 - Magnet Safety for MRI Staff
- **Intensive Care Unit/Critical Care Unit Training**
 - Critical Care Nursing Skills
 - Patient Assessment & Care
 - Intra-Aortic Balloon Pump (IABP) Therapy
 - Intracranial Pressure Monitoring & Ventriculostomy
 - Hemodynamic Monitoring
 - Pre and Post-Operative Care
 - Care of Trauma Patient
 - Management of the Renal Transplant Surgical Patient
 - Ventilator & Tracheotomy Care
 - Maintaining and Stabilizing the Organ Donor Patient
- **Laboratory and Phlebotomy Department Training**
 - Knowledge and Skills Related to Infection Prevention Before, During, and After Phlebotomy Procedures
 - Knowledge of Vascular Anatomy and Physiology
 - Safe Identification and Labeling of All Specimens
 - Knowledge and Demonstrated Skills Regarding OSHA Sharps Safety
 - Knowledge and Skills Required for Determining Venous Access Sites

- **Medical/Surgical Unit Training**
 - Patient Assessment & Care
 - Medical/Surgical Nursing Skills
 - Pre and Post-Operative Care
 - Orthopedic Nursing Skills
 - Management of the Renal Transplant Surgical Patient
 - Oncology Nursing Skills
- **Neonatal Intensive Care Unit (NICU) Training**
 - Patient Assessment & Care
 - Neonatal Resuscitation Provider (NRP)
 - Neonatal Advanced Life Support
 - Neonatal Intensive Care Unit (NICU) Nursing Skills
 - Neonatal/Infant Pain Scale (NIPS)
 - Palliative Care
- **Obstetrics Unit Training**
 - Patient Assessment & Care
 - Antepartum, Labor, Delivery and Postpartum Skills
 - Neonatal Nursing Skills
 - S.T.A.B.L.E.
 - Advanced & Electronic Fetal Monitoring
 - Neonatal Resuscitation Provider (NRP)
 - Neonatal Intensive Care Unit (NICU) Nursing Skills
- **Operating Room and Post-Anesthesia Care Unit (PACU) Training**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Care of the Burn Patient
 - Peri-operative Nursing Skills
 - Pre and Post-Operative Care
- **Pediatric Services Unit**
 - Care of Pediatric Patients (Acute Care, Intensive Care)
 - Patient Assessment & Care
 - Pre & Post-Operative Care
- **Pediatric Intensive Care (PICU)**
 - Patient Assessment & Care
 - Pediatric Advanced Life Support
 - Pediatric Intensive Care Unit (PICU) Nursing Skills
 - Pediatric/Infant Pain Scale
 - Palliative Care
- **Rehabilitation Services Unit Training**
 - Patient Assessment & Care
 - Medical/Surgical Nursing Skills
 - Pre and Post-Operative Care
 - Post-Orthopedic Surgery Nursing Skills
 - Post-Trauma Injury Nursing Skills
 - Post-Neurological Injury Nursing Skills
- **Progressive Care Unit (PCU) Training**
 - Patient Assessment and Care
 - Critical Care Nursing Skills
 - Ventilator & Tracheotomy Care
 - Hemodynamic Monitoring

- Total Parenteral Nutrition
- **Surgical Services Unit Training**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Surgical Nursing Skills
 - Pre and Post-Operative Care
- **Telemetry Unit Training**
 - Care of the Cardiac Patient
 - EKG & Cardiac Monitoring
 - Dysrhythmia Interpretation
 - Telemetry Nursing Skills
 - Pre and Post-Operative Care
 - Care of the Neurosurgical Patient
 - Intravenous (IV) Therapy

BUSINESS SKILLS

- Accountability
- Budgeting for Supplies and Inventory
- Case Management
- Charge Nurse Training
- Communication Skills
- Conflict Resolution
- CORE Measures (Performance Standards)
- Critical Thinking
- Culturally Appropriate Care
- Customer Service
- Evidence Based Practices
- Leadership Skills
- Nursing Leadership Fundamentals
- Organization & Time Management
- Performance & Quality Improvement
- Preceptor Skills (Training for Trainers)
- Professional Development
- Team Building

COMPUTER SKILLS

- Microsoft Office/Excel Skills (Intermediate and Advanced)
- Patient Billing and Accounts Receivable (PBAR) tracking Skills
- Meditech Training (Electronic Medical Records)
- MediTech Order Entry Skills
- Electronic Medical Records Application Skills
- eMAR System (Electronic Medication Administration Record)

CONTINUOUS IMPROVEMENT

- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Communications Skills
- Conflict Resolution Skills
- Continuous Quality Improvement
- CORE Measures
- Crisis Prevention Intervention (CPI)

- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Nurses Teaching Nurses Assessment & Skill Improvements
- Organization and Time Management Skills
- Patient and Family Centered Care Skills
- Preceptor Skills (train-the-trainer)
- Performance and Quality Improvement and Procedures Skills
- Team Building Skills
- Utilization Review

CBT Hours

0 – 8

COMPUTER BASED TRAINING (CBT) CONTINUOUS IMPROVEMENT

- Health Stream
 - Ethics – Code of Conduct (1 hour)
 - Nursing Orientation (4 hours)
 - Annual Safety Training (2 hours)
 - Patient Safety Initiative Training (1 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.



UNITED HEALTHCARE
WORKERS WEST
SERVICE EMPLOYEES
INTERNATIONAL
UNION, CLC

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7012 0470 0002 4756 2582

RETURNED RECEIPT REQUEST

U.S. CERTIFIED MAIL

& VIA ELECTRONIC MAIL: jonathan.berke@HCAHealthcare.com

June 15, 2020

Jonathan Berke, SPHR
Director of Labor & Employee Relations
CHCA Human Resources Group
Los Robles Hospital & Medical Center
215 West Janss Road
Thousand Oaks, California 91360

RE: EMPLOYMENT TRAINING PANEL (ETP)

Jonathan Berke:

SEIU-UHW supports Los Robles Hospital and Medical Center's effort to provide training programs for our bargaining unit members. By making these programs available, Los Robles is helping staff to develop skills and abilities which will improve patient care and patient safety. Well trained staffs are needed resource. We believe this training will be beneficial to all.

Should you have any questions regarding this matter, I can be reached at (661) 304-3466 or by e-mail at lmckenzie-arnold@seiu-uhw.org

For the Union,

Linda Arnold

Linda Arnold
Union Representative/Organizer - Hospital Division
SEIU United Healthcare Workers - West
5480 Ferguson Drive
Los Angeles, California 90022



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Printed in-house.

June 26, 2020

Employment Training Panel
1100 J Street, Fourth Floor
Sacramento, CA 95814

RE: LRHMC Application for training funds

To Whom it may concern,

We are submitting this letter to confirm our support of the proposal and application for funds submitted by Los Robles Hospital and Medical Center related to the Employment Training Fund.

SEIU Local 121RN and Los Robles Hospital and Medical Center are jointly committed to the delivery of safe, quality patient care. This requires continuing education and training of the nursing workforce and providing these type of professional development opportunities. Training such as this takes financial resources the Employment training fund can assist with.

Thank you for your consideration.

Should you require additional information, please don't hesitate to contact me at (805) 253-2357 or via email at clarkc@seiu121rn.org.

Sincerely,

A handwritten signature in black ink that reads "Corey Clark".

Corey Clark, BSN, RN, CEN
SEIU121RN Nurse Representative

United for quality care.



RETRAINEE - JOB CREATION

Training Proposal for:

**7173 North Sharon Avenue Operating Company, LLC dba
San Joaquin Valley Rehabilitation Hospital**

Contract Number: ET21-0165

Panel Meeting of: September 25, 2020

ETP Regional Office: Sacramento

Analyst: D. Jordan

PROJECT PROFILE

Contract Attributes:	COVID Priority Rate SET Medical Skills Training HUA Job Creation Initiative	Industry Sector(s):	Other (J) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Marin, Fresno, San Bernardino, Shasta, Sacramento, Riverside	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: 1,159	U.S.: 9,000	Worldwide: 9,000
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$701,256

Total ETP Funding
\$433,044

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 SET Medical Skills	MS-Preceptor, MS-Didactic, Cont. Imp., Computer Skills	356	2-200	0	\$828	\$25.01
				Weighted Avg: 36			
2	Retrainee Priority SET Medical Skills HUA	MS-Preceptor, MS-Didactic, Cont. Imp., Computer Skills	52	2-200	0	\$828	*\$13.76
				Weighted Avg: 36			
3	Retrainee Priority Job Creation Initiative SET Medical Skills	MS-Preceptor, MS-Didactic, Cont. Imp., Computer Skills	115	2-200	0	\$828	*\$15.00
				Weighted Avg: 36			

*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/Priority Industry): \$25.01 per hour

Job Number 2 (SET/HUA): \$13.76 per hour for Fresno County

Job Number 3 (SET/Job Creation) \$15.00 per hour for Marin, Fresno, San Bernardino, Shasta, Sacramento and Riverside 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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Registered Nurse		232
Therapy Staff		72
Licensed Vocational Nurse		52
Job Number 2		
Certified Nurse Assistant		52
Job Number 3		
Registered Nurse		53
Certified Nurse Assistant		32
Therapy Staff		17
Licensed Vocational Nurse		13

INTRODUCTION

Founded in 2004 and located in Fresno, 7173 North Sharon Avenue Operating Company, LLC dba San Joaquin Rehabilitation Hospital (SJR) is a skilled nursing facility. SJR is owned and managed by Vibra Healthcare, LLC (Vibra), headquartered in Pennsylvania. SJR's services include skilled nursing and clinical care for patients. SJR specializes in patient care for people who have suffered amputation, brain injury, orthopedics surgery, hip fractures, joint replacements, major multiple trauma's, Osteoporosis, neurological disorders, Multiple Sclerosis, Parkinson disease, stroke and spinal cord injury.

SJR will serve as the lead employer in this proposal with its five affiliates:

- 1125 Sir Francis Drake Boulevard Operating Company, LLC dba Kentfield Rehabilitation Hospital in Kentfield (Marin County)
- Vibra Hospital of San Bernardino, LLC dba Ballard Rehabilitation Hospital in San Bernardino (San Bernardino County)
- Northern California Rehabilitation Hospital, LLC in Redding (Shasta County)
- Vibra Hospital of Sacramento, LLC dba Vibra Hospital of Sacramento in Folsom (Sacramento County)
- Vibra ES, LLC dba Vibra ES - Rancho Rehabilitation in Rancho Mirage (Riverside County)

COVID Response Exception

SJR 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

Veterans Program

Although there is not a dedicated Veterans job number, SJR is committed to hiring and retraining Veterans. SJR does not have a specific Veterans outreach program.

PROJECT DETAILS

This will be SJR's fourth ETP proposal, and the second in the last five years. Previous training for SJR and its affiliates focused on healthcare industry changes including the Affordable Healthcare Act, Center for Medicare and Medicaid Services Nursing home rating system, and in Nursing Homes Compare's system. Training in this proposal will focus on the effects of COVID-19. Staff will receive training on COVID-19 infection prevention and delivering safe patient care in the midst of the COVID-19 pandemic. SJR must prepare its staff on safety protocols, as well as prolonged and complicated stays in the intensive care unit by individuals who contracted the virus.

There has been a shortage of skilled nurses and therapists so SJR must find ways to continue to increase staff's knowledge on patient care. SJR is doing this by establishing and expanding internal training programs to meet the needs of patients who have medical conditions that are significantly more complex than traditional hospital patients.

SJR Hospitals are accredited by the non-profit Joint Commission. To maintain its accreditation SJR's nursing staff will receive training on topics that include identifying patients correctly, improving staff communication, using medicines and alarms safely, preventing infections, identifying patient safety risks and preventing mistakes in surgery.

Some training topics and roll outs may be repeated from prior projects and some trainees in this project participated in the previous contract. However, there will be no duplication of training in any course.

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.

SJR is expanding business capacity because of COVID-19. Hiring additional staff will help SJR be prepared to handle the many cases of COVID-19 that California has seen. SJR will hire 115 new employees (Job Number 3). The date-of-hire for all trainees will be within the three-month period before approval or within the term-of-contract. Trainees will be hired into “net new jobs” as a condition of contract.

Training Plan

Training will be delivered via Class/Lab, E-Learning and Videoconference. Training will be delivered by in-house experts and vendors as needed in the following:

Computer Skills: Training will be offered to all occupations in Patient Billing and Accounts Receivable system to accurately enter and retrieve patient information. Staff will also receive training on Microsoft Office and Excel.

Continuous Improvement: Training will be offered to all occupations in Team Building, Customer Service, and Leadership Skills. Courses including Communication Skills, Case Management, Critical Thinking, Documentation Skills and Performance & Quality Improvement.

Medical Skills Training: Registered Nurses, Therapy Staff, Certified Nurse Assistants and Licensed Vocational Nurses will participate in clinical skills training utilizing both Didactic and Clinical with Preceptor training methodologies.

Class/Lab training will be provided by in-house experts and vendors on advanced clinical processes to ensure competency and maximize patient satisfaction and safety. Training includes Advanced Cardiac Life Support, Acute Myocardial Infarction, Hemodynamic Monitoring, Medication Administration and Management, Rapid Response Skills, Shock Prevention and Management and Transfer Techniques.

Special Employment Training

Under Special Employment Training (SET), employers are not required to demonstrate out-of-state competition. Trainees must be earning at least the statewide average hourly wage at the end of the retention period.

➤ Wage Modification

The trainees in Job Number 1 are employed in a Priority Industry and qualify for a wage modification up to 25% below the Statewide Average Hourly Wage. SJR requests this wage modification, from \$33.34 per hour to \$25.01 per hour.

High Unemployment Area

All trainees in Job Number 2 work in regions with unemployment exceeding the state average by at least 25%. Trainees qualify for the Standard Wage rather than the SET Statewide Average Hourly Wage. Additionally, the Standard Wage may be modified by up to 25% if the post-retention wage reflects an increase from wages earned at the start-of-training.

SJR requests this wage modification from the ETP's Standard Minimum Wage to the HUA Minimum Wage (from \$18.34 per hour to \$13.76 per hour).

Commitment to Training

The Company's current training budget is approximately \$150,000 per facility. Training programs include new hire orientation, sexual harassment prevention, safety, annual computer skills, skills updates and in-service training. 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 Regional Director of Human Resources (Director of HR) will oversee the implementation of the training project. SJR's Training Managers and Chief Nursing Officers will coordinate training, maintain ETP documents, and coordinate training with each participating location. A Director of Staff Development at each participating location will report training performance to the Director of HR, weekly. SJR has retained National Training Systems Inc. (NTS) to support project administration. The Company has a training plan in place and are ready to begin training as soon as approved.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by SJR under an ETP Contract that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0108	Multiple	07/01/17 – 06/30/19	\$303,750	\$280,187 (92%)

DEVELOPMENT SERVICES

NTS in Ladera Ranch assisted with development for a flat fee of \$21,652.

ADMINISTRATIVE SERVICES

NTS will also perform administrative services for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

To Be Determined

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

2-200 Trainees may receive any of the following

COMPUTER SKILLS

- Electronic Medical Records Application Skills
- Microsoft Office/Excel Skills (Intermediate and Advanced)
- Patient Billing and Accounts Receivable Tracking Skills

CONTINUOUS IMPROVEMENT

- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Communications Skills
- Conflict Resolution Skills
- CORE Measures
- Crisis Prevention Intervention
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Organization and Time Management Skills
- National Patient Safety Goals
- Patient and Family Centered Care Skills
- Preceptor Skills (train-the-trainer)
- Performance & Quality Improvement
- Preventing Hospital Readmission
- Spades
- Team Building Skills
- Utilization Review

MEDICAL SKILLS TRAINING–PRECEPTOR

- COVID-19
- Cardiac Rehabilitation
- Care of Bariatric Patients
- Care of Trauma Patient
- Care of the Cardiac Patient
- Critical Care Nursing Skills
- EKG & Cardiac Monitoring
- Geriatric Nursing Skills
- Hemodynamic Monitor
- Hemodynamic Monitoring
- Hospice Nursing Skills
- Intra-Aortic Balloon Pump Therapy
- Intracranial Pressure Monitoring & Ventriculostomy
- Management of the Renal Transplant Surgical Patient
- Med/Surg Nursing Skills
- Medical/Surgical Nursing Skills
- Occupational Therapy Skills

- Oncology Nursing Skills
- Orthopedic Nursing Skills
- Patient Assessment and Care
- Personal Protective Equipment
- Physical Therapy Skills
- Post-Neurological Injury Nursing Skills
- Post-Orthopedic Surgery Nursing Skills
- Post-Trauma Injury Nursing Skills
- Pre and Post-Operative Care
- Speech & Language Pathology Skills
- Telemetry Nursing Skills
- Total Parenteral Nutrition
- Ventilator & Tracheotomy Care

MEDICAL SKILLS TRAINING – DIDACTIC

- Acute Myocardial Infarction
- Advanced Cardiac Life Support
- Advanced Nutrition for Rehabilitation
- Amputee Care
- Arterial Blood Gas Interpretation
- Basic Life Support
- Body Mechanics
- Cardiac Rehabilitation
- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Neurosurgical Patient
- Care of Patient on the Autism Spectrum
- Care of the Stroke Patient
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Conscious Sedation
- COVID-19
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses, etc.)
- Evidence Based Practices
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- High Observation Unit Training
- Infection Control
- Intravenous Insertion & Therapy
- Kinetic Therapy
- Laboratory Skills
- Medication Administration & Management

- Moderate Sedation
- Nursing Diagnosis Skills
- Nursing Process Skills
- Occupational Therapy Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Personal Protective Equipment
- Pharmacy Skills
- Physical Therapy Skills
- PICC Line Insertion
- Prevention of Pressure Ulcers
- Pre and Post-Operative Care
- Prosthetic Limb Care
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Shock Prevention and Management
- Speech & Language Pathology Skills
- Telemetry Nursing Skills
- Total Parenteral Nutrition
- Transfer Techniques
- Ventilator and Tracheotomy Care
- Wound & Skin Care

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



COVID RESPOND
Critical Proposal for:
Mountain G Enterprises Inc.
Contract Number: ET21-0180

Panel Meeting of: September 25, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	COVID Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Placer, Butte, Fresno, Sonoma	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 245	U.S.: 245	Worldwide: 245
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution
\$324,300

Total ETP Funding
\$248,630

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Mgmt. Skills, OSHA 10/30, PL-Comm'l Skills	168	2-200	0-13	\$1,035	\$18.34
				Weighted Avg: 45			
2	Retrainee Priority Rate Job Creation	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, OSHA 10/30, PL-Comm'l Skills	50	2-200	0-13	\$1,495	\$15.00
				Weighted Avg: 65			

Minimum Wage by County: Job Number 1 (Retrainee): \$18.34 per hour for Placer, Butte, Fresno, and Sonoma counties

Job Number 2 (Job Creation): \$15.00 per hour for Placer, Butte, Fresno, and Sonoma 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		
Administrative Staff		11
Professional Development Staff		3
Operation Manager		3
GIS Technician		10
Utility Forester		128
Environmental Specialist		5
Field Safety Staff		8
Job Number 2		
Administrative Staff		3
Geographic Information System Technician		5

Utility Forester		22
Environmental Specialist		10
Field Safety Staff		10

RESPOND

Under its Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program, the Panel funds training for economic recovery from natural disasters, such as wildfire. Wildfire is impacting several key industry sectors (e.g. agriculture) and could lead to loss of jobs. Mountain G Enterprises Inc. (MGE) will be training workers on clearing trees and debris during the fire season.

INTRODUCTION

Founded in 2014 and headquartered in Folsom, MGE (www.mgeinc.com) provides general construction, vegetation management, and geographical data development and support for clients such as utility companies, the US Forest Service, and US Fish and Wildlife Service. Training under this proposal will be for the Company's four locations in Placer, Butte, Fresno and Sonoma counties. This is MGE's first ETP Project.

COVID Response Exception

MGE 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
- 100% Productive Lab

Veterans Program

Although MGE does not have a Veterans component under this proposal, the Company periodically recruits and hires Veterans.

PROJECT DETAILS

The California Public Utilities Commission (CPUC) has set strict guidelines for utility companies to ensure wildfires are limited. As a result, MGE has experienced an increase in demand for its services in utility line maintenance. The Company has formalized a training plan focused on hazardous vegetation removal. Staff will be trained on mitigation plans and guidelines from CPUC to assist utility companies by inspecting, evaluating, and removing trees and vegetation around utility lines. Training under this proposal will ensure the Company can meet response efforts in order for power lines to be restored during wildfire incidents.

The Company also provides in-house training for its Utility Foresters. Utility Foresters must train extensively for vegetation identification and removal to become certified arborists. The three-year training plan consists of hours of field work and will allow the Company to increase its employee base to meet labor demands.

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.

Due to an increasing demand in services, MGE must hire and train additional staff. Under this proposal, the Company will hire 50 new employees (Job Number 2) including Administrative Staff, Geographic Information System Technicians, Utility Foresters, Environmental Specialists, and Field Safety 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 Class/Lab, E-Learning, Videoconferencing, Computer-Based Training (CBT) and Productive Lab (PL) methods. Training will be delivered by in-house experts and vendors as needed in the following:

Business Skills: Training will be offered to all occupations and focus on customer service skills. Training topics include Customer Service, Communication Styles and Interpersonal Communications.

Commercial Skills: Training will be offered to Utility Forester, Environmental Specialist, Field Safety Staff, GIS Technicians, Professional Development Staff and Operation Managers. Training will focus on vegetation identification and environmental science. Training topics include Animal & Bird Identification, Soil Science, and Storm Preparation & Response.

Computer Skills: Training will be offered to all occupations and focus on the Company’s software applications. Training topics include Collector App, Tree ID App, and Geographic Information System Software.

Continuous Improvement: Training will be offered to all occupations focused on process improvements. Training topics include Cross Training, Production Operations/Workflow, and Team Building.

Hazardous Materials: Training will be offered to Utility Forester, Environmental Specialist, Field Safety Staff, GIS Technicians, Professional Development Staff, and Operation Managers and focus on handling hazardous materials. Training topics include Hazardous Waste Cleaning and Hazardous Materials Handling.

Management Skills: Training will be offered to Operation Managers and focus on decision making. Training topics include Leadership, Administration and Decision Making.

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.

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.

MGE will train Utility Foresters, Environmental Specialists, GIS Technicians, and Field Safety Staff on utility line clearance and tree trimming. Since equipment cannot be reproduced in a classroom setting, PL-Commercial Skills training is necessary to ensure safety standards are met. This training will be provided at a much slower pace than regular production with significantly higher defects as trainees gain proficiency. A subject matter expert will conduct training. The trainer will

demonstrate how to use the equipment, then supervise trainees' use of the equipment. A department supervisor will certify trainee competency once training is completed. Training will be under constant supervision.

MGE is requesting a trainer-to-trainee ratio of 1:3 as trainees typically work in groups of three to ensure safety precautions are met. Trainees may receive up to 200 hours of hands-on training due to complexity of environmental factors and vegetation removal.

Computer-Based Training

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive up to 13 hours of CBT.

Commitment to Training

MGE invests \$300,000 annually on training for all its California locations. Training includes new hire orientation and utility safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Head of Administration will oversee the training project. The senior leadership team organizes all training schedules. Additionally, the Company has retained 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.

DEVELOPMENT SERVICES

Carrasco LLP, Innovative Tax Solutions in Sacramento assisted with development of this proposal for a flat fee of \$19,000.

ADMINISTRATIVE SERVICES

Carrasco LLP, Innovative Tax Solutions 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**

2-200 Trainees may receive any of the following:

BUSINESS SKILLS

- + Customer Service
- + Communication Styles
- + Company Culture Development
- + Dealing with Difficult People
- + Employee Coaching
- + Essential Skills for New Supervisor
- + Financial Forecasting & Budgeting
- + Interpersonal Communications
- + Leadership
- + Marketing/Sales Techniques & Strategy
- + Operational Skills
- + Planning and Organization
- + Product Knowledge
- + Project Management and Methodology
- + Project Requirements Analysis and Specifications
- + Strategic Planning
- + Time Management

COMMERCIAL SKILLS

- + Animal & Bird Identification
- + Animal & Bird Life Cycles
- + Arborist
- + Diagnosis of Plant Disorders
- + Electricity Overview
- + Endangered Native Animals, Plants, Trees
- + Environment Impact Planning
- + Environmental Science
- + Integrated Vegetation Management
- + Lazer Range Finder
- + Lightning Protection
- + Plant Health Care
- + Plant Identification
- + Risk Management
- + Soil Science
- + Storm Preparation & Response
- + Tree Assessment
- + Tree Biology
- + Tree Identification
- + Tree Nutrition
- + Tree Support
- + Tree Worker Safety
- + Urban Forestry
- + Utility Forestry
- + Utility Lines Overview
- + Utility Pruning
- + Vegetation Pests

- ✚ Water Management
- ✚ Wildfire Response
- ✚ Working with Trees

COMPUTER SKILLS

- ✚ Collector App
- ✚ Consulting Utility Forester Software
- ✚ Enviro Specialists
- ✚ Geographic Information System Software
- ✚ Intermediate/Advanced Microsoft Office
- ✚ iPads
- ✚ Tree ID App

CONTINUOUS IMPROVEMENT

- ✚ Cross Training
- ✚ Communication Skills
- ✚ Creating a Quality Organization
- ✚ Decision Making
- ✚ Leadership
- ✚ Process Improvement
- ✚ Production Operations/Workflow
- ✚ Project Management
- ✚ Problem Solving and Decision Making
- ✚ Team Building
- ✚ Teamwork Development Skills
- ✚ Time Management

HAZARDOUS MATERIALS

- ✚ Hazardous Material Handling
- ✚ Hazardous Waste Cleaning

MANAGEMENT SKILLS (Managers/Supervisors Only)

- ✚ Administration
- ✚ Coaching Procedures
- ✚ Decision Making
- ✚ Effective Meetings for Leaders
- ✚ Finance for Technical Managers
- ✚ Leadership
- ✚ Motivation
- ✚ Supervisor Skills
- ✚ Teambuilding

OSHA 10/30 (Certified OSHA Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee (This cap does not apply to Hazmat, OSHA 10/30 or HAZWOPER)

Productive Lab Hours**0-200 COMMERCIAL SKILLS (Limited Ratio 1:3)**

- ✦ Animal & Bird Identification
- ✦ Animal & Bird Life Cycles
- ✦ Arborist
- ✦ Diagnosis of Plant Disorders
- ✦ Electricity Overview
- ✦ Endangered Native Animals, Plants, Trees
- ✦ Environmental Science
- ✦ Integrated Vegetation Management
- ✦ Laser Range Finder
- ✦ Lightning Protection
- ✦ Plant Health Care
- ✦ Plant Identification
- ✦ Risk Management
- ✦ Soil Science
- ✦ Storm Preparation & Response
- ✦ Tree Assessment
- ✦ Tree Biology
- ✦ Tree Identification
- ✦ Tree Measuring
- ✦ Tree Nutrition
- ✦ Tree Support
- ✦ Tree Worker Safety
- ✦ Urban Forestry
- ✦ Utility Forestry
- ✦ Utility Lines Overview
- ✦ Utility Pruning
- ✦ Environment Impact Planning
- ✦ Vegetation Pests
- ✦ Water Management
- ✦ Wildfire Response
- ✦ Working with Trees

CBT Hours**0-13 COMMERCIAL SKILLS**

- ✦ Electricity Overview (2 hours)
- ✦ Back Safety Basics & Update (0.5 hour)

OSHA 10 (Certified OSHA Instructor)

- ✦ OSHA 10
 - Bloodborne Pathogen (1 hour)
 - Confined Space: Permit Required (0.5 hour)
 - Electrical Safety (1 hour)
 - Eye Safety (0.5 hour)
 - Fall Protection (1 hour)
 - Fire Protection and Prevention (0.5 hour)
 - Hazard Communication (1 hour)
 - Industrial Ergonomics (0.5 hour)
 - Introduction to OSHA (0.5 hour)
 - Lockout/Tagout (1 hour)

- Machine Guarding (1 hour)
- Personal Protective Equipment (0.5 hour)
- Walking and Working Surfaces (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:

Sunrise Medical (US) LLC

Contract Number: E21-0177

Panel Meeting of: September 25, 2020

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	COVID Priority Rate 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: 300	U.S.:397	Worldwide: 2,366
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution:
\$320,000

Total ETP Funding
\$304,980

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Impr, Manufacturing Skills, PL-Mfg Skills	273	8-200	0	\$1,035	\$18.34
				Weighted Avg: 45			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Continuous Impr, Manufacturing Skills, PL-Mfg Skills	15	8-200	0	\$1,495	\$15.00
				Weighted Avg: 65			

Minimum Wage by County: Job Number 1: Fresno County \$18.34 per hour for Fresno County; Job Number 2: \$15.00 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 \$2.34 per hour may be used to meet the Post-Retention Wage in Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		22
Customer Service Staff		63
Manufacturing Staff		86
Maintenance Staff		5
Engineering Staff		29
Quality Control Staff		13
Logistics Staff		38
Manager/Supervisor		17
Job Number 2		
Administrative Staff		3
Manufacturing Staff		12

INTRODUCTION

Founded in 1985 and headquartered in Fresno, Sunrise Medical (US) LLC (Sunrise Medical) (<https://www.sunrisemedical.com>) designs, manufactures and distributes high-quality mobility products including built-to-custom manual and powered wheel chairs. Products are sold through a network of homecare medical product dealers and medical device vendors in over 130 countries. All training will be conducted at its headquarters in Fresno. This is Sunrise Medical's fourth ETP Project; the third in the last five years.

COVID-19 Waiver

Sunrise Medical is requesting the following waiver due to the effects of the COVID-19 pandemic on their company.

- **Increase P1 Percentage:** Request to increase P1 percentage from 25% to 50%.

Veterans Program

Although there is no Veterans Job Number, Sunrise Medical actively recruits and values the Veteran workforce.

PROJECT DETAILS

In the previous contract, Sunrise Medical focused on two new designs of wheelchairs which consisted of training in production processes and marketing of the new models. For this project, Sunrise Medical is shifting focus to cross-training to become more versatile in the workplace. Trainees will be cross-trained on multiple production lines and equipment to become more knowledgeable in the Company's products. Training under this proposal will allow Sunrise Medical's trainees to build on previous training and continue to educate, train, and enhance skills to compete in the workforce.

Sunrise Medical is constantly making upgrades to products to remain competitive in the demanding field of medical equipment. Successful implementation of new versions of the Quickie Wheelchair, JAY Fusion, C-ME Technology and the 500H hybrid model, will require training to upgrade employee's skills and increase their opportunity for advancement.

Employees who received training in the prior ETP project will not receive duplicate training.

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.

As a result of upgraded product lines and increased demand, Sunrise Medical will hire 15 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Training will be provided by in-house subject matter experts and vendors, if necessary. Training will be delivered via Class/Lab, E-Learning/Videoconference, and Productive Lab setting in the following:

Business Skills: Training will be offered to all occupations. Topics include Account Manager, Strategic Planning and Purchasing Practices. This training will improve customer service skills, advanced sales strategies and product knowledge

Computer Skills: Training will be provided to all staff. Topics include Microsoft Office Suite (Intermediate/Advanced), Solid Works and CAD Software Systems. This training will allow workers to become proficient in design systems.

Continuous Improvement: Training will be offered to all occupations. Topics include Advanced Quality Control Systems, Teambuilding for Success, and Safe Practices. This training will allow workers to increase knowledge and efficiency in the workplace.

Manufacturing Skills: Training will be offered to Manufacturing Staff, Logistics Staff, Quality Control Staff, Engineering Staff, and Customer Service Staff. Topics will include Product Knowledge, Water Transfer Paint Process, and Production Cross Training. This training will allow workers to attain the expertise to fully operate and troubleshoot equipment.

Productive Laboratory

The Panel has adopted regulations to authorize reimbursement for training delivered in a Productive Laboratory (PL) setting. PL trainees may produce goods for profit as part of the training in the courses identified under the Curriculum.

Sunrise Medical will train approximately 100 Manufacturing Staff, Engineering Staff, and Maintenance Staff in PL. Training topics include HURCO CNC Machine, Measuring Machines, Mills and Presses, Spray Rigs, and Power Assembly Units. PL is necessary to ensure safety and production standards are being met. The subject-matter expert will first demonstrate how to use the equipment, then supervise the trainee using the equipment. This is done at a much slower pace as a result of the training.

Sunrise Medical is requesting a trainer to trainee ratio of 1:3 during productive lab training. This is to provide consistent training to manufacturing teams. Trainees will receive an average of 30 PL Hours.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Sunrise Medical's annual training budget is approximately \$560,000 for Safety Training and Sunrise Medical Academy (Learning Management System). 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 in-house subject matter experts and dedicated internal trainers. The Human Resources team, consisting of the Director of Human Resources, Global HR analyst, and HR administrator will coordinate and track the training while the managers will schedule and provide ETP funded training. These are the same individuals who oversaw the administration of the prior ETP Contract. Sunrise Medical has a process in place to ensure all administrative duties are handled properly, and all managers and trainers are aware of their responsibilities.

High Unemployment Area

All trainees in Job Numbers 1 and 2 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. However, the Company is not requesting a wage modification.

Temporary to Permanent Hiring

The Company will train 15 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 3 months. It is

expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Trainees cannot be enrolled until after they have been hired by the Company into full-time, permanent employment. Until they are hired, retention and post-retention wage requirements cannot be met, and the Company will not receive progress payments.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0115	Fresno	8/3/2015- 8/2/2017	\$280,350	\$280,350 (100%)
18CS-0171	Fresno	12/18/2017- 12/17/2019	\$237,181	\$237,181 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Account Manager
- Leadership Training
- Purchasing Practices
- Product Knowledge
- Strategic Planning

COMPUTER SKILLS

- CAD Programs
- Computer Assisted Machinery Software
- Microsoft Office Suite (Intermediate and Advanced)
- Solid Works

CONTINUOUS IMPROVEMENT

- Advanced Quality Control Systems
- COVID-19 Procedures
- Safe Practices
- Teambuilding for Success

MANUFACTURING SKILLS

- Advanced Propane Training
- Assembly Procedures and Methods
- Equipment Operations
- JAY Production Knowledge & Manufacturing
- Maintenance
- Nitrum Manual Chair
- Power Pro550
- Production Cross-Training
- Product Knowledge
- Q200R Power Chair
- Quickie Wheelchair
- R20 Power Add On
- Water Transfer Paint Process

PL Hours

0-30

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

- Assembly Production
- HURCO CNC Machine
- Measuring Machine
- Mills and Presses
- Paint Booth and Spray Rigs
- Power Assembly

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:
Urban Corps of San Diego County Charter School

Contract Number: ET21-0163

Panel Meeting of: September 25, 2020

ETP Regional Office: San Diego

Analyst: T. Philips

PROJECT PROFILE

Contract Attributes:	SET At-Risk Youth Ex-Offender Multiple Barriers New Hire	Industry Sector(s):	Construction (C) Services (61,71,72,81,92) Waste Management (56) Priority Industry: <input checked="" 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)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$207,000		\$19,845 12%		\$226,845

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 Ex-Offender At-Risk Youth Multiple Barriers	Business Skills Commercial Skills Computer Skills Literacy Skills OSHA 10	45	8-260 Weighted Avg: 200	0	\$5,041	*\$13.00

* 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: San Diego County (SET Multiple Barriers/Waiver) – Job Number 1: \$13.00

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

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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Construction Laborer		7
Landscape Laborer		9
Recycling Specialist		4
Customer Service Representative		9
Janitor/Maintenance Worker		4
Office Clerk/Administration		3
Hospitality Representative		3
Retail Associate		3
Security Guard		3

INTRODUCTION

The Urban Corps Charter School (UCCS) (<https://www.urbancorpscharter.com/>) works in conjunction with the Urban Corps of San Diego County, as a nonprofit high school providing young adults with academic instruction, conservation job skills training, and community service opportunities. UCCS offers an accelerated high school diploma program, job training, and complete career and support services (e.g. case management, career and psychological counseling, certified training programs, life skills, vocational coursework, and job placement services). UCCS is eligible to receive ETP funding as a repeat nonprofit entity accredited by the Western Association of Schools and Colleges (WASC) ETP contractor.

UCCS provides second chance opportunities to disadvantaged, struggling young adults (ages 18-26) to obtain a high school diploma while earning a paycheck through hands-on job training projects which improve their own communities. This second chance at a high school education and paid workforce readiness training is designed to encourage skills acquisition, civic engagement, responsibility, and self-sufficiency. UCCS's training model includes five major components: construction training, education, counseling and case management, leadership development, and transitional services to promote graduate success. Students at UCCS receive on-site and classroom-based vocational training often leading to industry-recognized certifications.

Employer Demand

UCCS's Corps-to-Career Department meets with employers regularly to form partnerships and assess workforce needs in order to place Corps members in jobs following graduation. UCCS also works closely with the Building Trades Council of San Diego to promote students into the trades upon successful completion of their high school diploma. After training, UCCS places trainees in industries such as green construction, tree service, landscaping, and with environmental/recycling companies.

UCCS currently has partner agreements and MOUs with a variety of organizations and employers including, but not limited to: Utility Tree Service, Ryken Tree Service, Green Valley Landscape, Land-Care, Shelter Cove Marina, Alvarado Hospital, Grant Hotel, Solar Turbines, Miramar Nurseries, Terra Bella Nursery, One Earth Recycling, Recon Recycling, Sheraton San Diego Harbor & Marina, Allied Barton, Cal Marine, Mark Schroeder Landscaping, Cintas, Marriott, Pacific Coast Steel, Nuera Construction, Grondin Construction and others.

PROJECT DETAILS

Prior Performance

This is the third new hire training proposal for UCCS. In its first project, it provided valuable job-training, life skills, and post-program services to hard-to-serve, disadvantaged young people. Urban Corps was able to place 30 of these young adults in a variety of construction, landscaping, recycling and related jobs. For their second project, UCCS increased the number of projected trainees to 40 by developing partnerships with additional employers, workforce development agencies, and other organizations that agreed to hire UCCS trainees. This project seeks to train 45 trainees by partnering with UCCS's traditional employer partners, as well as a number of new employers in the tree services industry. UCCS is confident that its experience in its first two ETP projects has enabled it to expand its outreach to new participating employers and resulted in the development of a new tree service workers career pathway in the environmental services industry.

Training Plan

All classroom/laboratory training is center-based and will occur at Urban Corps' training facilities in San Diego. The remaining training will be conducted by qualified instructors. All Urban Corp instructors maintain appropriate training certifications. Total training hours are capped at 260 hours as allowed for new-hire training. Training is delivered in three tracks: Construction, Landscape, and Green/Recycling.

Commercial Skills: Training will be offered to all trainees. Training content is based on skills needed when working at various work sites. Training will cover the use of hand tools and power tools, tool identification, forklift operation, green construction skills, basic carpentry, landscaping and maintenance, waste management, workplace safety (including personal protective

equipment, back/ear protection, hazmat recognition), team-building, and Multi-Craft Core curriculum (MC3).

Literacy Skills: Training will be offered to all trainees. Training content will be provided in Construction Math, and Writing & Communication.

Business Skills: Trainees will be offered to all trainees. Trainees will receive “life-skills in Interpersonal Communications, Preventing/Responding to Workplace Aggression, Social Media & Sexual Harassment, and other related skills.

Computer Skills: Training will be offered to all trainees. Training content will be focused on introduction to the basics of Personal Computers and tablets for work and Excel for business applications.

OSHA 10: This training is a series of courses “bundled” by industry sector and occupation. Completion of the training results in a certificate that expands employment opportunities. Typically, it is delivered to workers in the building trades. All trainees will receive training in OSHA 10 to prepare them for working safely on construction sites. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour course.

This training is not required as a condition of doing business in California. However, both the coursework and the instructors must be approved and certified by Cal-OSHA.

Special Employment Training

This project is funded under the Special Employment Training (SET) funding category where trainees need not have a history of Unemployment Insurance (UI) payments. Additionally, under SET, the participating 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 (with modifications) at the end of the retention period.

➤ Multiple Barriers

Trainees have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). Many of UCCS’s trainees come from a hard-to-serve populations that may have no previous employment history, lack a strong academic foundation or job-readiness skills, or face other barriers to employment (e.g. legal, childcare, housing, health, and substance abuse). Nearly 100% of Corps members meet Federal Poverty levels, and over 80% have additional barriers to employment. Many are refugees with limited English skills. Faced with such barriers, it is extremely difficult for many trainees to enter, much less succeed in, today’s workforce.

Ex-Offender/At-Risk Youth

UCCS’s mission since its founding has been to serve the education and employment needs of low-income and underserved youth in San Diego County. In addition to the previously stated barriers, many trainees also suffer from a lack of self-esteem and can be extremely impressionable. Participation as a Corps member in the educational and vocational programs has been shown to lower the incidence of incarceration, gang involvement, and drug abuse, while increasing self-esteem, employability, and sense of environmental responsibility.

Therefore, in addition to the Multiple Barrier criteria, Job Number 1 will be funded under the Ex-Offender/At-Risk Youth Guidelines. UCCS will be responsible for documenting the eligibility criteria for this program.

- For Ex-Offenders, this must include: case number from the conviction proceeding; parole or probation officer's name and phone number; and records from the institution where incarcerated.
- For At-Risk Youth, the documentation must show that the trainee is between 18 and 23 years of age. They will be deemed at-risk if they are not in school or employed full-time, and meet other criteria specified in the pilot program guidelines.

➤ Wage Modification

UCCS is requesting a post-retention wage modification permitted under the Ex-Offender/At-Risk-Youth guidelines for these trainees at 25% below the ETP Standard New Hire Wage. The modification will decrease the post-retention wage from \$15.20 per hour to \$13.00 per hour, a 14.5% decrease.

➤ Incidental Placement

Incidental placement with public and nonprofit entities is permissible for these trainees at up to 35% of total placement. UCCS will not exceed the 35% cap on total placements.

Marketing and Support Costs

UCCS requests support costs of 12%. The school maintains a multi-faceted Marketing and Development Department to recruit trainees and promote its overall mission, projects, services, funding partners, and sponsors. Staff attend job fairs throughout the year and place ads in local newspapers to encourage trainee enrollment. Additionally, the Communications & Development Manager creates high-quality, graphically designed outreach flyers, press kits, fact sheets, and enrollment postcards. Most Corps members hear about UCCS through word-of-mouth and social media. Therefore, UCCS's social media platforms include Instagram, Twitter, YouTube and two Facebook pages. UCCS's YouTube and Instagram channels feature videos that highlight youth job training and education efforts as well as the impact the Corps makes in the community. Once recruited, UCCS staff screens each Corps member on educational level aptitude and job readiness status before entering them through UCCS's career pathway educational system.

As part of its job placement efforts, UCCS leverages its partnerships and MOUs with a variety of businesses in the San Diego region, as well as with the unions, in order to assess current workforce needs. UCCS will continue to actively develop more relationships with an ever-expanding employer base.

According to the BIA and partners in the construction industry, the building trades will soon experience a deficit in skilled laborers due to a retiring generation of tradesmen and the recent economic downturn, which is expected to hit the building and real estate industries hard. UCCS's training helps prepare youth to fill these positions. Employers such as One Earth Recycling, Recon Recycling, Alvarado Hospital, the Sheraton, and Shelter Cove Marina are ideal companies in which to place Corps members in paid internships managing recycling programs.

Staff recommends 12% support costs to continue the activities described above. This is consistent with Panel standards for New Hire training.

Certified Safety Training

OSHA 10. 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. 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.

Training Agency Certification

In keeping with the Panel's standards, UCCS is eligible as a training agency through its certification as an Accredited Public Charter High School with the Western Association of Schools and Colleges (WASC).

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0406	San Diego	01/27/17 – 01/26/19	\$284,950	\$227,960 (80%)
ET15-0230	San Diego	09/02/14 – 09/01/16	\$165,960	\$143,832 (87%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8-260

Trainees may receive any of the following:

BUSINESS SKILLS

- Interpersonal Communication Skills
- Marketing & Outreach
- Preventing/Responding to Workplace Aggression
- Social Media & Sexual Harassment
- Corps-to-Career Life Skills Workshop
- Corps-to-Career Resumé Building, Mock Interviews, Self-Presentation

COMMERCIAL SKILLS

- Construction Training – MC3 & BPI, Fire Fuel Reduction
- Landscaping & Irrigation Tech Training
- Waste/Recycling Management
- Forklift Training
- Tool Identification & Proper Usage
- Workplace Safety:
 - Personal Protective Equipment (PPE)
 - Preventing Slips, Trips & Falls
 - Working Safely Outdoors
 - First Aid/CPR

COMPUTER SKILLS

- Basic Computing
- Excel

OSHA 10 (OSHA certified instructor)

- OSHA 10

LITERACY SKILLS

- Construction Math
- Writing & Communication

Literacy Training cannot exceed 45% of total training hours per-trainee

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

Note: Reimbursement for new hire training is capped at 260 total training hours per trainee.



Training Proposal for:
College of the Sequoias
Contract Number: ET21-0168

Panel Meeting of: September 25, 2020

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB<100 HUA Medical Skills Training SET COVID	Industry Sector(s):	MEC (H) Manufacturing (33) Services (61,71,72,81,92) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Contra Costa, Fresno, Kern, Madera, Merced, Stanislaus, Tulare, Kings	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
\$548,966		\$37,905 8%		\$586,871

In-Kind Contribution:	50% of Total ETP Funding Required	\$599,050
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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 HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	210	2-200	0-12	\$934	*\$13.76
				Weighted Avg: 38			
2	Retrainee Priority Rate SB<100 HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	40	2-200	0-12	\$885	*\$13.76
				Weighted Avg: 36			
3	Retrainee Priority Rate SET HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	71	2-200	0-12	\$934	*\$13.76
				Weighted Avg: 38			
4	Retrainee Priority Rate SB<100 SET HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	15	2-200	0-12	\$885	*\$13.76
				Weighted Avg: 36			
5	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	24	2-200	0-12	\$393	\$20.00
				Weighted Avg: 16			
6	Retrainee Priority Rate SET Medical Skills HUA	MS Didactic	60	2-200	0	\$4,182	*\$13.76
				Weighted Avg: 170			

7	Retrainee HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	15	2-200	0-12	\$513	*\$13.76
				Weighted Avg: 24			
8	Retrainee SET HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Mfg. Skills, Literacy Skills, OHSA 10/30	15	2-200	0-12	\$513	*\$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 Numbers 1-4; 6-8: \$13.76 per hour in Tulare, Kings, Fresno, Kern, Madera, Merced and Stanislaus Counties. Job Number 5: \$20.00 per hour in Contra Costa County.

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

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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Machine Operators		85
Maintenance Staff		20
Administrative Staff		50
Quality Control Staff		10
Supervisors		15
Production Leads		20
Distribution Staff		10
Job Number 2		
Machine Operators		10
Maintenance Staff		5
Technicians		5
Administrative Staff		15
Quality Control Staff		5

Job Number 3		
Administrative Staff		25
Front-Line Manager		11
Distribution Staff		25
Technicians		10
Job Number 4		
Maintenance Staff		10
Front-Line Manager		5
Job Number 5		
Machine Operators		5
Maintenance Staff		3
Administrative Staff		7
Quality Control Staff		2
Supervisors		2
Production Leads		3
Distribution Staff		2
Job Number 6		
Certified Nurse Assistant		60
Job Number 7		
Administrative Staff		10
Supervisors		5
Job Number 8		
Administrative Staff		10
Front-Line Manager		5

INTRODUCTION

Founded in 1940 and headquartered in Visalia, College of the Sequoias (COS) (www.cos.edu) is a 2-year community college that provides educational and training classes to the local community. COS operates a full-service Training Resource Center in the City of Hanford in addition to the main campus in Visalia. Aside from servicing the general population, the COS Training Resource Center provides customized workforce training services to California's Central Valley organizations. The College specifically provides training serving employers in the manufacturing, food processing, agriculture, healthcare, and service sectors in the Central Valley. This is COS's third ETP Agreement, the third in the last five years.

COVID-19 Response

COS would like to request the following in response to the COVID-19 Pandemic.

Reduce range of hours from 8-200 hours to 2-200 hours.

Veterans Program

Participating companies may employ Veterans but do not actively maintain Veteran information for their employees.

PROJECT DETAILS

COS continues to deliver training to frontline workers in the food processing, manufacturing, and service industries throughout the Central Valley. COS has identified the critical business needs of this region. COS relies on economic trend information from COS partners and employer surveys to ensure that training is in line with the type of training required by local employers. Additionally, COS works with the Tulare Workforce Investment Board industrial sector committee, and the Visalia Economic Development Corporation (VEDC) Education and Training Committee to determine skills gaps in the local economy. Many industries have a high rate of technological change, and skill gaps have become increasingly wide.

In this proposal, COS will collaborate with manufacturing companies to assist in training in response of the COVID-19 pandemic. Regional workforce projections indicate a relative rapid return of employment which means skilled workers will be hard to find. In order to remain competitive, employees will need training to improve skill sets to maintain quality work performance. In addition, businesses are facing retirement of existing high level skilled workers. To remain competitive, employees must acquire the skills to replace the retirees and stay competitive in the market.

COS may provide training services to business that do not face out-of-state competition (OSC). Job Numbers 3, 4, 6 & 8 were created to ensure COS can provide training to companies that do not meet OSC requirements.

Training will also include Business Skills, Computer Skills and Continuous Improvement training. Courses offered under Business Skills will ensure trainees have the ability to collaborate with coworkers and become effective leaders. Courses delivered under Computer Skills will allow trainees to become familiar with computer systems commonly used by private businesses. Continuous Improvement training will provide staff with manufacturing practices and techniques designed to reduce production waste. ETP-funded training will allow employers to bridge the skill gap of incumbent staff and respond to unique employer challenges and growth opportunities.

Training Plan

Class/Lab and Computer Based Training (CBT) will be delivered by in-house experts and vendors in the following

Business Skills: Training will be provided to Administrative Staff, Distribution Staff, Technicians, Machine Operators, Maintenance Staff Quality Control Staff, Production Leads and Supervisors. Training will enable workers to manage company resources, improve communication, and increase leadership skills. Training topics will include Communication Skills, Problem Solving, Decision Making and Organizational Skills.

Computer Skills: Training will be provided to Administrative Staff, Technicians, Quality Control Staff and Supervisors to enhance skills in computer software. Training topics will include Microsoft Office Suite (Intermediate/Advanced) and Quick Books.

Continuous Improvement: Training will be provided to Administrative Staff, Distribution Staff, Technicians, Machine Operators, Maintenance Staff, Quality Control Staff, Production Leads Front-Line Managers and Supervisors. to improve productivity and increase product quality. Training topics will include Project Management, Six Sigma, Lean Manufacturing, and Quality Management Systems.

Literacy Skills: Training will be provided to Machine Operators. Trainees will receive English as a Second language training to improve communication and understanding on the job. Training will also include Basic Math.

Management Skills: Training will be provided to Supervisors to become effective leaders in a complex workplace. Training topics will include Leadership Skills.

Manufacturing Skills: Training will be provided to Maintenance Staff, Technicians, Quality Control Staff, Machine Operators, Front-Line Managers, Supervisors and Production Leads to ensure staff can operate multiple pieces of equipment effectively. Training topics will include Programmable Logic Controllers, Blueprint Reading, and Certified Production Technician.

Medical Skills: Training will be provided to Certified Nurse Assistants to enable workers to provide quality care to patients. Training topics include Patient Care Procedures, Nutrition, and Long Term Care Patient.

Certified Safety Training

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

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 0-12 hours of CBT.

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 this project. The Training Resource Center Specialist and an Administrative Technician will administer the ETP project. Three Training Coordinators will schedule training for the Visalia and Hanford locations. Training will be provided by internal trainers. COS may contract with training vendors if needed.

High Unemployment Area

The trainees in Job Numbers 1-4 & 6-8 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Kings, Tulare, Fresno, Kern, Madera, Merced and Stanislaus Counties are in an HUA.

➤ **Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. COS is requesting a wage modification from \$18.34 per hour to \$13.76 per hour for Job Numbers 1, 2 and 7.

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**

Trainees in Job Numbers 3, 4, 6 & 8 qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage because Kings, Tulare, Fresno, Kern, Madera, Merced, and Stanislaus Counties are in HUA. 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. COS is requesting a wage modification from \$33.34 per hour to \$13.76 per hour

Impact/Outcome

COS will provide certifications through the Produce Safety Alliance and Food Safety Preventative Control Alliance. COS will also offer Certified Production Technician certifications through the Manufacturing Skill Standards Council (MSSC). For all other training, COS will provide certificates upon completion.

Marketing and Support Costs

Marketing of training programs takes place through regular and ongoing communications via meetings, emails and phone calls. COS is an active member of the Visalia Economic Development Corporation (VEDC) Education and Training Committee. The College participates in initiatives with the VEDC to increase the economic and workforce development of local employers. This includes on-site surveys to identify employers' training needs and marketing of the College's classes to their members. COS also partners with the local Workforce Investment Board (WIB) and are also members of the Tulare WIB industrial sector committee, both of which market classes for COS.

COS staff regularly follows up with participating employers to confirm observable improvements in job performance and assess the long-term success of training programs. Feedback and surveys are vital to the success of training programs and will allow employers to be competitive. COS is requesting and staff recommends 8% support costs to help with marketing and outreach to employers.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study.

COS is eligible as a training agency based on the following:

- Certification by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

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
ET19-0295	\$617,754	10/1/2018-12/29/2020	531	131	87

Based on ETP Systems, 19,984 reimbursable hours have been tracked for potential earnings of \$509,317 (82% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through October 2020.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0318	Tulare	12/31/2016-12/30/2018	\$152,876	\$90,323 (60%)

One of COS's largest participating employers had to push back training several times and ultimately closed business. COS removed these training hours due to trainees not being able to meet retention requirements.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

2-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Coaching
- Communication Skills
- Conflict Management
- Customer Service
- Decision Making
- Essential Workplace Skills
- Managing Change
- Motivating People
- Organizational Skills
- Planning & Time Management
- Problem Solving
- Teamwork

COMPUTER SKILLS

- Microsoft Skills (Intermediate/Advanced)
- QuickBooks
- Social Media for Business

CONTINUOUS IMPROVEMENT

- Food Safety Management Systems
- Food Safety Modernization Act (FSMA)
- Internal Audits
- ISO 9001
- Lean Manufacturing
- Problem Solving Tools
- Project Management
- Quality Management Systems
- Root Cause Analysis
- Six Sigma

MANAGEMENT SKILLS (for Supervisors only)

- Leadership Skills

MANUFACTURING SKILLS

- Basic Industrial Electricity
- Blueprint Reading
- Certified Production Technician
- Hazard Analysis and Critical Control Points (HACCP)
- Industrial Motor Controls

- Programmable Logic Controllers (PLC)
- Shop Measurements
- Welding

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

LITERACY SKILLS

- Basic Math
- Vocational English as a Second Language

MEDICAL SKILLS – DIDACTIC (CNA)

- CNA Module 1: Introduction CNA
- CNA Module 2: Patients' Rights
- CNA Module 3: Communication/Interpersonal Skills
- CNA Module 4: Prevention and Management of Catastrophe and Unusual Occurrences
- CNA Module 5: Body Mechanics
- CNA Module 6: Medical and Surgical Asepsis
- CNA Module 7: Weights and Measures
- CNA Module 8: Patient Care Skills
- CNA Module 9: Patient Care Procedures
- CNA Module 10: Vital Signs
- CNA Module 11: Nutrition
- CNA Module 12: Emergency Procedures
- CNA Module 13: Long Term Care Patient
- CNA Module 14: Rehabilitative Nursing
- CNA Module 15: Observation and Charting
- CNA Module 16: Death and Dying
- CNA Module 17: Resident Abuse

Computer Based Training (CBT)

0-12

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting Fundamentals
 - Lesson 1- Account Classifications, Account Titles, T Accounts and the Accounting Equation (2 hours)
 - Lesson 2 - General Ledger Accounts and the Balance Sheet (2 hours)
 - Lesson 3 - Journalizing Transactions and Posting to General Ledger (2 hours)
 - Lesson 4 - Journalizing and Posting Cash and Charge Purchases and Payments on Account (2 hours)

- Lesson 5 - Journalizing and Posting Cash and Charge Sales and Cash Received on Account (2 hours)
- Lesson 6 - Payroll and Various Deductions (2 hours)
- Lesson 7 - Banking Services and Reports (2 hours)
- Lesson 8 - Posting Journal Totals to the General Ledger and Schedule of Accounts Payable and Schedule of Accounts Receivable (2 hours)
- Lesson 9 - End-Of-Year Worksheet (2 hours)
- Lesson 10 - End-Of-Year Financial Reports (2 hours)
- Lesson 11 - Journalizing and Posting Adjusting Entries (2 hours)
- Lesson 12 - Journalizing and Posting Closing Entries and Preparing a Post Closing Trial Balance (2 hours)
- Accounting Fundamentals II
 - Lesson 1 - Accounts Payable (2 hours)
 - Lesson 2 - Accounts Receivable (2 hours)
 - Lesson 3 - Uncollectible Accounts Receivable (2 hours)
 - Lesson 4 - Plant Assets and Depreciation (2 hours)
 - Lesson 5 - Notes Payable and Notes Receivable (2 hours)
 - Lesson 6 - Accrued Income and Accrued Expenses (2 hours)
 - Lesson 7 - Dividends and Starting the Year-End Worksheet (2 hours)
 - Lesson 8 - Complete Year-End Worksheet With Adjustments (2 hours)
 - Lesson 9 - End-Of-Fiscal-Period Financial Reports (2 hours)
 - Lesson 10 - Adjusting and Closing Entries and Post Closing Trial Balance (2 hours)
 - Lesson 11 - Preparing a Payroll (2 hours)
 - Lesson 12 - Preparing Federal Tax Deposits and Year-End Tax Reports (2 hours)
- Essential Workplace Skills
 - Effective Teams (3 hours)
 - Communication Skills (3 hours)
 - Internal Customer Service (3 hours)
 - Conflict Management (3 hours)
 - Time Management (3 hours)

COMPUTER SKILLS

- Advanced Microsoft Excel/Office 365
 - Lesson 1 - Customizing Excel (2 hours)
 - Lesson 2 - Table Management (2 hours)
 - Lesson 3 - Data Validation (2 hours)
 - Lesson 4 - Custom Controls (2 hours)
 - Lesson 5 - Conditional Formatting (2 hours)
 - Lesson 6 - Consolidating and Outlining (2 hours)
 - Lesson 7 - Excel Functions and Nesting (2 hours)
 - Lesson 8 - Import External Data (2 hours)
 - Lesson 9 - Data Tables (2 hours)
 - Lesson 10 - What-If Analysis Tools (2 hours)
 - Lesson 11 - Advanced PivotTables (2 hours)

- Lesson 12 - Analysis ToolPak, Advanced Filter, Array Formulas, and More! (2 hours)
- Intermediate Microsoft Access/Office 365
 - Lesson 1 - Reviewing Terms and Importing Data (2 hours)
 - Lesson 2 - Key Fields and Action Queries (2 hours)
 - Lesson 3 - Relationships of the Database Kind (2 hours)
 - Lesson 4 - Creating and Modifying Forms (2 hours)
 - Lesson 5 - Subforms and the Tab Control (2 hours)
 - Lesson 6 – Queries (2 hours)
 - Lesson 7 - Query Calculations (2 hours)
 - Lesson 8 - Summary Queries (2 hours)
 - Lesson 9 - Building Reports That Pinpoint Key Information (2 hours)
 - Lesson 10 - Run Reports from a Custom Dialog Box (2 hours)
 - Lesson 11 - Using Visual Basic to Automate the Reports Dialog Box (2 hours)
 - Lesson 12 - Putting It All Together (2 hours)
- Intermediate Microsoft Excel/Office 365
 - Lesson 1 - Excel Charts and Graphs (2 hours)
 - Lesson 2 - More Excel Charts (2 hours)
 - Lesson 3 - AutoFilter and Sorting (2 hours)
 - Lesson 4 - Goal Seeking (2 hours)
 - Lesson 5 - Pivot Tables (2 hours)
 - Lesson 6 - Advanced PivotTables (2 hours)
 - Lesson 7 – Solver (2 hours)
 - Lesson 8 – Sparklines (2 hours)
 - Lesson 9 – Macros (2 hours)
 - Lesson 10 - Introduction to Functions (2 hours)
 - Lesson 11 - Math/Trig Functions (2 hours)
 - Lesson 12 - VLOOKUP, INDEX, and MATCH Functions (2 hours)
- Intermediate Microsoft Word/Office 365
 - Lesson 1 - Timesavers in Word 2019 (2 hours)
 - Lesson 2 - Methods to Streamline Text Formatting (2 hours)
 - Lesson 3 - Working with Templates (2 hours)
 - Lesson 4 - Adding Graphics to Your Word Documents (2 hours)
 - Lesson 5 - Creating Text-Based Graphics in Word (2 hours)
 - Lesson 6 - Organizing Your Text with Columns and Sections (2 hours)
 - Lesson 7 - Creating Tables in Word (2 hours)
 - Lesson 8 - Creating Stationary in Word (2 hours)
 - Lesson 9 - Creating Business Stationary in Word (2 hours)
 - Lesson 10 - Desktop Publishing (2 hours)
 - Lesson 11 - Merging Data with Documents (2 hours)
 - Lesson 12 - Creating Summative Lists of What's in Your Document (2 hours)
- Intermediate QuickBooks
 - Lesson 1 - Working With Company Files (2 hours)
 - Lesson 2 - Securing Your Company Files (2 hours)
 - Lesson 3 - List Items and Inventory (2 hours)
 - Lesson 4 - Ordering and Selling Inventory(2 hours)

- Lesson 5 - Vendor Discounts and Credits and Adjusting Inventory (2 hours)
- Lesson 6 - Tracking Price Levels and Customer Discounts (2 hours)
- Lesson 7 - Tracking Vehicle Mileage (2 hours)
- Lesson 8 - Working With Customer Balances (2 hours)
- Lesson 9 - Batch Invoicing and Creating Letters (2 hours)
- Lesson 10 - Petty Cash and Gift Cards (2 hours)
- Lesson 11 - Owner Transactions and Journal Entries (2 hours)
- Lesson 12 - Loans and Budgets (2 hours)

CONTINUOUS IMPROVEMENT

- Automation Technician
 - Bearing Applications (1 hour)
 - Spring Applications (1 hour)
 - Belt Drive Applications (1 hour)
 - Gear Applications (1 hour)
 - Introduction to PLCs (1 hour)
 - Hardware for PLCs (1 hour)
 - Basics of Ladder Logic (1 hour)
 - Numbering Systems and Codes (1 hour)
 - PLC Inputs and Outputs (1 hour)
 - Basic Programming (1 hour)
 - PLC Timers and Counters (1 hour)
 - Networking for PLCs (1 hour)
 - Hand-Held Programmers for PLCs (1 hour)
 - Overview of PLC Registers (1 hour)
 - PLC Program Control Instructions (1 hour)
 - Sequencer Instructions for PLCs (1 hour)
 - PLC Installation Practices (1 hour)
 - PID for PLCs (1 hour)
 - Data Manipulation (1 hour)
 - Robot Components (1 hour)
 - End Effectors (1 hour)
 - Robot Axes (1 hour)
 - Robot Sensors (1 hour)
 - Robot Maintenance (1 hour)
 - Robot Installations (1 hour)
 - Vision Systems (1 hour)
 - Industrial Network Integration (1 hour)
 - The Forces of Fluid Power (1 hour)
 - Safety for Hydraulics and Pneumatics (1 hour)
 - Introduction to Hydraulic Components (1 hour)
 - Introduction to Pneumatic Components (1 hour)
 - Introduction to Fluid Conductors (1 hour)
 - Fittings for Fluid Systems (1 hour)
 - Mechanical Power Variables (1 hour)
 - Clutch and Brake Applications (1 hour)
 - Intro to Machine Rigging (1 hour)
 - Rigging Equipment (1 hour)
 - Rigging Inspection and Safety (1 hour)
 - Rigging Mechanics (1 hour)

- Robot Safety (1 hour)
- Robot Troubleshooting (1 hour)
- Concepts of Robot (1 hour)
- Programming (1 hour)
- Intro to Fastener Threads (1 hour)
- Overview of Threaded Fasteners (1 hour)
- Tools for Threaded Fasteners (1 hour)
- Overview of Non-Threaded Fasteners (1 hour)
- Understanding Torque (1 hour)
- Threaded Fastener Selection (1 hour)
- Electrical Production
 - Introduction to Circuits (1 hour)
 - Introduction to Magnetism (1 hour)
 - DC Circuit Components (1 hour)
 - NEC Overview (1 hour)
 - AC Fundamentals (1 hour)
 - Electrical Instruments (1 hour)
 - Electrical Print Reading (1 hour)
 - Conductor Selection (1 hour)
 - Series Circuit Calculations (1 hour)
 - Parallel Circuit Calculations (1 hour)
 - Limit Switches and Proximity Sensors (1 hour)
 - Lubricant Fundamentals (1 hour)
 - Overview of Soldering (1 hour)
 - Relays, Contractors, and Motor Starters (1 hour)
 - Control Devices (1 hour)
 - Distribution Systems (1 hour)
 - Introduction to Electric Motors (1 hour)
 - Logic and Line Diagrams (1 hour)
- Electrical Technician
 - Nonferrous Metals (1 hour)
 - Battery Selection (1 hour)
 - Bearing Applications (1 hour)
 - Spring Applications (1 hour)
 - Belt Drive Applications (1 hour)
 - Gear Applications (1 hour)
 - Reversing Motor Circuits (1 hour)
 - Specs for Servomotors (1 hour)
 - Reduced Voltage Starting (1 hour)
 - The Forces of Fluid Power (1 hour)
 - Safety for Hydraulics and Pneumatics (1 hour)
 - Introduction to Hydraulic Components (1 hour)
 - Introduction to Pneumatic Components (1 hour)
 - Introduction to Fluid Conductors (1 hour)
 - Fittings for Fluid Systems (1 hour)
 - Mechanical Power Variables (1 hour)
 - Clutch and Brake Applications (1 hour)
 - Intro to Machine Rigging (1 hour)
 - Rigging Equipment (1 hour)
 - Rigging Inspection and Safety (1 hour)
 - Rigging Mechanics (1 hour)
 - Intro to Fastener Threads (1 hour)
 - Overview of Threaded Fasteners (1 hour)

- Tools for Threaded Fasteners (1 hour)
- Overview of Non-Threaded Fasteners (1 hour)
- Understanding Torque (1 hour)
- Threaded Fastener Selection (1 hour)
- Distribution Systems (1 hour)
- Symbols and Diagrams for Motors (1 hour)
- DC Motor Applications (1 hour)
- Solenoids (1 hour)
- AC Motor Applications (1 hour)
- Fluid Systems Technician
 - Introduction to Circuits (1 hour)
 - Introduction to Magnetism (1 hour)
 - DC Circuit Components (1 hour)
 - NEC Overview (1 hour)
 - AC Fundamentals (1 hour)
 - Electrical Instruments (1 hour)
 - Electrical Print Reading (1 hour)
 - DC Power Sources (1 hour)
 - AC Power Sources (1 hour)
 - Conductor Selection (1 hour)
 - Limit Switches and Proximity Sensors (1 hour)
 - Hydraulic Power Variables (1 hour)
 - Hydraulic Power Sources (1 hour)
 - Pneumatic Power Variables (1 hour)
 - Pneumatic Power Sources (1 hour)
 - Hydraulic Control Valves (1 hour)
 - Hydraulic Schematics (1 hour)
 - Basic Circuit Design (1 hour)
 - Pneumatic Control Valves (1 hour)
 - Pneumatic Schematics and Circuit Design (1 hour)
 - Actuator Applications (1 hour)
 - Hydraulic Fluid Selection (1 hour)
 - Contamination and Filter Selection (1 hour)
 - Hydraulic Principles and System Design (1 hour)
 - Welding Safety Essentials (1 hour)
 - PPE for Welding (1 hour)
 - Welding Fumes and Gases safety (1 hour)
 - Electrical Safety for Welding (1 hour)
 - Introduction to Welding (1 hour)
 - Introduction to Welding Processes (1 hour)
 - Overview of Soldering (1 hour)
 - Plasma Cutting (1 hour)
 - SMAW Applications (1 hour)
 - GMAW Applications (1 hour)
 - What Is Oxyfuel Welding? (1 hour)
 - Oxyfuel Welding Applications (1 hour)
 - Relays, Contactors, and Motor Starters (1 hour)
 - Control Devices (1 hour)
 - Distribution Systems (1 hour)
- Manufacturing Applications
 - Lesson 1 - Manufacturing Strategy (2 hours)
 - Lesson 2 - Demand Forecasting (2 hours)
 - Lesson 3 – Planning (2 hours)

- Lesson 4 – Purchasing (2 hours)
- Lesson 5 - Lean Manufacturing (2 hours)
- Lesson 6 - Production and Inventory Control (2 hours)
- Lesson 7 - Capacity Planning (2 hours)
- Lesson 8 - Manufacturing Engineering (2 hours)
- Lesson 9 - Industrial Engineering (2 hours)
- Lesson 10 - Quality Engineering (2 hours)
- Lesson 11 – Logistics (2 hours)
- Lesson 12 – Productivity (2 hours)
- Manufacturing Fundamentals
 - Lesson 1 - Overview of Manufacturing (2 hours)
 - Lesson 2 - Production Design and Planning (2 hours)
 - Lesson 3 - Facility Location and Layout (2 hours)
 - Lesson 4 - Job Design (2 hours)
 - Lesson 5 - Physical Work Environment (2 hours)
 - Lesson 6 - Manufacturing Materials (2 hours)
 - Lesson 7 - Product Development (2 hours)
 - Lesson 8 - Costs and Accounting (2 hours)
 - Lesson 9 - Investing and Budgeting (2 hours)
 - Lesson 10 - Manufacturing Measurements (2 hours)
 - Lesson 11 – Standardization (2 hours)
 - Lesson 12 - Technology and Manufacturing (2 hours)
- Maintenance Fundamentals
 - Basic Measurement (1 hour)
 - Personal Protective Equipment (1 hour)
 - Lockout/Tagout Procedures (1 hour)
 - Hand and Power Tool Safety (1 hour)
 - Introduction to Physical Properties (1 hour)
 - Approaches to Maintenance (1 hour)
 - Total Productive Maintenance (1 hour)
 - Electrical Units (1 hour)
 - Safety for Electrical Work (1 hour)
- Maintenance Production
 - Series Circuit Calculations (1 hour)
 - Parallel Circuit Calculations (1 hour)
 - Battery Selection (1 hour)
 - Bearing Applications (1 hour)
 - Spring Applications (1 hour)
 - Belt Drive Applications (1 hour)
 - Gear Applications (1 hour)
 - Reversing Motor Circuits (1 hour)
 - Specs for Servomotors (1 hour)
 - Reduced Voltage Starting (1 hour)
 - The Forces of Fluid Power (1 hour)
 - Safety for Hydraulics and Pneumatics (1 hour)
 - Introduction to Hydraulic Components (1 hour)
 - Introduction to Pneumatic Components (1 hour)
 - Introduction to Fluid Conductors (1 hour)
 - Fittings for Fluid Systems (1 hour)
 - Preventative Maintenance for Fluid Systems (1 hour)
 - Lubricant Fundamentals (1 hour)
 - Mechanical Power Variables (1 hour)
 - Clutch and Brake Applications (1 hour)

- Intro to Machine Rigging (1 hour)
- Rigging Equipment (1 hour)
- Rigging Inspection and Safety (1 hour)
- Rigging Mechanics (1 hour)
- Intro to Fastener Threads (1 hour)
- Overview of Threaded Fasteners (1 hour)
- Tools for Threaded Fasteners (1 hour)
- Overview of Non-Threaded Fasteners (1 hour)
- Understanding Torque (1 hour)
- Threaded Fastener Selection (1 hour)
- Distribution Systems (1 hour)
- Introduction to Electric Motors
- Symbols and Diagrams for Motors (1 hour)
- Logic and Line Diagrams (1 hour)
- DC Motor Applications (1 hour)
- Solenoids (1 hour)
- AC Motor Applications (1 hour)
- Six Sigma: Total Quality Applications
 - Lesson 1 - DMAIC and Basic Statistics (2 hours)
 - Lesson 2 - Six Sigma: The Business Case (2 hours)
 - Lesson 3 - Define: The D of DMAIC (2 hours)
 - Lesson 4 - Measure Part I: The M of DMAIC (2 hours)
 - Lesson 5 - Measure Part II: The M of DMAIC (2 hours)
 - Lesson 6 - Analyze Part I: The A of DMAIC (2 hours)
 - Lesson 7 - Analyze Part II: The A of DMAIC (2 hours)
 - Lesson 8 - Project Management Phases (2 hours)
 - Lesson 9 - Project Definition and Scheduling (2 hours)
 - Lesson 10 - Improve: The I of DMAIC (2 hours)
 - Lesson 11 - Control: The C of DMAIC (2 hours)
 - Lesson 12 - Thinking Lean (2 hours)
- Six Sigma: Total Quality Fundamentals
 - Lesson 1 - Introduction to Quality (2 hours)
 - Lesson 2 - Customers and Organization (2 hours)
 - Lesson 3 - Nonquality Costs and Variation (2 hours)
 - Lesson 4 - Assessment and Leadership (2 hours)
 - Lesson 5 - Motivation and Change (2 hours)
 - Lesson 6 - Team Building and Training (2 hours)
 - Lesson 7 - TEI and Measuring Performance (2 hours)
 - Lesson 8 - Standards and Auditing (2 hours)
 - Lesson 9 - External and Internal Auditing (2 hours)
 - Lesson 10 - ISO 9000 (2 hours)
 - Lesson 11 - More Standards and Systems (2 hours)
 - Lesson 12 - Quality Culture and Fallacies (2 hours)
- Supply Chain Management Fundamentals
 - Lesson 1 - Certification and Systems (2 hours)
 - Lesson 2 - Sales and Operations Planning (2 hours)
 - Lesson 3 - An Overview of Forecasting (2 hours)
 - Lesson 4 - Forecasting Techniques (2 hours)
 - Lesson 5 - Advanced Forecasting Topics (2 hours)
 - Lesson 6 - Strategy and the Production Plan (2 hours)
 - Lesson 7 - Master Production Scheduling (2 hours)
 - Lesson 8 - Material Requirements Planning (2 hours)
 - Lesson 9 - Capacity Planning (2 hours)

- Lesson 10 - Production Activity Control, Part 1 (2 hours)
- Lesson 11 - Production Activity Control, Part 2 (2 hours)
- Lesson 12 - Production Activity Control, Part 3 (2 hours)

Literacy Training cannot exceed 45% of total training hours per-trainee

Safety Training cannot exceed 10% of total training hours per-trainee. (This cap does not apply to OSHA 10/30 or HAZWOPER)

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

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: College of the Sequoias

CCG No.: ET21-0168

Reference No: 20-0439

Page: 1 of 3

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: BlueScope Buildings

Priority Industry? ☒ Yes ☐ No

Address: 7440 Doe Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 98

Total # of full-time company employees worldwide: 174

Total # of full-time company employees in California: 174

Company: California Cotton Ginners

Priority Industry? ☐ Yes ☒ No

Address: 1785 N. Fine Ave.

City, State, Zip: Fresno, CA 93727

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: Chico Heights Rehabilitation

Priority Industry? ☒ Yes ☐ No

Address: 587 Rio Lindo Ave.

City, State, Zip: Chico, CA 95926

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 225

Total # of full-time company employees in California: 225

Company: Electric Motor Shop

Priority Industry? ☐ Yes ☒ No

Address: 8242 W. Doe Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 92

Total # of full-time company employees in California: 92

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: College of the Sequoias	CCG No.: ET21-0168
Reference No: 20-0439	Page: 2 of 3

Company: Glad Investments DBA Riverside Convalescent	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 375 Cohasset Road	
City, State, Zip: Chico, CA 95926	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Agreement: 30	
Total # of full-time company employees worldwide: 200	
Total # of full-time company employees in California: 200	

Company: Healthcare Centre of Fresno	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1665 M Street	
City, State, Zip: Fresno, CA 93721	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Agreement: 30	
Total # of full-time company employees worldwide: 166	
Total # of full-time company employees in California: 166	

Company: Lemur International Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3701 Collins Avenue, Suite 3N	
City, State, Zip: Richmond, CA 94806	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Agreement: 5	
Total # of full-time company employees worldwide: 7	
Total # of full-time company employees in California: 7	

Company: Saputo Cheese	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 901 E. Levin Ave.	
City, State, Zip: Tulare, CA 93274	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Agreement: 75	
Total # of full-time company employees worldwide: 12,800	
Total # of full-time company employees in California: 1,239	

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: College of the Sequoias

CCG No.: ET21-0168

Reference No: 20-0439

Page: 3 of 3

Company: U.S. Farm Systems

Priority Industry? ☒ Yes ☐ No

Address: 2955 S. K Street

City, State, Zip: Tulare, CA 93274

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 29

Total # of full-time company employees worldwide: 77

Total # of full-time company employees in California: 77

Company: Visalia Ceramic Tile

Priority Industry? ☒ Yes ☐ No

Address: 917 N. American Street

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 125

Total # of full-time company employees in California: 125

Company: VWR

Priority Industry? ☒ Yes ☐ No

Address: 8711 West Riggan Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 34

Total # of full-time company employees worldwide: 12,000

Total # of full-time company employees in California: 12,000



Training Proposal for:

Bay Area Counties Roofing and Waterproofing Industry Apprenticeship Training Fund

Contract Number: ET21-0915

Panel Meeting of: September 25, 2020

ETP Regional Office: Central Office- PPU

Analyst: C. Hoyt

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:	Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Union of Roofers, Waterproofers, and Allied Workers Locals 40, 81 and 95		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$399,432		\$27,728 8%		\$427,160
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

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	Journeyworker	Commercial Skills, Computer Skills, OSHA 10/30	31	8-200	0	\$590	\$25.01
				Weighted Avg: 24			
2	Apprentice	Commercial Skills, Computer Skills, OSHA 10/30	177	8-210	0	\$2,310	\$25.01
				Weighted Avg: 120			

Minimum Wage by County: Job Numbers 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

Up to \$6.53 per hour may be used to meet the Post-Retention Wage for Job Number 2. This has been verified by the Collective Bargaining Agreement.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Roofer		31
Job Number 2		
Apprentice Roofer		177

INTRODUCTION

Established in 1960, Bay Area Counties Roofing and Waterproofing Industry Apprenticeship Training Fund (Bay Area Roofers) (<http://rwprogram.com/>) is a joint trust serving three apprenticeship programs in the Bay Area. The program provides training for both Apprentices and Journeyworkers in the roofing industry. The program is funded through collective bargaining agreements between signatory employers with the Associated Roofing Contractors of the Bay Area Counties, Inc., and three union locals of the United Union of Roofers, Water proofers, and Allied Workers:

- Local 40 West Bay Counties
- Local 81 East Bay & North Bay Counties
- Local 95 Santa Clara Counties

Each union local has its own collective bargaining agreement and its own Joint Apprenticeship Training Committee (JATC). Each JATC sponsors an apprenticeship program approved by the Division of Apprenticeship Standards (DAS). Currently, the program serves more than 650 Apprentices and 1,470 Journeyworkers in 14 Northern California Counties. This will be the Bay Area Roofers sixth Agreement with ETP, and fifth within the last 5 years.

Veterans Program

Bay Area Roofers has committed to training veterans in its program. Bay Area Roofers participates in Helmets to Hardhats program and gives Veterans accelerated admission to its apprenticeship program. However, for ease of project administration, the JATC is not including a veteran job number in this project at this time.

Women's Program

Bay Area Roofers actively recruits women and works with organizations like Trades Orientation Program, Cypress Mandela in Oakland, and City Build in San Francisco. The JATC also works with current women Apprentices to assist in recruiting new women to join the industry.

COVID-19

ETP funds will allow Bay Area Roofers to continue to train its workers during COVID-19. In order to continue to keep up with the demand for skilled roofers, it is critical Bay Area Roofers continue to offer classes and training during the state-mandated shelter-in-place order. Training via E-Learning allows training to be continued even during the pandemic extending competitive advantage for union workers and contractors with increased skills and experience as the need for workers and demand has increased.

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 three-and-a-half 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

The request for funding will allow Roofers to learn much needed skills as the Industry moves away from traditional hot tar systems and towards new roofing systems and materials. New roofing systems include a variety of single ply systems and a variety of modified roofing systems (mopping, torching, primed, adhesives, hot rubber, and peel-n-stick). Training will be provided on updated waterproofing systems as well. These systems include photovoltaic systems, vegetative roofs, and rainwater harvesting systems.

Contractors must be more skilled and flexible to meet the demands of building owners and managers for a wide variety of roofing systems and materials. The need for highly-skilled, highly-

trained workers has created a competitive environment in California, specifically with large out-of-state roofing contractors who are formidable competition to California employers. Training will allow Bay Area Roofers to have flexible and highly-skilled workers who can compete against these companies. Current projects include reroofing several San Francisco fire stations, JFK High School, San Jose State University's Sweeney Hall, and Menlo Country Club.

Training Plan

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

Journeyworker Training:

Commercial Skills: This training will be offered to Journeyworkers and include specialty skills covering products and materials that are new to the industry and products and skills that have been in use, but which were not taught during the Apprenticeship. Training includes Advanced Use of Single Ply Materials and Systems, Advanced Waterproofing Systems, Complex Maintenance and Repair procedures, Project Planning and Coordination, Installation and Maintenance of Drainage Systems, Title 24 Standards, Special Safety procedures for working around photovoltaics and other “green” roofs, and Rainwater Harvesting Systems.

Computer Skills: This training will be offered to Journeyworkers and will include Building Information Modeling, Estimating and Project Management.

Apprentice Training:

Commercial Skills: This training will be offered to Apprentices and includes Commonly Used Materials, Built-Up Roofing, Waterproofing and Damp Proofing, Cold Applied Roofing and Caulking, Rigid Roofing, Asphalt and Wood Shingles, Roofing Plans and Specifications, Single Ply Systems, Metal Roofing, Maintenance and Repair, Green Roofs, Solar Systems, and Rain Water Harvesting.

Computer Skills: This training will be offered to Apprentices and includes Building Information Modeling, Estimating and Project Management.

Certified Safety Training – Journeyworkers & Apprentices

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.

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 Bay Area Roofers Director of Training. Classroom based training will be offered at Bay Area Roofers training facility in Livermore. This facility is a 9,600 square-foot building that allows instructors to use actual roofing materials and a multitude of new systems

used in the construction industry. Trainers are Journeyworkers who have experience working in the trade and are subject-matter experts. Administration will be performed in a partnership between the Bay Area Roofers and Steve Duscha Advisories.

Impact/Outcome

Certifications include OSHA 30, Fall Prevention, Scaffold Safety, Torch Application, Rigging and Signaling, Handling Hazardous Materials, Traffic Flagging, and Specialized Training for manufacturing.

Learning Management System

Staff has approved the Bay Area Roofers use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Employers are notified of training through the association web site, mailings, and presentations. Employers participate as members of the joint committee that operates the program, and training is designed around their needs and the general needs of the industry. Marketing also includes emails to employers, local unions and roofing material representatives.

Bay Area Roofers requests, and staff recommends, 8% support costs to assist in Apprentice and Journeyworker recruitment, employer outreach, and assessment of employer-specific job requirements.

Tuition Reimbursement

Bay Area Roofers 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
ET19-0924	\$949,386	10/01/2018 – 12/29/2020	568	0	0

Based on ETP Systems, 38,946 reimbursable hours have been tracked for potential earnings of \$883,369 (93% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by contract closeout.

PRIOR PROJECTS

The following table summarizes Contractor's performances by Bay Area Roofers under ETP Contracts that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0926	Livermore	1/27/2017- 1/26/2019	\$448,875	\$442,554 (99%)
ET16-0904	Livermore	9/28/2015- 9/27/2017	\$299,250	\$299,250 (100%)
ET14-0913	Livermore	3/3/2014- 3/2/2016	\$299,250	\$298,998 (99%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with the development for a fee of \$7,500.

ADMINISTRATIVE SERVICES

Bay Area Roofers retained Steve Duscha Advisories in Sacramento to perform administrative services in connection with this proposal for a fee not to exceed 10%.

TRAINING VENDORS

N/A

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

8-200 (Job Number 1)

Trainees may receive any of the following:

Journeyworker**COMMERCIAL SKILLS**

- Advanced Concepts In Waterproofing And Damp Proofing
- Advanced Hot Air Welding
- Advanced Maintenance And Repair Techniques
- Advanced Single Ply Roofing
- Advanced Systems Of Built-Up Roofing
- Air Barriers For Ventilation And Heat Escape
- Chemical Usage
- Coordinating Plans And Schedules With Other Building Trades
- Creating Project Plans
- Creating Safe Working Conditions
- Designing Rigging And Hoisting Systems And Procedures
- Drainage Systems Including Rain Water Recovery Systems
- Electronic Leak/Failure Detection
- Foreman Skills, Including Creating And Implementing Project Plans
- Green Roof Specific Safety Issues
- Handling Pressurized Equipment
- Project Management Systems
- Rainwater Harvesting Systems
- Rigid Roofing
- Roofing Materials
- Single Ply Products And Uses: Advanced Course
- Title 24 Energy Standards For Roofing
- Torch-On Product
- Vegetative Roofs
- Water Proofing On Vertical Surfaces
- Wind Uplift And Load Issues Related To Green Roofing
- Working Around Hazardous Materials
- Working On Scaffolding
- Working With Photovoltaic Material

COMPUTER SKILLS

- Advanced Use Of Computers In Construction
- Building Information Modeling (BIM) Software
- Computer Skills Related To Product Application And Testing
- Estimating Systems
- Project Management Software

OSHA 10/30 (OSHA-CERTIFIED INSTRUCTOR)

- OSHA 10
- OSHA 30

Class/Lab & E-Learning Hours

8-210 (Job Number 2)

Apprentice**COMMERCIAL SKILLS**

- Asphalt And Wood Shingles
- Batten Seam Roofing
- Bermuda And Shingle Panel
- Blueprint Reading
- Built-Up Roofing Materials
- Cold Applied Roofing And Caulking
- Common Roofing Materials
- Ethylene Propylene Diene Monomer (EPDM) Single Ply Roofing
- Flashing Materials
- Flat Seam Roofing
- Following Plans And Specifications
- Following Project Plans
- Green Roofs
- Hot Air Welding For Apprentices
- Infection Risk Control Assessment
- Insulation Materials
- Low Slope Roofing
- Maintenance And Repair
- Measurement And Calculation Problems In Roofing
- Metal Roofing
- Mopping Operations
- Rainwater Harvesting Systems
- Regulations Governing Roofing And Waterproofing
- Rigging And Hoisting
- Roof Pumps And Tankers
- Roof Surfacing And Sealing
- Roofing Tools
- Safe Working Procedures For Roofers And Use Of Safety Equipment
- Single Ply Roofing
- Single Ply Roofing Materials
- Single Ply Roofing Systems
- Solar Systems
- Specialty Tile
- Standing Seam Roofing
- Steep Slope Roofing
- Types Of Rigid Roofing
- Ventilation
- Waterproofing And Below Grade Materials
- Waterproofing And Damp Proofing
- Working With Concrete And Mission Tile

COMPUTER SKILLS

- Computer operations for construction
- Construction modeling

OSHA 10/30 (OSHA-CERTIFIED INSTRUCTOR)

- OSHA 10
- OSHA 30

Safety training cannot exceed 10% of total-training hours for any individual trainee. This 10% safety-training cap does not apply to OSHA 10/30 training.

Note: Reimbursement for Job Number 1 Journeyworker retraining is capped at 200 total-training hours per trainee regardless of the method of training delivery. Reimbursement for Job Number 2 Apprentice training is capped at 210 total-training hours per trainee regardless of the method of training delivery



Training Proposal for:
Drywall Finishers Finishing Trades Institute JATC

Contract Number: ET21-0911

Panel Meeting of: September 25, 2020

ETP Regional Office: PPU – Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Apprenticeship Retrainee Veterans COVID	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 checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Union of Painters and Allied Trades Local No's: 12 & 1237		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$275,616		\$21,750 8%- Job Number 1 20%-Job Number 2		\$297,366
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

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	290	8-200	0	\$924	\$25.01
				Weighted Avg: 48			
2	Priority Rate Retrainee Apprenticeship Veterans	Commercial Skills	29	8-200	0	\$1,014	\$25.01
				Weighted Avg: 48			

Minimum Wage by County: Job Numbers 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

Up to \$5.17 per hour may be used to meet the Post-Retention Wage for Job Number 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
Job Numbers 1 & 2		
Drywall Finishers		159
Floorcovers		160

INTRODUCTION

Drywall Finishers Finishing Trades Institute JATC (Drywall Finishing Trades JATC) (www.dc16apprentice.org) was formed in June 2006 under the Northern California Glass Management Association and the District Council 16 of the International Union of Painters and Allied Trades AFL-CIO which is made 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 total “master” collective bargaining agreements representing four trades: Floorcovering Installers, Painters, Glaziers, and Drywall Finishers. This project will only train the Drywall Finishers trade which includes Floor Covers occupations. The Drywall Finishing Trades JATC has participated in a previous ETP Contract with the District Council 16, however this is the first time it will hold its own ETP Contract.

COVID Response

California's mandated Shelter-in-Place order has required that some training be delivered via e-learning, and in-person class sizes will be reduced 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.

Veterans Program

The JATC is committed to supporting job-related training that helps Veterans transition into the California workforce. It recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. The Veterans curriculum will be the same as the Apprentice training outlined in the proposal. These trainees are in a separate Job Number (Job Number 2) to better track performance toward the goal of improved outreach for Veterans.

Women's Program

Drywall Finishing Trades JATC partners with the District Council 16 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 will also coach and promote current female members and problem solve 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 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

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 training will be coordinated in San Leandro and Sacramento. The Floorcovers and Drywall Finishers require new skills due to emerging technologies and material within the industry. Floor Covering Installers must be skilled in self-leveling, heat welding and seaming. Further, there are new levels of finish which create the appearance of a finished floor covering while using less resources. Drywall Finishers are using wider trowels to spread multiple coats of spackle over cracks, indentations, and any imperfections. Using this specific method requires apprentices to use a tool that spreads

sealing compound on the wall joint while dispensing and setting tape at the same time and apply special faux finishes using a variety of techniques.

Training in this project will prepare Apprentices to work on the following projects in this proposal include Google Bayview, Madrone Parkway, Los Gatos Hospital, Pinnacle Bank Campbell, Homeless Resource Center in Menlo Park, and Merritt College.

Training Plan

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

Commercial Skills: Training will be offered to all Apprentices and includes Drywall Finishes and Surface Prep, Special Finishes, Spray-Hand Fin & Texture Paint, Floor Preparation, Heat Welding and Cove Installation.

Marketing and Support Costs

Drywall Finishing Trades JATC 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 people in the Drywall Finishing Trades JATC offices that will assist with the marketing, recruitment, needs assessments and scheduling of training.

Drywall Finishing Trades JATC 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% support costs for Job Number 2 (Veterans).

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices. 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.

Trainer Qualifications

There are 16 full-time trainers who will provide training. These trainers are current members of the trade and are subject-matter experts.

Curriculum Development

The training curriculum was developed by Drywall Finishing Trades JATC 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 from employer and union representatives based on workplace performance and 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.

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

Strategy Workplace Communications in Alameda and California Labor Federation in Sacramento assisted with development at no fee.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

COMMERCIAL SKILLS

Drywall Finishers

- Advanced Applications, Level 1,2,3
- Advanced Materials Applications
- Blue Prints/Job Economics
- Commercial/Residential Spec Finish
- Commercial-Residential Applications
- Drywall Finishes and Surface Prep
- Drywall Finishes Old/New Walls
- Final Projects
- Levels of Finish
- Special Finishes
- Spray-Hand Fin & Texture Paint

Floorcovering

- Blue Prints And Plans
- Carpet (basic)
- Carpet Sewing And Stair Work
- Cove Installation
- Exit Examination
- Floor Preparation
- Heat Welding
- Knifing Skills And Flat Pattern
- Laminate, Prefinished Hardwood And Specialty Tile
- Review Flat Pattern And Intro To Coving
- Scribe And Seams (Hard Surface)
- Specialty Projects or Finish Exit Examination
- Stair Treads And Vinyl Composition Tile At Angle
- Vinyl Composition Tile

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



Training Proposal for:

Glaziers, Architectural Metal & Glass Workers Finishing Trades Institute JATC

Contract Number: ET21-0912

Panel Meeting of: September 25, 2020

ETP Regional Office: PPU - Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Apprenticeship Retrainee 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 Glaziers, Architectural Metal and Glass Workers Locals No. 169, 718, 767, 1621 and 294		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$275,616		\$20,850 8%-Job Number 1 20% Job Number 2		\$296,466
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

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 OSHA 10/30	300	8-210	0	\$924	\$25.01
				Weighted Avg: 48			
2.	Priority Rate Retrainee Apprenticeship Veterans	Commercial Skills OSHA 10/30	19	8-210	0	\$1,014	\$25.01
				Weighted Avg: 48			

Minimum Wage by County: Job Numbers 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

Up to \$4.28 per hour may be used to meet the 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
Glaziers		319

INTRODUCTION

Glaziers, Architectural Metal & Glass Workers Finishing Trades Institute JATC (Glaziers JATC) (www.dc16apprentice.org) was formed in June of 2006 between the Northern California Glass Management Association and the District Council 16 of the International Union of Painters and Allied Trades AFL-CIO. The Organization 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. It covers four “master” collective bargaining agreements representing four trades: Floorcovering Installers, Painters, Glaziers, and Drywall Finishers. This project will only train the Glaziers trade. The Glaziers JATC has participated in previous ETP projects with the District Council 16, however this is the first time it will hold its own ETP Contract.

COVID Response Exception

California’s mandated Shelter-in-Place order has required that some training be delivered via e-learning, and in-person class sizes will be reduced 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.

Veterans Program

Glaziers JATC 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 (Job Number 2) will be the same as Apprentice training (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.

Women's Program

Glaziers JATC partners with the District Council 16 Women's Committee that meets quarterly. The members are from different trades and work to attract women into the program. The committee will coach and promote current female members and addresses issues that women face in the trades. Members will 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 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

There are currently more than 515 signatory employers and 1,200 apprentices employed and contributing to the fund. Glaziers JATC is located in San Leandro and coordinates training there and in Sacramento. Glaziers JATC is constantly improving its program to ensure training is up to date with industry needs, new technologies and materials. For example, training is required on a crane with a new design that collapses and expands, allowing plate glass to move through the internal space of building, rather than moving externally. In addition, training must occur on new vapor abrasive blasting equipment which generates less dust and uses less water than the previous model.

Glaziers need to learn to install, remove and cut glass products for both commercial and residential homes and businesses. Apprentices learn to use tools and equipment of the trade including how to handle, measure, cut, and install glass and metal framing; cut and fit moldings; and install and balance glass doors. Training will also cover blueprints and specifications for size, color, type, and thickness of glass required for the job.

This training will prepare Apprentices to work on projects including East Garrison Housing in Marina, the Library Conversion Project at Berkeley Law, Precision for Medicine, and the renovation of a Veteran Psychiatric Intensive Care Unit in San Francisco.

Training Plan

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

Commercial Skills: Training will be offered to all Apprentices and will include Curtain Wall System, Fabrication & Layout Techniques, Hardware, Welding, and Shop Drawings Caulking & Sealants.

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.

Marketing and Support Costs

Glaziers JATC 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 people in the Drywall Finishing Trades JATC offices assist with the marketing, recruitment, needs assessments and scheduling of training.

Glaziers JATC 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% support costs for Job Number 2 (Veterans).

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices. 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 staff members will assist with the administration, including scheduling of training and collection of rosters. Strategy Workplace Solutions will assist with administration.

Trainer Qualifications

There are 16 full-time trainers to provide training. These trainers are current members of the trade and are subject-matter experts.

Curriculum Development

The training curriculum was developed 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.

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

Strategy Workplace Communications in Alameda and California Labor Federation in Sacramento assisted with development at no fee.

ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

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

8-210 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Blue Print Readings
- Curtain Wall System
- Door Hardware
- Fabrication & Layout Techniques
- Floor Closer and Shower Doors
- Hardware
- Intro Solar and Energy Efficient Systems
- Intro to Solar Install & PV Systems
- Mirrors & Shower Doors
- Putty Glazing & Scaffold
- Shop Drawings, Caulking & Sealants
- Storefront-Glazing
- Transits And Levels
- Welding

Center for Construction Research and Training

- Confined Space
- Fall Protection
- Hazard Communication

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, regardless of the method of delivery.



Training Proposal for:
Laborers Training and Re-Training Trust Fund for Southern California

Contract Number: ET21-0917

Panel Meeting of: September 25, 2020

ETP Regional Office: Central Office- PPU

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern, Los Angeles, Orange, San Bernardino, San Diego, Riverside, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SoCal District Council of Laborers and Affiliated Laborers International Union; Local 89; Local 220; Local 300; Local 585; Local 652; Local 783; Local 1184; Local 1309		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$351,216		\$27,644 8%- Job Number 1-3 20%- Job Number 4 (Veterans)		\$378,860

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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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	Business Skills; Commercial Skills; HAZWOPER; OSHA 10/30	108	4-200	0	\$590	\$25.01
				Weighted Avg: 24			
2	Priority Rate Retrainee Apprenticeship	Commercial Skills; HAZWOPER; OSHA 10/30;	150	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
3	Priority Rate Retrainee Apprenticeship	Commercial Skills; HAZWOPER; OSHA 10.30	10	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
4	Priority Rate Retrainee Apprenticeship Veterans	Commercial Skills; HAZWOPER; OSHA 10/30	20	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 for Statewide Average Wage.

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 \$3.94 per hour may be used for Job Numbers 2-4 to meet the 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
Job Number 1 - Journeyworker		
Construction Craft Laborer		54
Laborers Landscape & Irrigation Fitter		54
Job Number 2 – Apprentice		
Construction Craft Laborer		150
Job Number 3 – Apprentice		
Landscape & Irrigation Fitter		10
Job Number 4 - Veterans Apprentice		
Construction Craft Laborer		20
Landscape & Irrigation Fitter		10

INTRODUCTION

Founded in 1970, The Laborers Training and Re-Training Trust Fund for Southern California (SoCal Laborers) funds training for three separate Apprenticeship Programs, two of which will participate in this proposal: Laborers Southern California JATC and Southern California laborers Landscape and Irrigation Fitters JATC. SoCal Laborers serves eight Southern California Locals (89, 220, 300, 585, 652, 783, 1309, and 1184) covering 12 counties in Southern California which include Bakersfield, Long Beach, Los Angeles, Riverside, San Bernardino, San Diego, Santa Ana, and Ventura. SoCal Laborers teaches trainees to use pneumatic tools, weld, organize and carry heavy materials, read plans, and properly use construction tools and equipment. This will be the SoCal Laborers seventh ETP Contract; the sixth Contract within five years.

Veterans Program

SoCal Laborers is committed to supporting job-related training that helps Veterans transition into the California workforce. SoCal Laborers 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 training program for Veterans (Job Number 4) is the same as the Apprentice training.

Women's Program

SoCal Laborers partners with Women in Non-Traditional Employment Roles, Flintridge Center, WIN-LA Diversity & Economic Opportunity to refer and recruit women who may be interested in the program.

COVID-19

ETP funds will allow SoCal Laborers to continue to train Apprentices during COVID-19. California's mandated Shelter in Place order has required that some training to be delivered via E-learning, and in-person class sizes will be reduced 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.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this case the training program for the Construction Craft Laborer program is 18 months and the Landscape & Irrigation Fitter program is 5 years. Apprentices are required to attend a week of training each semester for three years to certify as a Journeyworker Laborer.

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

This contract will include Construction Craft Laborers and Landscape & Irrigation Fitters trainees. Much of the training will occur at the Azusa training site, but due to its distance from the trainees' home and work locations, some trainees may go to one of the 13 satellite training centers. Apprentices and Journeyworkers are trained year round. Training sessions are scheduled during the evenings and weekends.

Employers are working with new, alternative building materials while managing rising costs and improving construction techniques to reduce waste and increase efficiency. The training program provides trainees with skills necessary to perform construction duties with new materials and processes to meet employer needs. The demand for Laborers with high cutting, welding, and pipe layout techniques continues to grow. Trainees will learn skills that include pneumatic and various construction tools, welding, organizing and lifting heavy materials, and reading construction plans/blueprints. Laborers will also learn to perform many safety-related duties such as proper scaffolding, flagging, and traffic control.

Apprentices & Journeyworkers will be trained to work the following projects: Kaiser School of Medicine, Delta Sky Way at LAX, Southwest Airlines at LAX, Los Angeles, Airport Police Station, Hensel Phelps, Los Angeles, NBC Sports Bar & Grill, Super Nintendo World & Mario Kart Ride at Universal Studios, Samohi Discovery Building, John Adams Middle School, and UCLA Southwest Campus Apartments.

Training Plan

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

Journeyworker Training

Business Skills: Training will give trainees the tools to plan, organize and manage their construction projects so that they can complete them efficiently and on time. Training will also include team-building and leadership skills and Business Skills courses will be offered to Journeyworkers under this proposal. Courses include topics such as Advanced Time Management, Conflict Resolution, and Decision Making Skills.

Commercial Skills: Training will be offered to all occupations to learn skills sets in the Laborer Construction Industry. Courses include topics such as Pipe Layout Techniques, Blueprints, Drilling, Tunneling, and Weatherization.

Apprenticeship Training

Commercial Skills: Training will provide skills to build and maintain commercial, industrial, and residential construction sites. Apprentice training topics will include content on Air Tools, Asphalt Remove & Replace, Hand Power Tools, Welding, and Mini Evacuator.

Certified Safety Training – Journeyworkers and Apprentices

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.

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Marketing and Support Costs

SoCal Laborers is requesting 8% in support costs for Job Number 1-3 and 20% support costs for Job Number 4 (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 will be staff members at SoCal Laborers that will assist with the marketing, recruitment, needs assessments and scheduling of training.

SoCal Laborers 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 1-3 and 20% Supports costs for Job Number 4.

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 Executive Director will oversee the project. There are 20 staff members from the eight Locals who will provide assistance with the marketing, recruitment, needs assessments, and the scheduling of training. SoCal Laborers has 30 trainers who are former or current Laborers who are experts in the subject matters they teach. Strategy Workplace Communications has been retained to provide administration services.

Request to Reduce Eight Hour Minimum to Four Hours for Journeyworkers

SoCal Laborers would like to request a waiver for the eight hour training minimum for its Journeyworkers. The upgrade classes 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.

Impact/Outcome

Certifications earned for the journey workers training listed above include: OSHA 10, OSHA 30, Rigging and Lifting, Traffic Control, Flagging, Hazardous Waste Removal, Scaffold User, Scaffold Builder, Confined Space, Forklift and Welding.

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 Laborers' Training and Retraining Trust Fund for Southern California performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0904	\$749,706	07/01/2019-06/30/2021	615	0	0

Based on ETP Systems, 5,715 reimbursable hours have been tracked for potential earnings of \$111,953.87 (14% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

PRIOR PROJECTS

The following table summarizes Laborers' Training and Retraining Trust Fund for Southern California's performance under an ETP Contract that was completed within the last five years:

Contract No.	Location(City)	Term	Approved Amount	Payment Earned \$ %
ET19-0903	Kern, Los Angeles, Orange, San Bernardino, San Diego, Riverside, Ventura	07/01/2018-06/30/2020	\$938,666	\$510,292 (54%)*
ET17-0921	San Diego, Kern, Los Angeles, Ventura, Orange, San Bernardino, Riverside	12/31/2016-12/30/2018	\$706,731	\$706,731 (100%)

ET16-0916	Kern, Los Angeles, Orange, San Bernardino, San Diego, Riverside, Ventura	11/19/15-11/18/2017	\$490,565	\$490,565 (100%)
ET15-0909	Kern, Los Angeles, Orange, San Bernardino, San Diego, Riverside, Ventura	09/02/2014-09/01/2016	\$358,704	\$358,704 (100%)

*The Contractor projects final earnings of 100% based once the final closeout has been processed.

DEVELOPMENT SERVICES

SoCal Laborers retained Strategy Workplace Communications an in Alameda and California Labor Federation in Sacramento to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

SoCal Laborers retained Strategy Workplace Communications in Alameda to perform administrative services in connection with this proposal not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Job Number 1 (Journeyworkers)

Class/Lab & E-Learning Hours

4-200

Trainees may receive any of the following:

Business Skills

- Advanced Time Management
- Conflict Resolution
- Creating Project Bids
- Customer Service Skills
- Decision Making Skills
- Filling Out Work Documents and Reports Accurately
- Green Awareness Training and Green Certifications
- Inventory Checklist
- Leadership Skills
- Problem Solving
- Problem Solving-Supervisor
- Project Management
- Teambuilding Skills

Commercial Skills

- 24-hr Confined Space Entry
- Above Ground Drilling
- Aerial Boom Lift
- Air Tools
- Air Tools Awareness
- Anthrax Remediation
- Arc Welding
- Asbestos Abatement
- Asbestos Awareness
- Asbestos Worker Refresher-8 hrs. (English & Spanish)
- Asbestos Worker Supervisor Refresher- 8 hrs. (English & Spanish)
- Asbestos Worker Supervisor-40 hrs. (English & Spanish)
- Asbestos Worker-40 hrs. (English & Spanish)
- Asphalt Remove & Repair (R&R)
- Basic Blue Print Reading
- Basic Clay Pipe Awareness
- Basic Emergency Response Awareness
- Basic Weatherization
- Blue Print Reading
- Blue Print Reading Supervisor
- Brazing and Soldering
- Brick Tending
- Brick tender Duties
- Brick tender Forklift

- Brick tender Scaffold Erecting & Dismantling
- California Class A Prep
- Class A License
- Class A License Preparation
- Competent Person Awareness
- Concrete Cutting & Coring
- Concrete Placements & Finishing Tech 1
- Concrete Placements & Finishing Tech 2
- Concrete Remove & Repair (R&R)
- Concrete Repair
- Concrete Sawing
- Concrete: Coring and Drilling, Cutting, Placement, Remove & Repair (R&R), Sawing & Wall
- Confined Space Awareness
- Confined Space Entry
- Construction Math
- Decorative Concrete
- Disaster Site Worker
- Drilling Operations
- Energy Auditor
- Environmental Hazards
- Environmental Hazards of Highway Work
- Fall Protection
- Fence Installation and Repair
- Fire Safety
- Fire Watch
- Fork Lift
- Forklift Safety
- Forklift-Rough Terrain
- Form setting Techniques (Concrete)
- Fundamentals of Petroleum Refining
- Fundamentals of Refinery Work
- General Construction
- Geothermal Energy
- Green Construction
- Green Construction Awareness
- Hazard Communication
- Hazardous Waste Worker-40 hrs (English & Spanish)
- Hazardous Waste Worker-80 hrs (English & Spanish)
- Hazardous Waste Worker Refresher (English & Spanish)
- Heat Illness
- Heat Stress Prevention
- Hoisting & Rigging-Advanced Math
- Hoisting & Rigging
- Infection Control (ICRA) Awareness
- Infection Control Risk Assessment (ICRA)
- Introduction to Arc Welding
- Introduction to Construction Supervision
- Introduction to Epoxy-Concrete)
- Introduction to Mechanically Stabilized Earth Walls (MSE) Wall
- Introduction to Photovoltaic
- Jobsite Erosion Control
- Landscape

- Landscape 1
- Landscape 2
- Landscape 3
- Landscape 4
- Landscape Laborer
- Laser, Transit and Building Level
- Lead Abatement and Awareness
- Lead Awareness
- Lead Worker Refresher (CEW) (English & Spanish)
- Lead Worker Supervisor (English & Spanish)
- Lead Worker-24 hours (English & Spanish)
- Machine Operations and Concrete Sawing
- Mechanical Pipe Mechanically Stabilized Earth Walls
- Mini Excavator
- Mixing Mortar and Silica Awareness
- Nuclear Power Plant Worker
- Oxyfuel Cutting
- Paver Installation
- Photovoltaic
- Pipelaying
- Pipeline Procedures
- Pipeline Procedures: Polyethylene Pipe Fusion
- Pipeline Technologies
- Plan Reading Supervisor
- Plasma Arc Oxy-acetylene cutting
- Plasma Arc Oxy-gasoline Cutting
- Process Piping 1
- Process Piping 2
- Process Piping 3
- Process Piping 4
- Process Piping 5
- Process Piping Blue Print Reading
- Process Safety Management
- Photovoltaic (PV) Racking Systems
- Photovoltaic (PV) Racking Systems, Service and Maintenance
- Qualified Rigger & Signal Person
- Quality Electrical Worker
- Rail Worker
- Reducing Silica Exposure
- Refinery Craft Specific Safety
- Refinery Excavation & Silica Awareness
- Refinery Safety Attendant
- Refinery Safety Overview
- Residential Construction Landscaping
- Respiratory Awareness
- Rigging & Signaling Awareness (formerly Qualified Rigger & Signal Person (QRSP))
- Refinery Safety Operations (RSO)
- Safety & Health Supervisors
- Safety Attendant Worker-40 hours
- Safety Attendant-16 hours
- Sandblasting
- Saw Cutting

- Sawing
- Scaffold Builder
- Scaffold User
- Signal Person
- Silica Awareness
- Skid Steer
- Skid Steer 1
- Skid Steer 2
- Skip Loader
- Shield Metal Arc Welding (SMAW) Out of Position Arc Welding
- Storm Water Prevention Plans (SWPP) Awareness
- Tilt-Up
- Traffic Control & Flagging
- Traffic Control 2
- Treated Wood Waste Awareness
- Trench Plate Protection
- Trench Safety
- Trencher
- Tunneling
- Underground Storage Tank Program
- Valley Fever Awareness
- Water Diversion
- Water Truck Operation Safety
- Weatherization Technician and Installer

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Job Number 2-4 (Apprentices)

Class/Lab & E-Learning Hours

8-210

Trainees may receive any of the following:

Commercial Skills

Laborer: General

- Air Tools
- Asphalt Remove & Replace
- Blue Print Reading
- Brick Tending
- Builders Level Math
- Concrete
- Fractions and Decimals, Inches to Decimals
- Hand & Power Tools
- Hazardous Waste Worker
- Lead Abatement Worker
- Mechanical Pipe
- Pipe Laying

- Steward Training
- Tilt-Up Construction
- Welding

Laborer: Landscape

- Environmental Hazards of Highway Work
- Environmental Passport
- Landscape 1: Planting & Maintenance
- Landscape 2: Construction Math & Irrigation Systems
- Landscape 3: Erosion Control, Grading & Drainage
- Landscape 4: Retention Walls, Dividers & Flatwork
- Mini Excavator
- Skip Loader
- Utility Trailer

All Laborer Apprentices:

- 24-hr Confined Space Entry
- Aerial Boom Lift (ABL)
- Aerial Boom Lift Safety
- Air Tools Awareness
- Asbestos Abatement
- Asbestos Awareness
- Asbestos Worker Refresher-8 hrs. (English & Spanish)
- Asbestos Worker Supervisor Refresher- 8 hrs. (English & Spanish)
- Asbestos Worker Supervisor-40 hrs. (English & Spanish)
- Asbestos Worker-40 hrs. (English & Spanish)
- Basic Blue Print Reading
- Basic Clay Pipe Awareness
- Basic Emergency Response Awareness
- Basic Weatherization
- Blue Print Reading
- Blue Print Reading Supervisor
- Brazing and Soldering
- Bricktender Duties
- Bricktender Forklift
- Bricktender Scaffold Erecting & Dismantling
- Class A License
- Class A License Preparation
- Competent Person Awareness
- Concrete Cutting & Coring
- Concrete Placements & Finishing Tech 1
- Concrete Placements & Finishing Tech 2
- Concrete Remove & Repair (R&R)
- Concrete Repair
- Concrete Sawing
- Confined Space
- Confined Space Awareness
- Construction Math
- Decorative Concrete
- Demolition and Deconstruction
- Disaster Site Worker

- Environmental Hazards
- Facility Systems and Maintenance
- Fall Protection
- Fence Installation and Repair
- Fire Safety
- Fire Watch
- Forklift and Forklift Safety
- Forklift Safety
- Forklift-Rough Terrain
- Formsetting Techniques (Concrete)
- Fundamentals of Petroleum Refining
- Fundamentals of Refinery Work
- General Construction
- Green Construction Awareness
- Hazard Communications
- Hazardous Waste Worker
- Hazardous Waste Worker Refresher
- Hazardous Waste Worker-40 hrs (English & Spanish)
- Hazardous Waste Worker-80 hrs (English & Spanish)
- Hazardous Waste Worker Refresher (English & Spanish)
- Heat Illness/Stress
- Heat Stress Prevention
- Hoisting & Rigging
- Hoisting & Rigging-Advanced Math
- ICRA Awareness (Infection Control Risk Assessment)
- ICRA for Occupied Facilities (Infection Control Risk Assessment)
- ICRA-Infection Control Risk Assessment
- Indoor Air Pollution
- Introduction to Arc Welding
- Introduction to Construction Supervision
- Introduction to Epoxy-Concrete)
- Introduction to Mechanically Stabilized Earth (MSE) Wall
- Introduction to Photovoltaic
- Landscape Laborer
- Laser Transit and Building Level
- Laser/Transit/Building Level Basics
- Lead Awareness
- Lead Worker Refresher (CEW) (English & Spanish)
- Lead Worker Supervisor (English & Spanish)
- Lead Worker-24 hours (English & Spanish)
- Machine Operations and Concrete Sawing
- Mixing Mortar and Silica Awareness (new)
- Mechanically Stabilized Earth (MSE) Wall Construction
- Oxyfuel Cutting
- Paver Installation
- Permit Required Confined Space Entry
- Pipeline Procedures
- Pipeline Technologies
- Plan Reading Supervisor
- Plasma Arc and Oxy-Acetylene Cutting
- Plasma Arc Oxy-gasoline Cutting
- Power Tools Certification
- Problem Solving-Supervisor

- Process Piping 1-5
- Process Piping Blue Print Reading
- Process Safety Management
- Photovoltaic (PV) Racking Systems
- Quality Electrical Worker
- Quality Rigger/Signal Person
- Rail Worker
- Reducing Silica Exposure
- Refinery Craft Specific Safety
- Refinery Excavation & Silica Awareness
- Refinery Safety Attendant
- Refinery Safety Overview
- Respiratory Awareness
- Respiratory Protection
- Rigging & Signaling Awareness (formerly Qualified Rigger & Signal Person (QRSP))
- Refinery Safety Operations (RSO)
- Safety & Health Supervisors
- Safety Attendant Worker-40 hours
- Safety Attendant-16 hours
- Sandblasting
- Saw Cutting
- Scaffold Builder
- Scaffold User
- Signal Person
- Skid Steer
- Skid Steer 1
- Skid Steer 2
- Shielded Metal Arc Welding (SMAW) Out of Position Arc Welding
- Storm Water Pollution Prevention Plans (SWPPP) Awareness
- Tilt-Up
- Traffic Control 2
- Traffic Control and Flagging
- Treated Wood Waste Awareness
- Trench Plate Protection
- Trench Plates and Shoring
- Trench Safety
- Trencher
- Valley Fever Awareness
- Water Truck
- Water Truck Operation Safety
- Work Area Prep

OSHA 10 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Number 1 and 210 total training hours for Job Numbers 2-4, regardless of the method of delivery.



Training Proposal for:

Local Union 250 of the Southern California Pipe Trades District Council No. 16 of the United Association

Contract Number: ET21-0910

Panel Meeting of: September 25, 2020

ETP Regional Office: PPU-Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprentices	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Union 250 of the Southern California Pipe Trades District Council No. 16 of the United Association		
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

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, OSHA 10/30	185	8-210	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 the 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 Steamfitter/Industrial Pipefitter		185

INTRODUCTION

Founded in 1945, Local Union 250 of the Southern California Pipe Trades District Council No. 16 of the United Association (Local Union 250) provides training for Steamfitters and Industrial Pipefitters who primarily work in oil refineries in Southern California. Apprentices learn to lay out, fabricate, assemble, install, maintain, and repair piping systems that transport oil and other fluids. This will be the Local Union 250's third ETP contract in five years.

Veterans Program

Local Union 250 actively recruits Veterans and participates in the Veterans In Piping program at Camp Pendleton to hire Veterans and place them as second year Apprentices. However, Local Union 250 is not requesting a separate Veteran's job number at this time.

Women's Program

To recruit women into the trade, Local Union 250 works closely with WINTER, Women In Non-Traditional Employment Roles an organization that prepares women for careers in the construction industry.

COVID-19

ETP funds will allow for Local Union 250 to continue to train its workers during COVID-19, in order to continue to keep up with the demand for highly-trained and highly-skilled Steamfitters and Industrial Pipefitters. If training ceased there would be a shortage of Journeyworkers and Apprentices 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.

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 designated Local Educational Agency in this case Los Angeles Unified School District (LAUSD).

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

Local Union 250 has a comprehensive training program to address an increased demand for a skilled and trained workforce in the steamfitter and industrial pipe fitter industry. The program focuses on skills necessary to handle various aspects of installing, maintaining and repairing piping systems, and working safely and productively on various projects. Training in this proposal includes refinery operations, high hazard safety, and all around skill sets needed for Steamfitters and Pipefitters who perform work at facilities that generate, store, treat, handle, refine, process and transport hazardous materials.

Participating employer signatories require workers with specific skillsets which Local Union 250 provides through its Apprenticeship program. Demand for highly-trained, highly-skilled workers from the participating signatory employers has increased and ETP funding will help Local Union 250 to meet that increased demand.

Training Plan

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

Commercial Skills: Training will be offered to Apprentices focus on increasing skills and techniques in piping systems and oil refineries. Training focuses on installation, understanding

pipng and oil flow, Refinery practices, equipment operations and working in high hazard facilities. Class topics will include Refinery Gaskets, Energy Control, Confined Spaces, Flame Cut and Bevel Pipe, Advanced Drawing, and Isometric Drawings.

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.

Learning Management System

Staff has reviewed and approved Local Union 250’s use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Local Union 250 utilizes marketing association websites, mailings, and presentations to promote its program throughout the Los Angeles area. Class information gets disseminated throughout the year to all Apprentices within the jurisdiction, as well as to the refinery contractors who employ them. These refinery contractors are signatory members of the JATC. Approximately four staff will perform duties related to marketing, recruitment, needs assessments and scheduling of training.

Local Union 250 requests 8% support costs to assist in apprentice recruitment, employer outreach, and assessment of employer-specific job requirements. Although many of the participating employers have already been notified, additional outreach and needs assessments will take place throughout the Contract term. Staff recommends the 8% support costs.

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 Local 250’s Director of Training with four staff working on project administration. Administration will be performed in a partnership between the applicant, the Los Angeles Unified School District and Steve Duscha. Class scheduling and completion of training rosters will be the role of the applicant. The two administration vendors will assist in employer liaison, documentation of work hours, uploading training and enrollment data, reporting, and related activities.

Trainer Qualifications

Employees of the Local Union 250 will provide all training. Trainers are experienced journey level workers who have experience in the field and formal instruction in training methods and subject matter.

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
ET20-0941	\$375,310	12/23/2019 - 12/22/2021	224	0	0

Based on ETP Systems, 9,923 reimbursable hours have been tracked for potential earnings of \$191,017 (51% of approved amount). The Contractor projects final earnings of 100% based on training until contract closeout.

PRIOR PROJECTS

The following table summarizes Contractor's performance by Local Union 250 under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0931	Los Angeles	11/01/2018-10/31/2020	\$582,999	\$582,999 (100%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development of this proposal for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

Local Union 250 retained Steve Duscha Advisories in Sacramento and Los Angeles Unified School District in Los Angeles 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

8-210 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Refinery Safety: Working in High Hazard Facilities
- High tech work process
- Refinery gaskets
- Understanding oil flows
- Refinery systems
- Fundamentals of the petroleum refining industry
- Crude oil and its pipelines
- Classes of refinery processes and refinery configurations
- Properties of the refinery-produced streams
- Hazard communication
- Emergency action plans
- Toxicology
- Personal protective equipment for working in a refinery
- Respiratory protection
- Hearing conservation
- Energy control
- Confined space
- Prevention of heat stress
- Refinery safe working practices
- Refinery process overview
- Introduction to OSHA
- 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"
- Incorporate units of measuring and mathematical formulas with "rigging"
- Use of copper and acetylene torches
- Gas distribution systems and their components
- Uniform plumbing code 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 and 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
- Uniform Plumbing Code
- Fundamentals of welding
- How to strike and maintain an arc with shielded metal arc welding process
- Flat, vertical and overhead positions with 610 and 7018 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
- Computer-based technologies
- Medical gas installer & brazing

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 210 total training hours per trainee, regardless of the method of delivery.



Training Proposal for:
**Northern California Elevator Industry Joint Apprenticeship
 Training Committee Trust Fund**

Contract Number: ET21-0918

Panel Meeting of: September 25, 2020

ETP Regional Office: PPU-Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Journeyworkers Apprentices	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multi-Counties	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 Elevator Constructors Local Union No. 8		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$400,208		\$27,774 8%		\$427,952

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	Comm'l Skills, OSHA 10/30	62	8-200	0	\$196	\$25.01
				Weighted Avg: 8			
2	Retrainee Priority Rate Apprentice	Comm'l Skills, OSHA 10/30	180	8-210	0	\$2,310	\$25.01
				Weighted Avg: 120			

Minimum Wage by County: Job Numbers 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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Journeyworker Elevator Constructor		62
Apprentice Elevator Constructor		180

INTRODUCTION

Established in 2004, the Northern California Elevator Industry Joint Apprenticeship and Training Committee Trust Fund (NorCal Elevator JATC) (www.iuec8.org) serves over 500 Apprentices and 800 Journeyworker Elevator Constructors and Mechanics. Workers are represented by the International Union of Elevator Constructors Local 8 which covers 46 Northern California counties. Employers are represented by the National Elevator Bargaining Association and the Elevator Contractors of America. Workers are employed in companies that build, install, repair, modernize, and service elevators and escalators. This will be NorCal Elevator JATC's third ETP project, and the third in the last five years.

Veterans Program

NorCal Elevator JATC has committed to training Veterans and participates in Helmets to Hardhats program and gives Veterans accelerated admission to its apprenticeship program. However, for ease of project administration, the JATC is not including a Veteran job number in this project at this time.

Women's Program

NorCal Elevator JATC actively recruits women and works with organizations like the Rising Sun Center for Opportunity, Women Building the Bay, and Tradeswomen Inc. These programs emphasize Pre-Apprenticeship certification for women and identify career pathways for women entering the building trades and elevator industries.

COVID-19

ETP funds will allow the NorCal Elevator JATC to continue to train during COVID-19. To keep up with the demand for highly-trained, highly-skilled elevator constructors, it is critical NorCal Elevator JATC is able to offer classes and training during the state-mandated shelter-in-place order. Training via E-Learning will help the JATC transition its training program by expanding the use of virtual elevators and escalators via computer programs, teaching trainees to install and troubleshoot equipment virtually.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years. The curriculum is developed with input from DAS and two designated Local Educational Agency in this case Los Angeles Unified School District (LAUSD) and Martinez Adult School in Martinez, CA.

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 request for funding is driven by the growing volume of new construction and need for long-term service modernization and repair of elevators and related equipment in Northern California. Elevator Constructors specialize in installation, maintenance, modernization or repair work. Mechanics generally require greater knowledge of electronics, hydraulics, and electricity because a large part of maintenance and repair work is troubleshooting. In addition to elevators, workers in this trade build and repair escalators, chairlifts, moving walkways and similar equipment in buildings. Current projects that the Apprentices may work on include Raley's Supermarket in Truckee, the Sonora Courthouse, Tahoe City Elementary School, San Rafael Public Safety Center and Santa Rosa Memorial Hospital.

The constant upgrading of elevators with new equipment and advanced technology continues to drive the need for increased Apprentice and Journeyworker training in the industry. Modernization is equipping elevators to handle new technology, while performing safely and efficiently. Typically, elevator modernization will affect the controller equipment, the hoist machines, and

electrical wiring. As a result, NorCal Elevator JATC must train its members to install, service, maintain and modernize increasingly complex computer systems that control elevators today.

Training Plan

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

Journeyworker Training:

Commercial Skills: Journeyworkers will receive training in commercial skills, including advanced instruction in theory and practical application of skills needed by Elevator Constructors, including, Safety, Electricity, Electronics, Hydraulics, Troubleshooting, Maintenance, Service, and knowledge of various types and models of equipment.

Apprenticeship Training:

Commercial Skills: Apprentices will receive training in commercial skills, including theory and practical application of skills needed by Elevator Constructors including Safety, Rigging and Hoisting, Measurement, Tools and Material Handling, Troubleshooting, and knowledge of various types and models of equipment.

Certified Safety Training – Journeyworkers & Apprentices

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.

Learning Management System

Staff has reviewed and approved NorCal Elevator JATC’s use of a Learning Management System for recordkeeping.

Marketing and Support Costs

NorCal Elevator JATC requests, and staff supports, 8% in support costs to assist in trainee recruitment, employer outreach and assessment of employer-specific job requirements, and to promote training opportunities for Journeymen and Apprentices with signatory employers. All training is marketed through the various participating employer associations in Northern California, and through the JATC’s newsletters, public service announcements, personal contacts, telephone calls, emails, and NorCal Elevator JATC’s website.

ETP-funded training will be discussed at all labor/management meetings and pertinent trade and apprenticeship events. Marketing and training evaluations are conducted via face-to-face meetings, email, and regular contact with trainees, employers, and the union. Additional feedback is received in writing from trainee class assessments and employer and union trustee reports to NorCal Elevator JATC.

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 Chairman of the JATC program with four staff dedicated to ETP project administration. Classroom based training will be delivered at NorCal Elevator JATC's headquarters in San Francisco, or one of its leased facilities in Martinez, Sacramento, Santa Clara, or Marin. NorCal Elevator JATC and LAUSD representatives also help in overseeing training.

Trainer Qualifications

All trainers are qualified journey level workers with extensive practical and training experience in the elevator industry.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0909	\$749,420	8/01/2019 – 7/31/2021	652	0	0

Based on ETP Systems, 42,522 reimbursable hours have been tracked for potential earnings of \$824,691 (110% of approved amount). The Contractor projects final earnings to be 100% at contract closeout.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0921	Multi-Counties	4/02/2018-4/01/2020	\$742,742	\$742,742 (100%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a 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% (6.5% each) 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:

Journeyworker Training

COMMERCIAL SKILLS

- DC generators and motors
- Solid state theory and application
- Solid state theory and application II
- Microprocessor based control
- Solid state motor control
- Hydraulic theory and troubleshooting
- Reroping
- Customer relations
- Escalators series
- Door operator series
- Meters
- Maintenance
- Rack & pinion
- Traveling cable
- Limited use/limited acquisition series
- Asbestos
- Safety testing for code compliance
- Scaffolding competent person course
- Welding training
- Signaling and rigging
- Financial tools for the trades
- Harassment and discrimination in the workplace
- Advanced hydraulic valve operating adjustment and troubleshooting
- Mechanic review eligibility
- Arc flash safety in the workplace
- Virtual escalator
- Forklift certification
- Aerial lift certification
- Introduction to automated people movers
- New hire program

OSHA (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Apprentice Training

COMMERCIAL SKILLS

- Trade skills
- Introduction to safety

- Safety during construction and modernization
- Safety during maintenance and repairs
- Alcohol and other drugs
- Introduction to OSHA
- Hazard communication
- Personal Protective Equipment
- Materials handling
- Electrical safety
- Tool safety
- Fall protection
- Stairways and ladders
- Confined spaces
- Motor vehicle safety
- Ergonomics
- Fire safety
- Scaffold safety
- Competent person training for fanned scaffolds
- Training program for suspended scaffolds
- Harassment and discrimination in the workplace
- Diversity and success
- Case studies
- Customer relations
- Labor history and IUEC history
- Basic mathematic concepts
- Measurement
- Introduction to installation drawings
- Detail drawings and material specifications
- Hoistway Structures
- Tools and material handling
- Rigging and hoisting
- Crosby fasteners
- Pit structure
- Introduction to guide rails
- Installation of guide rails
- Machine and sheave installation
- Elevator control equipment installation
- Car and counterweight assembly and roping
- Elevator rope and roping
- Reroping
- Elevator cab modernization, refinishing and floor covering
- Electrical Fundamentals
- Signed numbers and powers of 10
- The metric system
- Equations and formulas
- Ratio and proportion
- Electrical safety
- Basic electricity orientation

- Understanding the relationship between voltage, current and resistance
- Basic electrical circuit components
- Series and parallel DC resistive circuits
- Alternating current theory
- Magnetism and electromagnetism
- Electrical theory & application
- Introduction to analog and digital meters
- Transformers
- DC generator and motor theory
- Components of DC motors and generators
- Types of DC motors and generators
- Maintenance and service
- AC motors
- Installation
- Planning, piping and wiring
- Piping and wiring the machine room and hoistway
- Piping and wiring the car
- Start-up procedures
- Passenger elevator door and entrance installation
- Elevator cab assembly and door operators
- Freight elevator doors and gates
- Freight door operators
- Dumbwaiters
- Machine room maintenance
- Hoistway maintenance
- Asbestos awareness
- Solid state
- Mathematics for Ohm's Law
- Basic components and series and parallel resistance
- Magnetism, electromagnetism, AC theory and transformers
- Capacitors and capacitance
- Inductors and inductance
- Diodes
- Transistors and thyristors
- Analog integrated circuits
- Digital integrated circuits
- Power & logic
- Introduction to circuit tracing
- Relays and timers
- Power and power control
- Logic controls
- Constant pressure push button systems & single automatic push button systems
- Collective systems, hydraulic controller theory & troubleshooting
- Variable voltage selective collective systems
- Advanced Topics in Elevators
- Installing and servicing the jack

- Piping and temporary operation
- Basic hydraulic theory
- Hydraulic elevator maintenance
- Escalator components and installation process
- Moving walk components and installation procedures
- Service maintenance and repair
- Residential and limited use/limited acquisition elevators
- Residential and limited use/limited acquisition platforms and chair lists
- Rack and pinion hoists

OSHA (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 for Job Number 1 and 210 total training hours for Job Number 2 per trainee, regardless of the method of delivery.



Training Proposal for:

**Sheet Metal Workers' Local No. 104 and Bay Area Industry
Apprentice and Journeyman Training Fund**

Contract Number: ET21-0916

Panel Meeting of: September 25, 2020

ETP Regional Office: PPU – Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Apprentice Journeyworker Veterans	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 Sheet Metal Workers' Local Union No. 104		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$379,656		\$29,632 8% - Jobs 1-2 20% - Job 3		\$409,288

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyworker	Comm'l Skills, Computer Skills, Business Skills, OSHA 10/30	36	4-200	0	\$787	\$25.01
				Weighted Avg: 32			
2	Retrainee Apprentice	Comm'l Skills, Business Skills, OSHA 10/30	198	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
3	Retrainee Veteran Apprentice	Comm'l Skills, Business Skills, OSHA 10/30	20	8-210	0	\$1,901	\$25.01
				Weighted Avg: 90			

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		
Journeyworker Building Trades Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		36
Job Number 2		
Apprentice Building Trades Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		198
Job Number 3		
Veteran Apprentice Building Trades Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		20

INTRODUCTION

The Sheet Metal Workers' Local 104 and Bay Area Industry Apprentice and Journeyman Training Fund (Sheet Metal Trust) (www.smw104training.org) is an "umbrella trust" fund created through a collective bargaining agreement between Local 104 and the Bay Area Association of Sheet Metal Contractors (Bay Area Contractors). The Trust oversees four training centers that serve 17 counties in Northern California assisting some 7,000 union members and approximately 285 signatory employers. This will be the Sheet Metal Trust's (referred to previously as the Bay Area Sheet Metal JAC) seventh ETP Contract, and the third in the last five years.

Prior to 1992, the signatory employers were members of five different sheet metal trade associations, each with a different trust fund. Following the creation of Bay Area Contractors, these five separate trust funds merged into one. Sheet Metal Trust is administered by 10 trustees designated equally by Local 104 and the signatory employers from Bay Area Contractors. These employers are primarily in the construction industry or transportation industries.

Sheet Metal Trust sponsors seven different apprenticeship programs for the sheet metal trades. Three of those programs - Building Trades Sheet Metal, Air Conditioning Mechanic, and Test/Adjust & Balancing Technician will be funded under this proposal. Sheet Metal Trust serves about 991 apprentices

Veterans Program

This project will include 20 Veteran Apprentices (Job Number 3). 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. Sheet Metal Trust works with Helmets-to-Hardhats to recruit veteran applicants, as well as participates in veteran job fairs in the area, and has its own SMART Heroes program where the JATC recruits from military bases and leads trainings to open up career opportunities into the apprenticeship trades. This is the fourth time Veterans have been included as a distinct cohort of Apprentice trainees.

Women's Program

Sheet Metal Trust actively recruits women into the program and coordinates with local high schools, adult education programs, community-based organization and the Department of Rehabilitation to bring new women to the trade. Sheet Metal Trust attends events with women Apprentices who can answer questions. Further, it maintains data to benchmark the number of women enrolling in order to increase the numbers of women in the trade.

COVID-19

ETP funds will allow the Sheet Metal Trust to continue to train workers during COVID-19. Training during COVID is critical to ensure there are enough Sheet Metal Workers in the local workforce pipeline. If training ceased there would be a shortage of journey level workers and apprentices 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.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental

Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this 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.

PROJECT DETAILS

The request for funding is driven by the need to upgrade the skills of Sheet Metal workers adapt to changes in the construction industry. For example, hospitals and biopharmaceutical buildings are redesigned and rebuilt to allowing more airflow, creating healthier air quality. To accommodate these changes to ventilation systems, the trainees will learn new and advanced skills that allow for adaptability in building, maintaining and rebuilding.

ETP funding will help the Sheet Metal Trust train sheet metal workers to prepare to work on construction projects in Northern California. Currently, there is an increase in demand for sheet metal workers to begin retrofitting residential housing in urban areas. In addition, the funding will support the JATC's commitment to develop and delivering certification classes that ensure that workers are trained in the latest practices and technologies. Current construction projects that Apprentices may work on include South of Market, Mission Bay Hotel, San Francisco State University Student Housing, UC San Francisco Child, Teen, and Family Center, San Francisco Conservatory of Music, and various Facebook office 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 Journeyworkers in energy efficient construction practices and materials, manage and organize construction project. Training topics will include Project Management, Leadership Skills, Problem Solving and Teambuilding Skills.

Commercial Skills: Training will be offered to Journeyworkers and include Advanced Welding, Working with Building Materials, Rigging and Signaling Training and Lean Construction Training.

Computer Skills: Training will be offered to Journeyworkers, which includes 3-Dimensional (3-D) virtual construction software. Sheet Metal Trust reports that if this training need is not met, the trend to send 3-D modeling offshore will continue. Other courses include: software applications for planning, scheduling, and tracking jobs; meeting "Lean Construction Project" requirements; and installing/adjusting automated systems.

Apprentice Training:

Commercial Skills: Training will be offered to Apprentices and include Advanced Welding, Working with Building Materials, Field Installation, Piping and Project Management.

Business Skills: Training will be offered to Apprentices in energy efficient construction practices and materials. Training topics will include Customer Service and Project Management.

Certified Safety Training – Journeyworkers and Apprentices

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.

Reduce Journeyworkers Hours

Sheet Metal is requesting a waiver to the eight hour training minimum for its Journey level trainees (Job Number 1). The 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 four hours long. 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 eight hours. As such, Sheet Metal Trust is requesting to lower the minimum number of hours from eight to four to serve more of its Journeyworkers and give them the skills required by employers and the industry.

Marketing and Support Costs

Sheet Metal Trust routinely meets with signatory employers and other stakeholders to assess training needs for each geographic region. This includes face-to-face meetings, emails, and phone contact with the various Sheet Metal and Air Conditioning Contractors’ National Associations and Local 104. Outreach is coordinated with the 275 signatory employers, many of which are small businesses. Support costs will also be used by Sheet Metal Trust in recruiting from the 7,000 union member population. Recruiting Apprentices from schools, employment centers and community organizations is needed. The ETP-funded training will be discussed at all labor-management meetings and pertinent trade, industry, and apprenticeship events.

Nine Sheet Metal Trust staff people will assist with ETP-related marketing, recruitment, needs assessments, and scheduling. Sheet Metal Trust will assume responsibility for any additional costs. The Sheet Metal Trust is requesting 8% in support costs for Job Numbers 1-2 to promote training opportunities. In addition, Sheet Metal Trust is requesting 20% support costs for Veteran Apprentices in Job Number 3 to attract and recruit Veterans. Staff recommends the request for support costs.

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworkers. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be overseen by the Training Administrator with six staff to assist with project administration. Classroom-based training will be delivered at one of two training locations in San Leandro or Fairfield. Sheet Metal Trust has 4 full-time and 17 part-time trainers to assist training. The trainers are former or current members of the trade and experts in the subject matter. A third party, Strategy Workplace Communications (SWC) along with California Labor Federation (CLF), will provide ETP Contract Administration services.

Impact/Outcome

Certifications that may be earned include: Title 24 and CA Mechanical Acceptance Testing Technician, TABB Technician and Supervisor certifications, various American Welding Society Weld certifications, Environmental Protection Agency Refrigerant Handling certifications, North American Technicians Excellence, Inc. HVAC Service and Installation certifications, OSHA 10, OSHA 30, Rigging and Signal certifications, and HVAC Fire and Life Safety Level 1 certifications as well as certifications to use a variety of material handling and lift equipment.

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
ET19-0923	\$1,612,671	9/03/2018 - 9/02/2020	432	200	58

Based on ETP Systems, 84,914 reimbursable hours have been tracked for potential earnings of \$1,907,843 (118% of approved amount). The Contractor projects final earnings of 100% for Contract Closeout.

PRIOR PROJECTS

The following table summarizes Contractor's performance by Sheet Metal Trust under ETP Contract that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0921	Multiple	2/1/16 - 1/31/18	\$949,932	\$949,932 (100%)
ET14-0904	Multiple	11/25/13 - 11/24/15	\$1,177,197	\$1,177,197 (100%)

DEVELOPMENT SERVICES

CLF in Sacramento, in conjunction with SWC in Oakland, assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

SWC 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**

4-200 (Job Number 1)

Trainees may receive any of the following:

JOURNEYWORKER**COMMERCIAL SKILLS**

- Advanced Welding Skills
- Architecture Designs
- California Green Building Code Training
- Disaster Training
- Ducts Maintenance
- Energy Auditing: Total Building (Green Training)
- Energy Auditing: Total Heating Ventilation and Air Conditioning (HVAC) Systems (Green Training)
- Fire/Life HVAC System Building Inspection Training
- HVAC Fire and Life Safety Level 1
- CA Home Energy Rating System Program
- Job Coordination Training
- Lean Construction Training
- Management and Monitoring of Materials
- Materials and Equipment Testing for Industrial Use
- Proper Machine and Equipment Set-Up
- Rigging and Signal Training
- Safe Working Practices
- Testing Materials and Equipment – Proper Set-Up and Use
- Understanding Changes to Industry Standards
- Upgrading Lead Handling and Asbestos Removal Skills
- Working with Building Materials Training
- Control System Service
- Detailing
- Gas Tungsten Arc Welding Welding
- Testing Adjusting and Balancing Bureau Certification
- Survival Skills
 - Technology Update
 - Trade Math
 - Layout Review
- Title 24 Certification
 - California Mechanical Acceptance Testing Technician Certification
 - Energy Efficiency

COMPUTER SKILLS

- 3-D Modeling – Virtual Construction
- Automated Systems Applications
- Benchmark Software – Lean Construction
- Job Tracking System
- Scheduling & Planning Jobs
- Revit Computer-Aided Design Detailing Software

BUSINESS SKILLS

- Conflict Resolution
- Customer Service Skills
- Decision Making Skills
- Inventory Checklist
- Leadership Skills
- Problem Solving
- Project Management
- Teambuilding Skills

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Class/Lab & E-Learning Hours
8-210 (Job Numbers 2 and 3)**APPRENTICES****COMMERCIAL SKILLS**

- Advanced Architectural
- Advanced Electricity for Sheet Metal Air Conditioning Service
- Advanced Layout and Fabrication
- Advanced Welding
- Air Balance Test Equipment Instruments
- Air Conditioning, Commercial Systems, Heating
- Air Distribution & Manufacturing Systems
- Architectural Sheet Metal
- Basic Electricity for Sheet Metal Air Conditioning Service
- Basics of Architectural Sheet Metal
- CAD Detailing
- Codes and Standards
- Commercial Systems, Heat Loads, Piping
- Common Furnace Features
- Control System Service
- Control Systems
- Detailing
- Electrical Systems Operation, Controls & Devices
- Fabrication and Shortcuts
- Field Installation
- Filters and Filter Housings
- Final Architectural/Industrial Project
- Final HVAC Project
- HVAC Fire and Life Safety Level 1
- Forman Training
- Furnace Installation
- Gas Tungsten Arc Welding
- Hazardous Material Recognition for the Test & Air Balance Industry
- HVAC Air Systems and Duct Design

- HVAC Energy Conservation
- HVAC Testing & Balancing Procedures
- Industrial and Stainless Steel Introduction
- Installing Thermostats, Flues and Vents
- Intermediate CAD
- Measuring and Sketching
- Metal Roofing
- Parallel Line Fittings
- Piping
- Plans and Specifications
- Project Management, Takeoffs, Estimates
- Properties of Air Distribution for Sheet Metal Air Conditioning Service
- Radial Line Layout and Sheet Metal Offsets
- Refrigeration for Sheet Metal Air Conditioning Service
- Refrigeration Theory for Sheet Metal Air Conditioning Service
- Residential AC Units
- Residential Duct Systems
- Residential Structure and Sheet Metal Work
- Service Basics for Sheet Metal Workers
- Sheet Metal Control Systems
- Sheet Metal to TABB
- Submittals and Shop Drawings
- Survival Skills
- Systems Installation & Troubleshooting
- Temperature Measurement Instruments & Duct Systems
- Title 24 Certification
 - California Mechanical Acceptance Testing Technician
 - Energy Efficiency
- Triangulation Fittings
- Welding I
 - Process and Safety Overview
 - Gas, Metal Arc Welding
- Welding II
 - Gas, Metal Arc Welding
 - Flux-Cored Arc Welding

BUSINESS SKILLS

- Customer Service
- Project Management for the Test & Balance Industry

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 for Job Number 1 and 210 total hours per trainee for Job Numbers 2 and 3, regardless of the method of delivery.



Training Proposal for:

Stationary Engineers Northern California and Northern Nevada Apprenticeship and Training Trust Fund

Contract Number: ET21-0914

Panel Meeting of: September 25, 2020

ETP Regional Office: Central Office- PPU

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship	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 Stationary Engineers Local 39, IUOE, AFL-CIO		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$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	Priority Rate Retrainee Apprentice	Commercial Skills	185	8-200	0	\$2,310	\$25.01
				Weighted Avg: 120			

Minimum Wage by County: Job Number 1 (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
Stationary Engineers Apprentice		185

INTRODUCTION

Stationary Engineers Northern California and Northern Nevada Apprenticeship and Training Trust Fund (Stationary Engineers Local 39) was created in 1951 to train stationary engineers who operate and maintain the physical plant systems in buildings such as airports, hospitals, biotech research and manufacturing facilities, food and beverage facilities, public and private-office buildings. Stationary Engineers maintain equipment in the building including boilers, pumps, fans, compressors, refrigeration and air conditioning units, motors, automated controls and electrical apparatus.

Training under this contract will be delivered between seven-training centers throughout Northern California with classrooms and laboratories equipped for specialized skills' training. Engineers Local 39 is headquartered in San Francisco with the other training sites located in Alameda, Concord, Contra Costa, Fresno, Sacramento, San Francisco, Santa Clara and Tehama counties. This is Stationary Engineers Local 39's second contract with ETP in the last five years.

Veterans

Stationary Engineers Local 39 partners with Veterans Affairs and participates in Veteran outreach and hiring activities to recruit applicants. Although Stationary Engineers Local 39 recruits Veterans, a separate job number will not be included under this proposal.

Women's Program

Stationary Engineers Local 39 participates in the Women Can Build Career Fair with the Bay Area Apprenticeship Coordinator's Association and works with Trade Union Women, Inc. to recruit women into the trades. Female apprentices also participate in numerous job fairs, providing information to women who may be interested in 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 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

Stationary Engineers Local 39 serves approximately 280 Apprentices and 22,000 Journeyworkers, however only Apprentices will be participating in this project. Technology in the engineering industry is continually upgrading. Changes to computerized systems, sensor technology, automatic testing, computer controls, thermostats, and the use of computerized building management systems are increasing the complexity of jobs for Apprentices. Engineers are responsible for the safety and operation of all systems within a building and it is critical that Apprentices are trained in new technologies. Further, Engineers must know how to operate, monitor, maintain, service, and repair multiple types of equipment. As such, training will be delivered in equipment operations, updated-building standards, and green-business practices necessary to meet industry-demands.

Training Plan

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

Commercial Skills: Apprentices will receive training in maintaining and operating plumbing, electrical systems, refrigeration, boilers, compressors, engines, and HVAC equipment. Training will also focus on the operation and maintenance of energy-efficient technologies and products.

Learning Management System

Staff has reviewed and approved Stationary Engineers Local 39's LMS for the use of recordkeeping.

Marketing and Support Costs

Stationary Engineers Local 39 is requesting 8% in support costs to conduct marketing through direct mailings, informational flyers, personal contacts, telephone calls, public-service announcements/presentations, emails, and its website. Class information will be disseminated throughout the year to Apprentice and Journeyworkers within the jurisdiction, as well as to the contractors who employ them. Application announcements for the apprenticeship program will be sent to local, state, and federal agencies as well as local high schools, community colleges, and community-based organizations. The Apprenticeship Coordinator will be working with three staff members for marketing, recruiting, needs assessments, and scheduling. Staff recommends the 8% support costs.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Signatory employers will continue to make contributions to the Trust for every hour worked by Apprentices. Safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Apprenticeship Coordinator will oversee the project. There will be twelve Instructors that will take attendance and forward documentation to the headquarter office where three Administrative Staff will input the data into the LMS. Stationary Engineers Local 39 retained Steve Dusca Advisories to assist with contract administration.

Green/Clean Operations

Apprentices are involved in both green and clean technology in the operation and service of energy-efficient equipment such as advanced HVAC and electrical systems. California Code of Regulations Title 24 requires substantial increases in building efficiency. Green technology within plumbing addresses changes in California to improve water use and potable-water efficiency with water conservation being a key goal. Another area of efficiency is directly servicing water-supply heating, which reduces fuel/electric usage by reducing carbon-based emissions and toxic waste.

Tuition Reimbursement

Stationary Engineers Local 39 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
ET20-0919	\$721,750	08/26/2019-08/25/2021	250	0	0

Based on ETP Systems, 37,084 reimbursable hours have been tracked for potential earnings of \$713,496 (99% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development at a cost of \$7,500.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services for an amount not to exceed 10% of payment earned of the contract.

TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Air Conditioning
- Air Conditioning Maintenance and Troubleshooting
- Air Flow
- Basic Electricity
- Biomedical Principles
- Boiler Basics
- Boiler Components
- Boiler Piping
- Charging a System
- Chemical Treatment For Wastewater
- Chemical Use and Safe Handling
- Chilled Water
- Compressors
- Condensers
- Conduction, Convection, Radiation
- Conduit Bending and Wire Pulling
- COVID-19 Hazard Awareness Training
- Drawing Diagrams
- Eaton Controllers
- Electrical Circuits
- Electrical Meters
- Electrical Safety
- Electrical Symbols and Diagrams
- Electricity and Motor Controls
- Electro-Magnetism
- Electron Theory
- Electronic Controls
- Energy Efficiency
- Equipment Operation
- Feed Water Components to Boiler Systems
- Green Buildings
- Handling Equipment That Could Release Ozone Depleting Refrigerants Into the Atmosphere.
- Heat Exchangers
- Heat Pumps
- Identifying Symbols in a Logic Diagram
- Installing and Using Gauges
- Math For Engineers
- Measuring Current
- Medical Equipment Control
- Medical Equipment Maintenance Management
- Micrologic Controllers
- Motors

- Multi-Wire Circuits
- Ohms Law
- Physics of Biomedical Equipment
- Power Factor and Efficiency
- Programming and Troubleshooting Controls
- Programmable Logic Controls
- Protection Devices
- Records and Reports
- Refrigerant Gauges
- Refrigeration
- Refrigeration Cycle
- Refrigeration Maintenance and Troubleshooting
- Repairs and Maintenance
- Safe Working Conditions
- Safety Considerations For Electricity
- Series and Parallel Circuits
- Sewage and Sludge Treatment
- Taking Measurements
- Teco Controllers
- Theory of Heat
- Tools, Hardware and Test Equipment
- Transformers
- Troubleshooting a Motor Control Circuit
- Troubleshooting Boilers
- Troubleshooting Water Treatment and Wastewater Systems
- Use of Hand Tools
- Using Logic Diagrams
- Using Meters
- Using Nitrogen and Tanks Under Pressure
- Variable Frequency Drives
- Ventilation

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



**Amendment Proposal #3 for:
Building Skills Partnership
Contract Number: ET19-0432**

Amendment Effective Date: March 4, 2019

Panel Meeting of: September 25, 2020

ETP Regional Office: North Hollywood

Analyst: L. Vuong

CURRENT PROJECT PROFILE

Contract Type: SET/MB
HUA
Retrainee

Industry Sector(s): Services
Green Technology

Counties Served: Statewide

Repeat Contractor: ☒ Yes ☐ No

Union(s): ☒ Yes ☐ No

Priority Industry: ☒ Yes ☐ No

Current Contract Term: 03/01/19 to 02/28/21

Current Funding	In-Kind Contribution
\$562,494	\$281,380

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$171,236	+\$11,926	+\$183,162	+\$90,750

Total Funding
\$745,656

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	SET Multiple Barriers Retrainee	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Literacy Skills	378	8-200	0	\$1,279	*\$12.05
				Weighted Avg: 52			
2	SET HUA Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Literacy Skills	178	2-200	0	\$1,473	*\$13.75
				Weighted Avg: 53			

*Wages reflect the ETP minimum wage requirements in effect when the Contract was approved. However, no trainee will be paid less than the State or local minimum wage rate 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/MB): \$12.30 per hour in Alameda, San Francisco and Santa Clara counties; \$13.55 per hour in Los Angeles County; \$12.75 per hour in Orange County; \$12.25 per hour in Sacramento County; and \$12.05 per hour in San Diego county per Collective Bargaining Agreement.

Job Number 2 (SET/HUA): \$13.75 per hour in all counties per Collective Bargaining Agreement.

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 Title	Wage Range
Job Number 1	
Janitor	
Floorcare Worker	
Job Number 2	
Cargo Staff	
Janitorial Staff	
Baggage Staff	
Passenger Service Staff	
Cabin Staff	
Security Staff	

INTRODUCTION

Building Skills Partnership (BSP) (www.buildingskills.org) is a statewide non-profit collaboration between the Service Employees International Union (SEIU) Local 1877, building service employers, and community leaders from California. SEIU-United Service Workers West (SEIU-USWW) represent approximately 40,000 property service workers throughout California, most of whom are immigrants. Occupations include the following: Janitors, Security Officers, Maintenance and Custodial Workers, Airport, Arena, and Stadium Workers. BSP provides services to six regions in California-Alameda, Los Angeles, Orange County, San Diego, Santa Clara, San Francisco and Sacramento.

Approximately 80 Janitorial employers contribute to the BSP's trust fund, and over 50 building owners and facility managers have donated training space for BSP on-site classes. BSP's mission is to: improve the quality of life for low-wage building service workers; and assist unionized building service employers to develop a stronger workforce to remain competitive. Currently under its trust fund obligations, BSP offers services to approximately 12,000 union janitors and service workers in California.

In March 2016, BSP piloted and implemented an emergency response and preparedness training program at Los Angeles International Airport (LAX). The training focused on developing skills in response to a shooting incident. The incident demonstrated airport service workers are often first-responders in emergencies. As a result, many employers and workers raised concerns such as confusion about evacuation routes, rally points and accounting for co-workers. A comprehensive training program was negotiated to address these concerns through collective bargaining between SEIU-USWW and signatory employers on behalf of some 10,000 airport service workers at LAX. These agreement required employer contributions to fund emergency response and preparedness training for these workers. In addition, a Quality Service Committee consisting of union staff, BSP and three signatory employers was formed to explore and implement ways to enhance and improve services, safety and security during emergencies and catastrophes.

AMENDMENT DETAILS

This Contract was approved on 03/29/19 and training began on 03/01/19. BSP initial training plan focused on 378 janitorial workers. In August 2019, BSP submitted an amendment to create a second training program to include 178 airport workers (Job Number 2) due to participating employers' demand. Additionally in March 2020, participating employers were facing critical need for training as a result of COVID-19 pandemic. To support and manage COVID-19, BSP has partnered with SEIU-USWW, Los Angeles World Airport Authority, and UCLA Labor Occupational Safety and Health Program to create an Infectious Diseases class. This minimum two hours course has been designed to help the Janitorial and Aviation industries cope with the need to create safer work environments for workers and travelers and help reduce the outbreak of COVID-19.

To date, 1,734 trainees have started training, and BSP has already entered 100% of eligible hours into ETP Online Tracking. BSP initial training plan was conservative, and now funds have been depleted with still more training needed. Therefore, BSP is requesting additional funding in the amount of \$183,162 in Job Number 2 to complete ongoing training, and to accommodate participating employers' demand during COVID-19 crises. BSP has demonstrated performance and employers' demand to support the requested increased funding.

The proposed funding is to provide additional training hours for trainees who have started training and to accommodate the initial participating employers' demand. It will allow current

trainees to cover a full range of approved training topics and keep up with changes due to COVID-19 pandemic.

Summary of Amendment Changes:

- Increase the Contract amount by \$183,162; from \$562,494 to \$745,656;
- Increase Support Costs by \$11,926; from \$36,358 to \$48,284;
- Increase Range of Hours (Weighted Average) in Job Number 2 by 37; from 16 to 53; and
- Increase Cost Per Trainee in Job Number 2 by \$1,029; from \$444 to \$1,473

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARIZE PRIOR MODS/AMENDS

- Modification 1: Redistributed funds/trainees from Job Numbers 1 to create Job Number 2, added Cargo Staff, Janitorial Staff, Baggage Staff, Passenger Service Staff, Cabin Staff, and Security Staff occupations and curriculum in Job Number 2; and
- Modification 2: Decreased the Range of Hours in Job Number 2 from 8-200 to 2-200, and added training topics under Commercial Skills.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by BSP under the current ETP Contract:

Contract No.	Approved Amount	Term Date	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0432	\$562,494	03/01/19 – 02/28/20	1,802	1,704	TBD

Based on ETP Systems, 30,479 reimbursable hours have been tracked for potential earnings of \$770,529 (137% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through 11/29/20.

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

8-200 Job Number 1

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Proper usage of floor care materials, products and equipment
- Water conservation practices
- Air quality control practices
- Operating and maintenance procedures that result in energy savings
- Following of waste management and recycling program practices
- Using and maintaining new energy efficiency equipment correctly
- Mixing and handling green chemicals correctly
- Using green cleaning devices appropriately
- Using clean room standards in high tech environments
- Identify and reporting property hazards and damages
- Developing and following green cleaning procedures
- Following green cleaning inspection standards
- Understand Safety and Security procedures under Homeland Security program in their building and using safe evacuation procedures
- Developing and applying security and safety standards and procedures established by client
- Training on new green standards mandated by local or state legislation
- Training to meet industry backed maintenance certification requirements as the industry is “upskilled”
- Understanding of Energy Star standards and criteria
- Understanding of LEED certification standards and criteria set by the U.S. Green Building Council
- Green Janitors Education Program Certification (30-hour course)
- Floorcare Technician Certification (8-hour course)
- Infectious Diseases

COMPUTER SKILLS

- Using data using company software programs to conduct work duties (Basic “off-the-shelf” courses such as Word, Excel, PowerPoint, etc. are not allowable)
- Using page messaging and other PDA systems, such as tablets to report and communicate work duties

LITERACY SKILLS

Vocational English as a Second Language:

- Using job specific words, phrases and abbreviations
- Filling out work documents such as tenant/client instruction, work orders, reports and safety information
- Understanding verbal directions and instructions
- Reading workplace documents such as tenant/client instruction, work orders, reports and safety information
- Reading work procedures, directives and surveys
- Helping limited English-speaking employees to understand and follow procedures

Basic Math:

- Using fractions and numbering systems
- Understanding basic algebraic equations
- Interpreting charts and graphs
- Understanding proper measurements for mixing of chemicals and other cleaning supplies

(Literacy Skills cannot exceed 50% of total training hours)

CONTINUOUS IMPROVEMENT

- Giving and receiving feedback and evaluations
- Cultivating better interpersonal relationships while at work
- Exhibiting leadership skills
- Developing better decision-making skills

Process Improvement:

- Understanding contracts, procedures and forms
- Recognizing roles and responsibilities of team members
- Assisting customers as a team
- Understanding and recognizing change
- Identifying and complying with green standards established for offices and common areas
- Developing quality green measurements
- Applying leadership skills during an emergency situation
- Applying team problem solving processes daily and during crisis situations

BUSINESS SKILLS**Customer Service:**

- Developing advanced customer relations and service knowledge
- Identifying customer needs
- Explaining green initiatives
- Applying innovative ways of handling complaints and requests
- Communicate effectively with tenants in cases of an emergency

Communication Skills:

- Effective verbal and written communication through accurate and concise work reporting
- Responding to client concerns and requests professionally
- Communicating with customers, co-workers, supervisors, managers, building owners and management representatives effectively
- Training and mentoring new floorcare workers (4-hour course)

Class/Lab Hours

2-200 (Job Number 2)

BUSINESS SKILLS

- Communication Process
- Verbal vs. Non-Verbal Communication
- 3 V's of Communication – Verbal, Vocal and Visual
- Changing the Meaning of a Statement Through Vocals
- Miscommunication – 10 Barriers to Communicating Effective Messages
- Describing Suspicious Behaviors and Reporting Incidents

COMMERCIAL SKILLS

- Introduction and Overview
 - Training Overview and History
 - Defining Emergencies and Incidents
 - LAX Emergency Number and Reporting Emergencies and Incidents
 - Becoming an Active Bystander
 - As an Airport Worker, What Are Your Biggest Questions and Concerns?
- Module 1: LAX Overview and Organizational Structure
 - By the Numbers: Statistics on Air Travel and LAX
 - Agency Organizational Structure: How Business, Local and Federal Agencies Interact to Make the Airport Run?
 - Role and responsibilities of:
 - The City of Los Angeles and LAWA
 - Federal Aviation Administration (FAA)
 - Transportation Security Administration (TSA)
 - Customs and Border Protection (CBP)
 - Challenges that Come with the Unique Structure of Airports and the Target They Present
- Module 2: Federal Emergency Management Frameworks
 - What is Emergency Management?
 - What Frameworks Exist for Emergency Management and How Does LAX Employ Them?
 - The Incident Command System (ICS)
 - National Incident Management System (NIMS)
 - Standardized Emergency Management System (SEMS)
 - Role of Department Operations Center (DOC) and Airport Response Coordination Center (ARCC)
 - Explanation of Incident Commander
 - Review Hierarchy During Incidents
 - Where Do You (Certified Service Providers) Fall in the Airport Structure and What is Their Role During an Incident or Emergency?
- Module 3: Passengers with Disabilities and ADA
 - What is a Disability?
 - History of the Treatment of People with Disabilities
 - Using People First Language
 - Understanding the American with Disabilities Act (ADA)
 - Categorizing Disabilities and Understanding Behaviors
 - Vision
 - Hearing
 - Mobility
 - Cognitive/Developmental
 - Mental Illness
 - Hidden Disabilities
 - Tips for Interacting with Individuals with Disabilities
 - No Disability is the Same or Equal - Individualized Approach
- Module 4: Evacuation and Repopulation Procedures
 - The Difference Between a Controlled and Uncontrolled Evacuation
 - What is Shelter in Place and Repopulation?

- Evacuation Procedure, Agency Roles/Responsibilities and Meeting Areas
 - Repopulation Protocol
 - Repopulation Order
 - Airport and Terminal Layouts
 - Emergency Exits
 - Staircases
 - AED Machine Locations
 - How Will Your Company Account for You? – Personnel Accounting Procedures
 - Who Do You Contact and How Will You Know There's an Emergency?
 - Continuity of Operations
 - Create Your Route – Identify the Best Routes to Use in the Event of an Evacuation
- Module 5: Hazard Safety – Earthquake; Fire; Power Failure; Airplane Accident
 - General Tips of Hazard Safety
 - Earthquake Safety
 - What is an Earthquake and Their Magnitude?
 - Drop, Cover, Hold
 - Fire Safety
 - Fire Triangle
 - Stop, Drop, Roll
 - Evacuation Tips for Dense Smoke and Closed Doors
 - What to Do If There is a Power Failure and/or Airplane Accident?
- Module 6: Active Shooter Situations
 - Active Shooters vs. Terrorist Disruptions
 - The Planning Stages of a Disruption – It Doesn't Happen Overnight
 - What Do You Do If There is an Active Shooter?
 - Run, Hide, Fight
 - React, Escape, Survive
 - Understanding the OODA Loop
 - The role of Law Enforcement and First Responders
 - How Do You Turn Fear Into Action? How Can You Work Together?
- Module 7: Observation Skills and Suspicious Behavior
 - What Does Observation and Behavior Mean?
 - Defining Filters (Biases and Stereotypes)
 - Focusing on Behaviors of People Not What They Look Like
 - The Triangle of Crime: Ability, Desire and Opportunity
 - Detecting Suspicious Behaviors in Order to Deter, Delay or Deny Opportunities to Commit Act.
 - Handling Suspicious Situations:
 - Hazardous Materials
 - Suspicious Articles
 - Bomb Threats
- Module 8: Creating your emergency action plan
 - 5 Step Action Kit:
 - Define your Area
 - Recruit Leaders and Participants
 - Scout the Area

- Build your Team
- Plan your Approach
- Module 9: Health and Safety
 - Blood Borne Pathogens
 - Heat and Cold stress illness
 - Recognizing Signs and Symptoms for:
 - Heart Attacks
 - Stroke
 - Seizures
 - Diabetic Emergencies
 - Fainting
 - Asthma
 - Allergic Reaction/Anaphylaxis

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.



Employment Training Panel

**LIST OF PROPOSALS \leq \$75,000 APPROVED
BY DELEGATION ORDER FOR 08/15/20 – 09/14/20**

<i>Project</i>		<i>Approved Date</i>	<i>Approved Amount</i>
ET21-0160	KML Enterprises Career Development, LLC	08/25/20	\$57,794
ET21-0154	Vox Network Solutions, Inc.	08/17/20	\$74,520

Total -----\$132,314



Training Proposal for:

KML Enterprises Career Development, LLC dba New Horizons Computer Learning Center of Southern California

Contract Number: ET21-0160

Approval Date: August 25, 2020

Panel Meeting of: September 25, 2020

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	Manufacturing (E) Professional, Scientific, Technology (54) Aerospace Related Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Bernardino, San Diego, Ventura, Kern, Los Angeles, San Luis Obispo, Orange, Santa Barbara, Riverside	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
\$54,070		\$3,724 8%		\$57,794
In-Kind Contribution:	50% of Total ETP Funding Required			\$61,100

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	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	44	8-200	0	\$556	\$18.34
				Weighted Avg: 26			
2	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	30	8-200	0	\$639	\$18.34
				Weighted Avg: 26			
3	Retrainee SET	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	10	8-200	0	\$534	\$33.34
				Weighted Avg: 25			
4	Priority Rate Retrainee SET	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	5	8-200	0	\$615	\$25.01
				Weighted Avg: 25			
5	SET Retrainee HUA	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	5	8-200	0	\$534	*\$13.76
				Weighted Avg: 25			
6	Priority Rate SET HUA	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	5	8-200	0	\$615	*\$13.76
				Weighted Avg: 25			

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

Minimum Wage by County: Job Numbers 1-2: \$18.34 per hour for San Bernardino, San Diego, Ventura, Riverside and Santa Barbara counties; \$19.05 per hour Los Angeles and \$18.39 Orange County; Job Number 3 (SET): \$33.34/hr; Job Number 4 (SET/Priority Industry): \$25.01/hr; Job Number 5 & 6 (SET/HUA): \$13.76 per hour San Diego, Kern, Riverside, San Bernardino, San Luis Obispo and Santa Barbara counties; \$14.29 per hour Los Angeles and \$13.79 per hour Orange County

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Numbers 1 & 2		
Administrative Staff		8
Customer Service Staff		8
Information Technology Staff		8
Leads		10
Manager/Supervisor		6
Production Worker		14
Sales & Marketing Staff		10
Technical Support Staff		10
Job Number 3		
Administrative Staff		2
Customer Service Staff		2
Information Technology Staff		2
Sales & Marketing Staff		2
Technical Support Staff		2
Job Number 4		
Administrative Staff		1
Customer Service Staff		1
Production Workers		1
Sales & Marketing Staff		1
Technical Support Staff		1
Job Number 5		
Administrative Staff		1
Customer Service Staff		1
Information Technology Staff		1
Sales & Marketing Staff		1
Technical Support Staff		1
Job Number 6		
Administrative Staff		1
Customer Service Staff		1
Production Worker		1

Sales & Marketing		1
Technical Support Staff		1

INTRODUCTION

Founded in 1982 and headquartered in Anaheim, KML Enterprises Career Development, LLC dba New Horizons Computer Learning Center of Southern California (New Horizons) (www.NHLearningGroup.com) is a private training agency that specializes in Information Technology (IT), offering a wide variety of computer-related courses. The Company is a Microsoft IT Academy and a Microsoft Gold Partner and provides Microsoft, Cisco, CompTia, Corel, Adobe, and Novel courses along with Internet and Security courses. The Company has also expanded into Business and Continuous Improvement Skills.

New Horizons has additional training facilities in Burbank, San Diego, Gardena, San Bernardino and Sacramento. New Horizons is eligible for ETP funding as a private training agency. This is New Horizon's third ETP Contract, and the second in the last five years.

New Horizons provides training to public, private businesses, non-profit organizations, government agencies, and workforce organizations across the state of California. The Company works with various industries including aerospace, agriculture, automotive, biotechnology, healthcare, construction, distribution, education institutes, manufacturing, technology, security, and protection. Only private-sector for-profit businesses will participate in this proposal.

Veterans Program

Participating employers recruit for Veterans, however, there is no designated Job Number in this project.

PROJECT DETAILS

New Horizons will provide training to Large Single Employers. Training will take place at various location throughout California: Kern, Los Angeles, Orange, San Diego, Santa Barbara, Riverside, San Bernardino, Ventura and San Luis Obispo counties. Previous training included companies in Northern and Southern California and focused on Business, Manufacturing and Continuous Improvement Skills.

Core Employer Group

The core group of employers represents 80% of the requested funding. It includes four participating employers, three of which are new to this ETP project.

Training Plan

Training will be delivered via Class/lab and E-learning is the following:

Business Skills: Training will be provided to all occupations and include Accounting Processes, Blueprint Reading, Business Problem Solving, Business Processes, Business Report Writing, Change Management, Customer Service Skills, Internet Marketing, Negotiation Skills, Product Knowledge, Project Management, and Time Management. This training will encourage less conflict and help to improve internal processes.

Computer Skills: Training will be provided to all occupations and include Adobe Software Advanced Desktop Applications, Cloud Computing, Database Developer Tools, Utilities, E-Business Solutions, Enterprise and Manufacturing Management Systems, Hacking, Information Technology Solutions/Internet Tools, Java Programming/Applications, Microsoft Dynamics and MS Office (Intermediate and Advanced). This training will help expand technology and allow for better integration of software into business processes.

Continuous Improvement: Training will be provided to all occupations and includes Auditor Procedures, Leadership Skills, Lean Processes, Problem Solving/Team Problem Solving, Process Improvement Training, Quality Control Systems Six Sigma, Total Quality Management Skills, Value Stream Mapping and Waste Identification.

Manufacturing Skills: Training will be provided to Production Workers and Technical Support Staff. Training will include Equipment Maintenance, Manufacturing Processes, Operating Production Equipment, Parts and Product Specifications, and Standard Operating Procedures.

Recordkeeping

Due to COVID-19, New Horizons will use an approved alternate recordkeeping.

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 (\$33.34 for Job Number 3).

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). The Company requests this modification for Job Number 4.

High Unemployment Area

Trainees in Job Numbers 5 & 6 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. These participating employers have locations in HUA counties of Kern, Fresno, Los Angeles, Santa Barbara, and Ventura, Riverside and San Bernardino.

➤ 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. New Horizons requests this wage modification for Job Numbers 5 & 6.

Marketing and Support Costs

New Horizons has Sales Account Executives that will contact potential MEC participants. The Company maintains a database of all companies in California. Each company will be evaluated on the likelihood of success in participation in the program. They will then be contacted via phone calls, emails and mass mailings. There are more than 40 Account Executives who will market, recruit, and conduct needs assessments.

New Horizons 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. Staff supports 8% support cost.

Commitment to Training

Employer-provided internal training activities vary widely among participating employers. Training programs provided by larger companies are more robust. When a training department is available to provide and coordinate training, the company has more resources. The proposed training will augment the basic training provided by a training department. ETP funds will not displace the existing financial commitment to training.

➤ Training Infrastructure

The Training Coordinator will be responsible for project administration. A coordinator will schedule classes and collect rosters. National Training Company, Inc. has been retained to provide ETP administrative support.

Impact/Outcome

New Horizons assists companies to prepare for certification programs that are typically awarded on the basis of training, internal improvement, and certification by a third party. Participating employers could eventually achieve certification on various software Microsoft applications

These certifications often lead to new markets and increased sales. Software certifications will improve a company's hardware and software infrastructure. Ultimately this will help companies grow and provide workforce stability.

Trainer Qualifications

Training will be delivered by New Horizons in-house experts that have a minimum of two years' experience in their area of expertise.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the Bureau of Private Postsecondary Education. New Horizons is an approved school by BPPE.

LMS

New Horizons will use a Learning Management Systems to schedule, track and document training. The system has been reviewed and approved by ETP staff.

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 \$ %
ET18-0134	Anaheim	11/6/17 to 11/5/19	\$421,274	\$57,442 (14%)
ET16-0342	Anaheim	2/1/16 to 1/31/18	\$325,860	\$258,845 (79%)

Due to internal business conditions, New Horizons was not able to make ETP a priority. New Horizons had to focus on business expansion outside of California. Consequently, New Horizons discontinued ETP training to employers. The locations outside of California are now operational, therefore, New Horizons is now prepared to market ETP training to employers.

DEVELOPMENT SERVICES

National Training Company in Irvine assisted with development for a flat fee of \$4,000.

ADMINISTRATIVE SERVICES

National Training Company will also perform administrative services for a fee of 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Auditor Procedures
- Leadership Skills
- Lean Processes
- Problem Solving/Team Problem Solving
- Process Improvement Training
- Quality Control Systems
- Six Sigma
- Total Quality Management Skills
- Value Stream Mapping
- Waste Identification

COMPUTER SKILLS

- Adobe Software
- Advanced Desktop Applications
- Cloud Computing
- Computerized Status
- Crystal Reports
- Database Developer Tools and Utilities
- E-Business Solutions
- Enterprise and Manufacturing Management Systems
- Exchange
- Hacking
- Hypertext Markup Language
- Illustrator
- Implementing and Supporting Windows
- Information Technology Solutions/Internet Tools
- Inventory Management Software
- IT Infrastructure Library
- Java Programming/Applications
- Microsoft Dynamics
- MS Office (Intermediate/Advanced)
- MS Project
- NET Programming/Applications
- Network Developer Tools and Utilities
- Networking
- Photoshop
- Project Management Applications
- Red Hat
- Salesforce
- Scripting
- Security Systems
- Sharepoint
- Software Analysis, Design and Implementation

- SQL Server
- Tablet Applications
- Visio
- Visual Studio
- VMWare
- Web Programming/Applications
- Windows Server Support and Maintenance

MANUFACTURING SKILLS

- Equipment Maintenance
- Manufacturing Processes
- Operating Production Equipment
- Parts and Product Specifications
- Standard Operating Procedures

BUSINESS SKILLS

- Accounting Processes
- Blueprint Reading
- Business Problem Solving
- Business Processes
- Business Report Writing
- Change Management
- Coaching
- Communication Skills
- Conflict Management
- Customer Service Skills
- Effective Meeting Skills
- Financial Analysis Skills
- Internet Marketing
- Marketing Strategies
- Motivating Your Employees
- Negotiation Skills
- Product Knowledge
- Project Management
- Sales Skills
- Team Building
- Time Management

<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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Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: KML Enterprises Career Development, LLC

CCG No.: ET21-0160

Reference No: 19-0841

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Circor Aerospace, Inc.

Address: 2301 Wardow Circle

City, State, Zip: Corona, CA 92880

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 2,500

Total # of full-time company employees in California: 275

Company: Quinn Group, Inc.

Address: 10006 Rose Hills Road

City, State, Zip: Whittier, CA 90601

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 19

Total # of full-time company employees worldwide: 1,406

Total # of full-time company employees in California: 1,406

Company: Sysco Central California, Inc.

Address: 136 S. Mariposa Road

City, State, Zip: Modesto, CA 95353

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 66,500

Total # of full-time company employees in California: 345

Company: Wurth Louis and Company

Address: 895 Columbia Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 64,000

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



RETRAINEE - JOB CREATION

Training Proposal for:

Vox Network Solutions, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0154

Approval Date: August 18, 2020

Panel Meeting of: September 25, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Job Creation Initiative Veterans	Industry Sector(s):	Services (G) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Mateo	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: 86	U.S.: 170	Worldwide: 170
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution:

\$105,896

Total ETP Funding

\$74,520

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
Occupations to be Trained:	Administrative Staff, Supervisor / Manager, Network Operations Staff, Customer Service 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	Priority Retrainee SB<100	Business Skills Continuous Impr. Computer Skills	60	8-60	0-60	\$989	\$20.00
				Weighted Avg: 43			
2	Priority Retrainee Job Creation SB<100	Business Skills Continuous Impr. Computer Skills	6	8-60	0-60	\$1,150	\$16.67
				Weighted Avg: 50			
3	Priority Retrainee Veterans SB<100	Business Skills Continuous Impr. Computer Skills	8	8-60	0-60	\$1,035	\$20.00
				Weighted Avg: 45			

Minimum Wage by County: Job Numbers 1 & 3: \$20.00 per hour for San Mateo County.

Job Number 2: \$16.67 per hour for San Mateo 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 Numbers 1 & 3. For Job Number 2, up to \$1.67 per hour may be used to meet the Post-Retention Wage.

OVERVIEW

Year Company Founded:	2006	Company Headquarters: <input checked="" type="checkbox"/> Single location Brisbane, CA
Facility Locations Outside CA	Lakewood, CO; Pittsfield, NH; Reno, NV; Seattle, WA; Tulsa, OK; Vancouver, WA	
Facility location(s) where training will occur.	<ul style="list-style-type: none"> Brisbane (San Mateo County) 	

Nature of Business:	<ul style="list-style-type: none"> Provides converged voice and data business communications services. Offers information technology, security-network management, system administration, and related consulting-technical services. Offers managed-project services and cloud-based services.
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Customer Base:	<ul style="list-style-type: none"> • Small to midsized businesses • Government agencies • Nonprofits
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Vox Network Solutions, Inc. (Vox) is rolling out ServiceNow, and has identified certified training (i.e. - Avaya, Cisco) to upgrade staff's skills, improve the management of customer environments, speed technical solutions, and improve real-time communications with customers • Information Technology (IT) service is expanding to support growing (remote) workforces and presents needs for enhanced (technical) skills in security architecture and use of enhanced (mobile) applications.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • ETP-funded training has been identified for Customer Service Staff, Network Operations Staff, Managers / Supervisors, and Administrative Staff. • Goals include: <ul style="list-style-type: none"> ○ Deliver Business Skills training to improve product support to customers with increased product knowledge. ○ Develop leadership and skills to improve teamwork, time management, and plan and set department goals. ○ Upgrade staff's skills on relevant software in the field to remain competitive. ○ Share best practices for maintaining compliance in financial, health, and related security requirements.
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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

Business Skills	Computer Skills
Continuous Improvement	

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function. <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift. <p>Additionally, Vox reportedly has ample room to absorb net-new staff in its existing facilities.</p>
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	Job Creation staff in Job Number 2: 50 hours.
<p>Vox reports that the training needs are more intensive to become familiar with the Company's technology services for new staff members including design, implementation, assessment, management, and response to security-related content such as firewall configuration, Peripheral Component Interconnect (PCI), Health Insurance Portability and Accountability (HIPPA), and Sarbanes-Oxley (SOX) customer requirements.</p>	

Veterans Program

Number of Veterans	Vox proposes to include and train 8 employees as Veterans (Job Number 3) in this proposal.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>Vox's VP of Operations and Chief Operations Officer is responsible for overseeing this ETP project. The Company's Training Manager (dedicated administrator) will also be assisting. ETP-funded training will be delivered by ten internal trainers who are subject-matter experts, and vendors will be used to deliver training when needed. Reportedly, a training plan is in place and ready to begin upon the approval date.</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, and Continuous Improvement. <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To be determined (TBD).
<ul style="list-style-type: none"> • Administration: <p>A third-party vendor- Training Funding Source (Administrative Subcontractor) will be working in conjunction with the Company's Contact Representative (Training Manager) to manage the project.</p> <ul style="list-style-type: none"> <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$3,900
Administrative	Training Funding Source	Seal Beach	13%
Training Vendors	TBD		

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- + Accountability and Delegation
- + Big Data
- + Business and Report Writing
- + Change Management
- + Coaching
- + Conflict Management
- + Customer Service CX (Customer Experience)
- + Coding and Development
- + Finance and Accounting
- + Goal Setting
- + Handling / Resolving Customer Complaints
- + Identifying Customer Needs
- + Influence & Negotiation
- + Interpersonal Communication
- + Leadership
- + Marketing
- + Payroll Fundamentals
- + Networking
- + Performance Management / Performance Improvement
- + Presentation
- + Problem Solving
- + Product Knowledge
- + Project / Time Management
- + Sales
- + Supervisory Skills For All
- + Teamwork / Team Building
- + Telephone Skills
- + Time Management
- + Trade Show Logistics and Communications

COMPUTER SKILLS

- + Adobe (including Acrobat, Creative Cloud, Dreamweaver, Illustrator, Photoshop)
- + Apple Mac OS
- + Archiving / Backup Systems
- + Avaya
- + Azure Cloud Offering and Management
- + Bootstrap
- + Business Intelligence Tools
- + Cisco Equipment
- + Cloud Management / Computing (including Amazon AWS/EC2 and Third Party Cloud Manufacturer)
- + Contact Center
- + Cascading Style Sheets (CSS)
- + Customer Relationship Management (CRM)
- + Data Storage & Migration
- + Database Administrator Skills (Includes Development, Performance, Tuning, Virtualization)

- + Dell (including networking equipment, servers, and storage)
- + Digital Transformation
- + Digital Marketing – Development and Management
- + Dropbox -owncloud
- + ERP System- Financial/Accounting
- + Etherpad
- + Git and GitLab
- + Google (including Analytics, Cloud Platform, SEO)
- + Graphical Database Development and Administration
- + HD Audio Conferencing
- + Information Technology
- + International Conference Calling
- + JavaScript
- + Litmus
- + Microsoft Active Directory
- + Microsoft Databases
- + Microsoft Office / Project / Skype for Business (Intermediate / Advanced)
- + Microsoft Windows
- + Network Design / Architecture / Administration
- + OMC-Flash 4.8.0
- + Online Meeting Features / Meeting Wall Features
- + OnlyOffice
- + Optimizely
- + Oracle
- + Pixelmator
- + Quality Assurance Automation Design and Development
- + Quickbooks
- + Redhat Linux
- + Redmine
- + Ruby on Rails
- + SD Wide Area Network
- + Secure Document Exchange
- + IT Security
- + SmartSheet
- + Software Design and Programming
- + Spark
- + Structured Query Language (SQL)
- + StepLib-Rx 3.2.0
- + SurveyMonkey
- + Trello
- + Twiki
- + Unified Communications as a Service
- + Ubuntu Linux
- + Unix
- + Vagrant and VirtualBox
- + Video Conference
- + Video Presence
- + Virtual and Local Servers
- + Virtual Machine Monitoring and Management
- + VOX LIFECYCLE
- + VMWare Vsphere
- + Web Applications

- ✚ Wordpress
- ✚ Workforce Now
- ✚ Workforce Optimization (WFO)
- ✚ XaaS
- ✚ Xcode
- ✚ Zimbra
- ✚ z/os 2.2 Software

CONTINUOUS IMPROVEMENT

- ✚ Agile Process Management/Scrum
- ✚ ISO 20000, 27001, 22301
- ✚ Lean Enterprise / Waste Reduction (The 7 Wastes)
- ✚ Project Management Institute-Agile Certified Practitioner
- ✚ Process / Quality Improvement
- ✚ Six Sigma

CBT Hours

0 – 60

BUSINESS SKILLS

- ✚ Leadership Foundations (1.42 hours)
- ✚ Leading without formal authority (1.5 hours)
- ✚ Coaching and Developing Employees (non-disciplinary) (1.10 hours)
- ✚ New Manager Foundations (1 hour)
- ✚ Managing (planning, setting priorities/ evaluating projects) (1 hour)
- ✚ Transitioning from Manager to a Leader (1 hour)
- ✚ Communicating with Empathy (1 hour)
- ✚ Sales Management Foundations (1 hour)
- ✚ Handling Workplace Bullying (non-disciplinary) (1 hour)
- ✚ Fostering Creativity (1 hour)
- ✚ Communications (3 hours)

COMPUTER SKILLS

- ✚ Intermediate Excel (1.44 hours)
- ✚ Excel Power Query (2.02 hours)
- ✚ Microsoft Project (5.09 hours)
- ✚ Business Intelligence (3.7 hours)
- ✚ Salesforce (4.12 hours)
- ✚ Quickbooks (4.36 hours)
- ✚ SurveyMonkey (2.5 hours)
- ✚ Google Analytics (3 hours)
- ✚ Advanced Google Analytics (3.75 hours)
- ✚ Marketing Analytics (1 hour)
- ✚ Developing SEO Friendly Websites (2.66 hours)
- ✚ Tableau Essentials (4.72 hours)
- ✚ Tableau for Data Scientists (2.42 hours)
- ✚ Creating Dashboards in Tableau (1.64 hours)
- ✚ Tableau Calculations (3.42 hours)
- ✚ Project Management Professional (6.25)
- ✚ Agile Project Management (1.27)

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

Note: Reimbursement for retraining is capped at 60 total-training hours per trainee, regardless of the method of delivery.