



Employment Training Panel

## PANEL NOTICE/AGENDA

Friday, February 26, 2021

9:30 a.m.

VIRTUAL MEETING

**Attention:** In response to the Governor's Executive Order [N-29-20](#) authorizing public bodies to take necessary action to protect the public from the spread of Coronavirus (COVID-19), the Employment Training Panel Meeting will not have a physical presence to follow state guidelines on social distancing until further notice.

The Panel Meeting will be live streamed and open to the public on Zoom:

**Join Zoom Meeting:**

<https://zoom.us/j/99740474998>

**Webinar ID: 997 4047 4998**

**One tap mobile: 1-669-900-6833, 999740474998#**

*Note: Representatives for the Proposals in this Panel Meeting are required to login to the webinar to answer Panel comment and questions.*

\*All times indicated below and the order of business are approximate and subject to change

Webinar Login	9:00am	Amanda Flores
For assistance, login and raise your hand or contact <a href="mailto:mario.maslac@etp.ca.gov">mario.maslac@etp.ca.gov</a> or <a href="mailto:Amanda.flores@etp.ca.gov">Amanda.flores@etp.ca.gov</a>		

---

Webinar Instruction Intro	9:30am	Amanda Flores
Virtual: Audio-Amanda/Voice-Panel Only		

---

Call to Order by Acting Chairperson		Janice Roberts
Virtual: Audio-Janice/Voice-Panel Only		

- Roll Call

Hand-Raise Pause for Public Comment-Amanda

- Action to Approve February Panel Meeting Agenda
- Action to Approve December Panel Meeting Minutes

---

Executive Report		Reg Javier
Virtual: Audio-Reg/Voice-Panel Only		
• Legislative/Budget/Other		
• Request Motion to Adopt Consent Calendar Projects/Action		
		Peter Cooper
		Tara Armstrong

Panel Date: February 26, 2021

---

Policy Committee Report  
Virtual: Audio-Gretchen/Voice-Panel Only

Gretchen Newsom

---

Review and Action on Proposals  
Virtual: Audio-Presenters/ Voice-Presenters & Panel and  
Contractors (if needed)  
Virtual: Hand-Raise Pause for Public Comment-Amanda

Todd Philips  
Ryan Swier  
Chris Hoover  
Heather Miguel

---

Opportunity for Panel Members to Request Agenda Items for Future Panel Meetings  
Virtual: Voice available for Panel Only

---

Public Comment on Matters Not on the Agenda  
Virtual: Hand-Raise for Public Comment via Voice - Amanda

---

Public Meeting Adjourns

Under Government Code section 11123(a), all meetings of a state body are open and public, and all persons are permitted to attend any meeting of a state body, except as otherwise provided in that article. ETP may take action on any item listed in this Notice/Agenda. You can obtain further information about this Notice/Agenda by contacting Michael A. Cable, General Counsel, at (916) 327-5422, or [Michael.Cable@etp.ca.gov](mailto:Michael.Cable@etp.ca.gov), or sending a written request to Michael A. Cable, General Counsel, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Written comments on agenda items should be submitted no later than 12:00 p.m. the business day before the meeting in order to afford adequate time to consider your comments.

This Notice/Agenda of Panel Meeting and related documents are available on the ETP website at [www.etp.ca.gov](http://www.etp.ca.gov). The dollar amounts shown in this Notice/Agenda are estimates only, subject to change up to and including the date of the Panel Meeting. Please continue to access the ETP website for current and updated information. In the event the Panel does not have a quorum at the Panel Meeting noticed herein, then those Panel Members in attendance will meet as a committee at the same time and place identified herein, and said Panel Members in attendance will meet as a committee in order to hear the items identified in this Notice/Agenda, but will not vote or take action. While ETP intends to webcast its meetings, it may not be possible to webcast the entire open meeting due to limitations on resources.

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting, including without limitation auxiliary aids or services, may make a request by contacting Michael A. Cable, General Counsel, at (916) 327-5422, or [Michael.Cable@etp.ca.gov](mailto:Michael.Cable@etp.ca.gov), or sending a written request to Michael A. Cable, General Counsel, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Providing your request so that it is received at least five (5) business days before the meeting will help ensure availability of the requested accommodation

## REVIEW AND ACTION ON PROPOSALS

These funding proposals are listed by Regional Offices and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, February 22, 2021, although the Panel may still change the order at the meeting. In regards to those items indicated below as an Amendment, please note that the dollar amount only reflects the proposed amendment amount, and not the total funding amount for the contract. Funding proposals are reviewed by the Panel on a case-by-case basis, and any action on a funding proposal shall not be binding on any other funding proposal.

### North Hollywood Regional Office

Better Nutritionals, LLC (COVID Pilot)-----	\$200,000
JVS SoCal (COVID Pilot)-----	\$200,000
LA Downtown Medical Center (COVID Pilot)-----	\$200,000
Lancaster Hospital Corporation dba Palmdale Regional Medical Center-----	\$371,680
Long Beach Chamber of Commerce-----	\$149,609
Los Angeles Trade Technical College-----	\$599,472
Pacific Asian Consortium in Employment-----	\$246,000
Professionals in Human Resources Association-----	\$595,900
Worker Education and Resource Center, Inc.-----	\$351,900

### San Diego Regional Office

CareMeridian LLC-----	\$130,134
Chaffey Community College District (COVID Pilot)-----	\$200,000
Edgewater Health Care, Inc.-----	\$278,208
Edwards Lifesciences LLC-----	\$496,800
Industrial Environmental Association of San Diego County (COVID Pilot)-----	\$200,000
Riverside Magnolia Corporation (COVID Pilot)-----	\$100,000

### San Francisco Bay Area Regional Office

California Labor Federation AFL & CIO (COVID Pilot)-----	\$200,000
Centers for Equity and Success, Inc. (COVID Pilot)-----	\$200,000
City and County of San Francisco-----	\$419,892
Rightvarsity Technologies, LLC (COVID Pilot)-----	\$200,000

**Sacramento Regional Office**

JBR, Inc. dba Rogers Family Company -----	\$185,150
Northern California Teamsters Apprentice Training and Education Fund (COVID Pilot)-----	\$200,000
San Joaquin Valley College -----	\$194,051

**Central Office – Program Projects Unit**

Bricklayers and Allied Craftworkers Local No. 3 Apprentice Training Trust-----	\$101,668
California Field Ironworkers Apprenticeship Training and Journeyman Retraining Fund - Northern CA-----	\$377,543
California Field Ironworkers Apprenticeship Training and Journeyman Retraining Fund - Southern CA-----	\$375,085
Central Valley Roofers and Waterproofers and Allied Workers Joint Apprenticeship and Training Trust Fund of Fresno, Madera, Kings, Tulare, Kern, Mono and Inyo Counties-----	\$125,405
Heat and Frost Insulators and Allied Workers of Northern California and Local No. 16 Apprentice Training Trust Fund ----	\$395,010
Laborers Training and Retraining Trust Fund for Northern California-----	\$378,140
Northern California Surveyors Joint Apprenticeship Committee ----	\$339,193
Northern California Tile Industry Apprenticeship and Training Trust Fund -----	\$114,053
Operating Engineers and Northern California Surveyors Pre-Apprenticeship, Apprentice and Journeyman Affirmative Action Training Fund-----	\$212,110
San Francisco Electrical Industry Apprenticeship and Training Trust-----	\$380,932
Santa Clara County Electrical Joint Apprenticeship and Training Trust-----	\$378,845
Sheet Metal Workers' Local Union No. 104 and Bay Area Industry Training Fund- East Bay-----	\$369,452
Tile, Marble, and Terrazzo Employees Joint Apprenticeship Training Committee Trust -----	\$101,255

Panel Date: February 26, 2021

**PROPOSALS APPROVED**  
**BY DELEGATION ORDER FOR 12/15/20-02/16/21**

<b>≤ \$75,000</b>	<b>Approved Date</b>	<b>Approved Amount</b>
<b><u>North Hollywood Regional Office</u></b>		
Los Robles Hospital and Medical Center	02/16/21	\$58,000
<b><u>San Diego Regional Office</u></b>		
Nitto Avecia Pharma Services, Inc. (COVID Pilot)	02/09/21	\$60,000
<b><u>Sacramento Regional Office</u></b>		
Person Centered Services, Inc.	02/03/21	\$54,000
The Oars Senior Living (COVID Pilot)	02/11/21	\$60,000



State of California—Labor and Workforce Development Agency

# Employment Training Panel

## TABLE OF CONTENTS

Panel Meeting of February 26, 2021

### PRELIMINARY MATTERS

- Future Meeting Sites
- Prior Meeting Minutes
- Key Program Elements

### REVIEW AND ACTION ON PROPOSALS

#### ***Consent Calendar***

#### ***Tab***

Bricklayers and Allied Craftworkers Local No. 3 Apprentice Training Trust -----	1
California Labor Federation AFL & CIO (COVID Pilot) -----	2
CareMeridian LLC -----	3
Central Valley Roofers and Waterproofers and Allied Workers Joint Apprenticeship and Training Trust Fund of Fresno, Madera, Kings, Tulare, Kern, Mono and Inyo Counties -----	4
Centers for Equity and Success, Inc. (COVID Pilot) -----	5
Chaffey Community College District (COVID Pilot)-----	6
Industrial Environmental Association of San Diego County (COVID Pilot) -----	7
JBR, Inc. dba Rogers Family Company -----	8
JVS SoCAL (COVID Pilot) -----	9
LA Downtown Medical Center (COVID Pilot) -----	10
Long Beach Chamber of Commerce -----	11
Northern California Teamsters Apprentice Training and Education Fund (COVID Pilot)-----	12
Northern California Tile Industry Apprenticeship and Training Trust Fund -----	13
Rightvarsity Technologies, LLC (COVID Pilot) -----	14
Riverside Magnolia Corporation (COVID Pilot) -----	15
San Joaquin Valley College -----	16
Tile, Marble, and Terrazzo Employees Joint Apprenticeship Training Committee Trust -----	17

**Proposals for Single Employers** **Tab**

**North Hollywood Regional Office**

Better Nutritionals, LLC (COVID Pilot)-----18  
Lancaster Hospital Corporation dba Palmdale Regional Medical Center-----19

**San Diego Regional Office**

Edgewater Health Care, Inc. -----20  
Edwards Lifesciences LLC -----21

**Proposals for Multiple-Employer Contractors** **Tab**

**North Hollywood Regional Office**

Los Angeles Trade Technical College -----22  
Pacific Asian Consortium in Employment-----23  
Professionals in Human Resources Association -----24  
Worker Education and Resource Center, Inc. -----25

**San Francisco Bay Area Regional Office**

City and County of San Francisco -----26

**Program Projects Unit**

California Field Ironworkers Apprenticeship Training and Journeyman Retraining  
Fund - Northern CA-----27  
California Field Ironworkers Apprenticeship Training and Journeyman Retraining  
Fund - Southern CA -----28  
Heat and Frost Insulators and Allied Workers of Northern California and Local No.  
16 Apprentice Training Trust Fund -----29  
Laborers Training and Retraining Trust Fund for Northern California -----30  
Northern California Surveyors Joint Apprenticeship Committee -----31  
Operating Engineers and Northern California Surveyors Pre-Apprenticeship,  
Apprentice and Journeyman Affirmative Action Training Fund-----32  
San Francisco Electrical Industry Apprenticeship and Training Trust-----33  
Santa Clara County Electrical Joint Apprenticeship and Training Trust-----34  
Sheet Metal Workers' Local Union No.104 and Bay Area Industry Training  
Fund- East Bay-----35

## SUMMARY OF DELEGATION ORDERS

### ***Delegation Orders***

***Tab***

---

Los Robles Hospital and Medical Center  
Nitro Avecia Pharma Services, Inc.  
Person Centered Services, Inc.  
The Oars Senior Living





# M e m o r a n d u m

To: Panel Members

Date February 26, 2021

From: Reg Javier  
Director

Subject: **Future Meeting Sites**

<i>February 26, 2021</i>	<b>Virtual Meeting</b>
<i>March Panel – April 2, 2021</i>	<b>Virtual Meeting</b>
<i>April 2021</i>	<b>NO APRIL PANEL MEETING</b>
<i>May 14, 2021</i>	<b>Virtual Meeting</b>



**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting  
December 11, 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

Madison Hull  
Member

**Executive Staff**

Reg Javier  
Executive Director

Peter Cooper  
Assistant Director

Michael Cable  
Legal Counsel

**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting  
December 11, 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  
Madison Hull  
Rick Smiles  
Douglas Tracy  
Ernesto Morales

Executive Staff

Reg Javier, Executive Director  
Peter Cooper, Assistant Director  
Michael Cable, Legal Counsel

**III. AGENDA**

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

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

Motion carried, 8 to 0.

**IV. MINUTES**

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

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded approval of the Meeting Minutes with the amendment that Ms. Newsom noted on page 7; for Hall Ambulance Services, Inc. that no EMTs deserve to be making less than \$15 an hour. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**V. REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Javier welcomed the Panel Members, Applicants, and Stakeholders and reported that today's meeting is approximately \$8.1M with \$40,005 in delegation orders, for a total of \$8.1M.

Mr. Javier recognized the following persons in attendance: Diana Torres, San Diego Regional Office Manager; Ryan Swier, North Hollywood Regional Office Manager; Jana Lazarewicz, Sacramento Regional Office Manager, and Heather Miguel, Program Projects Unit Manager.

Mr. Javier reported that they have been working on ways to clarify the way that wages are addressed and presented in the panel proposals. First, the final post retention wage column of the training plan table has been clarified to no longer default to the ETP required minimum wage, or rather, will show the lowest actual paid post retention wage per job number. The actual paid post retention wage will also appear in chart one, and is the wage that contractors will be held to in order to successfully complete the retention period for their contracts. The wage range by occupation table has also been clarified to show that wage ranges presented here are the actual paid post retention wages that will appear in the contracts. The contract language has been similarly updated to reflect all these changes. The hope is that these changes and there are more coming will help provide a clear picture of what is being proposed. Then as the panel approve applications, staff will be able to ensure that each projects contract, performance metrics and outcomes are all aligned with what had been proposed and accepted. As the panel continue to determine what factors to consider when deciding whether or not to fund a project. The need to ensure that they get what they bought becomes really clear, especially during times of leaner funding, or when demand is greater than the available funding.

Mr. Javier displayed a graph that shows the progression.

## **VI. REPORT OF THE ASSISTANT DIRECTOR**

Mr. Cooper reported today's panel meeting is approximately \$15.8M plus \$166,221 in delegation orders for a total \$15.9M.

Regarding Core Funds for this Fiscal Year:

If all FY 20/21 proposals are funded today, the panel will have approved just over \$50.5M in 200 projects to date.

ETP will have approximately \$29.5M for the remainder of the 20/21 Fiscal year with a demand of \$120.4M.

Under 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 we have approved a total of 17 delegations.

Regarding 20/21 program funding:

To date we have had approximately 743 projects submitted, with a value just over \$120.4M.

Regarding Demand and Allocations:

We are within our allocations now, but may need to revisit them in the future.

In Regional Offices and AAU:

Single Employer Contracts requests: \$81.2M (\$30M original allocation)

MEC requests: \$14.3M demand (\$20M originally)  
Small Business: \$19.4M demand (\$5M originally)  
Critical Proposals: \$0 demand (\$5M originally)  
Apprenticeships: \$5.5M in demand (\$20M originally)  
Overall demand is currently \$120.4M, with \$29.5M left for fiscal year 20/21

Number of projects for 20/21 in AAU and applications received by the RO's:  
Total number of projects in the RO: 78  
Total number of projects in AAU: 665  
Currently a total of 743

Mr. Cooper provided clarification on what is Covid Response and shared how ETP created this program in March to provide current contract holders with a variety of flexibilities because of the pandemic. ETP limited this to employers that are in industries considered "essential businesses" by the Governor's Office. Such as healthcare, manufacturing, etc. Mr. Cooper also reported what is the Pilot which the Panel created in May to rapidly help employers hire new workers and rehire ones that had been laid off with funding, capped at \$200,000 per contract. ETP limited this to employers that are in industries that support the health and well-being of Californians, including the food supply chain. There are many, but not all, businesses and industries that are eligible under both programs. This Covid Pilot Allocation of \$30M was derived by permitting up to 50% of some of the funds from other allocations – MEC, Single Employer, and Critical Proposal. This was part of program design approved by the panel. The goals of managing the funds this way was to spread the pain equally. Since the COVID Pilot application period is ending at the end of this month, we believe we have enough in that allocation. ETP has \$10.8M in the application process. The real concern is with the overall demand and supply numbers. We'll be around tapped out on everything except critic proposals. Regarding apprenticeship, although the demand shows we have \$2M more than needed for the supply, staff are working on some additional applications and we will have sufficient demand for the allocation.

Acting Chairperson Roberts inquired what the pre app demand is.

Mr. Cooper then asked Willie Atkinson to provide the answer to the question.

Mr. Atkinson explained the way they figure out the demand is looking at the projected number of trainees that the contractor has submitted in their pre application. Then they use a funding number that they come up with and multiply that that's how they come up with the projected demand.

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

Legal Counsel Michael Cable clarified the motion to approve the Consent Calendar by noting the exceptions to the Consent Calendar, which include items 1, 7, 8, 10, 11, 17, 18, 20, 21, 22 and 23; that were pulled from Consent Calendar, as they will be reviewed individually today by panel in order.

**ACTION:** Mr. Smiles moved and Ms. Bell seconded approval of the Consent Calendar with the exceptions noted by Legal Counsel. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

## **VII. REPORT OF THE CAL-E-FORCE ROLL OUT**

Tara Armstrong gave an update on Migration – ETP staff and many of our customers have been busy with Migration and Training – so far we have complete migration of 29 contracts with no transactional data activity 37 contracts with activity which are the BETA Single Employer Group- this was our initial tests – they were successful with no breaks in the system so will begin the stress testing moving in single employers. So next to come will be single employers that are approved today and this December panel, and going to move in all single contracts that have no transactional data. Then MECs Training and Materials have also been provided and excited to work with our customers on this platform.

A. in CalEForce all uploads will be done in real-time, in legacy anything over 500 records had to upload overnight/the next day- enhancement

B. in Legacy the entire upload will only work if there are ZERO format errors – where as In CalEForce we allowing for uploads to pull it apart and accept the correct ones and only return a REPORT for incorrectly formatted uploads.

C. Upload times has changes due to these enhancements. For uploads UNDER 500 the average time changed from immediate to average of 9 minutes. For uploads OVER 500 the average time changed from next day to less than 30 minutes. Also we have built in a process where the user does not have to stay idle while the upload is going, the user is free to move around the system or leave the system and when complete - will receive an email – this info is also avail on our website.

NAICS data Lookup feature– with our Salesforce platform, we have added a new a NAICS data lookup, this allows our stakeholders to enter a 6-digit NAICS Industry Code and our system will tell you information such as ETP Priority Industry status, ETP COVID Response status.

To Come: Our team is still working hard to develop the Application and Pre-Application prototype as well as rest of ETP Contracts to Migrate, specifically the BETA MEC Group and moving all the MEC Contracts. Stress-test it I do want to thank all our customers for attending training and embracing the new system. And providing feedback. If there any question, please don't hesitate to email us at our command center. [ETPCalEForce@etp.ca.gov](mailto:ETPCalEForce@etp.ca.gov).

## **VIII. POLICY COMMITTEE MEETING REPORT TO PANEL**

Ms. Newsom reported the Zoom Policy Committee Meeting on Thursday, October 29, 2020, covered a variety of topics and discussion about the following items:

Ms. Newsom reported they had a quick update on Assembly Bill 1457, which was vetoed. This would have had ETP partnered with multiple organizations to create a statewide network of training centers. It was vetoed due to the duplicative efforts of the bill itself and the lack of designated funding. Phil Herrera gave a presentation on electronic record keeping this was a follow up to his earlier presentation on the same topic. Mr. Herrera explained how learning management systems also known as LMS are becoming the norm for many companies. He reviewed some of the recent changes that ETP made to the ways they accept electronic record keeping and brought some suggestions for further consideration. These items will be explored at future policy committee meetings.

Ms. Newsom then reported the policy committee next looked at additional ways ETP can serve veterans by reviewing the veteran's guidelines and by brainstorming some additional services they were able to offer to this population. Well, not all the ideas were accepted, stakeholders will see a few changes to the information they request and applications and also display and panel proposals

regarding the veteran population, and ETP's Economic Development Unit will be increasing and enhancing the types of referrals they can provide to companies wishing to serve veterans more thoroughly. The largest topic of discussion a concern at the policy committee meeting was on the topic of wages and it was addressed in three main items. One, using the actual wages being paid to trainees as the contractual wage rather than using the ETP required minimum wage on the contractual wage; Two, wage progression; and Three, revisions that materially changed the ETP contracts pertaining to wages. The discussion on the use of actual wages as the contract wage was well received by committee members and stakeholders. Beginning with the December panel projects will show the actual wage that will be the contractual wage.

Ms. Newsom then reported additional edits to both the applications and the panel proposals will be instituted and finalized in the coming months. The discussion on wage progression was a lot more complicated. With the policy committee members generally in favor of having wage progression information available, while stakeholders pointed out the logistical challenges and obtaining this information, especially for the MEC's revisions that materially change the contracts also generated a lot of discussion. The issue of wages as a whole will continue to appear at future policy committee meetings. The next policy committee meeting will be on Thursday, December 17, at 1pm via Zoom. 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](mailto:Elisabeth.Testa@etp.ca.gov).

## **IX. UPDATE ON MORATORIUM ON AMENDMENTS THAT INCREASE FUNDING**

Ms. Testa presented an update and a PowerPoint presentation on the Moratorium on Amendments that Increase Funding. ETP allows revision requests to increase the total funding awarded to an existing ETP contract. In any given year, ETP will see approximately 20 of these amendment requests, which usually total between \$2-3M in funding. Given that ETP is currently experiencing massive demand for our program simultaneously with a decrease in our total funding available, we have been searching for ways to maximize our funding, especially as the larger economy continues to be heavily impacted by the COVID pandemic.

We are at a point where current demand for funding, in terms of preliminary applications currently in AAU and the Field Office's queues, exceeds the funding that remains available for this FY. When looking at how funds need to be distributed over the remainder of the FY, there is no likelihood of funding being available for amendments that increase contract value. Therefore, staff would like Panel's approval to cease accepting amendments that increase funding for the remainder of this FY.

Ms. Testa then reported this can preserve an additional \$1-2M available of our total budget to use for additional contracts this FY. This will also help in reducing the backlog of Preliminary Applications currently in the Applications Assessment Unit. This moratorium on funding increase amendments can be reviewed along with the other funding priorities (ie: project caps, allocations, etc) for next FY in spring, 2021.

Contracts are entered into through the mutual agreement of both parties, in this case, ETP and the contractor. Amendments, including funding increase amendments, can therefore also only occur through the agreement of both parties; meaning: the contractor has no entitlement to an amendment. Given this fact, and our current funding situation and wider economic landscape, staff feels this is a pragmatic step that can help us to manage our funds for the remainder of the fiscal year to the greatest benefit of all.

Staff is requesting a moratorium be placed on amendments that increase funding for the remainder of FY 20-21, effective for projects appearing at the January, 2021 Panel meeting and onwards.

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

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Ms. Bell seconded approval of the moratorium on amendments as it stands. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

## **X. EXTENSION OF COVID RESPONSE PLAN PRESENTATION**

Ms. Testa presented a PowerPoint presentation addressing the Extension of COVID Response Plan. In March of this year, as the COVID pandemic began to seriously impact our economy, ETP launched the COVID Response Plan. This plan provides a series of revisions that customers may request to help ease complications that arose in trying to adjust to the new requirements caused by the pandemic, especially around electronic recordkeeping requirements and other important contract elements. The Response Plan also provided a list of contractors who would be eligible for expedited processing during eligibility and development. These included small businesses, MECs, and companies who have an EDD assigned NAICS code that falls within a set of industries that the Governor has declared as essential.

In May, with the pandemic still widespread, ETP amended the Response Plan to add some additional benefits for customers, and also launched the ETP COVID Pilot, which is a program aimed at incentivizing hiring in both Single Employers and MECs in the health care and food supply chain industries, to help ease the strain of the pandemic on our communities. Currently, both the COVID Response Plan and the COVID Pilot are set to expire on December 31, 2020.

Since the pandemic is still very much active, with no vaccine as yet widely available, staff would like to extend the COVID Response Plan through June 30, 2021, the end of the current fiscal year, with an option to again extend the program at that time if it is still needed. However, staff is not requesting to also extend the COVID Pilot. We currently have enough Preliminary Applications in house to more than consume the remaining funding available for this FY. Therefore, we do not have additional funding available to continue the COVID Pilot past the end of the calendar year.

To clarify: if Panel approves this extension, then any revision request submitted under the COVID Response Plan must be received by COB on 6/30/2021 in order to be processed. Similarly, any Preliminary Application under consideration for expedited processing under the COVID Response Plan must also be received by COB 6/30/2021 in order to be processed as such. COVID Pilot Preliminary Applications must be received by the original deadline of COB 12/31/2020.

Staff is requesting that the COVID Response Plan be extended, as outlined above, to June 30, 2021, with an option to extend again at that time if necessary

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

Hearing none, Acting Chairperson Roberts asked for a motion.



**ACTION:** Mr. Smiles moved and Ms. Bell seconded approval of the extension of the COVID response plan, and not to extend the COVID pilot plan. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Acting Chairperson Roberts provided a history lesson regarding where all these funds come from and that the money actually comes from the Employment Training Tax, which is part of the payroll system of their employers and employees. And so when they don't have employers or employees, their money gets severely compromised. And so this is what's happened. So over the last 30 years with ETP had major swings in the funding streams, depending on what's going on with the economy. Over the last five years, it has been a very lucrative program, we've been very fortunate to be the premier economic development incentive for California.

Acting Chairperson Roberts then reported they look at the panel packets very closely, and want to be fair and equitable with all employers, wanting to look at each one on its own merits and its own opportunities. And did make some recommendations to the staff and give them a lot of credit, considering they have unquestionably talked to their subcontractors and their employers to say, don't be surprised when they come to the panel asking for this value of money, that it won't be right sized and they said, that's fine, we'll come anyway. And want to make sure that they understand that that could be factor in their decision making. It's the time to look at what are some other things that they can do to reduce some of these funding. Now, there are other alternative funding streams, ETP can't be their sole source of funding, they have a tax credit right now out there called the mainstream tax credit that can help small businesses up to \$1,000 per employee, there are other tax incentives that they could look at, or they can train on their own dollar. That is also something they can do, they certainly don't want to do away with training, but they can use their own resources, these are not entitlements, they're not guaranteed, any funding is a gift, it's a gift, it's not something that they should count on. So don't be surprised if they make recommendations to cut several of the projects during this panel meeting.

Ms. Newsom stated the presentation they received earlier today from staff really puts them to task to start having to make these tough decisions and maybe they have some additional conversations at the policy committee of how do they merit their values and what they want to see come from these contracts with good wages, good jobs, good training, with what's presented before them today? Because as Mr. Cooper noted, today, just meeting the minimum, that's not it's not going to be good enough any longer and so how do they evaluate that or is it like a bid criteria metric that they see in the private sector or what does it look like, but they need to, they need to start focusing on that.

## **XI. REVIEW AND ACTION ON PROPOSALS**

### **CONSENT CALENDAR CONTRACTS**

#### **Tab No. 1: ABC Home Health Care LLC dba Bridge Home Health and Hospice, LLC**

Ms. Torres presented a proposal on behalf ABC Home Health Care LLC dba Bridge Home Health and Hospice, LLC is a Repeat Contractor. Total ETP funding being requested is for the amount of \$200,000. Their last agreement ended in March of 2019 with a 17% performance rate at approximately \$58,000. This funding is a COVID pilot, and they are requesting to train 100 job

creation trainees. And they also are including 12 affiliates, as part of this proposal, in which they will train across the board 100 trainees.

Ms. Torres stated that there are representatives here to answer any question that the panel members may have and introduced Andrea Goodwin, VP Human Resources: William Parker, Administrative Subcontractor.

Ms. Newsom stated she had concerns about past performance and rewarding poor past performance with doubling up of previous amounts. I would like to see this right size because I don't think it has been so far and times have changed.

Acting Chairperson Roberts stated this can't be an excuse that they can just throw in bad performance into these COVID pilots thinking that it's a different program and it's now acceptable, it still isn't acceptable. There has to be some sort of right sizing going on and made a suggestion to right size it to \$60,000, and instead of 100 new employees would be 30.

Ms. Goodwin stated that essentially they failed in their first attempt at ETP funding, but are a much different company now compared to 2017. Shortly before their first project, they were spun off and pretty much left to sink or swim and they lost all of their HR staff and had to outsource the department. For many months their survival was at stake but they just did not have the internal resources to maintain compliance for ETP success, which they of course, deeply regret. They have made remarkable progress as a business. Been recognized by Inc. magazine as the fastest growing home health company in the United States, and also the fastest growing home health company in Southern California. They have 120 openings right now for full time staff and they have hired 375 employees in the last six months. The HR department has expanded from one that was outsourced to now a staff before that will utilize 12 training directors at each of their individual facilities to collect all of their ETP documentation, they will only need to document 400 hours of training for 100% performance and in the prior project under difficult circumstances, they did exceed that by 744%. So they do understand any reticence to their grants or requests. But would it be possible to start maybe with a smaller amount of funding and upon documentation of those hours, be allowed to request the balance.

Acting Chairperson Roberts stated that everyone that we've right size in the past, because of past performance, they come up with the same kind of concerns or kind of comments and appreciate all of that, it's just that there has to be some accountability don't want everyone to think that having this COVID-19 pilot that it's an easy way to get in and kind of mitigate any kind of bad past performance that you've had and don't believe that they could go ahead and add anything to that.

Ms. Testa stated they are allowed to have a COVID pilot project and then a regular project at the same time. So they could have two projects at the same time, but not to COVID pilot projects.

Ms. Newsom stated that the proof needs to be in the performance, as we've already stated.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Smiles moved and Ms. Newsom seconded approval of ABC Home Health Care LLC dba Bridge Home Health and Hospice, LLC's proposal in a reduced amount of \$60,000. Acting Chairperson Roberts called for a vote, and all Panel Members present

voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 7: Best Formulations, Inc.**

Mr. Swier presented a proposal on behalf of Best Formulations, Inc. which is a repeat contractor and requesting \$198,950 in ETP funding. For this core funded project with both retrainees and job creation.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded approval of Best Formulations, Inc.'s proposal in the amount of \$198,950. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 8: Best Formulations, Inc. (COVID-19)**

Mr. Swier presented a proposal on behalf of Best Formulations, Inc. (COVID-19) because they go hand in hand and is the COVID pilot project for the same company for \$200,000 as well. They don't have the company representatives on the left hand side but they do have their screen names. They did use their best effort to try to get all the consent calendar representatives online.

Mr. Swier stated that there are representatives here to answer any question that the panel members may have and introduced Denise Zamora and Barbara Stafford.

Ms. Newsom expressed concern regarding these two proposals because these two proposals are very much married to each other one retrainees, job creation, and the other one is for COVID, rapid response. And so it's taking what they had received previously, an approximate amount of \$100,000, and then quadrupling it to a total amount of \$400,000. And looking at both of the proposals, the training is very similar. In both tab seven, and eight, if not duplicative, and want to make sure like That they are actually training different employees, for each of the projects and the programs.

Acting Chairperson Roberts noted the COVID pilot can be the same employees, the new employees as in a standalone project. However, they can't just fill out two rosters for the same training thing, this one goes to the COVID. And this one goes to the regular project, it has to be a whole new set of training curriculum. So when they do the four hour training for the COVID, then if they're the same employees under the other the new standalone project, they have to have different training a different training curriculum. And so what we're doing is we're just expanding, expanding the four hours of training, really, four hours of training really isn't enough. So if they wanted to do additional training, under the new project, they could so. She didn't really think too heavily about these two that is when combined them together, they never even paying close to the cap, even though they were much higher than their original amount that they had on their last contract. But there are some other ones that are in this panel that have exceeded the maximum cap based on the two programs, but this one in itself hadn't.

Ms. Stafford the VP of people experience replied they are correct, this is two different programs that we're looking at. Some of the biggest challenges is trying to continually managing to grow, even during this COVID time, but trying to find people has been such a challenge, because people just don't want to work, they want to stay safe in regards to COVID and safety has been their number one priority. It's a different plan when they come to the development of their employees, they have managed to keep 89% retention rate and to continue to grow this past year.

Ms. Newsom stated speaking of wages, in their first proposal, the retrainees proposal for production level two training, they have their starting wage at \$16.55. And then their second proposal under the COVID pilot, their starting wage is \$15 an hour for the same position production level two, how soon would their wages progress from \$15 to the \$16.55 with this training,

Ms. Stafford added it depends on how quickly they learn the equipment and wish it was something simple to learn, but it isn't and some of them, depending on their efficiency will tell them how quickly they give them a bump. What realized when they have people who learn quickly and develop quickly, they want to bump up their salary quickly, so they can retain them. Because they have a lot of competitors and if they are not actively looking at their salary, they lose them quickly.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded approval of Best Formulations, Inc.'s proposal in the amount of \$200,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 10: Brea Chamber of Commerce**

Ms. Torres introduced Brea Chamber of Commerce which is a first time ETP contractor, they are requesting \$199,053. They are also a multiple employer contract and did want to point out to the panel that they just recently received some information on this that the panel should be aware of one from the third party representative. And that is that under the list of participating employers, which demonstrates the demand for the proposal, there is under the list is Alps heating and Air Conditioning. Their understanding is no longer participating. In addition to that, they also received information that K Hill Contractors, which notes here they were previously provided with information that they did not have union representation. However, they now know that they do have union representation. However, they do not have a union letter support for them.

Ms. Torres stated that there are representatives here to answer any question that the panel members may have and introduced Heidi Gallegos, President/CEO and Larry Mandell, Administrative Subcontractor.

Ms. Newsom asked who the union representation is because some questions goes into current construction curriculum.

Ms. Torres stated my apologies for that is that they just heard that this morning. So I did not have time to research with regards to it. So consequently they have some demand questions here with regard to about \$125,000 that we're substantiation for demand are no longer part of that core group of consideration.

Acting Chairperson Roberts inquired if there has been any new list of participating employers.

Ms. Torres replied that was just provided this morning from staff and they haven't been provided with any what they call, backfill for those that are no longer participating as at this moment.

Mr. Mandell stated when he received the requests this morning about the contractors and provided the information to Diane, I also added two or three additional companies coming in. They weren't on the 100B at the time that I submitted it. So stay tuned all which is a union contractor. I do have the letters. They came on board about three weeks ago.

Ms. Newsom stated this jumped out because it's also construction curriculum too and when you're training carpenters, laborers, masons plumbers, and technicians. And it looks to be some of it is located outside of the realm of Brea, maybe it's not a hands on kind of training, and maybe it is. But just don't feel internally that its best practice for a Chamber Of Commerce to be providing this kind of construction that can be provided by apprenticeship programs. And that is provided by apprenticeship programs, and or community colleges, where the trainee is either going through the apprenticeship program or a community college and receiving this training, and also receiving certifications or college credits that they're then going to be able to use and I know that they included a sentence in here on page four of six that Brea Chamber represents that construction training will not include any training which parallels or competes with any current apprenticeship program. But then look at the curriculum that's being proposed, and if they approved today, this is very duplicative of all apprenticeship programs that have received funding pertaining to the manufacturing skills section of their proposal. Things that jumped out at me automatically I know that there are other trades that are doing this, including apprenticeship programs for the carpenters, the laborers, the Masons, and also bricklayers, plumbers and pipefitters, bricklaying terminology, brick paving techniques, cement blocks, and bricks and electrical systems in theory, forklift and aerial training. These are all things that are done by apprenticeship programs. And we're going through these tough times, now taking a much closer look at proposals and seeing things that they know, maybe they passed previously, when the times were good. And now that we're on lockdown in more than one way, for funding right now looking at things with a closer look.

Mr. Mandell inquired if the training that is being provided is being provided by the participating employer, for their own employees, it is a much more efficient manner, because they are number one being trained specifically on what the employer needs. But it's also much more cost efficient because they keep the money internally. Rather than having to pay a third party to provide the same training.

Ms. Newsom stated she will continue to always look with a lens of these proposals with what is best for the trainee and the worker, and what the trainee and the worker are getting out of the program, not just the contractor and the employer. I feel very strongly that when workers and management are in alignment together, times are good for everybody. And not seeing that with this. And I feel that it is a best practice in the industry, that construction training be done via apprenticeship and Community College and that results in certifications and a better benefit to the worker themselves. So I am not comfortable with this proposal, including all of this construction curriculum.

Mr. Mandell inquired if for every construction, every nine union construction company that comes before the panel, are they even as a single employer, and are they ready? Are they going to recommend that unless they do Community College and union apprenticeship training they won't be approved?

Ms. Newsom stated that is not what I stated, there are plenty of union and non-union apprenticeship programs that also receive funding from them and it is a best practice that construction curriculum be performed via apprenticeship, whether it be union or non-union.

Ms. Gallegos stated when they spoke a little bit about why some of the businesses are not within Brea. They do have larger employers here in town, as well as the outside community and through the state of California. And really business knows no boundaries. And so they will sometimes have larger employers that have business interests here in the north orange county region. And so hence why they might be a member of the chamber or they might have contracts with the County of Orange or the city of Brea and hence why they would have that interest in them. Again, its business knows no boundaries, and hence where they might see folks that are not out of gray and proper.

Ms. Newsom replied but I still have concerns about the relationship between the contractors that are outside of their jurisdiction like they know how that goes.

Acting Chairperson Roberts made a motion to approve it because it's a first time applicant, I not aware of, not that detailed around apprenticeship, non-apprenticeship type of training programs, I want to give them the opportunity to train in these type of categories.

Ms. Newsom requested to make a different motion to approve this proposal, but removing job number one, which includes the carpenters, laborers, masons plumbers to new track technicians. And so it would be approval for job number two that includes the therapist and the clinical supervisors as well as job number three, which includes encounters.

Legal Counsel Michael Cable inquired for clarification, are they saying that the first initial motion did not get a second? So that is off the table? And now there's a new motion.

Acting Chairperson Roberts replied yes. I didn't get a second on my motion so Ms. Newsom made a second motion to pull job number one and that would be for about half of the funding.

Ms. Torres noted that would reduce the agreement for their information of by approximately \$108,000.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Ms. Bell seconded approval of the proposal by eliminating Job Number One, and approving Job Number Two and Job Number Three of Brea Chamber of Commerce's proposal, which would reduce the agreement amount to approximately \$108,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 11: Butte Glenn Community College District (COVID-19)**

Ms. Lazarewicz introduced Butte Glenn Community College District (COVID-19). They are a repeat multiple employer contract and they are asking for \$200,000.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Annie Rafferty.

Acting Chairperson Roberts stated this project will be the third concurrent project and is just about to close out but still this is a point that I wanted to make is that it's not okay to keep coming through year after year during these times. So I want them to think about it when they keep building on the caps that they mean their caps are this they know, you've reached the cap on every one of their projects. And in the past have not been a problem, their performance has been great. But the idea is now they have to look at everyone, they know, saying wait a minute, is this just being greedy, can they go ahead and they know, train on their own, they can't keep counting on ETP as their full source of training. It is more of a discussion. And I also wanted to let them know that all of their participating employers are all saying that they're 100 plus business. So is there no small businesses that you're interacting with.

Ms. Rafferty explained as highlighted, they have had multiple contracts that have passed over periods of terms they did end are at 19. And that is a matter of finalizing, they know, payments and records and processing. But that has been fully completed and processed at 100%. For some time now, the ETP 20 contract that was recently approved, while the panel packet reflects a small percentage of uploads, they do have 4,333.5 hours that have been applied to that source 12%. And 49% of that contract is also reflecting their local skilled nursing facilities that are training CNA projects that are in motion, and being delivered on schedule as projected. And so that's where the some of the crossover. As they also know, both of those projects ET19 and ET20 had critical nature due to post campfire impacts. And so the relative nature of these employers, while they're large employers in the COVID project, one of those is representation of local smaller facilities that are represented by Rockport, which is a larger organization. But the primary focus on their COVID-19 project is locally. Fit Sun is the priority of those that are included. They are a local organization that is an apparel manufacturer, and they've converted their operations to be making masks. They've added a third shift and they're and they've in the new hires that are reflected in there are direct to garment operations, and mechanics that are new hires to support the increased volume of managing that production. And they do work with small businesses, the small businesses are primarily reflected in their 8020 contract and traditionally in their 8019, because we're northern rural California Butte and Glen County. Mainly everybody's less than 100 employees.

Acting Chairperson Roberts then stated but this one here, the new hire pilot program, those are all going to be large businesses that you're going to source or how's that working.

Ms. Rafferty explained Fit Sun has recently become a large business, which is in response to COVID in the production of masks. So they have reached over the 100 employees. And Cal Olive has a small group of about 10 people there. They're also local, and they're one of their larger employers because they've added a third shift, and then making olive oil. The other. The other companies are skilled nursing facilities. And those skilled nursing facilities are part of a larger organization. So it's a special project. Some of their smaller companies that they tried to work with, and didn't meet the qualifications of the COVID-19. Because, they know, one company was a healthcare in particular, and they did a shared reduction and workforce and staff, they didn't lay anybody off, and they didn't have any new hires. But they had some significant impacts to their organization that they were requesting to be part of this project. So as they can see in the plan, we're mindful about who we're considering to be part of the COVID-19 and to provide training in response to the impacts these companies have had.

Acting Chairperson Roberts asked but how many of those businesses that they have are new businesses? Are they the same old bucket of businesses that they go to year after year? Are they going through the same group of same people over and over again, because it's easier, or are they reaching out beyond that, for marketing to new employers?

Ms. Rafferty explained they bring on so many different new employers and respond to worker shortage needs. Specifically with the CNA project. They have they started with one CNA organization to validate the process. And they have now added four additional facilities on their ET20 contract. They are all new clients. In the manufacturing space. While they have some traditional employers that they can serve, that would be primary.

Acting Chairperson Roberts asked them to be respectful of the ETP funding and think of maybe other alternatives that they can get funding for training.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Smiles moved and Ms. Hull seconded approval of the Butte Glenn Community College District's proposal in the amount of \$200,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 17: Fowler Packing Company, Inc. (COVID-19)**

Ms. Lazarewicz introduced Fowler Packing Company, Inc. (COVID-19) and stated they're requesting \$200,000 to train 100 new employees. They are a repeat contractor.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Brett Zall and Jacqueline Rios.

Ms. Newsom had pulled this one because I thought I needed to be right sized down to 100,000 based off of past performance

Acting Chairperson Roberts stated also they always have a lot of justification as to why they didn't perform. I don't know how many times that I have said around the training infrastructure does not seem to support the training dollars. I've said that many times, they have a CEO or an HR person is going to be solely responsible for these projects. I always see it in the justification later on why they don't perform. I'm just saying they can put the justification all they want. But if they don't perform, they don't perform. And we've given every opportunity to do that. I also agreed to fund up to \$100,000 as well.

Ms. Rios explained yes, I do understand where you're coming from. Brett and I are part of the new HR team so they are taking over this project, and they will definitely take accountability for any previous, shortcomings from the program. They are a grower, shipper, packer, and been one of the few companies that were fortunate enough to be growing in this really difficult time. So each season are adding new employees, they have expanded, COVID procedures just above and beyond what they can possibly think of above what the requirements were even back in March. Constantly thinking about how we're going to keep their employees safe and this environment, just with an



operation of this scale it does take funding to train, implement, and just everything that they need to do make sure everybody's safe.

Acting Chairperson Roberts thanked them for that consideration and for agreeing to any kind of right sizing that they done and sorry that they had to take the brunt of past performance for other employees, but again, and being HR, who knows maybe next month, you'll work for another company? That's why I worry that they don't have more infrastructure. It's just not two HR people that are handling this, that there can be maybe some more infrastructure involved in supporting this project.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded approval of Fowler Packing Company, Inc.'s proposal in the reduced about of \$100,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 18: Greater San Fernando Valley Chamber of Commerce (COVID-19)**

Mr. Swier presented a proposal for Greater San Fernando Valley Chamber of Commerce (COVID-19) is requesting \$200,000 to train 100 retrainees.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Nancy Hoffman Vanyek and Deborah Imonti.

Acting Chairperson Roberts stated it's a Chamber Of Commerce, and they have had past performance, which is fine. According to their notes here on the 130, it looks like you're going to get 100% of their two projects that they have concurrently. So you've got two projects concurrently, this will be their third concurrent project. Again, to me, you've come through and they keep coming through and did want to say that they were one of the one Chamber of Commerce that I did notice that they had at least 50% of small business in their projects. I thought that was that you're reaching out to the small business in their community, and appreciate that.

Ms. Newsom asked them if they'd like to elaborate a little bit more about participants of their MECs that are outside of San Fernando Valley that they have listed and how that training will be conducted.

Ms. Hoffman Vanyek explained that yes, since the start of COVID, they really became businesses first responder. This is not the only program that they offer, they have actually partnered with a small business majority and offered different types of webinars and training to businesses, as well as with the SBA and the SBDC. This is just one component and completely understand the concern of them coming back regularly. Because they are Regional Chamber, they cover a wide area. And they do market to their members who also refer them to other organizations. But at the beginning of COVID, they started partnering with chambers all across Southern California, they have weekly events. And so a lot of the businesses here about what we're doing through their weekly events that they have regionally, they have events, with chambers of commerce all the way down the San Diego area, Riverside County, just around their area in the Los Angeles region. So they do have a really far reach. And that's how we're marketing the program just through a lot of these events, as well as

their standard way of following up with people that are in different businesses that meet the requirements.

Acting Chairperson Roberts stated this is actually the first opportunity this COVID-19 pilot that we're allowing next to come forward for new hires. So I want to make sure that they appreciate them coming forward to bring new hires back into the population, and that they're a part of that arm and it's just not the single employer.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Acting Chairperson Roberts moved and Mr. Smiles seconded approval of Greater San Fernando Valley Chamber of Commerce's proposal in the amount of \$200,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 20: Kern Community College District (COVID-19)**

Mr. Swier introduced Kern Community College District (COVID-19) which is requesting \$200,000 in ETP Funding and the estimated number of trainees to be trained is 100. Underneath the current project, the actual contract amount is \$678,514. A term yet the difference of November 4, 2019 to November 3, 2021.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced David Teasdale.

Acting Chairperson Roberts noted that that looking at their participating employers, they have no small businesses that are identified. They're all very large businesses and want to make a note of that and then also, asked for them to also explain why they only got 62% of the dollar amount that was approved? And how does the panel know that they got everything in order for this COVID project?

Mr. Teasdale thanked them and stated a part of the way they use it is to support a project they have in Kern County called Project Higher Up, a collaboration with the current Homeless Collaboration and nonprofit organizations down here at Bakersfield College to help people out of homelessness. I think that's an excellent idea, because it's a way to help people out of homelessness, with their training program, are working with the local Labor Development Authority, and are using the COVID-19 funds as part of an incentive program to get their businesses to take an opportunity and hire some formerly homeless people coming out of their training program, and so they have this project funded by another project, but they all have these contracts that you have noticed they are part of this cooperation and have expressed interest in extending their hiring, they have many hiring needs. As you know, they have much food production plants here in the Central Valley.

Acting Chairperson Roberts noted but going back to the 62%, was that something that they said is not a done deal, is that you're still sourcing their employers to get that up, up higher than 60%?

Mr. Teasdale stated they have 15 employers currently training in the contract and they have training ongoing and that's just a matter of getting rosters and getting them input into the tracking system. They anticipate more demand in their contract and they have funding for by the training end date, which would be August 4 in their case.

Acting Chairperson Roberts asked if it will be 100%

Mr. Teasdale stated it all depending on retention and it may end up being 98% when people fall off the contract.

Acting Chairperson Bell asked do they source small businesses at all

Mr. Teasdale stated they have some small businesses they actually have certification statements for 32 companies. And they have found that small businesses have been really impacted. Being able to even free up staff to be able to participate in training that that is a focus for them moving forward, is finding a way to make it more accessible. The difference here in the COVID pilot is has to do with the NAICS codes that are eligible. But even in their core contract, their small businesses have had to cut back on training more than their larger businesses.

Acting Chairperson Bell asked if the Panel had any questions.

Hearing none, Acting Chairperson Bell asked for a motion.

**ACTION:** Ms. Newsom moved and Ms. Hull seconded approval of Kern Community College District's proposal in the amount of \$200,000. Acting Chairperson Bell called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 21: KND Real Estate 40, LLC dba Kindred Paramount (COVID-19)**

Mr. Swier introduced KND Real Estate 40, LLC dba Kindred Paramount (COVID-19) which is requesting \$200,000 in ETP Funding and the estimated number of trainees to be trained is 100. They also have a core funded project for KND Real as well on tab 41.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Mark Apodaca, CEO; Daniel Morgan, Education Director; Larry Mandell, Administrative Subcontractor.

Ms. Newsom flagged it to have this discussion with them about exceeding caps when they combine kind of things together and the amount of money and then things that jumped out at me too, are the wages. So for the first one that we're looking at right now. And with the COVID Rapid Response, the Registered Nurse has a base starting wage of \$25. And then for the second one, it's \$37. And I know that there's a difference between HUA and whatnot that is a drastic difference in wages.

Acting Chairperson Roberts was actually going to right size the tab 41 to make sure it doesn't go over the cap and looking at that one but not so much this one but understand that the wages seem very different.

Ms. Newsom stated the current tab 21, which is the COVID one, the Registered Nurse has a wage range of \$25.01 up to \$56 per 30 trainees, and then under tab 41, they're very intimately related. The registered nurse under tab 41 has a starting wage of \$37 going up to \$70. And it's for employees in the same facility 177 bed unit and don't understand the difference of those wages.

Mr. Mandell responded in the COVID pilot, we're dealing with brand new nurses so the less experienced and until they get their experience, they will increase in what they're earning.

Ms. Newsom asked how long does that take.

Mr. Mandell responded depending on the training they do.

Mr. Morgan stated it's to add flexibility based off of the market that they have. But typically, they also have another pay structure that they use to start on LVN and that they typically have a different step by step system, if they will, that they use based off of their clinical role and that's how they do it.

Ms. Newsom added she would approve this proposal under tab 21. If they officially moved the wages for the RNs from \$25.01 to \$56 to \$37 to \$70.

Ms. Bell asked how about the technicians.

Ms. Newsom clarified for the record Tab 21 and 41 will have the same wage ranges for the RNs and the technicians and moving 21 to the 41 wages just to add further clarification.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Ms. Bell seconded approval of KND Real Estate 40, LLC dba Kindred Paramount's proposal with the stated clarification that the RN wage range will be \$37.00 - \$70.00, and the Technician wage range will be \$28.88 - \$52.66. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

## **Tab No. 22: Long Beach Area Chamber of Commerce (COVID-19)**

Mr. Swier introduced the Long Beach Area Chamber of Commerce (COVID-19) which is requesting \$200,000 in ETP Funding is saying it's a COVID-19 but there should be a multiple employer contract and note that this curriculum has the same occupations in Job One as Tab 10.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Ajmaa Heggie, Controller; Larry Mandell, Administrative Subcontractor

Mr. Mandell responded with regard to in the way they put together the number of trainees and the job numbers. While as they can see from the 100B, there are many more employees within these companies. The goal was to spread it around among them so they could have included more employees in the training for the different companies, but they limited it to it. Secondly, with regard

to job number one, not all of these people are construction workers. I see that Even the administration, the production workers, this is for a manufacturer of cabinets and other materials, but they're vertical in their operations so they do the design, they do the production, and then they install their cabinets.

Ms. Newsom was looking for guidance as to remove from job number one, the installers, laborers foremen, and production or two remove from their curriculum, the construction and commercial skills training.

Mr. Swier stated they can also offer that be taken back to for a redesign and then offer the training plan and then return to a future panel.

Mr. Mandell asked if they can come back into 2020 wages, the biggest issue comes is in the health care.

Ms. Newsom added that doesn't sit well with her and based off this application, specifically, and how the construction, it's also combined with manufacturing, thinks it needs to go back to be reworked, so that the construction curriculum can be removed, and the numbers can be adjusted, and then it can come back to panels for further consideration.

Acting Chairperson Roberts wanted to make sure that they will fall under the current December 31 deadline that they won't be subject to not being able to fund it, because they didn't meet that timeframe.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded that the Long Beach Area Chamber of Commerce's proposal be withdrawn; that they work with Staff to revise it; and to bring a revised proposal back at a later date. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

### **Tab No. 23: Managed Career Solutions SPC (COVID-19)**

Mr. Swier introduced the Managed Career Solutions SPC (COVID-19) which is requesting \$200,000 in ETP Funding and the estimated number of trainees to be trained is 100.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Phillip Starr, Executive Director

Ms. Newsom stated this jumped out that their wage ranges for three very different occupation titles are all the same. There wasn't, demonstrated wage progression or even a difference between a certified nurse assistant and loss prevention security representative or a retail clerk and it was very lackluster.

Mr. Starr stated in terms of the wages those generally are the starting wages in those occupations, we're looking at working with underserved, very underserved participants and veterans, many of whom are homeless or with the disability or both.

Ms. Newsom asked if they could elaborate about the effect of this training on the trainees and as they come off of the streets and being homeless or having these additional barriers, this training means what to them. How did they progress through their program? Do they receive any kind of certifications or things that they can use in the long term for their careers?

Mr. Starr stated the individuals in these programs are assessed on they work with their partners through the One Stop career Center's they have to make sure they have all the supportive services they need, then put into trainings that lead to certifications on this Certified Nursing assisting.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded approval of Managed Career Solutions SPC's proposal in the amount of \$200,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Acting Chairperson Roberts then requested everyone take a seven minute break

**Tab No. 38: Best Buy Health Inc. dba GreatCall**

Ms. Torres introduced a proposal from Best Buy Health Inc. dba GreatCall which they are requesting total funding amount of \$331,200. This only includes a job one incumbent retraining expected to train 360 individuals. Best Buy Health Inc. incorporated is headquartered in San Diego and maintains inbound customer base Sales and Service Center in Carlsbad, which will be participating in this proposal. The company does not actively recruit for veterans However, there are veterans on staff training will be provided via e learning and class lab delivery methods and they will also utilize alternative record keeping due to COVID-19.

Ms. Torres stated there are representatives here to answer any question that the panel members may have and introduced Renan Quiambo, Director of Training; Michelle Cotter or Michelle Rychener Administrative Subcontractor.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Bell moved and Mr. Smiles seconded for approval of Best Buy Health Inc. dba GreatCall's proposal in the amount of \$331,200. Acting Chairperson Roberts called for a vote, and all Panel Members present voted against the motion.

Motion carried, 8 to 0.

**Tab No. 39: Love 2 Learn Consulting, LLC (COVID-19)**

Ms. Torres introduced a proposal from Love 2 Learn Consulting, LLC (COVID-19) which is a repeat contractor with ETP and they are requesting a total of \$200,000 to train 100 job creation trainees.

While they do not have a dedicated Recruitment Program for veterans, the company is committed to hiring and retraining veterans due to COVID-19. They will also be using an alternative a record keeping, they do have a current agreement which ends in May of 2021. So far, they have tracked eligible hours of 86% approved amount, and they project to reach 100% of the \$118,560 in the current agreement.

Ms. Torres stated there are representatives here to answer any question that the panel members may have and introduced Destini Kulik, COO; June Moetului; Larry Mandell, Administrative Subcontractor

Ms. Newsom noted the reason they are pulled into the regular single employer contracts was because there's seems to be an anomaly with the amount of current employees versus what they're asking to hire. She wanted to reduce the number of new employees, because currently they've got 92 current employees, and they want to hire 100 new employees.

Ms. Moetului stated they serve individuals with special needs. Typically, those with autism spectrum disorder, and their staff go in home to provide these services. They also have clinic based services and are doing a lot of telehealth services. They are open to all applicants who meet the minimum requirement, and they really hire based on current need and future need

Acting Chairperson Roberts asked to explain where you're going to get all these sources, all these people, all these 100 people, that's double their population, how you're going to support them. How are they going to support them and benefits, infrastructure admin support.

Ms. Moetului stated they do source a high number of resumes daily. So there are the staff out there that can provide the service and then they have been a much larger company. But when COVID hit their services are dependent on the needs of other people. So their service ability, ability to provide those services went down drastically.

Mr. Mandell stated looking at with the 90 employees, those are the full time 35 hours or more. There's a substantial number of employees that, for example, school teachers that come in in the afternoon, people that work between 20 and 30 hours per week, partially because it is such a difficult job that as mentioned earlier, there's burnout but that they these are the hours that they want to work. And so they meet the COVID pilot minimum number of hours and exceeded and that's where a lot of the employees that they see wind up going into.

Ms. Bell stated she got on their website, and looked under their career section and recruiting for behavior, interventionists internship. So it does not fall into the therapist and hurt consultant area, but with a different name and does that mean they are going to hire 100 people, or going to hire 100 of the behavior therapist which would be the therapist and the parent's consultants?

Ms. Moetului stated yes, behavior therapist and parent consultants are also into the behavioral interventions category, and the behavior therapist provide the direct one to one training to the client only. They can tell a family what they've done at the end of session, but they can't train a parent. So there's additional training to behavior and interventionists, so they can then call them parent consultants.

Acting Chairperson Roberts stated because the COVID-19 projects are supposed to be taking people off of unemployment or from the furloughed employees that are currently working and giving them a job and benefits. But you're saying that the people that they hire are already employed, that they're doing other jobs, and you're just hiring them.

Ms. Moetului stated might be a misnomer. They do hire people who may have additional jobs, but they're not the majority. That's a minimum that they offer \$17.50 an hour, it depends on level of experience. And if there are any additional credentials, they do offer higher hourly wages than that and just so their turnover is similar to the entire ABA industry

Acting Chairperson Roberts asked have they looked at other alternative sourcing through that Main street program where it's less than 100 employees, they can get some tax benefits of \$1,000 for every new hire that they fire. I don't know if I can support 100. I don't know what the rest of the day I can't. But they know, I can support 50. And if they want to come back on a regular single employer or small business contract, that's fine. But right now, it doesn't make sense to me to dole out an extra \$100,000 to a company I'm not completely comfortable with.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Bell moved and Mr. Smiles seconded approval of Love 2 Learn Consulting, LLC's proposal in the reduced amount of \$100,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 40: Reborn Cabinets (Critical Proposal)**

Ms. Torres introduced Reborn Cabinets (Critical Proposal) they are a repeat contractor, and they are requesting \$599,472. They are primarily training in job to 285 job creation and 96 incumbent workers. Reborn Cabinet, is designated as a critical proposal recommended by the Governor's Office of Business and Economic Development. Although there is no dedicated veterans job number Reborn Cabinet became affiliated with the army partnership for youth Success Program in the past several years. This program is a strategic partnership between the Army employers and the public sector agencies to provide employment opportunities to army veterans. Reborn recently hosted a reception for this program to provide targeted recruitment opportunities. Training will be delivered via class lab, as well as productive lab on site and for the installers. They will be utilizing an alternative record keeping is a result of COVID 19.

Ms. Torres stated there are representatives here to answer any question that the panel members may have and introduced Vince Nardo, President; Joann Bellenkes, Director of Training; Rocio Leon, Administrative Subcontractor.

Acting Chairperson Roberts noted it is a critical proposal But I am going to be looking at every one of these proposals that come from maximum cap. So what ways that they can reduce this and so one way I thought they could reduce it is that this project is a critical proposals based on the all the new hires. You've got 285 new hires, I don't want to touch that category. But I'd like to eliminate the retraining part of this this project, which would be about \$75,000 reduction. And I thought that was pretty generous as they go forward with some of these other projects, you're going to see a bunch, much broader cut, much better reduction than that. But because this was a critical proposal, wanted to give them the benefit of the doubt and they have all those new hires in this project.



Rocio Leon from CMTC been working with Reborn Cabinets for several years now and they've been a tremendous company to partner with, they are doing a huge growth at this actually doesn't represent 100% of all of the jobs they are adding over the course of the next 12 months. So they wanted to come in with conservative numbers on the hires. And these are high paying jobs. On the retrainees side, the focus is for employees that aren't their incumbent workers.

Acting Chairperson Roberts stated she still wanted to make the recommendation to reduce the funding by at least \$75,000.

Mr. Dombrowski wanted to say how appreciative I am of everything you're trying to do here, given the limited source of funds, and same with ETP staff and the rest of the panel. Obviously, we're pretty judicious in the critical proposals that their office gives. So, if that is the motion way forward,

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Morales moved and Mr. Smiles seconded approval of Reborn Cabinets' proposal in the reduced amount of \$524,472.00. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0

**Tab No. 41: KND Real Estate 40, LLC dba Kindred Paramount**

Mr. Swier introduced a proposal from KND Real Estate 40, LLC dba Kindred Paramount which is requesting \$456,320. Their first time proposed contractor requesting \$456,320 in ETP funding. This proposal will cover 301 retrainees and job creation trading these combined at all locations and Paramount California. Additionally, Kindred has a COVID pilot project that was approved earlier under tab 21.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Mark Apodaca, CEO; Larry Mandell, Administrative Subcontractor

Acting Chairperson Roberts made a recommendation to cut this proposal by \$60,000. And the reason being is that they came through with the \$200,000 project already. So that put them at almost \$60,000 and above the cap between the two projects. And I understand earlier in the year, they said they could run concurrent projects. And they do have caps available but didn't say that they actually got to approve both of the caps. So I would like to reduce it by \$60,000.

Mr. Swier stated can they have it to be reduced up to \$60,000 not to exceed \$60,000? Because when they change the chart, they can't make it exactly \$60,000 based off at the reimbursement rate and the number of trade needs. Just as long as they see their cap

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Smiles moved and Ms. Bell seconded approval of KND Real Estate 40, LLC dba Employment Training Panel

Kindred Paramount's proposal, with the exception that total funding be reduced approximately \$60,000.00 in order to ensure that Tab 21 and Tab 41 herein do not exceed ETP's project caps. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 42: CalPlant 1, LLC (Critical Proposal)**

Ms. Lazarewicz introduced a proposal from CalPlant 1, LLC (Critical Proposal) is requesting \$287,040 in ETP funding to train a total of 135 workers including 33 new employees. Training will take place at their location in Willows and this is CalPlant first ETP project.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Jody Samons-CalPlant Consultant; Jerry Uhland-CEO & Founder

Acting Chairperson Roberts noted it's a critical proposal and its very solid its first time only, and they just look good. The only question is when I see a CEO is the person that responsible for the project, I get a little bit worried, but then realize that they don't have that many employees. So the CEO could also be somebody that also packs product as well, they probably do a lot of jobs.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Smiles moved and Ms. Bell seconded approval of CalPlant 1, LLC's proposal in the amount of \$287,040. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 43: Swan Consulting, Inc. (COVID-19)**

Ms. Lazarewicz introduced a proposal from Swan Consulting, Inc. (COVID-19) they're requesting \$150,000 total funding to train 75 new employees. Training will take place at their three locations in Clovis and Fresno. This is Swan Consulting first ETP project.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Aaron Tucker-Chief Administrative Officer; Keith Brama-Subcontractor (Propel Consulting Group).

Acting Chairperson Roberts stated regarding number of current employees versus what they're requesting, a little bit concerned as to how they're going to double their infrastructure again, in a matter of a year or so it's real hard for me to believe that this could happen. I would want to get some more explanation about that.

Mr. Tucker explained that they were at about pushing 100 employees at the time that COVID hit

and the effect on their company, post COVID. When they proceeded to reopen were at about 45 employees for about 40 clients that they retained and they almost had about 100 clients in service as well, at the time of COVID. Since then, they are now at 70 employees, with their company, and they have are currently in taking current clientele as well as clients that are being going through the intake process is about 62. And so that's in about the last four or so months. And so, they are on track for getting back to their pre COVID numbers, they are seeing good growth, they are seeing a good demand for their services.

Acting Chairperson Roberts went on to ask can they verify that the turnover rate is 10%. But it seems like lost 40%? So, is it that they just didn't want count that because of its COVID related? They wondering why their turnover rates only 10%. But they said they had 100 employees that started COVID But now they only have 60. Can they wait?

Mr. Tucker explained in the beginning when COVID initially hit, they saw a substantial drop of obviously employees and clients. In the past month, for example, their turnover rate, had only two employees to BTS that resigned with their company, one of which was because they moved. So their turnover, as things have settled since COVID. The initial turnover was challenging, but their experience since then has been has been very low. And they see it normalizing.

Acting Chairperson Roberts stated all these jobs, you're bringing all these new employees in, but they're just going under four hour training that is just under the COVID bundle. So you're just training mostly and proper sanitation practices for this four hours of training, is that correct?

Mr. Tucker explained they also have training regarding proper social distancing and spacing. They limit numbers in their various rooms and they also train them on what's appropriate given each room, how to properly space and distance from each other. They know who can be in certain rooms based on specific assignments.

Acting Chairperson Roberts made the recommendation to cut the number of employers and employees based on what in the past, but to reduce it to 50.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded for approval of Swan Consulting, Inc.'s proposal in the reduced amount of \$100,000; lowering the estimated number of trainees from 75 to 50. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 44: Columbus Manufacturing, Inc.**

Ms. Lazarewicz introduced a proposal from Columbus Manufacturing, Inc. they are repeat contractor requesting \$276,345 to train a total of 445 workers. Training will take place at their two

facilities in Hayward.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced James Herger-Director of HR Operations; Denise Martinez-Subcontractor (RSM US LLP).

Mr. Herger thanked them for their consideration and shared that Columbus Manufacturing is very proud essential worker who has recently attained new clients such as Trader Joe's, and able to expand beyond their traditional salami focused presentation and they look forward to additional training opportunities and successfully carrying those out.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded for approval of Columbus Manufacturing, Inc.'s proposal in the amount of \$276,345. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 45: Envoy, Inc. (RESPOND/Critical Proposal)**

Ms. Lazarewicz introduced a proposal from Envoy, Inc. (RESPOND/Critical Proposal) Requesting \$517,500 to train a total of 200 workers, including veterans and 80 new employees. Training will take place at their headquarters in San Francisco and this is their first ETP project.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Sergio Prada-Director of Financial Planning; Jill Meeuwssen-Subcontractor (Synergy Management Consultant, LLC).

Ms. Bell echoed her fellow chairman's concerns whenever there is a new contract, and just making sure that the employer is aware of to reach out whenever they feel like they need to ETP staff support. Their goal is to make them successful and they want them to be successful and come back and again.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded for approval of Envoy, Inc.'s proposal in the amount of \$517,500. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 46: Building Skills Partnership**

Mr. Swier introduced a proposal from Building Skills Partnership which is a repeat contractor requesting \$599,697 to train 1,169 retrainees statewide. This is a set multiple barriers project with a request for wage modification to use the collective bargaining wage which starts at \$15 per hour. Additionally, trainees receive in between five to \$7 in health benefits which are not being added to the ETP minimum wages, please note a correction on page 72, the development administrator, California Labor Federation, which is not located in Orangeville, but rather in Oakland, California.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Laura Medina, COO; Luis Sandoval Executive Director; David Huerta, President, SEIU-USWW; Andrew Gross-Gaitan, Research Director, SEIU-USWW; Kelly Greer, CEO, Strategy Workplace Communications; Nica Tanaka, Project Coordinator, CA Labor Federation; John Brauer, Executive Director, CA Labor Federation

Ms. Newsom asked the applicant to talk please to the training that is received by the trainee and how they progress in wages and their careers.

Mr. Gross-Gaitan replied the conversation about trying to recognize the importance of the disinfection and consumer confidence, ensure that they're certified training, and ensure that there are wage incentives attached to it are all happening in the context of the governor's Task Force reopening and in the context of their collective bargaining.

Mr. Brauer added this labor management model has actually helped raise over the last several decades the standards of pay and working conditions within the industry. They notice the proposal is taking place within five different counties of the six that they do work in, it has significant investment already from property managers and building owners. And this builds off of that it creates both new opportunities within the industry for folks to either work a different shift or become a supervisor, but the bargaining that the union has with the Property Management Association and building owners, those are good jobs that folks can have a family sustaining wage and an income on when they when they factor in the health care.

Ms. Medina stated that they are trying to raise the standards and really the difference in training that can make within the industry. But in particular, I wanted to cite a story where they were able to offer their vocational ESL courses that also concern customer service. And so they did it at Facebook campus in Northern California. And after the workers there completed their course, they were given a differential of 50 cents wage increase. And this was very specific to the site. But they do see this across the state, depending on the employer, depending on the client.

Acting Chairperson Roberts added they are having to reduce their funding and there's just no doubt about it. Going over the last five years, they pulled in more than \$3M worth of ETP funds to do training. And that's a lot of money more than other employers get probably for lower wages and most Yes, I'm thinking that you've pretty much exhausted a lot of the funding already not saying that I'm going to not approve this project, but I'm certainly going to think about reducing the project. She is going to suggest that they cut this by 25%, maybe \$150,000 and would like to reduce it to 450.

Ms. Newsom added in this moment of time where they are in pandemic and how the COVID virus is everywhere and unseen. And I see a very similar connection with this workforce of as much as COVID is unseen, and they don't know where it is. This workforces also largely unseen and unheard. And what happens where they depend on this work force to keep them safe, while they are unseen. And they are on the front lines, they are essential critical workers, they have had deaths in their ranks. And we're relying on them to keep them safe. And they need to be trained to the best possible ways that they can. Specifically with infectious disease certification program.

Ms. Bell stated \$15 is low for essential workers, frontline folks, as well. So my question to you, is that how much do they get, or do they get more? And asked if there is hazard pay

Mr. Sandoval would say that 15 is a minimum, degree, it's worksite by worksite, to some degree.

Mr. Gross-Gaitan replied yes, they have been pushing for hazard pay in a number of locations across the state, the only locations that the only location in the state where the client won paying for the janitorial contract agreed to fund hazard pay is the Sacramento International Airport, where they agreed to a \$3 hazard pay provision. Hazard pay is certainly going to be high on our list of proposals, but at the moment, it's only happening in those rare cases where it's, there's been a confirmed exposure and they're doing decontamination.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded for approval of Building Skills Partnership's proposal in the reduced amount of \$500,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 47: California Manufacturing Technology Consulting**

Mr. Swier introduced a proposal from California Manufacturing Technology Consulting which is a repeat contractor is requesting \$599,694 to train 340 retrainees and 422 Small Business retrainees statewide. Is a repeat contractor requesting \$599,694 to train 1,169 retrainees statewide. This is a set multiple barriers project with a request for wage modification to use the collective bargaining wage which starts at \$15 per hour. Additionally, trainees receive in between five to \$7 in health benefits which are not being added to the ETP minimum wages, please note a correction on page 72, the development administrator, California Labor Federation, which is not located in Orangeville, but rather in Oakland, California.

Mr. Swier stated there are representatives here to answer any question that the panel members may have and introduced Cheryl Slobodian, Strategic Partnership; Patrick Billiter, CFO; Rocio Leon, Manager of Training & Strategic Partnerships

Acting Chairperson Roberts noted they've been a great partner with ETP over the years and we appreciate them bringing a lot of projects forward. But again, they're up \$6 million worth of dollars

over the last five years that's a lot of dollars and will request the same amount that I'm going to request to cut it 25%.

Mr. Smiles agreed.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Bell moved and Mr. Smiles seconded for approval request of California Manufacturing Technology Consulting's proposal in the reduced amount of \$449,770.50. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 48: Foundation for the South Orange County Community College District**

Ms. Torres introduced a proposal from Foundation for the South Orange County Community College District They are requesting a total agreement amount of \$399,000 they had initially requested in their application. The full cap for this fiscal year, however, did work with staff to reduce it to \$399,000 given that they are a first time ETP multiple employer contractor. South Orange County Community College District is a multi-campus district. They in their training plan, they propose to train approximately 370 incumbent workers from priority industry employers and approximately 42 incumbent workers from non-priority industry employers.

Ms. Torres also stated ETP training plan does not include a veteran's component. However, many employers in the College of service areas hire veterans due to the proximity to Camp Pendleton, within compete and many customized training programs and may be included as part of the employees of the participating employers. The core group of participating employers consist of small and large businesses. The majority of the employers, as I noted are in the priority industries and just want to point out that this is a community college however anybody participating students enrolled in the ETP funding program will not be charged tuition fees or any of the costs associated with training, the representation will be made a condition of the agreement.

Ms. Torres stated there are representatives here to answer any question that the panel members may have and introduced Saddleback College: Israel Dominguez, director of Economic & Workforce; Jon Fox, Administrative Subcontractor; Sandra Sisco.

Ms. Newsom wanted some clarification that this is a foundation for the South Orange County Community College District and foundation versus a community college itself. This is a community college, correct.

Ms. Torres replied that is correct and you'll see this and many proposals were with the community colleges and they can certainly speak to this more is those there is an arm that is established, designed and which they can receive funding and budget in that way. But it's still under the whole umbrella of the Community College District.

Acting Chairperson Roberts asked looking at your employers or participating employers, you've got some large employers in there, including Amazon. So a lot of big employers, and hoping that maybe they could reach out to some are smaller employers, in your area. So that's the only question and do appreciate for right sizing or staff helping you right size it at being that your first time and knowing about our funding as well.

Mr. Dominguez wanted to thank the ETP staff that assisted with this proposal. They were very helpful instrumental. We are going to reach out to some small employers as well, we have to on this project listed. We do focus on priority industry sectors as well. We've been delivering and transfer the one question earlier, we are Community College District. I work for Saddleback College, which is one of the colleges within the district. So the train will be delivered and administered through our Community College. We have been delivering a customized training to area employers and regional employers over the past five years, we've been doing this successfully. We leveraged numerous other sources to deliver training, we direct invoice employers for training as well. So we have quite a bit of experience and this realm of training, so we'll be able to deliver upon the train that we're listing.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Ms. Bell seconded for approval of Foundation for the South Orange County Community College District's proposal in the amount of \$399,990. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 47 (Revisited): California Manufacturing Technology Consulting**

Mr. Swier stated that CMTC contacted him, and that Cheryl had her hand up and wasn't able to speak on their proposal. Can we go back to Cheryl so she can speak in front of the panel?

Acting Chairperson Roberts apologized for any error and stated we'll go back to tab number 47, where we reduced the funding by 25%.

Ms. Slobodian understands the challenge that the panel has in front of them. But feel obligated to advocate for small manufacturers. CMTC provides direct on site customized training to small manufacturers. And in our current contract, which is completing, we have 54 small manufacturers that are in training 72 of those companies are under 25 employees, and 11 of those are under 10. So we are we're training small manufacturers, you know that multi-employer contracts are great reap way to outreach to those small manufacturers. And that's just in UTC and in the money we've been requesting. It impacts the small manufacturers that we serve statewide. And again, these are not center based training. These are customized training matrices, and implementations developed for small manufacturers, many of them have pivoted, to manufacture pp. So they have lines changing over they have a multitude things that need to be addressed and their employees need to be trained. So I would really request that you reconsider and look at the fact that we're more than willing to train 100% small manufacturers, it's usually 75 to 80 percent of small manufacturers, but



this really is just a cut. We're representing those small manufacturers that need the training.

Acting Chairperson Roberts forgot to mention it but you do actually administer to quite a few small, small employers. Which I really appreciate. However, you know, you have come through many, many times with a lot of funding. And I just wanted to make sure that in the future, you know, with these times not to say that we won't be upping our caps in the next three to five years, but just saying right now, this is a time where we have to kind of tighten our belts, unfortunately, you will have to tighten your belt as well. I wish that we had talked about this earlier, and it could have happened before you came to the panel. But right now I'm looking at everyone that's reaching their cap to talk about reducing their funds. So I do appreciate you reaching out to the small employers \$125,000 is just a drop in the bucket compared to all the funding that you received over the years, I mean, \$6 million dollars, is a lot of dollars. So I'm just wanted to make a note of that. And that, you're just going to have to step back a minute and think, there are other employers in California that need these funds as well. And there's small business, we got a lot of small business people that are in the queue, as well that also want the funds and they've been locked out because we got people coming through for these maximum cap.

Ms. Slobodian would request that the panel consider that are cut not be on our single on our multi-employer contract. But that the new COVID 19 pilot that we were we were awarded be rescind that. And that that let be the cut. Because we really, really focus on assisting the small manufacturers that are in such need right now. And I think that that would be a priority for us over the COVID-19.

Acting Chairperson Roberts then asked are you saying that you have a CMTC COVID project coming through or it's already come through.

Ms. Slobodian replied it just went through but as a result of issues related to the document sign, the contract hasn't been executed. So we haven't been able to officially start.

Acting Chairperson Roberts then asked so are you saying we approve this CMTC COVID project on the on the October meeting?

Legal Counsel Michael Cable inquired for clarification because it sounds like we're kind of revisited back to tab 47. And we're having some public comment, because we didn't have that opportunity before the panel made its decision. What I'm hearing now, though, it sounds like there needs to be a further discussion regarding development and issues regarding this proposal. It sounds like this may be another situation in which you'd be best to make a motion to table this for further discussion and bring this matter back at the next panel meeting.

Acting Chairperson Roberts doesn't know if it's going to make a difference what they're saying and her goal is that they have we approved a COVID-19 project back in October. It hasn't been executed yet. I imagine it was for \$200,000. So they would say they rather have this one for 599 versus a \$200,000 if we're going to make a cut, but I don't know how to go about that since we've already approved it. So that's why I'm asking that it seems a little bit odd to me. I don't know if we could even do it.

Legal Counsel Michael Cable stated it seems like there's issues and he can't confirm any of the facts that we're talking about. That's why my suggestion since it doesn't seem like we're going to

have sufficient information in order to make a solid motion regarding Tab 47. At this moment, it seems to me that perhaps this might be one in which we table so we could sort out those issues and perhaps bring it back. If they do want to not enter into the contract.

Ms. Slobodian appreciates the panel's position, and then it is a unique request. And I do understand that it will not eliminate the concern in January when we returned. I just felt obligated to advocate because this is a just CMTC. It's hundreds of small manufacturers that access through this MEC. And on that are small businesses. And I we accept the proposals vote, and withdraw my request.

Ms. Leon was going to echo much of what Cheryl already said, which is that we are completely cognizant of the fact that these are very, very tough times. But with that in mind, and with the fact that the panel is continuing to focus on the small manufacturer as a priority. And given that that is our primary focus, we were of the mind that we wanted to be able to continue to provide as expanded an opportunity to help those small companies as possible. But in our current contract, we have trained 72 small employers that 72 small companies that either would not have been able to take advantage of ETP or that would have come forward for a single employer contract and that 72 applications that would have been developed by ETP staff so it relieves the pressure off of ETP staff.

Acting Chairperson Roberts would like to keep considering to reduce the funding even though all those comments were made, and notes that they do have another \$200,000 project in the works for new hires.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Bell moved and Mr. Smiles seconded for confirmation of previous action that California Manufacturing Technology Consulting's proposal be approved in the reduced amount of \$449,770.50. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

#### **Tab No. 49: Murrieta Chamber of Commerce**

Ms. Torres introduced a proposal from Murrieta Chamber of Commerce they are a repeat multiple employer contractor. They're requesting a total of \$599,440 that is inclusive of a percent of support cost to train approximately 508 incumbent workers under priority of rate. This is Murrieta Chamber of Commerce, fifth ETP project and the third the last five years. In addition, Murrieta Chamber of Commerce has requested \$200,000 ETP funding for the COVID pilot, also in this December agenda, and they are not the same training population given that the other one was solely for job creation. The core group of employers consists of single employer statewide and represents 100% requested funding. All participating employers are categorized as priority industry companies. Although this project is not included veterans component, the chamber is participating employer's population may potentially include veterans. In addition, the chamber has a military affairs committee, and they work closely with local organizations that focus on veteran needs with a focus on three main areas. Although the participating employers may be located in a high unemployment

area, the chamber is not seeking a wage modification. Their current agreement does end November of 2021. However, they have potential earnings of already of \$710,000, which represents 95% of the funding.

Ms. Torres stated there are representatives here to answer any question that the panel members may have and introduced Patrick Ellis, President/CEO; Deborah Imonti, Administrative Subcontractor.

Acting Chairperson Roberts then added looking at the full amount, the full cap, they came through with another and this month, they came through with a \$200,000 project. So as far as I'm concerned, they're \$200,000 over the cap. So between the two projects, even though they're separate entities once a new hire component, and one isn't, but still goes to the same Chamber of Commerce and am requesting to reduce the funding of this by \$200,000.

Mr. Ellis wanted to ask that they reconsider the reduction like everyone else does. But I want to stress obviously the important of the max right now. Obviously, we know small businesses and how much they have just been hammered and had to bear the brunt of what is going on this year. Their standard contract has seven out of the 10 companies are small businesses of less than 100 employees. Our largest business is 250 employees in San Clemente These are all small businesses that desperately need assistance right now, I was lucky enough to be elected to the newly chair for the Riverside County Workforce Development Board. The exposure and outreach that we've had with getting in front of small businesses has been tremendous. And to cut towards the smallest of the small businesses right now would be just devastating. even at the at the full amount we're talking, this is an allocation of sick less than \$60,000 per company, which is basically \$118 per worker in their contract.

Acting Chairperson Roberts then asked is there any other alternative source of funding, how about private donations or any other kind of funding that you can have? ETP, can't be their sole source of funding for these next, and that's what you're stating in these narratives is that we want all the money because we have all these small businesses. But I'm sorry to say that you know, what happened? We didn't have any TV program. I mean, you wouldn't do any training for any of your clients or constituents don't know, oh, I'm just trying to figure out there's got to be another means of support.

Mr. Ellis then began to state that he would completely 100% of view here. We are out. researching for grants, we work with a lot of our local large businesses who are providing donations to our 501C3, where we then go out and provide training and support for small businesses that are really devastated right now and totally 100% agree with you but we're talking about less than \$60,000, per business here and these are the ones that have the ability to bring in more people and train them to get to that next level and make sure that we're still looking out for a middle class citizens.

Acting Chairperson Roberts then we don't have the funding, we don't have the funding we wish we could support you, like we have in the past, you know, giving you everything that you asked for, unfortunately, we've got a new world here. Every year you come back, and next year, you're going to come back and if you come back for the full cap, even if it's a new cap, you're still going to have to make modifications to you know, how many small businesses you're going to support.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Bell moved and Mr. Smiles seconded for approval Murrieta Chamber of Commerce's proposal in the reduced amount of \$399,440. Acting Chairperson Roberts called for a vote, and all Panel Members present voted against the motion.

Motion carried, 8 to 0.

**Tab No. 50: California Workforce Association**

Ms. Lazarewicz presented a proposal on behalf of California Workforce Association they are a repeat contractor requesting \$599,837 to train a total of 423 workers including Allied Health Care Workers. Training will take place throughout California.

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Brandon Anderson-Operations Director; Steve Duscha-Subcontractor (Steve Duscha Advisories)

Ms. Newsom inquired over the cover sheet at the proposal and it states that this is not a priority industry, but looking to staff, this is a priority industry, correct?

Ms. Lazarewicz replied that she believes they're serving both priority and non-priority participating employers. So that is an error. Both of those should have been marked.

Acting Chairperson Roberts then asked to make the same recommendation of reducing the amount because of past contracts. You can look at the last five years, its \$3 million dollars of contracts. So I would like to reduce this one as well. They don't have a COVID project, as I recall.

Ms. Newsom would just include as a suggestion to the applicants that they take a look at removing from their application, the Los Angeles County Museum of Natural History Foundation, which is a non-priority industry.

Mr. Anderson stated they certainly heard you loud and clear on the concerns and need to reassess where funds are put given the current situation with COVID. And very glad to take a look at our proposal. I would like to request that our team, go back and take a look at our proposed job numbers and associated funds. We have various employers across various industries and I think it'll be something that we can handle and bring back to the panel.

Mr. Duscha stated they're ready to take their medicine like everybody else and appreciate that. So far, you're giving the same medicine to everybody and that's important to us. We also would state that, I know that there are a number of us out in my part of the world, who very much would like to work with you and with the staff to develop some policies that would apply universally, and that we would all know in advance we're going to be applied so that we could have shorter panel meetings and take away this special pleading by each of us who we all know that we're special. But we're really not special anyway. We understand the problem. We'd like to work with you to fix it in a policy way instead of a contract by contract way.

Acting Chairperson Roberts then it's easier for the staff to make the decision with the employer and the contractor versus coming to the panel. I mean, we don't want to be the heavy and make all these cuts are the reductions. It's really not what we want to do. It's very painful for us, believe me. I mean, I don't take this lightly. I do want to see the funds go out, you know, accordingly. So it is very, very hard on all of us to make these decisions and I'd rather have it up to, you know, collaboration with the staff and the employer to make those decisions versus us.

Acting Chairperson Roberts said she is considering that a reduction of \$450,000 and then they can make their decision on what job number they want to look at and then also Ms. Newsom recommendation that they don't fund the non-priority industry.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Smiles moved and Ms. Hull seconded for approval of California Workforce Association's proposal in the reduced amount of \$450,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 51: SOMA AEC, Inc. dba Oxman College**

Ms. Lazarewicz presented a proposal on behalf of this is a proposal from SOMA AEC, Inc. dba Oxman College. They are a repeat contractor requesting \$597,288 to train 163 workers, including 30 new allied health care workers. Training will take place throughout California

Ms. Lazarewicz stated there are representatives here to answer any question that the panel members may have and introduced Lana Dvorkin-Administrator; Michael Dvorkin-President.

Acting Chairperson Roberts then rather keep the job creation initiative in place. But other than that, I'm would like just to reduce it 150,000 based on their past, they know, funding that they've received. And, again, like I said, next time they come through, hopefully, we'll have a system in place where the money has already been reduced before it comes before the panel

Ms. Dvorkin expressed they do realize this current restriction. We did complete our previous contract with 100%. And agreeing with the reduction.

Ms. Dvorkin shared that Staff helped them to create this but want you to know that, their contract high wage job or in compares to any contractor who has a cap 599 and can commit that everybody in our contract will receive \$25. So this is for your consideration for the deduction and you can increase for \$25. He accepted HUA but that is only 18 people, majority people 85, which is \$25, you can increase Job Number Four to \$25 also. So, in this case 90% basically will be high paying job.

Acting Chairperson Roberts shared she loves to hear increasing in job numbers as far as wages, do know that you do have a higher cost per trainee than most other contracts. But you know, if you increased your wages, there's some consideration on that.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Hull seconded for approval of SOMA AEC, Inc. dba Oxman College's proposal in the reduced amount of \$447,288. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

Mr. Javier stated that you made comment around the job creation piece and inquired if that is part of your motion or not.

Acting Chairperson Roberts stated no, it's just that I want to make sure that if he's going to, we're going to reduce it that they don't take out that portion of the of their job number.

**Tab No. 52: Alameda County Electrical Industry Apprenticeship and Training Trust**

Ms. Miguel introduced a proposal from Alameda County Electrical Industry Apprenticeship and Training Trust. They are a repeat contractor and today they are requesting \$379,430 to serve 22 journey workers 130 apprentices and 15 veteran apprentices. Training will be provided at the trust Training Center in San Leandro.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Jason Bates, Training Director; Nica Tanaka CA Labor Fed, Kelly Greer, Strategy Workplace Communications

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Hull seconded for approval of Alameda County Electrical Industry Apprenticeship and Training Trust's proposal in the amount of \$379,430. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

{Ms. Hull recused herself from the next proposal.}

**Tab No. 53: Glaziers, Architectural Metal and Glass Workers Local Union No. 636**

Ms. Miguel introduced a proposal from Glaziers, Architectural Metal and Glass Workers Local Union No. 636. They are a first time contractor requesting \$343,888 in funding to serve approximately 142 apprentices and 50 journey workers. Training will be provided in San Bernardino

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Tawny Castro, Training Director; Steve Duscha

Ms. Newson appreciates the high wages, the curriculum and the great career that is being provided to so many folks. But their number of women in their program is very lacking at 2.8% and really want they to focus on this next year as they if they come back again, and getting more women in their training program.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded for approval of Glaziers, Architectural Metal and Glass Workers Local Union No. 636's proposal in the amount of \$343,888. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 5 to 0.

{Ms. Hull returns}

**Tab No. 54: Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund**

Ms. Miguel introduced a proposal from Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund. They are a repeat contractor requesting \$429,290 to serve approximately 127 apprentices, 78 journey workers and 15 pre apprentices. Training will be provided at the training facility in Ontario.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Lupe Moreno, Administrator; Steve Duscha, Steve Duscha Advisories.

Ms. Newsom stated higher than average number of women in their training program at 11.8%. Please continue that progress to get to 20% at least.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded for approval of Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund's proposal in the amount of \$429,290. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 55: Orange County Electrical Joint Apprenticeship and Training Trust Fund**

Ms. Miguel introduced a proposal from Orange County Electrical Joint Apprenticeship and Training Trust Fund. They are a repeat contractor requesting \$377,168 to serve 20 journey workers 189 apprentices and 20 veteran apprentices training will be provided in Orange County.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Jerome Thomas, Training Director; Nica Tanaka CA Labor Fed; Kelly Greer, Strategy Workplace Communications

Ms. Newsom stated lower ends of the spectrum for a number of women participating in their program at seven which is 3.6% of their program, please focus next year on inviting more women into their training program.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded for approval of Orange County Electrical Joint Apprenticeship and Training Trust Fund in the amount of \$377,168. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 56: Sacramento Area Electrical Workers Joint Apprenticeship and Training Trust**

Ms. Miguel introduced a proposal from Sacramento Area Electrical Workers Joint Apprenticeship and Training Trust. They are a repeat contractor, requesting \$354,835 in funding to serve 10 journey workers 185 apprentices and 15 veteran apprentices.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Matt Nootenboom, Director; Nica Tanaka CA Labor Fed; Kelly Greer, Strategy Workplace Communications.

Ms. Newsom stated 23 women out of 211.5%, please continue their progress on achieving 20%.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Ms. Hull seconded the approval of \$354,835 for Sacramento Area Electrical Workers Joint Apprenticeship and Training Trust. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 57: San Mateo County Electrical Apprenticeship and Training Trust**

Ms. Miguel introduced a proposal from San Mateo County Electrical Apprenticeship and Training Trust. They are a repeat contractor, requesting \$362,425 in funding to serve 10 journey workers 185 apprentices and 15 veteran apprentices.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Kathleen Barber, Training Director; Nica Tanaka CA Labor Fed; Kelly Greer, Strategy Workplace Communications.

Ms. Newsom stated 25 women out of 200 apprentices is 12.5%. You are at the top of the range, but still always do better. Thank you for that. But please share your stories with the other trades on how to get more women admitted.

Ms. Barber stated one of the things that is making our apprenticeship be able to move forward is this funding though we do not include it in our budget, it should never be included in a budget. But because of it, we've been able to provide computers and accessory materials so that the students can do the online coursework.

Acting Chairperson Roberts asked if the Panel had any questions.



Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded the approval of \$362,425 for San Mateo County Electrical Apprenticeship and Training Trust. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 58: Sheet Metal and Air Conditioning Apprenticeship and Journeymen Training Fund**

Ms. Miguel introduced a proposal from Sheet Metal and Air Conditioning Apprenticeship and Journeymen Training Fund. They are a repeat contractor requesting 200 \$222,312 in funding to serve 20 journey workers 76 apprentices and 10 veteran apprentices as well as nine pre apprentices. Training will be provided in San Diego and imperial counties.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Lorenzo Miles, Training Director; Nica Tanaka CA Labor Fed; Kelly Greer, Strategy Workplace Communications.

Ms. Newsom stated four out of 86 apprentices are women, which is a 4.5 4.7%. I know you guys can do better. I also am very familiar with your building trades sisters program, which is relatively new, I wish much success, especially with the outreach that is being conducted by your current member

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded the approval of \$222,312 for Sheet Metal and Air Conditioning Apprenticeship and Journeymen Training Fund. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 59: Southern California Floor Covering Apprentice Trust Fund**

Ms. Miguel introduced a proposal from Southern California Floor Covering Apprentice Trust Fund. They are repeat, requesting \$278,800 in funding to serve approximately 41 journey workers and 115 apprentices. Training will be provided in Santa Fe springs and locations throughout Los Angeles and San Diego counties.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Sean Padilla, Program Coordinator; Steve Duscha, Steve Duscha Advisories.

Ms. Newsom stated just one woman in your program out of over 100 apprentices you're not even at 1% you guys got to do better and you got to tell me what you're going to do better this upcoming year to admit more women into your training program and does not want to see the same proposal come back next year with less than 1% of your apprentices are women

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded the approval of \$278,800 for Southern California Floor Covering Apprentice Trust Fund. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 8 to 0.

**Tab No. 60: U.A. Local 342 Joint Apprenticeship and Training Trust**

Ms. Miguel introduced a proposal from U.A. Local 342 Joint Apprenticeship and Training Trust. They are a repeat contractor, requesting \$427,774 in funding to serve 10 journey workers 185 apprentices and 15 veteran apprentices.

Ms. Miguel stated there are representatives here to answer any question that the panel members may have and introduced Al Garcia, Training Director; Steve Duscha, Steve Duscha Advisories.

Ms. Newsom stated 23 women out of 211.5%, please continue their progress on achieving 20%.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded the approval of \$427,774 for U.A. Local 342 Joint Apprenticeship and Training Trust. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried 8 to 0.

**XII. OPPORTUNITY FOR PANEL MEMBERS TO REQUEST AGENDA ITEMS FOR FUTURE PANEL MEETINGS**

Acting Chairperson Roberts wanted to put on the agenda regarding wages and we're going to be talking about tax reimbursement rates. It's been brought up many times but about the Privacy Act around social security numbers. And is there any way that we can look at handling differently than we had in the past, and maybe the last four digits are employee ID.

**XIII. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

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

None were given.

**XIV. MEETING ADJOURNMENT**

Acting Chairperson Roberts adjourned the meeting at 11:42 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 and multiple employer 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 informational item.



**Training Proposal for:**  
**Bricklayers and Allied Craftworkers Local No. 3**  
**Apprentice Training Trust**

**Contract Number: ET21-0949**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern California	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bricklayers and Allied Craftworker Local Union No. 3		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$94,368		\$7,300 Jobs 1 & 2: 8% Job 3: 20%		\$101,668

<b>In-Kind Contribution:</b>	<b>50% of Total ETP Funding Required</b>	<b>Inherent</b>
------------------------------	--	-----------------

**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, OSHA 10/30	6	8-200	0	\$393	\$42.10
				Weighted Avg: 16			
2	Retrainee Apprentice	Comm'l. Skills, OSHA 10/30	59	8-210	0	\$1,540	\$26.08
				Weighted Avg: 80			
3	Retrainee Apprentice Veteran	Comm'l. Skills, OSHA 10/30	5	8-210	0	\$1,690	\$26.08
				Weighted Avg: 80			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08 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 \$7.05 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 and 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1-Journeyworker</b>		
Bricklayer; Pointer-Cleaner-Caulker; Marble Mason; Marble Finisher, Terrazzo Finisher; Terrazzo Mechanic		6
<b>Job Number 2- Apprentice</b>		
Bricklayer		8
		11
Pointer-Cleaner-Caulker		26
Marble Mason		5
Marble Finisher		1
		1
Terrazzo Finisher		6
Terrazzo Mechanic		1
<b>Job Number 3-Veteran Apprentice</b>		
Bricklayer		1
Pointer-Cleaner-Caulker		1

Marble Mason		1
Marble Finisher		1
Terrazzo Finisher		1

## **INTRODUCTION**

The Mason Development Center with the support of Bricklayers and Allied Craftworkers Local No. 3 Apprentice Training Trust (BAC Local 3) and its 200 signatories have been training Apprentices throughout Northern California since 1970. All training for BAC Local 3 takes place at the Mason Development Center training site located in Tracy. Trainees of BAC Local 3 serve employers throughout 46 Northern California counties. The mission of the BAC Local 3 is to ensure that workers have the technical, professional, and safety skills necessary to build and service commercial and residential buildings. This is BAC Local 3's first time holding a contract with ETP, however, the contractor has participated under prior ETP agreements with the California Labor Federation in ET15-0905, ET17-0913, ET19-0916 and ET20-0946.

BAC Local 3 trains a diverse group of workers. The occupations trained in this proposal will be Bricklayers, Pointer-Cleaner-Caulker (PCC) workers, Marble Finishers, Marble Mason, Terrazzo Finisher and Terrazzo Mechanics. Bricklayers are skilled crafts persons, who properly position masonry units and create efficient, beautiful buildings and other structures. The PCC workers' work ranges from cleaning and replacing mortar, applying sealants, and caulking, injecting epoxy and patching mortar. Marble Masons perform various work processes including cutting, tooling and setting marble slabs in floors and walls of buildings. Marble Finishers perform a variety of tasks which assist the Marble Mason.

Trained Terrazzo workers install glass, ceramic and stone tile, including the laying, cutting or setting of materials used for floors, walls, ceilings, walks, promenade roofs, exterior veneers, stair treads, stair risers, facing, hearths, fireplaces and decorative inserts. Finishers do most of the setting up of materials and the before and after clean up. Finishing is very active work and is often strenuous. Work is both indoors and outdoors and may involve scaffolding. Trainees from all occupations come to the training center and are trained year-round.

### **Veterans Program**

BAC Local 3 is committed to the recruitment and hiring of Veterans in its program and anticipates training five Veterans (Job Number 3) in this proposal. BAC Local 3 recruits through programs like Helmets to Hardhats and is also an approved GI Bill site. This allows Veterans to receive GI Bill benefits that can be put towards paying for cost of training in the program. Veterans in the Apprenticeship program are eligible to receive Montgomery GI Bill benefits, such as a monthly housing allowance. As an incentive to join the program, BAC Local 3 waives initiation fees and provides streamlined admissions processes for Veteran applicants.

The Veteran-training curriculum in this proposal will be the same as Apprentice training. These trainees are in a separate Job Number to better track performance toward ETP's goal of improved outreach for veterans.

### **COVID-19**

To keep up with the demand for highly-trained, highly-skilled workers, it is critical for BAC Local 3 to offer classes via E-learning and in-person during the state-mandated shelter-in-place order. All classes held onsite at the Training Center must follow strict pandemic safety guidelines including



masks, temperature checks, reduced class sizes, classroom cleaning, sanitizing stations, and social distancing.

## **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 Terrazzo Finishers – 2 years and six months, Marble Finishers – 2 years and six months, Marble Masons and Terrazzo Mechanics – 3 years, Pointer, Cleaner, Caulkers – 3 years and six months, and Bricklayers – 3 years and six months. The curriculum is developed with input from DAS and a designated Local Educational Agency in this case Hayward Unified School District.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## **PROJECT DETAILS**

ETP funding will allow BAC Local 3 to meet the challenges of staying competitive by giving workers the skills needed to stay employed in the building trades industry. Trainees will receive training in updated building standards and green business practices necessary to meet commercial interest and demand to develop and retrofit buildings with greener materials. Equipment and materials not used correctly can lead to expensive re-work and delays in schedules. Trainees will learn to work more efficiently with the materials, thus reducing scrap and re-work. The commercial training will help unionized contractors manage their costs by sending well-prepared workers out on jobs.

Population and business growth, coupled with the increasing popularity of tile and marble are the major sources of demand for Terrazzo and Marble Finishers. Tile and natural stone are used heavily in shopping malls, hospitals, schools, and restaurants, as well as other commercial and government buildings, and this trend is expected to continue. Tiles, including those made of glass, mosaic, and other high-end tiles and marble, are also becoming more popular, particularly in new and remodeled homes. Current projects for BAC Local 3 include Google Park, Monarch Bay Development Center, Oakland A's Waterfront Ballpark, Sacramento Community Theatre, San Mateo County Water Treatment Plant, Modesto Courthouse, and various projects around San Francisco International Airport.

## **Training Plan**

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

**Commercial Skills:** Training will be offered to all occupations to be prepared for upcoming BAC projects. Journeyworkers will receive training in Fork lift and Mobile Elevated Platform Work. For

Apprentices, courses include Blueprint Reading, Green Construction LEED Certification, Building Codes, Waterproofing and Construction Sequence.

OSHA 10/30: This training will be provided to all trainees and is a series of courses “bundled” by industry sector and occupation. 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**

Through direct mailings, personal contacts, telephone calls, public service announcements, emails, and its website, the BAC Local 3 will disseminate class information throughout the year to all apprentice setter and finishers within the local’s jurisdictions as well as to the contractors who employ them. Application announcements for the apprentice program will be sent to local, state and federal agencies as well as to local high schools, community colleges and community-based organizations. There are two staff people that will assist with the marketing, recruitment, needs assessments and scheduling of training.

The Trust requests 8% support costs for Job Numbers 1 and 2 to fund its staff in recruiting and qualifying additional participating employers for this program; and 20% Veterans in Job Number 3. Many participating employers have already been recruited, but more recruitment and assessment activities are needed.

### **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 BAC Local 3 Training and Apprenticeship Coordinator. BAC Local 3 staff will schedule classes and provide training coordination. Three trainers along with the training director will conduct the training. Training will occur either E-Learning or in-person at the Mason Development Training Center. Strategy Workplace Communications will provide administrative services for the ETP Contract.

### **Trainer Qualifications**

Trainers at BAC Local 3 are experienced Journeyworkers who have experience and formal instruction in training methods and subject matter.

### **Impact/Outcome**

Certifications earned for the Journeyworker and Apprentice training include: OSHA 10, OSHA 30, and Forklift.

### **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.

## **DEVELOPMENT SERVICES**

Strategy Workplace Communications in Alameda and California Labor Federation in Oakland assisted with development of this proposal for no fee.

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communications 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**

8 - 200 (Job Number 1)

Trainees may receive any of the following:

**JOURNEYWORKER****COMMERCIAL SKILLS**

- Folk Lift
- Mobile Elevated Work Platform

**Class/Lab/E-Learning Hours**

8 - 210 (Job Numbers 2 &amp; 3)

Trainees will receive any of the following:

**APPRENTICE****COMMERCIAL SKILLS****Terrazzo Finisher/Mechanic**

- Blueprint Reading
- Building Codes
- Cleaning and Sealing Terrazzo
- Construction Sequence
- Cutting Control Joints
- Design Layout
- First Aid/CPR
- Floor Layout and Installation
- Green Construction, Design, Materials, Methods and Techniques, LEED Certification
- Grouting and Caulking
- Hand Tool and Equipment, Proper Use and Safety
- Materials, Identification, Characteristics and Estimating
- Membranes and Underlayments
- Mixing Mortar and Bonding Materials
- Repair and Renovation of Terrazzo
- Scaffold Safety Training
- Substrates, Mixing and Bonding Materials
- Terrazzo Materials, Handling
- Trade Math

**Bricklayers**

- Blueprint Reading
- Building Arches
- Building Codes
- Building Radius Walls
- Construction Sequence
- Cutting and Welding Steel

- Drawing and Sketching Techniques
- First Aid/CPR
- Green Construction, Design, Materials, Methods and Techniques, LEED Certification
- Hand Tool and Equipment, Proper Use and Safety
- History of Masonry
- Insulated Concrete Forms
- Interlocking Paving
- Laying Corner Leads
- Laying Headers, Soldiers and Roloks
- Laying Piers
- Laying Pilasters
- Laying to the Line
- Lintel Beam Construction
- Materials, Identification, Characteristics and Estimating
- Metrics
- Mixing Mortar
- Pattern Bonds
- Paving
- Proto II Walls
- Read a Rule
- Rebar Identification and Installation
- Scaffold Safety Training
- Segmental Retaining Walls
- Trade Math
- Transit Familiarization
- Waterproofing

#### **Marble Mason/Finisher, Pointer, Cleaner and Caulker Workers**

- Basic Bricklaying Fundamentals
- Blueprint Reading
- Building Codes
- Caulking
- Cleaning and Polishing Marble
- Cleaning Masonry
- Construction Sequence
- Cutting and Welding Steel
- Deck Coatings
- Drawing and Sketching Techniques
- Drilling and Cutting Marble to Specific Dimensions
- Epoxy Injection
- First Aid/CPR
- Fundamentals of Marble Setting
- Green Construction, Design, Materials, Methods and Techniques, LEED Certification
- Grouting and Caulking Slabs
- Hand Tool and Equipment

- Hand-Set Techniques
- Laying and Cutting Building Units
- Laying and Setting on Footings and Foundations
- Materials, Identification, Characteristics and Estimating
- Mechanical Anchoring
- Metrics
- Mixing Mortar and Epoxy
- Move and Store, Rig and Hoist Materials
- Patching Marble and Related Materials
- Pinning
- Pointing, Caulking and Cleaning
- Prepare Marble for Setting, Including Anchoring and Plugging
- Rigging
- Scaffold Erection and Safety Training
- Substructure Preparation
- Trade Math
- Tuckpointing
- Waterproofing

All Job Numbers

**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 Job Number 1 is capped at 200 hours; and Job Numbers 2 & 3 is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours regardless of the method of delivery.



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: California Labor Federation AFL & CIO

**Contract Number: ET21-0273**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Francisco Bay Area

**Analyst:** L. Bellamy

#### PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative HUA	Industry Sector(s):	MEC (H) Manufacturing (33)  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 United Food and Commercial Workers Local 770		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

#### FUNDING DETAIL

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

<b>In-Kind Contribution:</b>	50% of Total ETP Funding Required	\$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 COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** COVID Pilot Minimum wage for all counties is \$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 \$3.50 per hour may be used to meet the Post-Retention Wage. This amount has been verified in the collective bargaining agreement's wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Food Manufacturing Workers (Assembly, Packing, Weigher, Sanitation, Workers, Kitchen Prep, Freezer/Cooler/Warehouse, Quality Control)		5
		63
Leads		32

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP's Special Employment Training (SET).

Founded in 1901, California Labor Federation AFL & CIO (CalFED) ([www.calaborfed.org](http://www.calaborfed.org)) is an organization comprised of more than 1,200 AFL-CIO unions representing 2.1 million employees working in the manufacturing, retail, construction, hospitality, public sector, health care, entertainment, and transit industries. This will be CalFED's twelfth ETP Contract, and the seventh in the last five years. ETP-funded training will be delivered in Vernon.

**Veterans Program**

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

**Retrainee-Job Creation**

In this proposal, CalFED and UFCW plans to deliver training to its participating employer (PE) that plans to hire net-new employees (Job Number 1). This is due to an increase in consumer



demand of products as a result of the stay-at-home orders mandated statewide. The PE and the union would like to increase safety measures, workplace protections, and better communication about outbreaks while meeting the upturn in customer demand.

The Panel offers incentives to companies that commit to hiring net-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.

### **Union Support**

All occupations are represented by United Food and Commercial Workers Local 770. The union has submitted a letter of support for this training project.

### **PROJECT DETAILS**

CalFED will work with United Food and Commercial Workers (UFCW) to implement training to food manufacturing members at Overhill Farms whose day-to-day work has deeply affected by the pandemic. This proposal will help Californian union workers by training them to work more safely during the COVID-19 pandemic.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training. Training will be offered to all occupations on:

**Other Titles (COVID Training Bundle):** Training will be offered to all occupations on topics such as Hand Hygiene, Infection Prevention, and Communication Skills.

### **Special Employment Training**

Under 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 \$3.50 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.

### **Recordkeeping**

Under the COVID-19 Response Plan, CalFED will utilize an approved alternative recordkeeping to document training.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

## Commitment to Training

The PE's internal training program will continue to provide job-specific and organization-wide training related to new hire orientations, staff development, job specific training and safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

The Project Coordinator (dedicated administrator) will oversee this project. Training will be coordinated by union representatives and Overhill Farms' management who will be responsible for coordinating and scheduling training classes.

The COVID curriculum has been developed jointly by Overhill Farms and UFCW and will be delivered by UFCW and Overhill Farms' instructors. Strategy Workplace Communications will collect rosters, enter training information into the ETP system, and work with ETP staff.

## Impact/Outcome

UFCW will use this pilot to build out a certification that could be implemented at Overhill Farms and other manufacturing sites it supports. UFCW will use written and verbal surveys with company-management staff and the workers to ensure that the training has been effective in helping the workers work more safely.

## 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
ET20-0946	\$375,320	12/23/19-12/22/21	252	0	0

Based on ETP systems to date, 5,491 reimbursable hours have been tracked for potential earnings of \$98,838 (26% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through December 2021.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0804 (CTP/AB118)	Statewide	1/1/20-12/31/20	\$594,090	\$0 (0%)*
ET19-0916	Statewide	8/6/18-11/3/20	\$1,736,738	\$497,029 (29%)**
ET17-0913	Statewide	11/1/16-10/31/18	\$949,144	\$874,935 (92%)

ET16-0800 (CTP/AB118)	Statewide	8/3/15-8/2/17	\$1,341,300	\$583,089 (44%)
ET15-0905	Statewide	8/4/14-8/3/16	\$678,720	\$677,706 (99%)

\*ET20-0804: Payment Earned reflects \$0 due to an issue with certifying employers that has kept CalFED from uploading hours, but 3,223 hours have been uploaded to date equaling \$74,129 (12%) in potential earnings. However, CalFED anticipates that 100% of payment will be earned.

\*\*ET19-0916: Fiscal Closeout has not been completed yet; however, \$829,720 (48%) is listed as Earned - In Process within the ETP Online Forms' site. CalFED anticipates 100% of payment will be earned.

ET16-0800: Performance was affected by the denial of training originally approved by the California Energy Commission (CEC), but later deemed not eligible.

### **DEVELOPMENT SERVICES**

Strategy Workplace Communications in Alameda assisted with development at no cost.

### **ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

N/A

**Exhibit B: Menu Curriculum**

**Class/Lab/E-Learning Hours**

4-4

Trainees may receive any of the following:

**OTHER TITLES** (COVID Training Bundle)

- Communication Skills
- COVID-19 Guidance & Enhanced Precautions
- COVID-19 Training
- Hand Hygiene
- Infection Prevention
- Interpersonal Skills
- Isolation and Quarantine
- Personal Protective Equipment
  - Mask Use
  - Gloves
- Social Distancing
- Steps to avoid spreading Coronavirus
- Testing Guidelines
- Workplace Disinfection, Sanitation & Safety

Note: Reimbursement for retraining is capped at 4 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: California Labor Federation AFL & CIO

CCG No.: ET21-0273

Reference No: 20-0721

Page 1 of 1

ALPHABETIZE BY COMPANY NAME

Company: Overhill Farms

Priority Industry?  Yes  No

Address: 2727 East Vernon Ave.

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): United Food and Commercial Workers Local 770

Estimated # of employees to be retrained under this Contract: 100

Total # of full-time company employees worldwide: 350

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

**UFCW LOCAL 770**  
P.O. BOX 770  
Hollywood, CA 90078  
(213) 487-7070 or/lo  
(800) UFCW 770  
8:00 a.m. – 5:00 p.m.  
Monday – Friday

**LOS ANGELES  
MAIN OFFICE**  
630 Shatto Place  
Los Angeles, CA  
90005

**BRANCH OFFICES**  
Arroyo Grande  
Bakersfield  
Camarillo  
Harbor City  
Huntington Park  
Santa Barbara  
Santa Clarita

12/01/20

Sent-via-Email

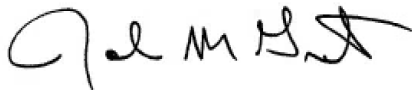
Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

In partnership with California Labor Federation, UFCW (United Food and Commercial Workers) Local 770 is requesting ETP COVID-19 funding to train workers at Overhill Farms. A hundred trainees from the following occupations will be participating in this project: assembly, packing, weigher, sanitation, kitchen prep, freezer/cooler/warehouse, quality control and lead workers. We believe this training will help our workers work more safely while they produce high quality food. We have read and agree to the below statement:

UFCW Local 770 has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application. By way of this letter of support, UFCW Local 770, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support. Thank you for the training funding that will help to support our employees during this difficult time.

Sincerely,  
UFCW Local 770



John M. Grant, President

JMG:mh



**Training Proposal for:  
CareMeridian, LLC**

**Contract Number: ET21-0263**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** C. Clady

**PROJECT PROFILE**

Contract Attributes:	Retrainee SET Priority Rate	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura, Marin, Placer, Fresno, Alameda, Los Angeles, Orange, Sacramento, San Diego, Santa Barbara, Santa Clara	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: 662	U.S.: 22,102	Worldwide: 22,102
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$187,459

<b>Total ETP Funding</b>
\$130,134

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SET Priority Rate	Business Skills Commerical Skills Computer Skills, Medical Skills- Didactic	123	8-200	0	\$1,058	\$26.08
				Weighted Avg: 46			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: SET Priority \$26.08 Statewide  
**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.  
**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe  
 Up to \$2.08 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Operations Staff		6
		7
Therapist/Technician		20
Licensed Practical Nurse		40
Registered Nurse		50

**INTRODUCTION**

Founded in 1992 and headquartered in Irvine, CareMeridian, LLC ([www.neurorestorative.com](http://www.neurorestorative.com)) (CareMeridian) provides subacute and post-acute rehabilitation services for people of all ages with brain, spinal cord and medically complex injuries, illnesses and other challenges. In addition, the Company also supports unique needs of Military Service Members and Veterans recovering from the same complex injuries and illnesses. Customers include medical groups as well as physician networks and patients. CareMeridian's parent company is Neurorestorative Associates, Inc.

CareMeridian has 20 locations throughout California participating in this project in the following counties: San Diego, Fresno, Los Angeles, Sacramento, Ventura, Orange, Marin, Alameda, Santa Clara, Placer and Santa Barbara. This is CareMeridian's third ETP project, and the second in the last five years. CareMeridian's current Contract is a COVID Pilot approved at the December Panel Meeting (Job Creation only). This proposal only includes retrainees (incumbent workers). The most recent approved agreement is cumulative funding over the prior project which reported earnings of 47%.

**Veterans Program**

Although a Veteran component is not included, several employees are Veterans. CareMeridian has implemented a new recruiting system, Human Resource Information System (HRIS), with specific focus on Veteran recruiting starting in 2021. A recruitment specialist works with Veteran job sites externally by creating ads that point back to CareMeridian applicant tracking system



within the HRIS. Currently the company sources candidates through a national job board page at Indeed, Snagajob, Careerac, Ziprecruiter, and Lensa.

## **PROJECT DETAILS**

CareMeridian is facing unprecedented changes driven by needs of consumers and growth drivers. To compete and stay true to its commitment to provide the best quality patient services in order to achieve the best results possible, the Company must re-invent its processes, and develop services that result in health care programs that meet the needs of customers, both internal and external. Examples of how CareMeridian is responding to the marketplace while executing its business strategies are:

### **New Systems/Processes**

The Company is implementing an upgrade to its iServe system called iServe 2.0. This upgrade is the first of several improvements to the user experience for the frontline workforce. This upgrade will provide a modernized home page; more efficient navigation of the system to track patient information and status; improvements to the patient registry experience; and an improved, guided experience for admission, discharge, and transfer activities of the Company's programs.

The Company is also implementing a new Omniview portal, which will streamline and simplify the Omniview user access. Omniview provides the Company's back office for pharmacy needs, allowing the workforce access to pharmacy processes and medication management, like IV fusion, and helps nurses communicate with the pharmacy involving invoicing, drug utilization and patient information.

CareMeridian recently developed a new management play book for a comprehensive role with how to bill and review invoices and common issues or resolutions for nursing to support patient care outcomes.

The Company's patients are all high-risk individuals and require mandatory 24/7 care to avoid infection because they are at increased risk for COVID based on their health condition. This pandemic has required the Company to change many of its internal processes and procedures, requiring supplemental training for its frontline workforce to understand, implement, and manage new ways of doing business.

These new systems and processes will require CareMeridian to provide supplemental skills to its frontline, incumbent workforce to enable them to improve the overall patient experience. Additionally, to allow the Company to be successful in the rapidly changing healthcare industry and adapt to the changing needs of the community and its patients during the COVID pandemic.

### **Training Plan**

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

**Business Skills:** Trainees across all occupations will receive Business Skills training in areas such as patient experience, and Process/Quality Improvement Concepts. This training will improve the ability of the workforce to better manage overall business processes.

**Commercial Skills:** CareMeridian will deliver commercial skills training to its frontline workers including: Case Management/Charting Skills, Medical Records Review, Patient Centered Care/Advanced Customer Service, and Patient Admission/Processing Skills. Commercial Skills training will enable frontline workers to better perform their specific job responsibilities in the CareMeridian environment.

**Computer Skills:** Will be provided to all occupations in areas such as: Electronic Medical Records, iServe 2.0, and the Omniview Portal. This training will enable the Company to improve its efficiencies with these new/updated systems and enable the workforce to effectively operate these systems to provide the best and most efficient patient care and management.

**Medical Skills-Didactic:** Therapist/Technician, Licensed Practical Nurse, and Registered Nurse Staff will receive supplemental medical skills training in areas such as Educating the Patient and Family; Body Mechanics; Nursing Process; Pain Assessment and management; Patient, Family Centered Care; and patient education.

### **Commitment to Training**

CareMeridian's budget for training in California is approximately \$150,000 for 2020/2021. Certain training topics such as anti-harassment and diversity are mandatory for all employees. Other training may be identified as mandatory by CareMeridian and elective training is encouraged to be completed by employees based on each employee's need by job function

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

#### ➤ Training Infrastructure

The Company's Human Resource Department Director will have oversight of the coordination of the project including scheduling, enrolling, tracking training hours and meeting with ETP staff. In addition, the Company has assigned an administrative assistant at each facility coordinating training. The Company has also retained a subcontractor to assist with administration. Training will be conducted by internal trainers, subject-matter experts, and vendors. The Company has a detailed training plan in place.

### **Impact/Outcome**

With the onset of the COVID-19 pandemic, the safety of CareMeridian's workforce and customers has become of paramount concern and much of the ETP training will be designed to train employees to work in a new environment while still delivering on the Hospital's commitment to excellence.

It is critical to provide supplemental skills to frontline workers to allow them to be successful in the rapidly changing healthcare industry and adapt to the changing needs of patients and the community.

### **Special Employment Training**

Under SET, the participating employer is 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 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 \$34.77 to \$26.08). The Company requests this modification.

## **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
ET21-0204	\$200,000	12/21/2020-12/22/2022	100	0	0

This project was approved on 12/21/20 and is CareMeridian 2<sup>nd</sup> project. To date Job Creation trainees of 100 have been enrolled. Currently there has been no hours tracked.

## **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-0157	Irvine	12/18/2017-12/17/2019	\$281,200	\$134,147 (47%)

The Company's last project was administered internally, without a third party. The Company did not have a full understanding of ETP's processes and requirements. The project was also developed and managed in the ETMS system, which according to CareMeridian was inefficient and very difficult to manage. In addition, CareMeridian had a large number of per diem employees who did not qualify because they did not meet the ETP retention requirements.

The Company was initially very conservative in the training submitted to avoid submitting ineligible training for reimbursement. Once the sub administrator was hired, it was determined that eligible training was not documented so the Company changed the process to ensure all eligible training was documented going forward.

CareMeridian has spent considerable amount of time during the term of the previous contract educating staff on how to complete rosters and ensure eligible training is tracked accurately. This process has been integrated into its formal training processes and will facilitate a more successful project. Additionally, CareMeridian retained an experienced administrative contractor to assist with project Development and Administration to help keep the project on track.

## **DEVELOPMENT SERVICES**

The Company retained Training Funding Partners in Fountain Valley to assist with development of this proposal for a flat fee of \$6,800.

## **ADMINISTRATIVE SERVICES**

The Company also retained Training Funding Partners 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 Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Process Skills
- Facilities Management
- Patient Experience Skills
- Process and Quality Improvement Concepts/Techniques /Procedures
- Time Management

**COMMERCIAL SKILLS**

- Case Management/Charting Skills
- Medical Records Review Skills
- Medical Equipment Management Skills
- Patient Centered Care/Advanced Customer Service
- Problem Solving/Critical Thinking
- Patient Admission/Processing Skills

**COMPUTER SKILLS**

- Electronic Medical Records Application
- iServe 2.0
- Omniview Portal
- Microsoft Office (Intermediate/Advanced)
- Process/Performance Improvement

**MEDICAL SKILLS TRAINING – DIDACTIC**

- Anticoagulation Management
- Basic Life Support (BLS)
- Body Mechanics
- Clinical Floor Skills
- Code Blue Response & Procedures
- Control Plans and Reporting
- Culturally Appropriate Care
- Dietary Assessment and Plans
- Dysphagia Diets
- Educating the Patient & Family
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, specialty beds and mattresses, etc.)
- Infection Control
- Intravenous (IV) Insertion & Therapy
- Lift Techniques/Positioning
- Medication Administration
- Medication Administration & Management
- Monthly Line Listing
- Nursing Process

- Nutrition/Hydration
- Oral Care
- Pain Assessment and Management
- Patient and Family Centered Care
- Patient Assessment & Care
- Patient Assessment/Handling/Care
- Pressure Injuries
- Preventing Resident Falls
- Psychotropic Medications
- Respiratory Assessment & Care
- Tracheostomy Care
- Transfer Board
- Transfer Techniques
- Tube Management
- Use of Ventilators
- Wound & Skin Care
- Wound Care

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



**Training Proposal for:**

**Central Valley Roofers and Waterproofers and Allied Workers  
Joint Apprenticeship and Training Trust Fund of Fresno, Madera,  
Kings, Tulare, Kern, Mono and Inyo Counties**

**Contract Number: ET21-0951**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Madera, Kings, Tulare, Kern, Mono, Inyo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Roofers and Waterproofers Local Union 27		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$117,280		\$8,125 8%		\$125,405

<b>In-Kind Contribution:</b>	<b>50% of Total ETP Funding Required</b>	<b>Inherent</b>
------------------------------	--	-----------------

**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	Commerical Skills Computer Skills OSHA 10/30	35	8-200	0	\$393	\$31.11
				Weighted Avg: 16			
2	Retrainee Apprentice	Commerical Skills Computer Skills OSHA 10/30	58	8-210	0	\$1,925	\$26.08
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Numbers 1 & 2 (SET/Priority Industry): \$26.08 per hour Numbers 1 & 2.

**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 \$6.33 per hour may be used to meet the Post-Retention Wage in Job 2. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1- Journeyworker</b>		
Journeyworker Roofer		35
<b>Job Number 2- Apprentice</b>		
Apprentice Roofer		40
		18

**INTRODUCTION**

Founded in 1919 and located in Fresno, Central Valley Roofers and Waterproofers and Allied Workers Joint Apprenticeship and Training Trust Fund of Fresno, Madera, Kings, Tulare, Kern, Mono and Inyo Counties (Central Valley Roofers) is jointly sponsored by Roofers and Waterproofers Local 27. Central Valley Roofers trains both Apprentices and Journeyworkers for the roofing and waterproofing industry and serves over 300 union members across Fresno, Madera, Kings, Tulare, Kern, Mono, and Inyo Counties. There are five signatory employers, two of which are small businesses.

The Training Center for Central Valley Roofers is located in Fresno County and offers Apprenticeship programs (Roofers and Waterproofers) accredited through the Division of Apprenticeship Standards. The program is designed to familiarize Apprentices with the industry and improve their skills to increase employment opportunities. This is Central Valley Roofers' second ETP Contract overall and the second in the last five years.

### **Veterans Program**

Central Valley Roofers is actively recruiting, maintaining, and serving Veterans who seek a career in the building trades. It works with several community-based organizations to attract, recruit, and retain veterans. These organizations include; Fresno Economic Opportunities Commission Valley Apprenticeship Connections program (Fresno EOC), The Valley Build Multi-Craft Pre-Apprenticeship Program, Central Valley Training Center, and Fresno City College. It also 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. To continue to incentivize Veterans to join the program, Central Valley Roofers is committed to establishing more relationships through new partnerships with local organizations. Recently, the Central Valley Roofers has reached out to additional nonprofits in the San Joaquin Valley like the Central Valley Veterans, to continue to strengthen additional opportunities for outreach and hiring of Veterans in the area.

Currently, Central Valley Roofers has one Veteran enrolled in the program and one Apprentice that is Active Military. For administrative simplicity, a separate job number is not being requested at this time.

### **COVID-19**

Due to the hands-on nature of the Roofing Industry, all training occurring under this proposal requires in-person instruction to ensure roofers are receiving the highly-skilled training needed to be successful. All course work is currently being held in-person at the Fresno Training Center. To continue in-seat instruction, Central Valley Roofers has implemented COVID-19 guidelines that include regular temperature checks, questionnaires for staff and trainees, smaller class sizes, outdoor training when applicable, social distancing, masks and disinfection of tools and classrooms before, during, and after class.

### **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 \$26.08 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 allow Central Valley Roofers to keep up with changes in the roofing industry. Specifically, Apprentices and Journeyworkers need to learn new and 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 in this proposal will also be provided on updated waterproofing systems as well. These systems include photovoltaic systems, vegetative roofs, and rainwater harvesting systems.

Central Valley Roofers must also keep up with employer demand. The employers normally specialize in a small variety of roofing systems. However, in order to remain competitive, they must be more flexible and increase knowledge of new roofing systems to meet the demands of building owners and managers for a wide variety of roofing systems and materials. Likewise, the need for highly-skilled, highly-trained workers has also created a competitive environment in California, specifically with large out-of-state roofing contractors who are formidable competition to California employers. Training will allow Central Valley Roofers to ensure there is a flexible and highly-skilled workforce who can compete against these companies. Finally, demand for Roofers in the Fresno area is strong and with many Journeyworkers retiring there is a shortage of Apprentices needed to bid on jobs.

Current projects being worked on in the San Joaquin Valley for Roofers include local hospitals, industrial buildings, and schools. For waterproofers, the California High Speed Rail has been a large project with waterproofing the steel tracks for cross streams or to go underground.

### **Training Plan**

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

**Commercial Skills:** Training will be provided to Apprentices and Journeyworkers based on skill level and time-in and allows Apprentices and Journeymen to gain the skills needed to work safely and productively in the roofing industry. Apprentice topics include an Introduction to the Roofing and Waterproofing, Asphalt and Wood Shingles, Metal Roofing, Maintenance and Repair, Green Roofs, Solar Systems, Rain Water Harvesting and Infection Control Procedures for working in healthcare facilities. Journeyworkers will receive training in specialty skills, products, and materials that are new to the industry and products and skills that have been in use. Topics include Single Ply Materials and systems, Advanced Waterproofing Systems, Complex Maintenance and Repair Procedures, project planning and coordination, installation and maintenance of drainage systems, and other skills necessary to work as foremen.

**Computer Skills:** Training will be offered to both Apprentices and Journeyworkers in computer software programs available while on the job. For Apprentices topics include Use of Computers in Construction, Planning, and Modelling. Journeyworker topics include 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. 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 Central Valley Roofers' use of a Learning Management System for recordkeeping.

## **Marketing and Support Costs**

Employers are notified of training through Central Valley Roofers' 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. Central Valley Workers also works closely with 14 local EDD offices, 11 local community colleges, and 7 offices of Superintendents in school districts around the area.

Central Valley Roofers requests, and staff recommends, 8% support costs to assist in Apprentice and Journeyworker recruitment, employer outreach, and assessment of employer-specific job requirements.

## **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 Central Valley Roofer's Director and provided at the Training Center in Fresno. Several part-time staff will be assisting with administration, scheduling of training and ETP administration. Central Valley Roofers has also retained a third party, Steve Duscha Advisories, to assist with administrative work.

## **Trainer Qualifications**

Trainers are experienced Journeyworkers who have experience working in the trade and formal instruction in training methods and subject matter.

## **Impact/Outcome**

In addition, contractors are requiring training and certifications for Apprentice and Journeyworkers to insure they are prepared to work safely and productively. Certifications from the proposed training include OSHA 30, Fall Prevention, Scaffold Safety, Torch Application, Rigging and Signaling, Handling Hazardous Materials, Traffic Flagging, and Specialized Training for Manufacturing.

## **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.

**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
ET19-0911	\$174,980	09/22/2018 - 12/20/2020	164	0	0

Based on ETP Systems, 5,975 reimbursable hours have been tracked for potential earnings of \$137,520 (79% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through contract closeout.

**DEVELOPMENT SERVICES**

Central Valley Roofers retained Steve Duscha Advisories in Sacramento to assist with development of this proposal for a flat fee of \$4,000.

**ADMINISTRATIVE SERVICES**

Central Valley Roofers retained Steve Duscha Advisories in Sacramento to perform administrative services in connection with this proposal for a fee not to exceed 12.2% of payment earned.

**TRAINING VENDORS**

N/A

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

8-200 Job Number 1

**Journeyworker**

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Advanced Concepts in Waterproofing and Dampproofing
- 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
- Creating and Implementing Project Plans
- Green Roof Specific Safety Issues
- Handling Pressurized Equipment
- Infection Control in Healthcare Facilities
- Project Management Systems
- Rainwater Harvesting Systems
- Rigid Roofing
- Roofing Materials
- Single-Ply Products and Uses
- Title 24 Energy Standards for Roofing
- Torch-On Product
- Vegetative Roofs
- Waterproofing on Vertical Surfaces
- Wind Uplift and Load Issues Related To Rreen Roofing
- Working Around Hazardous Materials
- Working on Scaffolding
- Working with Photovoltaic Material

**COMPUTER SKILLS**

- Advanced Use of Computers in Construction
- Building Information Modeling Software
- Computer Skills Related to Product Application & Testing
- Estimating Systems
- Project Management Software

**OSHA 10/30** (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

**Class/Lab 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 Single-Ply Roofing
- Flashing Materials
- Flat Seam Roofing
- Following Plans and Specifications
- Following Project Plans
- Green Roofs
- Hot Air Welding for Apprentices
- Infection Control in Healthcare Facilities
- 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 and Systems
- Single-Ply Roofing 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 per-trainee. This cap does not apply to OSHA 10/30.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1. Reimbursement for retraining is capped at 210 total training hours per trainee in Job Number 2, regardless of the method of delivery.



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Centers for Equity and Success, Inc.

**Contract Number: ET21-0259**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Francisco Bay Area

**Analyst:** L. Bellamy

#### **PROJECT PROFILE**

Contract Attributes:	COVID SET Multiple Barriers New Hire	Industry Sector(s):	MEC (H) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco, Alameda, San Mateo	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**

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

<b>In-Kind Contribution:</b>	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	New Hire COVID SET Multiple Barriers	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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	Post-Retention Wage Range	Estimated # of Trainees
Production Worker		12
		4
Administrator		9
		7
Administrative Support Staff		15
		3
Professional Support Staff		9
		7
Food Supply Chain Worker		15
HealthCare Worker		12
		7

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Centers for Equity and Success, Inc. (Success Centers) (<https://successcenters.org/>) was founded by Superior Court Judges in 1983 to provide education and employment opportunities to youth in San Francisco's juvenile detention facilities. Since 2013, Success Centers has grown nearly 600% by merging with and acquiring like-minded organizations. Success Centers offers vocational training, job search, counseling, and job placement. Headquartered in San Francisco,



Success Centers also operates in San Mateo and Alameda counties. Success Centers serves marginalized members of the community, mostly young people ages 16 to 24. More than 95% are low-income and nearly 90% are people of color, with the majority being African American and Latin. Many must overcome community violence, undiagnosed disabilities, and more. Some are incarcerated or returning from incarceration. Roughly one in three are foster youth. Training will be held in the San Francisco office. This company merged with Asian Neighborhood, Inc., who previously contracted with ETP, and the name was then changed to Centers for Equity and Success. This will be Success Centers fifth ETP Contract, and fourth in the last five years.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

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.

### **Veterans Program**

Although this project does not include a Veteran's component, Success Centers is committed to veteran inclusion and encourages veterans to apply.

## **PROJECT DETAILS**

Due to COVID-19 unemployment in the San Francisco Bay Area has risen immensely. According to the Employment Development Department, the unemployment rate for San Francisco more than quintupled from 2.3% in February 2020 to 12.5% in June 2020. Approximately 74,800 people have lost their jobs. The purpose of this project is to train unemployed persons for new jobs in the healthcare and food supply chain. With unemployment so high due to COVID-19, new hires will be necessary in healthcare and food supply chain in order to continue to treat patients and rebuild the food industry employment once the pandemic is over.

### **Training Plan/Curriculum**

The delivery method listed in the curriculum will be Class/Lab and E-Learning in the following:

Training Type will be "COVID Training Bundle".

**Other Titles/COVID Training Bundle:** Training will be offered to all occupations on topics such as resume building, financial literacy, and job expectations.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

## Commitment to Training

Participating employers' internal training programs will continue to provide job-specific and organization-wide training related to new hire orientations, staff development, job specific training, and 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

Four Success Center administrators will work part time on the project. Success Centers staff will perform employee liaison, trainee recruitment activities, and will document training. Curriculum is developed by experienced trainers based on direct input from their employer partners and participants. Steve Duscha has been retrained to perform ETP-specific administrative activities.

## Trainer Qualifications

Trainers are experienced in adult education and training for persons with barriers to employment.

## Record Keeping

Success Centers is using an alternative record keeping method approved under the COVID-19 Response Plan.

## Impact/Outcome

Success Centers aims to lower the Bay Area unemployment rate. Success Centers has developed a network of more than 300 employer partners, including Fortune 500 companies, small businesses, nonprofits, and government agencies. Success Centers maintains contact with participants for up to a year to ensure that they achieve success.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0129	San Francisco	9/25/17-9/24/19	\$195,330	\$195,330 (100%)
*ET16-0238	San Francisco	11/16/15-11/15/17	\$193,620	\$137,673 (71%)
ET14-0374	San Francisco	4/28/14-4/27/16	\$248,940	\$218,167 (88%)

\*ET16-0238 underperformed because of difficulty tracking initial and follow-up trainee placements from extremely disadvantaged backgrounds. The Contractor believes this problem was resolved when management was turned over to Success Centers from Asian Neighborhood, Inc. during the following contract.

## 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 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)

- Career Planning & Assessment
- Financial Literacy
- Interviewing
- Job Expectations
- Marketable Skills
- Networking
- On-Line Applications
- Personal Financial Records & Planning
- Preparing for Further Education and Training
- Presentation/Appearance
- Resume Building
- Winning a Job Offer

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



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Chaffey Community College District

**Contract Number: ET21-0275**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** K. Hernandez

#### **PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	MEC (H) 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)	≤20%		

#### **FUNDING DETAIL**

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

<b>In-Kind Contribution:</b>	50% of Total ETP Funding Required	\$181,400
------------------------------	-----------------------------------	-----------

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

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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	Post-Retention Wage Range	Estimated # of Trainees
Line Worker		6
Machine Operator		10
		10
Maintenance Engineer		11
Manager		2
Mechanic		2
Office Personnel		1
		2
Production Operators		30
Quality Engineer		11
Quality Technician		4
Validation Technician		11

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1883, Chaffey Community College District (Chaffey) ([www.chaffey.edu](http://www.chaffey.edu)) is a two-year public community college. Chaffey provides training at four campuses in San Bernardino County: the main campus and headquarters in Rancho Cucamonga; an Information Technology Center in Chino; and two Industrial Technical Learning Centers (InTech) in Fontana. Training will be

provided at Chaffey's campus locations in Rancho Cucamonga, Chino, Fontana as well as facilities identified by participating employers.

Chaffey is eligible for ETP funding as a public training agency. This will be the tenth Agreement between ETP and Chaffey, the sixth in the last five years. In prior ETP projects, Chaffey served and maintained relationships with manufacturing, logistics, distribution, and healthcare industry groups in the Inland Empire (Riverside and San Bernardino Counties), San Diego, eastern Los Angeles, and northern Orange Counties.

In its Current Contract (ET20-0237) Chaffey has faced numerous challenges directly related to the COVID-19 pandemic. Chaffey has been working diligently to adjust its training sessions to meet new state regulations and accommodate safety requests from participating employers. Chaffey's training is normally designed around hands-on technical training and in-person interactive classroom sessions. However, Chaffey has pivoted to deliver much of their training sessions virtually using an E-Learning delivery method. Likewise, Chaffey has been making up for a large number of cancelled or postponed training over the past 10 months (See **Active Projects** status).

The training populations and participating employers from their current ET20-0237 project differ from this COVID Pilot proposal. Chaffey's current project is a standard ETP MEC which do not serve Job Creation Retrainees. In addition, the majority of the training delivered in its current contract is designed for industrial maintenance and manufacturing skills targeting incumbent/retrainee staff.

In contrast, the core group of participating employers for Chaffey's COVID Pilot proposal are in the medical device manufacturing, food manufacturing, and beverage manufacturing industries (NAICS codes 3254, 311 and 3121) as specified in the COVID-19 Pilot guidelines. In addition, the training proposed under Chaffey's COVID-19 pilot is focused on the COVID-19 Training Bundle designed for newly hired Job Creation trainees. The participating employers expect to contribute to the rapid reemployment of California workforce through hiring new employees over the future months

### **Retrainee-Job Creation**

The date-of-hire for Job Creation 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.

Participating employers are committed to hiring new employees based on company re-populating and/or growth. Hiring is due to increased services and production growth. Chaffey plans to train 100 employees in occupations including Line Worker, Machine Operator, Maintenance Engineer, Manager, Mechanic, Office Personnel, Production Operators, Quality Engineer, Quality Technician, and Validation Technician.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

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.

### **Veterans Program**

Although this project does not include a Veterans component, the training population of Chaffey's participating employers may potentially include Veterans.

## **PROJECT DETAILS**

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

Customer Service during COVID, Fundamentals of COVID Safety, Personal Protective Equipment, Technology Training due to COVID Changes, and Working with Remote Teams.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

### **Trainer Qualifications**

Chaffey's trainers are engaged by the College as industry/subject matter experts. The trainers undergo a vetting/screening interview process by the department staff. Most of the trainers have a minimum of a bachelor's degree, with many having a master's or doctoral degree, along with industry-recognized certifications and credentials. Trainers are also required to have several years of business and industry-related experience.

### **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.

### **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

Chaffey's Staff will administer the proposed training. There are three fulltime employees responsible for marketing, recruitment, needs assessment, coordinating and scheduling training, submitting invoices, and ensuring compliance with ETP recordkeeping requirements. The College's Director of Economic Development will oversee project activities and manage overall administration of the ETP project including the tracking of potential earnings against total



Agreement amount. The infrastructure of a community college setting will continue to allow Chaffey to facilitate effective and efficient business practices.

Chaffey will retain administrative control of all activities associated with any training provided by other training vendors (colleges) including data entry, recordkeeping, and project administration. Specifically, Chaffey will provide each training instructors/vendors with an overview of ETP program guidelines. Further, vendors will be instructed in proper documentation required by ETP including the recording of daily attendance.

### **Record Keeping**

Chaffey has requested an alternate recordkeeping method in accordance with Covid Response Guidelines.

### **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
*ET20-0237	\$749,994	12/23/19-12/22/21	678	0	0

\*Based on ETP Systems, 7,285 reimbursable hours have been tracked for potential earnings of \$179,211 (24% of approved amount). In addition, Chaffey reports it has delivered an additional \$318,000 eligible training hours in the process of upload to ETP online system (cumulative 66% of approved amount) with seven months remaining to train. Chaffey has firmly committed to deliver an additional \$140,000 training hours to participating employers in 2021 with projected final earnings of 100% based on training planned through September 2021.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
**ET19-0239	Various cities in Riverside, San Bernardino, Los Angeles, and Orange Counties	11/01/18-10/31/20	\$949,948	\$494,315 (52%)
ET18-0110	Various cities in Riverside, San Bernardino, Los Angeles, and Orange Counties	7/1/17 – 6/30/19	\$949,391	\$922,842 (97%)
ET16-0196	Various cities in Riverside, San Bernardino, Los Angeles, and Orange Counties	9/1/15-8/31/17	\$563,564	\$483,754 (86%)

\*\*Based on ETP Systems, 32,298 reimbursable hours have been tracked for potential earnings of \$890,689 (94% of approved amount). In addition, Chaffey is in the process of uploading additional training hours into the ETP System and invoicing with projected final earnings of 100% based on training delivered through June 2020.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**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)

- Communication Skills
- Customer Service during COVID
- Fundamentals of COVID Safety
- Interpersonal Skills
- Overcoming Stress Related to COVID
- Personal Effectiveness
- Personal Protective Equipment
- Problem Solving
- Teambuilding
- Technology Training due to COVID Changes
- Time Management
- Working with Remote Teams

Note: Reimbursement for retraining is capped at 4 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: Chaffey Community College District

CCG No.: ET21-0275

Reference No: 20-0729

Page 1 of 1

ALPHABETIZE BY COMPANY NAME

Company: B Braun Medical, Inc.

Priority Industry?  Yes  No

Address: 2525 McGaw Ave

City, State, Zip: Irvine, CA 92614

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 33

Total # of full-time company employees worldwide: 61,000

Total # of full-time company employees in California: 1,931

Company: GFF, Inc.

Priority Industry?  Yes  No

Address: 145 Willow Ave.

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

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 17

Total # of full-time company employees worldwide: 130

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

Company: Niagara Bottling, LLC

Priority Industry?  Yes  No

Address: 1440 Bridgegate Dr.

City, State, Zip: Diamond Bar, CA 91765

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 2886

Total # of full-time company employees in California: 2886

Company: Refresco Beverages US, Inc.

Priority Industry?  Yes  No

Address: 631 S. Waterman Ave

City, State, Zip: San Bernardino, CA 92408

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 200

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



**COVID Rapid Reemployment and Retraining Pilot**  
**Training Proposal for:**  
**Industrial Environmental Association of San Diego County**  
**Contract Number: ET21-0264**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** C. Clady

**PROJECT PROFILE**

Contract Attributes:	COVID SET Job Creation Initiative	Industry Sector(s):	MEC (H) Manufacturing (33)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

**FUNDING DETAIL**

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

<b>In-Kind Contribution:</b>	<b>50% of Total ETP Funding Required</b>	<b>\$275,000</b>
------------------------------	--	------------------

**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 COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0-1	\$2,000	\$17.50
				Weighted Avg: 4			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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	Post-Retention Wage Range	Estimated # of Trainees
Administrative Support 1, 2, 3		4
		3
		2
Customer Service and Sales 1, 2, 3		7
		6
		5
Manufacturing Productions & Technicians,		15
Maintenance Worker 1 & 2		20
Managers & Supervisors 1& 2		8
		12
Engineers 1, 2, 3		5
		5
		5
Analyst		3

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Industrial Environmental Association of San Diego County (IEA) [www.ieaca.org](http://www.ieaca.org) was founded in 1983 to provide training, education, and support for manufacturing companies, and specifically for the environmental, health and safety professionals employed by those companies. IEA is dedicated to supporting the economic benefit of manufacturing by providing the most current training and education regarding employee safety and environmental compliance required by the state of California. IEA is eligible to contract with ETP as an association of employers.

IEA's member companies include approximately 50 of the State's largest manufacturing companies that together account for 55,000 employees in the San Diego region alone. IEA member companies include heavy industry such as ship building and ship repair, as well as high tech and biotech companies. All participating employers in the COVID pilot industry meet employer requirements. The core group participating in project are primarily Biotech, Pharmaceutical Manufacturing, Medical Manufacturing and Measuring Device Manufacturing.

Current education and training programs will take place at member facilities in San Diego and Los Angeles Counties. There are two fulltime employees who work for IEA. However, each participating employer will have 2-3 in- house experts assisting with training.

### **Veterans Program**

Although, this project does not include a Veteran's component. Many of the participating employers have solid connections to Veterans groups for hiring. IEA and participating employers will collaborate with Department of Labor Transition Assistance Program (TAS) and Veterans Employment & Training Service--(VETS).

### **Retrainee-Job Creation**

Participating Employers are committed to hiring new employees based on the demand in the manufacturing industry and changing technology. The company will hire 100 employees 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.

In accordance with the COVID Pilot guidelines, IEA participating will also utilize backfilling of workers. The recall or rehire of laid off workers (backfilling) is allowed, with the justification to show that the company is renewing a workforce that was reduced due to economic conditions

Under the COVID Pilot, IEA will provide training with participating employers in the following sub industries of Biotech, Pharmaceutical Manufacturing, Medical Manufacturing and Measuring Device Manufacturing.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.00 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.

## **PROJECT DETAILS**

The training proposed under this project will target COVID priority manufacturers. IEA serves member companies that focus on improving productivity in the workplace in order to stay competitive in California. IEA works with member companies to help identify training needs.

This ETP-funded training will help member companies' up-skill incumbent workers to meet the needs of the market place. This training will also ensure that workers know how to stay safe from infectious diseases in an industrial environment. Employers need to train Administration, Manufacturing Production, Technicians, Customer Service/ Sales Staff, Maintenance Workers, Engineers, Managers/Supervisors and Analysts. These new skill/knowledge areas include: Sales Strategies, Product Knowledge, Computer Numerical Control (CNC).

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab or E-Learning when delivering training.

**Other Titles COVID Training Bundle:** Training will be offered to all occupations in Business Skills, Computer Skills, Hazardous Materials, Management training and Manufacturing Skills.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

#### ➤ Training Infrastructure

The CEO of IEA will have oversight of the project. The Company has retained an administrative sub-contractor for external record keeping and administration of project. The sub-contractor will coordinate with IEA staff to collect data via drop box. Each participating employer has 2-3 in-house trainers in addition vendors may be used.

### **Trainer Qualifications**

IEA training will be delivered by Participating Employers in-house industry experts and vendors, in addition to a vendor specializing in COVID courses.

### **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.

### **Impact/Outcome**

Employers are requesting customized training to improve employee skills and company productivity. Here are the main areas of training that IEA intends to address: This will be COVID relate training.



- Manufacturing employees need Lean, Communication, Quality, and ISO training to increase productivity and decrease waste to stay competitive in the international marketplace.
- As California manufacturers continue to automate factories, workers need new technical skills in equipment maintenance, repair and troubleshooting.
- As technology and products in the workplace changes, employers need the Skills Certification System to have a benchmark standardized assessment of the critical workplace traits and occupational skills for employees.
- Technical workers and machine operators need standardization training to increase quality.
- New industries such as computer numerical control operators, and automation installation technicians need to train workers to keep growing.

### **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.

### **Record Keeping**

IEA will use alternative recordkeeping method approved under the COVID-19 Response Plan.

### **DEVELOPMENT SERVICES**

IEA retained California Manufacturers & Technology in Sacramento to assist with development of this proposal for a flat fee of \$10,000.

### **ADMINISTRATIVE SERVICES**

California Manufacturers & Technology will also provide administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

Custom Corporate Communication of Redondo Beach has been retained to provide: Training in COVID response, productivity techniques for working from home training for a fee of \$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-19 TRAINING BUNDLE****BUSINESS SKILLS**

- Business Analytics Certification
- Business Communication Skills
- Business Fundamentals
- Communication Skills
- Cost Control
- Customer Service
- Financial Analysis
- International Shipping
- Inventory Control
- Negotiating
- Planning and Organization Skills
- Presentation Skills
- Product Knowledge
- Project Management
- Relationship Building through Sales & Service
- Sales Strategies
- Supply Chain Management
- Time Management Skills
- Writing Skills

**COMPUTER SKILLS**

- Accounting Software
- Agile/Scrum
- CAD/CAM
- CNC Software
- Computer Security
- Computer Skills for Equipment Maintenance  
Custom Programming
- Cybersecurity
- Database Management Training
- End-User Training
- Enterprise Resource Planning Software
- GIS Training
- Microsoft Office, Advanced
- Microsoft Office, Intermediate

**CONTINUOUS IMPROVEMENT**

- 5S Principles
- AS9100/AS9110 Training
- Benchmarking
- Building Successful Teams
- Interpreting and Analyzing Data

- ISO Training
- Leadership Skills for Front-Line Workers
- Lean Manufacturing
- Kaizen Methodology
- Performance Management
- Problem Solving
- Quality Control Training
- Root Cause Analysis
- Six-Sigma
- Standard Work
- Statistical Process Control
- Team Building
- Team Problem Solving
- Train the Trainer

### **HAZARDOUS MATERIALS**

- OSHA 10/30
- Ammonia Training
- Bloodborne Pathogens Safety
- COVID-19 Safety Protocols and Certification
- Environmental Health & Safety (EHS)
- Hazards Communication
- Hazardous Materials Handling, Storage, and Clean-Up

### **HAZWOPER**

- Waste Operation and Emergency Response
- Storm water Pollution Prevention Plan (SWPPP)

### **MANUFACTURING SKILLS**

- Aerial Lift/Scissor Lift Training
- American Welding Society Certified Welder
- Assembly Procedures
- Blueprint Reading
- Brewing Basics
- Certified Manufacturing Engineer
- Certified Manufacturing Technologist
- Certified Quality Engineer
- Cicerone Certification training
- CNC Operator Certificate
- Crane and Hoist Safety
- Cross-Training in Equipment/Production
- Electrical Safety
- Electronics Training
- Equipment Maintenance
- Equipment Operations
- Food Handling Basics
- Forklift Training
- Glass Handling
- Good Manufacturing Practices (GMP)
- Hydraulics Training

- Industrial Math
- Introduction to Practical Brewing
- Intensive Brewing
- Job Instruction/Analyzing Jobs for Efficiency
- Lift Jack/Pallet Jack Safety
- Lock-Out/Tag-Out (LOTO) Training
- Machine/Equipment Safety
- Motor Controls
- National Institute for Metalworking Skills (NIMS) Certification training
- Onsite Water Treatment Systems (OWTS)
- Personal Protective Equipment (PPE) Safety
- Pneumatics
- Press Brake Training
- Production Operations
- Programmable Logic Controllers (PLC)
- Science for practical brewing
- Shop Math
- Warehousing Operations & Distribution
- Welding Fundamentals/Techniques
- Wiring

**MANAGEMENT SKILLS TRAINING (Managers/Supervisors Only)**

- Leadership Training
- Managing Change

**CBT Hours**

0-1

- COVID-19 Safety Protocols and Certification (1 Hour)

Note: Reimbursement for retraining is capped at 4 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: Industrial Environmental Association of San Diego County CCG No.: ET21-0264  
Reference No: 20-0784 Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Cobham Advanced Electronic Solutions Priority Industry?  Yes  No

Address: 9404 Chesapeake Dr.

City, State, Zip: San Diego, CA 92123

Collective Bargaining Agreement(s): No

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

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

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

Company: Genentech Priority Industry?  Yes  No

Address: 1 Antibody Way

City, State, Zip: Oceanside, CA 92056

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 13,638

Total # of full-time company employees in California: 6,300

Company: Gilead Sciences Priority Industry?  Yes  No

Address: 4049 Avenida de la Plata

City, State, Zip: Oceanside, CA 92056

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 11,800

Total # of full-time company employees in California: 8,850

Company: Illumina Priority Industry?  Yes  No

Address: 5200 Illumina Way

City, State, Zip: San Diego, CA 92122

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 8,000

Total # of full-time company employees in California: 5,000

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Industrial Environmental Association of San Diego County CCG No.: ET21-0264

Reference No: 20-0784

Page 2 of 2

Company: Sweetner Products Company

Priority Industry?  Yes  No

Address: 2050 E. 38th St.

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 99

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



**RETRAINEE - JOB CREATION**

**Training Proposal for:**

**JBR, Inc. dba Rogers Family Company**

**Contract Number: ET21-0261**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** Sacramento

**Analyst:** J. Dongallo

**PROJECT PROFILE**

Contract Attributes:	Job Creation Initiative Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Placer	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: 240	U.S.: 277	Worldwide: 277
<u>Turnover Rate:</u>	14%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$297,800

<b>Total ETP Funding</b>
\$185,150

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Improv., HazMat., OSHA 10/30, Mfg. Skills, Literacy Skills, PL-Mfg. Skills	175	8-200	0-1	\$805	\$19.12
				Weighted Avg: 35			
2	Retrainee Priority Rate Job Creation	Business Skills, Computer Skills, Cont. Improv., HazMat., OSHA 10/30, Mfg. Skills, Literacy Skills, PL-Mfg. Skills	35	8-200	0-1	\$1,265	\$17.00
				Weighted Avg: 55			

\*Post-Retention Wage is Contractual Wage

**Minimum Wage by County:** Job Number 1: \$19.12 per hour for Placer County. Job Number 2: \$17.00 per hour for Placer 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 \$2.09 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Administration		1
		3
		22
IT		4
Operations		33
		12
		32
Operations Direct Labor		19
		36
		3
Sales		2
		3



		5
<b>Job Number 2: (Job Creation)</b>		
Administration		2
		1
		3
IT		1
Operations		4
		4
		4
Operations Direct Labor		5
		5
		4
Sales		1
		1

## **INTRODUCTION**

Founded in 1979 and headquartered in Lincoln, JBR, Inc. dba Rogers Family Company (Rogers Family), ([www.sfbaycoffee.com](http://www.sfbaycoffee.com)) specializes in the manufacturing of flavorful blends of roasted Arabica coffees and tea products. Rogers Family's customers include Costco, Amazon and a variety of food and retail stores. Training will be delivered at the Company's location in Lincoln.

This is Rogers Family's first ETP Contract.

### **Veterans Program**

The Company does not actively recruit for Veterans, however, there are Veterans on staff.

## **PROJECT DETAILS**

Rogers Family is improving efficiency and production capacity through LEAN Manufacturing training and equipment upgrades. Through LEAN manufacturing, staff will expand skill levels, improve product quality, and reduce waste. The Company is also in the process of expanding its current product line, as well as its sales regions, to better meet customer demand. To do this, employees must be trained on enhanced production techniques and newly purchased high-speed blending, roasting and packaging equipment.

Rogers Family will also cross train Operations and Operations Direct Labor staff to support growth and upgrade skills of its current and future employees. Training will focus on upgrading trainees manufacturing skills, business skills and customer service for all trainees. Training will also be provided on their ERP software program, Navision, for inventory and cataloging of the Company's products.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training will provide the skills to effectively and efficiently maintain business operations. Training topics include Business Fundamentals, Cost Control, Operational Skills, and Time Management.

**Computer Skills:** Training will be offered to all occupations. Training will improve software skills. Training topics include Amazon Portal, Microsoft Dynamics 365 Business Central, and Proship.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on eliminating waste and improving Company processes. Training topics include Kaizen, Production Scheduling, and Statistical Process Control.

**Hazardous Materials:** Training will be offered to Operations and Operations Direct Labor and focus on Bloodborne Pathogens and Hazardous Waste Cleaning.

**Manufacturing Skills:** Training will be offered to Operations and Operations Direct Labor. Training will improve upon the employee's knowledge of proper techniques for working with equipment and the production of the product. This also includes cross training. Training topics include Assembly Procedures, Coffee Operations, Green Sorting, Inventory Control and Quality Control.

**Literacy Skills:** Training will be offered to Administration, Operations, and Operations Direct Labor. Training will improve language and communication skills. Training Topics include Vocational English as a Second Language.

### **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.

### **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.

Rogers Family has expanded their Costco distribution team to go beyond the Western region and they are currently the fifth best-selling single cup coffee sold on Amazon. Due to continuous growth and customer demand within the last year, the Company will hire 35 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.

### **Commitment to Training**

Company provided training is job specific and includes organization-wide training for mandated policy and procedure updates. The training budget for last year was approximately \$350,000. Rogers Family management team, including top level executives, are committed to ensuring training is successful. In addition, the Company is implementing a supportive environment that includes experienced employees from each occupation. The designated group of employees will be available for consulting, collaboration, and assistance for all Rogers Family employees.

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

## ➤ Training Infrastructure

The Company has designated a Controller to work with the HR/Payroll Specialist, and several leads to oversee the ETP project. In addition to the assigned staff members, Rogers Family has also retained the services of a third-party administrator with extensive ETP experience to assist with administration. Training will be provided by qualified in-house trainers.

### **Alternate Recordkeeping**

In relation to the COVID Response Plan, Rogers Family will be using an ETP approved alternative recordkeeping process for this project.

### **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 0-1 hours of CBT.

### **Productive Laboratory (PL)**

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

Productive Lab training will be offered to Operations and Operations Direct Labor trainees. Productive Lab will provide hands-on experience of Rogers Family's production process and equipment usage. Training will be provided by qualified instructors with industry knowledge and expertise in Rogers Family's manufacturing processes. For training consistency, the Company is requesting a trainer-to-trainee ratio of 1:3, as machines require groups of two to three trainees to operate.

In addition, with COVID consistently changing production procedures, as well as, the Company's implementation of more complex and technical equipment, Rogers Family is requesting the maximum 200 hours of PL training for Operations and Operations Direct Labor trainees. The training hours will focus on the handling of various blends of coffee products, the evolving COVID sanitation process procedures, and the efficient utilization of their complicated processing equipment.

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

### **DEVELOPMENT SERVICES**

Rogers Family retained Sierra Consulting Services in El Dorado Hills to assist with development of this proposal for a flat fee of \$18,500.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Behavior Style Strategies
- Business Communication Styles
- Business Fundamentals
- Business Writing
- Company Culture Development
- Conflict Resolution
- Cost Control
- COVID 19 Awareness and Prevention
- Creative Marketing
- Customer Relationship Management
- Customer Service
- Dealing with Difficult People
- Develop Employee Accountability
- Employee Coaching
- Employee Engagement
- Essential Skills for New Supervisor
- Financial Analysis
- Interpersonal Communications
- Leadership
- Marketing/Sales Techniques & Strategy
- Negotiating
- Operational Skills
- Organizational Structure Development
- Personal Image
- Planning and Organization
- Product Knowledge
- Project Management and Methodology
- Project Requirements Analysis and Specifications
- Property and Resource Management Skills
- Relationship Building
- Retaining Customers
- Strategic Planning
- Time Management

**COMPUTER SKILLS**

- Amazon Portal
- Clarisoft (Print Label)
- Ignition (Count Roaster Data)
- Intermediate/Advanced Microsoft Office
- Label Matrix
- Linked-In Learning
- Microsoft Dynamics 365 Business Central
- Microsoft Planner
- Navision

- One World Sync (UPC, Shipping Data)
- Vimeo Online Video Platform Software (OVPS)
- Proship (Shipping Program)
- Redzone
- Safety Plus
- Solochain
- Single Point of Contact (Complaints) (SPOC)
- SyncHR
- Tableaux (Data Analysis)
- The Bridge

### **CONTINUOUS IMPROVEMENT**

- 7S
- Change Management
- Communication Skills
- Creating a Quality Organization
- Cross Training
- Decision Making
- How to Coach and Mentor
- Kaizen
- Leadership
- Lean Manufacturing
- Lean Sigma
- Meeting Management
- Motivation
- Problem Solving and Decision Making
- Process Capability
- Process Improvement
- Production Operations/Workflow
- Production Scheduling
- Project Management
- Quality Measurement Systems
- Root Cause Analysis
- Statistical Process Control
- Systems Failure Analysis
- Team Building
- Teamwork Development Skills
- Time Management
- Visual Controls

### **HAZARDOUS MATERIALS (HAZMAT)**

- Bloodborne Pathogens
- Hazardous Chemical Cleaning/Handling
- Hazardous Waste Cleaning

### **LITERACY SKILLS**

- Vocational English as a Second Language: (Basic English Language Skills: Writing, Reading, Language Comprehension)

**MANUFACTURING SKILLS**

- Assembly Procedures
- Assembly Process Control
- Blending
- Changeover Procedures
- Coffee Operations
- Computer Numeric Control (CNC) Machining
- Cross-Training in Production Equipment/Skills
- Document Control
- Electrical Diagnostics/Repair
- Equipment Operation
- Food Processing
- Green Sorting
- Grinding
- Hydraulic Diagnostics/Repair
- Inspection & Testing
- Inventory Control
- Inventory Management
- Label Printing
- Line Operation
- Machine Maintenance
- Machine Operation
- Manufacturing Practices
- Packaging
- Parts and Products Manufacture
- Pneumatics Diagnostics/Repair
- Production Operations
- Quality Control
- Receiving
- Roasting
- Shipping
- Troubleshooting
- Warehousing

**OSHA 10/30 (Certified OSHA Instructor)**

- OSHA 10
- OSHA 30

Safety Training cannot exceed 50% of total training hours per-trainee (This cap does not apply to Hazmat or OSHA 10/30)

Literacy Training cannot exceed 45% of total training hours per-trainee

**Productive Lab Hours**

0-200

**MANUFACTURING SKILLS (1:3 Ratio)**

- Assembly Procedures
- Assembly Process Control
- Blending
- Changeover Procedures
- Coffee Operations

- Computer Numeric Control (CNC) Machining
- Cross-Training in Production Equipment/Skills
- Document Control
- Equipment Operation
- Flavor Mixing
- Food Processing
- Green Sorting
- Grinding
- Inspection & Testing
- Inventory Control
- Inventory Management
- Label Printing
- Line Operation
- Machine Maintenance
- Machine Operation
- Manufacturing Practices
- Packaging
- Parts and Products Manufacture
- Production Operations
- Quality Control
- Receiving
- Roasting
- Shipping
- Troubleshooting
- Warehousing
- Work Order Processing

### **Computer-Based Training Hours**

0-1

#### **BUSINESS SKILLS**

- How to Run Meeting Efficiently (30 minutes)

#### **MANUFACTURING SKILLS**

- Shop Safety (30 minutes)

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:

### JVS SoCal

**Contract Number: ET21-0255**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccarelli

#### PROJECT PROFILE

Contract Attributes:	COVID New Hire SET	Industry Sector(s):	MEC (H) Healthcare (62) Services (61,71,72,81,92)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Diego, San Bernardino, Riverside, Kern, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input 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

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

In-Kind Contribution:	50% of Total 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	New Hire SET COVID	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** COVID Pilot Minimum wage for all counties is \$17.50/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 in health benefits may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Healthcare Worker		95
		5

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

JVS SoCal was founded in 1931 as a non-sectarian, non-profit organization with a mission to “build better lives, one job at a time”. This organization provides workforce development, career services, placement and job retention support, and case management to diverse populations.

For 90 years, JVS SoCal has provided assistive services to individuals struggling to overcome obstacles to attain economic stability and self-sufficiency. It serves over 30,000 people annually who are looking for work, seeking career planning, or interested in career resiliency in their work environment. JVS SoCal meets the employment and training needs of public assistance recipients, dislocated workers, unemployed and under-employed adults, mature workers, immigrants and refugees, high-risk youth (i.e. foster youth, probation youth, youth affiliated with gangs or in danger of gang affiliation), individuals with disabilities, and those with multiple economic and social barriers to employment.

**Special Employment Training**

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

- Wage

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.

## **Veterans Program**

JVS SoCal is proud to be the operator of the only America's Job Center of California dedicated solely to Veterans, located at Bob Hope Patriotic Hall in Los Angeles. Although this proposal does not include a Job Number devoted specifically to Veterans, JVS SoCal is committed to serving Veterans and participates in Veteran-outreach activities (internally and externally) to recruit applicants.

## **PROJECT DETAILS**

This will be JVS SoCal's eighth ETP Contract, and the sixth within the last five years. In its current ETP Contract (ET20-0103), training covers JVSWorks, a suite of four career training programs: HealthWorks®, CareerWork\$®, Medical®, BankWork\$® and ApartmentWorks®. Each program covers technical and essential skills to perform successfully on the job.

In this proposal, JVS SoCal will train unemployed individuals for jobs in the essential industry of Healthcare (NAICS 62) substantially impacted by the COVID-19 pandemic. Participants in the proposed training will be the same trainees participating in its current HealthWorks® and CareerWork\$ Medical® programs; however, training will be different from its current contract. The proposed training will offer nuanced content that is not covered in its current contract. It will be supplemental training which will build upon the technical and essential skills gained in its core healthcare programs. Training will provide trainees with a layer of sophisticated skills that will facilitate a higher level of performance on the job and, in turn, a superior rate of job retention. There will be no overlap of training provided under its current contract and the proposed training.

The COVID-19 pandemic has dramatically increased the demand for entry-level workers in the healthcare sector. This surge in demand includes frontline healthcare positions, including call center and front desk workers who are helping to handle the influx of patients, as well as foreign language speakers to get public health information out into the community.

Since 2004, JVS SoCal's healthcare programs have successfully guided unemployed individuals from disadvantaged and underserved communities into careers in the healthcare field towards long-term economic self-sufficiency. Demand for healthcare workers was high before the COVID-19 crisis, and now the pandemic has only boosted and continues the demand for qualified employees in the healthcare sector, including those services provided by healthcare providers at hospitals, skilled nursing facilities, clinics, medical offices and other locations. The proposed training will provide participants with higher levels of skills and knowledge that will make their candidacy more appealing to prospective employers and facilitate a swift onboarding process and success on the new job.

## 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 Healthcare Workers on various course topics such as Disability Sensitivity, Dementia Sensitivity, Aging Sensitivity, and Digital Citizenship. These courses will build upon the technical and essential skills training that participants will have gained in its core healthcare programs. Digital Citizenship will prepare trainees on how to use technology in the workplace as it moved to the forefront in medical care and telehealth, virtual visits, and online portals for patient care due to the COVID-19 pandemic. Training will also provide added layers of responsibilities under Health Insurance Portability and Accountability Act (HIPAA).

## Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

### ➤ Training Infrastructure

JVS SoCal's Director of Operations and eight staff members will oversee the training implementation and project administration. As a repeat ETP contractor, JVS SoCal has established a robust system for administering its contracts.

Training will be conducted at JVS SoCal's locations or via E-Learning platform due to the current COVID restrictions and client needs. Training will be provided by JVS SoCal trainers who have extensive expertise in the healthcare industry as well as practical and professional experience (i.e. Master's Degree, teaching experience and/or demonstrated industry work experience).

## Record Keeping

JVS SoCal will use an ETP approved alternate recordkeeping process for this proposal.

## Curriculum Development

Curriculum is developed by trained educators based on direct input from JVS SoCal's employer partners and from all employers who hire its graduates. Evaluations are also conducted following each training class. JVS SoCal continually adjusts programs in response to this input. It has relied on its employer partners' feedback to make certain that the training program content is thorough and relevant to their needs. This ensures that the candidates presented to fill open positions with employers are properly equipped with the skills needed to perform at or above expectations on the job.

## 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.

## Marketing

JVS SoCal promotes its training programs through a variety of channels. This includes orientations and flyers at the four JVS SoCal-operated America's Job Centers of California and other workforce development agencies. JVS SoCal also promotes its programs on its website and various social media platforms, including LinkedIn and Facebook.

Several community partners, including Pacific Gateway, the Canoga Park WorkSource Center and EXPO Center have hosted various JVS SoCal activities, including participant recruitment and assessment as well as actual training on their site. For employer recruitments, JVS SoCal has developed excellent relationships with a sizable cadre of employers in the field who have come to recognize the excellent quality of its graduates. JVS continues to expand that cadre by reaching out to prospective employers and encouraging them to consider its candidates for open positions at their organization. The no-cost recruitment and the quality of the candidates that JVS SoCal present create an appealing mix for the employers of its students.

**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.

**ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0103	\$748,638	07/01/19 – 06/30/21	198	63	69

Based on ETP Systems, 33,680 reimbursable hours have been tracked for potential earnings of \$748,638 (100% of approved amount). As of the development of this proposal, JVS has earned \$297,346 for 69 trainees placed and retained (6 trainees in review process for \$21,626.)

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0172	Statewide	04/23/18-04/22/20	\$949,742	\$949,742 (100%)
ET17-0264	Statewide	10/01/16-09/30/18	\$949,960	\$949,960 (100%)
ET15-0479	Statewide	06/15/15-06/14/17	\$648,776	\$648,055 (99%)

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

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

4-4

Trainees may receive any of the following:

**OTHER TITLES** (COVID-19 Bundle)

- Disability Sensitivity
- Dementia Sensitivity
- Aging Sensitivity
- Digital Citizenship

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:  
LA Downtown Medical Center, LLC.**

**Contract Number: ET21-0257**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** D. Tran

**PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative Medical Skills Training SET	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 769	U.S.: 769	Worldwide: 769
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$200,000

<b>Total ETP Funding</b>
\$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 Medical Skills Training SET COVID	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

\*Post-Retention Wage is the Contractual Wage

<p><b>Minimum Wage by County:</b> COVID Pilot Minimum wage for all counties is \$17.50/hour.</p> <p><b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p><b>Used to meet the Post-Retention Wage?:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe</p>
---

Wage Range by Occupation – Job 1		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurse (RN)		20
Licensed Vocational Nurse (LVN)		16
		19
Certified Nursing Assistant (CNA)		3
		4
		3
Mental Health Worker (MHW)		6
		6
Patient Access		8
		7
Emergency Medical Technician (EMT)		1
		5
		2

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2019 and located in Downtown Los Angeles, LA Downtown Medical Center, LLC (LA Downtown Medical Center) is a hospital that houses 219 inpatient beds to care for a diverse population treating various illnesses.



This is LA Downtown Medical Center's first ETP project and is being considered under the ETP Covid Pilot Program. Due to the COVID 19 Pandemic, LA Downtown Medical Center is rapidly hiring to ensure proper and high quality care is given to its patients, and operate safely.

### **Retrainee - Job Creation**

The Company will hire 100 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.

Due to the COVID 19 pandemic, LA Downtown Medical Center has absorbed new patients due to the closure of nearby Saint Vincent Hospital. This absorption doubled its census and required the recruitment of 56 new specialists caring for patients in wound care, spine care, neurology cases, pain management, and orthopedics.

In addition to these specialists, LA Downtown Medical Center opened an entire floor with an additional 35 beds to accommodate an increasing number of COVID patients. This additional floor for COVID patients has resulted in some staff going on extended medical leave due to being infected with the virus. New staff needs to be hired and properly trained in safety protocols to ensure safety for both patients and staff.

### **Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- 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.

### **Veterans Program**

LA Downtown Medical Center does not have a formal veterans outreach program, however the medical center has an active contract with the Veterans Administration for urgent care, outpatient services and hospitalization. In addition, the medical center employs Veterans who just finished active military duty, many of whom are employed as EMT's.

### **PROJECT DETAILS**

LA Downtown Medical Center is experiencing an increase in patients infected with COVID-19. This has necessitated an extensive training program on skills and safety enhancements for employees now operating in a high risk COVID environment.

Absorbing patients from the closure of a nearby hospital, an influx of new patients, and now increased demand for treating COVID infected patients, requires LA Downtown Medical Center to hire at a rapid pace. Hiring additional staff will enable the Medical Center to keep up with the demand for medical care, ensure proper levels of staffing, and ensure that detailed training is given to all employees to ensure safety and compliance with changing rules and regulations.

In addition to the increased demand, LA Downtown Medical Center will provide training to specialty areas such as urgent care, emergency services, patient access, ICU procedures and protocols, COVID specific floor operating procedures, mental health and behavior units, and technology centered on cybersecurity and tele-medicine practices.

Training on the proper use of technology platforms, tele-medicine, and cybersecurity is critical during this time as to ensure staff is properly trained on safeguarding highly sensitive medical data. This training will also provide the knowledge to use various platforms to care for patients remotely for those who do not require in-person care. This reduces unnecessary exposure to high risk staff and patients and guarantees a greater level of safety.

### **Training Plan / Curriculum**

The delivery method listed in the curriculum will be Class/Lab, however, CBT, PL, or E-Learning may be used when delivering training.

Training Type will be "COVID Training Bundle".

Training will be offered to all occupations and will provide training on new standard operating procedures for COVID specific floor operations, safety regulations, technology, and cybersecurity.

### **Impact/Outcome**

This training project will provide enhanced training to ensure safety of both staff and patients during this global pandemic. The hiring of additional staff to ensure LA Downtown Medical Center continues to provide a high level of care to all of its patients. Training will also enhance the skills of all staff around patient care, technology, cyber security, and safety.

### **Commitment to Training**

LA Downtown Medical Center currently spends \$275,000 on training annually. LA Downtown Medical Center continues to provide training for a variety of areas including pharmaceutical distribution, new glucometer training, bar coding, infection control, and other standard onboarding 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 Associate Administrator along with designated training staff will oversee the administration of this project. The Administrator is familiar with the ETP program from a previous employer and has established a training schedule to ensure training is being delivered in a timely manner. LA Downtown Medical Center has also retained the services of a third party consultant to assist with the administration of this training project.

Training will be provided by in-house subject matter experts at the Downtown Los Angeles location.

**Temporary to Permanent Hiring**

LA Downtown Medical Center will train 10 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). 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. These employees will also be receiving employer paid health benefits while on temporary status.

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 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.

**DEVELOPMENT SERVICES**

LA Downtown Medical Center has retained CalTraining in Upland to assist with development of this proposal for a flat fee of \$5,000.

**ADMINISTRATIVE SERVICES**

CalTraining will also 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**

4-4 Trainees may receive any of the following:

**OTHER TITLES (COVID BUNDLE)**

- Signs And Symptoms of Coronavirus
- Precautions And Isolation Protocols
- Screening For High Risk and Moderate Risk Patients
- Collection of Specimen
- Handling of Specimen
- Evidence-Based Nursing Management for COVID-19 Positive Patients
- Airway and Emergency Procedures for COVID-19 Positive and Suspected Patients
- Laboratory And Imaging With High Correlation with COVID-19
- Terminal Cleaning for Rooms
- Cyber Security
- HIPAA Training
- Tele-Medicine Platforms
- COVID-19 Testing

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



**Training Proposal for:  
Long Beach Area Chamber of Commerce**

**Contract Number: ET21-0249**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** E. Wadzinski

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	MEC (H) Manufacturing (33) Trade Wholesale (42) Services (61,71,72,81,92) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Alameda, Kern, Los Angeles, Orange, Riverside, San Bernardino, Santa Clara	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**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$139,942		\$9,667 8%		\$149,609

In-Kind Contribution:	50% of Total ETP Funding Required	\$195,165
-----------------------	-----------------------------------	-----------

**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, Mfg. Skills, OSHA 10/30	99	8-200	0	\$1,131	\$19.12
				Weighted Avg: 46			
2	Priority Rate SET Medical Skills Training	Business Skill, Computer Skills, MS-Didactic Skills	45	8-200	0	\$492	\$26.08
				Weighted Avg: 20			
3	Retrainee	Business Skills, Comm. Skills, Computer Skills	25	8-200	0	\$620	\$21.00
				Weighted Avg: 29			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** Job Number 1 and 3: \$20.86 per hour in Alameda and Santa Clara Counties; \$19.77 per hour in Los Angeles County; \$19.12 per hour in Orange County, Kern, Riverside and San Bernardino counties  
 Job Number 2 (SET/Priority Industry): \$26.08 per hour

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

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

Up to \$1.86 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$2.50 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administration		15
		10
		5
Production		20
		25
		24
<b>Job Number 2</b>		
Licensed Vocational Nurse		10
		10
Registered Nurse		25
<b>Job Number 3</b>		
Accountant		5
		20

## **INTRODUCTION**

Founded in 1891, the Long Beach Area Chamber (Long Beach Chamber) ([www.lbchamber.com](http://www.lbchamber.com)) promotes business, advocacy, community and economic development while serving as a catalyst for improving the overall quality of life in our community and region. Long Beach Chamber also provides assistance to support small businesses. This assistance includes legislative updates and advocacy, information on current business issues; such as COVID-19, peaceful protests and other general resources for our Long Beach Chamber members.

Long Beach Chamber members, and other nearby business have expressed the need to expand and improve employee skills to address changing business processes and demand. Members report that with ongoing advancements in technology and materials, employees need training to expand their skillsets to help the employer in growing their business; as well as, improving efficiency in products and services in an effort to remain competitive and thrive. The Long Beach Chamber intends to bring ETP-funded training to multi-industry businesses to support business needs as expressed by employers.

The Chamber serves all employers in supporting economic success, promoting an educated workforce, providing opportunities for women and minority-owned enterprises, and serving as an advocate for business. It serves as a chamber representing Long Beach but also reaches out to all of Los Angeles County; as well as northern and western Orange County. ETP-funded training will also extend to local employers, and its additional facilities located in other areas including Riverside, San Bernardino, Kern, Alameda and Santa Clara Counties.

This will be Long Beach Chamber's first ETP Contract. The Contractor's core group of participating employers represent over 100% of employer training demand to account for changes in employer's business needs which might impact their training plans. The core group of employers consists of both small and large; and priority and non-priority employers statewide. Participating employers include training for Production Staff and Accountants employed in companies facing out-of-state competition from employers providing the same services and competing for business. Training will also be provided to Licensed Vocational Nurses and Registered Nurses working at medical facilities facing patient surges due to the pandemic.

### **Veterans Program**

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

## **PROJECT DETAILS**

This proposal was first presented at the December 2020 Panel Meeting. During this meeting, the Panel voiced concerns regarding the Curriculum included in the Proposal for Job Number 1 trainees in the construction industry. The concern was that training in the Curriculum was parallel to already existing apprenticeship training programs. The Chamber stated that not all trainees in Job Number 1 were in construction occupations, therefore, would not receive construction training. The Panel offered Long Beach Chamber the opportunity to rework the training plan outlined in Job Number 1 of the proposal. Long Beach Chamber has subsequently worked with participating employers and the proposal has been modified as summarized:

### **Job Number 1 – Priority Industry/Out of State Competition**

- Removed Construction industry occupations and training Curriculum.
- Added Manufacturing training Curriculum.

- Reduced the total number of trainees from 235 to 169.
- Revised the Participating Employer (PE) List (100B) by removing construction industry PE's and adding manufacturing and other priority industry PE's facing out-of-State competition.
- Respectively reduced the funding proposal from \$200,000 to \$149,609.

## Training Plan

Training demand outlined in the curriculum will be customized to meet each employer's needs based on assessments and industry demand. Training will occur at the participating employers' sites and other training sites in California.

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

**Business Skills:** Training will be offered to all occupations in customer service, communication, strategic thinking, negotiation techniques and presentation skills. Trainees will learn to interact more effectively with internal and external customers and enhance business performance.

**Commercial Skills:** Training will be offered to Accountants and includes Customer Relations, Project Administration, and Accounting and Auditing Updates.

**Computer Skills:** Training will be offered to all occupations. Trainees will learn how to be more proficient with multiple office productivity applications, computer graphics, project applications and computer troubleshooting.

**Manufacturing Skills:** Training will be delivered to Production workers to improve productivity, efficiency, and product quality; as well as reduce waste.

**Medical Skills-Didactic Training:** Training will be offered to LVNs and RNs in Medical Skills Didactic training. Training will be provided on select Medical Skills topics based on the trainees respective job duties. Topics may include patient assessment and care, new COVID-19 procedures, wound care management, code-specific responses/procedures, documentation skills, basic life support, infection control and patient fall prevention.

## Certified Safety Training

OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. Training consists of 10 hours of classroom or CBT training for production workers and 30 hours for frontline supervisors. The coursework is geared to production work. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## Trainer Qualifications

Long Beach Chamber anticipates 90-95% of the total training will be provided by the participating employers' own in-house experts. Participating employer in-house trainers are subject-matter experts in the field they are providing training, with years of experience in the topics of instruction. Long Beach Chamber will reimburse the ETP fixed fee reimbursement for training, minus the maximum allowable administrative cost, to participating employers directly. The reimbursement will fund the training provided by the participating employer's internal trainers. The remaining 5-10% of total training will be provided by vendors, as needed.



## **Commitment to Training**

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. Participating employers provide basic on the job training, workplace violence, diversity or job specific training and will continue to do so. 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

Long Beach Chamber's President and CEO, along with the Chambers Executive Assistant to the President, will oversee and market training to partners and participating employers. An administrative subcontractor will provide project administration, including enrolling and tracking trainees in the ETP online systems. Long Beach Chamber will work with participating employers (internal trainers) and training vendors on training schedules, curriculum, and assessments for all training under this Contract.

## **Tuition Reimbursement**

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

## **Marketing and Support Costs**

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

## **Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

### ➤ Wage Modification

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$34.77 to \$26.08). Long Beach Chamber requests this modification for Job Number 2.

## **High Unemployment Area**

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

## **DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development of this proposal at no charge.

**ADMINISTRATIVE SERVICES**

Training Refund Group will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned. All costs associated with the administrative services function of this contract are the responsibility of the Long Beach Chamber. Further, all costs associated with the administrative services of the contract, up to the maximum allowed by ETP, will be reimbursed directly by Long Beach Chamber and not a Participating Employer.

**TRAINING VENDORS**

Third-party trainers will be identified for ETP record-keeping purposes, as needed.

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

8-200 Trainees may receive any of the following:

**BUSINESS SKILLS**

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

**COMMERCIAL SKILLS****Accounting**

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

**COMPUTER SKILLS**

- Audit Software
- Accounting Software
- Microsoft Office Intermediate

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

### **MANUFACTURING SKILLS**

- Production Philosophy to Sustain
- Lean
- Auditor Procedures
- R&D Quality Systems
- Increasing Productivity
- Advanced Lean Processes
- Process Improvement
- Value Added Activities
- Waste Identification
- Setup Reduction
- AS9100 Inspection Procedures
- Team Development Skills
- Coaching/Counseling
- Motivation techniques
- Kaizen Techniques
- Engineer & Design Procedures
- Six Sigma
- Lean Process Improvement
- Leadership Skills
- Operating Procedure
- Manufacturing Skills:
- Special Production
- Equipment/Tools
- Waste Management
- Material Planning
- Operating Test Equipment
- Advanced Blueprint Reading
- Technical Specifications
- Resolving Production Problems
- Quality Control
- Insert Verification
- Repair Station Procedures
- Cross-Functional Production

- Equipment Training
- Manufacturing Process Improvement

**MEDICAL SKILLS - DIDACTIC**

- Advanced Cardiac Life Support
- Basic Life Support
- Regulatory Update (Joint Commission, CMS, etc.)
- Behavioral Health
- Diabetes Care & Management
- Evidence Based Practices
- Infection Control
- Patient Fall Prevention
- Culturally Appropriate Care
- Best Practices
- Culture of Safety
- Patient and Care Documentation Skills
- Rehabilitative Services
- Patient Assessment & Care
- COVID Safety and Guidelines
- Medication Administration & Management
- Body Mechanics

**OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training cannot exceed 10% of the total training hour's 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**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Long Beach Area Chamber of Commerce

CCG No.: ET21-0249

Reference No: 20-0552

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Cambrian Homecare

Priority?  Yes  No

Address: 5199 Pacific Coast Highway

City, State, Zip: Long Beach, CA 90804

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 80

Total # of full-time company employees worldwide: 550

Total # of full-time company employees in California: 550

Company: Caran Precision Engineering and Manufacturing

Priority?  Yes  No

Address: 2830 Orbiter Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 80

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

Company: Euroline Steel Windows and Doors

Priority?  Yes  No

Address: 22600 Savi Ranch Pkwy.

City, State, Zip: Yorba Linda, CA 92887

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 70

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

Company: Rebas, Inc.

Priority?  Yes  No

Address: 12907 Imperial Highway

City, State, Zip: Santa Fe springs, CA 90670

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 86

Total # of full-time company employees in California: 86

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Long Beach Area Chamber of Commerce

CCG No.: ET21-0249

Reference No: 20-0552

Page 2 of 2

Company: Windes

Priority?  Yes  No

Address: 3780 Kilroy Airport Way, Suite 600

City, State, Zip: Long Beach, CA 90806

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 165

Total # of full-time company employees in California: 165



**COVID Rapid Reemployment and Retraining Pilot**  
**Training Proposal for:**  
**Northern California Teamsters Apprenticeship Training and Education Fund**

**Contract Number: ET21-0276**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** Sacramento

**Analyst:** C. Kaiser

**PROJECT PROFILE**

Contract Attributes:	COVID New Hire SET	Industry Sector(s):	MEC (H) Manufacturing (311)  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**

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

In-Kind Contribution:	50% of Total ETP Funding Required	\$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	New Hire COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Commerical Drivers		30
		70

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries such as warehousing and distribution centers critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1989 and headquartered in Rancho Murieta, Northern California Teamsters Apprentice Training and Education Fund (NCTAT) ([www.nctat.com](http://www.nctat.com)) provides career opportunities, training, and instruction in commercial driving and construction. NCTAT provides trainees with skills to help maintain gainful employment. This will be NCTAT’s eighth ETP Contract and the first in the last five years. Training will take place at the Rancho Murieta location.

**Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the use \$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.

## **Veterans Program**

NCTAT has worked with Veteran non-profit organizations in the past but currently do not keep an active census on how many trainees are Veterans.

## **PROJECT DETAILS**

In this proposal, NCTAT is requesting ETP funds to train 100 (New Hire) trainees to become entry-level Commercial Drivers for warehouses, freight, and beverage distribution. There has been a high demand for Commercial Drivers due to a shortage of drivers; however, now due to COVID, there is an even greater demand due to extended sick leave and DMV's appointment backlog. To keep with COVID guidelines, NCTAT will train Commercial Drivers on additional safety and commercial training. Trainees are placed in union jobs upon completion of training.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

Related safety training that include courses in pandemic awareness, Forklift Training, Personal Protective Equipment, and Hazard Materials.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

### **Trainer Qualifications**

Training will be delivered by staff instructors who are subject-matter experts. In addition, some training may also be provided by experienced trainers who work for participating employers.

### **Tuition Reimbursement**

NCTAT 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.

### **Employment Demand (New Hire)**

Current Labor Market Information outlined by EDD projects growth and hiring for commercial driving opportunities to increase 12% to 14% by 2026. The purpose of this proposal is to train unemployed people as Commercial Drivers for jobs in warehouses, freight, and beverage distribution that have been substantially impacted by the COVID-19 pandemic. These drivers are classified under the food distribution NAICS (311).

### **Curriculum Development**

The curriculum is jointly developed by NCTAT, signatory employers, and the Teamsters. Trainees earn certifications for successfully completing commercial skill classes. NCTAT provides written and verbal surveys to employers and workers to ensure training is effective.

## **Commitment to Training**

ETP funding 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

NCTAT's Business and Development Coordinator will perform project administration by maintaining a database of training records, uploading training hours and enrollment data to ETP and preparing invoices. NCTAT has also retained the services of a third-party administrator who has extensive ETP experience to assist with the administration.

## **Record Keeping**

The Company will be using an ETP approved alternative recordkeeping process for this project.

## **DEVELOPMENT SERVICES**

California Labor Federation in Sacramento and Strategy Workplace Communication in Alameda assisted with development at no cost.

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communication in Alameda will 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):**

- Commercial Driver License Training
- Construction Vehicle Driver Training
- COVID-19 Guidance & Enhanced Precautions
- COVID-19 Training
- Forklift Training
- Hazard Materials
- OSHA 10/30
- Personal Protective Equipment
- Social Distancing
- Steps To Avoid Spreading Coronavirus
- Testing Guidelines
- Workplace Disinfection, Sanitation & Safety

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



**Training Proposal for:**  
**Northern California Tile Industry Apprenticeship  
 and Training Trust Fund**

**Contract Number: ET21-0950**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Apprenticeship	Industry Sector(s):	Construction (C)  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 Bricklayers and Allied Craftworkers Local Union No. 3 CA		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$105,888		\$8,165 Jobs 1 & 2 - 8% Job 3 - 20%		\$114,053

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 Journeyworker	Commercial Skills	4	8-200	0	\$590	\$26.75
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Commercial Skills, OSHA 10/30	59	8-200	0	\$1,732	\$26.08
				Weighted Avg: 90			
3	Retrainee Priority Rate Apprentice Veteran	Commercial Skills, OSHA 10/30	5	8-200	0	\$1,901	\$26.08
				Weighted Avg: 90			

**\*Post-Retention Wage is the actual wage**

**\$Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08/hr.

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

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

Up to \$4.91 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 & 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 - Journeyworker</b>		
Tile Finisher	\$26.75 - \$28.57	2
Tile Layer	\$37.91 - \$46.96	2
<b>Job Number 2 - Apprentice</b>		
Tile Finisher	\$21.17 - \$24.45	30
	\$25.01 - \$26.10	10
Tile Layer	\$28.32 - \$41.86	19
<b>Job Number 3 – Veteran Apprentice</b>		
Tile Finisher	\$21.17 - \$24.45	1
	\$25.01 - \$26.10	3
Tile Layer	\$28.32 - \$41.86	1

**INTRODUCTION**

Since 1917, Northern California Tile Industry Apprenticeship and Training Trust Fund (NorCal Tile) has been training Apprentices from 46 Northern California counties in the tile finisher and tile layer

trades. NorCal Tile serves 20 signatory employers, 435 Tile Layer Journeyworkers, 329 Tile Finisher Journeyworkers, 85 Tile Layer Apprentices and 109 Tile Finisher Apprentices. Training is provided at a training center located in Livermore. This will be NorCal Tile's third ETP Contract, and second in the last five years.

Both occupations work in residential housing, large commercial projects, malls, schools or hospitals. Trained Tile Layers install glass, ceramic and stone tile. The work includes the laying, cutting or setting of all tile where used for floors, walls, ceilings, walks, promenade roofs, exterior veneers, and many others. They also prepare and set all concrete, cement, brickwork or other foundations or material that may be required to properly set and complete the work. Tile Finishers work with the tile layers on the installation of ceramic, glass or stone tile. However, they do most of the setting up of materials and clean up. They mix all mortars, by machine or by hand mixing using a mixing hoe. Tile finishing is very active work and is often strenuous including both indoor and outdoor work.

### **COVID-19**

To keep up with the demand for highly-trained, highly-skilled workers, it is critical for NorCal Tile to offer classes via E-learning and in-person during the state-mandated shelter-in-place order. All classes held onsite at the Training Center must follow strict pandemic safety guidelines including masks, temperature checks, reduced class sizes, classroom cleaning, sanitizer stations, and social distancing.

### **Veterans Program**

NorCal Tile works to recruit Veterans into the Apprentice program and works with Helmets to Hardhats. This project will train five Veterans (Job Number 3). The Veteran curriculum will be the same as the curriculum for Apprentices in Job Number 2.

### **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 two year for Tile Finisher and three years for Tile Layer years. The curriculum is developed with input from DAS and a designated Local Educational Agency in this case Hayward Adult School.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## **PROJECT DETAILS**

Training under this project will allow employers to address changes in the industry including California gas emission reduction goals in which workers will need to learn to utilize new materials and skills. In addition, work must meet higher quality standards and trainees must learn to ensure projects are on time and on budget. As such, training will be provided in the use of tile and piping equipment, updated building standards and green business practices necessary to meet demand to develop and retrofit buildings with greener materials. Further, trainees will learn to work efficiently with materials in order to reduce scrap and re-work.

Training will prepare Apprentices and Journeyworkers to work on projects throughout Northern California. These projects include the Autograff Hotel in San Francisco, new agriculture building at Eureka High School in Eureka, Kaiser Hospital in Sacramento, South San Francisco Police Operations and 911 Center, Vietnamese American Services Center in San Jose and a Marriott Hotel in Oakland.

### **Training Plan**

Training will be provided in class/lab and E-Learning in the following:

**Commercial Skills:** Training will be provided to all trainees to ensure trainees can clean, polish and seal tiles, measure and cut tiles prepare and apply mortar, install tiles and apply grout. Topics include: Math for Tiles, Mixing Mortar, Epoxy, Resins and Cement; Types of Tile; Water Proofing; Blueprint Reading, Caulking and Walls & Base.

### **Certified Safety Training**

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. 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.

### **Funding Year 1 Apprentices**

ETP’s Apprentice Guidelines allow programs that are fewer than 24 months to request to training first year Apprentices who have advanced to Year 1, Period 2. NorCal Tile is requesting this for the exemption for the Tile Finisher program, which is 24 months long. Allowing this exemption will ensure the contractor can train as many Apprentices as possible. This exemption will not apply to the Tile Layers.

### **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

This project will be overseen by the Training Director and with support from three administrative staff who will assist with marketing, recruitment, assessments and scheduling of training. The trainers in this project are current or former professionals in the trade and are subject matter experts. Further, NorCal Tile has retained Strategy Workplace Communications to assist with administration of the project.



## **Impact/Outcome**

As a result of training, Journeyworkers may receive Forklift Certification and Apprentices will receive certifications in OSHA 10, OSHA 30 and Forklift.

## **Marketing and Support Costs**

Employer demand is inherent in the apprenticeship agreements between the trainees and participating employers. Marketing is conducted through direct mailings, personal contacts, telephone calls, public service announcements, emails, and web postings. Three staff will perform duties related to marketing, recruitment, needs assessments, and scheduling of training.

NorCal Tile requests 8% support costs in Job Numbers 1 & 2 and 20% in Job Number 3 to fund its staff in recruiting and qualifying additional participating employers for this program. 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% and 20% support costs.

## **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.

## **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
ET20-0934	\$224,701	10/07/19 - 10/06/21	120	0	0

Based on ETP Systems to date, 8,034 reimbursable hours have been tracked for potential earnings of \$156,321 (69% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

## **DEVELOPMENT SERVICES**

California Labor Federation in Oakland and Strategy Workplace Communications in Alameda assisted with the development of this proposal 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 Hours**

8-200

**Journeyworkers**

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Advance Certification for Tile Installers (ACT)
  - ACT Grouts
  - ACT Gauged Porcelain Tile
  - ACT Membranes
  - ACT Mud Walls
  - ACT Mud Floors
  - ACT Shower Receptor
  - ACT Large Format Tile
- Foreman Training Certification
- Membranes & Substrate Prep
- Membranes & Mud Bed Requirements
- Gauged Porcelain Tile/Panel Training
- Forklift (can include scissor lift & gradall)
- ACT Orientation
- TCNA and ANSI Workshop
- Grouts A118.3, A118.6, A118.7, Single Component & Caulking's
- COVID Safety Training

**Class/Lab Hours**

8-200

**Apprentice**

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Architectural Drawing
- Blueprint Reading
- Caulking
- Cleaning, Polishing and Sealing
- Commercial Room Layout #1 and #2
- Codes and Repairs
- Walls & Base
- Manipulative Skills Tests:
  - Shower Floor
  - Cased Window Ceiling
  - Circular Column w/Horse Tooth
  - Dome
  - Gothic Arch
  - Semi-Circular Arch
  - Serpentine Wall
  - Radius Stairs
  - Straight Stairs
  - L-Shaped Countertop
  - Tub Splash
  - Tub/Shower Combination
  - Elliptical Arch

- Buttress Walls and Jamb
- Nitch
- Two Drain Floor
- Float Large Walls – Using String lines to Set Strips
- Grouting
- Hawk and Trowel
- Holding String Lines and Chalk Lines
- Laser and Transit Use
- Lath & Scratch
- Layouts
- Math for Tile
- Mixing Mortar, Epoxy, Resins and Cement
- Mud Mixing and Bonding Materials
- Set Screeds on Large Floor and Float
- Shower Pans
- Slurrying & Roughing-in Large Floors
- Special Equipment: Scaffolds and Lifts
- Square Footages & Room Setup
- Square Shower Walls and Curb
- String lines and Screeds for Slope
- Technical Aspects of Tile Installations
- Trim Shapes and Materials
- Types of Tile
- Water level Rooms for Wall Layout and Floor Elevations
- Waterproofing
- ACT
  - ACT Grouts
  - ACT Gauged Porcelain Tile
  - ACT Membranes
  - ACT Mud Walls
  - ACT Mud Floors
  - ACT Shower Receptor
  - ACT Large Format Tile
- Foreman Training Certification
- Membranes & Substrate Prep
- Membranes & Mud Ben Requirements
- Gauged Porcelain Tile/Panel Training
- Forklift (can include scissor lift & gradall)
- ACT Orientation
- TCNA and ANSI Workshop
- Grouts A118.3, A118.6, A118.7, Single Component & Caulking's
- COVID Safety Training

**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.



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Rightvarsity Technologies, LLC

**Contract Number: ET21-0277**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Francisco Bay Area

**Analyst:** S. Wang

#### PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative New Hire SET	Industry Sector(s):	MEC (H) Professional, Scientific, Technology (54)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

#### FUNDING DETAIL

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

In-Kind Contribution:	50% of Total ETP Funding Required	\$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 SET COVID	Other Titles (COVID Training Bundle)	30	4-4	0	2,000	\$17.50
				Weighted Avg: 4			
2	New Hire SET COVID	Other Titles (COVID Training Bundle)	70	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee – Job Creation</b>		
Health Technologist and Technicians		3
		2
		5
Food Packaging Specialist		12
		8
<b>Job Number 2: New Hire</b>		
Health Technologist and Technicians		65
Food Packaging Specialist		5

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training (SET).

Founded in 2016 and headquartered in Santa Clara, Rightvarsity Technologies, LLC (Rightvarsity) ([www.rightvarsity.com](http://www.rightvarsity.com)) is a women-owned business-management consultant service. Rightvarsity offers programs and services that helps develop individual potential to create job opportunities and job skills for incumbent workers (Retrainee) and individuals looking to get back into the workforce (New Hire) throughout California. Some of the programs and services include: self-paced online courses for minors, professional skills development, general-life skills, custom Informational Technology and R&D training, process optimization for businesses, and on-demand employment and workforce development. ETP-funded training will be delivered at Rightvarsity’s headquarters in Santa Clara and remotely via E-Learning delivery methods to trainees throughout California. This will be Rightvarsity’s first ETP project.

## **Special Employment Training**

Under 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 use of \$2.00 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.

## **Retrainee-Job Creation**

In this proposal, participating employers (PE) will hire and rehire a total of 30 employees (Job Number 1) across all occupations. The recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the employer is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## **Veterans Program**

Even though Rightvarsity does not plan to include a separate Veteran's Job Number, the Company actively works with the following veterans' programs: (1) Veterans Transition Employment which is an Employment Development Department (EDD) Workforce Services Branch (WSB) veterans program at WSB's various OneStop Center locations throughout California to assist veterans build a prosperous post-military career; and (2) the NorCal Service Disabled Veterans Owned Business which is a federal-government program for veterans to help award at least three percent of all federal contracting dollars to service-disabled, veteran-owned businesses.

## **PROJECT DETAILS**

### **Employment Demand**

As a result of the COVID-19 pandemic, industries such as healthcare and food services have been deeply affected. According to EDD's Labor Market Information Division (LMID) data, healthcare occupations represent some of the largest anticipated job growths in the Bay Area's metropolitan statistical area (MSA).

EDD projects growth in healthcare jobs of up to 22% in the San Francisco-San Mateo MSA by 2024, resulting in a projected total of over 300,000 healthcare jobs. The Bay Area's population is projected to increase by 30% by 2040 with a 137% growth in the 65 and over age group, according to Plan Bay Area 2040. This demographic shift will drive significantly increased demand for care and the healthcare professionals to provide it.

Since March 2020, the unemployment rates for the greater San Francisco Bay Area and statewide have dramatically increased due to the COVID-19 pandemic. Per LMID data, the food services' industry has decreased by nearly 28 percent. Due to this decrease, the food-service industry needs employees for backfilling positions while California businesses continue to make re-opening efforts.

In this COVID-19 project, training will focus on upskilling newly-hired employees and New Hires. Training will focus on workplace and teleworking skills and COVID safety protocols and guidelines. The proposed training will offer New Hires entry points into careers in healthcare and food services.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab and E-Learning when delivering training. Training Type will be "COVID Training Bundle."

**Other Titles/COVID Training Bundle:** Training will be offered to all occupations on COVID Awareness and Guidelines, COVID Workplace and Data Safety, and Business Continuity Skills. Some subtopics include: COVID Safety Protocols, Remote Working / Telework Guidance, and Communication Skills.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

### **Curriculum Development**

COVID-19 Bundle is limited to four hours designed primarily to provide job-readiness skills to help trainees successfully gain and retain employment as well as provide safety protocols. Rightvarsity's curriculum is developed through employer needs' analysis, research from the Centers for Disease Control and Prevention (CDC's) website, state and local government public health websites, and other workforce sources. PEs and trainees also complete surveys to assess and measure the effectiveness of the training.

### **Commitment to Training**

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

#### **➤ Training Infrastructure**

Rightvarsity's CEO (dedicated administrator) will oversee the ETP project. Along with the dedicated administrator, there will be 2 Administrative Staff who will schedule training, collect rosters, track hours and placements, conduct recruitment, and other internal administrative duties. Training will be conducted at Rightvarsity's headquarters and remotely while utilizing trainers who are subject-matter experts.

### **Marketing**

Rightvarsity has a number of methods for conducting outreach and recruitment for its training programs which includes mailing of marketing materials to advertise its programs, social media, grassroots organizations, and working closely with past clients using employer and employee evaluations to determine training needs.

Rightvarsity partners with the Silicon Valley Black Chamber of Commerce, Black Leadership Kitchen Cabinet, and East Bay Training Council who provides referrals and recruitment support. For New Hire recruitment and outreach, Rightvarsity will utilize WSB's OneStop Centers via EDD.

**Tuition Reimbursement**

Rightvarsity 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.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**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)**

- COVID Awareness and Guidelines
  - Contact Tracing
  - COVID 19 Safety Protocols
  - COVID Related Patient Care Skills
  - COVID Signs and Symptoms
  - COVID Treatment
  - History and Transmission
  - Introduction to Telehealth
  - Personal Hygiene
  - Preventions and Precautions
  - Proper use of PPE (Masks)
  - Social Distancing
  - Testing Information
  - Use of Sanitizers
- COVID Workplace and Data Safety
  - Computer Literacy
  - Cybersecurity for Remote Working & Learning
  - Remote Working / Telework Guidance
  - Remote Workplace Success
  - Risk Management
  - Technology Safety – tips, information and privacy strategies
  - Teleconferencing Best Practices
  - Virtual Meeting Management
  - Workplace / Work Stations Sanitation
- Business Continuity Skills
  - Communication Skills
  - Good Documentation Practices
  - Lean Concept
  - Presentation Skills
  - Project Management Overview
  - Social Media Marketing
  - Succession Planning
  - Team Building
  - Time Management

Note: Reimbursement for retraining is capped at 4 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: Rightvarsity Technologies, LLC.

CCG No.: ET21-0277

Reference No: 20-0545

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: E&D Nchekwube MD, Inc.

Priority Industry?  Yes  No

Address: 1825 Civic Center Dr., Ste 17

City, State, Zip: Santa Clara, CA 95050

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

Company: Edward Medical Training Center

Priority Industry?  Yes  No

Address: 1913 O'Toole Way

City, State, Zip: San Jose, CA 95131

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 5

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

Company: Eloka Logistics, LLC

Priority Industry?  Yes  No

Address: 1710 Little Orchard Street

City, State, Zip: San Jose, CA 95125

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: Endles Grace, LLC

Priority Industry?  Yes  No

Address: 4929 Stacy Street

City, State, Zip: Oakland, CA 94605

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Rightvarsity Technologies, LLC.

CCG No.: ET21-0277

Reference No: 20-0545

Page 2 of 2

Company: Ezuka Africa Caribbean Store

Priority Industry?  Yes  No

Address: 15110 E 14th Street

City, State, Zip: San Leandro, CA 94578

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

Company: Zuka African Foods

Priority Industry?  Yes  No

Address: 1758 Junction Ave., Unit A

City, State, Zip: San Jose, CA 95112

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4



**COVID Rapid Reemployment and Retraining Pilot**  
**Training Proposal for:**  
**Riverside Magnolia Corporation**  
**Contract Number: ET21-0267**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

**PROJECT PROFILE**

Contract Attributes:	COVID SET Job Creation Initiative Medical Skills Training Priority	Industry Sector(s):	Other (J) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 350	U.S.: 350	Worldwide: 350
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$334,125

<b>Total ETP Funding</b>
\$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 SET COVID	Other Titles (COVID Training Bundle)	50	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

<p><b>Minimum Wage by County:</b> COVID Pilot Minimum wage for all counties is \$17.50/hour</p> <p><b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p><b>Used to meet the Post-Retention Wage?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe</p> <p>Up to \$1.25 per hour may be used to meet the Post-Retention Wage.</p>
--

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Certified Nurse Assistant		40
LPN/LVN		6
Registered Nurse		2
Mental Health Service Worker		2

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Established in 1976, Riverside Magnolia Corporation (RMC) and its affiliate Mark and Fred Enterprises (MFE) provide care to residents requiring the following services: IV therapy, dementia care, wound care, respite stays, enteral feeding program, catheter care, colostomy care, ileostomy care, medication/diabetic/pain management, hospice and restorative nursing. The rehabilitation team is committed to creating individualized therapy programs based on patient goals. The individualized treatment plans for resident care patients consist of: ambulation, range of motion, activities of daily living, positioning, alignment, skin integrity, wound management, bowel and bladder training, rehabilitative and social dining. Outpatient clients' receive care from the same therapists through the entire program.

Located in Anaheim, RMC is an 87-bed skilled nursing facility that provides 24 hours of licensed nurse care to its residents. Within the same RMC facility it also includes a 51 bed Special Treatment Care unit (mental health unit). Located in Westminster, MFE is a 52-bed, 24-hour skilled nursing facility that specializes in dementia care and special treatment programs. MFE also has a 46-bed Special Treatment Care unit (mental health unit) within the same location. RMC will be the lead contractor with its close affiliate MFE, with a total of two locations.

## **Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using up to \$1.25 per hour 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.

## **Veterans Program**

Although this proposal does not include a Veteran's component RMC has made a commitment to hiring Veterans. The Company's workforce includes active, reserve and Veterans. Summary of positions held are as follows: Assistant Administrator; Licensed Practical/Vocational Nurse; Certified Nurse Aide.

## **Retrainee - Job Creation**

Collectively, the employers will hire at least 50 new employees (Job Number 1) at its two locations. 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 pandemic has increased the demand of healthcare workers with a decrease in supply of trained workers. The Company will need to hire employees with no experience to keep up with service demand. These newly hired employees are projected to increase the overall head count by 15%. These new employees will need extensive training to gain competence in pre-hospital assessment and care of patients of all ages with a variety of medical conditions and traumatic injuries. Training will also include an introduction to emergency medical services, medical emergencies, trauma, pre-hospital setting, and patient transportation.

## **PROJECT DETAILS**

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, E-Learning.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: This training will be offered to all occupations based on the complexity of patient care responsibilities. Trainees will gain a better understanding of advanced clinical processes to ensure competency, maximize patient satisfaction and safety, and knowledge of new equipment and specialized care and treatment.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

## ➤ Training Infrastructure

RMC will oversee key areas in its training plan to ensure that the training program encompasses all required training. The Lead Administrator, Assistant Director of Operations, and Operations Managers at each location will assist with enrollment and compliance. RMC retained Corporate Tax Incentives to develop and administer the training plan. Training will be provided by in-house experts and vendors as needed.

### Impact/Outcome

The Company aims to strengthen training curricula and train frontline staff to increase their skills to effectively care for its special patient population, reduce hospital readmissions, and mitigate exposure to the virus.

Funding will also assist in training of frontline staff to conduct the necessary testing and reporting to be in good compliance with the Center for Medicare & Medicaid Services guidelines. This entails testing to residents for Covid-19 when there is an outbreak or when residents show symptoms. Use point-of-care testing devices will be required in order to report test results under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Facilities are also required to perform regular tests on staff, including individuals providing services under arrangement and volunteers. Nursing homes that don't comply with the new requirements may face penalties for any instance of noncompliance.

### Commitment to Training

RMC has an annual training budget of approximately \$334,125. While current regulations were designed to protect the health and safety of residents, the pandemic created an urgent need to directly assist frontline workers with more focused training and guidance than has been used in the past. The Company is committed to ongoing education initiatives and will continue training to meet the demands of the communities it serves. New employees will also need to be trained in the same skills as existing employees, as well as emergency medical response practices, tools, and processes. This training will provide new employees with industry safety standards, common practices, unfamiliar tools used by the company and efficient collaborative work processes.

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

### Record Keeping

Company will use alternative recordkeeping in addition to original rosters which the state approved under the COVID-19 Response Plan.

### PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET19-0355	Anaheim	12/17/18 - 12/16/20	\$124,436	\$0	(0%)**

\*\* At the date of this proposal, ET19-0355 is undergoing fiscal close out. Based on ETP Systems, 10,416 reimbursable hours have been tracked for potential earnings of \$124,436 (100% of approved amount).

**DEVELOPMENT SERVICES**

Corporate Tax Incentives in Rancho Cordova assisted with development for a flat fee of \$9,000.

**ADMINISTRATIVE SERVICES**

Corporate Tax Incentives 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)

- ✚ Cohorting
- ✚ Contact Tracing
- ✚ Continuous Improvement
- ✚ COVID-19 and Common Presenting Symptoms
- ✚ Diagnostic Testing Devices
- ✚ Document Software
- ✚ 3<sup>rd</sup> Party Software System Management
- ✚ Emergency Preparedness and Surge Capacity
- ✚ Environmental Cleaning and Infection Prevention
- ✚ Evaluation and Management of HCP
- ✚ Implement Source Control Measures, (e.g. Universal Facemask Use)
- ✚ Infection Prevention and Control
- ✚ Isolation and Quarantine
- ✚ Medical Record Keeping
- ✚ Medical Skills – Clinical with Preceptor
- ✚ Medical Skills – Didactic
- ✚ Personal Protective Equipment
- ✚ Quality Assessment and Improvement
- ✚ Resident Testing and HCP for SARS-CoV-2
- ✚ Screening and Surveillance
- ✚ Soft Skills Training
- ✚ Telehealth for Nursing Homes
- ✚ Testing Guidelines
- ✚ Transmission-Based Precautions
- ✚ Visitor Restrictions

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



**Retrainee - Job Creation**  
**Training Proposal for:**  
**San Joaquin Valley College**  
**Contract Number: ET21-0260**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** Sacramento

**Analyst:** K. Mam

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative SET SB <100 Medical Skills Training	Industry Sector(s):	MEC (H) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	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**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$181,447		\$12,604 8%		\$194,051

In-Kind Contribution:	50% of Total ETP Funding Required	\$220,311
-----------------------	-----------------------------------	-----------

**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 SB <100 Medical Skills Training SET	Business Skills, Computer Skills, Cont. Improv., MS-Didactic, MS-Clinical w/ Preceptor	46	8-200	0	\$2,460	\$26.08
				Weighted Avg: 100			
2	Retrainee Priority Rate Job Creation Initiative Medical Skills Training SET	Business Skills, Computer Skills, Cont. Improv., MS-Didactic, MS-Clinical w/ Preceptor	23	8-200	0	\$3,517	\$15.65
				Weighted Avg: 143			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County: Job Number 1 (SET):** \$26.08 per hour SET Statewide Priority Average

**Job Number 2 (Job Creation):** \$15.65 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

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	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainees)</b>		
Admission Staff		2
Alcohol and Substance Abuse Counselor		1
Associate Clinical Social Worker-Therapist		1
Associate Marriage and Family Therapist		1
		4
Client Advocate		2
Healthcare Supervisor		1
Healthcare Technician		3
Human Resources/Office Manager		2
In-Patient Client Care Director		1
Licensed Clinical Social Worker		2
Licensed Marriage and Family Therapist		6
Licensed Vocational Nurse		5
		2
Nurse Practitioner		1

Operations Manager		3
Out Patient Program Director		1
Psychology Fellow		1
Registered Drug and Alcohol Counselor		2
Substance Abuse Counselor		5
<b>Job Number 2 (Job Creation)</b>		
Client Advocate		1
Detox Technician		1
Driver		1
Health Care Technician		2
Intake Coordinator		1
Licensed Marriage and Family Therapist		2
	i	4
Licensed Vocational Nurse		6
Receptionist		2
Substance Abuse Counselor		2
		1

## **INTRODUCTION**

Founded in 1977 and headquartered in Visalia, San Joaquin Valley College (SJVC) ([www.sjvc.edu](http://www.sjvc.edu)) is a private, for-profit career college dedicated to providing high quality occupational training. The College offers degrees and certificate-granting programs in business, medical, and technical career fields throughout fifteen college campuses in California. Employers participating under this project will be primarily healthcare workers. Training under this proposal will be for its five Fresno and Clovis locations. This will be SJVC's first ETP-funded project.

### **Veterans Program**

Although this project does not include a Veterans component, SJVC offers VA funding certificate and degree programs.

## **PROJECT DETAILS**

Under this proposal, the College has collaborated with health care providers that specialize in behavioral health, alcohol and substance abuse, and other mental health services. Core employers are committed to participating in expanding their services in the local community. Training will provide workers with extensive on the job training on in-patient and outpatient mental health therapy.

### **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 a shortage of available local health care providers in central California, facilities need to hire new staff to accommodate demands. An employer in the core employer group have also

expanded their operation by moving into a larger building and another, by adding an additional out-patient facility in Fresno.

SJVC will train 23 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 delivered via Class/Lab, E-Learning, and Videoconferencing methods. Training will be delivered by in-house instructors as needed in the following:

**Business Skills:** Training will be offered to all occupations and will focus on team building. Training topics include Team Building and Communication.

**Computer Skills:** Training will be offered to all occupations. Training will focus on electronic medical records. Training topics including Electronic Medical Records Training and Kipu Software Systems.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on planning and communication skills. Training topics include Planning for Treatment, Communication of Patient Needs, and Interpersonal Communication.

**Medical Skills:** Training will be offered to approximately 53 healthcare workers including Associate Clinical Social Worker-Therapist, Associate Marriage and Family Therapist, Healthcare Supervisor, Healthcare Technician, In-Patient Client Care Director, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Vocational Nurse, Nurse Practitioner, Out Patient Program Director, Registered Drug and Alcohol Counselor, and Substance Abuse Counselor. Trainees will participate in clinical skills training, including both didactic and preceptor training. Classroom/laboratory training will be provided by in-house subject matter experts and vendors on understanding advanced clinical processes to ensure competency and improve overall quality of patient care at each facility. Training topics include Mental Health Treatment Modalities, Medication Therapy, and Dealing with Trauma.

### **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. Participating employers provide company-specific orientation and training including harassment prevention, safety protocol, and fire drills.

#### ➤ Training Infrastructure

SJVC’s Director of Institutional Partnerships and Training Solutions Specialist will be responsible for overseeing all aspects of the project including scheduling training, enrolling trainees, and tracking hours. Each participating employer has an assigned contact person to ensure communication and training schedule is coordinated.

### **Marketing and Support Costs**

SJVC has partnerships with the Nursing Leadership Council of San Joaquin Valley and Central California Computerized Placement Systems, which allows the College to recruit and provide clinical training throughout the central valley. The College is also a member in the Local Chamber of Commerce; highly active in the United Way of Fresno and Madera County; as well as a member of the Manufacturing Alliance.

SJVC is requesting the standard 8% support costs for outreach, recruitment and schedule coordination for retraining projects. Recruitment includes trainee intake assessments to determine eligibility, job development, and job search assistance and placement. Staff recommends the 8% support costs for retraining.

### **Special Employment Training**

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. Job Creation trainees qualify for the New Hire wage.

#### ➤ 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 \$34.77 to \$26.08). SJVC requests this modification for trainees in Job Number 1.

### **Training Agency Certification**

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. SJVC is accredited by the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.

### **Tuition Reimbursement**

SJVC 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.

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

N/A

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

8-200 Trainees may receive any of the following:

**BUSINESS SKILLS**

- ✚ Team Building and Communication

**COMPUTER SKILLS**

- ✚ Editing PDF's
- ✚ Electronic Medical Records Training
- ✚ Excel (Intermediate/Advanced)
- ✚ Kipu Software Systems

**CONTINUOUS IMPROVEMENT**

- ✚ Certified Alcohol Drug Counselor (CADC) I or II Training
- ✚ Client Rights
- ✚ Communication of Patient Needs
- ✚ Community Resources
- ✚ Defensive Driving
- ✚ Education on Boundaries, Ethics and Professionalism
- ✚ Effective Communication
- ✚ Housekeeping and Sanitation
- ✚ Interpersonal Communication
- ✚ Kitchen Sanitation
- ✚ Planning Follow-Up Treatments
- ✚ Planning for Discharge of Patients
- ✚ Planning for Treatment
- ✚ Registered Alcohol/Drug Technician (RADT) Training

**MEDICAL SKILLS - DIDACTIC**

- ✚ Abuse and Neglect - What to Look for
- ✚ Automated External Defibrillator (AED) Machines
- ✚ Art Therapy
- ✚ Basics of Handling Hazardous Chemicals
- ✚ Boundaries
- ✚ Clinical Health Assessments
- ✚ Confidentiality for Health Care Patients
- ✚ Confidentiality in the Treatment of Substance Abuse Disorders
- ✚ Coping with Anxiety
- ✚ Coping with Depression
- ✚ Crisis Intervention Training
- ✚ Cultural Competence
- ✚ Dealing with Trauma
- ✚ Diabetes
- ✚ Diagnostics
- ✚ Drama Therapy
- ✚ Evidence Based Practices in the Treatment of Substance Abuse
- ✚ Eye Movement Desensitization Reprocessing
- ✚ Family Dynamics
- ✚ Fire Safety
- ✚ Gestalt Therapy

- ✚ Group Therapy Instruction
- ✚ Hand Hygiene
- ✚ Handling Food Safely
- ✚ How to Handle Against Medical Advice (AMA's) and Combative Clients
- ✚ Incident Reporting
- ✚ Infection Control
- ✚ Influenza
- ✚ Latest Evidenced Based Practice Therapies
- ✚ LVN Skills Review
- ✚ Medical Administration
- ✚ Medication Therapy
- ✚ Mental Health Treatment Modalities
- ✚ Music Therapy
- ✚ Nutrition
- ✚ Patient Assessments
- ✚ Patient Documentation
- ✚ Patient Safety
- ✚ Pharmacology
- ✚ Preventing Slips, Falls and Trips
- ✚ Promoting Treatment Engagement with Behavioral Health Disorders
- ✚ Provision of Patient Care and Supervision
- ✚ Substance Abuse Counseling
- ✚ Substance Use and the Risk of HIV, Hepatitis and other Infectious Diseases
- ✚ Suicide Risk Factors, Screening and Assessment
- ✚ Supporting Individuals in Early Recovery
- ✚ The 12 Steps
- ✚ Time Limited Dynamics Psychotherapy
- ✚ Treatment Strategies fo Relapse Prevention
- ✚ Universal Precautions
- ✚ Writing a Utilization Review

### **MEDICAL SKILLS – CLINICAL WITH PRECEPTOR**

- ✚ Dealing with Trauma
- ✚ Demonstrating Boundaries
- ✚ Demonstrating Hand Hygiene
- ✚ Demonstration of Fire Safety
- ✚ Documenting a Utilization Review
- ✚ Eye Movement Desensitization Reprocessing
- ✚ Handling AMA's and Combative Clients
- ✚ Handling Food Safely
- ✚ Handling Hazardous Chemicals
- ✚ Handling Substance Use and the Risk of HIV, Hepatitis and other Infectious Diseases
- ✚ Infection Control with Patients
- ✚ Influenza Control with Patients
- ✚ LVN Skills in Patient Care
- ✚ Medical Administration
- ✚ Medication Therapy
- ✚ Music Therapy
- ✚ Patient Assessments
- ✚ Patient Care and Supervision
- ✚ Patient Documentation
- ✚ Patient Safety



- ✚ Performing Crisis Intervention
- ✚ Pharmacology for Patients
- ✚ Preventing Slips, Falls and Trips
- ✚ Providing Art Therapy
- ✚ Providing Clinical Health Assessments
- ✚ Providing Diabetes Care
- ✚ Providing Drama Therapy
- ✚ Providing Gestalt Therapy
- ✚ Providing Group Therapy Instruction
- ✚ Reporting and Documenting Abuse and Neglect
- ✚ Substance Abuse Counseling
- ✚ Suicide Risk Screening and Assessment
- ✚ Time Limited Dynamics Psychotherapy
- ✚ Treatment Engagement with Behavioral Health Disorders
- ✚ Treatment for Relapse Prevention
- ✚ Universal Precautions
- ✚ Using AED Machines
- ✚ Utilizing Diagnostics

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

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: San Joaquin Valley College  
Reference No: 21-0278

CCG No.: ET21-0260  
Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Ascend Management Group LLC

Priority Industry?  Yes  No

Address: 1781 E. Fir Avenue #101

City, State, Zip: Fresno, CA 93720

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 2

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

Company: Central Valley Behavioral Health Psychology Group  
(DBA Ascend Behavioral Health)

Priority Industry?  Yes  No

Address: 1781 E. Fir Avenue #101

City, State, Zip: Fresno, CA 93720

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 6

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: My Time Recovery

Priority Industry?  Yes  No

Address: 83 E. Shaw #200

City, State, Zip: Fresno, CA 93710

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 38

Total # of full-time company employees worldwide: 38

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

Company: Sierra View Behavioral Health

Priority Industry?  Yes  No

Address: 1781 E. Fir Avenue #102

City, State, Zip: Fresno, CA 93720

Collective Bargaining Agreement(s): N/A

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

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: San Joaquin Valley College

CCG No.: ET21-0260

Reference No: 21-0278

Page 2 of 2

Company: Touchstone Recovery Center

Priority Industry?  Yes  No

Address: 7065 N. Maple Avenue Ste. 104

City, State, Zip: Fresno, CA 93720

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4



**Training Proposal for:**

**Tile, Marble, and Terrazzo Employees Joint Apprenticeship  
Training Committee Trust**

**Contract Number: ET21-0953**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Southern California	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bricklayers And Allied Craftworkers Local Union No. 4		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$94,262		\$6,993 Jobs 1-2: 8% Job 3: 20%		\$101,255

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 Journeyman	Commercial Skills OSHA 10 OSHA 30	7	8-200	0	\$541	\$29.43
				Weighted Avg: 22			
2	Retrainee Priority Rate Apprentice	Commercial Skills OSHA 10 OSHA 30	80	8-210	0	\$1,155	\$26.08
				Weighted Avg: 60			
3	Retrainee Priority Rate Apprentice Veterans	Commercial Skills OSHA 10 OSHA 30	4	8-210	0	\$1,267	\$26.08
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08 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 \$6.63 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	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1-Journeyworker</b>		
Tile Layer, Tile Finisher, Terrazzo Finisher, Terrazzo Worker, and Marble Finisher		7
<b>Job Number 2- Apprentice</b>		
Tile Layer		3
		28
Tile Finishers		20
		14
Terrazzo Finisher		6
Terrazzo Worker		1
Marble Finisher		8

<b>Job Number 3-Veteran Apprentice</b>		
Tile Layer		1
Tile Finisher		2
Terrazzo Finisher		1

## **INTRODUCTION**

Tile, Marble, and Terrazzo Employees Joint Apprenticeship Training Committee Trust (Tile Marble JATC) with the support of the Bricklayers and Allied Craftworkers Local Union No. 4 (BAC Local 4) train workers in the tile, terrazzo, brick mason, and marble industry. Tile Marble JATC and its signatories have been training Apprentices since 1966. All training for Tile Marble JATC takes place at the new Training Center site built in May 2020 located in La Verne and serves employers throughout Southern California. The mission of the Tile Marble JATC is to ensure workers have the technical, professional, and safety skills necessary to build and service commercial and residential buildings. This will be Tile Marble JATC's first time holding a contract with ETP, the contractor has participated under prior ETP agreements with the State Building Trades.

The Tile Marble JATC and BAC Local 4 operate under an umbrella trust and train separate occupations under different apprenticeship programs. The occupations trained in this proposal will be Tile Layer, Tile Finishers, Terrazzo Finishers, Terrazzo Workers, and Marble Finishers. Trained Tile Layers and Terrazzo Workers install glass, ceramic and stone tile and Tile Finishers work with the Layers on the installation of ceramic, glass or stone tile. Tile Layers and Terrazzo Workers work includes the laying, cutting or setting of materials used for floors, walls, ceilings, walks, promenade roofs, exterior veneers, stair treads, stair risers, facing, hearths, fireplaces, and decorative inserts. Tile Finishers do most of the setting up of materials and the before and after clean up. Work is both indoors and outdoors and may involve scaffolding. Trainees from all occupations come to the training center and are trained year-round.

## **Veterans Program**

Tile Marble JATC is committed to the recruitment and hiring of Veterans in its program and anticipates training 4 Veterans (Job Number 3) in this proposal. Tile Marble JATC recruits through programs like Helmets to Hardhats and is also an approved GI Bill site. This allows Veterans to receive GI Bill benefits while in training. As an incentive to join the program, initiation fees are waived and Veterans receive a-streamlined admissions processes.

The Veteran training curriculum in this proposal will be the same as Apprentice training. These trainees are in a separate Job Number to better track performance toward ETP's goal of improved outreach for veterans.

## **COVID-19**

To keep up with the demand for highly-trained, highly-skilled workers, it is critical for Tile Marble JATC to offer classes via E-learning and in-person during the state-mandated shelter-in-place order. All classes held onsite at the Training Center must follow strict pandemic safety guidelines including masks, temperature checks, reduced class sizes, classroom cleaning, sanitizer stations, and social distancing. For E-Learning courses, Tile Marble JATC has provided trainees with new computers to ensure Apprentices can attend classes via E-Learning.

## **First-Year Apprentices**

Tile Marble JATC would like to request an exception to permit the first-year apprentices in the Tile Marble and Tile Finisher occupations to participate as permitted under existing ETP Apprenticeship Training guidelines for a 24 month program. Under ETP Apprenticeship Guidelines, an exception may be made for trainees who have advanced to Year 1, Period 2 when the apprenticeship program is less than or equal to 24 months.

The JATC does not separate the apprentices into different levels depending on their year. Instead, trainees are allowed to select from different sets of courses that correspond to their areas of interest. In addition, a trainee can be a 1st year in course work, but be a second year in work status or, on the other hand, a trainee can be a 2nd year in course work, but a 1st year in work status. This is because the JATC gives credit if a trainee comes into the JATC with work or course experience. Hence the line between first and second year Apprentice Finishers is not clear cut which makes eligibility into the ETP program difficult to determine.

## **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 for Tile Layers is 4 years, Terrazzo Workers attend 3 years and the Tile Finishers and Terrazzo Finishers attend 2 years. The curriculum is developed with input from DAS and a designated Local Educational Agency, in the case, Hacienda La Puente Unified School District.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## **PROJECT DETAILS**

Trainees will receive training in updated building standards and green business practices necessary to meet employer demand to develop and retrofit buildings with greener materials. Trainees will learn to work more efficiently with the materials, thus reducing scrap and re-work. The commercial training will help employers manage their costs by sending well-prepared workers out on jobs.

Additionally, demand for Tile and Marble workers has grown 25 percent from 2010 to 2020, faster than the average for all participating occupations. Population growth and business growth, coupled with the increasing popularity of tile and marble, are the major sources of demand for the tile, terrazzo and marble workers. Tile and natural stone are used heavily in shopping malls, hospitals, schools, and restaurants, as well as other commercial and government buildings, and this trend is expected to continue. Tiles, including those made of glass, mosaic, and other high-

end tiles and marble, are also becoming more popular, particularly in new and remodeled homes. Current projects for Tile Marble JATC include the Ocean Wide Downtown Los Angeles, Los Angeles International Airport, Loma Linda University Hospital, George Lucas Museum, and La Jolla High School.

## **Training Plan**

The following training will be delivered via Class/Lab and E-Learning delivery methods in the following:

**Commercial Skills:** This training will be offered to Journeyworkers and Apprentices. Courses include hands-on experience in Safety Procedures, Use of Equipment, Layout Techniques, Blueprint Reading, Installing Specialty Jobs, Preparation of Walls, Preparation of Floors, Installing all types of Ceramic, Porcelain and Stone Tile, Project finishing & fine details (Grouting & Clean-up).

## **Certified Safety Training**

OSHA 10/30: This training will be provided to all trainees and is a series of courses “bundled” by industry sector and occupation. 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**

Through direct mailings, personal contacts, telephone calls, public service announcements, emails, and its website, the JATC will disseminate class information throughout the year to all Apprentices within the local’s jurisdictions as well as to the contractors who employ them. Application announcements for the apprentice program will be sent to local, state and federal agencies as well as to local high schools, community colleges and community-based organizations. There are 3 staff people in the JATC office that will assist with the marketing, recruitment, needs assessments and scheduling of training.

The JATC would like to receive 8% support costs for Jobs 1 and 2 to fund its staff in recruiting and qualifying additional participating employers for this program, and 20% support costs for the Veterans in Job 3. Many participating employers have already been recruited, but more recruitment and assessment activities are needed.

## **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 Tile Marble JATC Training Coordinator with three staff people in the JATC office to assist with scheduling of training, recruitment, assessment needs, and administration. Three trainers and the Training Coordinator will provide the training- Strategy Workplace Communications will provide administrative services.



## **Trainer Qualifications**

Tile Marble JATC trainers are experienced Journeyworkers who are former or current Tile Finishers or Layers and are experts in the areas that they teach.

## **Impact/Outcome**

OSHA 10, OSHA 30, First Aid, Forklift, Scaffold User Card, and Advanced Certification for Tile Installers.

## **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.

## **DEVELOPMENT SERVICES**

Tile Marble JATC retained California Labor Federation in Oakland and Strategy Workplace Communications in Alameda to assist with development of this proposal for no fee.

## **ADMINISTRATIVE SERVICES**

Tile Marble JATC 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 & E-Learning Hours**

8 –200 Job Number 1 Trainees may receive any of the following:

#### **Journeyworker**

##### **COMMERCIAL SKILLS**

- ACT - Advanced Certificates for Tile Installers

##### **OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

### **Class/Lab & E-Learning Hours**

8 – 210 Job Numbers 2 & 3 Trainees may receive any of the following:

#### **Apprentice**

##### **COMMERCIAL SKILLS**

##### **Marble Finisher**

- Bull Nosing
- Caulking
- Cleaning, Polishing and Sealing
- CPR/First Aid
- Cutting & Grinding
- Detail cut & Color Theory
- Drilling & Anchoring
- Edge Detail
- Fabrication
- Grouting with a Grout Bag
- Grouting with Epoxy
- Holding String Lines and Chalk Lines
- Lath & Scratch
- Material Handling
- Polishing
- Repair & Restoration
- Sexual Harassment
- Shower Pans
- Slurrying & Roughing-in Large Floors
- Square Footages & Room Setup
- Squaring & Straightening
- Trim Shapes
- Types of Tile
- Use of Tools- Hand & Power
- Waterproofing

### **Terrazzo Workers and Finishers**

- Blueprint Reading
- Epoxy fill & Repair
- Epoxy Resin & Catalyst
- Filling & Grouting Cement Terrazzo Walls & Floors
- Float Walls for Terrazzo Installation
- General Layout
- Grinding Cement Terrazzo Walls & Base Wet & Dry
- Grinding Epoxy Terrazzo Floors and Walls
- Identification of Sizes & Types of Chips and Strips
- Installation of Strips in Cement Terrazzo and Epoxy Terrazzo
- Journeyman Project
- Lath & Scratch
- Maintenance of Floor & Base Grinder
- Materials/Products and Procedures
- Mixing of Chips for Cement and Epoxy Installation
- NTMA Specifications
- Palladiana
- Polishing & Sealing Cement and Epoxy Terrazzo
- Preparation of Wood Sub floors
- Quality Control
- Skills/Techniques/Procedures
- Slurrying & Roughing in Floors
- Special Epoxy Design
- Square Footages & Material Setup
- Steps- Dry Pack Installation
- Steps- Orientation
- Steps-Cement Terrazzo Installation
- Steps-Epoxy Terrazzo Installation
- Venetian Design Work
- Water Level, Transit and Laser

### **Tile Layer and Finishers**

- Blueprint Reading
- Bull Nosing
- Caulking
- Cleaning, Polishing and Sealing
- Commercial Room Layout #1 and #2
- Float and Tile a Shower Floor, Cased Window, Ceiling, Circular Column, Dome, Gothic Arch, Semi-Circular Arch, Serpentine Wall, Radius Stairs, Straight Stairs, Straight Kitchen and Backsplash, Tub Splash, Tub/Shower Combination, Elliptical Arch, Buttress Walls and Jamb, Nitch, Oval Bowl Pullman (HORSETOOTH), Radius Countertop and “L” and “U” Shaped Kitchen
- Float Large Walls – Using String lines to Set Strips

- Large Form Tile Installation (LFT)
- Gauged Porcelain Tile/Slab Installation
- Grouting with a Grout Bag and Epoxy
- Holding String Lines and Chalk Lines
- Laser and Transit Use
- Lath & Scratch
- Set Screeds on Large Floor and Float
- Shower Pans
- Slurrying & Roughing-in Large Floors
- Square Footages & Room Setup
- Square Shower Walls and Curb
- String lines and Screeds for Slope
- Technical Aspects of Tile Installations
- Trim Shapes
- Types of Tile
- Use of a tile rack
- Water level Rooms for Wall Layout and Floor Elevations
- Waterproofing
- Wet & Dry Grinding Cement Terrazzo Floors, Walls & Base
- GPT/S Material Handling (All Trades)

**OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Note: Reimbursement for Job Number 1 is capped at 200 hours. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours regardless of the method of delivery.



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Better Nutritionals, LLC

**Contract Number: ET21-0270**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** J. Romero

#### PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SB <100 Priority Rate SET	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 73	U.S.: 73	Worldwide: 73
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$200,000

<b>Total ETP Funding</b>
\$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 SB<100 COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

\*Post-Retention Wage is Contractual Wage

<p><b>Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour</b></p> <p><b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p><b>Used to meet the Post-Retention Wage?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe</p> <p>\$2.25 per hour may be used to meet the Post-Retention Wage.</p>
--

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Production Employees		88
Team Lead 1		3
Team Lead 2		9

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Better Nutritionals, LLC ([www.betternutritionals.com](http://www.betternutritionals.com)) (Better Nutritionals) specializes in the formulation and production of gummy and chocolate supplements that are used for sports nutrition, aid in cognitive function, vision and women’s specialty needs to improve the quality of life of children and adults. The Company’s products are specially formulated using pectin and agar-based raw materials and utilizes the process of starch-less mold technology to produce safe vitamin gummies with a longer shelf-life. Better Nutritionals’ products are organic, allergen-free, kosher, and meet NSF (National Sanitation Foundation) and NSF Sports and BRC (British Retail Consortium) standards. In addition, they also formulate vegan, gluten-free and pharmaceutical grade products and has gained FDA approval to produce over-the-counter pharmaceutical gummies for consumers.

Better Nutritionals’ main facility is located in Gardena and has recently expanded with a new manufacturing facility in Norco, CA. The Company has invested in state-of-the-art technologies, and research and development to achieve a manufacturing process that produces products with certification standards. Since its inception in 2014, the Company is grounded in four key pillars: (1) customer growth, (2) food safety and compliance, (3) operational excellence, and (4) employee enrichment. The Company’s commitment to these four pillars established its niche in

the industry and as such, has experienced sustained growth resulting in substantial product demand since 2014.

More recently, it has experienced growth, at an accelerating rate, due to increased demand for health supplements attributed to the coronavirus pandemic. In addition, the Company opened its 400,000 square foot Norco manufacturing facility in May 2020 amidst the pandemic. Therefore, the Company must also undergo a massive transformation in both workplace safety and business expansion to ensure growth is attained safely and responsibly with a priority on employee safety.

### **Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.25 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.

### **Veterans Program**

Although there is no separate Veterans component in this project, Better Nutritionals employs Veterans through their normal hiring practices.

### **Retrainee - Job Creation**

Better Nutritionals is committed to creating jobs and opportunities in California, as part of its effort to get its Norco facility into full operation. The Company's five-year plan is to create more than 1,000 new full-time jobs. It intends to create 100 new full-time jobs during this ETP contract period. To date, Better Nutritionals has hired a total of 31 new employees between November 2020 and January 2021 and is in the process of hiring additional 13 new employees in February. With the current expansion, it will need to hire more than 100 employees over the next 2 years to fill in positions to run the additional production lines. Therefore, Better Nutritionals projects hiring an average of 12 new employees per month.

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.

Due to the high projected number to hire and train over the current number of employed and ETP funding considerations, ETP staff recommended a more conservative proposed number to fund. Better Nutritionals elected to stay with the proposed number to fund for Panel consideration.

## **PROJECT DETAILS**

### **Training Plan / Curriculum**

These newly hired workers will require numerous hours of training. Training will be delivered via Class/Lab or E-Learning delivery methods.

**COVID Training Bundle:** Training will be offered to all occupations on COVID-related safety training and Manufacturing Skills. Trainees will receive training on current protocols and procedures to keep both employees and products safe. Training will ensure successful implementation of workplace safety, cleanliness and compliance with safety protocols and guidelines issued by the CDC and various state, local and federal agencies. Training will help prepare newly hired employees to quickly transition into their respective job roles. Training will also ensure that Better Nutritional products are produced safely and meet high quality standards.

## **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

### ➤ Training Infrastructure

Better Nutritionals' Human Resources Director will be responsible for overseeing all aspects of the ETP contract, assisted by one Human Resources Staff, 1 Safety Coordinator from each location and the involvement of Production Supervisor and Team Leads from each shift from both locations. The team will be responsible in scheduling and tracking training hours and rosters for ETP Tracking purposes. Better Nutritionals has a detailed training schedule in place and is ready to begin training upon Panel approval. Trainers will be a combination of in-house experts and vendors as needed.

## **Commitment to Training**

Better Nutritional spends approximately \$30,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the past has been both company-wide and job specific. The Company is committed to training its staff upon completion of the ETP program. Training will continue to be offered to staff to ensure competency and efficiency within 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.

## **Record Keeping**

Better Nutritional is using an alternative recordkeeping method that is approved under the COVID-19 Response Plan.

## **Temporary to Permanent Hiring**

The Company will train 88 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). 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 4.5 months. These workers will receive employer-paid share-of-cost for healthcare premiums 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.



**DEVELOPMENT SERVICES**

The Company retained PricewaterhouseCoopers LLC in Sacramento to assist with development of this proposal for a flat fee of \$10,000.

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

To Be Determined

**Exhibit B: Menu Curriculum**

**Class/Lab/E-Learning Hours**

4 – 4

Trainees may receive any of the following:

**COVID TRAINING BUNDLE**

- Covid-19 Sanitation Cleaning
- Covid-19 Personal Protective Equipment
- Covid-19 Precaution Measures
- Covid-19 Protect Yourself and Others
- Covid-19 Hand Wash, Close Contact, Symptoms
- General Safety Training
- SOP and HACCP Training
- JSA for Machine Operators

**MANUFACTURING SKILLS (COVID TRAINING BUNDLE)**

- Operating Human Machine Interface (HMI) Panel
- Operating Depositor Machine
- Operations of New Equipment
- Quality Control of Operations
- Transferring Loads between Tanks
- Transferring Loads to Depositor Tanks
- Mitigating Heating and Transfer Time
- Product Harvesting and Dry Room Practices

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



**RETRAINEE - JOB CREATION**

**Training Proposal for:**

**Lancaster Hospital Corporation dba Palmdale Regional Medical Center**

**Contract Number: ET21-0253**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Job Creation Initiative Medical Skills Training Priority Rate Retrainee SET	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 15,000	U.S.: 75,000	Worldwide: 90,000
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$795,935

<b>Total ETP Funding</b>
\$371,680

**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	Medical Skills Training Priority Rate SET	Cont. Imp., MS Clinical with Preceptor, MS Didactic	244	2-200	0	\$690	\$40.80
				Weighted Avg: 30			
2	Medical Skills Training Priority SET HUA	Cont. Imp., MS Clinical with Preceptor, MS Didactic	104	2-200	0	\$805	\$15.08
				Weighted Avg: 35			
3	Job Creation Initiative Medical Skills Training Priority Rate SET	Cont. Imp., MS Clinical with Preceptor, MS Didactic	52	2-200	0	\$2,300	\$16.48
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1 (SET/Priority): \$26.08 per hour statewide;  
Job Number 2 (SET/HUA): \$14.83 per hour for Los Angeles County;  
Job Number 3 (Job Creation): \$16.48 per hour for Los Angeles County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Registered Nurse		244
<b>Job Number 2 (SET/HUA)</b>		
Certified Nurse Assistant		40
		10
Emergency Medical Technician		3
		3
Emergency Medical Senior Technician (Phlebotomy)		10
		6
Radiology Technician		18
Respiratory Therapist		14
<b>Job Number 3 (Job Creation)</b>		
Certified Nurse Assistant		3
New Grad Registered Nurse		20

Obstetric Staff		2
		1
Registered Nurse		26

## **INTRODUCTION**

Founded in 1970, Lancaster Hospital Corporation dba Palmdale Regional Medical Center (PRMC) ([www.palmdaleregional.com](http://www.palmdaleregional.com)) is a 184-bed acute care hospital owned and operated by Universal Health Services (UHS) in Pennsylvania. Located in Palmdale with 708 full-time employees, PRMC provides inpatient services (Medical/Surgical; Telemetry; Joint, Spine & Surgical; Intensive Care/Cardiac Care; Emergency Services; Gastrointestinal Laboratory; Cardiac Catheterization; Surgery and Post Anesthesia Care) and outpatient services (Laboratory, Diagnostic Imaging, Surgery, Bariatric Program, Wound Care, Hyperbaric, and Occupational/Physical Therapy).

The Hospital recently implemented and accredited its Bariatric Surgery Program, which made the Bariatric Center the only facility of its kind that serves the Northern Los Angeles County area (the greater Antelope Valley). The greater Antelope Valley area services a population of nearly 500,000 residents. Due to population growth and need, the Hospital expanded its services, including building The Birth Place/Woman's Services in-patient unit with 25 beds at its Palmdale location anticipated to open in the spring of 2021. Additionally, PRMC has experienced a steady growth over the last two years and plans to hire additional new employees at its Palmdale facility, where all training will take place.

### **Veterans Program**

Although PRMC does not have a separate Veteran Job Number, the Hospital welcomes Veteran applicants to join the hospital. With the support of its longtime Chairman, a Veteran who is committed to help and work closely with local Veteran facilities to serve the needs of Veteran population an opportunity in training and employment.

## **PROJECT DETAILS**

This will be PRMC's third ETP Contract, the third in the last five years. Training in the prior Contracts were largely devoted to the rollout of the Hospital's Segment Elevation Myocardial Infarction, Surgical Department, and 27-bed Acute Rehabilitation Unit. Training under this proposal will concentrate on The Birth Place/Woman's Services unit, new employee job skills and equipment, ongoing regulatory changes impacting healthcare industries, and COVID-19 response plan.

PRMC's goal is to upgrade worker skills as the Hospital faces many present-day healthcare challenges. This includes increasing medically complex patient populations and services, ongoing regulatory changes impacting healthcare industries, managing the impact of COVID-19 pandemic, improving skills and competencies of its workforce, new healthcare services, and adding new employees. Workers will gain experience, proficiency, and the ability to manage complex medical equipment and become better equipped to remain current with industry standards and requirements to exceed patients' expectations. Overall, training will help the Hospital meet its goal of developing an effective and competent workforce to deliver quality patient care, improving clinical outcomes, ensuring the quality of healthcare practices, increasing retention and facilitating employee job satisfaction. As such, PRMC plans to invest approximately \$2.8 million dollars in facility expansion and new equipment including patient beds, carts,

incubators, surgical instruments, pumps, IV stands, newborn central monitoring system, and other minor equipment.

The Hospital's strategic plan for 2021-2023 includes new services, hiring new employees, and upgrading incumbent workers skills, which exceeded the ETP funding capped of \$500,000. The Hospital has agreed to reduce its original ETP funding request by 26% due to the ETP fund shortage.

### **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 Hospital will expand business capacity by hiring new employees. To support its new services, The Birth Place/Woman's Services, the Hospital will hire 52 new employees (Job Number 3). The additional new employees will allow PRMC to maintain adequate staffing ratios and support expanded hospital services. 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 via Class/Lab, Videoconference, E-Learning, and Medical Skills (Clinical and Didactic).

**Continuous Improvement:** Training will be offered to all trainees to improve staff's communication and critical thinking skills to enable them to work independently.

**Medical Skills (Preceptor - Clinical and Didactic - Class/lab):** This training will be offered to all Medical Professionals including 290 Registered Nurses. Trainees will participate in training, based on the complexity of patient care responsibilities. Trainees will gain a better understanding of advanced clinical processes to ensure competency, maximize patient satisfaction and safety, and knowledge of new equipment and specialized care and treatment.

### **Commitment to Training**

PRMC has a current annual training of budget of \$300,000. The Hospital provides UHS Leadership, Point of Care Testing, UHS Regulatory, HealthStream Competencies, Cerner Updates, Disaster Drills/Preparedness, Forensic, new employee orientation, and basic job-specific skills training. Most training is delivered via class/lab, computer-based training, and clinical on-the-job training.

ETP funding will help PRMC strengthen its training program. After the completion of the ETP training, the Hospital is committed to continuing the quality and frequency of employee training to meet regulatory requirements. 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 is scheduled to begin upon Panel approval and will be delivered on-site by in-house experts and vendors, if needed. PRMC's Education Department will oversee all administration under the supervision of the Chief Nursing Officer and Senior Director Clinical Operations. As a repeat ETP Contractor, PRMC has well-established internal administrative procedures to capture training according to ETP guidelines.

## **Special Employment Training**

Under Special Employment Training (SET), employers are not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

Trainees in Job Number 1 are employed in a Priority Industry and qualify for a SET wage modification up to 25% below the statewide average hourly wage. However, PRMC is not asking for a wage modification of \$26.08 per hour for these trainees. All trainees in Job Number 1 qualify as SET High Wage Frontline Workers, exceeding the Statewide Average Hourly Wage of \$34.77 per hour for all counties.

## **High Unemployment Area**

All trainees work in Los Angeles County, a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. As such, the Hospital may request a wage modification up to 25% below the standard minimum wage for these trainees.

### ➤ **HUA Wage Modifications (Job 2)**

PRMC is requesting a wage modification, reducing the Minimum Wage by 24% from \$19.77 to \$15.08 per hour for trainees. Job Number 2 post-retention wages must be higher than the start-of-training wages.

### ➤ **COVID Waivers**

PRMC is also requesting the following waivers due to the of the COVID-19 pandemic:

- Minimum Training Hours Reduced from 8 hours to 2 hours: In an effort to try and limit large group gatherings, some employees may not receive 8 hours of training; and
- PRMC will use alternative recordkeeping for E-Learning approved by ETP as permitted by ETP's Response to COVID-19.

## **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 \$ %
ET17-0334	Palmdale	12/31/2016– 12/30/2018	\$465,700	\$465,700 (100%)
ET14-0343	Palmdale	05/05/2014– 05/04/2016	\$497,090	\$497,090 (100%)

## **DEVELOPMENT SERVICES**

N/A

## **ADMINISTRATIVE SERVICES**

N/A

## **TRAINING VENDORS**

To Be Determined

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

2-200

Trainees may receive any of the following:

**CONTINUOUS IMPROVEMENT**

- Case Management/Discharge Planning
- Charge Nurse Training/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
- Lean Six Sigma
- Nurse Sensitive Indicators
- Organization and Time Management Skills
- Patient and Family Centered Care Skills
- Preceptor Program Nursing Skills-New Hire and New Grad
- Performance and Quality Improvement and Procedures Skills
- Teach Back Method
- Team Building Skills
- Utilization Review

**MEDICAL SKILLS TRAINING – CLINICAL with PRECEPTOR****Behavioral Health/Psychiatric Acute Care Services Unit**

- Patient Assessment & Care
- Care of Pediatric/Adolescent Psychiatry Patient
- CPI
- EMR (Electronic Medical Record) Patient Documentation

**Emergency Department Training**

- Emergency Room Nursing Skills
- Emergency Room Nursing Patient Care
- Obstetric Nursing Care
- Triage Nursing Skills
- Care of Pediatric patients
- Emergency Room Care Patient with Acute Coronary Syndrome
- Emergency Room Care Patient with Acute Stroke
- EMR (Electronic Medical Record) Patient Documentation

**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
- Ventilator & Tracheotomy Care
- Care of the Therapeutic Hypothermia Patient
- Pre and Post Open Heart Care
- Pre and Post-Acute Coronary Syndrome
- EMR (Electronic Medical Record) Patient Documentation

#### **Medical/Surgical Unit Training**

- Patient Assessment & Care
- Medical/Surgical Nursing Skills
- Pre and Post-Operative Care
- Bariatric Nursing Skills
- Orthopedic Nursing Skills
- Oncology Nursing Skills
- Spinal Surgical Nursing Skills
- Stroke Care and Nursing Skills

#### **Obstetrics Training (ED, AS and RT)**

- Patient Assessment & Care
- Antepartum, Labor, Delivery and Postpartum Skills
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- EMR (Electronic Medical Record) Patient Documentation

#### **Operating Room and Post-Anesthesia Care Unit (PACU) Training**

- Patient Assessment & Care
- Trauma Nursing Skills
- Peri-operative Nursing Skills
- Pre and Post-Operative Care
- EMR (Electronic Medical Record) Patient Documentation

#### **Pediatric Services Unit**

- Care of Pediatric Patients (Acute Care, Intensive Care)
- Patient Assessment & Care
- Pre & Post-Operative Care
- EMR (Electronic Medical Record) Patient Documentation

#### **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
- Stroke Patient Care and Nursing Skills
- Acute Rehabilitation Unit: EMR (Electronic Medical Record) Patient Documentation

**Special Care Unit Training**

- Patient Assessment and Care
- Critical Care Nursing Skills
- Ventilator & Tracheotomy Care
- Hemodynamic Monitoring
- Total Parenteral Nutrition
- EMR (Electronic Medical Record) Patient Documentation

**Surgical Services Unit Training**

- Patient Assessment & Care
- Trauma Nursing Skills
- Surgical Nursing Skills
- Pre and Post-Operative Care
- EMR (Electronic Medical Record) Patient Documentation

**Telemetry Unit Training**

- Care of the Cardiac Patient
- EKG & Cardiac Monitoring
- Dysrhythmia Interpretation
- Telemetry Nursing Skills
- Pre and Post-Operative Care
- EMR (Electronic Medical Record) Patient Documentation

**MEDICAL SKILLS TRAINING – DICACTIC**

- Acute Psychiatric Care
- Acute Myocardial Infarction
- Advanced Cardiac Life Support (ACLS)
- ARJO: Safe Patient Handling Lift Equipment
- 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 Neurosurgical Patient
- Care of Pediatric Patients (ED)
- Care of the Stroke Patient
- Central Lines Management
- Chest Tube Care & Management
- Charting Documentation for the C.N.A.
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Disaster Training
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- 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.)
- Epidural Cather and Maintenance Nursing Skills
- Evidence Based Practices
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Impella: Cardiac Assist Device Training
- Infection Control
- Intra-Aortic Balloon Pump Therapy (IABP)
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Isolation and Infection Control and the C.N.A. Class
- Kinetic Therapy
- Labor, Delivery and Postpartum Nursing Skills
- Malignant Hyperthermia Skills
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- New Graduate Nursing Skills
- Nurse Orientation Training (for New Grads only)
- Nursing Diagnosis Skills
- Nursing Process Skills
- Obstetric
- Oncology Nursing Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Wound Care Class
- Patient Fall Prevention
- Pediatric Advanced Life Support (PALS)
- Peri-operative Nursing Skills
- PICC Line Insertion
- Pre and Post-Operative Care
- Preventing Falls the C.N.A.'s Role Class
- Procedural Sedation Nursing Skills
- Psychiatric Nursing Skills
- Psychotropic Medications
- Rapid Response Skills
- Recognizing Abuse/Neglect in the Elderly Patient Class
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Stroke and Speech Care for Patients the C.N.A. Role Class
- Surgical Nursing Skills
- Suicide/Sitter Class

- Telemetry Nursing Skills
- Total Parenteral Nutrition (TPN)
- Transfer Techniques
- Transforming Care at the Bedside Class
- The Respiratory Patient and the C.N.A.
- The Dementia Patient and the C.N.A. Class
- Triage Nursing Skills
- Trauma Nursing Skills
- Understanding Nutritional Needs of the Patient Class
- Ventilator and Tracheotomy Care
- Wound & Skin Care

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



**Training Proposal for:  
Edgewater Health Care, Inc.**

**Contract Number: ET21-0274**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

**PROJECT PROFILE**

Contract Attributes:	SET Retrainee HUA Priority Rate	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Contra Costa, Los Angeles, Orange, Sacramento, San Joaquin	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 2,990	U.S.: 3,387	Worldwide: 3,387
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$362,880

<b>Total ETP Funding</b>
\$278,208

**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	Computer Skills, Cont. Imp., MS-Didactic, MS-Preceptor	176	8-200	0	\$644	\$26.08
				Weighted Avg: 28			
2	HUA SET Priority Rate Retrainee Medical Skills	Computer Skills, Cont. Imp., MS-Didactic, MS-Preceptor	256	8-200	0	\$644	**\$15.00
				Weighted Avg: 28			

\*Post-Retention Wage is the Contractual Wage.

\*\*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): \$26.08 per hour

Job Number 2(SET/HUA): \$14.83 per hour in Los Angeles County; \$14.34 per hour in San Joaquin County

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Registered Nurse		87
Licensed Vocational Nurse		64
Therapy Staff		25
<b>Job Number 2</b>		
Licensed Vocational Nurse		102
Certified Nursing Assistant		154

**INTRODUCTION**

Founded in 2018 and located in Mission Viejo, Edgewater Health Care, Inc. (Edgewater) and its affiliates provide care to patients who no longer require hospitalization, but have ongoing medical needs at the hospital-based skilled nursing level. Skilled nursing patients are referred for acute care through physical, occupational and speech therapy. The goal of the skilled nursing facility is to return patients to their original state before illness or injury to the greatest extent possible.

Edgewater and its affiliates operate under the parent company North American Client Services, Inc., (NACS). Edgewater, contract holder, and its 11 affiliates will participate in the following facilities for ETP-funded training:

- Edgewater Health Care aka Edgewater Skilled Nursing Center; (Long Beach\*)(Los Angeles)
- Danville Post-Acute Rehabilitation; (Danville)(Contra Costa County)
- Fairmont Rehabilitation Hospital; (Lodi)(San Joaquin County)
- Lincoln Square Post-Acute Rehabilitation; (Stockton\*)(San Joaquin County)
- University Post-Acute Rehabilitation; (Sacramento)(Sacramento County)
- Woodland Nursing and Rehabilitation; (Woodland)(Yolo County)
- Ramona Nursing and Rehabilitation; (El Monte\*)(Los Angeles County)
- Terrace View Care Center; (Fullerton)(Orange County)
- Alamitos-Belmont Rehabilitation Hospital; (Long Beach\*)(Los Angeles County)
- Broadway by the Sea; (Long Beach\*)(Los Angeles County)
- Chatsworth Park Health Care Center (Chatsworth\*)(Los Angeles County)
- Lomita Post-Acute Care Center; (Lomita\*)(Los Angeles County)

\*HUA: Seven locations qualify under the HUA program: one location in each of the following respective cities: Stockton (San Joaquin County), El Monte (Los Angeles County), Chatsworth (Los Angeles County), and Lomita (Los Angeles County); and three locations in Long Beach (Los Angeles County).

### **Veterans Program**

The Company welcomes Veteran applicants for open positions, but at this time does not maintain specific outreach programs. Human Resources estimates the Veteran population to consist of approximately 2% of the fulltime workforce and does not require a separate job number at this time.

### **PROJECT DETAILS**

In this proposal, Edgewater has identified the following changes in programs and services that are driving the current need for training:

- As a result of 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 for infection control as well as isolation precautions and proper techniques with personal protective equipment. In addition, extensive competency training is necessary for management and treatment of COVID-19 patients, inclusive of hand hygiene, and proper donning and doffing of Personal Protective Equipment.
- Ongoing regulatory change has resulted in new reimbursement guidelines for patient care, Patient Driven Payment Model (PDPM), 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. It was effective October of 2019. It is a major overhaul for Edgewater to the current skilled nursing facility prospective payment system.
- Edgewater 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 come in compliance with an emphasis on trauma-informed care, infection prevention programs, and competency development.

- To facilitate successful transition of the newly hired nurse, therapist, and CNA to a fast-paced care environment. Preparing these occupations with standardized skill sets that can provide competent and safe patient care with the quality outcomes demanded by the changing regulatory environment.

## Training Plan

Training will be delivered via class/lab and E-learning in the following:

**MS-Didactic:** Training will be offered to all occupations to better understand clinical processes to ensure competency. Training will 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.

**MS-Clinical with Preceptor:** Training will be offered to RNs, LVNs, and CNAs to demonstrate efficiencies of clinical process learned in the classroom and guided by a skilled preceptor. Training includes 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.

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

**Continuous Improvement:** Training will be offered to all occupations 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.

## Special Employment Training

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

### ➤ Wage Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$34.77 to \$26.08). The Company requests this modification for Job Number 1.

## High Unemployment Area

Some trainees (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 HUAs are as follows: Stockton (San Joaquin County), El Monte (Los Angeles County), Chatsworth (Los Angeles County), and Lomita (Los Angeles County); and three locations in Long Beach (Los Angeles County).



➤ 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. Edgewater requests a wage modification for San Joaquin County and Los Angeles County to \$15.00 per hour.

➤ Full Time Employment Modifications

Healthcare workers are considered non-customary workers for purposes of full-time employment. The Company requests full-time employment from an average of 35 hours in a 90-day period to 30 hours in a 90 day period.

### **Commitment to Training**

Edgewater currently spends about \$35,000 on training annually per facility in California and includes new hire orientation training, safety training, regulatory compliance, annual computer skills, safety, skill updates and in-service 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

NACS will have overall oversight of the project. The Directors of Staff Development at each facility will oversee the training program, and assign one person at NACS as the main “point person” for the project. The Training and Development Director and Chief Clinical Risk Officer will also assist to coordinate the submission of training documents. The administrative subcontractor will complete all trainee enrollments, data tracking, and invoicing. Training will be provided by NACS’ in-house experts.

### **Impact/Outcome**

New hire nursing trainees will receive skills required to function effectively in the long term care setting, and incumbent employees will receive new skills to provide elevated patient care outcomes including those of COVID-19 patients with a new emphasis on patient and staff safety through the proper use of personal protective equipment. Standardized training designed to comply with Requirements of Participation will be implemented as well, along with special emphasis on Patient Transfer and Patient Bed Mobility training.

### **DEVELOPMENT SERVICES**

National Training Systems, Inc. in Ladera Ranch assisted with development for a fee of \$13,910.

### **ADMINISTRATIVE SERVICES**

National Training Systems, Inc. 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**

8-200

Trainees may receive any of the following:

**MEDICAL SKILLS-DIDACTIC**

- ABT Stewardship
- Annual Skills Update
- Infection Control
- Basic Life Support
- Bed Mobility
- 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
  - Electrolyte Imbalance
  - Arterial Blood Gas Interpretation
- Cardiac Conditions
- Neurological Conditions
- Resident Emergency Response
- Skeletal/Orthopedic Conditions

- Incontinence Management (colostomy care, urinary catheter care)
- Professional Assault Crisis Training and Certification

### **MEDICAL SKILLS-PRECEPTOR**

- Inpatient & Outpatient Care Unit
  - Medication Management
  - Advanced Assessment Skills
  - Bed Mobility
  - Patient Transfer
  - COVID-19
  - Infection Control
  - Patient Safety
  - Clinical Skills Review
  - Clinical Certification Skills
  - Patient Assessment and Care
  - Intravenous Therapy
  - Enteral Management
    - Bolus
    - Intermittent
    - Continuous
  - Feeding Tube
    - Insertion
    - Site Care
    - Removal
  - Dementia Care
  - Assessing of Tube-Fed Individuals with Diabetes Mellitus
  - Preventing and Identifying Complications Related to Tube Feedings
  - Respiratory Care
  - Wound Management
  - Hemovac/Pnuemovac
  - Dementia/Alzheimer
  - Managing Patients with Neurovascular Conditions
  - Rehabilitation Services
    - Physical Therapy
    - Occupational Therapy
    - 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 Gains 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
- Legal Documentation Standards
- 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

### **COMPUTER SKILLS**

- Electronic Health Records Application Skills
- PointClickCare
- Cliniconex
- Omniview
- Abaqis
- Smartlinx
- Patient Services Billing Software
- Electronic Tablet for Bedside Charting

### **CONTINUOUS IMPROVEMENT**

- Administration
- Abaqis
- 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

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:**  
**Edwards Lifesciences LLC**  
**Contract Number: ET21-0279**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** T. Philips

**PROJECT PROFILE**

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Biotechnology and Life Sciences (54+)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 3,356	U.S.: 4,173	Worldwide: 9,845
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$650,000

<b>Total ETP Funding</b>
\$496,800

**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. Mgmt. Skills Mfg. Skills HAZMAT	200	8-200	0	\$1,265	\$22.50
				Weighted Avg: 55			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills Computer Skills Continuous Imp. Mgmt. Skills Mfg. Skills HAZMAT	200	8-200	0	\$1,219	\$22.50
				Weighted Avg: 53			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$19.12/hr. in Orange County  
 Job Number 2 (Job Creation): \$15.93/hr. in 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  
 Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Manager		18
		10
Supervisor		10
Engineer		15
		50
Technician		45
Clinical Sales Specialist		5
Clinical Marketing Specialist		5
Regulatory Specialist		2
Quality Specialist		30
Admin		10
<b>Job Number 2:</b>		
Manager		2
Engineer		50

		30
Technician		46
Clinical Sales Specialist		5
Clinical Marketing Specialist		5
Regulatory Specialist		5
Quality Specialist		57

## **INTRODUCTION**

Founded in 1958 and headquartered in Irvine, Edwards Lifesciences LLC (Edwards) ([www.edwards.com](http://www.edwards.com)) develops, manufactures and markets medical devices and technologies used in the treatment of advanced cardiovascular disease and hemodynamic monitoring. Edwards' product lines are sold in over 100 countries and are marketed to hospitals, physicians, and other healthcare providers. Products include tissue replacement, heart valves, valve repair products, trans-catheter heart valves, hemodynamic monitoring devices, and other critical care technologies that facilitate cardiac surgery procedures through minimally invasive surgery. Edwards has a single California location in Irvine.

## **PROJECT DETAILS**

Edwards is expanding into Transcatheter Mitral and Tricuspid Therapies (TMTT) to serve an underserved population of patients with mitral and/or tricuspid valve disease. An estimated 10% of people in the U.S. over the age of 65 suffer from mitral or tricuspid regurgitation. However, fewer than two percent receive any kind of treatment intervention. This new product line will require a rapid re-skilling of both incumbent and the hiring of approximately 200 new staff. As Edwards continues to innovate, and demand for its new products increase, it relies on the ability to train its current and new workers on improved production processes and procedures for these new products in order to remain competitive. Edwards' formal needs assessment determined that ETP's funding will allow it to offset the cost of training needed to keep the Company competitive in the marketplace as it expands into a new field within the industry and provides career pathway training to incumbent workers.

This is Edwards' tenth ETP Contract, the fourth in the last five years. While many of the training courses and procedures would remain the same as in past ETP Contracts, the division within Edwards that these employees would represent would be confined to the new TMTT division and product lines. As such, the 200 Job Creation trainees in this proposal are not the same as those in the COVID-Pilot agreement (ET21-0150). The COVID Pilot was approved at the August 2020 Panel Meeting for \$200,000 to train 100 Job Creation trainees. Therefore, if this project is funded as proposed, the cumulative ETP funding for Edwards this fiscal year will be \$696,800. Due to ETP funding conditions, ETP staff recommended Edwards reduce the requested funding. Edwards has elected to stay with the requested funding to present before the Panel.

## **Veterans Program**

Although Edwards may hire and train Veterans, a separate Veterans job number is not included in this project. However, Edwards has created a formal effort to recruit those that have past military experience by building relationships with organizations like The Honor Foundation, Hiring Our Heroes, and MVP Vets to start building a pipeline of talent. Edwards also attends job fairs focused on the military such as the Service Career Academy Conference. In addition, Edwards provides Veterans Awareness Training to help hiring managers understand the value of hiring



veterans, develop an awareness of the differences of those transitioning out and addressing the misconceptions that are sometimes in place around military talent.

### **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 200 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of the Contract. Edwards’ commitment to the number of Job Creation positions is evidenced by their decision to expand operations in the TMTT field.

To remain competitive in the life sciences industry, Edwards continues to expand its Irvine campus to keep up with customer demand for medical devices and biotechnology. Over the last few years, Edwards has invested in a new manufacturing center in Irvine to pilot the design and manufacturing of new medical devices. This investment in additional manufacturing space, equipment and office space has proved critical to Edwards’ ability to grow its product capabilities with innovation and R&D. The new manufacturing center has helped Edwards focus on the entire supply chain to reduce cycle times, improve overall quality and innovate new products in the marketplace.

Edwards provides Manufacturing Skills in the TMTT division and other emerging technologies. As Edwards continues to innovate and demand for its new products increases; the organization relies on the ability to train its workers on improved production processes and procedures generated by these new products to remain competitive.

### **Training Plan**

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

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

**Computer Skills:** Engineers and Quality Specialists will train in the Edwards’ Product Lifecycle Management Program “Ignite” and will continue to require extensive training throughout this project.

**Continuous Improvement:** All occupations will take process improvement and quality courses critical to reducing waste and ensuring quality products. As new product designs are rolled out in the new manufacturing center, these skills will be necessary to expand products into other regions.

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

**Manufacturing Skills:** Training will be offered to Quality Specialist and Engineers. Classes in BioDesign, Manufacturing Assembly Standards and Procedures, Manufacturing Biological and Non-Biological Products, and Wet Labs are key to ensure new products are effectively designed and manufactured.

## **Certified Safety Training**

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

## **Commitment to Training**

In 2018, Edwards invested \$2 million in training at the Irvine facility. Training included good documentation practices, production skills, project management, six sigma training and global business practices. In 2019, they invested \$6 million to build a new life sciences inspection building and an additional \$1 million in new equipment. To kick off the TMTT division, Edwards has invested \$2-4 million into this new heart valve technology and are committing an additional \$8 million in new critical care manufacturing processes for the new line.

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

### ➤ Training Infrastructure

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

## **Electronic Recordkeeping/LMS**

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

## **Green/Clean Operations**

Edwards is committed to promoting environmental excellence in its operations and communities, and to providing a safe and healthy workplace for its employees. Achieving these goals requires more than just complying with applicable regulations in the regions where Edwards operates. It also includes embracing a responsible supply chain, maintaining a focus on product stewardship, implementing proprietary, results-driven Environmental, Health, and Safety (EHS) programs, and respecting the EHS programs of customers and stakeholders.

An example of the work Edwards is doing to minimize their environmental footprint is visible at its Irvine headquarters campus. Edwards is proud to host one of North America’s largest Living Walls. As part of the Company’s environmentally friendly state-of-the-art parking structure, the Living Wall provides aesthetic appeal and is designed to specific environmental standards for low maintenance and low water consumption. This beautiful living work of art also helps protect the

building from sun damage, rain, and temperature fluctuations, saves energy, dampens noise pollution, and makes our world a greener place.

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

### **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
ET21-0150 (COVID Pilot)	\$200,000	09/08/20 – 09/07/22	200	0	0

Based on ETP Systems, eligible tracked hours are equivalent to potential earnings of \$34,000 (17%). The Contractor's current training schedule projects final earnings to be 100%.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0411	Irvine	02/22/19 – 02/21/21	\$353,106	\$353,106 (100%)
ET16-0306	Irvine	02/01/16 – 01/31/18	\$472,000	\$353,401 (75%)

### **DEVELOPMENT SERVICES**

California Manufacturers & Technology Association in Sacramento assisted with development for a flat fee of \$16,500.

### **ADMINISTRATIVE SERVICES**

California Manufacturers & Technology Association will also perform administrative services for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

To Be Determined

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

8 - 200

Trainees may receive any of the following:

**BUSINESS SKILLS**

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

**COMPUTER SKILLS**

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

**CONTINUOUS IMPROVEMENT**

- APICS Certification
- Audit Readiness
- Design Control
- Design of Experiments
- Geometric Dimensioning and Tolerance
- Global Model Master
- Good Clinical Practices
- Good Laboratory Practices
- Innovation
- ISO Internal Auditing
- Lean Manufacturing
- Mini Tab
- Mistake Proofing
- Preventive Maintenance & Calibration
- Problem-Solving/Troubleshooting Skills
- Process Improvements
- Process Validation
- Product Definition
- Production Operations
- Project Management
- Quality Concepts
- Regulatory Inspection Procedures

- Risk Management
- ROHS – Product Surveillance
- Root Cause Analysis
- Starr Technical Training Program
- Statistical Process Control
- Teambuilding
- Technical Information Mapping
- Test Method Validation

#### **HAZARDOUS MATERIALS**

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

#### **MANAGEMENT SKILLS** (Managers/Supervisors Only)

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

#### **MANUFACTURING SKILLS**

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

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



**Training Proposal for:**  
**Los Angeles Trade Technical College**  
**Agreement Number: ET21-0269**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccereilli

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Biotechnology and Life Sciences (54+) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Bernardino	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	14%		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$560,640		\$38,832 8%		\$599,472

In-Kind Contribution:	50% of Total ETP Funding Required	\$1,102,812
-----------------------	-----------------------------------	-------------

**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 Imp., Manufacturing Skills, HAZMAT	560	8-200	0	\$787	\$19.12
				Weighted Avg: 32			
2	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Imp., Manufacturing Skills, HAZMAT	48	8-200	0	\$684	\$19.12
				Weighted Avg: 32			
3	Retrainee Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, Continuous Imp., Manufacturing Skills, HAZMAT	160	8-200	0	\$787	\$19.12
				Weighted Avg: 32			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** \$19.77 for Los Angeles County; \$19.12 for San Bernardino and Orange 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 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
Shipping/Warehouse Attendants		90
		40
		25
Parts & Assembly Clerks		40
		15
		5
Designer/Installer		14
		8
		3
Planner/Scheduler		10
		3
		4
Marketing/Sales Staff		38

		12
		5
Supply Specialist		6
		2
		2
Technicians		25
		10
		6
Utilities/Environmental Energy		6
		4
		2
Telecom Product Representative		4
		1
		1
Guest Services Associate		6
		3
		1
Business Development Representative		18
		4
		3
Product Buyer		4
		1
		1
Service Route Specialist		4
		2
		2
Professional Office Coordinator		17
		4
		3
Product & Pricing Specialist		5
		2
		2
Utilities/Environmental Specialist		6
		4
		2
Administrative Office Staff		110
		44
		35
Managers/Supervisors		15
		24
		65



## **INTRODUCTION**

Los Angeles Trade Technical College Foundation (LATTC) ([www.lattc.edu](http://www.lattc.edu)) is one of the community colleges administered by the Los Angeles Community College District (LACCD). In 2016, LATTC was assigned independent operational authority by LACCD due to its capacity to administer special projects and Career & Technical Education initiatives. Under the lead of LATTC, eight other LACCD community colleges will participate in this proposal:

- Los Angeles Pierce College
- Los Angeles - Southwest College
- Los Angeles Harbor College
- Los Angeles City College
- Los Angeles Valley College
- East Los Angeles College
- West Los Angeles College
- Los Angeles Mission College

LACCD is the largest district in the nation, providing administrative support for its colleges in the area of academic enrollment, contract education, community services, and workforce and economic development. It strives to develop employment and training strategies and helps to create a platform for uniting regional resources. Its customer base includes individuals seeking to gain credits for four-year universities, workers who need new skills to remain in their jobs, and people seeking to increase their competitiveness in today's job market.

### **Veterans**

Although there is no Veterans component in this project, LATTC works closely with the Veteran's Service Office, U.S. Veterans Center, Goodwill Industries, and other Veteran-related organizations. Some participating employers also have a hiring preference for Veterans, have Veterans on staff, and may include Veterans in the proposed trainee population.

## **PROJECT DETAILS**

### **Employer Demand**

This will be LATTC's 10<sup>th</sup> ETP Agreement, and the fourth within the last five years. This proposal will focus on retraining incumbent workers from large and small employers in a variety of industries, the majority of which are Panel priorities.

The proposed training will be provided to a broad spectrum of employers from manufacturing, aerospace, energy, biomedicine, transportation and logistics, and service-related industries. The "core" group of employers are from priority industries representing 81% of the requested funding. The training will help participating employers enhance the skills of their employees. Workers are increasingly challenged to function in a technology-based environment with state-of-the-art equipment and processes. Training will enable workers to work more efficiently and productively in a lean, total quality environment; integrate "green" practices into the workplace; and possess high-level, professional customer service and communication skills.

Through ETP training, workers will be able to elevate job skills to improve performance and enhance companies' local and global competitiveness. Training will also improve participating employers' processes and procedures to make their companies more profitable and strategically-focused.

## Training Plan

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

**Manufacturing Skills:** Training will be offered to occupations involved in manufacturing and production. Training will cover equipment operations, inventory, supply chain, and warehouse operations.

**Business Skills:** Training will be offered to all occupations to enhance and improve workplace communication, problem solving, project management, team-building, and leadership.

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

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

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

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

## Curriculum Development

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

Training is customized based on overall company improvement goals and assessment. Staff works with participating employers' management, human resources, and/or training department staff to determine performance goals, assess specific training needs, and develop a customized, on-site training program. Each curriculum topic is tailored to fit employer needs. Participants are periodically reassessed to ensure classes are appropriate, producing desired outcomes. Upon trainee completion, employers will undergo an evaluation process to fully assess the impact and effectiveness of training content and instructors.

## Marketing and Support Costs

LATTC has an experienced staff of marketers and recruiters who are responsible for contacting employers to explain the benefits of the ETP training program. It works closely with local community organizations such as the Chambers of Commerce, Workforce Investment Boards and WIOA Worksource Centers who have close relationships with local businesses and industries in its targeted region. Employers are also recruited through "cold calling" to target industry sectors and referrals from participating companies. With its marketing efforts, LATTC requests 8% support costs for continued employer recruitment, employer outreach, and assessment of employer-specific job training requirements.

## Commitment to Training

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

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

### ➤ Training Infrastructure

As a repeat ETP contractor, LATTC has established a robust system for administering its contracts. LATTC's Dean of Pathways, Innovation & Institutional Effectiveness Department will oversee the implementation and administration of the proposed contract. There will be five staff members consisting of one Project Manager, three Marketing and Recruiting staff, and one Administration/Support staff dedicated to employer marketing, recruitment, needs assessment, class scheduling, and tracking/data entry.

LACCD has a pool of trainers and subject-matter experts to meet the evolving training needs of its employer target. These trainers have practical as well as professional experience in their respective fields, college degrees, teaching experience and/or demonstrated industry work experience from 8 to 20+ years; and possession of related teaching credential, license, or certificate.

## Tuition Reimbursement

LATTC 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.

## ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0126	\$742,700	09/30/19-09/02/21	860	375	375

Based on the ETP Systems, 25,411 reimbursable hours have been tracked for potential earnings of \$624,602 (84% of approved amount). Of the potential earnings, \$243,375 are for 275 retained trainees and \$44,947 are for 100 trainees currently in review process (equals 375 retained trainees). LATTC projects final earnings of 100% based on training currently committed to participating employers and in progress through May 2021.

**PRIOR PROJECTS**

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET18-0124	Los Angeles, Orange, San Bernardino	08/26/17-08/25/19	\$948,215	\$462,801 (49%)
ET16-0229	Los Angeles, Orange, San Bernardino	11/16/15 – 11/15/17	\$949,240	\$899,354 (95%)

\*ET18-0124: The low performance rate was due to companies who committed to doing training, but ended up participating at a much lower rate than expected. LATTTC attempted to recruit additional companies to offset the lower performing companies, but there were internal staffing issues during the contract term specifically with key college personnel, including trainers. Due to stringent hiring practices with LACCD, there was a significant delay in hiring of new staff. When new staff was hired, there was not enough time in the contract term to recruit and train companies.

To ensure success in the current ET20 contract, LATTTC hired three additional staff members to increase its capacity in the areas of marketing, outreach/recruitment, and project management. With these changes, LATTTC staff members were able to increase their outreach to the community and heavily recruited employers. LATTTC is now well positioned to achieve a stronger program performance with more positive outcome as demonstrated in their current ET20 contract.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

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

8-200 Trainees may receive any of the following:

**MANUFACTURING SKILLS**

- Warehousing Operations and Controls
- Inventory & Materials Management
- Supply Chain Management Techniques
- Blueprint Reading and Business Math
- Forklift Operation
- CNC Machining and Operation

**BUSINESS SKILLS**

- Leadership And Motivation
- Followship
- Team-Building
- Problem-Solving/Troubleshooting
- Customer Service
- Strategic Planning
- Time, Product, and Resource Management
- Project Management
- Stress Management
- Cultural Diversity
- Workplace Communication
- Business Writing Skills
- Sales

**COMMERCIAL SKILLS**

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

**COMPUTER SKILLS**

- Microsoft Office Suite
- Industry-wide databases
- Adobe Photoshop
- Adobe Acrobat
- Computer Aided Design (CAD)
- Mobile App Navigation and Design
- Cloud-based computing

- Quickbooks and Quicken Accounting
- Visio

**CONTINUOUS IMPROVEMENT**

- Statistical Process Control
- Six Sigma (White, Green and Black Belts)
- Work Improvement Techniques
- Production/Operations Workflow
- Environmental Management Systems (EMS)

**HAZARDOUS MATERIALS**

- Hazardous Materials 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.

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET21-0269

Reference No: 20-0634

Page 1 of 4

ALPHABETIZE BY COMPANY NAME

Company: Alco Designs

Priority Industry?  Yes  No

Address: 407 E. Redondo Beach Blvd.

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 50

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

Company: Athen's Services

Priority Industry?  Yes  No

Address: 5355 Vincent Avenue

City, State, Zip: Irwindale, CA 91706

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 1,135

Total # of full-time company employees in California: 1,135

Company: CJ America / CJ Foods

Priority Industry?  Yes  No

Address: 5700 Wilshire Blvd. #550

City, State, Zip: Los Angeles, CA 90036

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 60

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

Company: E-Mart

Priority Industry?  Yes  No

Address: 11175 Knott Ave.

City, State, Zip: Cypress, CA 90630

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 35

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET21-0269

Reference No: 20-0634

Page 2 of 4

Company: Gibson Overseas

Priority Industry?  Yes  No

Address: 2410 Yates Ave.

City, State, Zip: Commerce, CA 90040

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 417

Total # of full-time company employees in California: 417

Company: InBody Inc.

Priority Industry?  Yes  No

Address: 13850 Cerritos Corporate Dr. C

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 34

Total # of full-time company employees worldwide: 80

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

Company: Korean Airlines

Priority Industry?  Yes  No

Address: 6101 W. Imperial Hwy

City, State, Zip: Los Angeles, CA 90045

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 21,000

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

Company: LSG Sky Chefs

Priority Industry?  Yes  No

Address: 6901 Imperial Hwy

City, State, Zip: Los Angeles, CA 90045

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 6433

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



**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET21-0269

Reference No: 20-0634

Page 3 of 4

Company: Nexon America / US Holding

Priority Industry?  Yes  No

Address: 621 Hawaii Street

City, State, Zip: El Segundo, CA 90245

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 90

Total # of full-time company employees worldwide: 168

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

Company: Performance Team / Gale Triangle

Priority Industry?  Yes  No

Address: 11204 Norwalk Blvd.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 196

Total # of full-time company employees in California: 196

Company: Pixelberry Studios

Priority Industry?  Yes  No

Address: 1245 Terra Bella Ave.

City, State, Zip: Mountain View, CA 94043

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100

Company: Powerfull Electric

Priority Industry?  Yes  No

Address: 5316 Venice Blvd.

City, State, Zip: Los Angeles, CA 90019

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 150

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Los Angeles Trade Technical College

CCG No.: ET21-0269

Reference No: 20-0634

Page 4 of 4

Company: Reynaldo's Mexican Food

Priority Industry?  Yes  No

Address: 3301 Vernon Ave.

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 120

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

Company: Sensata Technologies

Priority Industry?  Yes  No

Address: 1461 Lawrence Dr.

City, State, Zip: Thousand Oaks, CA 91320

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 597

Total # of full-time company employees in California: 597

Company: Shryne Group

Priority Industry?  Yes  No

Address: 728 Commercial St.

City, State, Zip: Los Angeles, CA 90012

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 850

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

Company: Spektrum Brakes

Priority Industry?  Yes  No

Address: 13140 Midway Pl

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 152

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



**Training Proposal for:  
Pacific Asian Consortium in Employment**

**Contract Number: ET21-0271**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Transportation and Warehousing (48-49) Aerospace Related  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Bernardino	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**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$230,000		\$16,000 8%		\$246,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$598,100
-----------------------	-----------------------------------	-----------

**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		
	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills	500	2-200	0	\$492	\$19.12
				Weighted Avg: 20			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** \$19.77 per hour for Los Angeles and \$19.12 per hour for Orange and San Bernardino 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 Wage.

Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Warehouse Staff		40
		15
Shipping/Receiving Staff		40
		7
Assembly Staff		6
		3
Marketing/Sales Staff		30
		7
		3
Technician		50
		12
Planner/Scheduler		4
		2
Surveyor/Environmental Staff		4
		2
Guest Services Associate		20
		5
Administrative Assistant		60
		40
Human Resources/Recruiting Staff		20
		10
		5

Accountant Staff		10
		5
Manager/Supervisor		70
		30

## **INTRODUCTION**

Established in 1976, and headquartered in Los Angeles, Pacific Asian Consortium in Employment (PACE) ([www.pacela.org](http://www.pacela.org)) is a non-profit corporation that creates economic solutions to meet the challenges of employment, education, housing, energy conservation, and business development in the Pacific Asian and other diverse communities. While PACE was originally formed to serve Los Angeles' growing Asian Pacific Islander – refugee community, over time it expanded its services to address the issues of poverty and inequity faced by Angelinos across all ethnic groups. PACE is eligible to contract with ETP as an Economic Development Corporation, Group of Employers under Title 22, California Code of Regulations, Section 4400(j)(4). This is PACE's first ETP Contract.

More than 1.2 million men, women, children and families have come to PACE over the past 43 years seeking assistance to create a better quality of life for themselves and their communities. PACE's ethnically diverse staff reflects the multicultural diversity of clients and have linguistic and cultural competency in 40 languages and dialects. PACE is dedicated and actively involved in assisting individual seeking better employment, supporting and promoting business interest, and making the existing businesses more competitive to remain in California.

### **Veterans Program**

Although there is no Veterans components, PACE has actively worked with and marketed training opportunities to Veterans in the community thru the City of Los Angeles One-Stop Center.

## **PROJECT DETAILS**

Many of PACE's participating employers are manufacturers and logistics customers who have expressed a need to improve productivity, profitability and upgrade the skill level of their workforce. These companies are facing increasing challenges in a globally competitive environment. As a result, employers are seeking training to upgrade the skills of their employees in areas such as effective manufacturing processes, operation and production, sales and marketing, and leadership. PACE reports that several manufacturing companies have used the recent economic downturn to identify new customers and niche markets that necessitate the hiring of additional workers and needed training for existing employees. Employees in production, design, administration, and support roles all require training to enhance production capacity and operational efficiency.

ETP-funded training will provide participating employers the opportunity to sustain their competitiveness, grow their businesses, meet customer demand, create new job opportunities, increase wages and retention, remain current with rapidly changing technology, and adapt to the new business environment resulting from the COVID-19 pandemic. PACE is focused on providing opportunities to companies that do not have the resources available to provide needed training to their employees and helping them bring innovative processes and new technology to the workforce.

## Training Plan/Employer Demand

PACE's curriculum is designed to serve the needs of a diverse workforce by allowing each company to customize training. Staff conducts interview with employers and training experts to craft a comprehensive curriculum that is relevant and responsive to employer needs. In addition, participating employers are encouraged to complete course evaluations. This feedback is used by PACE to measure the quality of training and how certain modules can be improved. The proposed training will provide trainees with sufficient Business, Computer, Continuous Improvement, Manufacturing Skills needed to work more efficiently and effectively, keep up with current technology, and successfully manage and grow their businesses.

The core group of participating employers consist of ten large and four small manufacturers, consistent with the Panel's priorities. This core group of employers represents over 100% of the requested funding for this proposal and located in the following counties: Los Angeles, Orange, and San Bernardino Counties. PACE anticipates 100% of training will be conducted at participating employer locations.

Training will be provided via Class/Lab, Video Conference and E-Learning in the following:

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

**Computer Skills:** Training will be offered to all occupations to effectively use the Company's internal software applications to design, program, implement and troubleshoot new computer software programs.

**Continuous Improvement:** Training will be offered to all occupations to promote teamwork and improve workflow, troubleshooting, and problem solving. Training includes operation and production, 6 Sigma and streamlining processes.

**Manufacturing Skills:** Training will be provided to Technicians, Warehouse, Shipping/Receiving and Assembly Staff with skills pertaining to operate new equipment, blueprint reading, supply chain management and distribution processes.

## COVID Waivers

PACE requests the minimum training hours reduced from 8 to 2 in an effort to try and limit large group gatherings, some trainees may not receive 8 hours of training.

## Alternate Recordkeeping

PACE will use alternate recordkeeping due to the COVID-19 pandemic.

## Commitment to Training

Most of the participating employers, especially small companies, lack the resources and funding to conduct formal and structured training. The majority provide on-the-job, one-on-one training to new employees, safety, procedures and policies, and HR related topics. For some participating employers, this project will be an opportunity to participate in a formal training program for the first time. For other companies that may have only provided limited training in the past, ETP funding will enable them to provide a larger number of employees with a broader spectrum of skills development, introduce new business practices and services to sustain growth and remain 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

Training is scheduled to begin upon Panel approval. The Employment Director will oversee project training administration with four staff member (Development Specialist) to coordinate marketing, recruitment, needs assessments, enrollment, scheduling classes, recording and tracking, securing rosters, and ensure compliance with all ETP requirements.

### **Marketing and Support Costs**

PACE has a well-established marketing relationship with One-Stop Center for the City of Los Angeles, local and regional Workforce Investment Boards, Workforce Innovation and Opportunity Act, and Los Angeles Trade Tech College. Staff has built strong relationships with many companies' training department and Human Resources personnel as well as maintaining an in-house One-Stop Center to promote training opportunities. Staff utilizes the following avenues to market their training programs: emails, newsletters, websites, meetings with local employers, and collaborative networks of businesses. PACE seeks support costs of 8% to fund extensive marketing efforts to recruit additional participating employers and assessment activities of employers. Staff recommends an 8% support costs.

### **Trainer Qualifications**

Training will be provided by PACE's in-house experts and Los Angeles Trade Tech College. In-house trainers are competent in the subject matter and will have completed all classes required for the proficiency in each topic of training prior to delivery of training on that topic. Other vendors may be identified as needed.

### **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.

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

Los Angeles Trade Tech College in Los Angeles will provide Business, Computer, Continuous Improvement, and Manufacturing Skills training.

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

2-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Leadership Techniques and Concepts
- Management Skills and Techniques
- Customer Service
- Motivating Workers
- Teams & Teamwork
- Communication Best Practices
- Sales and Marketing
- Problem-Solving/Troubleshooting
- Planning
- Time Management
- Project Management
- Cultural Diversity
- Business Writing Skills

**COMPUTER SKILLS**

- Microsoft Office Suite (Intermediate and Advanced)
- Microsoft Windows Desktop
- Databases Design & Deployment
- Adobe Photoshop
- Adobe Acrobat
- Adobe Illustrator
- Effective Social Media Design
- Computer-Aided Design
- Solidworks

**CONTINUOUS IMPROVEMENT**

- Operations and Production
- Work Improvement Techniques
- 6 Sigma (White, Green and Black Belts)
- Statistical Process Control
- Streamlining Internal Processes

**MANUFACTURING SKILLS**

- Warehousing Operations and Controls
- Distribution Processes
- Supply Chain Management Techniques
- Blueprint Reading and Business Math
- Forklift Operator
- Machine Maintenance and Repair
- Effective Manufacturing Processes
- Industry-Related Calculations and Conversions
- CNC Machining



- Blueprint Reading
- Business Math
- Cost Estimating/Risk Analysis
- Contract Strategies and Reporting
- Scope of Work and Progress Measurement
- Vendor and Distributor Management and Communications
- Quality Control
- Chemical Maintenance and Clean Up

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

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Pacific Asian Consortium in Employment

CCG No.: ET21-0271

Reference No: 20-0497

Page 1 of 4

ALPHABETIZE BY COMPANY NAME

Company: Alloy Processing

Priority Industry?  Yes  No

Address: 1900 W. Walnut Street

City, State, Zip: Compton, CA 90220

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 175

Total # of full-time company employees in California: 165

Company: Amada Yamachi

Priority Industry?  Yes  No

Address: 1820 S. Myrtle Ave.

City, State, Zip: Monrovia, CA 91016

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 165

Total # of full-time company employees in California: 159

Company: Barksdale Crane

Priority Industry?  Yes  No

Address: 3211 Fruitland Ave.

City, State, Zip: Los Angeles, CA 90058

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 120

Total # of full-time company employees worldwide: 2,800

Total # of full-time company employees in California: 230

Company: Brady – Precision Dynamic Corporation

Priority Industry?  Yes  No

Address: 27770 N. Entertainment Dr., #200

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 450

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Pacific Asian Consortium in Employment

CCG No.: ET21-0271

Reference No: 20-0497

Page 2 of 4

Company: ECA Medical Instruments

Priority Industry?  Yes  No

Address: 2193 Anchor Ct.

City, State, Zip: Thousand Oaks, CA 91320

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 80

Total # of full-time company employees worldwide: 81

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

Company: Freudenberg Medical

Priority Industry?  Yes  No

Address: 1110 Mark Ave.

City, State, Zip: Carpinteria CA, 93013

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 1,100

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

Company: HITCO Carbon Composites

Priority Industry?  Yes  No

Address: 1600 W. 135<sup>th</sup> Street

City, State, Zip: Gardena, CA, 90249

Collective Bargaining Agreement(s): No

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

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

Total # of full-time company employees in California: 450

Company: Hollywood Bed

Priority Industry?  Yes  No

Address: 5959 Corvette St.

City, State, Zip: Commerce, CA 90040

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 80

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Pacific Asian Consortium in Employment

CCG No.: ET21-0271

Reference No: 20-0497

Page 3 of 4

Company: Korean Air

Priority Industry?  Yes  No

Address: 6101 W. Imperial Highway

City, State, Zip: Los Angeles, CA 90045

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 21,000

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

Company: Owens Corning Fiberglass

Priority Industry?  Yes  No

Address: 15601 N. Tamarind Ave.

City, State, Zip: Compton, CA 90223

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 16,000

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

Company: RTC Aerospace

Priority Industry?  Yes  No

Address: 20409 Prairie St.

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 250

Total # of full-time company employees in California: 175

Company: Santee Dairies

Priority Industry?  Yes  No

Address: 17851 E. Railroad/E. Valley Blvd.

City, State, Zip: City of Industry, CA 91748

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 18,000

Total # of full-time company employees in California: 950

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Pacific Asian Consortium in Employment

CCG No.: ET21-0271

Reference No: 20-0497

Page 4 of 4

Company: Synear Foods

Priority Industry?  Yes  No

Address: 9601 Canoga Avenue

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 20

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

Company: Tri-Modal Distribution

Priority Industry?  Yes  No

Address: 2011 E. Carson St.

City, State, Zip: Carson, CA 90810

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 50

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



**Training Proposal for:  
Professionals In Human Resources Association**

**Contract Number: ET21-0252**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee SB <100	Industry Sector(s):	Manufacturing (E) Transportation and Warehousing (48-49) Biotechnology and Life Sciences (54+) Healthcare (62) Aerospace Related 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 United Industrial, Service, Transportation, Professional and Government Workers of North America		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$557,520		\$38,380 8%		\$595,900

In-Kind Contribution:	50% of Total ETP Funding Required	\$600,000
-----------------------	-----------------------------------	-----------

**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 Priority Rate	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills, Mgmt. Skills	505	8-200	0	\$1,180	\$19.12
				Weighted Avg: 48			

**\*Post-Retention Wage is the Contractual wage**

**Minimum Wage by County:** \$20.86 per hour for Alameda, Marin, San Mateo, Santa Clara and San Francisco counties; \$20.79 per hour for Contra Costa County; \$19.77 per hour for Los Angeles County; and \$19.12 per hour for all other 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 Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administration		30
Clerk/Warehouse Staff		25
		20
Engineer		10
Maintenance Staff		40
Manager		20
Operator		60
		10
		20
Production Staff		40
		20
		20
Sales Staff		10
		10
Shipping Staff		30
Shop Lead		25
		25
Supervisor		20
		20
Technician		30
		20

## **INTRODUCTION**

Established in 1944, and headquartered in Gardena, Professionals In Human Resources Association (PIHRA) ([www.pihra.org](http://www.pihra.org)) is a non-profit membership organization dedicated to providing business education, networking and advocacy with an emphasis on the human resources environment. PIHRA has 17 locations throughout California, located in Los Angeles, Orange, Riverside, San Bernardino and Ventura counties. PIHRA is the largest affiliate of the Society for Human Resources Management Organization.

PIHRA is eligible to contract with ETP as a Repeat Professional Membership Organization Multiple Employer Contract under Title 22, California Code of Regulations (CCR), Section 4400(j)(3) and 4445(c).

PIHRA serves approximately 4,600 members in California. This includes private businesses, non-profit organizations, government agencies and workforce services. [Note: Only private-sector for-profit businesses will participate in this proposal.] PIHRA works with entities in various industries including aerospace, agriculture, automotive, biotechnology, pharmaceutical, construction, warehouse, distribution, education institute, manufacturing, transportation, oil and gas refinery, restaurant and food services and technology.

PIHRA provides yearly educational seminars in human resources-related topics for existing and new members, for businesses to stay current on issues relevant to human resource professionals. In addition, PIHRA has indicated that members have expressed a need to be more competitive, enhance job skill sets, and maintain a healthy workforce.

### **Veterans Program**

PIHRA does not have a program that works directly with Veterans, but many of its participating employers work with Helmets to HardHats. Although there is not a separate job number for Veterans for administration purposes, PIHRA does have Veterans participating in this project.

### **Union Support**

Participating Employers included in core group will train Maintenance and Production Staff represented by United Industrial, Service, Transportation, Professional and Government Workers of North America. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

This is PIHRA's fifth ETP Contract, and the fifth in the last five years. PIHRA has experienced a recent increase in employer demand, with an overwhelming response for training given the success of its prior Contracts. This includes increases in manufacturing skills, customers' services, International Organization for Standardization, lean enterprises, and the impact of COVID-19 pandemic. Therefore, PIHRA wishes to continue providing training to meet the increased demand, and is focused on providing training opportunities to companies that do not have the resources available to provide needed training to their employees.

ETP-funded training will provide employers the opportunity to sustain their competitiveness, meet customer demand, adapt to new business practices resulting from the COVID-19 pandemic, grow their businesses, reduce layoff and waste, and improve job-related skills and productivity. In addition, its goal for the next 12-24 months is to work collaboratively with participating employers to create best practices in job creation and retention.



## Training Plan/Employer Demand

Training outlined in this proposal is customized, based on employer needs assessments and training objectives. PIHRA conducts interviews with employers and training experts to maintain a comprehensive curriculum that is relevant and responsive to training needs. In addition, participating employers are encouraged to complete post-training evaluations. This feedback is used by PIHRA to measure the quality of training and gauge how it meets employer demands.

The core group of employers consist of eight large companies and four small businesses, which represents over 100% of requested funding for this proposal, and have made firm commitments to participate upon Panel approval. The proposed training will be offered to employers statewide. PIHRA anticipates 95% of training will be conducted at participating employer worksites; the remainder will be center-based. No trainees who participated in previous ETP training will receive duplicate training in this project.

Training will be provided via Class/Lab, Video Conference and E-Learning in the following:

**Business Skills:** Training will be offered to all occupations to improve communication, customer service skills, and business problem solving.

**Computer Skills:** Training will be offered to all occupations to effectively use the Company's internal software applications to design, program, implement and troubleshoot new computer software programs and platforms such as social media, accounting software and Microsoft Suite.

**Continuous Improvement:** Training will be offered to all occupations to promote teamwork and improve workflow, troubleshooting, and problem solving. Training includes process mapping, Lean Enterprise topics and ISO Auditor compliance training.

**Management Skills:** Training will provide Managers/Supervisors with leadership and supervisory skills. Training will help staff become effective leaders in high performance workplaces.

**Manufacturing Skills:** Training will provide Operators, Shop Leads, Technicians, Clerk/Warehouse, Maintenance, Production and Shipping Staff with skills pertaining to operate new equipment, blueprint reading, inventory management and assemblies.

## E-Learning/Alternate Recordkeeping

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

## Commitment to Training

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

Most of the participating employers lack the resources and funding to conduct formal and structured training, especially small companies. The majority provide on-the-job, one-on-one training to new employees, safety, and off-site seminar training. ETP funding will allow these companies to introduce new business practices and services in order to sustain growth and remain competitive in California. PIHRA will only provide training to participating employers in subjects that are outside of their expertise.

➤ Training Infrastructure

Training is scheduled to begin upon Panel approval. PIHRA has designated a Chief Operating Officer to oversee project training administration and one staff member to coordinate marketing, recruitment, needs assessments, and scheduling and maintain all record of training. PIHRA will also utilize a third party vendor with ETP experience to ensure that all training records adhere to ETP requirements.

**Impact/Outcome**

PIHRA anticipates assisting participating employers to prepare for certification programs such as Lean Enterprises and Quality Engineer that are typically awarded based on training and internal improvement. These certifications often lead to new market opportunities, new customers, and increased sales, which will ultimately help companies grow, create new jobs, and provide workforce stability.

**Marketing and Support Costs**

PIHRA has established relationships with Society for Human Resource Management and collaborative networks of businesses. PIHRA hosts conventions, meetings, mixers, and uses newsletters, websites, and email communication to promote business opportunities, procurement news, and various networking events. PIHRA has two employees dedicated to marketing, recruiting, assessment, scheduling, and training; therefore, PIHRA seeks full support cost of 8% to fund extensive marketing efforts to recruit additional participating employers and assessment activities of employers. Staff recommends an 8% support costs.

**Trainer Qualifications**

Training will be provided PIHRA in-house experts with training vendors, Custom Corporate Communications and Western Training Group. In-house trainers are competent in the subject matter and will have completed all classes required for the proficiency in each topic of training prior to delivery of training on that topic (see Training Vendor below). Training vendors will not exceed 45% of the total training in this proposal.

**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.

**ACTIVE PROJECTS**

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0156	\$747,360	12/23/19 – 12/23/21	650	487	TBD

Based on ETP Online Systems, 30,436 reimbursable hours have been tracked for potential earnings of \$737,801 (98% of encumbered amount). To date, PIHRA has earned in process \$547,836 (73% of encumbered funds) for trainees retained for 90 days. PIHRA projects earning 100% of the approved amount, based on training completed through 03/12/20.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0105	Statewide	07/01/18 – 06/30/20	\$948,928	\$899,010 (95%)
ET17-0429	Statewide	03/06/17 – 03/05/19	\$949,090	\$949,090 (100%)
ET16-0166	Statewide	09/28/15 – 09/27/17	\$748,776	\$708,514 (95%)

**DEVELOPMENT SERVICES**

DLI & Associates LLC in San Juan Capistrano assisted with development at no cost.

**ADMINISTRATIVE SERVICES**

DLI & Associates LLC will also perform administrative services for a fee not to exceed 10% of payment earned.

**TRAINING VENDORS**

Custom Corporate Communications of Redondo Beach and Western Training Group of Playa Del Rey will provide training in Continuous Improvement, Business, Computer and Manufacturing Skills.

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

8-200 Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Writing Skills
- Customer Service
- Communication Skills
- Leadership Skills
- Goal Setting
- Managing Change
- Performance Management Skills
- Problem Solving
- Project Coordination
- Team Building
- Time Management
- Change Management Skills
- Project Management
- Sales Skills

**COMPUTER SKILLS**

- Microsoft Office Suite Intermediate and Advanced
- Excel
- Word
- Access
- PowerPoint
- SharePoint
- QuickBooks and Accounting Software
- Computer Design Software
- E-Commerce
- Enterprise and Manufacturing Management Systems
- Remote Training using Zoom, Teams, GoToMeeting

**CONTINUOUS IMPROVEMENT**

- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Kaizen 7S
- Process Improvement
- Process Mapping
- Problem Solving
- Root Cause Analysis
- Set up Time Reduction
- ISO Auditor Training
- Process Management
- Quality Engineering
- Six Sigma

- Statistical Process Control
- Team Building

**MANAGEMENT SKILLS** (Managers and Supervisors only)

- Leadership Skills

**MANUFACTURING SKILLS**

- Inventory Management
- Blueprint Reading
- Advanced Measurement Tools and Techniques
- Electrical Fundamentals
- Drive Systems Maintenance
- Programmable Logic Controllers

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

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Professional In Human Resources Association

CCG No.: ET21-0252

Reference No: 20-0697

Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: AaptysBio Inc.

Priority?  Yes  No

Address: 10421 Pacific Center Court, Suite 200

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 80

Total # of full-time company employees worldwide: 85

Total # of full-time company employees in California: 85

Company: Breezway Thrifty Glass

Priority?  Yes  No

Address: 7132 Murdy Circle

City, State, Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 55

Total # of full-time company employees in California: 55

Company: Coastline Metal Finishing

Priority?  Yes  No

Address: 7061 Patterson Drive

City, State, Zip: Garden Grove, CA 92841

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,100

Total # of full-time company employees in California: 101

Company: Coast Plating Inc.

Priority?  Yes  No

Address: 407 W. Gardena Blvd.

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,100

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Professional In Human Resources Association

CCG No.: ET21-0252

Reference No: 20-0697

Page 2 of 3

Company: D&S Mag and Peen LLC

Priority?  Yes  No

Address: 7718 Adams Street

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,100

Total # of full-time company employees in California: 21

Company: General Sealants Inc.

Priority?  Yes  No

Address: 300 S. Turnbull Canyon Rd.

City, State, Zip: City of Industry, CA 91745

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 70

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

Company: Juanitas Foods

Priority?  Yes  No

Address: 645 N. Eubank Avenue

City, State, Zip: Wilmington, CA 90723

Collective Bargaining Agreement(s): United Industrial Workers Seafarers

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

Total # of full-time company employees worldwide: 113

Total # of full-time company employees in California: 113

Company: Kirkland Aircraft Parts dba Proponent

Priority?  Yes  No

Address: 3120 E. Enterprise Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 75

Total # of full-time company employees worldwide: 539

Total # of full-time company employees in California: 230

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Professional In Human Resources Association

CCG No.: ET21-0252

Reference No: 20-0697

Page 3 of 3

Company: Q Plus Labs

Priority?  Yes  No

Address: 13765 Alton Parkway, Unit E

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 30

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

Company: Triumph Processing Inc.

Priority?  Yes  No

Address: 2605 Industry Way

City, State, Zip: Lynwood, CA 90262

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,100

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

Company: Valence Surface Technologies LLC

Priority?  Yes  No

Address: 407 W. Gardena Blvd.

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 1,100

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

Company: Vance & Hines Performance LLC

Priority?  Yes  No

Address: 13861 Rosecrans Ave.

City, State, Zip: Santa Fe Springs, CA 90670

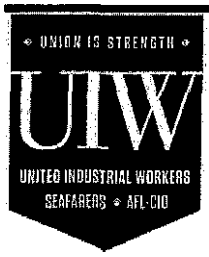
Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 75

Total # of full-time company employees worldwide: 220

Total # of full-time company employees in California: 220





# United Industrial, Service, Transportation, Professional and Government Workers of North America

of The Seafarers International Union of North America, Atlantic, Gulf, Lakes and Inland Waters, AFL-CTO  
Wilmington: 510 North Broad Avenue • Wilmington, CA 90744 • Phone: (310) 549-3920 • Fax: (310) 549-8931

Michael SACCO  
National President  
KAREN HORYON-GENNETTE  
National Director  
DAVID HEZNDL  
National Secretary-Treasurer

October 22, 2020

Executive Director Employment Training Panel  
1100 I Street, 4<sup>th</sup> Floor Sacramento, CA 95814

Atlantic Region  
JOSEPH T. SORESZ  
Vice President

Caribbean & Central  
American Region  
EUGENE ERTSH  
Vice President

Great Lakes Region  
TONNE BURGESS  
Vice President

Gulf Coast Region  
DEAN CORGEY  
Vice President

Midwest Region  
CHAD PARYSZ  
Vice President

West Coast Region  
NICHOLAS J. MARRONE  
Vice President

Dear ETP,

We understand Professionals in Human Resource Association dba PIHRA is requesting ETP funding for a variety of training topics including employees under United Industrial, Service, Transportation, Professional and Government Workers of North America. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project: Production 40/Maintenance 40

We support the proposed training funded in part by the Employment Training Panel. This training will assist Juanita's Foods in meeting our goals.

The United Industrial Workers, Service, Transportation, Professional and Government of North America, of the Seafarers International Union of the North America, Atlantic, Gulf Lakes and Inland Waters District/NMU, AFL-CIO has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

Guadalupe Murillo  
Union Agent



**Training Proposal for:  
Worker Education and Resource Center, Inc.**

**Contract Number: ET21-0272**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate SET Multiple Barriers	Industry Sector(s):	MEC (H) Services (61,71,72,81,92)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Service Employees International Union - United Service Workers West, Local 1877		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$351,900		N/A		\$351,900

In-Kind Contribution:	50% of Total ETP Funding Required	\$262,800
-----------------------	-----------------------------------	-----------

**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 Multiple Barriers	Commercial Skills	450	8-200	0	\$782	\$16.50
				Weighted Avg: 34			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** (\$26.08 SET Priority Industry State-wide). \$16.50 per hour for Los Angeles County 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 Titles	Post-Retention Wage Range	Estimated # of Trainees
Cargo Staff, Catering Staff, Janitorial Staff, Baggage Staff, Passenger Service Staff, Cabin Staff, Security Staff		450

**INTRODUCTION**

Established in 2000, and headquartered in Los Angeles, Worker Education and Resource Center, Inc. (WERC) ([www.we-rc.org](http://www.we-rc.org)) is a non-profit organization that provides workforce development programs in partnership with public service and safety net employers in Los Angeles County. WERC is a labor-management partnership with the Service Employees International Union (SEIU) Local 721 and is committed to develop programs that address equity, excellent public service, and career paths to stable permanent employment. WERC is eligible to contract with ETP as a Group of Employers under Title 22, California Code of Regulations, Section 4400(j)(1). This is WERC’s first ETP Contract.

WERC’s services include curriculum development, training, and case management. In 2015, WERC partnered with five federally-qualified health centers in Los Angeles County to develop a registered emergency medical technician and care navigator program. This program helped individuals to enter the workforce and improve their opportunities for career advancement in healthcare industry. Its current program in partnership with the County of LA is PLACE – Preparing Los Angeles for County Employment which readies county residents for good entry level jobs for individuals who want to serve the public. The program prepares its participants to become assistant case managers, custodians, intermediate clerks, laborers, community health worker, nurse practitioner, certified medical assistants and environmental service workers.

## **Veterans Program**

Although there is not a Veteran component, WERC's participating employers actively recruit veterans for training.

## **Union Support**

All occupations are represented by Service Employees International Union - United Service Workers West (SEIU-USWW) Local 1877. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

WERC will act as the ETP Contract holder with Building Skills Partnership (BSP) ([www.buildingskills.org](http://www.buildingskills.org)) as the sole training provider to BSP partner employers. BSP will also assist with marketing of participating employers (see Marketing & Support Costs), and Strategy Workplace Communications will perform the majority of the administrative services (see Administrative Services).

BSP is a statewide non-profit collaboration between the Service Employees International Union-United Service Workers West (SEIU-USWW) Local 1877, building service employers, and community leaders. Due to the COVID-19 pandemic, BSP partners and participating employers have assessed and addressed the necessary training need at LAX while adhering to the current guidelines from the Centers for Disease Control and California Department of Public Health. Under this proposal BSP will continue to implement its Infectious Disease Certification (IDC) program to adapt to rapidly evolving health and safety measures, as well as provide customized training for LAX Passenger Service workers. The core group of participating employers (two large employers) are LAX employers currently served by BSP, and represent 100% of requested funding. The proposed trainees are those covered under SEIU-USWW Local 1877.

BSP currently has two ETP Contracts. The most recent (ET21-0209) was approved at the December 2020 Panel Meeting for \$499,662 to train 974 incumbent Janitorial/Floorcare Staff covered by SEIU-USWW Local 1877. The state-wide training plan includes multiple types of training with courses in its Emergency Preparedness, Green Janitor, and new Infectious Disease Certificate programs. BSP estimated that approximately 40% of the proposed trainees will be new to the program, while the remaining 60% require continued training from its prior ETP Contract. As of the writing of this proposal no training hours had been tracked.

BSP's second current Contract (ET19-0432) has an end term date of 02/28/21. It was initially funded for \$562,760 and subsequently approved for an additional \$44,412 (\$607,172) to train 440 Janitorial/Floorcare Staff, covered by SEIU-USWW Local 1877. The training included multiple types of training as part of its Advance Green Janitor program. BSP estimated that approximately 40% of the proposed trainees would be new to the program, while the remaining 60% required continued training from its prior ETP Contract. As of the writing of this proposal, BSP has tracked eligible training hours equivalent to over 158% of the approved amount, of which \$91,629 is earned.

WERC states it has partnered with BSP under this proposal as a means to learn from BSP as it plans to expand from working solely with public employers to also working with private employers. In addition, it expects to gain knowledge and experience from a repeat ETP Contractor. WERC currently has a preliminary application for ETP COVID Pilot funding.

ETP Legislation states that the panel shall seek to facilitate the employment of the maximum number of eligible participants. Respectively, ETP Regulations state that in order to make funds available to the greatest number of trainees the Panel may impose funding restrictions on contracts. Therefore, given the Panel's current funding constraints and given BSP partner employers have / will receive benefit this fiscal year, ETP staff recommended these trainees be trained under BSPs most recently approved Fiscal Year Contract. In addition, given a Multiple Employer Contractor (MEC) can request funding consideration once every Fiscal year, BSP could return to the Panel next Fiscal with a funding proposal with demonstrated performance. Staff further recommended that WERC submit its application for COVID-19 Pilot funding to train the population and industry it currently serves.

In response to ETP staff's recommendations, BSP reported that it needed to train LAX workers under a separate contract to demonstrate a strong funding commitment to LAX participating employers. Therefore, BSP had planned to establish a new non-profit organization by this time to bring forward the funding request for the LAX workers under their new non-profit. However, due to COVID, BSP was unable to establish its new non-profit in time. Consequently, it sought partnership with WERC for this funding proposal. ETP staff stated that as an ETP Contractor, BSP may request a modification to its recently approved Contract to include additional occupations as well as split the training plan / funding into two Job numbers with specified funding for each Job number to illustrate funding commitment to its participating employers.

Despite ETP staff recommendations, WERC elected to move forward with its proposal due to the high demand and need for worker training from BSP LAX partner employers.

### **Training Plan**

No trainees from BSP prior ETP Contracts will receive duplicate training in any subject matter under this proposal. Training will be provided via Class/Lab, Video Conference and E-Learning in the following:

**Commercial Skills:** Training will be offered to all occupations and include the role of airport service workers in emergency situations. Trainees will learn proper evacuation procedures, observation techniques, suspicious package handling, updates on clean room and sanitary standards and requirements, and operate and maintain equipment.

### **E-Learning/Alternate Recordkeeping**

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

### **Impact/Outcome**

Upon completion of training, trainees will receive an Infectious Disease Certification and a badge attach to their uniforms. The certificate will help trainees to seek better paying jobs, become competitive job candidates, and improve opportunities for career advancement.

### **Curriculum Development**

The proposed curriculum is specifically designed to provide emergency response training and the impact of COVID-19 to workers who have received minimal classroom instruction on this content in the past. The training program is focused on emergency preparedness and infectious disease awareness to protect workers safety and public health in the property service industry. The proposed curriculum was developed by participating employers, airport managers, service

employees, and SEIU-USWW representatives. In addition, local emergency personnel has provided customized course material for the specific requirements of LAX. The course content has been compiled from longer training courses developed for security guards, police officers, and fire department personnel. Surveys, focus groups, and testimonials from all of the parties above have been used to determine the appropriate content for the classes. ETP assistance will allow participating employers to meet the need during COVID-19 pandemic for its airport service workers, keep LAX airport safe and healthy for travelers and workers, and avoid layoff.

### **Commitment to Training**

The participating employers lack the resources and funding to conduct formal and structured training, especially during COVID-19 crises. They provide new hire orientation, informal one-on-one job skills training, and basic safety training. However, they rely on WERC and BSP to meet their Commercial Skills training needs.

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 is scheduled to begin upon Panel approval. The Executive Director will oversee project training administration. In addition, WERC has a team one staff member and two staff members from BSP to coordinate marketing, recruitment, needs assessments, and the scheduling and tracking of training.

### **Marketing and Support Costs**

WERC has retained BSP to assist in marketing during development and in the next two years. BSP has surveyed, interviewed, and given presentations to service employers, and other members of its Joint Labor-Management Board. BSP works closely with SEIU-USWW Local 1877, Building Owners and Management Association, local emergency personnel and airport service employers. BSP's relationships with these stakeholders contribute to the development of concise program objectives and play an important role in the recruitment of employers and trainees.

BSP's marketing efforts will consist of newsletters, presentations, contacting new employees by onsite visits, and meeting with each new employer to discuss the program in detail. A team of four employees dedicated to marketing, recruitment, assessment, and scheduling training. WERC and BSP are not seeking 8% Support Costs to fund extensive marketing efforts in this proposal.

### **Special Employment Training**

Under Special Employment Training (SET) funding, 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 (\$33.77).

#### ➤ Wage Modification

Trainees in Job Number 1 are employed in a Priority Industry and qualify for a SET wage modification up to 25% below the statewide average hourly wage (\$26.08). However, the Panel

may accept a collective bargaining minimum wage. The contractual post-retention minimum wage is \$16.50 per hour, consistent with the Collective Bargaining Agreement for Los Angeles County.

➤ **Multiple Barriers**

All trainees must be hard-to-serve individuals with multiple barriers to employment. Trainees will have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills).

**Trainer Qualifications**

Training will be delivered by BSP's trainers, which consists of one full-time and 16-18 part-time experts, who also speaks Spanish to provide training to Spanish speaking trainees.

**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.

**DEVELOPMENT SERVICES**

California Labor Federation in Oakland and Strategy Workplace Communications in Alameda assisted with development at no charge.

**ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

BSP will provide Commercial Skills training.

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

8-200

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Active Shooter
- Airport Overview
- Assisting People with Disabilities
- Available Communication Platforms at LAWA
- Company COOP Plan
- CPR/First Aid/AED
- Developing Observation and Reporting Skills
- Earthquakes
- Emergency Prep at Home
- Evacuation/Repopulation procedures
- Fire
- Hazards:
- Incident Command System/National Incident Management System/Standardized Emergency Management System

## Infectious Disease Certification

- COVID guidelines
- Airport Workers as Frontline Workers and Essential Workers to the CA Economy
- Role of Airport Workers as Essential Workers during the Pandemic
- Corona Virus and Airborne & Infectious Diseases
- Working at the airport during COVID-19

## Practices and Equipment

- Bloodborne Pathogens & Prevention Strategies
- Ergonomics
- Cleaning Vs. Disinfecting
- Hazardous Materials

## Severe Weather

- Aircraft Incident
- Power Failure
- Bomb Threats
- Suspicious Article

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

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



**Participating Employers in Retrainee  
Multiple Employer Contracts**  
*Self-reported listing of potential employers participating in the contract*

Contractor's Name: Worker Education and Resource Center, Inc.      CCG No.: ET21-0272  
Reference No: 20-0598      Page 1 of 1

ALPHABETIZE BY COMPANY NAME

Company: G2 (CEAN: 256-2752)	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 5757 W Century Blvd., # 650	
City, State, Zip: Los Angeles, CA 90045	
Collective Bargaining Agreement(s): United Service Workers West (SEIU-USWW) Local 1877	
Estimated # of employees to be retrained under this Contract: 400	
Total # of full-time company employees worldwide: 7,406	
Total # of full-time company employees in California: 2409	
Company: SOS Security (234-5485)	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2601 Ocean Park Blvd., Ste. 208	
City, State, Zip: Santa Monica, CA 90405	
Collective Bargaining Agreement(s): United Service Workers West (SEIU-USWW) Local 1877	
Estimated # of employees to be retrained under this Contract: 50	
Total # of full-time company employees worldwide: 7,000	
Total # of full-time company employees in California: 400	

**United Service  
Workers West**



**Southern California**

**Los Angeles**

828 W. Washington Blvd. Los  
Angeles, CA 90015 (213)  
284-7705  
(213) 284-7725 fax

**Orange County**

1936 W. Chapman Ave.  
Orange, CA 92868  
(657) 888-6647  
(714) 704-9102 fax

**San Diego**

4001 El Cajon Blvd.  
Suite 211  
San Diego, CA 92105 (619)  
641-3050  
(619) 641-3055 fax

**Northern California**

**Alameda**

1650 Harbor Bay Parkway  
Suite 200  
Alameda, CA 94502  
(510) 437-8100  
(800) 772-3326 toll free  
(510) 749-7008 fax

**San Jose**

1010 Ruff Dr.  
San Jose, CA 95110  
(408) 280-7770  
(408) 280-7804 fax

**Sacramento**

1555 River Park Dr. #203  
Sacramento, CA 95815  
(916) 498-9505  
(916) 648-1905

[www.seiu-usww.org](http://www.seiu-usww.org)

October 13, 2020

Worker Education and Resource Center, Inc.  
Aster Ayvatyan, Fiscal and Operations Manager  
aayvatyan@we-rc.org

ETP Reference 20-0598

To: Service Employees International Union- United Service Workers West  
(SEIU- USWW)

RE: Notice of Intent

Projected Effective Date of ETP Contract/Revision: January 25, 2021  
CBA Represented Workers: Service Workers

Dear ETP Panel Members:

We understand the Worker Education and Resource Center (WERC) is requesting ETP funding on behalf of Building Skills Partnership. We support the proposed training plan for a 450 Cargo, Catering, Janitorial, Baggage, Passenger Service, Cabin and Security workers at LAX. We believe that BSP's new Infectious Disease Certification program will protect worker safety and public health in the property service industry.

SEIU-USWW has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application. By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

David Huerta  
President



**Training Proposal for:  
City and County of San Francisco**

**Contract Number: ET21-0262**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Francisco Bay Area

**Analyst:** S. Wang

**PROJECT PROFILE**

Contract Attributes:	Multiple Barriers New Hire SET Priority Rate	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input 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**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$394,680		\$25,212 8%		\$419,892

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	New Hire Multiple Barriers SET Priority Rate	Commerical Skills	66	8-260	0	\$6,362	\$17.50
				Weighted Avg: 260			

\*Post-Retention Wage is the Contractual wage

**Minimum Wage by County:** SET/New Hire: \$16.67 per hour in San Francisco 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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1-Entry Level</b>		
Carpenters		23
Laborers		23
Iron Workers		3
Painters		3
Cement Masons		2
Roofers		4
Sheet Metal Workers		6
Tile Finishers		2

**INTRODUCTION**

Founded in 2006 and headquartered in San Francisco, City and County of San Francisco (City of SF) is a joint powers entity governed by the City Mayor and County Board of Supervisors. The City of SF's Office of Economic and Workforce Development (OEWD) operates Workforce Innovation and Opportunity Act (WIOA) programs in San Francisco. OEWD also supports Workforce Investment San Francisco. This will be City of SF's sixth ETP Contract, and the fourth in the last five years.

This proposal will fund classroom/laboratory training at CityBuild Academy (<http://oewd.org/city-build>), a program created by OEWD in partnership with construction trade unions, the City College of San Francisco, the San Francisco Construction Trades Council, and community based organizations. This program is a pipeline for trainees to get into a registered apprenticeship program designed to assist unions and private construction contractors (participating employers) in meeting their workforce needs. The program also assists private sector employers to meet city-

mandated hiring requirements for large public and private construction projects. It is anticipated that trainees will complete retention after they have been accepted into an apprenticeship program for construction work in or near in San Francisco. Training is conducted at the Evans Campus of the City College of San Francisco.

### **Veterans Program**

Although this proposal does not have a Veterans Job Number, City of SF works closely and provides funding for Swords to Plowshares, a community-based veteran service agency that provides wraparound services to more than 3,000 veterans in the San Francisco Bay Area each year. In the last five years, City of SF has enrolled 11 Veterans.

### **Employer Demand**

The City of SF “First Source” ordinance (Chapter 83, City Administrative Code, eff. 1998) establishes that entities that contract with public projects valued at more than \$350,000 or require large-scale residential permits must make a good faith effort to hire from SF’s Workforce Development System. CityBuild Academy has been designated as the First Source referral entity that will assist employers in meeting this obligation.

According to City of SF, new construction is booming and the demand for construction workers is increasing. Large high-rise projects in San Francisco include the following:

- 5M Project, a four-acre development between 5<sup>th</sup>, Mission and Howard Street in downtown San Francisco
- Pier 70
- Park Merced
- 1550 Evans Community Center
- Biosolids Digester facility
- Headworks projects for the City Wastewater Treatment Plant

### **PROJECT DETAILS**

As the number of major construction projects increases, the demand for local hires grows. Construction contractors (participating employers) need entry-level construction-trade workers who are ready to work safely and productively, so the employers can compete for and carry out construction projects. Program graduates will be entry-level carpenters, drywall installers, cement masons, iron workers, laborers, painters, roofers, and tile finishers. Classes for the 14-week construction program will begin the first quarter of 2021 with new classes starting approximately every six months.

### **Training Plan**

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

**Commercial Skills:** Some course topics includes ceiling joists, communications, concrete, construction math, drywall and electrical.

### **Curriculum Development**

The CityBuild Academy’s curriculum was developed to provide participants with a broad education in the construction trades. Training content is based on skills to ensure success as entry-level construction-trade workers. Skills include use of hand tools, power tools, job site safety, concrete,

rebar, metal studs, layout, drywall, electrical systems, and interior finishes. Training includes classroom instruction and hands-on experience.

### **Electronic Recordkeeping**

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

### **Special Employment Training**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

#### **➤ Wage and Retention Modifications**

All trainees have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP Minimum Wage post-retention.

Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

The Panel may also modify the retention period for these trainees, making it 90 days out of 120 consecutive days with up to three employers. Along with this request, City of SF is also requesting for the alternative retention of 500 hours within 180 days with one or more employer.

### **New Hire Recruitment Plan**

Trainees will be recruited through the following community agencies:

- A. Philip Randolph Institute
- Anders and Anders Foundation
- Asian Neighborhood Design
- Charity Cultural Services Center
- Mission Hiring Hall
- Young Community Developers

Trainees must meet the following criteria: San Francisco residency; high school diploma or GED; valid CA driver's license, U.S. citizenship or proof of eligibility to work in the U.S., ability to pass drug tests; and ability to communicate effectively in English.

### **Marketing and Support Costs**

The City of SF requests 8% in support costs to assist its staff in recruiting eligible trainees and qualifying participating employers for this program. Participating employers will be recruited from among companies that have been awarded construction contracts in San Francisco. While many participating employers have already been recruited, additional assessment activities with employers must occur to meet the specific job requests from employers sufficient to employ all successful trainees. Employers are contacted by CityBuild Academy staff with the cooperation of City departments and building trade unions participating in this project. Employer needs for specific trainees are determined by individual job orders they place with CityBuild Academy. Staff recommends 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

The CityBuild Academy Director (dedicated administrator) will oversee the ETP project. Along with the dedicated administrator, there will also be four part-time Project Staff and Community Based Organizers who will schedule training, track hours and placement, conduct recruitment, and other internal administrative duties. Training is conducted at the Evans Campus of the City College of San Francisco utilizing instructors who are journey-level trade workers. The City of SF will provide up to 260 hours of Commercial Skills training in class/lab instruction per trainee. In addition, City of SF has retained Steve Duscha Advisories to assist with administrative duties.

## Impact/Outcome

Successful graduates of CityBuild Academy become registered apprentices. They earn up to 15 college credits for their CityBuild Academy training. Trainees also can earn construction-related certifications, including OSHA 10, Forklift Safety, Skid Steer, CPR, First Aid, Scissor lift, Confined Space, Excavation Shoring Safety, Flagging/Traffic Control, HAZWOPER, and Scaffold Safety.

## Funding from Other Sources

CityBuild Academy receives funds from the WIOA program and funds from the City and County of San Francisco. These funds may be used to pay for training costs that exceed the ETP reimbursement.

## 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.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET19-0112	San Francisco	7/1/18 – 6/30/20	\$592,640	\$422,806 (71%)
ET17-0923	San Francisco	1/27/17 – 1/26/19	\$514,476	\$409,777 (80%)
ET16-0112	San Francisco	8/3/15 – 8/2/17	\$514,476	\$514,476 (100%)

**\*ET19-011:** Poor performance was due to the difficulty in tracing trainees after the completion of training. A city system for reporting employment for large public projects where trainees work was changed, so post-training employment information was no longer posted. Since then, City of SF has strengthened its follow-up procedures for trainees. In addition, this proposal's requesting amount has been voluntarily "right-sized" in order to be consistent with earnings on the prior contract.

**DEVELOPMENT SERVICES**

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$10,000.

**ADMINISTRATIVE SERVICES**

Steve Duscha Advisories will also perform administrative services for a fee not to exceed 12.5% of payment earned.

**TRAINING VENDORS**

To Be Determined



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

8-260

Trainees may receive any of the following:

**COMMERICAL SKILLS**

- Ceiling Joists
- Communications
- Concrete
- Construction Industry History
- Construction Industry Structure
- Construction Math
- Doors
- Drywall
- Electrical
- Energy Efficiency
- Excavation Shoring
- Finish Work: Tile, Paint Finish Carpentry
- Flagging / Traffic Control
- Forklift Safety
- Formwork
- Framing
- Green Building Processes and Systems
- Hand Tools
- Hazardous Materials
- Interior Finishes
- Job Site Navigation
- Layout
- Metal Studs
- Photovoltaic
- Power Tools
- Promoting Teamwork
- Rafters
- Rebar
- Rigging
- Roofing Materials
- Safety on a Job Site
- Scaffolding
- Scissor Lift
- Skid Steer
- Windows
- Working in a Confided Space

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

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



**Training Proposal for:**

**California Field Ironworkers Apprenticeship Training and  
Journeyman Retraining Fund - Northern CA**

**Contract Number: ET21-0945**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** K. Mam

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern and Central California	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Ironworkers Local, 118, 155, 377, and 378		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$350,754		\$26,789 Job 1, 2 & 4: 8%, Job 3: 20%		\$377,543

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 Journeyworker	Commercial Skills, OSHA 10, OSHA 30	37	8-200	0	\$590	\$41.00
				Weighted Avg: 24			
2	Retrainee Apprentice	Commercial Skills, OSHA 10	174	8-210	0	\$1,732	\$26.08
				Weighted Avg: 90			
3	Retrainee Apprentice Veterans	Commercial Skills, OSHA 10	15	8-210	0	\$1,901	\$26.08
				Weighted Avg: 90			
4	Retrainee Pre-Apprentice	Commercial Skills	15	8-200	0	\$1,722	\$26.08
				Weighted Avg: 70			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** SET/Priority Industry: Job Numbers 1-4: \$26.08 per hour  
**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.  
**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe  
 Up to \$1.48 per hour may be used to meet the Post-Retention Wage in Job 2 & 3 and up to \$5.58 per hour for Job Number 4. These amounts have been verified in the collective bargaining agreement wage charts.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 - Journeyworker</b>		
Ironworker		37
<b>Job Number 2 - Apprentice</b>		
Ironworker		174
<b>Job Number 3 – Veteran Apprentice</b>		
Ironworker		15
<b>Job Number 4 – Pre Apprentice</b>		
Ironworker		15

**INTRODUCTION**

The California Field Ironworkers Apprenticeship Training and Journeyman Retraining Fund – Northern California (NorCal Ironworkers) ([www.universityofiron.org](http://www.universityofiron.org)) seeks funding to train

Journeyworker, Apprentice, and Pre-Apprentice Ironworkers who primarily work in Solano, Contra Costa, San Francisco, San Jose, Fresno, and Sacramento Counties. NorCal Ironworkers operates training centers equipped with the newest training aids and technology in Sacramento, Fresno, San Francisco, San Jose and Benicia.

The training centers are a partnership created in collective bargaining between four International Brotherhood of Ironworker local unions (Local 118 in Sacramento, Local 378 in Benicia, Local 155 in Fresno, and Local 377 in San Francisco); and some 600 signatory employers. The four local JATCs sponsor three Ironworker apprentice programs as funded through the central trust. This will be NorCal Ironworker's seventh ETP Contract, the sixth in the last five years.

### **Veterans Program**

The Veteran training curriculum will be the same as Apprentice training outlined above. These trainees are in separate Job Number to better track performance for this cohort, toward the goal of improved outreach for Veterans.

NorCal Ironworkers works in cooperation with Helmets to Hardhats, a national joint labor-management program. This program helps veterans transition into the civilian workforce. NorCal Ironworkers' website advertises special days exclusively for veterans to apply for the apprenticeship program. Veterans who apply for an apprenticeship can skip the first stage (the written assessment) and go to the second stage (the interview). If eligible, veterans will start as first year apprentices, not as pre-apprentices.

### **COVID-19**

Training will be provided via class/lab at the training centers. To ensure trainees and staff are safe during COVID, all classes held onsite at Training Center must follow strict pandemic safety guidelines including masks, temperature checks, reduced class sizes, classroom cleaning, sanitizer stations, and social distancing.

### **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 Agencies, American River College and San Jose City College.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## **Pre-Apprenticeship Program**

NorCal Ironworkers projects to train 15 Ironworkers (Pre-Apprentices) in this project. Pre-Apprentice Ironworkers are required to take upskill courses and must work a set number of hours, similar to an Apprentice, in order to receive a pay increase. These Pre-Apprentice Ironworkers are covered by the International Brotherhood of Ironworkers Local 118 (Sacramento), 378 (Benicia), 155 (Fresno) and 377 (San Francisco). These signatory employers participate in curriculum development and Pre-Apprentice Ironworkers participate in the same training courses as Journeyworkers. Pre-Apprentice Ironworkers play a role in helping California contractors meet their need for qualified workers.

## **PROJECT DETAILS**

NorCal Ironworker's mission is to ensure workers have the skills, knowledge, and training necessary to be safe on the jobsite. The curriculum has been developed and customized to address local needs. Training is required to keep up with quality standards in ironwork construction including welding, rigging, reinforcing, post-tensioning and architectural work.

Training will prepare ironworkers to work on large construction projects including the Fresno Airport expansion, California High Speed Rail, the courthouse in Modesto, VA Hospital in Stockton, and multiple high-rise buildings in downtown Sacramento and Oakland.

## **Training Plan**

Training will be delivered via class/lab in the following:

**Commercial Skills:** Training will be provided to all trainees and will ensure Ironworkers have the skills necessary for upcoming projects. Training topics include Blueprint Reading, Layout and Instruments, and Welding and Burning.

**OSHA 10/30:** This training is a series of courses "bundled" by industry sector and occupation. 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**

The NorCal Ironworkers requests 8% in support costs for Job Numbers 1, 2 and 4 for current and ongoing efforts in marketing, recruitment. NorCal Ironworkers is also requesting 20% in support costs for Veterans (Job Number 3). NorCal Ironworkers conducts ongoing assessments of employer-specific job requirements. Open houses will be held both for workers and for employers. In Benicia, potential ironworkers tour the facility and talk with staff about careers in ironworking. Employer open houses provide an opportunity for company owners, project managers, and safety representatives to evaluate the program and speak with staff and trainees.

NorCal Ironworkers and various local unions publicize the availability of training through their websites, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. This training program will also be promoted at labor-management meetings and industry assemblies, via site visits to local schools, trade shows, industry meetings, and vocational outreach organizations. Staff recommends the 8% in support costs for Job Numbers 1, 2, and 4, and 20% in support costs for Job Number 3.

## Commitment to Training

ETP funds will not displace the existing financial commitment to training. Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices, Pre-Apprentices and Journeyworkers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

The Apprenticeship Director and an Administrative Assistant, both with experience with prior ETP training contracts, will assist with administration. Designated staff will coordinate training and review attendance rosters for ETP compliance. NorCal Ironworkers retained Strategy Workplace Communications to provide administrative services. Training will be delivered by in-house experts.

## Trainer Qualifications

NorCal Ironworkers has 9 full-time trainers and 24 part-time trainers. The trainers are former or current ironworkers and are experts in the areas that they teach.

## Impact/Outcome

Journeyworkers and Apprentices will receive certifications in the following: OSHA 10, OSHA 30, Welding, Scaffold User/Erector/Dismantler, Forklift and Post Tensioning, and Qualified 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.

## 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
ET20-0936	\$745,190	11/04/2019 – 11/03/2021	412	0	0

Based on ETP Systems, 23,910 reimbursable hours have been tracked for potential earnings of \$430,380 (58% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

## **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0926	Northern & Central California	10/08/2018 – 10/07/2020	\$948,182	\$948,182 (100%)
ET18-0911	Northern & Central California	10/02/2017 – 10/01/2019	\$530,465	\$530,465 (100%)
ET16-0924	Northern & Central California	06/06/2016 – 06/05/2018	\$518,825	\$518,825 (100%)
ET15-0916	Northern & Central California	02/02/2015 – 02/01/2017	\$423,515	\$423,515 (100%)

## **DEVELOPMENT SERVICES**

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

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communication will also perform administrative services for a fee not to exceed 13% of payment earned.

## **TRAINING VENDORS**

N/A

## **Exhibit B: Menu Curriculum**

### **Journeyworker Training - Job 1**

#### **Class/Lab Hours**

8 - 200 Trainees mayl receive any of the following

#### **COMMERCIAL SKILLS**

- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Blueprint Reading
- Energy Audits
- Forklift Training
- Heat Stress Safety
- Layout and Instruments
- Lead in Construction
- Mine Safety and Health Administration (MSHA)
- Mine Safety and Health Administration (MSAJ)
- OSHA 5 -10
- Post Tensioning Certification
- Proper Equipment Set-Up (Green Training)
- Proper Installation and Use of Testing and Auditing Materials and Equipment (Green Training)
- Qualified Rigger
- Rigging Review
- Safe Working Practices
- Scaffold Erector
- Scaffold User
- Subpart R (Steel Erection)
- Understanding New Technologies and Changes to Industry Standards (Green Training)
- Welding and Burning

#### **OSHA 10/30** (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

### **Apprentice Training – Job Numbers 2 & 3**

#### **Class/Lab Hours**

8 - 210 Trainees may receive any of the following:

#### **COMMERCIAL SKILLS**

- Architectural
- Architectural Safe Work Practices
- Blueprint Reading
- Cranes (Includes Scaffold Erector / Dismantler)
- First Aid/CPR
- Foreman Training
- Green Construction For Ironworkers



- Heat Stress Safety
- Lead In Construction
- Measurement And Math
- Mixed Base (Intro To Blueprint & Math)
- Oxy-Fuel and Welding Safe Work Practices
- Post Tensioning
- Precast / Metal Building (Includes Scaffold User)
- Rebar Detailing
- Reinforcing Safe Work Practices
- Rigging and Forklift Training
- Rigging Safe Work Practices
- Structural
- Structural Safe Work Practices, Subpart R Steel Erection
- Welding

**OSHA 10** (OSHA Certified Instructor)

- OSHA 10

**Pre-Apprentice Training – Job Number 4**

**Class/Lab Hours**

8 - 200 Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Green Training
- Firewatch Training
- Heat Stress Safety
- Traffic Flagger
- Welding I and Welding II

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Number 1 and 4 and 210 total training hours per trainee for Job Number 2 & 3, regardless of the method of delivery.



**Training Proposal for:**  
**California Field Ironworkers Apprenticeship Training and  
 Journeyman Retraining Fund - Southern CA**

**Contract Number: ET21-0946**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** K. Mam

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Southern California	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Ironworkers Local 229, 416, 433		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$348,468		\$26,617 Job Numbers 1 & 2: 8%, Job Number 3: 20%		\$375,085

<b>In-Kind Contribution:</b>	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 Journeyman	Commercial Skills, OSHA 10/30	59	8-200	0	\$590	\$41.00
				Weighted Avg: 24			
2	Retrainee Apprentice	Commercial Skills, OSHA 10	180	8-210	0	\$1,732	\$26.08
				Weighted Avg: 90			
3	Retrainee Apprentice Veterans	Commercial Skills, OSHA 10	15	8-210	0	\$1,901	\$26.08
				Weighted Avg: 90			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** SET/Priority Industry: \$26.08 per hour

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

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

Up to \$1.48 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 & 3.

These amounts have been verified in the collective bargaining agreement wage charts.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Journeyworker - Job Number 1</b>		
Ironworker		59
<b>Job Number 2 - Apprentice</b>		
Ironworker		180
<b>Job Number 3 – Veteran Apprentice</b>		
Ironworker		15

**INTRODUCTION**

The California Field Ironworkers Apprenticeship Training and Journeyman Retraining Fund (SoCal Ironworkers) ([www.universityofiron.org](http://www.universityofiron.org)) seeks funding to train Journeyworkers and Apprentice Ironworkers in Southern California. SoCal Ironworkers has served the industry's training needs since 1946. The central training facility is located in La Palma, where Journeyworkers and Apprentices from throughout Southern California attend training. A second training facility is located in San Diego.

The Training Centers are a partnership between three International Brotherhood of Ironworker local unions (Local 433 in the City of Industry and San Bernardino; Local 416 in Norwalk; and

Local 229 in San Diego) and signatory employers. Each local acts as an apprenticeship program sponsor, in partnership with signatory employers, under three separate Ironworker Joint Apprenticeship Training Committees created through collective bargaining. Each program is separately registered with the Division of Apprenticeship Standards (DAS). This is the seventh ETP Contract, the sixth in the last five years.

### **Veterans Program**

The Veteran training curriculum will be the same as Apprentice training outlined above. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans.

SoCal Ironworkers works in cooperation with Helmets to Hardhats, a national joint labor-management program. This program helps veterans transition into the civilian workforce. SoCal Ironworkers' website advertises special days just for veterans to apply for the apprenticeship program. Veterans who apply for an apprenticeship can skip the first stage (the written assessment) and go to the second stage (the interview).

### **COVID-19**

Training will be provided via class/lab at the training centers. To ensure trainees and staff are safe during COVID, all classes held onsite at Training Center must follow strict pandemic safety guidelines including masks, temperature checks, reduced class sizes, classroom cleaning, sanitizer stations, and social distancing.

### **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 Agencies, Cerritos College and Grossmont Adult.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

### **PROJECT DETAILS**

Demand for skilled ironworkers is ongoing for workers with advanced welding skills. Southern California Journeyworkers and Apprentices continuously work on the construction of local hospitals, schools, hotels, recreational areas, parking structures, freeways, rail stations and bridges.

Training will prepare ironworkers to continue work on large construction projects including the Aztec Stadium in San Diego; San Onofre nuclear power plant decommissioning; Water Treatment Plant in Oceanside; SOFI & Clippers Stadium; LAX Airport expansion; George Lucas Museum; and multiple high-rise buildings, highways, and bridge expansions in Los Angeles.

## Training Plan

Training will be delivered via class/lab in the following:

**Commercial Skills:** Training will be provided to all trainees to ensure Ironworkers have the skills necessary for upcoming projects. Training topics include Blueprint Reading, Layout and Instruments, and Welding and Burning.

**OSHA 10/30:** This training is a series of courses “bundled” by industry sector and occupation. 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

The SoCal Ironworkers requests 8% in support costs for Job Numbers 1 and 2 to fund recruitment and conduct ongoing assessments of employer-specific job requirements. SoCal Ironworkers is also requesting 20% in support costs in Job Number 3 to fund recruitment of Veterans. Five staff people in the various SoCal Ironworker locations will assist with marketing, recruitment, needs assessments and scheduling.

SoCal Ironworkers and the three union locals will publicize the availability of training through their website, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will promote this training at labor-management meetings and industry assemblies, site visits to local schools, trade shows, industry meetings, and vocational outreach organizations. Staff recommends the 8% in support costs for Job Numbers 1 and 2, and 20% in support costs for Job Number 3.

## Commitment to Training

ETP funds will not displace the existing financial commitment to training. Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworkers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

The Apprenticeship Coordinator and two Training Coordinators, who were involved in previous ETP training contracts, will assist with administration. The staff will coordinate training and review attendance rosters for ETP compliance. SoCal Ironworkers employ four full-time and fifteen part-time trainers who will deliver all training and document the training in accordance with ETP regulations. SoCal Ironworkers have contracted with Strategy Workplace Communications to assist with administration. Training will be delivered by in-house experts.

## Trainer Qualifications

SoCal Ironworkers has 7 full-time trainers and 21 part-time trainers. The trainers are former or current Ironworkers and are experts in the areas that they teach.

**Impact/Outcome**

Journeyworkers and Apprentices will receive certifications in the following: OSHA 10, OSHA 30, Welding, Scaffold User/Erector/Dismantler, Forklift and Post Tensioning, and Qualified 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.

**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
ET20-0935	\$740,505	11/04/2019 – 11/03/2021	438	0	0

Based on ETP Systems, 27,308 reimbursable hours have been tracked for potential earnings of \$491,544 (66% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0925	Southern California	10/08/2018 – 10/07/2020	\$948,818	\$802,629 (85%)*
ET18-0910	Southern California	10/02/2017 – 10/01/2019	\$511,010	\$511,010 (100%)
ET16-0927	Southern California	06/06/2016 – 06/05/2018	\$511,010	\$511,010 (100%)
ET15-0923	Southern California	03/02/2015 – 03/01/2017	\$359,500	\$359,500 (100%)

\*ET19-0925 – The Contractor project final earnings of 100% based on invoices pending earned – approved.

**DEVELOPMENT SERVICES**

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

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communication will also perform administrative services for a fee not to exceed 13% of payment earned.

## **TRAINING VENDORS**

N/A

**Exhibit B: Menu Curriculum****Journeyworker Training - Job Number 1****Class/Lab Hours**

8 – 200 Trainees may receive any of the following

**COMMERCIAL SKILLS**

- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Blueprint Reading
- Energy Audits
- Forklift Training
- Heat Stress Safety
- Layout and Instruments
- Lead in Construction
- Mine Safety and Health Administration (MSHA)
- Mine Safety and Health Administration (MSAJ)
- OSHA 5 -10
- Post Tensioning Certification
- Proper Equipment Set-Up (Green Training)
- Proper Installation and Use of Testing and Auditing Materials and Equipment (Green Training)
- Qualified Rigger
- Rigging Review
- Safe Working Practices
- Scaffold Erector
- Scaffold User
- Subpart R (Steel Erection)
- Understanding New Technologies and Changes to Industry Standards (Green Training)
- Welding and Burning

**OSHA 10/30** (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

**Apprentice Training – Job Numbers 2 & 3****Class/Lab Hours**

8 – 210

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Architectural
- Architectural Safe Work Practices
- Blueprint Reading
- Cranes (Includes Scaffold Erector / Dismantler)
- First Aid/CPR
- Foreman Training
- Green Construction For Ironworkers



- Heat Stress Safety
- Lead In Construction
- Measurement And Math
- Mixed Base (Intro To Blueprint & Math)
- Oxy-Fuel and Welding Safe Work Practices
- Post Tensioning
- Precast / Metal Building (Includes Scaffold User)
- Rebar Detailing
- Reinforcing Safe Work Practices
- Rigging and Forklift Training
- Rigging Safe Work Practices
- Structural
- Structural Safe Work Practices, Subpart R Steel Erection
- Welding

**OSHA 10** (OSHA Certified Instructor)

- OSHA 10

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Number 1 and 210 total training hours per trainee for Job Number 2 & 3, regardless of the method of delivery.



**Training Proposal for:**

**Heat and Frost Insulators and Allied Workers of Northern California and Local No. 16 Apprentice Training Trust Fund**

**Contract Number: ET21-0948**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Kaiser

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Apprenticeship	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Heat and Frost Insulators and Allied Workers Union Local 16		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$369,360		\$25,650 8%		\$395,010

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 Apprentice Priority Rate	Commercial Skills	114	8-200	0	\$3,465	\$29.70
				Weighted Avg: 180			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** SET/Priority Industry: \$26.08 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	Post-Retention Wage Range	Estimated # of Trainees
Insulation Mechanic Apprentice		114

**INTRODUCTION**

Founded in 1961, Heat and Frost Insulators and Allied Workers of Northern California and Local No. 16 Apprentice Training Trust Fund (Heat and Frost Insulators) ([www.insulators16.org](http://www.insulators16.org).) provides training for Insulators and allied workers in Northern California at its Benicia training facility. This will be the sixth ETP Contract with Heat and Frost Insulators, the fifth in the last five years.

Heat and Frost Insulators insulate mechanical structures from ambient temperatures. A typical building has insulation on hot and cold water pipes, the heating and air conditioning system, and related mechanical equipment. Insulation materials conserve energy, reduce overall energy demand, reduce pollution, control condensation, eliminate mold, and improve workplace safety. Insulation requires a variety of techniques to install depending on the type of surface, which include pasting, wiring, stapling, taping, and spraying. Insulators also perform asbestos removal work, and install firestop materials to seal openings and joints in fire resistant rated walls.

**Veterans Program**

Heat and Frost Insulators continues to serve Veterans and participates in Veterans outreach and hiring activities, including Helmets to Hardhats. For this contract, Veteran trainees will participate under Job Number 1. Currently, Heat and Frost Insulators has 24 Veterans in its program.

## COVID-19

To keep up with the demand for highly-trained, highly-skilled Laborers, it is critical for Heat and Frost Insulators to offer classes via E-learning and in-person during the state-mandated shelter-in-place order. All classes held onsite at Training Center must follow strict pandemic safety guidelines including temperature checks, mandatory face masks, classroom cleaning, bathroom protocol, sanitizer stations around the facility, and social distancing.

## 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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## PROJECT DETAILS

Heat and Frost Insulators designed the training to meet the needs of signatory employers, ensure an adequate number of skilled insulators to work on specialized projects, and address industry needs. Heat and Frost Insulators have ongoing projects with oil refineries and power plants in San Francisco. Additional projects include the San Francisco Airport and in progress buildings in the Sacramento area including schools, commercial buildings, and government buildings. They are also working on a large project with Facebook in South San Francisco.

This training supports apprentices by preparing workers for careers in the industry. Continuously increasing requirements for technical training and the demand for new apprentices require additional funding for apprenticeship programs. ETP support will enable the JATC to expand training to meet contractor demand and improve the quality of training.

## Training Plan

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

**Commercial Skills:** Training will provide Insulation Mechanic Apprentices with the skills needed to perform in their field. Course topics include Blueprint Reading, Cold Work/Hot Work, Hand Saw Cutting, Insulation Materials and Properties, PVC Application, and Sheet Metal & Layouts.

## Curriculum Development

The curriculum is developed by the insulation industry with national and local input. Union and management are consulted through joint committees at all levels. Heat and Frost Insulators is a

joint labor-management committee made up of representatives from the insulation industry. The committee reviews and updates the curriculum, training materials, and training facilities based on the industry expertise of the membership.

### **Marketing and Support Costs**

Employer demand is inherent in the apprenticeship agreements between the trainees and participating employers. Marketing is conducted through announcements, email, and web posting to Local 16 union members and signatory contractors. Three staff members will perform duties related to marketing and support.

Heat and Frost Insulators 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**

Employers will continue to make contributions to the training trust fund for every hour worked by apprentices and journey workers. ETP funding 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 Apprenticeship Coordinator will oversee the ETP Contract administration along with three instructors. The instructors will be responsible for scheduling and coordinating training and uploading rosters. Steve Duscha Advisories will perform project administration by maintaining a database of training records, uploading training hours and enrollment data to ETP and preparing invoices.

### **Trainer Qualifications**

Training will be delivered by in-house trainers who are subject matter experts. In addition, some training may also be provided by experienced trainers who work for participating employers.

### **Impact/Outcome**

Apprentices trained under this proposal will become certified as Journeyworkers once they complete the apprentice curriculum.

### **Electronic Recordkeeping**

Staff reviewed and approved Heat and Frost Insulator's use of a Learning Management System for recordkeeping.

### **Tuition Reimbursement**

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

**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
ET20-0927	\$554,400	10/7/19 – 10/6/21	160	0	0

Based on ETP Systems, 13,972 reimbursable hours have been tracked for potential earnings of \$251,497 (45% of approved amount). The Contractor projects final earnings of 100% based on planned training.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0900	Benicia	07/01/18-06/30/20	\$646,720	\$646,720 (100%)
ET17-0910	Benicia	10/01/16-09/30/18	\$250,200	\$250,200 (100%)
ET15-0918	Benicia	03/02/15-03/01/17	\$200,160	\$200,160 (100%)

**DEVELOPMENT SERVICES**

Steve Duscha Advisories, in Sacramento, assisted with development for a flat fee of \$7,500.

**ADMINISTRATIVE SERVICES**

Steve Duscha Advisories will also assist with 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 Hours**

8-200

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Blueprint Reading
- Boxing a Valve
- Cold Work/Hot Work
- Community Service
- Determining an Insulation System
- Economic Thickness
- Effective Supervision
- End Caps and Conicals
- General Application Methods
- Geometric Construction
- Hand Saw Cutting
- High Temperature
- Industry Related Formulas
- Insulation and Its Relation to Heat Transfer
- Insulation Materials and Properties
- Math Review
- Metal Layouts
- Orientation
- Pattern Making
- Pumps
- PVC Application
- Removable Pads
- Rubatex, Amaflex and Rubber
- Safety
- Sheet Metal & Layouts
- Skill Upgrade
- Standards for Refrigeration and Low Temperature Insulation
- Stiffner Ring
- Supervision

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



**Training Proposal for:  
Laborers Training and Retraining Trust Fund for  
Northern California**

**Contract Number: ET21-0944**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Laborers International Union Locals 73, 166, 185, 261, 270, 294, 304, 67, 886, 324 and 1130		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$351,528		\$26,612 Jobs 1 & 2: 8% Job 3: 20%		\$378,140

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 Journeyworker	Business Skills, Comm'l. Skills, HazMat, OSHA 10/30	149	8-200	0	\$590	\$31.54
				Weighted Avg: 24			
2	Retrainee Apprentice	Comm'l. Skills, HazMat, OSHA 10/30	172	8-210	0	\$1,540	\$26.08
				Weighted Avg: 80			
3	Retrainee Apprentice Veterans	Comm'l. Skills, HazMat, OSHA 10/30	15	8-210	0	\$1,690	\$26.08
				Weighted Avg: 80			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08 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 \$6.38 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 & 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1-Journeyworker</b>		
Construction Craft Laborer		50
Brick Tender Laborer		50
Parking and Highway Laborer		25
Plaster Tender Laborer		24
<b>Job Number 2- Apprentice</b>		
Construction Craft Laborer		40
		90
Brick Tender Laborer		5
		11
Parking and Highway Laborer		4
		9
Plaster Tender Laborer		4
		9

<b>Job Number 3- Apprentice Veterans</b>		
Construction Craft Laborer		1
		8
Brick Tender Laborer		1
		1
Parking and Highway Laborer		1
		1
Plaster Tender Laborer		1
		1

## **INTRODUCTION**

In 1995, the Northern California District Council of Laborers and the Associated General Contractors of California created the Laborers Training and Retraining Trust Fund for Northern California (NorCal Laborers) and the Laborers' Joint Apprenticeship Training Center. NorCal Laborers serves 11 Northern California Laborers Union Locals (73, 166, 185, 261, 270, 294, 304, 67, 886, 324 and 1130), representing 29,000 Journeyworkers and 3,500 Apprentices across 46 Counties in California. ETP training is center-based and all in-person training will be conducted at the San Ramon Training Center or other designated training facilities throughout the Central Valley, Northern California and San Francisco Bay Area.

This is the NorCal Laborers' sixth ETP Contract; the fifth in the last five years. The new funding request is driven by the continuous demand of the construction industry for skilled Apprentices and Journeyworkers in Northern California. NorCal Laborers is committed to helping Californians with little to no construction experience get their foot in the door and into a meaningful career in the building trades. To accommodate all Californians, NorCal Laborers has provided several options to allow them to expand recruitment of trainees and accommodate apprentices of all walks of life to make classes more accessible. These accommodations include: bi-lingual trainers and staff, Spanish-speaking only courses, weekend courses, flexibility in class scheduling for those with other jobs, and work history being taken into account when determining class placement.

### **Veterans Program**

NorCal Laborers is committed to the recruitment and hiring of Veterans in its program and anticipates training 15 Veterans (Job Number 3) in this proposal. NorCal Laborers recruits through programs like Helmets to Hardhats and is also an approved GI Bill site. This allows Veterans to receive GI Bill benefits that can be put towards paying for cost of training. Veterans in the Apprenticeship program are eligible to receive Montgomery GI Bill benefits, such as a monthly housing allowance. As an incentive to join the program, NorCal Laborers waives initiation fees and provides streamlined admissions processes for Veteran applicants.

The Veteran-training curriculum in this proposal will be the same as Apprentice training. These trainees are in a separate Job Number to better track performance toward ETP's goal of improved outreach for veterans. To incentivize and recruit veterans to apply for the program, NorCal Laborers partners with organizations such as CityBuild and Richmond Build to help attract veterans to the program. The new Executive Director is committed to increasing the numbers of Veteran Apprentices and has been working on establishing new relationships with community-based organizations in the area to find new ways to find, recruit, and hire Veterans.

## **COVID-19**

To keep up with the demand for highly-trained, highly-skilled Laborers, it is critical for NorCal Laborers to offer classes via E-learning and in-person during the state-mandated shelter-in-place order. All classes held onsite at Training Center must follow strict pandemic safety guidelines including masks, temperature checks, reduced class sizes, classroom cleaning, sanitizer stations, and social distancing. For E-Learning courses, trainers are currently undergoing training on how to effectively utilize and teach through Zoom as the platform. All trainees are also given training as needed on how to effectively utilize Zoom as a platform for learning.

## **First-Year Apprentices**

NorCal Laborers would like to request an exception to permit the first-year Apprentices to participate as permitted under existing ETP Apprenticeship Training guidelines for a 24 month program. Under ETP Apprenticeship Guidelines, an exception may be made for trainees who have advanced to Year 1, Period 2 when the apprenticeship program is less than or equal to 24 months.

The Laborers Apprenticeship Program is unique from other trades as it does not separate the Apprentices into different levels depending on their year. Instead, trainees are allowed to select from different sets of courses that correspond to their skill level and previous work experience. For instance, a trainee can be a first year in course work, but could be a second year in work status; or, a trainee can be a second year in course work, but a first year in work status. NorCal Laborers gives credits for work or course experience. Hence, the distinction between first and second-year Apprentices is unclear making eligibility for the ETP program difficult to determine. This request has been approved by Panel in previous contracts and staff recommends approval of this request.

## **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 two years. The curriculum is developed with input from DAS and a designated Local Educational Agency State Center Community College District.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## **PROJECT DETAILS**

ETP funding will help train more Apprentices and upgrade Journeyworker skills to meet employer demands and to keep pace with out-of-state competition and non-union competition. ETP funds from this proposed project will address the need for increased speed and precision to offset higher

costs of materials and will update trainee knowledge base concerning higher-quality standards including new green and energy efficiency standards.

Many of the types of construction performed by Laborers include pouring concrete, laying asphalt, installing storm drains and water mains, working on bridges and driving tunnels. Nor Cal Laborers also teaches trainees the skills to use pneumatic tools, welding, organizing, and to carry and use heavy materials, read plans, and to set up and breakdown worksites. Although laborer work is usually outdoor work, many tunnel projects in Northern California will necessitate that the trainees gain new skills that go along with working in enclosed areas. The work is physically demanding because of long hours of using tools and machines while bending, sitting, climbing, standing and crouching in small spaces. In the classes listed as part of this proposal, Apprentices and Journeyworkers will learn to perform many of the types of construction such as wrecking work, analyzing a project site plan for water filtration and erosion control, removing hazardous waste, laying and pressure testing pipes, repairing roads, setting up materials for use in reinforcing concrete construction, and performing general construction cleanup work.

Nor Cal Laborers' current projects include the VA Hospital in Stockton, CalTrain Rails and Stations along the San Francisco Peninsula, Waymark Walnut Creek Transit Village, Google Campus in Mountain View, and the Interstate 5 Freeway Expansion from Anderson to Redding in Northern California.

## Training Plan

The following training will be delivered via Class/Lab and E-Learning delivery methods in the following:

**Business Skills:** Training will be provided to Journeyworkers to follow certification guidelines; use more collaborative bidding and project development practices; interact with other types of construction workers; and implement green solutions in traditional-work environments. Trainees will gain the skills to plan, organize, and manage construction projects resulting in more efficient and on-time work. Training will also include course topics such as Team-Building and Leadership Skills to lead and participate in teams effectively.

**Commercial Skills:** Training will be provided to Journeyworker and Apprentices. Journeyworkers will learn about mechanical integration and weatherization to meet clean-energy standards. Course topics include Higher Cutting, Welding, and Pipe Layout Techniques. Apprentices will learn to set up, build, and maintain commercial, industrial and residential construction sites. Training will also include topics on Building Scaffolding, Laying Pipes, Removing and Replacing Concrete, Welding, Air Tools, and driving Skid Steers and Forklifts.

## Certified Safety Training - Journeyworkers & Apprentices

OSHA 10/30: This training is a series of courses "bundled" by industry sector and occupation. 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 Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from "first responder" to "incident commander." It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Construction Craft, Brick Tenders, Plaster Tender, Parking and Highway Improvement Laborer will receive up to 40 hours of training.

Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by Laborer's International Union of Northern America.

### **Marketing and Support Costs**

NorCal Laborers is requesting 8% in support costs for Job Numbers 1 and 2 and 20% for Job Number 3 to fund recruitment and conduct ongoing assessments of employer-specific job requirements.

The Trust and the eleven union locals publicize training through their websites, newsletters, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will promote this training 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 with 20% in support costs for Veterans (Job Number 3).

### **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. A third party, Strategy Workplace Communications has also been hired along with California Labor Federation to maintain and provide ETP contract administration.

#### ➤ Training Infrastructure

ETP Training will be overseen by the Director of Apprenticeship with eight full-time and two part-time staff assisting in administration of marketing, recruitment, needs assessments and scheduling of training. In addition, the Trust has retained Strategy Workplace Communication to assist with administration.

### **Trainer Qualifications**

NorCal Laborers has 15 full-time trainers. The trainers are former or current laborers and are experts in the areas that they teach. Classes are equipped with modern equipment and tools, and strong emphasis is placed on operation and safety.

### **Impact/Outcome**

Journeyworkers and Apprentices will receive certifications in the following: 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.

**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
ET20-0939	\$746,160	10/07/19 - 10/06/21	574	0	0

Based on ETP Systems, 7,551 reimbursable hours have been tracked for potential earnings of \$159,185 (21% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

**PRIOR PROJECTS**

The following table summarizes Contractor's performance by NorCal Laborers under ETP Contract that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0913	Statewide	08/06/18 – 08/05/20	\$949,815	\$657,737* (69%)
ET17-0901	Statewide	08/01/16-07/31/18	\$530,512	\$530,512 (100%)
ET15-0908	Statewide	09/02/14 – 09/01/16	\$269,744	\$269,744 (100%)

\*ET19-0913: Based on ETP Systems 62,567 reimbursable hours have been tracked for potential earnings of \$949,815 (100% of approved amount). NorCal Laborers is currently in the process of closing of this contract, and once the final closeout invoice is submitted is projected to earn 100% of the contract amount.

**DEVELOPMENT SERVICES**

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

**ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will also perform administrative services for an amount not to exceed 13% of payment earned.

**TRAINING VENDORS**

N/A

**Exhibit B: Menu Curriculum**

**Class/Lab & E-Learning Hours**

8-200 (Job Number 1)

Trainees may receive any of the following:

**JOURNEYWORKER**

**COMMERCIAL SKILLS**

- 25Permit Required Confined Space Entry
- Aerial Boom Lift
  - Boom Lift Safety
- Air Tools
- Arc Welding
- Asbestos Removal Initial Class
- Asbestos Removal Recertification
- Basic Construction Math
- Blue Print Reading
- Confined Space Awareness class
- COVID 19
  - Infectious Diseases Training
- Forklift Orientation
- Fundamentals of Construction
- Hoisting and Rigging
- Hoisting Rigging & Signaling
- Jobsite Erosion Control
- Lead Abatement Initial Class
- Lead Abatement Recertification
- Mechanical Pipe
- Oxy Torch Cutting Burning
- Oxyfuel Cutting
- Scaffold Builder
- Scaffold User
- Signal Person
- Skid Steer
- Weatherization Technician and Installer

**BUSINESS SKILLS**

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

- Problem Solving
- Project Management
- Teambuilding Skills

## **APPRENTICE**

### **Class/Lab & E-Learning Hours**

8 - 210 (Job Numbers 2 & 3)

Trainees may receive any of the following:

### **COMMERCIAL SKILLS**

- Aerial Platform
- Air Tools
- Area and Volume, Calculating and Estimating
- Asbestos Abatement Worker
  - Asbestos Awareness
  - Asbestos Contractor/Supervisor Initial
  - Asbestos Initial
  - Asbestos Removal Initial
  - Asbestos Recertification
  - Asbestos Contractor/ Supervisor Recertification
- Asphalt Remove & Replace Builders Level Math
- Blueprint Reading
- Boom Lift Safety
- Brick Tending
- Bulkheads, Batter Boards, Overhead Screed
- Compaction
- Concrete and Asphalt
  - Concrete Coring & Saw Cutting
  - Concrete Finisher
  - Concrete Placement and Finishing, Floors, Drives and Walk Behind Power Trowel
  - Concrete Techniques
- Confined Space
  - Confined Space Awareness class
  - Confined Space Entry
- Environmental Hazards of Highway Work
- Environmental Passport
- Fall Protection
- Forklift and Forklift Safety
- Form Setting, Curb and Gutter, Alley Gutter, Pour in Place Walls
- Fractions and Decimals, Inches to Decimals
- Form Setting, Sidewalk, Driveway, Approach, Handicapped Ramp
- Grade Checking
- Hand & Power Tools
- Hazardous Waste Removal Initial



- Hazardous Waste Removal Recertification
- Hazardous Waste Worker
- Landscape
- Landscape 1: Planting & Maintenance
- Landscape 2: Construction Math & Irrigation Systems
- Landscape 3: Erosion Control, Grading & Drainage
- Landscape 4: Retention Walls, Dividers & Flatwork
- Lead Abatement Worker
- Material Handling, Storage, Use and Disposal
- Mechanical Pipe
- Mini Excavator
- Pipe Laying
- Placement and Finishing, Panel, Patios, Drives, Decks, Tilt-up
- Placement, Finishing Tools, Concrete Procedures, Control Joints
- Recognition and Hazard on the Jobsite
- Respiratory Awareness
- Scaffold Builder
- Scaffold User
- Scope of Work, Personal Protective Equipment, Materials and Tools
- Skid Steer
- Skip Loader
- Squaring Principles, Triangulation
- Steward Training
- Sub-grade Preparation, Line Setting and Forming Techniques
- Survey, Station, Percentages
- Tilt-Up Construction
- Tools and Equipment: Pick and Pick Mattocks, Shovels, Digging Bars, Jackhammer, Rivet Buster, Chipping Gun and Clay Spades
- Torch Cutting and Burning
- Traffic Control and Flagging
- Trench Plates & Shoring
- Welding
- Weatherization Technician and Installer

### **COMMERCIAL SKILLS**

- Basic Construction Math
- COVID 19
  - Infectious Diseases Training
- Fundamentals of Construction
- Hoisting Rigging & Signaling
- Oxy Torch Cutting Burning

All Job Numbers

**OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

**HAZARDOUS MATERIALS**

- HAZMAT

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

Note: Reimbursement for Job Number 1 is capped at 200 hours. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours regardless of the method of delivery.



**Training Proposal for:**

**Northern California Surveyors Joint Apprenticeship Committee**

**Contract Number: ET21-0952**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** A. Monteon

**PROJECT PROFILE**

Contract Attributes:	Retrainee Apprenticeship Priority Rate	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern and Central California	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Operating Engineers Local No. 3		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$317,178		\$22,015 8%		\$339,193

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 Apprentice Priority Rate	Commercial Skills	104	8-200	0	\$2,772	\$28.74
				Weighted Avg: 144			
2	Retrainee Journeyman Priority Rate	Commercial Skills	32	8-200	0	\$590	\$41.06
				Weighted Avg: 24			
3	Pre-Apprentice Retrainee Priority Rate	Commercial Skills	21	8-200	0	\$1,525	\$26.08
				Weighted Avg: 62			

**Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08 per hr.  
**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.  
**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe  
 Up to \$5.55 per hour may be used to meet the Post-Retention Wage in Job Number 3. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 - Apprentice</b>		
Surveyor		104
<b>Job Number 2 - Journeyworker</b>		
Surveyor		32
<b>Job Number 3 – Pre Apprentice</b>		
Surveyor		10
		11

**INTRODUCTION**

The Operating Engineers Local Union 3 and the California and Nevada Civil Engineers and Land Surveyors Association founded the Northern California Surveyors Joint Apprenticeship Committee (Northern California Surveyors or the Trust) in 1975 as a labor-management committee to train Surveyors. The apprenticeship program is conducted jointly by Operating Engineers Local Union 3 and union employers covering the Northern California region. Training will take place at various locations throughout the 46 Northern California counties covered by Northern California Surveyors.

Surveyors determine the proper location of property lines, make accurate field measurements, and use equipment such as global positioning systems and other high tech equipment to determine the topography of the surface of the earth. This proposal is designed to upgrade skills and better prepare surveyors to utilize the most technologically advanced equipment in commercial and industrial construction and public infrastructure projects. Northern California

Surveyors currently serves approximately 35 small employers and 4 large employers. This project will serve approximately 104 Apprentices, 21 Pre-Apprentices and 32 Journeyworkers.

This will be Northern California Surveyors sixth ETP Contract; the third in the last five years.

### **Veterans Program**

Northern California Surveyors engages in community outreach by attending career fairs, the Bay Area Apprentice Coordinators Association, Helmets to Hard Hats, and meetings with other groups. Once recruited, Veterans receive additional points towards their application into the program to boost their overall score, creating easier access to the program. They also receive a discounted application fee when joining the union. For ease of administration, Northern California Surveyor's is not requesting a separate job number for Veterans. Many employers give priority to Veterans when hiring a new apprentice and currently there are 20 Veterans 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. 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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

### **PROJECT DETAILS**

Training under this project will better prepare Surveyors to utilize the most technologically advanced equipment in commercial and industrial construction and public infrastructure projects. To control rising costs while maintaining workers' wages, employers must adopt new technologies and improve systems to reduce waste and improve productivity. The training provided will enable employers to bid on additional jobs and specialized projects, thus improving job security and reducing periods of unemployment. This includes technologies such as 3D laser scanning and Total Station instrument, an electronic/optical device that integrates an electronic theodolite with electronic distance measurement to read slope distances, and an on-board computer to collect data and perform calculations.

Major projects employing Apprentices include the Folsom Ranch subdivision in Folsom, the Sharks Ice development in San Jose, PG&E projects throughout Northern California, the Echo Water Treatment system in Elk Grove, the Metro Plaza development in San Jose, and high-speed rail in the Central Valley.

## **Training Plan**

All training under this proposal will provide surveyors with skills in demand by employers in Northern California. The curriculum is continuously reviewed and updated based upon the industry expertise of the membership. Trainers are experienced Journeyworkers who have experience and formal instruction in training methods and subject matter. Training will be provided via Class/Lab and E-Learning Methodologies for all trainees.

**Commercial Skills:** This training will be provided to all trainees and will include Total Station Devices and 3D Laser Scanning and Robotic Instruments for Journeyworkers. Apprentices will be trained in Applied Algebra, Geometry, Trigonometry as well as tools, software systems and technologies and the Types of Surveys. Pre Apprentices will be introduced to the trade, including Field Surveying, Mathematic Concepts, Planning and Instruments.

## **Marketing and Support Costs**

Employers are notified of training through association web sites, mailings, and presentations. Employers participate as members of the Trust and training is designed around their needs and the general needs of the industry. Although many participating employers have already been recruited, additional recruitment will take place to complete the project and replace any employers whose training needs change. Assessment of employer-specific job requirements will take place during the term of the contract.

## **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

Northern California Surveyors' Administrator will oversee the project along with three staff who will schedule classes and provide training coordination. These staff also work recruitment efforts, needs assessments for trainees, and ETP administration. In addition, the Trust has retained Steve Duscha Advisories to assist with administration.

## **Tuition Reimbursement**

Northern California Surveyors 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.

## **Electronic Recordkeeping/LMS**

Staff reviewed and approved the Northern California Surveyors Joint Apprenticeship Committee's Learning Management System (LMS).

## **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
ET20-0922	\$475,280	09/03/2019 - 09/02/2021	239	222	0

Based on ETP Systems, 21,305 reimbursable hours have been tracked for potential earnings of \$417,067 (87% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

### **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 \$ %
ET18-0909	Northern and Central California	9/25/17 – 9/24/19	\$292,330	\$292,330 (100%)
ET16-0918	Northern and Central California	2/1/16 – 1/31/18	\$186,104	\$186,104 (100%)

### **DEVELOPMENT SERVICES**

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$7,500.

### **ADMINISTRATIVE SERVICES**

Steve Duscha Advisories will also perform administrative services for a fee not to exceed 10% of payment earned.

### **TRAINING VENDORS**

N/A

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

8-200

Trainees may receive any of the following:

**COMMERCIAL SKILLS****Apprentice Surveyor**

- Algebra I
- Algebra II
- Angles
- Area by Coordinates
- Boundary Retracement/Field Result
- Boundary Retracement/Pre Steps
- Circle Solutions
- Conducting the Survey
- Construction Control Surveys
- Construction Staking
- Data Collection System
- Documenting a Survey
- Earthwork & Volume
- Functions Boundary Survey
- Geometry
- Global Positioning System (GPS) Topic 1
- GPS Topic 2
- GPS Topic 3
- GPS Topic 4
- Highway Construction Surveys
- Horizontal Curves
- Introduction to Computers
- Introduction to Traverse
- Introduction/History Boundary Surveying
- Latitude, Departure & Coordinates
- Legal Description/Easements
- Metric Systems/Conversions
- Municipal Street Construction
- Oblique Triangles
- Omitted Measurement
- Partitioning of Land
- Photogrammetric Surveys
- Plan, Profile & Section
- Preparing for a Survey
- Rectangular Coordinates System
- Reporting
- Safety Training Review
- Safety-Heat Stress
- Solving Equations Part 2
- Subdivision
- Topographic Surveying & Mapping



- Total Station
- Traverse Lines
- Traverse-Precision
- Traverses-Methods & Procedures
- Trigonometry
- Vertical Curves

### **COMMERCIAL SKILLS**

#### **Journeyworker Training**

- 3D Laser Scanning
- Advanced Global Positioning System/Global Navigation Satellite Systems
- Advanced Survey Calculator
- In-depth Plan Reading
- Latest Techniques in Leveling Including Digital
- Photogrammetry
- Robotics
- Boundary Retracement
- Total Station

### **COMMERCIAL SKILLS**

#### **Pre-Apprentice Training**

- Introduction to Apprenticeship
- Introduction to Field Surveying
- Introduction to Pacing, Chaining and Instruments
- Introduction to Plans and Calculations
- Safety Procedures
- Survey Math and Calculator

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



**Training Proposal for:**

**Operating Engineers and Northern California Surveyors Pre-Apprenticeship, Apprentice and Journeyman Affirmative Action Training Fund**

**Contract Number: ET21-0947**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern California	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 Operating Engineers Local No. 3		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$198,344		\$13,766 8%		\$212,110

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 Journeyworker	Commercial Skills	57	8-200	0	\$590	\$50.05
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Commercial Skills	52	8-200	0	\$1,540	\$30.03
				Weighted Avg: 80			
3	Retrainee Priority Rate Pre-Apprentice	Commercial Skills	25	8-200	0	\$3,936	\$27.53
				Weighted Avg: 160			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Number 1-3 (SET/Priority Industry): \$26.08 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	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 - Journeyworker</b>		
Construction Inspector		57
<b>Job Number 2 - Apprentice</b>		
Constuction Inspector		52
<b>Job Number 3 – Pre Apprentice</b>		
Construction Inspector		25

**INTRODUCTION**

Founded in 2005, Operating Engineers and Northern California Surveyors Pre-Apprentice, Apprentice and Journeyman Affirmative Action Training Fund (<http://teapprenticeship.org>) (Operating Engineers) is a joint labor-management committee comprised of representatives from the inspection and testing industry through its trade association and labor organization. Trainees in this project will be Construction Inspectors. This will be the Operating Engineers fourth ETP contract, its fourth in the last five years.

Operating Engineers provides training for employees of third party inspection and testing contractors (employers) in 46 Northern California counties. Construction Inspectors ensure the

structural integrity of commercial and industrial buildings, roads, and bridges by performing four main tasks: (1) Monitoring materials and workmanship on the job site; (2) Assuring that relevant codes and approved plans are followed; (3) Performing tests and job related duties necessary for quality inspections; and (4) Communicating and working closely with contractors, engineers, and city and county building departments.

### **Veterans Program**

Operating Engineers serves and actively recruits Veterans into the program. Currently, the program has 6 Veterans in its Apprentice population. To recruit Veterans, Operating Engineers participates in various outreach job fair programs and hiring activities throughout Northern California, including working with Helmets to Hardhats and receiving referrals from EDD One-Stop job centers.

In order to incentivize Veterans to join the program, all Veterans who apply receive a bonus in the point ranking system which allows for expedited admission to Apprentice training positions and program. To help ease contract administration, a separate Veteran job number is not being requested at this time.

### **COVID-19**

To keep up with the demand for highly-trained, highly-skilled Construction Inspectors, it is critical for Operating Engineers to offer classes via E-learning during the state-mandated shelter-in-place order. Currently, all courses are being conducted online with trainees coming to the facility to pick up books and supplies. While at the facility, they must adhere to social distancing guidelines and wear PPE. Once the shelter-in-place order is lifted, the Operating Engineers plan to begin in-person instruction with smaller class sizes and COVID-19 safety policies in place to keep trainers and trainees safe.

### **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 two years. The curriculum is developed with input from DAS and a designated Local Educational Agency State Center Community College District.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information

### **PROJECT DETAILS**

This project will train Construction Inspectors in the "special inspection" functions of construction inspecting. Special inspection requires the monitoring of construction materials and workmanship

which are critical to the integrity of building structures. This includes reviewing the work of contractors to ensure the approved plans and specifications are followed and relevant building codes and municipal ordinances are observed. The special inspection process occurs in addition to inspections conducted by the municipal building inspector and by the design professional responsible for a particular job. Special inspectors perform continuous or periodic inspection and testing, depending on specific job types and circumstances of each job.

These 'special inspection' functions require skilled, experienced, and credentialed inspectors. Well-trained inspectors are key to structural integrity and safety of construction projects. To win contracts and maintain employment levels, employers must have highly skilled and certificated workers like those trained under this application. As construction work continues to expand in Northern California, there is a need for more inspectors and inspectors are required to obtain more specialized certifications to perform inspection work. Certifications, which once were voluntary, are now often mandatory for inspectors to work on job sites.

In addition, training will help meet employer demand throughout Northern California. As employers require new and highly specialized skills from Journey workers, including skills in emerging technologies in concrete. Examples include new research and development of concrete materials, applicable field applications, quality assurance, and quality control and construction techniques for the following materials: roller compacted concrete, shotcrete, self-consolidating and high strength concrete. Current construction projects include the CA High Speed Rail, San Francisco Civic Center, San Francisco International Airport, and the Big Bird Amazon Warehouse.

### **Training Plan**

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

**Commercial Skills:** This training will be provided to Pre-Apprentices, Apprentices, and Journeyworkers. Training topics include Concrete Field testing, Introduction to Plan Reading, Fundamentals of Concrete, Emerging Technologies in Concrete, Non-destructive Testing, Quality Assurance, Soils and Earthwork, and Structural Welding.

### **Marketing and Support Costs**

Operating Engineers notifies employers of training through association web sites, mailings, and presentations. Employers participate as members of the Trust and training is designed around their needs and the general needs of the industry.

Although many participating employers have already been recruited, additional recruitment will take place to complete the project and replace any employers whose training needs change. Assessment of employer-specific job requirements will take place during the term of the Contract. Total support costs for these activities exceed the projected personnel cost of these activities. Therefore, Operating Engineers requests 8% support costs. 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 Operating Engineers' Training Coordinator. Operating Engineers staff will schedule classes and provide training coordination. Three staff will work part-time on marketing, recruitment, needs assessments, and scheduling training. Training will occur either E-Learning or in-person at the Rancho Murieta Training Center. Steve Duscha will provide administrative services for the ETP Contract.

## Trainer Qualifications

Trainers are experienced journey level workers who have experience and formal instruction in training methods and subject matter. Vendors with unique technical knowledge and qualifications may provide training if needed.

## Impact/Outcome

The specialized training included in the curriculum prepares trainees for nationally recognized certifications in the construction inspection industry. The training provides workers and contractors with the skills they need to win bids and complete high quality jobs at a competitive pace.

Depending on areas of specialization, trainees may earn one or more of these certifications: American Concrete Institute Field Testing Technician; International Code Council Spray Applied Fire Proofing Special Inspector; American Concrete Institute Lab Technician; American Concrete Institute Base Aggregate Technician; International Code Council Special Inspector; International Code Council Reinforced Concrete; International Code Council Structural Steel Bolt and Weld; International Code Council Reinforced Masonry; International Code Council Pre-Stressed Concrete; International Code Council Commercial Building Inspector; International Code Council Soils Special Inspector; Nuclear Gauge Safety.

## 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.

## 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
ET20-0907	\$298,320	08/01/2019-07/31/2021	96	0	0

Based on ETP Systems, 10,552 reimbursable hours have been tracked for potential earnings of \$203,126 (68% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through contract closeout.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned	
				\$	%
ET17-0907	Alameda	10/1/16-9/30/18	\$281,820	\$225,908	(80%)
ET15-0900	Alameda	7/7/14-7/6/16	\$239,520	\$238,414	(96%)

**DEVELOPMENT SERVICES**

Operating Engineers retained Steve Duscha Advisories in Sacramento to assist with development of this proposal for a flat fee of \$7,500.

**ADMINISTRATIVE SERVICES**

Steve Duscha will also perform administrative services in connection with this proposal for a fee of, not to exceed 10% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

8-200 - Job Number 1      Trainees may receive any of the following:

Journeyworker

**COMMERCIAL SKILLS**

- Administration of building construction codes and standards
- Building construction
- Building inspections
- Customer service for an inspector
- Emerging technologies in concrete
- Field applications
- Fireproofing, firestopping and draftstopping
- High strength concrete
- Identifying and differentiating new materials
- Inspection for the design professional
- Interpreting specifications for new materials
- Non-destructive testing
- Prestressed concrete
- Quality assurance
- Reinforced concrete
- Research and development in concrete materials
- Roller compacted concrete
- Self-consolidating concrete
- Shotcrete
- Soils and earthwork
- Special inspections
- Specialty building products
- Structural design
- Structural welding
- Technical content of building codes and standards
- Working with customers

**Class/Lab/E-Learning Hours**

8-200 - Job Number 2      Trainees may receive any of the following:

Apprentice

**COMMERCIAL SKILLS**

- International Code Council reinforced concrete certification
- International Code Council structural steel bolt and weld
- Non-destructive testing and magnetic particles
- Certified welding inspections certification
- International Code Council structural masonry certification
- Pre-stressed concrete certification
- International Code Council commercial building inspector certification
- American Concrete Institute lab technician certification



- International Code Council soils section inspector certification
- Asphalt laboratory and field fundamentals
- American Concrete Institute base aggregate technician certification
- Proof loading
- Torque testing
- Adhesive anchor installation inspection

**Class/Lab/E-Learning Hours**

8-200 Job Number 3

Trainees may receive any of the following:

**Pre-Apprentice****COMMERCIAL SKILLS**

- Concrete Field testing
- Temperature of freshly mixed concrete
- Sampling of freshly mixed concrete
- Slump of hydraulic cement concrete
- Unit weight, yield, and air content of concrete
- Air content of freshly mixed concrete by pressure method
- Air content of freshly mixed concrete by volumetric method
- Making and curing concrete test specimens in the field
- Radiation safety and use of nuclear gauges
- Principles of radiation safety and health physics
- Principles of nuclear physics related to moisture and density measurements
- Licensing and compliance with regulatory requirements for radiation safety
- Transportation and shipping of portable nuclear gauges
- Use and maintenance of portable nuclear gauges
- Fundamentals of concrete
- Strength and durability of concrete
- Volume changes and other properties of concrete
- Cracks and blemishes in concrete
- Portland cement, aggregates, water and admixtures in concrete
- Batching and mixing concrete
- Hot and cold weather concreting
- Lightweight and heavyweight concrete
- Introduction to concrete inspection
- Introduction to plan reading
- Design-construction sequence
- Plan views, elevations and sections
- Drawing simple isometric sketches
- Reading an architects' scale and identifying plan scales
- Identifying plane lines symbols and reference marks by coordinating drawings
- Orienting plan section details and elevations to other plans
- Identifying common structural steel shapes, reinforcing steel and their designations

- Interpreting indexes and keys on commercial construction drawings
- Using a grid system to locate columns and piers
- Interpreting foundation plans, structural details and sections to identify dimensions, reinforcement and location of various elements
- Data analysis
- Report writing
- Inspecting spray applied fireproofing: reading and interpreting plans, verifying materials, minimum required coverage and thickness of fireproofing, sampling, testing, job protocols.
- Proof loading
- Torque testing
- Adhesive anchor installation inspection

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



**Training Proposal for:**  
**San Francisco Electrical Industry Apprenticeship and Training Trust**

**Contract Number: ET21-0942**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** A. Monteon

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers Local Union No. 6		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$352,824		\$28,108 Job Number 1 - 8% Job Number 2 - 20%		\$380,932

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 Journeyman	Business Skills, Commercial Skills Computer Skills OSHA 10/30	17	8-200	0	\$590	\$78.00
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Commercial Skills OSHA 10/30	190	8-210	0	\$1,732	\$35.10
				Weighted Avg: 90			
3	Retrainee Priority Rate Apprentice Veterans	Commercial Skills OSHA 10/30	22	8-210	0	\$1,901	\$35.10
				Weighted Avg: 90			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08 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	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1- Journeyworker</b>		
Inside Wiremen		17
<b>Job Number 2 - Apprentices</b>		
Inside Wiremen		190
<b>Job Number 3 – Veteran Apprentices</b>		
Inside Wiremen		22

**INTRODUCTION**

Created in 1962, San Francisco Electrical Industry Apprenticeship and Training Trust (The Trust) is a cooperative effort between the San Francisco Chapter of the National Electrical Contractors Association and the International Brotherhood of Electrical Workers Local Union 6. The Trust is charged with the responsibility of recruiting and training apprentices to meet San Francisco's ever-growing and changing needs of the industry. It trains inside wiremen who install, maintain and repair various types of electrical and electronic equipment in commercial, industrial and residential establishments. In training, the electricians learn to install, connect and test electrical wiring systems for lighting, heating, air conditioning and communications. The Trust serves approximately 2,200 Journeyworkers and 358 Apprentices. This will be the Trust's ninth ETP Contract, the seventh in the last five years.

## Veterans

The Trust 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. On its website, it advertises special days just for Veterans to apply for the program. Veterans who apply skip the first stage (the written assessment) and go the second stage (the interview). This project will train 22 Veterans in Job Number 3 and the Veteran training curriculum will be the same as Apprentice training. The Trust remains committed to supporting job-related training that helps Veterans transition into the California workforce. Currently there are 29 Veterans 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 five years. The curriculum is developed with input from DAS and a designated Local Educational Agency, in this case Foothill College.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## PROJECT DETAILS

An aging workforce is retiring from the industry, and this has created major challenges for staffing San Francisco's unionized workers in the electrical industry. Further, the Trust needs to keep up with the increased workforce and changes in electrical construction, by offering classes in new and emerging technologies focusing on renewable energy and highly efficient electrical control systems. Apprentices and Journeyworkers will be working on an affordable housing project and will need to train electricians to build these new housing units. The impact of the Trust's ability to provide quality and in demand training will keep electricians in secure ongoing employment in the San Francisco area. Current projects include: Facebook Building, Central Subway, Pier 70 Redevelopment, Salesforce Office Building, and Transbay Terminal.

## Training Plan

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

**Business Skills:** This training will be offered to Journeyworkers and will give them 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.

**Commercial Skills:** Commercial Skills courses will be offered to all trainees. Electricians plan, lay out, install, repair and maintain electrical equipment that provides light, heat, communications

and power. Updated skill sets will allow workers to perform their work efficiently and safely. The inside wireman apprentices will develop skills needed to perform successfully in their on-the-job training placements. The Trust will continue to offer Electric Vehicle Infrastructure Training Program training as well.

**Computer Skills:** This training will be offered to Journeyworkers and will include AutoCAD training to provide trainees the tools to not only read blueprints but to modify them as needed while at the jobsite. Job tracking will allow trainees to manage projects more closely by being able to look up project requirements, budgets and timelines whenever needed. Training will also include Operation of Scheduling and Job Planning software.

### **Certified Safety Training**

OSHA 10/30: This training will be provided to all trainees and is a series of courses “bundled” by industry sector and occupation. 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**

The Trust will publicize the availability of training through brochures/flyers, personal contacts, its website, public service announcements and presentations at labor-management meetings and industry assemblies. The Trust requests 8% support costs for Job Numbers 1 & 2 and 20% for Veterans in Job Number 3. This will enable The Trust to fund staff in recruiting and qualifying additional recruits for this program. While many participants have already been recruited, additional recruitment and assessment activities with employers and the Trust must occur to support apprenticeship training. The projected budget costs for personnel alone will exceed the ETP support cost funding. The Trust will cover these additional 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

This project will be overseen by the Training Director with 5 staff assisting with the marketing, recruitment, needs assessments and scheduling of training. It has 4 full-time and 22 part-time trainers who will assist with the training. The trainers are former or current members of the trade and experts in the subject matter. The training center is a state-of-the-art facility. Strategy Workplace Communications will provide ETP Contract Administration services. The Trust’s training schedule varies, but most of the training will occur in the fall, winter and spring months with limited training happening during the summer.

### **Impact/Outcome**

Certification classes for both Apprentices and Journeyworkers will be provided in topics such as Green Audits, Arc Flash Safety Awareness, and California Advanced Lighting Controls Training Program (CALCTP) Lighting, CALCTP Acceptance Testing, Title 24 Lighting Installation and Codes, OSHA 10, OSHA 30, Energy Storage and Energy Storage and Microgrid Training and Certification, and Electric Vehicle Infrastructure Training Program.

## **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.

## **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
ET20-0928*	\$749,597	10/07/2019 - 10/06/2021	111	33	0

\*Based on ETP Systems, 10,547 reimbursable hours have been tracked for potential earnings of \$197,423 (26% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

## **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 \$ %
ET19-0928**	San Francisco	11/05/2018-11/04/2020	\$949,990	\$558,404 (58%)
ET18-0914	San Francisco	10/02/2017-10/01/2019	\$613,773	\$613,773 (100%)
ET17-0904	San Francisco	09/05/16-09/04/18	\$551,960	\$551,960 (100%)
ET16-0903	San Francisco	09/08/15-09/07/17	\$670,400	\$543,283 (81%)
ET14-0914	San Francisco	03/03/14-03/02/16	\$405,376	\$405,376 (100%)

\*\*ET19-0928 - Based on ETP Systems, 43,759 reimbursable hours have been tracked for potential earnings of \$949,990 (100% of approved amount). Once final invoices are approved, it is projected that final earnings will be 100%.

## **DEVELOPMENT SERVICES**

California Labor Federation, in Sacramento, and Strategy Workplace Communications, in Oakland, assisted with development of this proposal at no cost.

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will 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:

**Journeyworker Training****BUSINESS SKILLS**

- Teambuilding Skills
- Green Awareness Training and Green Certifications
- Leadership Skills
- Customer Service Skills
- Conflict Resolution
- Problem Solving
- Decision Making Skills
- Inventory Checklist
- Advanced Time Management
- Filling Out Work Documents and Reports Accurately
- Project Management
- Creating Project Bids

**COMMERCIAL SKILLS****Codeology**

- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Arc Flash

**Analog/Digital Circuit (AC/DC) Principles**

- Math for Electricians
- Ohm's Law
- Generators
- Inductance/Reactance
- Series/Parallel Circuits

**Grounding**

- Grounding and Bonding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code

**Fire Alarm Systems and Installations**

- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements



- Start Up and Check Out Procedures
- National Fire Protection Act, 1972 (NFPA 72)

**Fire Life Safety**

- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72
- Principles of Electronics

**Industrial Motor Control**

- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

**Programmable Logic Control (PLC)**

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program

**Electrical Design**

- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code

**Voice, Data, and Video**

- Audio Distribution
- CCTV Security Surveillance
- Computer Networking
- Fiber Optics
- Telephonic Interconnect

**Industry Specific Skills**

- Solar Panel Installation
- Solar Photovoltaics
- Building Automation Systems
- Confined Space Entry
- Specialized Tools
- Conduit Bending
- Rigging and Lifting
- Firestop Installation
- Blueprints and Schematics
- Work Flow and Resources
- Proper Installation and Use of Testing and Auditing Materials and Equipment

- Understanding New Technologies and Changes to Industry Standards
- Proper Equipment Set-Up
- Safe Working Practices
- Advanced Instrumentation and Motor Controls
- Programmable Logic Controllers
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Management and Monitoring of Materials
- Testing Materials and Equipment –Proper Set-Up and Use
- Understanding Changes to Industry Standards

### **CALCTP (California Advanced Lighting Control Training Program)**

- Advanced Lighting Control Systems
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Dimming Controls
- Occupancy Sensors
- Photosensors
- CALCTP Acceptance Testing
- Electric Vehicle Infrastructure Training Program (EVITP)
- Energy Storage and Microgrid Training and Certification (ESAMTAC)
- Electric Vehicle Infrastructure Training Program (EVITP) Certification

### **COMPUTER SKILLS**

- Auto Computer-Aided Design (AutoCAD)
- Job Tracking System
- Scheduling & Planning Jobs

### **OSHA 10/30 (OSHA Certified Trainer)**

- OSHA 10
- OSHA 30

### **Class/Lab & E-Learning Hours**

8-210

Trainees may receive any of the following:

### **APPRENTICE TRAINING**

### **COMMERCIAL SKILLS**

#### **2nd Year**

- Orientation, Level II
- Test Instruments, Level I
- Codeology, Level I
- AC Theory, Level I
- Blueprints, Level I
- Transformers
- Electrical Safety-Related Work Practices, Level I
- Transformers, Level I
- Application #5: Conduit Bending
- Application #6: Conduit Bending

- Application #7: Comb. Circuit Wiring
- Application #8: Transformer Connections

### **3rd Year**

- AC Theory
- Blueprints
- Code and Practices
- Electrical Safety-Related Work Practices
- Grounding and Bonding
- Transformers
- Conduit Bending: Rigid & EMT, Chicago & 555
- Lighting Control Panels
- Motor Controls: Relays & Start/Stop
- Cad-welding
- Ground Testing
- PV/Solar Installer
- REVIT

### **4th Year**

- Code Calculations
- Fire Alarm
- Blueprints (Fire Alarm)
- Grounding and Bonding
- Lighting Essentials
- California Advanced Lighting Controls Training Program (CALCTP)
- Programmable Logic Controls (PLC's)
- Variable Frequency Drives (VFD's)
- Code Prep

### **5th Year**

- Code and Practices
- Code Calculations
- HVAC
- Motor Control
- Programmable Logic Controls (PLC's)
- Variable Frequency Drives (VFD's)
- Foreman Training: Managing the Work including NECA/IBEW presentations
- Comet

### **OSHA 10/30 (2<sup>nd</sup> – 5<sup>th</sup> Year)** (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Safety training will be limited to 10% of total training, per trainee. This 10% safety training cap does not apply to OSHA 10/30 training.

Note: Reimbursement for Job Number 1 is capped at 200 total training hours per trainee, regardless of the method of delivery. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 210 total training hours.



**Training Proposal for:  
Santa Clara County Electrical Joint Apprenticeship and Training  
Trust**

**Contract Number: ET21-0943**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** A. Monteon

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Clara	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers Local 332		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$351,348		\$27,497 Job Numbers 1 & 2: 8% Job Number 3: 20%		\$378,845

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 Journeyworker	Business Skills, Comm'l. Skills, Computer Skills, OSHA 10/30	29	8-200	0	\$590	\$37.75
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Comm'l. Skills, OSHA 10/30	188	8-210	0	\$1,732	\$26.08
				Weighted Avg: 90			
3	Retrainee Priority Rate Apprentice Veterans	Comm'l. Skills, OSHA 10/30	19	8-210	0	\$1,901	\$26.08
				Weighted Avg: 90			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Numbers 1-3 (SET/Priority Industry): \$26.08 per hour  
**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.  
**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe  
 Up to \$1.54 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 & 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 - Journeyworker</b>		
Residential Wireman/Inside Wireman		29
<b>Job Number 2 - Apprentice</b>		
Residential Wireman/Inside Wireman		188
<b>Job Number 3 – Veteran Apprentice</b>		
Residential Wireman/Inside Wireman		19

**INTRODUCTION**

Santa Clara County Electrical Joint Apprenticeship and Training Trust (Santa Clara JATT or the Trust) has served the electrical industry in Santa Clara since 1958. The Trust provides training for Inside Wireman and Residential Electricians. It is a partnership between the Santa Clara Chapter of NECA and the International Brotherhood of Electrical Workers Local 332 and its 473 signatory employers. The Trust offers services to 3,537 Journeyworkers and 595 Apprentices and provides Silicon Valley with union electricians with the skills, knowledge and experience necessary to build and service commercial and residential buildings. This is Santa Clara JATT's eighth ETP Contract, and the sixth in the last five years.

## **Veterans Program**

Santa Clara JATT is committed to supporting job-related training that helps Veterans transition into the California workforce. Veterans are actively recruited into the program, as their work ethic and discipline are valued aspects of the trade. Veterans who qualify are given credit for their service-based electrical experience, and bypass the entrance exam given direct-interview access. Currently, there are 50 Veterans in the program. This project will train approximately 19 Veterans (Job Number 3).

## **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 to five years. The curriculum is developed with input from DAS and a designated Local Educational Agency, which, in this case, is Foothill College.

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 \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

## **PROJECT DETAILS**

Journeyworkers are retiring at high rates in the Silicon Valley, taking their knowledge and work ethic with them. Santa Clara JATT's apprentice program fill some of the void by including additional technical training and personal development skills. The apprentice training prepares new Apprentices. In addition, changes in the California Energy Codes will require buildings to be more efficient by integrating lighting systems, HVAC systems and the building as a whole to operate symbiotically. Trainees need to install, maintain, and integrate a wide variety of systems and because this industry is constantly evolving, upgrade training which often leads to certifications is mandatory. Journeyworkers require training in new green training topics and employer-driven certification classes, such as passing Green Audits, Arc Flash and Building Automation Systems.

Further, there is a need in the Silicon Valley for more Apprentices due to increases in construction projects. Trainees in this proposal work in Silicon Valley and are helping California build and maintain their campuses. Some high profile projects include new construction on Vantage McLaren Date Center, Pathline Commercial/Residential project, San Jose Downtown High Rise, the ongoing expansion of the Apple headquarters (the Apple project alone is estimated to need up to 500 journeymen and apprentices), expansion of the Google campus, the BART extension into San Jose, the Lucille Packard Children's Hospital expansion, the new Stanford Hospital, the Santa Clara Valley Medical Center and the Santa Clara square project. Additional projects include upgrades, renovations, and continuing maintenance at facilities like NASA, Lockheed Martin, Facebook, Adobe, and Intel.

## Training Plan

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

**Business Skills:** Training will be provided to Journeyworkers and Apprentices in the following collaborative bidding and project development practices; meeting budgets; interacting with other types of construction workers; and implementing energy efficient solutions in traditional work environments. Training will also include team-building and leadership skills so that electricians can lead teams in an effective and efficient manner.

**Commercial Skills:** Training will be provided to both Journeyworkers and Apprentices. Journeyworkers will receive training in requirements, National Electrical Codes, higher safety standards and energy efficiency practices. ARC-Flash 70E training will be offered so that the trainees will be able to know how to avoid electrical explosions. Training for Apprentices will include installation, maintenance and repair of various types of electrical and electronic equipment in commercial, industrial and residential establishments. They will also learn to install connect and test: electrical wiring systems for lighting, heating, air conditioning and communications in any building or structure.

**Computer Skills:** This training will be provided to Journeyworkers and will include AutoCAD which will provide trainees the tools to not only read blueprints, but to be able to modify them as needed while at the jobsite. Job Tracking training will enable trainees to manage projects more closely by being able to look up project requirements, budgets and timelines. Training will also include operation of scheduling and job planning software platforms.

## Certified Safety Training

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. 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

Santa Clara JATT has eight staff in the office assisting with the marketing, recruitment, needs assessments and scheduling of training and has two full-time and 24 part-time trainers who will provide with the training. The trainers are former or current members of the trade and experts in the subject matter. A third party, Strategy Workplace Communications, will provide ETP Contract Administration services.

## Impact/Outcome

Santa Clara JATT will offer certification classes to both Apprentices and Journeyworkers in topics such as Green Audits, Arc Flash Safety Awareness, Building Automation Systems, and CALCTP (California Advanced Lighting Control Program), CALCTP Acceptance Testing, Title 24 Lighting

Installation and Codes, OSHA 10, OSHA 30, AutoDR, Energy Storage, Electric Vehicle Infrastructure Training Program and Cable Splicing.

**Marketing and Support Costs**

Through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and the website, class information will be disseminated throughout the year to all apprentice and journey level electricians within the jurisdiction as well as to the electrical contractors who employ them. Application announcements for the apprentice program are disseminated to local, state and federal agencies as well as to local high schools and community colleges; community-based organizations are also included in this effort. Santa Clara JATT is requesting 8% in support costs for Job Numbers 1 & 2 and 20% for Job Number 3 (Veterans).

**Tuition Reimbursement**

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

**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
ET20-0930	\$746,701	10/07/2019 - 10/06/2021	254	154	0

Based on ETP Systems, 10,428 reimbursable hours have been tracked for potential earnings of \$207,738 (27% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0929	San Jose	11/05/18-11/04/20	\$949,589	\$653,729 (68%)*
ET18-0912	San Jose	10/02/17-10/01/19	\$501,200	\$501,200 (100%)
ET17-0906	San Jose	10/03/16-10/02/18	\$501,200	\$501,200 (100%)
ET16-0905	San Jose	09/08/15-09/07/17	\$557,600	\$525,267 (94%)
ET14-0915	San Jose	03/03/14-03/02/16	\$328,640	\$328,640 (100%)



\*ET19-0929 has tracked 47,164 hours of training with projected earnings over 100% of the award amount. As such, when final invoices are approved, it is expected that Santa Clara JATT will earn 100 of the award amount of \$949,589.

### **DEVELOPMENT SERVICES**

California Labor Federation and Strategy Workplace Communications in Alameda assisted with development at no cost.

### **ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will also assist with administrative services for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

N/A

## **Exhibit B: Menu Curriculum**

### **Class/Lab/E-Learning Hours**

8-200 - Job Number 1

Trainees may receive any of the following:

### **Journeyworker Training**

#### **BUSINESS SKILLS**

- Teambuilding Skills
- Green Awareness Training and Green Certifications
- Leadership Skills
- Customer Service Skills
- Conflict Resolution
- Problem Solving
- Decision Making Skills
- Inventory Checklist
- Advanced Time Management
- Filling Out Work Documents and Reports Accurately
- Project Management
- Creating Project Bids

#### **COMMERCIAL SKILLS**

##### Codeology

- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Arc Flash

##### Analog/Digital Circuit (AC/DC) Principles

- Math for Electricians
- Ohm's Law
- Generators
- Inductance/Reactance
- Series/Parallel Circuits

##### Grounding

- Grounding and Bonding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code

##### Fire Alarm Systems and Installations

- Definitions and Systems

- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- Start Up and Check Out Procedures
- National Fire Protection Act, 1972 (NFPA 72)

#### Fire Life Safety

- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72
- Principles of Electronics

#### Industrial Motor Control

- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

#### Programmable Logic Control (PLC)

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program

#### Electrical Design

- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code

#### Voice, Data, and Video

- Audio Distribution
- CCTV Security Surveillance
- Computer Networking
- Fiber Optics
- Telephonic Interconnect

#### Industry Specific Skills

- Advanced Instrumentation and Motor Controls
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Blueprints and Schematics
- Building Automation Systems

- Cable Splicing
- Conduit Bending
- Confined Space Entry
- Electric Vehicle Infrastructure Training Program (EVITP)
- Firestop Installation
- Management and Monitoring of Materials
- Photovoltaic
- Programmable Logic Controllers
- Proper Equipment Set-Up (Green Training)
- Proper Installation and Use of Testing and Auditing Materials and Equipment (Green Training)
- Rigging and Lifting
- Safe Working Practices (Training is capped 10% of a trainee's total hours)
- Solar Panel Installation
- Solar Photovoltaics
- Specialized Tools
- Testing Materials and Equipment –Proper Set-Up and Use (Green Training)
- Understanding Changes to Industry Standards (Green Training)
- Understanding New Technologies and Changes to Industry Standards (Green Training)
- Work Flow and Resources

#### CALCTP (California Advanced Lighting Control Program)

- Advanced Lighting Control Systems
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Dimming Controls
- Occupancy Sensors
- Photosensors

#### CALCTP Acceptance Testing

#### **COMPUTER SKILLS**

- Auto Computer-Aided Design (AutoCAD)
- Job Tracking System
- Scheduling & Planning Jobs
- Computer Systems/Hardware Basics
- Internet, Networks and Webservices
- Microsoft Office Tools: Excel, Word & Powerpoint
- BlueBeam

#### **OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

**Class/Lab & E-Learning Hours**

8-210 Job Numbers 2 & 3

Trainees may receive any of the following:

**Apprentice Training**

**COMMERCIAL SKILLS**

**2nd Year**

- Orientation, Level II
- Test Instruments, Level I
- Codeology, Level I
- AC Theory, Level I
- Blueprints, Level I
- Electrical Safety-Related Work Practices, Level I
- Transformers, Level I
- Application #5: Conduit Bending
- Application #6: Conduit Bending
- Application #7: Comb. Circuit Wiring
- Application #8: Transformer Connections

**3rd Year**

- AC Theory
- Blueprints
- Code and Practices
- Electrical Safety-Related Work Practices
- Fire Alarm Systems
- Grounding and Bonding
- Transformers
- Conduit Bending: Rigid & EMT, Chicago & 555
- Lighting Control Panels
- Motor Controls: Relays & Start/Stop
- Cad-welding
- Ground Testing
- Transformer wiring
- CPR/First Aid refresher
- COMET

**4th Year**

- Code Calculations
- Blueprints (& layout yard)
- Grounding and Bonding
- Motors
- Motor Control
- Lightning Protection
- Lighting Essentials
- Field Trip to motor repair shop and Folsom power house

- Motor Controls: mag starter & 3-wire control
- PLC's
- VFD's
- Motor control labs
- Code Prep

**5th Year**

- Code and Practices
- Code Calculations
- Motor Control
- Orientation
- Rigging
- Torque
- PV/Solar Installer
- CALCTP
- EVITP
- CPR/First Aid Refresher
- Foreman Training: Managing the Work including NECA/IBEW presentations

**All Years**

- Cable Splicing

**OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Note: Reimbursement for training is capped at 200 total training hours per trainee for Job Number 1 and 210 for Job Numbers 2 & 3. Safety training cannot exceed 10% of total training hours for any individual trainee. This 10% safety training cap does not apply OSHA 10/30 training.



**Training Proposal for:**

**Sheet Metal Workers' Local Union No.104 and Bay Area Industry Training Fund – East Bay**

**Contract Number: ET21-0941**

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** PPU-Central Office

**Analyst:** C. Hoyt

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern California	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" 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**

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$342,396		\$27,056 Jobs 1 & 2: 8% Job 3: 20%		\$369,452

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 Journeyworker	Comm'l Skills, Computer Skills, Business Skills, OSHA 10/30	36	8-200	0	\$787	\$49.22
				Weighted Avg: 32			
2	Retrainee Apprentice	Comm'l Skills, Business Skills, OSHA 10/30	175	8-210	0	\$1,732	\$28.59
				Weighted Avg: 90			
3	Retrainee Apprentice Veterans	Comm'l Skills, Business Skills, OSHA 10/30	15	8-210	0	\$1,901	\$28.59
				Weighted Avg: 90			

\*Post-Retention Wage is the Contractual Wage

<p><b>Minimum Wage by County:</b> Job Numbers 1-3 (SET/Priority Industry): \$26.08 per hour</p> <p><b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p><b>Used to meet the Post-Retention Wage?:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe</p> <p>Although employer provides health benefits, they are not being used to meet Post-Retention Wage.</p>
--

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1 Journeyworker</b>		
Journeyworker Building Trades Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		36
<b>Job Number 2 Apprentice</b>		
Apprentice Building Trades Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		175
<b>Job Number 3 Apprentice Veterans</b>		
Veteran Apprentice Building Trades Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		20

**INTRODUCTION**

Sheet Metal Workers' Local 104 and Bay Area Industry Apprentice and Journeyman Training Fund—East Bay (Sheet Metal Trust—East Bay) ([www.smw104training.org](http://www.smw104training.org)) is an “umbrella trust” fund created through a collective bargaining agreement between Sheet Metal Workers' Local Union No. 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.

The training centers have been divided into separate entities, and will hold separate ETP contracts. The current Sheet Metal Local 104 ET21-0916 contract serves the North Bay and greater San Francisco areas. For this project, funding requested will serve trainees and employers in the San Jose and Castroville areas. Each training site maintains separate groups of trainees from its local dispatch area, but the Training Coordinators from each of the centers collaborate to develop training programs that serve all Northern CA Employers. However, members from each local area sometimes attend classes in another local facility within the Training Fund's jurisdiction. This will be Sheet Metal Trust—East Bay's first time holding a contract with ETP, however, the contractor has participated under a prior ETP agreement with Sheet Metal Workers Local Union 104 under ET19-0923.

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—East Bay 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.

### **Veterans Program**

Sheet Metal Trust—East Bay projects to train 15 Veteran Apprentices (Job Number 3). The training curriculum is the same as the Apprentice curriculum, and these trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. In order to continue to attract, retain, and recruit veterans, Sheet Metal Trust—East Bay offers several incentives, including direct entry opportunities to Veterans. For Veteran applicants, they only need to pass the math test, provide a copy of their Honorable Discharge, bring a photo ID to the interview, and submit any other related documents to be given direct entry to the apprenticeship program.

The Trust also works with local organizations to continue to increase numbers including partnerships with EDD Hire A Hero, and the Travis AFB Networking & Hiring Community. They also work closely with Helmets-to-Hardhats to recruit Veteran applicants, as well as participates in veteran job fairs and career fairs in the area. Sheet Metal Trust as a whole also has its own SMART Heroes program, where the JATC recruits men and women from military bases and leads trainings to open up career opportunities into the apprenticeship trades. The SMART Heroes program provides sheet metal industry training through an accelerated seven-week course for enlisted U.S. Military men and women who plan to enter civilian life within the year. During the course, six categories of instruction are delivered: General Sheet Metal; Welding; HVAC Service; System Test, Adjust, Balance; and Building Information Modeling.

### **COVID-19**

ETP funds will allow the Sheet Metal Trust—East Bay 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 to continue to bid for contracts. If training ceased, there would be a shortage of Journeyworkers and Apprentices in the area. To accommodate in-person learning, the Trust has COVID-19 guidelines in place and protects trainers and trainees through reduced class sizes, social distancing, masks, temperature checks, and classroom cleaning.

Some training will also be provided via E-Learning to accommodate all trainees during COVID-19. These systems include programs like Kahoots, which provides an interactive, customized learning tool that allows students try to earn points and beat the clock practicing the sheet metal curriculum. As well as Interplay & Cengage, a video simulation learning software that is customized for sheet metal and allows students to practice the school's curriculum online.

### **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. 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 \$26.08 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 in this proposal is driven by the need to upgrade the skills of Sheet Metal workers adapt to changes in the construction industry brought about because of COVID-19. For example, hospitals and biopharmaceutical buildings are redesigned and rebuilt to allow for more airflow, creating safer, 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-East Bay train sheet metal workers to prepare them 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 deliver certification classes that ensure that workers are trained in the latest practices and technologies. Current projects East Bay trainees are working on include Oakley Fire Station 55, Benioff Children's Hospital, Kaiser Permanente Fremont Hospital, Moss Landing Power Plant in Castroville, Stanford School of Medicine, and other various local schools, hospitals, police stations, and treatment plants around the area.

### **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 and Apprentices in energy efficient construction practices and materials, manage and organize construction project. Training topics

for Journeyworkers will include Project Management, Leadership Skills, Problem Solving and Teambuilding Skills. Apprentices training and course topics will include Customer Service and Project Management.

**Commercial Skills:** Training will be offered to Journeyworkers and Apprentices. Course topics for Journeyworkers include Advanced Welding, Working with Building Materials, Rigging and Signaling Training and Lean Construction Training. Apprentice course topics will include training in Advanced Welding, Working with Building Materials, Field Installation, Piping and Project Management.

**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.

### **Certified Safety Training – Journeyworkers and Apprentices**

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. 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**

The 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—East Bay 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. The 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 East Bay Training Administrator with four staff to assist with project administration. Classroom-based training will be delivered at one of two training locations in San Jose or Castroville.

## **Trainer Qualifications**

Sheet Metal Trust—East Bay has 4 full-time and 14 part-time trainers to assist training. The trainers are former or current members of the trade and experts in the subject matter

## **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.

## **DEVELOPMENT SERVICES**

California Labor Federation in Sacramento, in conjunction with Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will perform administrative services for a fee not to exceed 13% of payment earned.

## **TRAINING VENDORS**

N/A

**Exhibit B: Menu Curriculum**

**Class/Lab & E-Learning Hours**

8-200 Job Number 1

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
- 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.



**COVID Rapid Reemployment and Retraining Pilot**  
**Training Proposal for:**  
**Los Robles Hospital and Medical Center**  
**Contract Number: ET21-0258**

**Approval Date:** February 16, 2021

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** D. Tran

**PROJECT PROFILE**

Contract Attributes:	COVID Medical Skills Training SET	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura, Los Angeles	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)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$200,000

<b>Total ETP Funding</b>
\$58,000



**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 Medical Skills Training SET COVID	Other Titles (COVID Training Bundle)	29	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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 \$0.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurse		2
Clinical Dietician		2
Radiology Tech		5
Laboratory Staff		3
Respiratory Therapists		5
Physical Therapists		5
Tech Staff (Various Units)		2
		3
Patient Care Assistant/Technicians		1
		1

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Los Robles Hospital and Medical Center (Los Robles) is a 382 bed acute care hospital that provides medical services to the residents of Ventura and Los Angeles County, the greater Conejo Valley and surrounding communities. Los Robles is one of five California hospitals, affiliated with the Hospital Corporation of California HCA joint commission.

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 among many others. Los Robles is also the sole provider for Level II trauma center in Ventura County.

This will be Los Robles' fifth ETP contract, and third within the last 5 years. The active ETP Contract (ET21-0181) was approved at the September Panel to train incumbent workers and Job Creation trainees (20). This proposed funding amount, combined with the active contract, ET21-0181 at \$441,945, would bring both projects in under the single employer cap of \$500,000.

### **Retrainee - Job Creation**

The Company will hire at least 29 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. Therefore, the proposed Job Creation trainees (29) are not the same as the Job Creation trainees in the active contract.

Due to the COVID 19 pandemic, Los Robles Hospital has seen a surge in patients. The increased flow of patients has resulted in Los Robles hiring new staff to keep up with appropriate levels of staffing to provide the highest level of care for its patients. As such, the proposed Job Creation trainees are in addition to the 20 Job Creation trainees in the current ETP project, not one in the same. This proposal will ensure that all new hires receive extensive in depth training to ensure safety for both caregiver and patients.

### **Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$.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.

### **Veterans Program**

Los Robles does not have a specific veteran's recruitment program in place however several long-time employees are veterans.

## **PROJECT DETAILS**

Due to the COVID 19 pandemic, Los Robles has re-focused training efforts on safety around the ever changing environment of COVID 19. Due to the complexity of services and patients, it is now more important than ever to provide staff with the appropriate levels of safety training to ensure that they are able to handle a wide variety of patients with varying needs across all available units. This proposal will cover all frontline healthcare occupations at the hospital on proper personal protective equipment (PPE), prevention of spread of respiratory diseases, proper cleaning and sanitation, infection prevention and control across varying departments and units.

COVID 19 has affected the hospital setting in various areas ranging from admission process, inpatient care and procedural settings, to isolation and infection detection and prevention. The most significant impact is how the hospital manages patients receiving care in the facility. Overall, COVID protective equipment precautions are taken by all staff, requiring additional training to follow new and changing guidelines. Los Robles has implemented a host of protocols across the

board that impact both internal staff, patients, and the general public. This includes new rules for social distancing, limiting unnecessary interactions, and changes to the general public setting including visitors, and general service needs.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be “COVID Training Bundle”.

Other Titles/COVID Training Bundle: Training will be offered to all occupations on safety, continuous improvement, infection detection and prevention, and new standard operating procedures.

Training will also be delivered in Medical Skills Preceptor in conjunction with completion of an E-Learning module to confirm skill development and proficiency.

### **Impact/Outcome**

The goal of this training project is to ensure that all frontline workers have the necessary knowledge to prevent the contraction and spread of COVID 19 while performing their respective job duties without compromising quality and level of care to patients. It will also instill proper safety, cleaning, and new operating procedures to ensure everyone is as safe as possible during this global pandemic.

### **Commitment to Training**

Los Robles spends \$1.6 million on training annually for its staff. Los Robles continues to provide standard onboarding training, along with hospital orientation and unit/department specific training. For unit/department specific training, the level of training varies depending on the specialty. Training is unique to each unit to ensure that staffers in those units are well equipped and well educated so they can provide the highest level of care. Los Robles encourages all employees to take additional training to enhance their skillset which would allow for promotional opportunities and movement across units.

Training is typically delivered in a class/lab setting or in a preceptor role where the trainees are monitored closely by senior staff and other subject-matter experts who can provide immediate feedback on training to enhance the quality of learning and skill development. For trainings that are delivered through an electronic platform such as Go-to-Meeting, Zoom, or other similar platforms, the trainees will always receive a follow up with live instruction to confirm their understanding of the training and can perform the skill live.

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

This training project will be administered through the Hospital’s education department, under the leadership of the Director of Education along with the Chief Nursing Officer. The Director of Clinical Professional Development and the Clinical Education Coordinator have been designated to be the primary contacts that will oversee this training project. Los Robles already has a general training plan and schedule in place due to previous ETP contracts. Los Robles has also retained the services of a third party, Atlas Group Consultants to assist with the administration of this project.

**Union Support**

Service Employees International Union, United Healthcare Workers (SEIU-UHW) and Service Employees International Union Local 121 RN (SEIU 121RN) have submitted letters of support for this training project.

**Recordkeeping**

Los Robles is requesting the implementation of alternate record keeping for training through the virtual/electronic platforms.

**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
ET21-0181	\$441,945	10/05/2020– 10/04/2022	197	0	0

According to ETP Cal E-Force system, 2,168 valid hours have been tracked, resulting in potential earnings of \$49,864 (12% of approved amount). Training is on-going and an additional 240 hours are pending per employee data to be sent to the subcontractor for uploading.

**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	\$422,587	(59%)

ET16-0376: The low performance was caused by several factors:

- Due to financial issues, the facility had to postpone hiring for both replacements and new positions which prevented the delivery of training as planned.
- Another disruption was the departure of the Education Director which required some time to hire and train the new Director with hospital processes and the ETP program. Consequently, training time was lost over this period.
- Inefficiencies with collection and submission of training rosters were identified in the last cycle at training which left some training unaccounted for.

For the success of this ETP proposal, Los Robles has set guidelines to correct the prior inefficiencies with implementation of the following:

- Los Robles has bounced back from the fiscal hardships of the past few years and 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 who succeeded the last 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 Atlas Group Consultants in Hunt Valley, MD to assist with development of this proposal for a flat fee of \$ 11,060.00

### **ADMINISTRATIVE SERVICES**

Los Robles also retained Atlas Group Consultants 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**

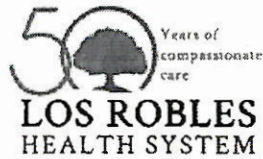
4-4 Trainees may receive any of the following:

**OTHER TITLES (COVID TRAINING BUNDLE)**

- Admissions/Clerical skills
- Care of Burn Patients
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of Trauma Patient
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Communications Skills
- Core Measure in Patient Safety Tools
- Critical Care Nursing Skills
- Dietician Skills
- Environmental Skills
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses)
- Hemodynamic Monitoring
- Infection Prevention / COVID training
- Intravenous (IV) Therapy
- Knowledge and Demonstrated Skills Regarding OSHA Sharps Safety
- Knowledge and Skills Related to Infection Prevention Before, During, and After Procedures
- Laboratory Skills
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Nutritional Considerations, Importance in the Hospital
- Oncology Nursing Skills
- Operating Room Skills
- Orthopedic Nursing Skills
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Pediatric Intensive Care Unit (PICU) Nursing Skills
- Physical Therapy Therapist/Aide skills
- Post-Neurological Injury Nursing Skills
- Post-Orthopedic Surgery Nursing Skills
- Post-Trauma Injury Nursing Skills
- Pre and Post-Operative Care
- Quality Control
- Radiology Skills
- Respiratory Assessment & Care
- Respiratory Skills for Respiratory Therapists
- Safe Identification and Labeling of All Specimens
- Safety training
- Surgical Nursing Skills

- Telemetry Nursing Skills
- Trauma Nursing Skills
- Triage Nursing Skills
- Ventilator & Tracheotomy Care

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



**Date:** October 6, 2020

Los Robles Hospital and Medical Center  
Kathy Trigueiro

ETP Reference: 20-0732

**To: SEIU121RN Nurse Representative**

**RE: Notice of Intent**

**Projected Effective Date of ETP Contract/Revision: December 14, 2020**

**CBA Represented Workers: (Nurses)**

As a proposed Contractor requesting State of California Employment Training Panel funds, the following serves as a Notice of Intent in accordance with ETP regulation § 4404. Collective Bargaining Agreements, which states:

*Prior to presenting an application for a proposed training project to the panel, the contractor shall notify the appropriate collective bargaining agent which represents workers for whom training is proposed of its intent to apply for Panel funding. The notice of intent shall contain the information regarding the proposed training, the impacted employee population, the name of the collective bargaining agent, and the effective date of the application.*

*Upon receipt of the notice of intent pursuant to subdivision (a), the labor organization representing effected workers shall notify the panel, in writing, of its concurrence with the contractor's proposal. The written notification shall be signed by an authorized representative of the collective bargaining agent and received by the panel prior to further development of the agreement. The labor organization shall have the opportunity to participate in the agreement's development. REFERENCE: Section 10205(e), Unemployment Insurance Code.*

1. Information Regarding the proposed training plan: (Attached / the following is information regarding the training plan)

This contract will cover 4 hours of training to cover newly hired nurses which will include the proper protocols related to COVID19 such as proper PPE, proper sterilization and sanitization and related training.



2. Occupations & number of workers planned covered under the Collective Bargaining Agreement (CBA) as specified in the proposed training plan: (i.e. Field Staff)

Registered Nurses (40) and New Grads (20)

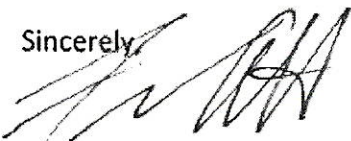
Written concurrence with the contractor's proposal (In the form of a Union Support Letter) as specified above shall be on Union Local(s) letterhead and contain the following exhibit language to ensure the proposed Contractor's adherence with ETP Regulations:

## Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,



Fred Ashworth CFO

Los Robles Hospital and Medical Center

215 W. Janss Road

Thousand Oaks, CA 91360





1040 Lincoln Avenue; Pasadena, CA 91103

October 14, 2020

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand Los Robles Hospital and Medical Center is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

Registered Nurses (40) and New Grads (20)

### Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

A handwritten signature in black ink that reads "Carolynne Roderick". The signature is written in a cursive, flowing style.

Carolynne Roderick  
SEIU 121RN Union Representative



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](http://www.SEIU-UHW.org)



October 26, 2020

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand Los Robles Hospital and Medical Center is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

CNA (20), Respiratory Therapists ((5), Technicians (5 -Cath Lab, GI, IR, Tele),  
Physical / Occupational Therapy (5), Laboratory staff (5),  
Health Information staff (5), Admissions staff (5), EVS staff (5)

## Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed.

Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

*Linda Arnold*

Linda Arnold  
Union Representative - Hospital Division  
SEIU United Healthcare Workers – West  
5480 Ferguson Drive  
Los Angeles, California 90022  
Cell: (661) 304-3466  
Fax: (323) 721-3538  
Email: [lmckenzie-arnold@seiu-uhw.org](mailto:lmckenzie-arnold@seiu-uhw.org)





**Date:** October 6, 2020

Los Robles Hospital and Medical Center  
Attn: Kathy Trigueiro  
ETP Reference: 20-0732

**To: SEIU-UHW**

**RE: Notice of Intent**

**Projected Effective Date of ETP Contract/Revision: December 14, 2020**

**CBA Represented Workers: (Hospital staff (excluding Nurses))**

As a proposed Contractor requesting State of California Employment Training Panel funds, the following serves as a Notice of Intent in accordance with ETP regulation § 4404. Collective Bargaining Agreements, which states:

*Prior to presenting an application for a proposed training project to the panel, the contractor shall notify the appropriate collective bargaining agent which represents workers for whom training is proposed of its intent to apply for Panel funding. The notice of intent shall contain the information regarding the proposed training, the impacted employee population, the name of the collective bargaining agent, and the effective date of the application.*

*Upon receipt of the notice of intent pursuant to subdivision (a), the labor organization representing effected workers shall notify the panel, in writing, of its concurrence with the contractor's proposal. The written notification shall be signed by an authorized representative of the collective bargaining agent and received by the panel prior to further development of the agreement. The labor organization shall have the opportunity to participate in the agreement's development. REFERENCE: Section 10205(e), Unemployment Insurance Code.*

1. Information Regarding the proposed training plan: (Attached / the following is information regarding the training plan)

This contract will cover 4 hours of training to cover newly hired hospital staff which will include the proper protocols related to COVID19 such as proper PPE, proper sterilization and sanitization and related training.

2. Occupations & number of workers planned covered under the Collective Bargaining Agreement (CBA) as specified in the proposed training plan: (i.e. Field Staff)

CNA (20), Respiratory Therapists ((5), Technicians (5 -Cath Lab, GI, IR, Tele), Physical / Occupational Therapy (5), Laboratory staff (5), Health Information staff (5), Admissions staff (5), EVS staff (5)


Written concurrence with the contractor's proposal (In the form of a Union Support Letter) as specified above shall be on Union Local(s) letterhead and contain the following exhibit language to ensure the proposed Contractor's adherence with ETP Regulations:

## Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

  
Fred Ashworth CPO

Los Robles Hospital and Medical Center

215 W. Janss Road

Thousand Oaks, CA 91360





**DELEGATION**

**COVID Rapid Reemployment and Retraining Pilot  
Training Proposal for:  
Nitto Avecia Pharma Services, Inc.**

**Contract Number: ET21-0268**

**Approval Date:** February 9, 2021

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** San Diego

**Analyst:** S. Bailey

**PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative Medical Skills Training SET	Industry Sector(s):	Other (J) Healthcare (62) Services (61,71,72,81,92)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 150	U.S.: 500	Worldwide: 500
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$60,000

<b>Total ETP Funding</b>
\$60,000

**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 COVID SET	Other Titles (COVID Training Bundle)	30	4-4	0	\$2,000	\$20.01
				Weighted Avg: 4			

\*Post-Retention Wage is Contractual Wage

<p><b>Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour</b></p> <p><b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p><b>Used to meet the Post-Retention Wage?:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe</p> <p>Although employer provides health benefits, they are not being used to meet Post-Retention Wage.</p>
--

Post-Retention Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Corporate Support/Operations Staff		2
		3
		2
Manufacturing Staff		5
		5
Engineers/Scientists/Chemists Staff		3
		2
		4
Managers		4

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1999 under parent Company Nitto Denko, Nitto Avecia Pharma Services, Inc. (Nitto Avecia) ([www.aveciapharma.com](http://www.aveciapharma.com)), is located in Irvine. Nitto Avecia specializes in providing Good Manufacturing Practice Services (GMP Services) that include parenteral manufacturing, formulation development, and drug delivery device testing. The Company’s services assists customers with developing high quality scientific solutions for pharmaceutical, biotechnology, and medical device manufacture.

The proposed training plan will target workers at the Company’s three California facilities located in Orange County.



## **Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- 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.

## **Veterans Program**

While Nitro Avecia does not have a dedicated recruitment program for Veterans, the Company is committed to hiring and retaining Veterans through Southern California.

## **Retrainee - Job Creation**

In this proposal, Nitro Avecia will hire 30 new staff as an expansion of business capacity adding newly hired employees to address the shortage of available trained personnel in the field of pharmaceutical and biotechnology. The Company has hired 10 new staff in the last few months and will hire an additional 30 new staff in 2021.

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**

The COVID pandemic has had major effects on both the health industry and the pharmaceutical industry. As these industries continue to respond to the COVID-19 pandemic, some companies are at the frontlines of drug development against the disease, while others play supporting roles for the entire industry through the development of cutting-edge therapies in response to the disease.

Nitro Avecia plays a supporting role by providing the specialized services listed above. These services are in high demand to ensure the resources are available to its client base as the fight against COVID continues.

The Company has implemented proactive measures to keep staff safe while on site so that client needs and demands can be met. The newly implemented measures are designed to ensure compliance with state and federal safety laws while maintaining efficiencies to meet continued customer demands. Some of the newly implemented measures are as follows:

- A reduction in non-essential employee interactions on site. The new measures still allow for full and efficient day-to-day operations.
- The installation of Plexiglas barriers in workstations and raised walls around cubicles.
- The installation of air filters in the lunchroom.
- The implementation of enhanced cleaning and disinfecting protocols in its facilities.

To that end, the focus of the proposed training plan is to update and increase staff skill while maintaining a safe working environment. The Company has also expanded its business by providing testing services for companies that develop and manufacture the COVID vaccine. As

such, the need for skilled workers is paramount to ensure that the Company can continue to adapt and respond to client demand.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

Business Skills; Commercial Skills; Computer Skills.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

#### **➤ Training Infrastructure**

The Director of Human Resources will oversee the project with the assistance of two other members of the HR Department, who will facilitate training across the three sites that will participate in training. The Company has retained a third party administrator who will assist with project administration for the project.

### **Temporary to Permanent Hiring**

The Company will train up to 30 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). 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 4 months. These workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). 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.

### **Record Keeping**

Due to COVID19, Nitro Avecia will use an approved alternative recordkeeping.

### **Impact/Outcome**

ETP training will help the Company provide staff with the skills necessary to provide specialized services currently offered to its customer base. Further, through the proposed training, staff will acquire the skills necessary to adapt and respond to unique demands as well as gain skills necessary for efficiency and upward mobility within the Company.

## **Commitment to Training**

This year, Nitto Avecia has invested \$30,000 to implement a targeted training plan that includes new safety provisions in-line with COVID guidelines provided by the government. The focus on newly hired staff will increase staff skills company-wide as well as assist with meeting its current demands.

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.

## **DEVELOPMENT SERVICES**

Training Funding Partners in Fountain Valley assisted with development and charged a flat fee of \$3,500.

## **ADMINISTRATIVE SERVICES**

Training Funding Partners 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)

- ✚ Business Process Skills
- ✚ Communication Skills
- ✚ Compliance Management
- ✚ COVID Related Process Changes
- ✚ Cross-Training Skills
- ✚ Documentation Skills
- ✚ Environmental Cleaning and Disinfection
- ✚ Good Manufacturing Processes
- ✚ Improved Manufacturing Processes
- ✚ Leadership Skills
- ✚ Master Control Training
- ✚ Mobile Barrier Operation
- ✚ Preventing Virus Spread
- ✚ Process/ Quality Improvement Procedures
- ✚ Proper PPE Usage
- ✚ Social/ Physical Distancing
- ✚ Team Building
- ✚ WorkCare System

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

# DELEGATION ORDER



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Person Centered Services, Inc.

**Contract Number: ET21-0251**

**Approval Date:** February 3, 2021

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** Sacramento

**Analyst:** K. Mam

### PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Other (J) Healthcare (62) Services (61,71,72,81,92)  Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	San Joaquin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 179	U.S.: 179	Worldwide: 179
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution:</b>
\$75,000

<b>Total ETP Funding</b>
\$54,000

**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 COVID SET	Other Titles (COVID Training Bundle)	27	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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
Direct Service Staff		15
Team Lead		3
		1
Administrative Staff		2
		1
Clerical Staff		3
IT Staff		2

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

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

**Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

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.

## **Veterans Program**

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

## **PROJECT DETAILS**

### **Retrainee - Job Creation**

PCS has expanded its business services to include remote services, hourly in-home services, and expanded curriculum due to COVID Protocols. With new remote and mobile services, the Company will need to hire 27 new employees to address this expansion in services. Staff will train on new software applications to facilitate remote access and COVID safety precautions.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, training may be delivered by CBT, PL, or E-Learning.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

COVID related safety training that include courses in Disinfecting Workstations, Handwashing, Returning to the Workplace, and Universal Precautions.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

#### **➤ Training Infrastructure**

The HR Director will be responsible for overseeing all aspects of the training project with the assistance of two support staff. Managers at each location will facilitate training and communicate with the HR Director to ensure roster collection. The Company has also hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

### **Commitment to Training**

PCS invests approximately \$20,000 annually in training per facility. The Company provides new hire orientation training and certifications including CPR and First Aid. 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.

**High Unemployment Area**

Trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company’s locations in San Joaquin County are in an HUA.

**Record Keeping**

PCS will be using an ETP approved alternative recordkeeping process for this project.

**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
ET21-0159	\$178,090	09/01/2020 – 08/31/2022	204	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked for potential earnings of \$0 (0% of approved amount). The contract was just recently approved 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 \$ %
ET17-0457	Stockton, Lodi	03/21/17 – 03/20/19	\$91,124	\$68,073 (75%)

**DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted development of this proposal for a flat fee of \$1,000.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

To Be Determined



**Exhibit B: Menu Curriculum**

**Class/Lab/E-Learning Hours**

4-4 Trainees may receive any of the following:

**OTHER TITLES (COVID TRAINING BUNDLE)**

- ✚ Computer Applications
- ✚ Conducting Online Trainings
- ✚ Confidentiality
- ✚ Disinfecting Workstations
- ✚ Handwashing
- ✚ HIPPA
- ✚ Mobile Device Access and Usage
- ✚ New Hire Orientation
- ✚ Online Communications
- ✚ Returning to the Workplace
- ✚ Social Distancing
- ✚ Trauma Support/Cultural Diversity
- ✚ Universal Precautions
- ✚ Working Remotely/Distance Learning

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:  
The Oars Senior Living**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET21-0266**

**Approval Date:** February 11, 2021

**Panel Meeting of:** February 26, 2021

**ETP Regional Office:** Sacramento

**Analyst:** D. Jordan

**PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento	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: 30	U.S.:30	Worldwide: 30
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$93,960

<b>Total ETP Funding</b>
\$60,000

**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 COVID SET	Other Titles (COVID Training Bundle)	30	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

**\*Post-Retention Wage is the Contractual Wage**

**Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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
<b>Job Number 1</b>		
Administrator		1
Care Manager		25
Licensed Practical Nurse		1
Licensed Vocational Nurse		1
Registered Nurse 1		1
Registered Nurse 2		1

**INTRODUCTION**

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2018 and headquartered in Citrus Heights, The Oars Senior Living (Oars) (<https://www.theoarsseniorliving.com>) provides a range of care to seniors that adapt to their changing needs as they age. Oars provides around the clock care for its residents, including those with Dementia, Alzheimer’s, Respite and Hospice Care. Additionally, Oars provides physical therapy, occupational therapy, speech therapy, Long Term Care and Compassionate End of Life Care. Training will take place on-site in Citrus Heights. This is Oars first ETP Contract.

**Veterans Program**

The Company does not actively recruit for Veterans at this time.

## **PROJECT DETAILS**

### **Retrainee - Job Creation**

Oars has experienced an increase in consumer demand. The Company anticipates onboarding 30 additional staff in order to address the increase in demand. The current pandemic has brought new attention to healthcare workers. The virus poses its biggest threat to individuals over 65 years old which is resulting in heavy demand for eldercare/geriatric health professionals. Oars will need to hire employees with little to no experience to keep up with the demand.

Training will focus on onboarding new staff and COVID-related safety protocols to ensure social distancing requirements are met while ensuring consumer demands are met. Trainees will need extensive training to gain competence in pre-hospital assessment and care of patients with a variety of medical conditions.

### **Training Plan**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

**COVID Training Bundle:** Training will be offered to all occupations on COVID19, Food Safety, Reliability Processes, Maintenance Training and Safety.

### **Special Employment Training**

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

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.

### **Training Hours**

Hours of training: 4 minimum and maximum per trainee funded by ETP.

### **Commitment to Training**

Oars budgets approximately \$40,000 annually for training which includes new hire orientation, staff development, job specific training and safety training. ETP funds will not displace the Company'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

Oars' Senior Director of Operations will oversee this training project with assistance from the Assistant Administrators and additional staff members. Staff will assist with training events and completing rosters. Training will be delivered by in-house experts. Oars has a detailed training plan in place and is ready to implement training once approved

**DEVELOPMENT SERVICES**

Oars retained Corporate Tax Incentives in Rancho Cordova to assist with development for a flat fee of \$4,200.

**ADMINISTRATIVE SERVICES**

Oars also retained Corporate Tax Incentives to perform administrative services in connection with this proposal for a fee not to exceed 11% 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)

- 3<sup>rd</sup> Party Software System Management
- Alzheimer's Care
- Cohorting
- Contact Tracing
- Continuous Improvement
- COVID-19 and Common Presenting Symptoms
- Diagnostic Testing Devices
- Dementia Care
- Document Software
- Emergency Preparedness and Surge Capacity
- Environmental Cleaning and Infection Prevention
- Evaluation and Management of HCP
- Implement Source Control Measures (e.g., Universal Facemask Use)
- Infection Prevention and Control
- Isolation and Quarantine
- Medical Record Keeping
- Occupational Therapy
- Personal Protective Equipment
- Policy and Procedure
- Philosophy of Resident Care
- Physical Therapy
- Quality Assessment and Improvement
- Resident Testing and HCP for SARS-COV-2
- Respite and Hospice Care
- Screening and Surveillance
- Soft Skills Training
- Speech Therapy
- Telehealth for Nursing Homes
- Testing Guidelines
- Transmission-Based on Precautions (TBP)
- Visitor Restrictions

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