

# PANEL PACKET

May 2021



**Employment Training Panel**



Employment Training Panel

## PANEL NOTICE/AGENDA

**Friday, May 14, 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://us02web.zoom.us/j/84042306435>

**Webinar ID: 840 4230 6435**

**One tap mobile: (888) 363-4735 US Toll-free**

**Conference code: 212627**

*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>		

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

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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 May Panel Meeting Agenda
  - Action to Approve March Panel Meeting Minutes

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Executive Report		Reg Javier
Virtual: Audio-Reg/Peter/Tara/Voice-Panel Only		
• Legislative/Budget/Other		Peter Cooper
• Budget Update and Action on Allocations		Tara Armstrong
		Michael Cable

Panel Date: May 14, 2021

- Request Motion to Adopt Consent Calendar Projects/Action

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Review and Action on Bylaws of the Employment Training Panel

Michael Cable

Virtual: Audio-Michael/Voice-Panel Only

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Review and Action on Proposals

Ryan Swier

Virtual: Audio-Presenters/ Voice-Presenters & Panel and  
Contractors (if needed)

Robert Meyer

Virtual: Hand-Raise Pause for Public Comment-Amanda

Chris Hoover

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Opportunity for Panel Members to Request Agenda Items for Future Panel Meetings

Virtual: Voice available for Panel Only

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Public Comment on Matters Not on the Agenda

Virtual: Hand-Raise for Public Comment via Voice - Amanda

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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, May 10, 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**

Ambulnz Health, LLC (COVID Pilot) -----	\$200,000
Behavior Frontiers, LLC (COVID Pilot)-----	\$200,000
California Clinic Management, LLC (COVID Pilot) -----	\$200,000
Cambrian Homecare (COVID Pilot)-----	\$200,000
Star of CA, LLC (COVID Pilot) -----	\$200,000
The Industrial Council of the City of Commerce, California -----	\$309,960
Zixta Enterprises, Inc. dba Supermercado Vallarta #11 (COVID Pilot) -----	\$200,000

### **Economic Development Unit**

Allogene Therapeutics, Inc. (Critical Proposal) -----	\$140,415
Digital Path, Inc. (Critical Proposal/RESPOND) -----	\$380,650
Infinity Energy, Inc. (Critical Proposal) -----	\$445,096

### **San Diego Regional Office**

Alta Newport Hospital, Inc. dba Foothill Regional Medical Center (COVID Pilot) -----	\$200,000
Aspen Skilled Healthcare, Inc. (COVID Pilot) -----	\$200,000
College Hospital Costa Mesa, Inc. (COVID Pilot) -----	\$196,000
Sun-Mar Health Care, Inc. dba Sun Mar Nursing Center- Anaheim (COVID Pilot) -----	\$200,000

### **San Francisco Regional Office**

CEP America LLC dba Vituity (COVID Pilot) -----	\$200,000
Jon K. Takata Corporation dba Restoration Management Company (Critical Proposal/RESPOND) -----	\$449,650

**San Francisco Regional Office** (continued)

KLA Corporation (COVID Pilot) -----	\$200,000
Royal Ambulance, Inc. (COVID Pilot) -----	\$200,000
Taylor Farms California, Inc. (COVID Pilot)-----	\$180,000
Threshold Enterprises Ltd. (COVID Pilot) -----	\$196,000

**Sacramento Regional Office**

Crain Walnut Shelling, LP (COVID Pilot) -----	\$200,000
Land O'Lakes, Inc. (COVID Pilot) -----	\$200,000
Sierra Pacific Orthopedic Center Medical Group, Inc. (COVID Pilot) -----	\$100,000
Vision Care Center, a Medical Group, Inc. (COVID Pilot)-----	\$96,000

**Central Office – Program Projects Unit**

Northern California Valley Sheet Metal Joint Apprenticeship and Training Trust Fund -----	\$149,797
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**PROPOSALS APPROVED**  
**BY DELEGATION ORDER FOR 03/23/21 – 05/03/21**

<b>≤ \$75,000</b>	<b>Approved Date</b>	<b>Approved Amount</b>
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<b><u>Sacramento Regional Office</u></b>		
Behavioral & Educational Strategies & Training (B.E.S.T., INC.) (COVID Pilot)	05/03/21	\$52,000
<b><u>Program Projects Unit</u></b>		
Modesto Area Sheet Metal Joint Apprenticeship Training Trust	04/20/21	\$45,040



State of California—Labor and Workforce Development Agency

# Employment Training Panel

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# M e m o r a n d u m

To: Panel Members

Date May 14, 2021

From: Reg Javier  
Director

Subject: **Future Meeting Sites**

<i>May 14, 2021</i>	<b>Virtual Meeting</b>
<i>June 25, 2021</i>	<b>Virtual Meeting</b>
<i>July 30, 2021</i>	<b>Virtual Meeting</b>
<i>August 27, 2021</i>	<b>Virtual Meeting</b>



**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting  
April 2, 2021

**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  
April 2, 2021

**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. Bell 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 Ms. Bell seconded the approval of the Meeting Minutes from the last panel meeting. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative for approval of the Meeting Minutes from the last panel meeting.

Motion carried, 8 to 0.

## **V. REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Javier welcomed the Panel Members, Applicants, and Stakeholders and recognized the following persons in attendance: Lis Testa, Program Projects Unit Manager; Mario Maslac, Research and Analytics Division Manager; and Heather Miguel, Program Projects Unit Manager.

It was reported that today's meeting is approximately \$1.1M in applications with an additional \$176,789 in Delegation Orders, for a total of approximately \$1.3M.

Mr. Javier reported while we are continuing to right-size projects and strive to only bring the highest quality proposals to the Panel. We are tightening up our internal operations and contracting so there is greater consistency and panel truly gets what it paid for in approved contracts. Staff continue to work remotely and we are fully utilizing the benefits of the Zoom platform to increase communication and teamwork at ETP. Although the future is unknown, work is still underway for the creation of the new Department Better Jobs and Higher Wages. About a year and a half ago, the Governor announced that we're going to go through an effort to create a new department under the Labor and Workforce Development Agency to align all of the workforce resources at a state level.

Mr. Javier also reported last month, that Secretary Julie Su has been appointed by the Biden Administration to serve as the Deputy Labor Secretary for the Department of Labor, which is at the federal level. Ms. Su has gone through the Senate Confirmation hearings, and we should know in the next few days how the votes came in. Also, just a few weeks ago Marty Walsh was confirmed and sworn in as the new Labor Secretary. All of this means that soon we should have a new Secretary of the Labor and Workforce Development Agency, as well as a new Undersecretary.

## **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 Funding:

Today's panel meeting is approximately \$1.1M plus \$176,789 in Delegation Orders for a total \$1.3M. After today's panel meeting we will have \$18.6M left in contracting capacity.

Mr. Cooper then reported our financial picture has not changed much from the last time. As he has said for a number of months and will continue to say until the budget picture looks more promising, we must continue to tighten our belts, we are expecting our revenues to continue to fall significantly in the 2021-22 Fiscal Year. Once we have solid estimates from our Fiscal Unit regarding how much funding we will have for the next fiscal year, staff will present the Panel with a proposal regarding allocations. This will likely happen at the next Panel meeting in May.

Regarding the Pre-application and Application Processing:

Due to our dire budget situation, we are greatly reducing the number of pre-apps in our system and are in the process of sending out more deactivation letters. We know we won't even be able to fund all of the applicants that have COVID NAICS.

Regarding the COVID Pilot:

We are pushing all COVID Pilot pre-apps out to the Regional office for development. ETP Regional office staff has made the initial contact to the contractors for timely submittal of the applications. The remaining funds will be exhausted under the RESPONSE/RESPOND criteria. There are 3 COVID Pilot contracts going to the March panel for \$372,000. This program has been very popular and successful at getting funding out quickly to support employers and workers. After today's Panel, we will have funded a total of \$11,546,000 and supported 6,112 workers in new hire training in 69 contracts. There are currently 88 pre-apps in the regional office, for an estimated value of \$17M. Staff is continuing to process pre-apps to exhaust all remaining funds for this fiscal year.

Regarding Alternative Funding:

Paid Family Medical Leave (PFML) grant has \$1M. The Social Entrepreneurial for Economic Development (SEED) initiative has \$10M.

Regarding Core Funds for this Fiscal Year:

If all FY 20/21 proposals are funded today, the panel will have approved just over \$59.2M in 246 projects to date. ETP will have approximately \$18.6M for the remainder of the 20/21 Fiscal year with a demand of \$82.4M.

Regarding Delegation Order:

These proposals will all be capped at \$75K to be approved under the Delegation Order on a continuous flow basis, which as of today we have approved a total of 24 delegations.

Regarding 20/21 program funding:

Currently, ETP has approximately 800 Pre-apps submitted, with a value just over \$82.4M.

Regarding Demand and Allocations:

Overall demand is currently \$82.4M, with \$18.6M left for fiscal year 20/21

Single Employer Contracts: requests in Regional Offices & AAU - \$56.6M

MEC requests - \$8.1M

Small Business requests - \$16.6M

Critical Proposals requests - \$769,000

Apprenticeships – currently \$299,000

Number of projects for 20/21 in AAU and applications received by the RO's currently total 800.

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

Acting Chairperson Roberts asked Mr. Cooper to share about a recent study by the Brookings Institution, which apparently determined that ETP was able to increase jobs at an employer site by an average of 22% after two years

Mr. Cooper shared ETP is once again getting national recognition. In a recent article in The Hill, there is discussion about an analysis that Brookings did that was based on the ETP evaluation that SPRA did for us. The Hill calls out ETP as a model for national recovery plans.

Acting Chairperson Roberts then stated so down the road it may help us with future funding correctly if we really handle the financial aspect of it.

Mr. Cooper replied its really good timing, and it could definitely help us get some extra alternative funding from the federal government or from the general fund here in California.

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

Motion carried, 8 to 0.

## **VII. UPDATE ON CAL-E-FORCE**

Tara Armstrong gave an update on the IT System, and shared how ETP has an online appeals submission for our customers now. It allows them to submit an appeal online, we receive it quickly. We can send, receive, review, process online and it's in our CAL-E-FORCE system. It allows us to have transparency throughout for all our contracts. Our staff is also working on a new grant management system also on our CAL-E-FORCE platform in Salesforce which we're working with other state partners to see how they do grants so we can join forces there and allow some flexibilities for any grants that we receive within ETP.

Ms. Armstrong then went on to give a CAL-E-FORCE update, stating staff are working on the migration for the multiple employer contracts and on the application roll out. If there are any question, please don't hesitate to email us at our command center. [ETPCalEForce@etp.ca.gov](mailto:ETPCalEForce@etp.ca.gov).

Acting Chairperson Roberts asked is there any transition with the new pre application process that CAL-E-FORCE also working on, or is that kind of a separate entity.

Ms. Armstrong replied they are absolutely working together and we have a workgroup working to see how it would work best for the future for applications and pre applications right now and they're also working in conjunction with our CAL-E-FORCE team to meet the requirements and work within a system seamlessly.

## **VIII. ANNUAL REPORT PRESENTATION**

Acting Chairperson Roberts then introduced Mario Maslac, Chief of Research and Analytics Unit.

Mr. Maslac presented to the Panel a PowerPoint presentation highlighting all the information in the annual report which falls broadly into three different groups. The first group is the approved contracting activity. Now this is what the panel is most familiar with and is seen every month and approve it. So looking at last year 308 contracts at 3000 trainees about \$92M, but the panel doesn't generally see are the ongoing contract. These are contracts that were started well before the report year, but they have not closed out yet. So these are still under management and still ongoing. They make up about a third of our contracting activity that's under management. And the final component are the completed contract. These are the contracts that have closed out during the report year, which we actually get to see the results of what the panel approved and see any differences from what the panel approved to what actually happened in this training. Looking over these numbers that the panel reserve deserves some recognition not only for the 308 contracts



that were approved last year, but over 1,000 contracts that were under management during the whole year, and about close to a quarter million trainees with which we were involved in just one fiscal year. Mr. Maslac then went to express how our staff tries to funnel as much money as possible to our priority industries. Last year 95% of Core funds were used for training in ETP's Priority Industries.

#### ETP's COVID-19 Response:

ETP developed and implemented a COVID-19 Response Plan to address the immediate needs of stakeholders caused by the COVID-19 outbreak and shelter-in-place orders. The Plan included the ability for contractors to request amendments such as extending the term of their contract, and allowing alternate recordkeeping methods for videoconference classes. The Plan also expedited processing for eligibility and development for companies declared essential industries by the Governor. ETP also developed a new COVID Rapid Reemployment and Retraining Pilot (COVID Pilot) program, which allows ETP to support essential industries in training newly hired staff. The Pilot reimburses up to \$200,000 per contractor for training on approved projects in industries that are critical to the health and welfare of Californians and the reopening of the economy.

#### Job Creation in the 2019-20 fiscal year:

ETP supported job creation, funding projects with demonstrated investment in California's economy, including critical proposals developed in conjunction with GO-Biz. The Panel also prioritized projects developed under the "retrainees - Job Creation" guidelines, which demonstrated a strong link to job creation and business expansion, including employer's investment in new workers, expanded or new facilities/new equipment/ or other measurable investments in new workers and expansion of California's workforce.

#### Small Business:

ETP also provided essential resources for small businesses who may not have the ability to provide training to their workers. During the 2019-20 fiscal year, small businesses made up 70 percent of the core funded contracts. ETP's Small Business Program provides higher training reimbursement rates for businesses with 100 or fewer employees in California. Small Businesses can contract directly with ETP or participate in a Multiple Employer Contract (MEC), reducing the employers' cost of administration.

#### Post Retention Wage:

Among ETP core and alternative funding, the average post retention wage for workers unemployed at the start of training (new hires) was \$17.38 per hour. The average post-retention wage for incumbent workers (retrainees) was \$32.36 per hour.

#### Success Stories - Reborn Cabinets, Inc.

There are many different COVID-19 stories for California manufacturers and their workers. Team Reborn is a stand out for its emergence and for supporting its new and existing workers at a time where many businesses have collapsed due to the impact of COVID, we have chosen to invest in training and equipment necessary to become more competitive and to ensure our Team Members personal success. Through this investment, we have expanded and grown to new heights. Our partnership with ETP and CMTC has provided invaluable support for our workforce development efforts and is part of this success story.

### Success Stories - Napa Valley College

With the assistance of ETP, Napa Valley College has been able to broaden the reach of our Small Business Development Center and to offer high level Food Safety training in the demand not only in the Bay Area but also all over California. ETP reimbursement eased the cost of training for many of our companies, often allowing them to send teams rather than single employees to training. As these workers are tasked to implement increasingly complex Food Safety processes, effective training is paramount and critically needed by the food processing, manufacturing, and hospitality employers we serve. While we have served some larger employers, our programs focused on smaller employers as the impact of our training is most important to the many small businesses we ultimately served. The training provided to these employers without a doubt has provided resiliency and helped them continue to provide food to the tables of Californians even through the pandemic.

### Success Stories - BioMarin Pharmaceuticals

Our recently completed ETP contracts were extraordinarily successful. ETP resources helped upskill our employees to operate enhanced manufacturing equipment for the culture and fermentation of cells used to produce our seven commercial products. We hired and trained over 500 manufacturing and technical employees to work in our new, state-of-the-art, 18,000 square-foot Novato gene therapy manufacturing facility. Because of ETP support, BioMarin now has a better skilled workforce that can understand and follow specific quality protocols and manufacturing procedures while at the same time, work efficiently and contribute to the high work standards required by the biopharmaceutical industry. Our senior management team was pleased with the results and felt privileged to partner with the ETP program to develop its employees. Lastly, we recognize the increasing challenges and concerns faced by its patients who have serious and life threatening rare disorders during the COVID-19 pandemic. BioMarin will continue to support the patients it serves while following the directives and guidance of local governments and authorities. As the threat of the coronavirus continues to grow globally, BioMarin is ramping up efforts to help those most susceptible to COVID-19.

### Success Stories - Butte Glenn Community College

The success of our Utility Line Clearance Arborist training program has positively impacted not only the lives of our trainees and fire impacted communities, but also the employers needing well trained and prepared workforce. These workers are trained and then working on the frontlines clearing trees, debris and forest fuels, safely and sustainably. Ultimately this public-private partnership has significantly improved California's fire readiness and will help to protect many vulnerable areas from the danger of catastrophic forest fires. As part of UpSkill California, ETP has proven to be a valuable partner helping our member community colleges deliver critically needed employer customized training statewide in the industry sectors most important to California's innovation, competitiveness, equity and resiliency.

### Success Stories - Kern Community College District

Ashton works at Bakersfield Family Medical Group, where she was initially hired as a temporary purchasing clerk. She took our Customer Service training and earned a permanent Purchasing Clerk position. She was promoted to Health Information Management Supervisor and then took New Supervisor training, Leadership training, and Customer Service for Leaders. She was then promoted to Purchasing Supervisor and has taken Leadership Level II, and Performance Management training. She has nearly doubled her earnings in under two years.

### ETP Operational Highlights:

ETP's Information Technology (IT) staff implemented technologies, processes and procedures to allow the vast majority of ETP employees to work remotely in a safe and effective matter during the COVID-19 pandemic. ETP's IT deployed the use of a Virtual Private Network (VPN) and next gen endpoint protection, allowing staff to connect to ETP's network safely. Deployed video conferencing technologies like Zoom, GoToMeeting, and Microsoft Teams. Working with the Cal-E-Force team, helped deploy DocuSign for electronic signatures across ETP. ETP's Regional Office (RO) and Program and Policy Unit (PPU) staff supported contractors in the ever-changing work environment, adopting new processes and methods to continue to provide the same high level of service through virtual monitoring. In addition to all of the usual tasks being done remotely due to the pandemic, ETP's RO/PPU staff processed an unprecedented number of contract revisions under the COVID Response Plan in a very short timeframe. ETP's Business Services division, comprised of Admin and HR teams quickly developed and deployed emergency COVID policies and procedures which allowed for a safe environment for essential staff working in the office. The Admin/HR teams helped order emergency supplies, prepared the office to comply with COVID guidelines, ensured staff have necessary supplies and equipment at home and developed and deployed policies around emergency telework and COVID related time off. ETP's Contract Review Unit (CRU) implemented electronic signatures for ETP contracts, facilitating easier remote contract processing. ETP's Fiscal Unit developed new processes and procedures that allowed the majority of staff to work remotely and continue to process invoices and issue payments.

ETP's executive Staff and Policy Manager continued to hold formalized Policy meetings to discuss and guide policy changes by engaging its stakeholders despite the COVID-19 restrictions. ETP's Cal-E-Force (CEF) team continued the development of the new system and repeatedly worked over weekends and into the evenings to help facilitate migrations of different contractor groups out of ETP's outdated Legacy systems. Staff from across ETP supported the team with testing and data validations. As a result of their work, 858 contracts were migrated and all Single Employer contracts are now managed through Cal-E-Force Working with ETP IT, the CEF team helped implement DocuSign throughout ETP, allowing thousands of documents to be routed electronically instead of requiring wet signatures on physical documents. In addition to supporting CEF development and implementations efforts, the CEF team was able to quickly stand up the technology solution for administering ETP's Paid Family Leave Small Business (PFL SB) Grants and Social Entrepreneurs for Economic Development (SEED) Grants.

Acting Chairperson Roberts then stated that probably our emphasis will be on new job creation versus retraining. It will be really important that our contractors emphasize job creation.

Mr. Maslac responded absolutely, we pumped the brakes just before the pandemic on this and because the economy was humming along really, really great. The unemployment rate was great and we pumped the brakes on job creation because there wasn't really that much of a need for it. But now we're still at a pretty high unemployment rate and sees this as being very important.

Ms. Newsom commended staff and thanked them for their hard work on the presentation, stating that it was sincerely impactful. Ms. Newsom stated that the more we can share these personal stories, of how ETP's training dollars are personally impacting the workers, the more we can see the impact of our training dollars on the individual worker. Ms. Newsom stated that she admires the fact that the group put in that extra effort to make sure that those stories were included here.

Additionally, Ms. Newsom wanted stakeholders and contractors to know that she thinks there needs to be a focus and better effort on engaging more women and veterans, so that women and veterans are also being directly impacted by our training dollars. Ms. Newsom stated that this is an area of priority for her, and perhaps others, so Ms. Newsom indicated that she hopes some folks are listening and hearing that is going to be a priority at least of hers.

Acting Chairperson Roberts added she was also pleasantly surprised that the data demonstrated that over 50% of ETP's trainees were high school graduate or below.

## **IX. (SEED) GRANT AWARDEES**

Ms. Testa shared that through an open and competitively bid process, ETP released the Solicitation for Proposals for the Social Entrepreneurs for Economic Development (SEED) Grant on January 21, 2021. The application period closed on March 3, 2021. The SEED Grant is composed of two separate grant programs: the SEED Entrepreneurship Program (which provides entrepreneurial training and micro-grants to Limited English Proficient individuals and immigrants to assist them in launching a small business that meets a social issue or community need), and the SEED Demonstration Project (which provides entrepreneurial training and micro-grants to Limited English Proficient individuals and immigrants to assist them in forming or sustaining a worker cooperative or employee-owned small business in a low-wage industry). A total of \$9,650,000 is available under this grant, with \$8,650,000 allocated to the SEED Entrepreneurship Program and \$1,000,000 allocated to the SEED Demonstration Project. We received a total of 51 applications; 41 for the SEED Entrepreneurship Program, and 10 for the SEED Demonstration Project. Below is a listing of the applications the scoring committee has recommended for funding. This list has been posted on the ETP website since 3/24/2021.

### Proposed Awardees SEED Entrepreneurship Program:

Asian Pacific Islander Small Business Program: \$329,441

(Participating organizations: Chinatown Service Center; Koreatown Youth & Community Center; Thai CDC; United Cambodian Community; Little Tokyo Service Center)

Bay Area Community Resources: \$200,000 (Participating organization: Skysthelimit.org)

Immigrants Rising: \$5,410,559 (Participating organizations: Pilipino Workers Center; Ahri Center; Central Valley Immigrant Integration; Trans Queer Liberation Movement; Dreamers in Tech; The UndocuBlack Network; La Cocina; Inclusive Action for the City)

Inland Coalition for Immigrant Justice: \$800,000 (Participating organization: Asociacion de Emprendedores)

Interfaith Movement for Human Integrity: \$200,000

Local Initiatives Support Corporation (LISC) San Diego: \$1,000,000 (Participating organizations: UC San Diego, Center for Community Health; Haitian Bridge Alliance; License to Freedom; Somali Bantu Community Center of San Diego; South Sudanese Community Center; Refugee Assistance Center; Horn of Africa; Chicano Federation of San Diego County; Karen Organization of San Diego;

United Women of East Africa Support Team)

The Latina Center: \$210,000 (Participating organization: The Renaissance Entrepreneurship Center)

Women's Economic Ventures: \$500,000 (Participating organization: Mixteco Indigena Community Organizing Project)

SEED Demonstration Project:

Democracy At Work: \$1,000,000 (Participating organizations: Clean Carwash Campaign; Cooperacion Santa Ana; Cooperation L.A.; Pilipino Workers Center; United Taxi Workers of San Diego)

Ms. Testa stated Staff is requesting approval of the proposed awardees, with their accompanying funding amounts, as listed above, pending the results of any submitted appeals, if any.

Ms. Newsom inquired what region approximately Immigrants Rising is in.

Ms. Testa replied they are headquartered in San Francisco, however, they are actually serving the entire state for this.

Ms. Newsom asked is there an opportunity to hear back from these various organizations about their success and the impact on the individual apps, and entrepreneurs.

Ms. Testa replied, yes.

Ms. Testa then stated Staff is requesting approval of the proposed awardees, with their accompanying funding amounts, as listed above, pending the results of any submitted appeals, if any.

Acting Chairperson Roberts asked the Panel if there were any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of the proposed awardees, with their accompanying funding amounts, as listed above, pending the results of any submitted appeals. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative the proposed awardees, with their accompanying funding amounts.

Motion carried, 8 – 0.

## **X. FUNDING STRATEGIES FOR FY 20/21**

Ms. Testa then shared how each year, we review our funding strategies for the coming fiscal year in mid to late spring. Additionally, this year, we held a Policy Committee meeting in January to solicit

ideas and suggestions on these items from stakeholders. This meeting generated a lot of discussion, and allowed stakeholders to contribute to the policy formation discussions by providing them a chance to express their needs and desires regarding our funding strategies, and more importantly, for them to express the reasons why they favor the strategies they expressed. Similarly, all ETP managers were provided a forum to provide their input, and a town hall meeting was held for all ETP staff to provide their ideas as well. These forums generated many ideas in areas other than funding strategies, as well, such as training hours, repeat contractors, wages, and more – however these items will not be discussed during this presentation. The feedback and suggestions we obtained from stakeholders, managers, and staff, along with data driven reports and fiscal projections for the coming year were all taken into account as we formed these recommendations for funding strategies for FY 21/22, including: project caps, reimbursement rates, and moratoriums. Allocations for contractor types cannot be formalized at this time, since we are still pending the May Revise of the state budget for the final fiscal information for next FY.

#### Project Caps:

Staff would like to keep our caps the same for FY 21/22 as they were this FY. While true that if we lowered caps, we could serve more contractors – we are concerned that lowering caps would make the ETP program cost-prohibitive for some contractors. Additionally, we are putting our focus on enhancing the quality of the projects Panel approves – stakeholders have already seen many changes in this direction (ie: changes to how wages are displayed in the proposals, closer review of proposals by the field offices and Panel, etc), and will continue to see additional efforts along these lines in the coming months.

Acting Chairperson Roberts added regarding manufacturing, I understand that a lot of the manufacturing that has come in this year, have been put on hold because they don't meet the COVID NAICS code versus just a regular NAICS code and inquired if that is going to be lifted.

Ms. Testa replied they are a priority industry, so they are not under a moratorium at all. A lot of manufacturing NAICS codes were not included in the COVID pilot but that COVID pilot did have manufacturing codes for food manufacturing, also for healthcare protective equipment manufacturing, like the people who are making masks and respirators. But it didn't have any other manufacturers in it aside from that, but that was specifically for the COVID pilot. But we're not accepting any more applications for those.

Staff would like to request a motion to approve the project caps reimbursement rates and moratoriums.

Mr. Duscha wanted to commend the staff for not rushing into making complete recommendations on this until we know how much money is going to be in the budget. There are a number of us who are working very hard to increase the ETP budget beyond \$80M, and suspects our executive director is working behind the scenes on that as well. Feel quite positive about it, I think we're going to get some more money and it's a good idea, not to put plans in concrete until you know how much money there is. I also want to suggest that as the process goes forward on the system for allocating and spending money next year that you focus on the statutory priorities for spending money, which include a priority for manufacturing which state clearly that ETP as a high wage high skill program, it clearly states joint Labor management projects get priority and that business expansion projects and new hire projects get priority.

Ms. Greer thanked the panel and how it's supported the many registered apprenticeship programs during this very difficult year. Despite the challenges of keeping their classes going the JATC were able to pivot to online classes and in person classes when possible. They were able to move forward with providing new journey level workers and keeping California construction companies on track with projects nontraditional apprenticeship programs, such as hospitality and food service were able to upscale their current job leveled job journey level workers and provide on line classes as well. She urged the ETP staff and panel to consider providing the same percentage of funding for fiscal to 21/22 as this year, finally, the term high road job has been consistently mentioned often high wage jobs is incorrectly used to be high wage jobs, this is not the complete meaning of this term as utilized by the California workforce Development Board and the California future of work condition. High roads jobs, provide a living wage, but they also provide stable and predictable pay safe and favorable working conditions control of our work schedules, health care and dental care, paid time off, pensions, safe and dignified work environments and opportunities for training and job advancements. Finally, workers voice to ensure these life and work conditions in most cases, a collective bargaining agreement is in place high wage jobs are connected to industry based worker focused training partnerships that build skills

Acting Chairperson Roberts added we have a lot of employers in California that pay into the fund, and they also have to have our consideration. This is not a JATC program. There are many employers out there, and ETP must be fair and equitable in how it distributes funding. I appreciate your comments, but we also need to look at how to funding multiple entities across the state.

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

Hearing none, Acting Chairperson Roberts asked for a motion.

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

Motion carried, 8 – 0.

## **XI. REVIEW AND ACTION ON PROPOSALS MULTIPLE EMPLOYER CONTRACTS**

### **Tab No. 4: Joint Apprenticeship Committee for Operating Engineers, 46 Northern Counties in CA**

Ms. Miguel presented a proposal on behalf of Joint Apprenticeship Committee for Operating Engineers, 46 Northern Counties in CA which is a repeat contractor and requesting \$243,000 in ETP funding to serve 324 apprentices and serves 48 counties. An additional 80 acres are devoted to a training yard and maintenance area where hands-on training is conducted in a simulated lab environment. The Operating Engineers JAC currently represents over 693 apprentices in Northern California. This is Operating Engineers JAC's fourth ETP Contract, and the third in the last five years.

Ms. Miguel stated that there are representatives here to answer any question that the panel members may have and introduced Greg Gasaway, Director of Apprenticeship; Elsa Gil, Office

Manager; Miriam Ortiz, Executive Secretary; Catherine Lytle, Director of Training.

Ms. Newsom inquired from the applicant to inform us of approximately how many women are in your apprenticeship program I know it's not a requirement.

Mr. Gasaway replied currently at 669 apprentices and 66 are females.

Acting Chairperson Roberts stated regarding your performance it has been right sized so obviously you have the right infrastructure to support your \$250,000 and hoping it doesn't run into the 26% as you did the previous contract.

Ms. Ortiz stated we will be working closely with ETP making sure that we are following the correct tracking systems and needs to be submitted for funding, understanding the process is key, we now have more experience writing staff that will be monitoring accurate information that will make it easier.

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 Joint Apprenticeship Committee for Operating Engineers, 46 Northern Counties in CA proposal in the amount of \$243, 000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal.

Motion carried, 8 to 0.

#### **Tab No. 5: State Building & Construction Trades Council**

Ms. Miguel presented a proposal on behalf of State Building & Construction Trades Council. They are a repeat contractor requesting \$377,061 to serve approximately 21 journey workers 190 apprentices, 11 veteran apprentices and five pre apprentice new hire trainees. This project includes multiple giant apprentice training committees and training will be provided at each organization's location.

Ms. Miguel stated that there are representatives here to answer any question that the panel members may have and introduced Jeremy Smith, Deputy Legislative Director; Kelly Greer, Strategy Workplace Communications

Ms. Newsom inquired from the applicant to elaborate on what they're doing to further ensure that more women are included an apprenticeship programs.

Mr. Smith responded that we have started at the top, so to speak at the legislature over the last couple years, with a couple pieces of legislation that we passed two years ago to include codified apprenticeship training requirements that were created out of the Obama Administration to that end. Another piece of legislation Labor agency to create outreach protocols for women and minorities and that trickles on down to our local unions it's absolutely something that is important to all of our unions to get more representation from all minority groups, including women. Over 90% of the women who are in apprenticeship in California are in joint Labor management programs, which will



be covered by the unions that are part of our Council but part of this proposal.

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 State Building & Construction Trades Council proposal in the amount of \$377,061. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal.

Motion carried, 8 to 0.

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

Acting Chairperson Roberts asked for panel members to comments on agenda items for future panel meetings.

None were given.

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

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

John Bauer stated the Governor just finished the Future of Work Commission report that just came out and one of the big findings in that report was the fact that, while the probability of low wage employment is reduced by 33% with a college degree, it is reduced by 39% if they're a union member. Having said that one of the things I would like you all to think about in your data collection and utilization is at some point, and maybe, starting with the next fiscal year is really being able to look at those wages and who gets trained in terms of those folks being represented or not, and being a union member or not and starting to look at that and curious as to whether those wage levels were median or mean, but I think it would be really helpful I think in terms of addressing and equality and vulnerability, we certainly have the most accountable workforce dollars that are out there, but also understanding, a little bit more of sort of within your Job creation and new employers and MEC and apprentice programs where those wages are getting you to that average.

Phillip Herrera made a comment about quality over quantity and expressed when it comes to applications in this next fiscal year. At some point staff, the senior management team will have to look at some sort of scoring that you'll have to do to delineate the quality of applicants over the quantity and critical proposal caps and the other incentives that are available to say advanced manufacturers growing in the state that have a compelling story, supported by the governor. The lower the cap is the less it compares to some of the other incentives, So if you have a company that's growing in the state and they're going to get a award and some of these other things, and the cap for ETP is getting lower and lower for these big projects, it's tougher for us to get ETP as part of that package Mr. Herrera expressed that we want to look at the critical proposal cap and remain hopeful that the governor will restore our money and will be bringing it up again in May. If,

he doesn't then of course we'll just stick with the current cap, so if we do get that money back would want the panel to consider raising the caps on proposals.

Steve Duscha added that we should be focusing on union wages within ETP contracts, and that might tell us a lot about how much of the work that ETP is doing.

#### **XIV. MEETING ADJOURNMENT**

Acting Chairperson Roberts adjourned the meeting at 10:57 a.m.

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## 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.



# MEMORANDUM

To: Panel Members Date: As of 05/05/2021

cc: Reg Javier, Executive Director  
Peter Cooper, Assistant Director

From: Michael A. Cable, Legal Counsel

Subject: Pertinent Legislation; California Legislature; 2021-2022 Regular Session

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## **I. ASSEMBLY BILLS**

- **[AB-2 Regulations: legislative review: regulatory reform.](#)**

Summary: This bill would require the Office of Administrative Law to submit to each house of the Legislature for review a copy of each major regulation that it submits to the Secretary of State. The bill would add another exception to those currently provided that specifies that a regulation does not become effective if the Legislature enacts a statute to override the regulation. Additionally, this bill would require each state agency to, on or before January 1, 2023, review that agency's regulations, identify any regulations that are duplicative, overlapping, inconsistent, or out of date, to revise those identified regulations, as provided, and report to the Legislature and Governor, as specified. The bill would repeal these provisions on January 1, 2024.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in Fiscal Committee on 01/07/2021. On 01/11/2021: Referred to Com. on A. & A.R. On 04/29/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 7. Noes 0.) (April 28). Re-referred to Com. on APPR.

- **[AB-25 Worker classification: employees and independent contractors.](#)**

Summary: Existing law requires a 3-part test, commonly known as the "ABC" test, to determine if workers are employees or independent contractors for purposes of the Labor Code, the Unemployment Insurance Code, and the wage orders of the Industrial Welfare Commission. Under the ABC test, a person providing labor or services for remuneration

is considered an employee rather than an independent contractor unless the hiring entity demonstrates that the person is free from the control and direction of the hiring entity in connection with the performance of the work, the person performs work that is outside the usual course of the hiring entity's business, and the person is customarily engaged in an independently established trade, occupation, or business. Existing law charges the Labor Commissioner with the enforcement of labor laws, including worker classification. Existing law exempts specified occupations and business relationships from the application of the ABC test described above. Existing law, instead, provides that these exempt relationships are governed by the multifactor test previously adopted in the case of *S. G. Borello & Sons, Inc. v. Department of Industrial Relations* (1989) 48 Cal.3d 341 (Borello). This bill would generally repeal provisions relating to the "ABC" test for various specified occupations and business relationships. The bill would, instead, require the determination of whether a person is an employee or an independent contractor to be based on the specific multifactor test set forth in Borello, including whether the person to whom service is rendered has the right to control the manner and means of accomplishing the result desired, and other identified factors.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in Fiscal Committee on 01/07/2021. On 01/11/2021: Referred to Com. on L. & E.

- **AB-29 State bodies: meetings.**

Summary: Existing law, the Bagley-Keene Open Meeting Act, requires that all meetings of a state body, as defined, be open and public, and that all persons be permitted to attend any meeting of a state body, except as otherwise provided in that act. Existing law requires the state body to provide notice of its meeting, including specified information and a specific agenda of the meeting, as provided, to any person who requests that notice in writing and to make that notice available on the internet at least 10 days in advance of the meeting. This bill would require that notice to include all writings or materials provided for the noticed meeting to a member of the state body by the staff of a state agency, board, or commission, or another member of the state body that are in connection with a matter subject to discussion or consideration at the meeting. The bill would require those writings or materials to be made available on the state body's internet website, and to any person who requests the writings or materials in writing, on the same day as the dissemination of the writings and materials to members of the state body or at least 72 hours in advance of the meeting, whichever is earlier. The bill would prohibit a state body from discussing those writings or materials, or from taking action on an item to which those writings or materials pertain, at a meeting of the state body unless the state body has complied with these provisions.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in Fiscal Committee on 01/07/2021. On 01/11/2021: Referred to Com. on G.O. On 04/12/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 22. Noes 0.) (April 8). Re-referred to Com. on APPR. On 04/21/2021: In committee: Set, first hearing. Referred to suspense file.

- **[AB-55 Employment: telecommuting.](#)**

Summary: Existing law promotes and develops the welfare of workers in California to improve working conditions and advance opportunities for profitable employment. Existing law regulates the wages, hours, and working conditions of any worker employed in any occupation, trade, or industry. This bill would declare the intent of the Legislature to enact future legislation to ensure certain rights and benefits for telecommuting employees.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in committee on 01/07/2021. On 12/08/2020: From printer. May be heard in committee January 7.

- **[AB-65 California Universal Basic Income Program.](#)**

Summary: This bill would require the Franchise Tax Board to administer the California Universal Basic Income (CalUBI) Program, under which a California resident who is 18 years of age or older and who meets specified requirements, would receive a universal basic income of \$1,000 per month. The bill would require, among other things, that the resident has lived in the state for at least the last 3 consecutive years and that the resident's income not exceed 200% of the median per capita income for the resident's current county of residence, as determined by the United States Census Bureau. The bill would define universal basic income to mean unconditional cash payments of equal amounts issued monthly to individual residents of California with the intention of ensuring the economic security of recipients.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in committee on 01/07/2021. On 12/08/2021: From printer. May be heard in committee January 7. On 03/18/2021: Referred to Com. on REV. & TAX. On 03/18/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on REV. & TAX. Read second time and amended. On 03/22/2021: Re-referred to Com. on REV. & TAX. On 04/13/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on REV. & TAX. Read second time and amended. On 04/14/2021: Re-referred to Com. on REV. & TAX. On 04/27/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 6. Noes 3.) (April 26). Re-referred to Com. on APPR.

- **[AB-99 Statewide longitudinal data system: California Cradle-to-Career Data System.](#)**

Summary: Among other things, this bill would express the intent of the Legislature in enacting the bill is to codify certain recommendations in the California Cradle-to-Career Data System Legislative Report published in December 2020, which describes the planning process and recommendations for phase one of the Cradle-to-Career Data System. The bill would set the vision, mission, and strategic objectives of the data system. The bill would establish a governing board, comprised of certain representatives from state agencies, educational organizations, and members of the public, to, among other things, ensure the data system is serving its intended purpose and oversee participation in the data system and provide for its governance structure.



Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in committee on 01/07/2021. On 02/12/2021, From committee chair, with author's amendments: Amend, and re-refer to Com. on ED. Read second time and amended. Referred to Coms. on ED. and HIGHER ED. On 02/16/2021, Re-referred to Com. on ED. On 04/08/2021: From committee: Do pass and re-refer to Com. on HIGHER ED. (Ayes 7. Noes 0.) (April 7). Re-referred to Com. on HIGHER ED. On 04/26/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 12. Noes 0.) (April 22). On 04/27/2021: Read second time and amended. On 04/28/2021: Re-referred to Com. on APPR.

- **AB-105 The Upward Mobility Act of 2021: civil service: examinations: classifications.**

Summary: This bill presents a series of changes to civil service personnel requirements.

Status: Introduced; Assembly; on 12/14/2020. Read first time. To Print. On 01/11/2021, referred to Committee on Public Employment & Retirement. On 03/01/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on P.E. & R. Read second time and amended. On 03/02/2021: Re-referred to Com. on P.E. & R. On 04/21/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on P.E. & R. Read second time and amended. On 04/22/2021: Re-referred to Com. on P.E. & R. On 05/03/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 1.) (April 29). Re-referred to Com. on APPR. On 05/03/2021: Received by the Desk April 30 pursuant to Joint Rule 61(a)(2).

- **AB-106 Regions Rise Grant Program.**

Summary: This bill would establish the Regions Rise Grant Program within the Office of Planning and Research for the purpose of supporting inclusive, cross-jurisdictional, and innovative engagement processes that lead to inclusive consensus-based strategies to address barriers and challenges confronting communities in creating economic prosperity for all. The bill would define "region" as a geographic area composed of one or more counties and cities that form a functional economy. This bill would require the office, upon appropriation by the Legislature and a specified determination by the Director of State Planning and Research, to develop and implement a process for the awarding of competitive grants to eligible applicants within the program. The bill would define an eligible applicant as a regional collective composed of a diverse set of public and private stakeholders who organize themselves around one or more community challenges or priorities impacting multiple adjacent geographic areas and meet certain requirements.

Status: Introduced; Assembly; on 12/16/2020. Read first time. To Print. May be heard in committee on 01/16/2021. On 01/11/2021: Read first time. On 02/25/2021: Referred to Com. on J.,E.D., & E. On 03/01/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on J.,E.D., & E. Read second time and amended. On 03/02/2021: Re-referred to Com. on J.,E.D., & E. On 04/20/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on J.,E.D., & E. Read second time and amended. On 04/29/2021: From committee: Amend, and do pass as amended

and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (April 27). On 05/03/2021: Read second time and amended. On 05/04/2021: Re-referred to Com. on APPR.

- **AB-108 Governor's emergency orders and regulations: approval by the Legislature.**  
Summary: Mandating approval by the Legislature as to Governor's emergency orders and regulations.

Status: Introduced; Assembly; on 12/16/2020. Read first time. To Print. May be heard in Assembly Emergency Management Committee on 01/16/2021. On 01/11/2021: Read first time. On 01/11/2021: Referred to Com. on E.M.

- **AB-123 Paid family leave: weekly benefit amount.**  
Summary: This bill would revise the formula for determining benefits available pursuant to the family temporary disability insurance program, for periods of disability commencing after January 1, 2022, by redefining the weekly benefit amount to be equal to 90% of the wages paid to an individual for employment by employers during the quarter of the individual's disability base period in which these wages were highest, divided by 13, but not exceeding the maximum workers' compensation temporary disability indemnity weekly benefit amount established by the Department of Industrial Relations.

Status: Introduced; Assembly; on 12/18/2020. Read first time. To Print. May be heard in Assembly Insurance Committee on 01/18/2021. On 01/11/2021: Read first time. On 01/11/2021: Referred to Com. on INS. On 03/23/2021: Set for hearing on 04/15/2021 at 10:30 a.m. On 04/15/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 10. Noes 1.) (April 15). Re-referred to Com. on APPR.

- **AB-218 Change of gender and sex identifier.**  
Summary: This bill would make substantive changes to specify how to change gender and sex identifier in particular records such as birth certificates.

Status: Introduced; Assembly; on 01/11/2021. Read first time. To Print. May be heard in committee on 02/11/2021. On 01/28/2021, Referred to Committee on JUD and HEALTH. On 03/16/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on JUD. Read second time and amended. On 03/17/2021: Re-referred to Com. on JUD. On 03/23/2021: From committee: Do pass and re-refer to Com. on HEALTH. (Ayes 8. Noes 3.) (March 23). Re-referred to Com. on HEALTH. 04/15/2021: Re-referred to Com. on APPR. pursuant to Assembly Rule 96. On 04/28/2021: In committee: Set, first hearing. Referred to suspense file.

- **AB-230 Employment: flexible work schedules.**  
Summary: This bill would enact the Workplace Flexibility Act of 2021. The bill would permit an individual nonexempt employee to request an employee-selected flexible work schedule providing for workdays up to 10 hours per day within a 40-hour workweek, and would allow an employer to implement this schedule without the obligation to pay overtime compensation for those additional hours in a workday, except as specified. The bill would

require that the flexible work schedule contain specified information and the employer's and the employee's original signature. The bill would also require the Division of Labor Standards Enforcement in the Department of Industrial Relations to enforce this provision and adopt regulations.

Status: Introduced; Assembly; on 01/12/2021. Read first time. To Print. May be heard in committee on 02/12/2021. On 01/28/2021, Referred to Committee on Labor and Employment.

- **AB-237 Public employment: unfair practices: health protection.**

Summary: This bill, the Public Employee Health Protection Act, would among other things make it an unfair practice for a covered employer to fail or refuse to maintain or pay for continued health care or other medical coverage for an enrolled employee or their enrolled dependents, for the duration of the enrolled employee's participation in the authorized strike, at the level and under the conditions that coverage would have been provided if the employee had continued to work in their position for the duration of the strike.

Status: Introduced; Assembly; on 01/13/2021. Read first time. To Print. On 01/28/2021, Referred to Committee on P.E. and R. On 03/01/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on P.E. & R. Read second time and amended. On 03/02/2021: Re-referred to Com. on P.E. & R. 04/19/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (April 15). Re-referred to Com. on APPR. On 04/28/2021: From committee: Do pass. (Ayes 13. Noes 3.) (April 28). On 04/29/2021: Read second time. Ordered to third reading.

- **AB-247 AMENDED – COVID-19 emergency: small businesses: nonprofit organizations: immunity from civil liability**

Summary: AMENDED – Was "Definitions: Small Business Procurement and Contract Act" amended to "COVID-19 emergency: small businesses: nonprofit organizations: immunity from civil liability." As amended, this bill would exempt a small business or nonprofit organization with 100 or fewer employees from liability for an injury or illness to a consumer, as defined, due to coronavirus (COVID-19) based on a claim that the consumer contracted COVID-19 while at that small business or nonprofit organization, or due to the actions of that small business or nonprofit organization. The bill would require the small business or nonprofit organization, for this exemption to apply, to have implemented and substantially complied with all applicable state and local health laws, regulations, and protocols. Under the bill, this exemption would not apply if the injury or illness resulted from a grossly negligent act or omission, willful or wanton misconduct, or unlawful discrimination by the business or nonprofit organization or an employee of the business or nonprofit organization. The bill would apply these provisions only until the termination of the state of emergency related to the COVID-19 pandemic, regardless of when the claim is filed. The bill would repeal these provisions on January 1, 2023. The bill would include related legislative findings.

Status: Introduced; Assembly; on 01/13/2021. Read first time. To Print. On 01/14/2021: From printer. May be heard in committee February 13. On 03/18/2021: Referred to Com. on JUD. On 03/18/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on JUD. Read second time and amended. On 03/22/2021: Re-referred to Com. on JUD. On 04/21/2021: In committee: Hearing postponed by committee.

- **AB-257 Fast food industry: working standards.**

Summary: This bill would enact the FAST Recovery Act. The bill would make a statement of findings regarding the fast food industry, particularly with respect to the COVID-19 pandemic, and state the intent of the Legislature to enact legislation relating to the fast food industry.

Status: On 01/16/2021, From printer. May be heard in committee February 15. On 03/25/2021: Referred to Coms. on L. & E. and JUD. From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 04/19/2021: Assembly Rule 56 suspended. On 04/26/2021: From committee: Do pass and re-refer to Com. on JUD. (Ayes 5. Noes 2.) (April 22). Re-referred to Com. on JUD. On 04/27/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 7. Noes 3.) (April 27). On 04/28/2021: Read second time and amended. On 04/29/2021: Re-referred to Com. on APPR.

- **AB-286 Food delivery: purchase price and tips.**

Summary: This bill would make it unlawful for a food delivery platform to charge a customer any purchase price, as defined, for food or beverage that is higher than the price set by the food facility. The bill would make it unlawful for a food delivery platform to retain any portion of amounts designated as a tip or gratuity. The bill would also require a food delivery platform to disclose to the customer and the food facility a cost breakdown of each transaction, including prescribed information. The bill would provide that a violation of the act constitutes unfair competition. The bill would make the provisions of the act severable.

Status: On 01/21/2021, Read first time. To Print. On 01/22/2021: From printer. May be heard in committee February 21. On 03/18/2021: Referred to Com. on P. & C.P. On 03/22/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on P. & C.P. Read second time and amended. On 03/23/2021: Re-referred to Com. on P. and C.P. On 04/26/2021: From committee: Amend, and do pass as amended. (Ayes 9. Noes 1.) (April 22). On 04/27/2021: Read second time and amended. Ordered returned to second reading. On 04/28/2021: Read second time. Ordered to third reading.

- **AB-297 Fire prevention.**

Summary: This bill, among other things, would continuously appropriate \$480,000,000 and \$20,000,000 to the Department of Forestry and Fire Prevention and the California Conservation Corps, respectively, for fire prevention activities, as provided.

Status: On 01/25/2021, Read first time. To Print. On 01/26/2021, From printer. May be heard in committee February 25. On 02/12/2021, Referred to Coms. on NAT. RES. And REV. and TAX. On 04/21/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on NAT. RES. Read second time and amended. On 04/22/2021: Re-referred to Com. on NAT. RES.

- **AB-299 Career technical education: California Apprenticeship Grant Program.**

Summary: This bill would establish the California Apprenticeship Grant Program, commencing with the 2022–23 academic year, under the administration of the office of the Chancellor of the California Community Colleges, to provide grants to encourage high school pupils, community college students, and employed and unemployed workers seeking to go into career technical education and vocational professions through participation in qualifying, state-approved apprenticeship programs. Under the bill, the chancellor's office would provide supplemental grants to apprentices who participate in qualified, state-approved apprenticeship and vocational programs through high schools, campuses of the California Community Colleges, and industry-driven and -funded state-approved apprenticeship and vocational programs. The bill would prohibit these grants from replacing any existing financial aid or compensation that an apprentice may receive during apprenticeship training.

Status: On 01/25/2021, Read first time. To Print. On 01/26/2021, From printer. May be heard in committee February 25. On 02/12/2021, Referred to Com. on HIGHER ED. On 03/15/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on HIGHER ED. Read second time and amended. On 03/16/2021: Re-referred to Com. on HIGHER ED. On 03/24/2021: In committee: Hearing postponed by committee.

- **AB-305 Veteran services: notice.**

Summary: This bill concerns existing law requires every state agency that requests on any written form or written publication, or through its internet website, whether a person is a veteran, to request that information in a specified manner.

Status: On 01/25/2021, Read first time. To print. On 01/26/2021, From printer. May be heard in committee February 25. On 02/12/2021, Referred to Com. on M and V.A. On 04/29/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 11. Noes 0.) (April 28). Re-referred to Com. on APPR.

- **AB-316 State employees: pay equity: under-represented groups.**

Summary: This bill would require the department, prior to January 1, 2023, and every 2 years thereafter, to prepare a report on gender and ethnicity pay equity in each classification under the Personnel Classification Plan where there is an underrepresentation of women and minorities. The bill would require the report to contain a plan for each state agency to attain pay equity that is consistent with existing state and federal law if a discrepancy is found, a plan to recruit, attract, and retain women and minorities that is consistent with existing state and federal law in positions where there is an underrepresentation of those groups, and each state agency's efforts that are



consistent with state and federal law toward meeting the goals for wage parity and increasing the number of women and minorities in the state agency. The bill would require the department to submit the report to the Legislature no later than January 1 following the completion of the report. The bill would further require the head of each state agency, or their representative, to present the facts and findings from the report for that state agency to the appropriate legislative budget committees when the budget of that state agency is before the subcommittee.

Status: On 01/25/2021, Read first time. To print. On 01/26/2021, From printer. May be heard in committee February 25. On 03/04/2021: Referred to Com. on P.E. & R. On 03/04/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on P.E. & R. Read second time and amended. On 03/08/2021: Re-referred to Com. on P.E. & R. On 04/19/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 7. Noes 0.) (April 15). Re-referred to Com. on APPR. On 04/28/2021: In committee: Set, first hearing. Referred to suspense file.

- **[AB-378 State offices.](#)**

Summary: This bill would remove gendered language from the provisions governing these offices, and would also make other nonsubstantive changes to these provisions.

Status: On 02/01/2021, Read first time. To Print. On 02/02/2021, From printer. May be heard in committee March 4. On 02/12/2021, Referred to Com. on JUD. On 03/08/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on JUD. Read second time and amended. On 03/09/2021: Re-referred to Com. on JUD. On 03/16/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on JUD. Read second time and amended. On 03/17/2021: Re-referred to Com. on JUD. On 03/23/2021: From committee: Do pass. To Consent Calendar. (Ayes 11. Noes 0.) (March 23). On 04/22/2021: Read third time and amended. Ordered to third reading. On 04/26/2021: Read third time. Passed. Ordered to the Senate. (Ayes 74. Noes 0.) On 04/27/2021: In Senate. Read first time. To Com. on RLS. for assignment.

- **[AB-436 Wages: records: inspection and copying.](#)**

Summary: This bill would require, if an employee or their representative requests to inspect or copy records relating to the itemized statement and also requests to inspect or receive a copy of personnel records, that the deadline to comply with both requests be governed by the response deadline provisions for personnel records.

Status: Introduced on 02/04/2021. On 02/05/2021: From printer. May be heard in committee March 7. On 02/12/2021: Referred to Com. on L. & E.

- **[AB-473 California Public Records Act.](#)**

Summary: This bill would recodify and reorganize the provisions of the act. The bill would include provisions to govern the effect of recodification and state that the bill is intended to be entirely nonsubstantive in effect. The bill would contain related legislative findings and declarations. The bill would become operative on January 1, 2023.

Status: On 02/08/2021, Read first time. To Print. On 02/18/2021, Referred to Com. on JUD. On 03/23/2021: From committee: Do pass. To Consent Calendar. (Ayes 11. Noes 0.) (March 23). On 03/24/2021: Read second time. Ordered to Consent Calendar. On 04/05/2021: Re-referred to Com. on APPR. pursuant to Assembly Rule 97. On 04/21/2021: In committee: Set, first hearing. Referred to suspense file.

- **AB-474 California Public Records Act: conforming revisions.**

Summary: This bill would enact various conforming and technical changes related to another bill that recodifies and reorganizes the California Public Records Act. The bill would only become operative if the related bill recodifying the act is enacted and becomes operative on January 1, 2023. The bill would also specify that any other bill enacted by the Legislature during the 2021 calendar year that takes effect on or before January 1, 2022, and that affects a provision of this bill shall prevail over this act, except as specified.

Status: On 02/08/2021, Read first time. To Print. On 02/18/2021, Referred to Com. on JUD. On 03/23/2021: From committee: Do pass. To Consent Calendar. (Ayes 11. Noes 0.) (March 23). On 03/24/2021: Read second time. Ordered to Consent Calendar. On 04/05/2021: Re-referred to Com. on APPR. pursuant to Assembly Rule 97. On 04/21/2021: In committee: Set, first hearing. Referred to suspense file.

- **AB-497 Wildfire prevention.**

Summary: Under existing law, the Department of Forestry and Fire Protection is required to develop, implement, and administer various forest improvement and fire prevention programs in the state. Existing law requires the department to establish a local assistance grant program for fire prevention activities in California. Existing law requires the department to prioritize, to the extent feasible, projects that are multiyear efforts and to prioritize grant applications from specified local agencies. This bill would appropriate the sum of \$25,000,000 from the General Fund to the department to be used to provide the local assistance grants described above. The bill would require the department, for purposes of this appropriation, to prioritize projects, in addition to the priorities specified above, that manage vegetation along streets and roads to prevent the ignition of wildfire and that require the funds for purposes of purchasing equipment necessary for the project.

Status: On 02/09/2021, Read first time. To print. On 02/10/2021, From printer. May be heard in committee on March 12. On 03/11/2021: Referred to Com. on NAT. RES. On 03/11/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on NAT. RES. Read second time and amended. On 03/15/2021: Re-referred to Com. on NAT. RES.

- **AB-513 Employment: telecommuting employees.**

Summary: This bill would authorize an employee working from home or a remote location not at the physical location of the employer to receive legally required notices and postings electronically and sign or acknowledge certain documents electronically.

The bill would also authorize an employee who works from home or a remote location to have any wages due at the time of separation of employment mailed to the employee using the address the employer has on file for the employee for sending notices. The bill would require the wages to be deemed paid on the date of mailing.

Status: On 02/09/2021, Read first time. To print. On 02/10/2021, From printer. May be heard in committee March 12. On 02/18/2021, Referred to Com. on L. & E. On 03/17/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 03/18/2021: Re-referred to Com. on L. & E.

- **AB-548 AMENDED**

Summary: Was the "Employment Training Panel" amended to "Unemployment compensation benefits: overpayments" on 03/18/2021.

Status: On 02/10/2021, Read first time. To print. 02/11/2021, From printer. May be heard in committee March 13. On 03/18/2021: Referred to Com. on INS. On 03/18/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on INS. Read second time and amended. On 03/22/2021: Re-referred to Com. on INS.

- **AB-565 Interagency Advisory Committee on Apprenticeship: homeless youth and foster youth.**

Summary: This bill would add the director of the State Department of Social Services as a member of the Interagency Advisory Committee on Apprenticeship. This bill would require the Interagency Advisory Committee on Apprenticeship to create a subcommittee to study and report on issues related to the participation of homeless youth and foster youth, as defined, in apprenticeships and preapprenticeships, and prescribe specified subjects the subcommittee is to address. The bill would authorize the subject matters of study and reporting to be expanded to include issues relating to minority populations, at the request of a committee member. The bill would require, on and after July 1, 2023, that the findings and recommendations be included in a specified report.

Status: On 02/11/2021: Introduced. Read first time. To print. On 02/12/2021: From printer. May be heard in committee March 14. On 02/18/2021: Referred to Com. on L. & E. On 04/08/2021: From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 7. Noes 0.) (April 8). Re-referred to Com. on APPR. On 04/28/2021: Set, first hearing. Referred to suspense file.

- **AB-628 Breaking Barriers to Employment Initiative.**

Summary: Among other things, this bill would instead provide that the initiative in intended to focus on innovative approaches to, and proven practices for, addressing racial, ethnic, and socioeconomic disparities in the labor market. The bill would require the executive director of the board to convene an advisory group, as prescribed, to



make recommendations to the board on grant application criteria and parameters for eligible organizations, review and make recommendations to the board regarding grant proposals, support identification of prospective grantees, support technical assistance opportunities, and make recommendations to the board to strengthen implementation. The bill would require the board to consider the recommendations of the advisory group.

Status: On 02/12/2021, Read first time. To Print. On 02/13/2021, From printer. May be heard in committee March 15. On 02/25/2021: Referred to Coms. on L. & E. and J.,E.D., & E. On 03/25/2021: Re-referred to Com. on L. & E. On 04/08/2021: From committee: Do pass and re-refer to Com. on J.,E.D., & E. (Ayes 7. Noes 0.) (April 8). Re-referred to Com. on J.,E.D., & E. On 04/29/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (April 27). On 05/03/2021: Read second time and amended. On 05/04/2021: Re-referred to Com. on APPR.

- **AB-630 Online Jobs and Economic Support Resource Grant Program.**  
Summary: This bill would establish the Online Jobs and Economic Support Resource Grant Program within GO-Biz for the purpose of supporting inclusive, cross-jurisdictional, and innovative online platforms that support job and earning opportunities and economic recovery with a strong focus on underserved and economically challenged communities. This bill would require an eligible applicant, which shall be a nonprofit, a cooperative, public benefit corporation, or a local government, to meet specified requirements, including, among other things, maintenance of an online platform that connects users with economic opportunities, training programs, and services. The bill would require GO-Biz, upon appropriation of funds by the Legislature, to issue grants to qualified online platforms based on a process for the awarding of competitive grants to eligible applicants that requires submission of a proposal narrative, a proposed budget, evidence of demonstrated experience in working with the proposed target populations, and a proposed impact assessment and timeline that includes progress reports and final deliverables. The bill would require grant recipients to submit an annual report to GO-Biz on how it used the grant funding that it was issued.

Status: On 02/12/2021, Read first time. To print. 02/13/2021, From printer. May be heard in committee March 15. On 02/25/2021: Referred to Com. on J.,E.D., & E. On 04/19/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on J.,E.D., & E. Read second time and amended. On 04/20/2021: Re-referred to Com. on J.,E.D., & E. On 04/29/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 6. Noes 0.) (April 27). On 05/03/2021: Read second time and amended. On 05/04/2021: Re-referred to Com. on APPR.

- **AB-643 Apprenticeship programs: career fairs.**

Summary: This bill would require a school district or school to notify each apprenticeship program in the same county as the school district or school of a career or college fair it is planning to hold, as specified.

Status: On 02/12/2021, Read first time. To print. 02/13/2021, From printer. May be heard in committee March 15. On 02/25/2021: Referred to Com. on L. & E. On 04/26/2021: From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 7. Noes 0.) (April 22). Re-referred to Com. on APPR.

- **AB-680 Greenhouse Gas Reduction Fund: California Jobs Plan Act of 2021.**

Summary: This bill would enact the California Jobs Plan Act of 2021, which would require the Labor and Workforce Development Agency to work with the state board to update, by July 1, 2023, the funding guidelines for administering agencies to ensure that all applicants to grant programs funded by the Greenhouse Gas Reduction Fund meet specified standards, including fair and responsible employer standards and inclusive procurement policies, as defined. The bill would require administering agencies to give preference to applicants that demonstrate a partnership with an educational institution or training program targeting residents of disadvantaged, tribal, and low-income communities.

Status: On 02/12/2021: Read first time. To print. On 02/13/2021: From printer. May be heard in committee March 15. On 02/25/2021: Referred to Coms. on L. & E. and NAT. RES. On 04/08/2021: From committee: Do pass and re-refer to Com. on NAT. RES. (Ayes 5. Noes 1.) (April 8). Re-referred to Com. on NAT. RES. On 04/29/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 8. Noes 0.) (April 28). On 05/03/2021: Read second time and amended. On 05/04/2021: Re-referred to Com. on APPR.

- **AB-809 Information security.**

Summary: This bill would require state agencies not covered by the provisions described above to adopt and implement information security and privacy policies, standards, and procedures based upon standards issued by the National Institute of Standards and Technology and the Federal Information Processing Standards, as specified. This bill would require these state agencies to perform a comprehensive, independent security assessment every 2 years and would authorize them to contract with the Military Department for that purpose. This bill would require these state agencies to certify, by February 1, annually, to the Assembly Committee on Privacy and Consumer Protection that the agency is in compliance with all adopted policies, standards, and procedures and include a corrective action plans to address any outstanding deficiencies, the estimated dates of compliance, and any additional resources it requires in order to cure each deficiency. The bill would require that the certification be kept confidential and not be disclosed, except that the information and records would be allowed to be shared with the members of the Legislature and

legislative employees, at the discretion of the chairperson of the committee. Because the required certification would be made under penalty of perjury, the bill would expand the crime of perjury and would thereby impose a state-mandated local program.

Status: On 02/16/2021: Read first time. To print. 02/17/2021: From printer. May be heard in committee March 19. On 02/25/2021: Referred to Com. on P. & C.P. and A. & A.R. On 03/25/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on P. & C.P. Read second time and amended. On 03/26/2021: Re-referred to Com. on P. & C.P. On 04/08/2021: From committee: Do pass and re-refer to Com. on A. & A.R. with recommendation: To Consent Calendar. (Ayes 11. Noes 0.) (April 8). Re-referred to Com. on A. & A.R. On 05/04/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 7. Noes 0.) (April 28).

- **AB-833 State government: grants: administrative costs.**

Summary: This bill would require any state grants to a local government to include a maximum allocation of funds that may be expended for administrative costs, as defined, and would prohibit a local government, as defined, from expending more than 5% of grant funds for administrative costs, except as provided. The bill would specify that it is not intended to affect federal funding.

Status: On 02/17/2021, Read first time. To print. On 02/18/2021, From printer. May be heard in committee March 20. On 02/25/2021: Referred to Com. on A. & A.R.

- **AB-884 State agencies: audits.**

Summary: This bill would require all state agencies with an aggregate spending of \$50,000,000 or more annually to establish an ongoing audit function. This bill would extend the requirements of the Bagley-Keene Act to the internal audit committees established by any governing body if the governing body is subject to the Bagley-Keene Act. By expanding the scope of an existing crime, this bill would impose a state-mandated local program.

Status: On 02/17/2021, Read first time. To print. On 02/18/2021, From printer. May be heard in committee March 20. On 02/25/2021: Referred to Coms. on A. & A.R. and G.O. 04/15/2021: From committee: Do pass and re-refer to Com. on G.O. (Ayes 7. Noes 0.) (April 14). Re-referred to Com. on G.O. On 04/26/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 20. Noes 0.) (April 22). Re-referred to Com. on APPR.

- **AB-885 Bagley-Keene Open Meeting Act: teleconferencing.**

Summary: This bill would require a state body that elects to conduct a meeting or proceeding by teleconference to make the portion that is required to be open to the public both audibly and visually observable. The bill would require a state body that elects to conduct a meeting or proceeding by teleconference to post an agenda at the designated primary physical meeting location in the notice of the meeting where members of the public may physically attend the meeting and participate. The bill would extend the above requirements of meetings of multimember advisory bodies that are

held by teleconference to meetings of all multimember state bodies. The bill would require a multimember state body to provide a means by which the public may both audibly and visually remotely observe a meeting if a member of that body participates remotely. The bill would further require any body that is to adjourn and reconvene a meeting on the same day to communicate how a member of the public may both audibly and visually observe the meeting. The bill would also make nonsubstantive changes to those provisions.

Status: On 02/17/2021, Read first time. To print. On 02/18/2021, From printer. May be heard in committee March 20. On 02/25/2021: Referred to Com. on G.O. On 03/24/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on G.O. Read second time and amended. On 03/25/2021: Re-referred to Com. on G.O.

- **AB-915 Small and disadvantaged business enterprises.**

Summary: Among other things, This bill would require each state agency's small business liaison to develop an "economic equity first" action plan and policy for the agency to provide, among other things, direction, recommendations, and strategies as to how to ensure that disadvantaged business enterprises are effectively involved and benefiting from the procurement process of the agency. The bill would require the action plan and policy to be submitted to the agency secretary, department director, or executive officer by January 1, 2023, and would require adoption of that plan by January 1, 2024.

Status: On 02/17/2021, Read first time. To print. On 02/18/2021, From Printer. May be heard in committee March 20. On 02/25/2021: Referred to Com. on J., E.D., & E. On 04/29/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (April 27). On 05/03/2021: Read second time and amended. On 05/04/2021: Re-referred to Com. on APPR.

- **AB-1028 Telework Flexibility Act.**

Summary: Among other things, This bill would permit an individual nonexempt employee to request an employee-selected remote work flexible work schedule providing for workdays up to 10 hours per day within a 40-hour workweek and would allow an employer to implement this schedule without the obligation to pay overtime compensation for those additional hours in a workday, except as specified. The authorization would apply only if an employee is working remotely and not under the physical control of the employer. The bill would require that the flexible work schedule contain specified information and the employer's and the employee's original signatures. The bill would except split shift premiums from application to the work of employees who are working an employee-selected remote work flexible work schedule. The bill would require the Division of Labor Standards Enforcement in the Department of Industrial Relations to enforce this provision and adopt regulations.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From printer. May be heard in committee March 21. On 03/04/2021: Referred to Coms. on L. & E. and JUD.

- **AB-1072 Small businesses: technical assistance: public contracts.**

Summary: This bill would relocate the program within the Office of Small Business Advocate, under the direction of the Small Business Advocate. The bill would expand underserved business groups to be prioritized to include disadvantaged business enterprises. The bill would additionally require the use of state funds provided pursuant to the program to support a range of programs and services delivered through one or more small business technical assistance centers, as specified. The bill would also authorize the use of state funds provided pursuant to the program for certain purposes relating to small business technical assistance. The bill would extend the repeal date to January 1, 2027. This bill would additionally require the Department of General Services' small business advocate to additionally conduct outreach and provide assist state agencies, in collaboration with the California Disabled Veteran Business Enterprise Program Advocate and the Small Business Advocate, in improving small business and disabled business enterprise procurement participation, as specified, including outreach and providing technical assistance to small businesses seeking certification to be eligible for additional small business assistance related to these provisions.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From Printer. May be heard in committee March 21. On 03/25/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on J.,E.D., & E. Read second time and amended. On 03/26/2021: Re-referred to Com. on J.,E.D., & E. On 04/20/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on J.,E.D., & E. Read second time and amended. On 04/21/2021: Re-referred to Com. on J.,E.D., & E. On 04/27/2021: From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 6. Noes 0.) (April 27). Re-referred to Com. on APPR.

- **AB-1106 Employment Training Panel: pilot program: employment training needs.**

Summary: This bill, upon appropriation by the Legislature, would require the Employment Training Panel to establish a pilot program to serve the employment training needs of small businesses. The bill would require the program to leverage the capacity of the existing statewide network of community college contract education centers operating with multiple employer contracts. The bill would require the Employment Training Panel to develop the pilot project to achieve specified purposes, including strengthening the linkages between higher education institutions and employers. The bill would require the Employment Training Panel, in developing the program, to work with key workforce and economic development partners, including the Chancellor's Office of the California Community Colleges, the Governor's Office of Business and Economic Development, the Labor and Workforce Development Agency, and the California Workforce Development Board. The bill would also authorize the Employment Training Panel to establish one or more ad hoc advisory groups of



stakeholders. The bill would require the Employment Training Panel to submit 2 reports to the appropriate legislative committees on the implementation of the program and program activities, as specified. The bill would repeal these provisions on January 1, 2026.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From printer. May be heard in committee March 21. On 03/04/2021: Referred to Com. on J., E.D., & E. On 04/28/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (April 27). On 04/29/2021: Read second time and amended. On 05/03/2021: Re-referred to Com. on APPR.

- **AB-1122 Employment discrimination.**

Summary: This bill would provide that, under FEHA, it is not a violation of the rights of any individual who is not chosen for an employer to hire or promote a member of a protected group, if the employer determines that the individual hired or promoted is qualified for the job and the individual hired or promoted is a member of a protected group that is underrepresented in the type of job in question in the relevant general workforce. Under the bill, the violation exemption would not apply if the individual hired or promoted is a member of a protected group that, prior to the selection of the individual, was overrepresented in the type of job in the employer's workforce or an individual challenging the hire or promotion decision is a member of a protected group that is underrepresented in the type of job in the relevant general workforce and there is substantial evidence that the individual's protected status was a substantial factor in the hire or promotion decision. The bill would define terms for its purpose.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From printer. May be heard in committee March 21. On 03/11/2021: Referred to Coms. on L. & E. and JUD. On 03/11/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 03/15/2021: Re-referred to Com. on L. & E.

- **AB-1192 Worker Metrics Program.**

Summary: Existing law establishes within the Labor and Workforce Development Agency the Department of Industrial Relations, one of the purposes of which is to foster, promote, and develop the welfare of the wage earners of California, to improve their working conditions, and to advance their opportunities for profitable employment.

This bill would establish a program in, and administered by, the agency and would require employers with more than 1,000 employees in California, as provided, to submit various statistics regarding those employees to the agency. The bill would further require the agency to collect the worker-related statistics annually and, after collection, to assign each employer to one of the 24 industries in the Global Industry Classification Standard system. The bill would require the Employment Development Department to provide the agency with specified employer information to promote compliance with the program. The bill would require the agency, on or before June 30, 2023, and on or

before June 30 of each year thereafter, to publish on its internet website all worker-related statistics submitted by all employers, classified by industry. The bill would require that employer executive officers give certain information under penalty of perjury. Because this would expand the definition of a crime, this bill would impose a state-mandated local program.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From printer, May be heard in committee March 21. On 03/18/2021: Referred to Com. on L. & E. On 03/18/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 03/22/2021: Re-referred to Com. on L. & E. On 04/05/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 04/06/2021: Re-referred to Com. on L. & E. On 04/26/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 2.) (April 22). Re-referred to Com. on APPR.

- **[AB-1273 Interagency Advisory Committee on Apprenticeship: the Director of Consumer Affairs and the State Public Health Officer.](#)**

Summary: This bill would additionally make the State Public Health Officer and the Director of Consumer Affairs ex officio members of the Interagency Advisory Committee on Apprenticeship. This bill would prohibit the Department of Consumer Affairs and its various boards from prohibiting or approving an accrediting program that prohibits earn and learn programs for training in a profession licensed or certified by the board. The bill would prohibit the State Department of Public Health from prohibiting earn and learn programs for training of personnel. The bill would require boards of the Department of Consumer Affairs and the State Department of Public Health to use licensing or certification standards that authorize the use of earn and learn trainings.

Status: On 02/22/2021: Read first time. On 03/04/2021: Referred to Com. on L. & E. On 03/22/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 03/23/2021: Re-referred to Com. on L. & E. On 04/26/2021: From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 7. Noes 0.) (April 22). Re-referred to Com. on APPR.

- **[AB-1433 Rapid Digital Upskilling for Displaced Workers Grant Program.](#)**

Summary: Existing law, the California Workforce Innovation and Opportunity Act, establishes the California Workforce Development Board as the body responsible for assisting the Governor in the development, oversight, and continuous improvement of California's workforce investment system and the alignment of the education and workforce investment systems to the needs of the 21st century economy and workforce. Under the act, the board administers a number of programs and initiatives relating to education, training, and the workforce.

This bill would establish the Rapid Digital Upskilling for Displaced Workers Grant Program, to be administered by the board. The bill would require the board to award

grants to 5 counties for Rapid Digital Upskilling for Displaced Workers training programs to provide specified skills to individuals to empower them for careers in growth industries, as prescribed. The bill would establish eligible uses of training program funds and requirements for grant applications and grant awards. The bill would require the board to prepare and submit to the Legislature, by March 1, 2023, a report regarding the uses and outcomes of funds appropriated for purposes of the bill, to include, at a minimum, prescribed information relating to program participation and effectiveness. The bill would define terms for its purposes. The bill would make implementation of the grant program contingent on appropriation by the Legislature of funds for the purposes of the bill.

Status: On 02/19/2021: Introduced. To print. On 02/20/2021: From printer. May be heard in committee March 22. On 02/22/2021: Read first time. On 03/11/2021: Referred to Com. on L. & E. On 03/22/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 03/23/2021: Re-referred to Com. on L. & E. On 03/23/2021: Re-referred to Com. on L. and E.

- **AB-1460 State employment: COVID-19 telework: costs.**

Summary: Existing law authorizes the Department of Human Resources (CalHR) to expend, in accordance with law, moneys made available for its use or for the administration of any statute administered by it. Existing law vests in CalHR the administration of salaries generally and provides for the payment of miscellaneous compensation under specified circumstances. Existing law requires CalHR to provide the extent to which, and establish the method by which, ordered overtime or overtime in times of critical emergency is compensated, as specified. This bill would authorize CalHR to provide a one-time payment of an unspecified amount to employees who have been required to telework as a result of the COVID-19 pandemic in order to offset costs associated with working remotely.

Status: On 02/19/2021, Introduced. To print. On 02/20/2021: From printer. May be heard in committee March 22. On 02/22/2021: Read first time. On 03/11/2021: Referred to Com. on P.E. & R. On 04/27/2021: In committee: Set, first hearing. Hearing canceled at the request of author.

- **AB-1539 AMENDED.**

Summary: Was "Transportation electrification: Electric Vehicle Infrastructure Training Program" amended to "Commercial vessels: protection and indemnity insurance" on March 23, 2021.

Status: On 02/19/2021: Introduced. To print. On 02/20/2021: From printer. May be heard in committee March 22. On 02/22/2021: Read first time. On 03/11/2021: Referred to Com. on U. & E. On 03/23/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on U. & E. Read second time and amended.



## II. SENATE BILLS

- [SB-33 Apprenticeship: annual report: task force.](#)

Summary: This bill would require the Director of Industrial Relations, on or before September 1, 2022, to convene a task force to promote apprenticeship for all populations throughout the state, to be known as the Construction Apprenticeship Advancement Task Force, with membership as prescribed. The bill would require the task force, in consultation with specified entities, to study the recruitment, retention, and barriers to entry of women and other minority, underrepresented, and disadvantaged populations in the State of California for purposes of ensuring apprenticeship opportunities are more inclusive of those populations. The bill would require the membership of the task force to work jointly to issue a joint report to the Legislature by January 1, 2023, and by that date annually thereafter, that details best practices to promote apprenticeship for all populations throughout the state.

Status: On 12/07/2020: Introduced. Read first time. To Com. on RLS. for assignment. To print. On 03/09/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS. On 03/11/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS. On 03/18/2021: Re-referred to Com. on L., P.E. & R. On 04/06/2021: From committee: Do pass as amended and re-refer to Com. on APPR. (Ayes 5. Noes 0.) (April 5). On 04/07/2021: Read second time and amended. Re-referred to Com. on APPR. On 04/19/2021: From committee: Be ordered to second reading pursuant to Senate Rule 28.8. On 05/03/2021: Read third time. Passed. (Ayes 36. Noes 0.) Ordered to the Assembly. On 05/04/2021: In Assembly. Read first time. Held at Desk.

- [SB-46 American Rescue Plan Act funds: federal recovery funds: funded projects.](#)

Summary: On Feb 24, 2021, the American Rescue Plan Act of 2021 (ARP) was introduced in the United States Congress. The stimulus package, if enacted into law, would, among other things, provide funding for economic relief payments to state, local, tribal, and territorial governments to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession.

This bill would require, to the extent authorized by federal law, a state agency that receives and disburses ARP funds or other federal recovery funds to consider projects' potential impact on specified goals, including, among other things, restoring frontline communities and rapidly accelerating achievement of environmental justice and climate goals, including, but not limited to, climate, environmental, and biodiversity protection and stimulating growth. The bill would require state agencies to document how proposed projects meet or align with the goals and require the Labor and Workforce Development Agency to establish an internet website where the public can track the expenditure of federal ARP funds by the state and how funded projects meet the goals.

Status: Introduced; Senate; on 12/07/2020. Read first time. To Print. May be acted upon on or before 01/07/2021. On 01/28/2021: Referred to Com. on RLS. On 03/10/2021: From

committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS. On 03/18/2021: Re-referred to Coms. on G.O., L., P.E. & R., and E.Q. On 03/18/2021: Referral to Com. on E.Q. rescinded because of the limitations placed on committee hearings due to ongoing health and safety risks of the COVID-19 virus.

- **SB-74 Keep California Working Act.**

Summary: Existing law establishes the Office of Small Business Advocate within the Governor's Office of Business and Economic Development for the purpose of advocating for the causes of small business and to provide small businesses with the information they need to survive in the marketplace. This bill, the Keep California Working Act, would establish the Keep California Working Grant Program. The act would require the Small Business Advocate to administer the program and award grants, of an unspecified amount, to small businesses and nonprofit organizations that have experienced economic hardship resulting from the COVID-19 pandemic. The act would appropriate \$2.6 billion dollars to the Office of Small Business Advocate for those purposes. This bill would declare that it is to take effect immediately as an urgency statute.

Status: Introduced; Senate; on 12/07/2020. Read first time. To Print. May be acted upon on or before 01/07/2021. On 02/02/2021, From committee with author's amendments. Read second time and amended. Re-referred to Com. on B., P. and E.D. On 03/11/2021: Set for hearing April 19. On 03/11/2021: April 19 set for first hearing canceled at the request of author. On 03/11/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on B., P. & E.D.

- **SB-209 State of emergency: termination after 45 days: extension by the Legislature.**

Summary: This bill would require a state of emergency to terminate 45 days after the Governor's proclamation of the state of emergency unless the Legislature extends it by a concurrent resolution.

Status: Introduced; Senate; on 01/12/2021. Read first time. To Print. May be acted upon on or after 02/12/2021. On 02/10/2021: Referred to Com. on G.O. On 03/04/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on G.O.

- **SB-270 Public employment: labor relations: employee information.**

Summary: Existing law requires these public employers to provide certain labor representatives with the names and home addresses of newly hired employees, as well as their job titles, departments, work locations, telephone numbers, and personal email addresses, within 30 days of hire or by the first pay period of the month following hire. Existing law also requires the public employers to provide this information for all employees in a bargaining unit at least every 120 days, except as specified. Existing law requires the Public Employment Relations Board to have jurisdiction over violations of these requirements and to have certain powers and duties related to enforcement of these requirements, except as specified. This bill, commencing July 1, 2022, would authorize an exclusive representative to file a charge of an unfair labor practice with the board, as

specified, alleging a violation of the above-described requirements only if specified conditions are met, including that the exclusive representative gives written notice of the alleged violation and that the public employer fails to cure the violation, as specified. The bill would limit a public employer's opportunity to cure certain violations.

Status: On 01/28/2021, Introduced. Read first time. To Com. on RLS. for assignment. To print. On 01/29/2021, From printer. May be acted upon on or after February 28. On 02/10/2021, Referred to Coms. on L., P.E. and R. and JUD. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 04/14/2021: From committee: Do pass as amended and re-refer to Com. on APPR. (Ayes 8. Noes 2.) (April 13). On 04/15/2021: Read second time and amended. Re-referred to Com. on APPR. On 05/04/2021: May 3 hearing: Placed on APPR suspense file.

- **SB-419 Oil and gas: regulation: skilled and trained workforce.**

Summary: This bill would, except as provided, for work performed by a licensed contractor, require that the owner or operator of a well or production facility, when contracting for the performance of construction, alteration, demolition, installation, repair, or maintenance work, as defined, to be performed at the well or production facility, to require that its contractors and any subcontractors use a skilled and trained workforce, as defined, to perform all onsite work within an apprenticeable occupation, as defined, in the building and construction trades, as defined. This bill would require the chief to consider specified matter in determining whether to approve a new apprenticeship program for workers performing construction, alteration, demolition, installation, repair, or maintenance work at oil and gas wells or production facilities. The bill would authorize an apprenticeship program approved by the chief to enroll, with advanced standing, applicants with relevant prior work experience performing work at wells or production facilities, in accordance with the approved apprenticeship standards of the program.

Status: On 02/12/21: Introduced. Read first time. To Com. on RLS. for assignment. To print. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. Joint Rule 55 suspended. (Ayes 32. Noes 4. Page 272.) On 03/10/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS. On 03/18/2021: Re-referred to Coms. on N.R. & W. and L., P.E. & R. On 04/14/2021: From committee: Do pass as amended and re-refer to Com. on L., P.E. & R. (Ayes 7. Noes 2.) (April 13). On 04/15/2021: Read second time and amended. Re-referred to Com. on L., P.E. & R. On 04/27/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 1.) (April 26). Re-referred to Com. on APPR. On 04/30/2021: Set for hearing May 10.

- **SB-657 Employment: electronic documents.**

Summary: This bill would provide that, in any instance in which an employer is required to physically post information, an employer may distribute certain information to employees by email with the document or documents attached. The bill would specify

that this does not alter the employer's obligation to physically display the required posting.

Status: On 02/19/2021, Introduced. To Com. on RLS. For assignment. To print. On 02/22/2021: From printer. May be acted upon on or after March 24. On 02/22/2021: Read first time. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 03/03/2021: Referred to Coms. on L., P.E. & R. and JUD. On 04/12/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on JUD. On 04/21/2021: From committee: Do pass as amended. Ordered to consent calendar. (Ayes 11. Noes 0.) (April 20). On 04/22/2021: Read second time and amended. Ordered to consent calendar. On 04/29/2021: Read third time. Passed. (Ayes 36. Noes 0.) Ordered to the Assembly. On 04/29/2021: In Assembly. Read first time. Held at Desk.

- **[SB-690 The California aerospace industry.](#)**

Summary: Existing law establishes the Governor's Office of Business and Economic Development (GO-Biz), which is administered by a director appointed by the Governor. The office serves the Governor as the lead entity for economic strategy and the marketing of California on issues relating to business development, private sector investment, and economic growth. This bill would, in addition to making certain findings and declarations, state the intent of the Legislature to enact legislation that would establish the California Aerospace Commission to develop an official space plan and oversee a special district created within the GO-Biz that would foster the growth and development of a sustainable and world-leading aerospace industry in the state, and promote aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs.

Status: On 02/19/2021, Introduced. To Com. on RLS. For assignment. To print. On 02/22/2021: From printer. May be acted upon on or after March 24. On 02/22/2021: Read first time. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 03/03/2021: Referred to Com. on RLS.

- **[SB-779 California Workforce Innovation Opportunity Act: earn and learn programs.](#)**

Summary: This bill would amend the list of "earn and learn" programs by specifying that an "earn and learn" program includes transitional jobs, as described in the federal Workforce Innovation and Opportunity Act, and subsidized employment, including, but not limited to, subsidized employment provided by an employment social enterprise, as defined, or a worker cooperative, as defined, particularly for individuals with barriers to employment.

Status: On 02/19/2021: Introduced. To Com. on RLS. for assignment. To print. On 02/22/2021: From printer. May be acted upon on or after March 24. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. Joint Rule 55 suspended. (Ayes 32. Noes 4. Page 272.) On 04/06/2021: From committee: Do pass as amended and re-refer to Com. on APPR. (Ayes 5. Noes 0.) (April 5). On 04/07/2021: Read second time and amended. Re-referred to Com. on APPR. On 04/19/2021: From committee: Be ordered to second reading pursuant to Senate Rule 28.8. On 05/03/2021: Read third time. Passed. (Ayes 36. Noes 0.) Ordered to the Assembly. On 05/04/2021: In Assembly. Read first time. Held at Desk.

- **SB-805 Small nonprofit performing arts organizations: payroll and paymaster services grants: employment grants.**

Summary: This bill would, upon appropriation by the Legislature, require the council to establish and administer the California Nonprofit Performing Arts Paymaster. The bill would require the council to issue a request for proposals and award contracts on a competitive basis to 2 or more nonprofit contractors to provide payroll and paymaster services to small nonprofit performing arts organizations, as defined. The bill would require the council to establish a criteria to rate and rank applicants and establish necessary contract terms. The bill would, upon appropriation, require the council to provide a nonprofit contractor selected to provide payroll services with a grant award in an amount necessary to fund the initial startup costs. This bill would authorize a nonprofit contractor providing services to charge a fee to a nonprofit performing arts organization that receives payroll or paymaster services, provided that the fee does not exceed the cost of providing the services. The bill would require a nonprofit contractor that provides services under these provisions to submit an annual report to the council by July 31 of each year that provides specified information from the prior fiscal year, including, among other things, a detailed accounting of all fees charged and collected. This bill would establish the Performing Arts Equitable Payroll Fund, and would require the council, upon appropriation by the Legislature, to establish and administer a grant program using moneys in the fund to award grants for the purpose of enabling small nonprofit performing arts organizations to hire and pay employees at least minimum wage. The bill would require the council to award the grants in amounts according to a specified matching schedule based on the adjusted gross revenue, as defined, of the organization.

Status: On 02/19/2021: Introduced. To Com. on RLS. for assignment. To print. On 02/22/2021: From printer. May be acted upon on or after March 24. Read first time. Art. IV. Sec. 8(a) of the Constitution dispensed with. Joint Rule 55 suspended. (Ayes 32. Noes 4. Page 272.) On 03/10/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on RLS. On 03/18/2021: Re-referred to Com. on L., P.E. & R. On 04/20/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on L., P.E. & R. On 04/27/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 1.) (April 26). Re-referred to Com. on APPR. On 04/30/2021: Set for hearing May 10.



### III. **BUDGET BILLS**

- **AB-79 Budget Act of 2020.**

Summary: The Budget Act of 2020 made appropriations for the support of state government for the 2020–21 fiscal year. This bill would amend the Budget Act of 2020 by adding items of appropriation and making other changes. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in committee on 01/07/2021. On 01/15/2021, Read third time. Passed. Ordered to the Senate. On 01/22/2021, has been set for hearing on 01/26/2021 at 1:30 p.m. On 01/25/2021, From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on B. and F.R. On 01/26/2021, From committee: Do Pass (Ayes 16 Noes 0) – Across the Desk. On 02/02/2021, Re-referred to Com. on B. and F.R. On 02/16/2021: Joint Rule 62(a), file notice suspended. On 02/18/2021: In committee: Hearing postponed by committee. On 04/12/2021: From committee: Do pass. (Ayes 16. Noes 0.) (April 12).

- **CHAPTER 17 (AB-80): Taxation: Coronavirus Aid, Relief, and Economic Security Act: Federal Consolidated Appropriations Act, 2021.**

Summary: The Personal Income Tax Law and the Corporation Tax Law, in conformity with federal income tax law, generally define “gross income” as income from whatever source derived, except as specifically excluded, and provide various exclusions from gross income. Existing law, in conformity with the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act), and its subsequent amendments in the Paycheck Protection Program and Health Care Enhancement Act and the Paycheck Protection Program Flexibility Act of 2020, among other things, excludes any amounts of covered loans forgiven under the CARES Act from gross income for purposes of the Personal Income Tax Law and the Corporation Tax Law. Existing law reduces the amount of any credit or deduction otherwise allowed under the Personal Income Tax and the Corporation Tax Law for any amount paid or incurred by the taxpayer upon which this exclusion is based by the amount of the exclusion allowed. Existing law requires any bill authorizing a new tax expenditure to contain, among other things, specific goals, purposes, and objectives the tax expenditure will achieve, detailed performance indicators, and data collection requirements.

Existing federal law, the Consolidated Appropriations Act, 2021, prohibits reductions in tax deductions, denials of basis adjustments, and reductions in tax attributes for federal income tax purposes based on the exclusion from gross income provided in the federal CARES Act and its subsequent amendments.

This bill would exclude, for taxable years beginning on or after January 1, 2019, from gross income any advance grant amount, as defined, issued pursuant to specified provisions of the CARES Act or the Consolidated Appropriations Act, 2021, and covered loan amounts forgiven pursuant to the Consolidated Appropriations Act, 2021. This bill

would adopt, except as provided, the provisions of the Consolidated Appropriations Act, 2021, prohibiting any reduction in tax deductions, denials of basis adjustments, and reductions in tax attributes based on the exclusion from gross income provided for any loan amount forgiven in modified conformity with the federal CARES Act and its subsequent amendments. This bill would provide findings to comply with the additional information requirement for any bill authorizing a new tax expenditure. This bill would also make findings and declarations related to a gift of public funds. This bill would declare that it is to take effect immediately as an urgency statute.

Status: Introduced; Assembly; on 12/07/2020. Read first time. To Print. May be heard in committee on 01/07/2021. On 01/15/2021, Read third time. Passed. Ordered to the Senate. On 01/22/2021, has been set for hearing on 01/26/2021 at 1:30 p.m. On 01/25/2021, From committee chair, with author's amendments (From a Budget Bill to COVID-19 Relief; tenancy; federal rental assistance): Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on B. and F.R. On 01/26/2021, From committee: Do Pass (Ayes 16 Noes 0) – Across the Desk. On 02/02/2021, Re-referred to Com. on B. and F.R. On 02/18/2021, From committee: Do pass. Across the Desk. On 02/17/2021, From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on B. and F.R. On 02/18/2021: From committee: Do pass. (Ayes 17. Noes 0.) (February 18). On 02/18/2021: Measure version as amended on February 17 corrected. On 02/18/2021: Read second time. Ordered to third reading. On 02/22/2021: Re-referred to Com. on B. & F.R. 03/02, 03, 08, 15/2021: In committee: Hearing postponed by committee. Approved by the Governor on 04/29/2021. Filed with the Secretary of State on 04/29/2021.

- **CHAPTER 12 (AB-88): One-time stimulus and grant payments: garnishment: exclusion from gross income.**

Summary: This bill would, except as provided, make both payments automatically exempt from a garnishment order, as defined, and would require a financial institution to employ a certain procedure to identify a deposit exempt pursuant to that provision. The bill would prohibit a financial institution that attempts to comply with those provisions in good faith from being subject to liability, as specified. The bill would also further clarify the definition of “qualified recipient” for purposes of the Golden State Stimulus payment and a “grant recipient” eligible to receive a Golden State Grant payment. The bill would appropriate \$100,000 from the General Fund to augment Schedule (1) of Item 7730-001-0001 of the 2020 Budget Act for the Franchise Tax Board to be allocated to existing California Earned Income Tax Credit outreach contracts to provide increased awareness of the Golden State Stimulus and would exempt, for the purpose of providing timely distribution of funds for Golden State Stimulus awareness, the Franchise Tax Board and its administrative partner, the Department of Community Services and Development, from all provisions of state contracting law governing the amendment of contracts.

Status: On 12/07/2021: Read first time. To print. On 12/08/2021: From printer. May be heard in committee January 7. On 01/11/2021: Ordered to second reading. On 01/12/2021: Read second time. Ordered to third reading. On 01/15/2021: Read third time.

Passed. Ordered to the Senate. (Ayes 48. Noes 13. Page 164.) On 01/15/2021: In Senate. Read first time. To Com. on RLS. for assignment. On 02/18/2021: From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on B. & F.R. On 02/18/2021: From committee: Do pass. (Ayes 13. Noes 0.) (February 18). On 02/18/2021: Read second time. Ordered to third reading. On 03/01/2021: From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on B. & F.R. On 03/03/2021: From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on B. & F.R. On 03/15/2021: From committee: Do pass. (Ayes 14. Noes 0.) (March 15). On 03/15/2021: Read third time. Passed. Ordered to the Assembly. (Ayes 32. Noes 0.). On 03/15/2021: In Assembly. Concurrence in Senate amendments pending. May be considered on or after March 17 pursuant to Assembly Rule 77. Assembly Rule 77 suspended. Assembly Rule 63 suspended. Enrolled and presented to the Governor at 4:40 p.m. On 03/17/2021: Approved by the Governor. Chaptered by Secretary of State - Chapter 12, Statutes of 2021.

- **CHAPTER 7 (SB-87): California Small Business COVID-19 Relief Grant Program: income tax: gross income: exclusion: small business grants.**

Summary: Among other things, this bill would establish the California Small Business COVID-19 Relief Grant Program within CalOSBA to assist qualified small businesses affected by COVID-19 through administration of grants. The bill would require CalOSBA to provide grants to qualified small businesses, as defined, in accordance with specified criteria, including geographic distribution based on COVID-19 restrictions, industry sectors most impacted by the pandemic, and underserved small businesses. The bill would repeal these provisions on January 1, 2024. This bill would appropriate \$2,075,000,000 from the General Fund to the Golden State Stimulus Emergency Fund to be transferred to the Office of Small Business Advocate for purposes of the program, and would allocate \$50,000,000 of those funds for eligible nonprofit cultural institutions, as defined.

Status: Introduced; Senate; on 12/16/2020. Read first time. To Print. May be acted upon on or after 01/16/2021. On 01/21/2021, Read third time. Passed (Ayes 22 Noes 2). Ordered to the Assembly. On 02/17/2021, From committee with author's amendments. Read second time and amended. Re-referred to Com. on BUDGET. On 02/18/2021: Coauthors revised. On 02/22/2021: Assembly Rule 96 and 63 suspended. On 02/22/2021: Withdrawn from committee. On 02/22/2021: Ordered to third reading. On 02/22/2021: Read third time. Passed. (Ayes 76. Noes 0.) Ordered to the Senate. On 02/22/2021: In Senate. Concurrence in Assembly amendments pending. On 02/22/2021: Assembly amendments concurred in. (Ayes 38. Noes 0.) Ordered to engrossing and enrolling. On 02/23/2021: Approved by the Governor. Chaptered by Secretary of State. Chapter 7, Statutes of 2021.



- **CHAPTER 8 (SB-88): One-time stimulus payment: delinquent accounts: Earned Income Tax Credit: statements.**

Summary: Among other things, this bill would authorize the Controller to make a one-time Golden State Stimulus payment to each qualified recipient, as defined, of an applicable amount, as specified, in a form and manner determined by the Franchise Tax Board, in order to provide relief to low-income Californians impacted by the COVID-19 emergency. This bill would create the Golden State Stimulus Emergency Fund, a new fund in the State Treasury, for the purposes of making these one-time payments, and would continuously appropriate that fund. This bill would also authorize one-time grant payments to qualified grant recipients, as defined, of \$600, to be administered by the State Department of Social Services, in order to provide relief to low-income Californians impacted by the COVID-19 emergency.

Status: Introduced; Senate; on 12/16/2020. Read first time. To Print. May be acted upon on or after 01/16/2021. On 01/21/2021, Read third time. Passed (Ayes 22 Noes 2). Ordered to the Assembly. On 02/18/2021, From committee with author's amendments. Read second time and amended. Re-Referred to Com on Budget. On 02/18/2021, From committee: Do pass. Across the Desk. On 02/22/2021: Assembly Rule 96 and 63 suspended. On 02/22/2021: Withdrawn from committee. On 02/22/2021: Ordered to third reading. On 02/22/2021: Read third time. Passed. Ordered to the Senate. On 02/22/2021: In Senate. Concurrence in Assembly amendments pending. On 02/22/2021: Assembly amendments concurred in. Ordered to engrossing and enrolling. On 02/23/2021: Approved by the Governor. Chaptered by Secretary of State. Chapter 8, Statutes of 2021.

- **CHAPTER 1 (SB-89): Budget Act of 2020.**

Summary: The Budget Act of 2020 made appropriations for the support of state government for the 2020–21 fiscal year. This bill would amend the Budget Act of 2020 by adding items of appropriation and making other changes. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: Introduced; Senate; on 12/16/2020. Read first time. To Print. May be acted upon on or after 01/16/2021. On 01/21/2021, Read third time. Passed (Ayes 22 Noes 2). Ordered to the Assembly. On 01/25/2021, From committee with author's amendments (from 2021 to 2020). Read second time and amended. Re-referred to Com. on BUDGET. On 01/28/2021, Read third time. Passed (Ayes 69, Noes 0). Ordered to Senate. On 01/28/2021, Assembly amendments concurred in. (Ayes 37. Noes 0.) Ordered to engrossing and enrolling. 01/28/2021, Enrolled and presented to the Governor at 1:30 p.m. 01/28/2021, Approved by the Governor. 01/28/2021, Chaptered by Secretary of State. Chapter 1, Statutes of 2021.

- **CHAPTER 2 (SB-91): COVID-19 relief: tenancy: federal rental assistance.**

Summary: Among other things, this bill would prohibit a housing provider, tenant screening company, or other entity that evaluates tenants on behalf of a housing provider from using an alleged COVID-19 rental debt, as defined, as a negative factor for the purpose of evaluating a prospective housing application or as the basis for refusing to

rent a dwelling unit to an otherwise qualified prospective tenant. This bill, until July 1, 2021, would prohibit a person from selling or assigning unpaid COVID-19 rental debt, as defined, for the time period between March 1, 2020, and June 30, 2021. The bill would also prohibit a person from selling or assigning unpaid COVID-19 rental debt, as defined, for that same time period of any person who would have qualified for rental assistance funding, provided pursuant to specified federal law, where the person's household income is at or below 80% of the area median income for the 2020 calendar year.

Status: Introduced; Senate; on 12/16/2020. Read first time. To Print. May be acted upon on or after 01/16/2021. On 01/21/2021, Read third time. Passed (Ayes 22 Noes 2). Ordered to the Assembly. On 01/25/2021, From committee with author's amendments (from Budget Bill to COVID-19 relief). Read second time and amended. Re-referred to Com. on BUDGET. On 01/28/2021, Read third time. Passed (Ayes 71, Noes 1). 01/28/2021, Assembly amendments concurred in. (Ayes 34. Noes 0.) Ordered to engrossing and enrolling. Ordered to Senate. One 01/28/2021, Assembly amendments concurred in. (Ayes 37. Noes 0.) Ordered to engrossing and enrolling. 01/28/2021, Enrolled and presented to the Governor at 1:30 p.m. 01/28/2021, Approved by the Governor. 01/28/2021, Chaptered by Secretary of State. Chapter 2, Statutes of 2021.

- **CHAPTER 13 (SB-95): Employment: COVID-19: supplemental paid sick leave.**

Summary: This bill would appropriate \$100,000 from the General Fund to the Labor Commissioner for staffing resources to implement and enforce these provisions. This bill would, among other things, provide for COVID-19 supplemental paid sick leave for covered employees, as defined, who are unable to work or telework due to certain reasons related to COVID-19, including that the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. The bill would entitle a covered employee to 80 hours of COVID-19 supplemental paid sick leave if that employee either works full time or was scheduled to work, on average, at least 40 hours per week for the employer in the 2 weeks preceding the date the covered employee took COVID-19 supplemental paid sick leave. The bill would provide a different calculation for supplemental paid sick leave for a covered employee who is a firefighter subject to certain work schedule requirements and for a covered employee working fewer or variable hours, as specified. The bill would provide that the total number of hours of COVID-19 supplemental paid sick leave to which a covered employee is entitled to under these provisions is in addition to any paid sick leave available under the act, as specified.

Status: On 12/16/2021: Introduced. To Com. on RLS. for assignment. To print. On 12/17/2021: From printer. May be acted upon on or after January 16. On 01/11/2021: Read first time. On 01/15/2021: Withdrawn from committee. (Ayes 22. Noes 8. Page 76.) Ordered to second reading. Read second time. Ordered to third reading. On 01/21/2021: Read third time. Passed. (Ayes 22. Noes 2. Page 91.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk. On 01/22/2021: Referred to Com. on BUDGET. On 02/16/2021: Joint Rule 62(a) suspended. (Ayes 54. Noes 15. Page 328.) On 03/15/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on BUDGET. Assembly Rule 63 and 96 suspended.

Withdrawn from committee. Ordered to third reading. Read third time. Passed. (Ayes 53. Noes 19.) Ordered to the Senate. On 03/16/2021: In Senate. Concurrence in Assembly amendments pending. On 03/18/2021: Assembly amendments concurred in. (Ayes 29. Noes 8.) Ordered to engrossing and enrolling. Enrolled and presented to the Governor at 12:30 p.m. On 03/19/2021: Approved by the Governor. Chaptered by Secretary of State. Chapter 13, Statutes of 2021.

#### IV. **CANNABIS RELATED BILLS/INITIATIVES/PROPOSITIONS**

- **[AB-109 Medicinal and Adult-Use Cannabis Regulation and Safety Act.](#)**  
Summary: Establishment of the Cannabis Control Appeals Panel consisting of 5 members as specified in the Medical and Adult-Use Cannabis Regulation and Safety Act.

Status: Introduced; Assembly; on 12/16/2020. Read first time. To Print. May be heard in committee on 01/16/2021.

- **[AB-273 Cannabis: advertisements: highways.](#)**  
Summary: This bill would remove the existing reference to advertising or marketing on a billboard or similar device visible from an interstate highway or on a state highway within California, and would specify that a licensee seeking to advertise or market through broadcast, cable, radio, print, and digital communications is required to obtain reliable up-to-date audience composition data demonstrating that at least 71.6 percent of the audience viewing the advertising or marketing is reasonably expected to be 21 years of age or older. The bill would prohibit advertisements or marketing depicting images of minors or anyone under 21 years of age. The bill would specify that a licensee is prohibited from using objects, in its advertising or marketing, such as toys, inflatables, movie characters, cartoon characters, or from including any other display, depiction, or image designed in any manner likely to be appealing to minors. The bill would restrict a licensee from advertising free cannabis goods or giveaways of any type of products, including noncannabis products, as specified. The bill would require that all outdoor signs, including billboards, meet specified requirements, including, among others, that they be affixed to a permanent structure; that they not be placed in any location where other advertisements directed at an adult population are prohibited; that they comply with specified provisions of law; that they not contain text, except as provided; and that they do not display, depict, or image specified objects and actions, including animals, cannabis plants, leaves, food, beverages, smoking, and vaporizing, among others. The bill would require a licensee to provide the Bureau of Cannabis Control audience composition data immediately upon request. If the bureau determines that the audience composition data for advertising or marketing provided by a licensee does not comply with these provisions, or the licensee fails to provide audience composition data, the bill would require the licensee to remove the advertising or marketing placement in question. The bill would require a licensing authority to suspend a licensee's license for one year if the licensee violates the advertising and marketing restrictions. The bill would specify that the action, omission, or failure of an advertising agent, representative, or contractor retained by the licensee is an act, omission, or failure of the licensee.

Status: On 01/19/2021, Read first time. To Print. On 01/28/2021, Referred to Committee on B. & P. On 04/26/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on B. & P. Read second time and amended. On 04/27/2021: Re-referred to Com. on B. & P. On 04/27/2021: In committee: Set, first hearing. Failed passage. Reconsideration granted.

- **AB-287 Civil actions: statute of limitations.**

Summary: MAUCRSA imposes a civil penalty on a person engaging in commercial cannabis activity without a license required by MAUCRSA of up to 3 times the amount of the license fee for each violation. MAUCRSA does not supersede or limit state agencies from exercising their existing enforcement authority. MAUCRSA authorizes a local jurisdiction to enforce its provisions and the regulations promulgated by a licensing authority if delegated the power to do so by the licensing authority, as specified. Existing law generally requires an action upon a statute for a penalty or forfeiture to commence within one year. This bill would require a civil action for a penalty described above to commence within 3 years.

Status: On 01/21/2021, Read first time. To Print. On 01/28/2021, Referred to Committee on JUD. and B. & P. On 03/24/2021: From committee: Amend, and do pass as amended and re-refer to Com. on B. & P. with recommendation: To Consent Calendar. (Ayes 11. Noes 0.) (March 23). On 03/25/2021: Read second time and amended. On 03/26/2021: Re-referred to Com. on B. & P. On 04/20/2021: Coauthors revised. From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 19. Noes 0.) (April 20). Re-referred to Com. on APPR.

- **AB-290 Cannabis testing.**

Summary: Existing law, the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), which includes the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA), enacted by the voters at the November 8, 2016, statewide general election, provides for the licensure and regulation of commercial cannabis activity. MAUCRSA prohibits cannabis and cannabis products from being sold unless a representative sample has been tested by a licensed testing laboratory in the final form in which the cannabis or cannabis product will be consumed or used. This bill would specify that for this purpose "final form" means the unpackaged product as it will be consumed and would specify that the cannabis or cannabis product does not have to be delivered to the licensed testing laboratory in the final retail packaging to be considered in its final form.

Status: On 01/21/2021, Read first time. To Print. On 01/28/2021, Referred to Committee on B. & P.

- **AB-384 Cannabis and cannabis products: animals: veterinary medicine.**

Summary: This bill would additionally prohibit the board from disciplining a veterinarian licensed under the act who recommends the use of cannabis on an animal for medicinal purposes, unless the veterinarian is employed by or has an agreement with a cannabis licensee, as specified. The bill would require the board to adopt guidelines, on or before

January 1, 2023, for veterinarians to follow when recommending cannabis within the veterinarian-client-patient relationship, and would require the board to post the guidelines on its internet website. This bill would revise the definitions of “cannabis products,” “cannabis concentrate,” and “edible cannabis product” under MAUCRSA to include products intended to be used for animal consumption. The bill would define “animal” for these purposes to mean any member of the animal kingdom other than humans, including fowl, fish, and reptiles, wild or domestic, whether living or dead, but would exclude livestock and food animals, as specified.

Status: 02/02/2021, Read first time. To Print. On 02/12/2021, Referred to Com. on B. and P. On 04/05/2021: Re-referred to Com. on B. & P. On 04/14/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 18. Noes 0.) (April 13). On 04/15/2021: Read second time and amended. On 04/19/2021: Re-referred to Com. on APPR. On 04/28/2021: In committee: Set, first hearing. Referred to suspense.

- **AB-527 Controlled substances.**

Summary: This bill would exempt from Schedule III specific compounds, mixtures, or preparations that contain a nonnarcotic controlled substance in combination with a derivative of barbituric acid or any salt thereof that are listed in the federal Table of Exempted Prescription Products and have been exempted pursuant to federal law or regulation. The bill would exempt from Schedule IV specific compounds, mixtures, or preparations that contain a nonnarcotic controlled substance in combination with a chlordiazepoxide or phenobarbital that are listed in the federal Table of Exempted Prescription Products and have been exempted from scheduling under federal law or regulation.

Status: On 02/10/2021, Read first time. To print. On 02/11/2021, From printer. May be heard in committee March 13. On 02/18/2021, Referred to Com. on B. & P. On 03/15/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on B. & P. Read second time and amended. On 03/16/2021: Re-referred to Com. on B. & P. On 04/14/2021: From committee: Do pass. (Ayes 17. Noes 0.) (April 13). On 04/15/2021: Read second time. Ordered to third reading. On 04/22/2021: Read third time. Passed. Ordered to the Senate. On 04/26/2021: In Senate. Read first time. To Com. on RLS. for assignment.

- **AB-1014 Cannabis: retailers: delivery: vehicles.**

Summary: This bill would require, on or before January 1, 2023, the regulations established by the bureau regarding the minimum security and transportation safety requirements to include regulations that would allow for different value tiers of cannabis goods to be carried during delivery of those cannabis goods to customers by employees of a licensed retailer based on the type of vehicle used for the delivery. The bill would require, on or before January 1, 2023, the bureau, in coordination with the Department of the California Highway Patrol, to develop transportation safety standards for all the different value tiers of cannabis goods carried during delivery to customers by employees of a licensed retailer based on the type of vehicle used for the delivery, as specified, and



to develop a standardized inspection and certification process for each delivery vehicle based on the transportation safety standards developed pursuant to the bill, including the form of the certifications, to be implemented on and after January 1, 2024.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From printer. May be heard in committee March 21. On 03/04/2021: Referred to Com. on B. & P. On 04/20/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 17. Noes 0.) (April 20). Re-referred to Com. on APPR.

- **AB-1034 Cannabis: retail preparation, sale, or consumption of noncannabis food and beverage products.**

Summary: Existing law, the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA), an initiative measure, authorizes a person who obtains a state license under AUMA to engage in commercial adult-use cannabis activity pursuant to that license and applicable local ordinances. The Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), among other things, consolidates the licensure and regulation of commercial medicinal and adult-use cannabis activities, including retail commercial cannabis activity. MAUCRSA gives the Bureau of Cannabis Control in the Department of Consumer Affairs the power, duty, purpose, responsibility, and jurisdiction to regulate commercial cannabis activity in the state as provided by the act. Existing administrative law specifies that a licensed retailer may sell only cannabis accessories, the licensee's branded merchandise, and cannabis goods.

MAUCRSA does not supersede or limit the authority of a local jurisdiction to adopt and enforce local ordinances to regulate commercial cannabis businesses within that local jurisdiction. Existing law authorizes a local jurisdiction to allow for the smoking, vaporizing, and ingesting of cannabis or cannabis products on the premises of a licensed retailer or microbusiness, subject to specified restrictions.

This bill, subject to those specified restrictions, would authorize a local jurisdiction to allow for the preparation or sale of noncannabis food or beverage products, as specified, by a licensed retailer or microbusiness in the area where the consumption of cannabis is allowed.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, May be heard in committee March 21. On 03/04/2021: Referred to Com. on B. & P. On 03/04/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on B. & P. Read second time and amended. On 03/08/2021: Re-referred to Com. on B. & P. On 04/20/2021: From committee: Do pass. (Ayes 12. Noes 0.) (April 20). On 04/21/2021: Read second time. Ordered to third reading.

- **AB-1138 Unlawful cannabis activity: civil enforcement.**

Summary: MAUCRSA imposes a civil penalty on a person engaging in commercial cannabis activity without a license as required by the act, of up to 3 times the amount of the license fee for each violation. This bill would impose a civil penalty on persons aiding

and abetting unlicensed commercial cannabis activity of up to \$30,000 for each violation. The bill would prohibit filing an action for civil penalties brought against a person pursuant to MAUCRSA 3 years after the first date of discovery of the violation by a licensing authority or a participating agency, whichever is earlier or earliest.

Status: On 02/18/2021, Read first time. To print. On 02/19/2021, From printer. May be heard in committee March 21. On 03/04/2021: Referred to Com. on B. & P. On 03/04/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on B. & P. Read second time and amended. On 03/04/2021: Referred to Coms. on B. & P. and JUD. On 03/23/2021: From committee: Do pass and re-refer to Com. on JUD. (Ayes 17. Noes 0.) (March 23). Re-referred to Com. on JUD. On 04/20/2021: From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 10. Noes 0.) (April 20). On 04/21/2021: Read second time and amended. On 04/22/2021: Re-referred to Com. on APPR.

- **AB-1256 Employment discrimination: cannabis screening test.**

Summary: This bill would prohibit an employer from discriminating against a person in hiring, termination, or any term or condition of employment because a drug screening test has found the person to have nonpsychoactive cannabis metabolites in their urine, hair, or bodily fluids. The bill would exempt from its provisions an employer that is required to conduct testing for nonpsychoactive cannabis metabolites by federal law or regulations, or that would lose a monetary or licensing-related benefit for failing to conduct testing for nonpsychoactive cannabis metabolites. The bill would also exempt employment in the building and construction trades.

Status: On 02/19/2021, Introduced. To print. On 02/20/2021: From printer. May be heard in committee March 22. On 02/22/2021: Read first time. On 03/04/2021: Referred to Coms. on L. & E. and JUD. On 04/12/2021: From committee chair, with author's amendments: Amend, and re-refer to Com. on L. & E. Read second time and amended. On 04/13/2021: Re-referred to Com. on L. & E.

- **AB-1514 Cannabis transportation and delivery.**

Summary: This bill would state the intent of the Legislature to enact legislation that would relate to the transportation and delivery of cannabis and cannabis products in this state.

Status: On 02/19/2021, Introduced. To print. On 02/20/2021: From printer. May be heard in committee March 22. On 02/22/2021: Read first time.

- **SB-59 Cannabis licenses.**

Summary: This bill would prohibit a licensing authority from issuing a new provisional license to an applicant on or after July 1, 2022, unless the applicant is a qualified equity applicant, as defined by the California Cannabis Equity Act, and would authorize a licensing authority to reinstate a provisional license issued prior to July 1, 2022, to an applicant for the same activity previously licensed at the location. The bill would extend the repeal date of these provisional license provisions to July 1, 2028. By extending

provisional licensure, the applications for which are required to be signed under penalty of perjury, the bill would expand the scope of the crime of perjury, and would thereby impose a state-mandated local program..

Status: Introduced; Senate; on 12/07/2020. Read first time. To Print. May be acted upon on or before 01/07/2021. On 01/28/2021, Referred to Committee on B., P. and E.D and EQ. On 03/11/2021: Set for hearing March 22. On 03/17/2021: March 22 set for first hearing canceled at the request of author. On 03/18/2021: Set for hearing April 5. On 04/05/2021: From committee: Do pass and re-refer to Com. on E.Q. (Ayes 12. Noes 0.) (April 5). Re-referred to Com. on E.Q. On 04/12/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on E.Q. On 04/27/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 6. Noes 0.) (April 26). Re-referred to Com. on APPR. On 04/30/2021: Set for hearing May 10.

- **SB-235 Industrial hemp products.**

Summary: This bill would require a manufacturer of dietary supplements and food that includes industrial hemp to be able to demonstrate that all parts of the plant used come from a state or country that has an established and approved industrial hemp program, as defined, that inspects or regulates hemp under a food safety program or equivalent criteria to ensure safety for human or animal consumption and that the industrial hemp cultivator or grower is in good standing and compliance with the governing laws of the state or country of origin. This bill would state that a dietary supplement, food, beverage, cosmetic, or pet food is not adulterated by the inclusion of industrial hemp or cannabinoids, extracts, or derivatives from industrial hemp if those substances meet specified requirements, and would prohibit restrictions on the sale of dietary supplements, food, beverages, cosmetics, or pet food that include industrial hemp or cannabinoids, extracts, or derivatives from industrial hemp based solely on the inclusion of those substances. The bill would also prohibit a manufacturer, distributor, or seller of an industrial hemp product from including on the label, or publishing or disseminating in advertising or marketing, a health-related statement, as defined, that is untrue in any particular manner or that tends to create a misleading impression as to the effects on health of consuming products containing industrial hemp or cannabinoids, extracts, or derivatives from industrial hemp. By creating a new crime, this bill would impose a state-mandated local program. This bill would create an authorization process for hemp manufacturers who produce specified products that include industrial hemp or who produce raw hemp extract, as defined, including requirements for testing and labeling on products. The bill would authorize the department to collect specified fees, which would be used, upon appropriation, to implement the program. By creating a new crime, this bill would impose a state-mandated local program. The bill would also impose a \$250 fee on each manufacturer who produces industrial hemp products or raw hemp extract, to be used, upon appropriation, to fund an Industrial Hemp Research Program at the University of California. The bill would require the Department of Food and Agriculture and the State Department of Public Health, in consultation with the Bureau of Cannabis Control, if necessary, to develop a process to share license, registration, cultivar, and enforcement information to facilitate compliance and enforcement against unlicensed industrial hemp



product and raw extract manufacturers and retailers. The bill would make communications shared between these agencies and local law enforcement for this purpose exempt from the California Public Records Act.

Status: On 01/19/2021, Introduced. Read first time. To Com. on RLS. for assignment. To print. On 01/20/2021, From printer. May be acted upon on or after February 19. On 01/28/2021, Referred to Coms. on HEALTH, AGRI, and JUD. On 01/28/2021, Referral to Com. on JUD. rescinded because of the limitations placed on committee hearings due to ongoing health and safety risks of the COVID-19 virus. On 02/16/2021, has been set for hearing on 03/10/2021. On 03/01/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on HEALTH. On 03/11/2021: From committee: Do pass and re-refer to Com. on AGRI. (Ayes 11. Noes 0.) (March 10). Re-referred to Com. on AGRI. On 04/06/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on AGRI. On 04/15/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 0.) (April 15). Re-referred to Com. on APPR. On 04/30/2021: Set for hearing May 10.

- **SB-292 Industrial hemp.**

Summary: This bill would instead require the sampling to occur within a timeframe determined by the department. The bill would require a registrant to destroy or dispose of the industrial hemp grown upon receipt of a laboratory test result described above. The bill would require that laboratory test reports of hemp include the measurement of uncertainty, as defined, associated with the test results. The bill would also require laboratories to use appropriate, validated methods and procedures for all testing activities, including when estimating the measurement of uncertainty. By adding new requirements for hemp testing, the violation of which could be a crime, this bill would impose a state-mandated local program.

Status: 02/01/2021, Introduced. Read first time. To Com. on RLS. for assignment. To print. On 02/02/2021, From printer. May be acted upon on or after March 4. On 02/10/2021, Referred to Coms. on AGRI and PUB S. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 03/05/2021: Set for hearing March 18. On 03/18/2021: From committee: Do pass and re-refer to Com. on PUB. S. with recommendation: To consent calendar. (Ayes 5. Noes 0.) (March 18). Re-referred to Com. on PUB. S. On 04/19/2021: From committee: Be ordered to second reading pursuant to Senate Rule 28.8 and ordered to consent calendar. On 04/20/2021: Read second time. Ordered to consent calendar. On 04/22/2021: Read third time. Passed. (Ayes 38. Noes 0.) Ordered to the Assembly. On 04/22/2021: In Assembly. Read first time. Held at Desk.

- **SB-311 Compassionate Access to Medical Cannabis Act or Ryan's Law.**

Summary: This bill, the Compassionate Access to Medical Cannabis Act or Ryan's Law, would prohibit specified types of health care facilities from prohibiting or interfering with a terminally ill patient's use of medicinal cannabis within the health care facility, subject to certain restrictions.

Status: Introduced on 02/04/2021. On 02/05/2021: From printer. May be acted upon on or after March 7. On 02/17/2021: Referred to Com. on HEALTH. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 02/23/2021: Set for hearing March 10. On 03/01/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on HEALTH. On 03/11/2021: From committee: Do pass. (Ayes 11. Noes 0.) (March 10). On 03/15/2021: Read second time. Ordered to third reading. On 03/22/2021: Read third time. Passed. (Ayes 36. Noes 0.) Ordered to the Assembly. On 03/22/2021: In Assembly. Read first time. Held at Desk.

- **SB-398 Cannabis licenses: cannabis licensing agreements: labor peace agreement license requirement: medical marijuana identification cards.**

Summary: Among other things, this bill, beginning January 1, 2022, instead would require that an applicant with 10 or more employees demonstrate that it has already entered into, and abides by the terms of, a labor peace agreement, and will maintain the labor peace agreement for the duration of the license. The bill, beginning January 1, 2022, would require an applicant with less than 10 employees that has not yet entered into a labor peace agreement to provide a notarized statement as part of its application indicating that the applicant will enter into, and abide by the terms of, a labor peace agreement within 60 days of employing its 10th employee and will maintain the labor peace agreement for the duration of the license. By expanding the crime of perjury, this bill would impose a state-mandated local program.

Status: On 02/11/2021, Introduced. Read first time. To Com. on RLS. For assignment. To print. On 02/12/2021, From printer. May be acted upon or after March 14. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 02/25/2021: Referred to Com. on GOV. & F. On 03/11/2021: From committee with author's amendments. Read second time and amended. Re-referred to Com. on GOV. & F. On 03/23/2021: Set for hearing on 04/08/2021 upon adjournment of session. On 04/14/2021: Re-referred to Com. on B., P. & E.D. On 04/19/2021: From committee: Do pass and re-refer to Com. on APPR. (Ayes 9. Noes 4.) (April 19). Re-referred to Com. on APPR. On 05/04/2021: May 3 hearing: Placed on APPR suspense file.

- **SB-544 Cannabis testing.**

Summary: This bill would implement the above provisions of AUMA by requiring the bureau, on or before January 1, 2023, to establish specific testing standards for the compounds and contaminants that are required to be reported on the certificate of analysis.

Status: On 02/18/2021, Introduced. Read first time. To Com. on RLS for assignment. To print. On 02/19/2021, From printer. May be acted upon on or after March 21. On 02/22/2021: Art. IV. Sec. 8(a) of the Constitution dispensed with. On 02/22/2021: Joint Rule 55 suspended. (Ayes 32. Noes 4.) On 03/03/2021: Referred to Com. on B., P. & E.D. On 03/11/2021: Set for hearing March 22. On 03/22/2021: From committee: Do

pass and re-refer to Com. on APPR. (Ayes 13. Noes 0.) (March 22). Re-referred to Com. on APPR. On 04/05/2021: April 5 hearing: Placed on APPR suspense file.

- [19-0011: ACTIVE INITIATIVE – EXPANDS LEGALIZATION OF CANNABIS AND HEMP. INITIATIVE STATUTE.](#)
- [19-0010: ACTIVE INITIATIVE – EXPANDS LEGALIZATION OF CANNABIS AND HEMP. INITIATIVE STATUTE.](#)
- [19-0016: ACTIVE INITIATIVE – DECRIMINALIZES PSILOCYBIN MUSHROOMS. INITIATIVE STATUTE.](#)

V. **INITIATIVES/PROPOSITIONS**

- [20-0004: ACTIVE INITIATIVE – LIMITS STATE AND LOCAL OFFICIALS' AUTHORITY TO RESPOND TO PUBLIC HEALTH EMERGENCIES. INITIATIVE STATUTE.](#)
- [20-0001A1: ACTIVE INITIATIVE – REQUIRES VOTE ON WHETHER CALIFORNIA SHOULD BECOME A SEPARATE COUNTRY. INITIATIVE STATUTE.](#)
- [19-0028A1: ACTIVE INITIATIVE – REQUIRES STATE REGULATIONS TO REDUCE PLASTIC WASTE, TAX PRODUCERS OF SINGLE-USE PLASTICS, AND FUND RECYCLING AND ENVIRONMENTAL PROGRAMS. INITIATIVE STATUTE.](#)
- [19-0012: ACTIVE INITIATIVE – REPLACES STATE SENATE AND ASSEMBLY WITH SINGLE-HOUSE LEGISLATURE; INCREASES NUMBER OF LEGISLATORS. INITIATIVE CONSTITUTIONAL AMENDMENT.](#)
- [19-0005: ACTIVE INITIATIVE – AUTHORIZES BONDS TO FUND PROJECTS FOR WILDFIRE PREVENTION, SAFE DRINKING WATER, AND PROTECTING WILDLIFE AND LANDS FROM CLIMATE RISKS. INITIATIVE STATUTE.](#)

## **BY-LAWS OF THE EMPLOYMENT TRAINING PANEL**

(~~Adopted March 20, 1990~~Amended May 14, 2021)

### **ARTICLE I – PURPOSE**

#### **Section I**

The purpose of the Employment Training Panel is to implement an employment training program which fosters job creation, minimizes employers' unemployment costs, and meets employers' needs for skilled workers by providing skills training to unemployment insurance claimants, recent exhaustees of unemployment insurance who have remained unemployed, and potentially displaced workers who would otherwise become unemployment insurance claimants in order to meet the challenge from competition from other States and overseas. All funding provided through this program shall result in jobs with long-term job security for those who successfully complete training.

#### **Section II**

To effectuate its purpose the Panel solicits proposals and writes performance based contracts. Contracts for the purposes set forth in Section I may be entered into with an employer, or a group of employers, or a training agency, or a ~~private industry council~~Workforce Development Board with the approval of the appropriate local elected officials in the service delivery area, or a grant recipient or administrative entity selected pursuant to ~~Section 103 of the Federal Job Training Partnership Act and Section 4502 of the federal Workforce Investment Act of 1998~~, with approval of the local ~~private industry council~~Workforce Development Board and the appropriate local elected officials. These contracts must be in the form of fixed-fee performance contracts.

**Commented [CM1]:** Updated to reflect subsequent federal legislation.

**Commented [CM2]:** Updated to reflect subsequent federal legislation.

### **ARTICLE II – POLICIES**

It is the policy of the Panel to:

1. Help people train to get a good job and keep it.
2. Promote the economic vitality of California by providing employer the skilled workers they need to successfully compete around the world.
3. Train skilled workers to help bring new business to California.
4. Operate a training program, not a social work or welfare program.
5. Train only when there are jobs for those who successfully complete training.
6. Eliminate bureaucratic interference and keep paperwork to a minimum.

7. Let funds entrusted to it remain unspent rather than spend the funds for any purpose other than training that puts people to work in good jobs that lead to a more productive California.
8. Measure all proposals brought before the Panel against the need of workers for jobs and the demand of employers for a skilled work force in accordance with law and regulations.
9. Seek the aid and assistance of all individuals and organizations that share these goals.

The Panel may adopt other policies as necessary and shall publish those separately from these by-laws.

### ARTICLE III – ORGANIZATION

#### Section I – The Panel

##### (a) Membership

- (i) The Employment Training Panel consists of ~~seven~~eight persons who shall have experience and a demonstrated interest in business management and employment relations. Two members of the Panel are appointed by the Speaker of the Assembly, two members of the Panel are appointed by the President Pro Tempore of the Senate, ~~and~~ three members of the Panel are appointed by the Governor, and the Director of the Governor's Office of Business and Economic Development, or the Director's designee, shall also serve on the panel as an ex officio, voting member.
- (ii) The Governor designates a member to chair the panel, and the person so designated as the chair shall serve at the pleasure of the Governor. The chair shall preside at panel meetings, appoint the members of ~~the Advisory Research Council~~committees, and shall perform such other duties as may be assigned by motion of the Panel.
- (iii) Members of the panel shall serve terms prescribed by law. Members may be reappointed.

### ARTICLE IV – PROCEDURE

#### Section I – The Panel

##### (a) Rules of the Panel

All actions of the Panel shall be by majority vote of a quorum of the Panel following a motion and a second by members of the Panel, except for actions concerning the hiring,

**Commented [CM3]:** UPDATE DUE TO LEGISLATION CHANGE:

Section 10202.5.

(a) The panel shall consist of eight persons, seven of whom shall be appointed as provided in subdivision (b), and shall have experience and a demonstrated interest in business management and employment relations. The Director of the Governor's Office of Business and Economic Development, or his or her designee, shall also serve on the panel as an ex officio, voting member.

(b) (1) Two members of the panel shall be appointed by the Speaker of the Assembly. One of those members shall be a private sector labor representative and the other member shall be a business representative.

(2) Two members of the panel shall be appointed by the President pro Tempore of the Senate.

One of those members shall be a private sector labor representative and the other member shall be a business representative.

(3) Three members of the panel shall be appointed by the Governor. One of those members shall be a private sector labor representative, one member shall be a business representative, and one member shall be a public member.

(4) Labor appointments shall be made from nominations from state labor federations. Business appointments shall be made from nominations from state business organizations and business trade associations.

(5) The Governor shall designate a member to chair the panel, and the person so designated shall serve as the chair of the panel at the pleasure of the Governor.

(c) The appointive members of the panel, except members appointed by the Speaker of the Assembly, shall serve for two-year terms. The appointive members of the panel appointed by the Speaker of the Assembly shall serve at the pleasure of the Speaker of the Assembly.

(d) Appointive members of the panel shall receive the necessary traveling and other expenses incurred by them in the performance of their official duties out of appropriations made for the support of the panel. In addition, each appointive member of the panel shall receive one hundred dollars (\$100) for each day attending meetings of the panel, and may receive one hundred dollars (\$100) for each day spent conducting other official business of the panel, but not exceeding a maximum of three hundred dollars (\$300) per month.

(Amended by Stats. 2018, Ch. 43, Sec. 6. (AB 1831) Effective June 27, 2018.)

termination or discipline of any personnel of the Panel, which shall require the affirmative vote of ~~four-five~~ or more members of the Panel, with the exception that any motion to remove the Executive Director or the General Counsel must be for cause and must receive at least ~~five-six~~ affirmative votes.

**Commented [CM4]:** Due to above-noted statutory change regarding how many voting persons.

**Commented [CM5]:** Due to above-noted statutory change regarding how many voting persons.

Following every vote of the Panel, the Chair~~man~~ shall announce ~~the~~ result. A roll call vote may be requested by any member of the Panel. An adverse decision shall include a statement of the reason for the decision. In addition to the rules or procedure provided in these By-Laws, the Panel may adopt other rules of procedure as may be necessary.

(b) Quorum

The panel or any of its committees shall conduct business only with a quorum of the full membership of the Panel or the respective committee present. A quorum of a committee shall consist of a majority of the committee members. No votes may be cast by proxy.

(c) Minutes

Minutes of the Panel and of each committee shall be kept by the Executive Director or a designee. Minutes shall include a statement of all actions of the Panel and summaries of all significant discussions of the Panel and presentations to the Panel. At every meeting the Panel and each of its committees shall review, amend as necessary, and adopt by motion the minutes of its most recent preceding meeting. Once so adopted, the minutes will serve as the official record of the Panel or committee meeting.

(d) Committees

- (i) The Chair may appoint, after consultation with members of the Panel present, any committee the Chair deems necessary to carry out the orderly conduct of its business. Committees shall consist of no less than three members.
- (ii) Business of such committees is by a vote of the majority of a quorum of the committee. The business of a committee shall be restricted to that delegated to it by the Panel and each committee shall report to the Panel at the next regularly scheduled Panel meeting following a meeting of the committee.
- (iii) An oversight committee consisting of the Chair, Vice Chair and General Counsel shall serve when the Panel deems necessary to facilitate the orderly conduct of the business of the Panel. Other members may be appointed by vote of ~~four-five~~ members of the Panel.
- (e) Ombuds~~person~~man - The Chair shall serve as Ombuds~~person~~man, or the Chair may appoint, after consultation with member~~s~~ of the Panel, a member of the Panel to serve as Ombuds~~person~~man. The role of the Ombuds~~person~~man is to act as a facilitator for specific Panel problems. The Ombud~~s~~person~~s~~man shall

**Commented [CM6]:** Due to above-noted statutory change regarding how many voting persons.

report to the Panel at each meeting on any activities of significance which have occurred since the last Panel meeting.

(f) Agendas

- (i) This subsection shall govern the preparation of agendas for all meetings of the Panel and its committees, except for agendas of meetings not open to the general public, which are governed by the provisions of subsection (g) below.
- (ii) The Executive Director shall prepare an agenda and comply with the requirements of state law regarding composition and notice of the agenda for each Panel meeting and committee meeting.
- (iii) Agendas of the full Panel shall be initiated at the prior Panel meeting. Members shall be given the opportunity at that time to request the addition of any item to the agenda of the next regularly scheduled Panel meeting. Agreement and/or Amendments that are prepared in the normal course of business in accordance with the Panel's regulations may be added to the agenda by the Executive Director. Additional agenda items may be added at the request of the Chair or any member by providing notice to the Executive Director at least 14 days prior to the Panel meeting. Agenda items are subject to the approval or disapproval of the Panel before the other items of business are called. All items placed on the agenda of all committees must fall within the specific delegation of authority by the Panel to the committee.
- (iv) Agendas of a committee shall be determined by the Chair of the committee in consultation with the members of the committee and the Executive Director. Further, any member of the Panel may place an item on the agenda of all committees must fall within the specific delegation of authority by the Panel to the committee.
- (v) Agendas shall include, but not be limited to the following:
  - (a) Call to Order
  - (b) Roll Call
  - (c) Approval of Agenda
  - (d) Approval [of Prior Meeting Minutes](#)
  - (e) Chair[man](#)'s Report
  - (f) Executive Director [Report](#)
  - (g) Ombuds[personman](#)'s Report
  - (h) Panel Members and/or Assistant Director's Reports

- (i) General Counsel's Report
- (j) Specific Proposals to be Considered
- (k) Old Business
- (l) Review of Agenda of Next Meeting

(g) Open Meetings

All meetings of the Panel and the committees of the Panel shall be noticed and shall be open to the general public as required by the open meeting laws of this state. A meeting not open to the general public may be requested by any member of the Panel or the Executive Director. Meetings not open to the general public shall only be scheduled upon notice to each member or the Panel of the specific agenda for such a session and with the prior approval of no less than three members of the Panel. No committee shall meet in closed session except with the prior approval of the Panel.

(h) Per Diem

Members of the Panel shall receive their necessary expenses, and per diem of one hundred dollars (\$100). Reimbursement will be received for scheduled meetings of the Panel and for any committee of the Panel.

(i) Travel

- (i) Panel members shall be reimbursed for costs of travel in accordance with the rules and regulations of the State.
- (ii) Expenses shall be reimbursed for travel within California that is necessary for Panel members to attend meetings of the Panel or its committees, and for other authorized Panel business.
- (iii) Travel of any Panel member or employee of the Panel for business involving out-of-state travel or any business within the state other than Panel meetings by a member of the Panel requires prior approval of the Panel, except in an emergency situation. (In the latter case, the approval of the Chair and Vice-Chair will be sufficient.)

Section II - Staff

- (a) The personnel of the Panel shall be appointed, directed, and controlled only by the Panel or its authorized deputies or agents to whom it may delegate its powers.
- (b) The Panel may employ personnel necessary to carry out the purposes of this chapter. All personnel shall be appointed pursuant to the State Civil Service Act



(Part I (commencing with Section 18000) of Division 5 of Title 2 of the Government Code), except for an Executive Director who shall be exempt.

- (c) The Executive Director is appointed by the Governor but may be removed by ~~five~~ **six** affirmative votes of the Panel for cause.
- (d) The Panel shall have two Assistant Directors who the Governor shall appoint and who shall be exempt from the state civil service system and who shall serve at the pleasure of the Governor.
- (e) The Executive Director is delegated the powers of supervision and organization of all staff, administration and operation of Panel offices, employment of all civil service personnel, and such other matters as the Panel may delegate.
- (f) The General Counsel shall report to and serve under the direction of the Panel and be appointed thereby, but any non-legal civil service staff reporting to the General Counsel shall serve under the administrative direction of the Executive Director.

**Commented [CM7]:** Due to above-noted statutory change regarding how many voting persons.

### Section III - ~~Advisory Bodies~~Committees

- ~~(a) The Chair, after consultation with all members of the Panel, may appoint an Advisory Research Council to assist the Panel in formulating its policies and practices.~~

- ~~(e)~~(a) ~~The Chair,~~ in consultation with the full Panel, may appoint ~~other advisory bodiescommittees or other advisory bodies~~ as necessary.

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## ARTICLE V – FACILITIES AND MEETING PLACES

### Section I - Offices

- (a) The Panel shall maintain its headquarters in the capital city.
- (b) The Panel shall maintain at least one regional office in the **northern** part of the State.
- (c) The Panel shall maintain at least two regional offices in the southern part of the State.

**Commented [CM8]:** DUE TO LEGISLATION Section 10203.

The panel may meet as necessary at locations throughout the state. The panel shall maintain a minimum of three regional offices. The central office shall be located in Sacramento. Two regional offices shall be located in the southern part of the state, and one regional office shall be located in the northern part of the state.

### Section II - Meetings

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~~(b)(a)~~ The Panel shall meet no less than eleven times a year at locations and dates determined by the Panel may meet as necessary at locations throughout the state. Committee meetings shall be scheduled for the same day the Panel meets, or the day immediately preceding the day of a Panel meeting may also meet as necessary at locations throughout the state. Other meetings and/or times may be set with the prior approval of the Chair in consultation with the Panel.

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**Commented [CM9]:** DUE TO LEGISLATION 10203.

The panel may meet as necessary at locations throughout the state. The panel shall maintain a minimum of three regional offices. The central office shall be located in Sacramento. Two regional offices shall be located in the southern part of the state, and one regional office shall be located in the northern part of the state.

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~~(b)(b)~~ Meetings shall be accessible and conducted in accordance with the rules and regulations of the State. Meetings will be held in facilities accessible to the public.

#### ARTICLE VI – COORDINATION WITH THE LEGISLATURE, EXECUTIVE BRANCH AND OTHER PUBLIC AGENCIES

- (a) The Panel shall report annually to the Governor or whenever the Governor so requests.
- (b) The Panel shall report annually to the Legislature.
- (c) The Panel shall cooperate with the Employment Development Department which shall offer the Panel the necessary technical assistance which it may need including, but not limited to, labor market information, projections of occupation demand, and information and advice on alternative training strategies.
- (d) The Panel shall cooperate with the Department of Commerce Governor's Office of Business and Economic Development (GOBiz) which shall determine those firms considering locating or expanding business in the State in order that the Panel expedite those contracts pursuant to Section 10205. The Panel shall also cooperate with ~~the Department of Commerce~~ GOBiz in its provision to the Panel of assistance in marketing the Employment Training Fund to newly locating or expanding business in the State and in its assistance in the packaging of employer contracts for training eligible participants.
- (e) The Panel shall set procedures for coordination with Private Industry Councils Workforce Development Boards.
- (f) The Panel shall adopt a procedure for coordination with other public employment training entities.

#### ARTICLE VII – CONFLICT OF INTEREST

- (a) The Panel shall adopt a Conflict of Interest Code which shall be reviewed annually.

- (b) No member shall participate in any manner in any proposal, contract, or case before the Panel or its staff, the awarding of contracts, the administration of contracts and/or the payment of amounts due to contractors if the Panel member has a financial interest or potential financial interest in the matter before the Panel or staff.
- (c) No member shall participate in any manner in any proposal, contract, or case before the Panel or its staff, the awarding of contracts, the administration of contracts and/or the payment of amounts due to contractors, if this participation would be incompatible with any other activity of the Panel member.
- (d) Any contract by a Panel member with a party at interest concerning particular proposals, contracts or cases before the Panel or its staff, the award of contracts, the administration of contracts or the payment due to contractors shall be disclosed by the Panel member in writing no less than once a month.
- (e) No employment, activity, or enterprise shall be engaged in by any Panel member or staff member:
  - (i) Using the prestige or influence of State office for the Panel member's or staff member's private gain or advantage, or the private gain or advantage of another.
  - (ii) Using State time, facilities, equipment, or supplies for the Panel member's or staff member's private gain or advantage, or the private gain or advantage of another.
  - (iii) Using confidential information acquired by virtue of State involvement for the Panel member's or staff member's private gain or advantage, or the private gain or advantage of another.
  - (iv) Receiving or accepting money or any other consideration from anyone other than the State for the performance of an act which the Panel member or staff member would be required or expected to render in the regular course of hours of his State employment or as part of his duties as a State officer.
  - (v) Performance of an act in other than his/her capacity as a Panel member or staff member of the State knowing that such an act may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement by such appointee of the agency by which he is employed or in which he serves.

- (vi) Receiving or accepting, directly or indirectly, any gifts, including money, any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value, from anyone who is doing or is seeking to do business of any kind with the State or whose activities are regulated or controlled in any way by the State, under circumstances from which it reasonably could be inferred that the gift was intended to influence the Panel members or staff members in that individual's official duty or was intended as a reward for any official action on that person's part.

#### ARTICLE VIII – ADOPTION AND AMENDMENT OF BY-LAWS

These By-Laws shall take effect immediately following adoption by the affirmative vote of at least ~~four~~ five members of the Panel and subsequent approval by the Office of Administrative Law as necessary. These By-Laws shall be amended only following the affirmative vote of at least ~~four~~ five members. No Amendment to these By-Laws shall be considered by the Panel unless all Panel members have received written notice of the proposed Amendment at least 30 days prior to the date the Amendment is considered by the Panel.

#### ARTICLE IX – RULES OF ORDER

Except as provided herein, all meetings of the Panel relative to procedural process shall be subject to Robert's Rules of Order, Revised.

Adopted as amended by the Panel, ~~on March 20, 1990~~ May 14, 2021.



## RETRAINEE - JOB CREATION

Critical Proposal for:

**Allogene Therapeutics, Inc.**

**Contract Number: ET21-0306**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** E. Wadzinski

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Critical Proposal Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Biotechnology and Life Sciences (54+)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Mateo, Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 264	U.S.: 264	Worldwide: 264
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$285,346

<b>Total ETP Funding</b>
\$140,415

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Critical Proposal	Business Skills; Commercial Skills; Computer Skills; Cont. Imp; Manu. Skills; P/L-Comm'l Skills	49	8-200	0-38	\$1,265	\$27.00
				Weighted Avg: 55			
2	Retrainee Job Creation Initiative Critical Proposal	Business Skills; Commercial Skills; Computer Skills; Cont. Imp; Manu. Skills; P/L-Comm'l Skills	31	8-200	0-38	\$2,530	\$27.00
				Weighted Avg: 110			

\*Post-Retention Wage is Contractual Wage

**Minimum Wage by County:** San Mateo and Alameda Counties - \$20.86 per hour for Job Numbers 1 and 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

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: Retrainee</b>		
Supply Chain		5
Statisticians		4
QA and Control Biochemists/Microbiologists		20
Translational Scientists		1
Manufacturing		13
Clinical Operations		3
R&D/Safety/Chemical Manufacturing and Control (CMC)		4
<b>Job Number 2: Job Creation</b>		
Supply Chain		3
Facilities		1
Statisticians		1
QA and Control Biochemists/Microbiologists		6

Translational Scientists		1
Manufacturing		15
Clinical Operations		1
R&D/Safety/Chemical Manufacturing and Control (CMC)		3

## **CRITICAL PROPOSAL**

This proposal for Allogene Therapeutics, Inc. (Allogene) has been designated a Critical Proposal by the Governor's Office of Business and Economic Development (GO-Biz) based on the Company's growth as it continues to expand operations, investing \$30 million in opening a state of the art production facility in Newark California. Allogene is including training for 31 newly-created, high wage jobs to support the Company's expansion. Moreover, Allogene plans on hiring a total of 200 trainees by the end of 2022 to support manufacturing at its new production site.

## **INTRODUCTION**

Founded in 2017 and headquartered in South San Francisco, Allogene Therapeutics, Inc., (Allogene), ([www.allogene.com](http://www.allogene.com)) is a clinical-stage bio-technology Company. Allogene develops and manufactures immunotherapy products and allogeneic cell therapies for the treatment of cancer. These products will deliver readily available cell therapy directly to patients in a faster and more consistent manner. Allogene leverages its pioneering technology platforms to progress its portfolio of chimeric antigen receptor (CAR T) cell therapies.

Allogeneic cell therapies are engineered from cells of healthy donors which are intended to allow for creation of inventory for "off the shelf" use in patients. This new approach is designed to reduce the need for creation of personalized therapies from a patient's own cells, which is a more time consuming and expensive process. The approach also simplifies the manufacturing process. Allogene leverages pioneering technology platforms to progress its portfolio of cell therapies and plans to rapidly develop production capacity to provide a global supply of innovative cell therapies.

This is Allogene's first ETP project. The Company has a diverse workforce, with almost 50 percent of identified as female, including half of Allogene's Senior Leadership Team. ETP-funded training will be delivered at its South San Francisco headquarters and its new production facility in Newark, California.

### **Veterans Program**

While Allogene does not have a dedicated recruitment program for Veterans, the Company is committed to hiring and retaining Veterans.

### **Retrainee - Job Creation**

Allogene will hire 31 new employees (Job Number 2). The date-of-hire timeframe for trainees will be within the three-month period before the Contract's approval or within the term of Contract. Trainees will be hired into "net new jobs" as a condition of Contract. The Panel offers incentives to companies that commit to hiring new employees. The post-retention wage for newly-hired workers trained under this project will start higher than ETP Job Creation minimum wage requirement.

Allogene invested \$100 million toward the opening of its first California production facility to develop and manufacture its immunotherapy products for global distribution. Hiring for this facility began in October 2020, and included positions in manufacturing, quality assurance, safety and occupations related to supply chain functions including: logistics, transportation and storage. Although Allogene expects to hire approximately 200 workers in the next year, it is only seeking training support for 31 Job Creation trainees to ensure performance in this Agreement.

## **PROJECT DETAILS**

To support Allogene's focus on a new generation of immunotherapy products, the Company must deliver extensive training to its workforce and develop in-house production capability. To help Allogene compete in the biologics manufacturing industry, the Company needs to hire and train a workforce capable of meeting the complex and meticulous production and quality practices required to remain a leader in the industry.

Allogene's curriculum focuses on its adaptive technical research and development and biologic production processes, which are innovative, complex and proprietary. Training is necessary to expand the knowledge and skills of all employees to utilize equipment for unique processes, while incorporating continuous improvement and quality techniques to manufacturing processes. Training outlined in this proposal will help Allogene develop and deliver structured training programs for new and existing employees, to help the Company meet its hiring needs and production goals through a highly-skilled workforce.

### **Training Plan**

Training will be delivered via Class/Lab, E-Learning, Productive Lab (PL) and Computer-Based Training (CBT) methods. Training will be delivered by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be offered to all occupations and will focus on vendor negotiation skills; interviewing skills; emotional intelligence skills to improve communication; and encourage inclusive workplace behaviors.

**Commercial Skills:** Training will be offered to Supply Chain and Manufacturing staff and will focus on utilization of packaging and labeling equipment; as well as Good Manufacturing Practice (GMP) protocols for supply management and inventory management. GMP protocol will be provided to other occupations as applicable.

**Computer Skills:** Training will be offered to all occupations and will include training on Allogene's proprietary Asset Management Software to track or manage maintenance for assets; focusing on enterprise software and asset management software.

**Continuous Improvement:** Training will be offered to all occupations focusing on software, processes and techniques utilized to employ continuous improvement practices to Allogene's products.

**Manufacturing:** Training will be offered to Manufacturing staff on GMP; and also focus on how to utilize production machinery and equipment, GMP practices and protocols, and techniques relevant to the production process.



## **Productive Laboratory (PL- Commercial Skills)**

Training will use complex equipment to conduct various steps in the 2-4 week cell therapy production and preservation process. The matter used during this training are actual human cells, which are the necessary materials used to produce cell therapies. Conducting training on artificial materials would not be feasible as different materials would not display the sought-after characteristics needed for the process.

An estimated 60 trainees are projected to receive up to 45 hours of PL training as outlined in the Curriculum. This training will be provided manufacturing, supply chain, R&D/Safety/CMC and QA/Control Biochemists/Microbiologists occupations. All PL training will occur in production setting and be conducted by a qualified trainer. The trainer-to-trainee ratio for PL training is typically 1:1, due to the task, but there may be instances where the ratio can be 1:2 or 1:3, based on material availability to conduct training. The Company allocates resources to ensure double staff when training is occurring to reduce to probability of errors at very significant cost. Trainers are experienced subject matter experts involved in the design and development of the process, or trained by the designers.

At a high level, the trainer first demonstrates and explains the process; then coaches the trainee as they conduct the process, intervening or correcting as needed. The trainer then observes the trainee complete the same process and reviews the quality outcomes of the final product. Adherence to quality standards is the test of competency. Additional training includes

## **Computer-Based Training (CBT)**

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive up to 38 hours of CBT.

## **Commitment to Training**

Allogene estimates it spends \$250,000 per year on training in California. Training includes new-employee orientations, diversity, anti-harassment and OJT 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**

Because of the critical nature of the training for the new production facility, Allogene's Executive Director will oversee all ETP-funded training. The Company will utilize several internal trainers and administrative staff responsible for scheduling, delivering, and documenting training. Allogene's has a detailed training plan and process in place with a dedicated individual at each location to collect rosters and work with their administrative partner to meet ETP training documentation requirements. In addition, Allogene will use the services of a third-party administrator to assist with administration and adhering to ETP performance requirements.

## **Professional Employer Organization**

Allogene represents that it uses the services of Insperity, Inc., a Professional Employer Organization (PEO). However, please note that funding eligibility is based on the Contractor's qualifications, and Allogene will be held solely responsible for performance under the ETP Contract. This client service agreement, has been reviewed by ETP staff to ensure compliance with all applicable guidelines, and Allogene has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that its PEO Agreement

with Insperity, Inc. clearly establishes the PEO as the party responsible for withholding and reporting Unemployment Insurance taxes, and that Allogene retains the exclusive right to direct and control the work performed by trainees, and to set the amount of their wages.

### **DEVELOPMENT SERVICES**

Allogene retained Think, LLP in Newport Beach to assist with development of this proposal for a fee of \$20,000.

### **ADMINISTRATIVE SERVICES**

Think, LLP 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**

- Communication
- Interviewing
- Leadership and Teambuilding
- Vendor Management

**COMMERCIAL SKILLS**

- GMP materials in SAP
- Indirect Material Storage
- Inventory Adjustment in SAP
- Inventory Cycle Counts
- Inventory Restocking
- Labeling Software
- Material Coding
- Material Handling
- Materials Destruction
- Manufacturing Drug/Therapy Product Operations
- Supply Chain Logistics
- Tissue Transfer

**COMPUTER SKILLS**

- Proprietary Asset Management Software

**CONTINUOUS IMPROVEMENT**

- Audit Processes
- Change Control
- Data Management
- GMP
- Process Improvement
- Quality Assurance
- Quality Control
- Quality System Processes
- Quality System Procedures
- Quality System Techniques
- R&D/Production
- System Processes
- Troubleshooting
- QC Sampling
- QC Inspection
- QC Testing Methods
- QC Analysis
- QC Testing Procedures
- QC Measurement

**MANUFACTURING SKILLS**

- Cell Therapy Production Procedures
- Cell Therapy Production Processes
- GMP and CAR-T Cell Therapy
- Material and Products in Manufacturing
- Proprietary Manufacturing Processes
- Analytical Equipment Operations
- Aseptic Operations
- Manufacturing Quality Assurance
- Manufacturing Analytical Equipment Ops
- Manufacturing Aseptic Operations
- Manufacturing Materials
- Manufacturing Drug/Therapy Product Operations
- Manufacturing Media
- Manufacturing Processes
- Manufacturing Procedures
- Manufacturing Equipment Operations
- Manufacturing Machinery Operations
- Manufacturing Sanitation and Sterilization
- Product Preservation Procedures
- Manufacturing Operations
- Manufacturing Media
- Quality Control Test Methods
- Quality Processes
- Warehouse Operations
- Supply Chain Operations

**Productive Lab Hours**

0-45

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

- Aseptic Operations
- Tissue Transfer
- QC Sampling
- QC Inspection
- QC Test Methods and Procedures
- QC Analysis
- QC Measurement
- Manufacturing Quality Assurance
- Analytical Equipment Ops
- Manufacturing Materials
- Manufacturing Drug/Therapy Product Operations
- Manufacturing Media
- Manufacturing Processes and Procedures
- Manufacturing Equipment and Machinery Operations
- Manufacturing Sanitation and Sterilization
- Product Preservation Procedures
- Manufacturing Operations
- Manufacturing Media

**Computer-Based Training Hours**

0-38

**COMPUTER SKILLS**

- Proprietary R&D/Production Data Management Software (1 hour)
- SAP Software 101 (1 hour)
- SAP Software 102 (1 hour)
- SAP PR (1 hour)
- SAP PR Approve (1 hour)
- SAP PO (1 hour)
- SAP Invoice (1 hour)
- SAP AP Staff (1 hour)
- SAP AP Manager (1 hour)
- SAP GL Staff (4 hours)
- SAP GL Manager (1 hour)
- SAP GL Dir (1 hour)
- SAP Controlling (2 hours)
- SAP FP&A Manager (3 hours)
- SAP FP&A Staff (1 hour)

**CONTINUOUS IMPROVEMENT SKILLS**

- Quality System Software (1 hour)
- Quality System Software Manager (1 hour)
- Quality System Software Approver (1 hour)
- Quality Systems Processes (1 hour)
- Quality Systems Procedures (1 hour)
- Quality Systems Documentation (2 hours)
- Quality Systems Change Control (1 hour)
- Train the-Trainer (7 hours)

**MANUFACTURING SKILLS**

- R&D/Production Data Management Manager (1 hour)
- R&D/Production Data Approver (1 hour)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
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## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for:

**Alta Newport Hospital, Inc. dba Foothill Regional Medical Center**

**Contract Number: ET21-0299**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** San Diego

**Analyst:** S. Bailey

### 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:	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: 2,900	U.S.: 4,200	Worldwide: 4,200
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$320,000

<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 COVID Job Creation Initiative	Other Titles (COVID Training Bundle)	100	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/hr. may be used to meet the Post-Retention Wage.

\*Post-Retention Wage is the Contractual Wage

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurses		73
Certified Nursing Assistants, Unit Secretary		4
		4
Environmental Services, Respiratory Therapist, Admitting		12
		4
Phlebotomist		1
Radiology Tech		1
Clinical Lab Scientist		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 2014, Alta Newport Hospital, Inc. dba Foothill Regional Medical Center (Foothill) is a 177-bed, General Acute Care Hospital whose primary function is to provide inpatient diagnostic and therapeutic services for a variety of medical conditions. Specifically, the hospital treats patients in an acute phase of illness or injury, characterized by a single episode of fairly short duration, from which the patient returns to his or her normal or previous level of activity. The

hospital also provides Pediatric Sub Acute Care designed for the provision of nursing and respiratory care as well as appropriate educational and rehabilitative services to children with multiple, complex or profound disabilities that requires a structured in-patient environment.

This is Foothill's third ETP project in less than 5 years. The proposed training will target workers at the Foothill facility located in Tustin (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, 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 Foothill may hire and train Veteran staff, the Company does not wish to include a separate Veterans job number.

### **Retrainee - Job Creation**

In this proposal, Foothill will hire and train 100 new staff to address the shortage of available skilled workers to ensure delivery of quality care as the Company continues to tackle the COVID-19 pandemic.

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 impact of COVID during the past year has presented the healthcare system with many challenges, some of which include a lack of skilled workers to deliver quality patient care. Foothill seeks to improve its internal training program to ensure newly-hired skilled workers are available to deliver quality care to its patients.

Foothill has implemented proactive measures to keep staff safe whilst on site so that patient needs can still be met. The newly implemented measures are designed to ensure compliance with state and federal safety laws while maintaining efficiencies to meet the daily changes caused by COVID-19.

To that end, the focus of the proposed training is to update and increase staff skill while keeping safety in mind. Foothill has also expanded its business by providing COVID-19 patient care. As such, the need for skilled workers is paramount to ensure that Foothill can continue to adapt and respond.



## **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, Medical Skills-Didactic, 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; Continuous Improvement; Computer Skills.

## **Training Hours**

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

### **➤ Training Infrastructure**

The Human Resources (HR) department will coordinate the implementation and delivery of all training during the term of the ETP Contract. The department will also provide all necessary enrollment information to its administrative subcontractor, as well as provide training documentation necessary for tracking training in ETP’s online system. Throughout the contract term, HR will also provide any necessary term and retention information necessary for invoicing and account maintenance.

The education department will be in constant contact with the nursing supervisors of each department/unit to track the Clinical/Preceptor training hours. The educators will supervise the documentation of all training that takes place under this Contract, and all data will be sent to its administrative contractor for tracking within 90-days of training delivery.

Foothill has contracted with an administrative subcontractor to provide administrative support and assist with training records collection throughout the term of the ETP Contract. The hospital will work closely with the administrative subcontractor to ensure that all requirements are met for training documentation, and project benchmarks and metrics are met.

## **Record Keeping**

Due to COVID-19, Foothill will use an approved alternative recordkeeping process.

## **Impact/Outcome**

ETP training will help Foothill provide staff with the skills necessary to provide specialized care currently offered to patients. Further, through the proposed training, staff will acquire the skills necessary to adapt and respond to unique patient needs.

## **Commitment to Training**

Foothill is committed to investing its resources to implement a targeted training plan that includes new safety procedures in line with required COVID guidelines. The focus on newly hired staff will increase necessary skills as well as meet 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.

## **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-0264	Tustin	6/04/2018- 6/03/2020	\$142,560	\$136,888.70 (96%)
ET15-0377	Tustin	2/02/2015- 2/01/2017	\$307,966	\$135,508 (44%)*

\*When applying for the ETP Contract in 2014/2015, the Company originally anticipated opening a facility in 10/2014. However, due to unforeseen consequences, which included licensing requirements, the Company's ability to open the additional facility was affected. The effects of not opening included: the ability to bring in staff to train but as well as company growth. These issues were overcome in the subsequent contract (18CS-0264) as indicated by performance in that contract.

## **DEVELOPMENT SERVICES**

Foothill retained National Training Systems, Inc. (NTS) in Ladera Ranch to assist with development of this proposal for a flat fee of \$10,000.

## **ADMINISTRATIVE SERVICES**

NTS 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:

#### **MEDICAL SKILLS - DIDACTIC** (COVID TRAINING BUNDLE - OTHER)

- ✚ Signs and symptoms
- ✚ Proper Hand Hygiene
- ✚ Modes of transmission of infection
- ✚ Correct infection control practices and personal protective equipment use
- ✚ Recommended actions for unprotected exposures (e.g., not using recommended PPE, an unrecognized infectious patient contact)
- ✚ How and to whom COVID-19 cases should be reported
- ✚ Working in isolation situations
- ✚ Proper donning and doffing of Personal Protective Equipment
- ✚ Proper cleaning and disinfecting equipment and supplies

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.
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## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Ambulnz Health, LLC

**Contract Number: ET21-0291**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** J. Romero

#### **PROJECT PROFILE**

Contract Attributes:	COVID SET Job Creation Initiative	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, 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: 200	U.S.: 1,200	Worldwide: 1,500
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$206,800

<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 SET COVID	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$18.50
				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

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
Emergency Technician		20
		35
Medical Assistant		10
		10
Paramedic		10
		15
TOTAL		100

**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 2015, Ambulnz Health, LLC (AHLLC) ([www.ambulnz.com](http://www.ambulnz.com)) is a provider of non-emergency inter-facility ambulance service throughout Southern California with facilities in Anaheim, El Monte and Torrance and is in the process of adding another location in the Orange County area. AHLLC provides ambulance service 7-days a week, 24-hours a day and uses service vehicles equipped with advanced medical equipment and state-of-the-art technology that includes advanced radio communications and a proprietary dispatch software system. AHLLC's response services include:

- Basic Life Support Transportation (BLS) provides transport to patients with lower extremity fractures, psychiatric patients, medical and surgical patients who do not require cardiac monitoring, and patients for hospital discharge to home or to a sub-acute care facility (nursing home).

- Critical Care/Advanced Life Support (ALS) Transport is provided to patients with higher risk of potential complication during transport, which requires higher level of monitoring such as patients with continuous IV medication, obstetrical patients and cases that require cardiac/airway monitoring.
- Neonatal Transports (NICU) and Pediatric Intensive Care Unit Transportation is provided to high-risk and critically ill newborns requiring medically skilled personnel who are also trained in the use of specialized equipment such as a hydraulic neonatal lift.
- Bariatric Transport is provided for the safe transport of bariatric patients using specialized transport vehicles that has the ability to securely and comfortably transport larger patients, from 350 to 1,000 pounds. AHLLC's bariatric transport utilizes a specially designed gurney which is wider and can support more weight than a traditional gurney. Their employees are trained to use a winch system and specially-engineered aluminum ramps to allow for smoother and safer loading and unloading of heavier patients.

With the ongoing pandemic, AHLLC has branched out its services to provide distribution support for COVID19 testing to employees of Carnival Cruise Line, Staple Corporation, and the film production industry. The Company is also in contract with multiple hospitals for the transport and delivery of vaccinations.

### **Veterans Program**

AHLLC employs a number of Veterans at its California sites. The Company does not have a formal Veterans outreach program; however, all qualified Veteran candidates are encouraged to apply for positions through the normal company hiring policy.

### **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.

### **Retrainee - Job Creation**

Since 2015, AHLCC has grown to offer services in 26 US states and is now licensed to operate in all 50 states with plans to continue expanding their area of coverage in California. Due to the rising demand for ambulance services for emergency care transport of COVID-19 patients and the Company's diversification of services that includes providing COVID-19 testing and vaccination to various industries, AHLLC is in the process of opening another facility in the Orange County area which is targeted to be in full operation by July 2021. The Company plans to hire and train Emergency Medical Technicians, Medical Assistants and Paramedics to meet the expansion needs and to prepare the new employees to effectively serve patients.

In this COVID Pilot proposal, AHLLC will hire 100 employees in newly-created positions in 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.

## **PROJECT DETAILS**

### **Training Plan / Curriculum**

Training will be delivered via Class/Lab or E-Learning delivery methods.

**COVID Training Bundle:** Training will be offered to all occupations. AHLLC aims to protect their employees who are in the frontline of this pandemic. The Company has strategized training that involves best practices and safety measures to minimize, if not totally avoid, contamination or infection. Training includes enhanced infection-control measures, personal protective equipment, COVID safety training, Correct COVID-19 Testing Protocols, vaccination techniques and regular hand-hygiene compliance assessments.

### **Training Hours**

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

#### ➤ Training Infrastructure

AHLLC's General Manager will be responsible for overseeing all aspects of the contract and will lead a team of four staff members (3 Directors of Field Training, 1 Human Resources Director) who will provide training and manage internal administration. AHLLC has a detailed training schedule in place and is ready to begin training upon Panel approval. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

### **Commitment to Training**

AHLLC spends approximately \$40,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the past has been both company-wide and job specific. The Company is committed to training its staff upon completion of the ETP program. Training will continue to be offered to staff members to ensure competency within the company and provide high-level healthcare to patients.

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

### **Record Keeping**

The Company will be using an ETP approved alternative recordkeeping process for this project.

## **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
ET19-0263	\$198,822	10/08/18 – 04/05/21	268	210	0

Based on ETP Systems, 10,356 reimbursable hours have been tracked for potential earnings of \$269,256 (135% of approved amount). The Contractor projects final earnings of 100% based on training currently completed through January 2021 and projected placements. Final invoices have been submitted and are awaiting processing.

**RECOMMENDATION**

Staff recommends approval of this proposal.

**DEVELOPMENT SERVICES**

AHLLC retained National Training Systems, Inc. (NTSI) in Ladera Ranch to assist with the development of this proposal for a flat fee of \$10,000.

**ADMINISTRATIVE SERVICES**

AHLLC also retained National Training Systems, Inc. to perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

**TRAINING VENDORS**

To Be Determined



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

4 – 4

Trainees may receive any of the following:

**COVID TRAINING BUNDLE**

- Signs and Symptoms
- Modes of Transmission of Infection
- Correct Infection Control Practices and Personal Protective Equipment Use
- Hand Hygiene
- Correct Testing Protocols
- Isolation and Enhanced Standard Procedures
- Proper Donning and Doffing of Personal Protective Equipment
- Mask Safety including N-95 fit Testing and N-95 Seal Check
- Vaccination Techniques
- Proper Cleaning and Disinfecting Equipment and Supplies

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: Aspen Skilled Healthcare, Inc.

**Contract Number: ET21-0303**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** San Diego

**Analyst:** C. Clady

#### **PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET Medical Skills Training	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Clara, Orange, San Joaquin, Fresno, Alameda, Los Angeles, Marin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 2,750	U.S.: 2,750	Worldwide: 2,750
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$240,000

<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 SET COVID Medical Skills Training	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

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
Registered Nurses		35
Minimum Data SET Registered Nurse		5
Licensed Vocational Nurse		30
		14
Therapist, Therapy Assistant		10
Certified Nurse Assistant		6

**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 Training.

Founded in 2009 and headquartered in Laguna Niguel, Aspen Skilled Healthcare, Inc. (Aspen) ([www.aspenskilledhealth.com](http://www.aspenskilledhealth.com)) offers nursing and rehabilitative senior care at its locations throughout California. Aspen facilities are certified by Medicare, Medi-Cal and various HMO's. Medical care is provided for patients who no longer require acute hospitalization, but have ongoing medical needs that require nursing care. This proposal will include Aspen's Laguna Niguel facility and the following 11 of its California affiliates. This will be Aspen's second Agreement within the past five years.

Aspen Skilled Healthcare, Inc. Laguna Niguel (Orange County)  
 ALGD, LLC Stonebrook Health and Rehabilitation Los Gatos (Santa Clara)  
 ALGT, LLC Woodlands Healthcare Center - Los Gatos (Santa Clara)

AWHC, LLC Mission Palms Healthcare Center - Westminster (Orange)  
ASFC, LLC Sierra Vista Healthcare - Fresno (Fresno)  
ATMC, LLC Tracy Nursing and Rehabilitation Center - Tracy (San Joaquin)  
ASCC, LLC Riverwood Healthcare - Stockton (San Joaquin)  
AOTN, LLC Oakland Heights Nursing and Rehabilitation – Oakland (Alameda)  
ACSB, LLC Marina Pointe Healthcare & Sub acute - Culver City (Los Angeles)  
ALHL, LLC Lodi Nursing & Rehabilitation -Lodi (San Joaquin)  
ALAL, LLC Kei-Ai Los Angeles Healthcare Center- Los Angeles (Los Angeles)  
AGSE, LLC South Marin Health & Wellness Center - Greenbrae (Marin)

## **Veterans Program**

The Company actively welcomes Veterans for open positions for which they are qualified but does not maintain outreach programs specifically for the veteran workforce. It is estimated that 2.5-3% of Aspen's workforce is comprised of Veterans.

## **Retrainee - Job Creation**

Aspen will hire 100 new employees. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Aspen's full-time employee population has suffered loss of staff caused by a reduced patient census and adverse economic conditions as a result of a lengthy ban on elective surgeries at acute care hospitals. In addition, many hospital professionals decided health care is no longer the profession of their choice due to extreme burnout during the COVID-19 pandemic. COVID-19 has also been disruptive to Aspen's operations. To address these challenges, Aspen and its 11 affiliates have ramped up their workforce with new hires over the last two months and will backfill several hundred new positions as a return to normalcy occurs over the next two 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.

- 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. Aspen is requesting this modification proposal.

## **PROJECT DETAILS**

The goal of the Skilled Nursing Facility is to return patients to their original state before illness or injury to the greatest extent possible. Aspen continues the improvement started in the acute hospital until patients are ready to return to a home setting. Skilled Nursing patients are in need of continued nursing care after an acute hospitalization and services are generally by referral from an acute care hospital. Therefore, in addition to the training need resulting from COVID-19, there continues to be industry standards and training for how nursing staff and personnel interact with patients.

On May 19, 2020, the Centers for Disease Control established new guidelines requiring Aspen to test all residents and healthcare personnel, and to develop relationships with laboratories that can quickly process large numbers of tests with rapid reporting of results (e.g., within 48 hours). The testing requires additional training of staff to ensure tests are performed accurately. This is an added responsibility of the facilities' nursing staff and training must be provided continually as testing measures change.

This training project will help ensure newly-hired employees are properly trained to ensure workforce safety as well as patient safety. Funding will help Aspen fight the lingering crisis and help the most vulnerable populations in Aspen's communities.

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use Computer Based Training, Productive Lab, 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:

Signs and Symptoms, Modes of Transmission of infection, Hand Hygiene, Isolation and Enhanced Standard Procedures, Proper Donning and Offing of Personal Protective Equipment, Mask Safety and Proper Cleaning and Disinfecting Equipment and supplies.

### **Training Hours**

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

#### **➤ Training Infrastructure**

The Vice President of Compliance & Education will have oversight of the project. Aspen has also retained the services of a third party subcontractor to assist with the administration of this project. A Director of Staff Development will be assigned at each facility to oversee the training programs. The administrative subcontractor will complete all trainee enrollments, data tracking, and invoicing. Training will be provided by dedicated in-house experts.

An inventory of rosters will be compared to a report issued by Human Resources for ETP enrollments and missing new hire documentation will be procured for production by the Vice President of Compliance for immediate submission to headquarters.

### **Impact/Outcome**

The cost of the commitment to training has increased substantially for Aspen during COVID-19, not including the additional costs of medical supplies and equipment; prices have spiked upward since the beginning of the pandemic. Aspen is faced with very similar cost increases and ETP's support will provide welcomed relief and a reduction in training expense.

New hire nursing and ancillary staff trainees will receive critical skills required to function effectively in the long term care setting through new skills. In addition, there will be emphasis placed on patient and staff safety through the proper use of personal protective equipment and updated procedures.

**Commitment to Training**

Aspen plans to spend \$65,000 annually per facility on training and includes staff orientation, sexual harassment prevention, safety training, computer skills and extensive new hire 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**

Aspen will use of an alternative recordkeeping method under the COVID-19 Response Plan.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0128	Laguna Niguel	7/2/18 - 7/1/20	\$292,240	\$277,513 (95%)

**DEVELOPMENT SERVICES**

National Training Systems in Latera Ranch assisted with the development for a flat fee of \$10,000.

**ADMINISTRATIVE SERVICES**

National Training Systems will also perform administrative services for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

4-4 Trainees may receive any of the following:

**OTHER TITLES (COVID Training Bundle)**

- Topic
- Signs and symptoms
- Modes of transmission of infection
- Correct infection control practices and personal protective equipment use
- Hand Hygiene
- Isolation and enhanced standard procedures
- Proper donning and doffing of Personal Protective Equipment
- Mask safety including N-95 fit testing and N-95 seal check
- Proper cleaning and disinfecting equipment and supplies

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: Behavior Frontiers, LLC

**Contract Number: ET21-0294**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Niquet

#### **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:	Los Angeles, Orange, Riverside, Sacramento, San Diego, Santa Clara, Ventura, Kern	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: 973	U.S.: 1177	Worldwide: 1177
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

#### **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 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 \$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
Administrative Staff		2
		3
Behavioral Staff		40
		40
Manager/Supervisor		15

**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 2004 and headquartered in Gardena, Behavior Frontiers, LLC (Behavior Frontiers) ([www.behaviorfrontiers.com](http://www.behaviorfrontiers.com)) partners with parents and caregivers of individuals with Autism to improve the core deficits associated with the disorder by offering behavioral and developmental services from early intervention to adulthood. Treatment is delivered by a multidisciplinary team of licensed behavioral health treatment specialists including Clinical Psychologists, Marriage and Family Therapists, Licensed Clinical Social Workers and Board Certified Behavior Analysts. Treatment methods are consistent with the evidence-based practices outlined by leading national experts (The National Professional Development Center on Autism, Autism Evidence-Based Practice Review Group, Autism Standards Project).

The Company's main clients are major health insurance companies that refer their members with autism.

This is Frontier Behaviors' first ETP Contract. The Company has various locations throughout the Country with 11 locations in Los Angeles, Orange, Riverside, Sacramento, San Diego, Santa Clara, Ventura, and Kern counties, where employees will participate in the ETP-funded training.

## **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 use of \$0.50 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**

Behavior Frontiers does not have a formal Veteran outreach program.

## **Retrainee - Job Creation**

Autism cases have increased significantly over the years leading to the demand for autism treatment and services. Consequently, there is a shortage of trained specialists resulting in longer waiting periods before treatment becomes available to patients. To meet this challenge, new staff will need to be hired and trained through a rigorous coaching program designed to prepare them to effectively serve this patient population that can be incredibly difficult to engage in treatment. The goal is to solidify a sustainable professional development system and culture in which all staff continually increase their knowledge and skills. This will help improve treatment outcome.

To meet the demand, Behavior Frontiers 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.

## **PROJECT DETAILS**

### **Training Plan / Curriculum**

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

**Other Titles (COVID Training Bundle):** Training will be offered to all occupations in related safety training that include courses in pandemic preparedness/prevention and Company core skills.

### **Training Hours**

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

### **Commitment to Training**

Behavior Frontiers spends approximately \$25,000 annually for training. This training includes new hire orientation, sexual harassment prevention, diversity, conflict resolution and general safety training. Training delivered in the past has been both company-wide and job specific.

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 training manager will be responsible for overseeing all aspects of the contract with assistance from five training coordinators who will be responsible for the overall training management throughout the various remote locations. The Company has a detailed training schedule in place and is ready to begin training upon Panel approval. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

**Record Keeping**

The Company will use an ETP approved alternative record keeping process for this project.

**DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development at no cost.

**ADMINISTRATIVE SERVICES**

Training Refund Group will also perform administrative services for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

4- 4 Trainees may receive any of the following:

**COVID TRAINING BUNDLE**

- COVID-19 Preparedness and Prevention Plan
- COVID-19 Procedures
- COVID-19 Safety
- Bloodborne Pathogens
- Child Abuse Prevention
- Domestic Violence Prevention
- Safety Training
- TB and Infections Control
- Hazardous Materials and Proposition 65
- HIPAA
- Fraud, Waste, and Abuse
- Professionalism
- Autism Spectrum Disorder
- Applied Behavior Analysis
- The Discrete Trial
- Motivation
- Preference Assessment and the Inter-trial Interval
- Prompting, Fading, and Differential Reinforcement
- Discrimination Training and Probing
- Shaping, Chaining, and Task Analysis
- Generalization and Maintenance
- Measurement Procedures
- Data Collection for Adaptive Behaviors
- Flow of Sessions and Transitions
- Naturalistic Teaching Strategies
- Pivotal Response Treatment
- Verbal Behavior
- Teaching Appropriate Skills
- Functional Behavior Assessments
- Extinction Interventions
- Differential Reinforcement Interventions
- Antecedent Interventions
- Reactive Interventions
- Emergency Interventions
- Data Collection for Problem Behaviors
- Parent/Caregiver Support and Training
- Assisting with Assessments
- Ethical Considerations

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



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: California Clinic Management, LLC

**Contract Number: ET21-0287**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

#### 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:	Los Angeles, Orange, Imperial, Kern, San Bernardino, San Diego, Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 560	U.S.: 560	Worldwide: 560
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

#### 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 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 \$1.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Clinic Staff		30
		15
		5
Surgical Support Staff		10
		5
Administrative Support Staff		10
		25

**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 2007 and headquartered in Pasadena, California Clinic Management, LLC (CCM) ([www.aquityeyegroup.com](http://www.aquityeyegroup.com)), is one of the largest ophthalmology and comprehensive eye care groups in the country. In addition to ophthalmology, the Company provides a one-stop-shop of services that include Optometry/Optical, Retina, Dry Eyes, Surgery, and Oculoplastics. CCM operates multiple locations across Southern California, primarily under the name Acuity Eye Group. The Company's 53 facilities include the Retina Institute, ophthalmology practices, and surgery centers. Training will take place at the headquarters location and various company facilities throughout Southern California.

**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 \$1.50 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 there is no separate Veterans component in this project, CCM employs Veterans through its normal hiring practices.

### **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. The recall or rehire of laid-off workers (backfilling) is allowed TO renew a workforce that was reduced due to economic conditions or other reasons leading to attrition.

In 2019, CCM was in a strong growth and hired approximately 150 new employees. However, the COVID-19 pandemic of 2020 curtailed the Company's momentum, however is now in the process of regaining its operational footing and capacity to meet the advanced eye care needs of its patients. The Company plans to resume active business expansion through the acquisition of additional medical practices and the hiring of new employees to bolster its growing team of skilled support staff.

### **PROJECT DETAILS**

As a medical provider that treats patients with various eye conditions, CCM must maintain a clean work environment for the safety and well-being of all patrons and employees. In addition to charting staff's customary duties and training requirements, the Company is also implementing new protocols to deal with COVID-19 and related variants that are now surfacing in the workplace.

### **Training Plan / Curriculum**

Training will be delivered via Class/Lab or E-Learning by in-house subject matter experts.

Training Type will be "COVID Training Bundle".

**Other Titles/COVID Training Bundle:** Training will be offered to all occupations and will focus on personal protection equipment, communication skills, workplace cleanliness and hygiene, electronic medical records, and accounting systems. The proposed curriculum is designed to support an efficient, safe, and clean environment for patients and staff.

### **Training Hours**

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

**Commitment to Training**

CCM spends approximately \$9,000 on training annually per facility. Company-funded training includes new hire orientation, sexual harassment prevention, diversity, conflict resolution, and general safety training.

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

➤ **Training Infrastructure**

The Director of Human Resources Operations will oversee project administration. There is also a clinic/office lead at each location responsible for training coordination, scheduling, delivery, and tracking/reporting. The training leads at each facility will forward training records/reports to the Human Resources Department, which will serve as the central repository for all training documentation. The Company has also retained an experienced administrative consultant to assist with ETP recordkeeping requirements. Training will take place at company locations throughout Southern California, and will be delivered by in-house subject matter experts.

**Record Keeping**

CCM is using an alternative recordkeeping method approved under the COVID-19 Response Plan.

**DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development at no cost.

**ADMINISTRATIVE SERVICES**

Training Refund Group 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 BUNDLE)**

- Personal Protection Equipment (PPE)
- Communication Skills
- Customer Service
- Telephone Etiquette
- Cleanliness/Hygiene
- Surgical Prep
- Accounting Systems
- EMR System
- HIPAA Training
- Medical Fraud and Abuse Prevention
- General Safety
- Bloodborne Pathogens
- Hazardous Communication Safety
- Cultural Competencies
- Corporate Compliance

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: Cambrian Homecare

**Contract Number: ET21-0289**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccarelli

#### **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: 1,500	U.S.: 1,500	Worldwide: 1,500
<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 COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

\*Post-Retention Wage is 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 \$1.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Licensed Vocational Nurse		40
		10
Registered Nurse		10
Administration Staff		11
		4
Behaviorist		25
		10
		90

**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 1996, Cambrian Homecare (Cambrian) ([www.cambrianhomecare.com](http://www.cambrianhomecare.com)) provides home healthcare services to disabled seniors and adults, veterans, and generally weak patients; and respite care to developmentally disabled children and adults. Its core services are for postsurgical, injury and hospitalization care. In addition, its home health services patients with Alzheimer's, Dementia, Parkinson's, Chronic Obstructive Pulmonary Disease, Congestive Heart Failure, Amyotrophic Lateral Sclerosis, Diabetes, Human Immunodeficiency Virus and Cancer.

This will be Cambrian's first ETP project. Due to the increasing demand for healthcare workers which surged during the COVID-19 pandemic, there is a significant need for Cambrian to increase its workforce. The proposed training will ensure newly-hired workers can provide safe and high quality care to its patients.

## **Veterans Program**

Although there is no separate Veterans component in this project, Cambrian employs a number of Veterans. All qualified Veteran candidates are encouraged to apply for positions through its normal hiring policy.

## **Retrainee - Job Creation**

Within the next two years, Cambrian will hire/re-hire and train 100 employees across all occupations. The rehire of laid-off workers (backfilling) show a renewed 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.

## **PROJECT DETAILS**

### **Training Plan**

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

**Other Titles (COVID Training Bundle):** Training will be offered to all occupations in COVID-19, product training, food handling and safety, and sustainability environmental impact.

### **Record Keeping**

Cambrian is using an alternative recordkeeping method that is approved under the COVID-19 Response Plan.

### **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 \$1.50 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.

#### **➤ Training Infrastructure**

Cambrian's Managing Director will be responsible for overseeing all aspects of the ETP Contract and will lead a team of two staff members who will manage internal administration and provide training along with in-house experts. Cambrian has a detailed training schedule in place and is ready to begin training upon Panel approval. An administrative consultant has also been retained to ensure that all training records meet ETP compliance.

**Commitment to Training**

Cambrian spends approximately \$10,000 for staff training and development annually and includes sexual harassment prevention, new hire orientation, diversity, conflict resolution, and general safety training. ETP funds will not displace the existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

**DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development of this proposal at no cost.

**ADMINISTRATIVE SERVICES**

Training Refund Group 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)

- Modes Of Transmission Of Infection
- Correct Infection Control Practices And Personal Protective Equipment (PPE)
- Recommended Actions For Unprotected Exposures
- How And To Whom COVID-19 Cases Should Be Reported
- Working In Isolation Situations
- Proper Donning and Doffing Of PPE
- Proper Cleaning and Disinfecting Equipment and Supplies
- Infection Control
- Workers Exposure To AIDS & Hepatitis B
- Review of Regional Center System
- Special Incident Reporting
- Safety Procedure For Emergency Situations
- Behavioral Management Skills
- Diagnoses and Behaviors associated with Developmentally Disabled
- Cultural Awareness And Diversity
- Adolescent Development and Behavior
- Communication Skills
- Understanding Intellectual and Developmental Disabilities
- Positive Behavioral Supports and De-Escalation Approaches
- De-Escalation Strategies for People with Challenging Behavior
- Developmental Disabilities, Depression and Stress
- Preventing Abuse and Neglect
- Stress Management for Caregivers
- Introduction To Developmental Disabilities
- Non-violent Crisis Intervention Training
- Positive Behavior Supports and Communication
- Client Rights and Dignity Issues

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: CEP America LLC dba Vituity

**Contract Number: ET21-0282**

**Panel Meeting of:** May 14, 2021

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

**Analyst:** R. Jackson

#### 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:	Statewide	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: 590	U.S.: 981	Worldwide: 1,342
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$220,000

<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 COVID SET Priority	Other Titles (COVID Training Bundle)	100	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

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
Nurse Practitioner		15
Physician Assistant		5
		2
		68
Registered Nurse		10

**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).

CEP America LLC dba Vituity (Vituity) ([www.vituity.com](http://www.vituity.com)) was founded in 1971 and is headquartered in Emeryville. Vituity is a physician-led and physician-owned partnership. The Company offers services aimed to boost client standards of care to improve performance. The Company is comprised of a variety of healthcare professionals including; Doctors, Nurses and healthcare industry professionals across nine specialties. The Company meets ETP's priority designation based on the Healthcare NAICS code and ETP's Strategic Plan.

The Company is requesting funding to train 100 net-new employees. Training will take place at hospital sites throughout Northern and Southern California, predominantly in Alameda, San Francisco, Marin, Contra Costa, Fresno, Tulare, Orange, San Bernardino, San Diego, and Los Angeles counties.

**Veterans Program**

Although this proposal doesn't include a Veterans component, Vituity recruits from a variety of veteran-based organizations online such as [www.jofdav.com](http://www.jofdav.com), Disabledperson Inc., and



[www.veteransjobs.com](http://www.veteransjobs.com) by listing open positions. The Company plans to resume recruitment in job fairs for veterans once COVID-19 event restrictions are lifted.

### **Retrainee - Job Creation**

In this proposal, Vituity plans to include 100 Job Creation trainees (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.

Job Creation eligibility for Vituity is based on expanding its existing business capacity by adding newly-hired employees to an existing function and specific new facilities. Vituity also reports it is expanding or upgrading its existing facilities. The Company will actually hire 100-150 net-new employees, but only 100 are being requested in this proposal.

Hiring additional staff will enable Vituity 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 maintain safety and compliance with changing rules and regulations within the healthcare industry. The following are driving the need to hire additional frontline workers:

- Influx of patients due to the COVID-19 pandemic and new demands for treating them.
- Growth in tele-health services, and the expansion of existing sites including new Anesthesia, Emergency, Neurology, and Hospital Medicine sites primarily in critical care and post-acute care coordination across skilled nursing, long-term care, and nursing homes to care and treat patients outside the hospital as patients transition outside of the hospital. These care transition services have grown due to the COVID-19 patient recovery process.

### **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.”

#### **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.

#### **Training Hours**

Hours of training: 4 per trainee funded by ETP.

## **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**

Vituity's Sr. Director Clinical Education (dedicated administrator) will provide administrative oversight for this project, and one administrative support staff member (per training location) will be responsible for ETP's training-record management. ETP training will be delivered by approximately 20 full-time internal subject-matter experts who will also coordinate training. Some training will be delivered by California-based vendors, which is still to be determined (TBD). Additionally, a third-party subcontractor- Training Funding Partners (TFP) has been retained to assist with administration, ETP systems, and communication with ETP staff.

## **Curriculum Development**

COVID-19 Training Bundle is limited to four hours of training designed primarily to provide vocational and soft-skills training to successfully adjust to new rules impacting healthcare settings.

## **Impact/Outcome**

This ETP-funded training will assist Vituity in the following ways:

- Supports training on the Company's use of new technology partnerships to provide care for patients,
- Delivers new services safely for employees and patients such as new online care delivery platforms, and
- Supports training for new staff to meet physical and mental-health needs in the community.

## **Electronic Recordkeeping/LMS**

Vituity's LMS (Sum Total) has been reviewed and approved by ETP's staff.

## **DEVELOPMENT SERVICES**

Vituity retained TFP in Fountain Valley to assist with development of this proposal for a flat fee of \$7,500.

## **ADMINISTRATIVE SERVICES**

The Company also retained TFP to perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

## **TRAINING VENDORS**

To Be Determined

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

4-4

Trainees may receive any of the following:

**COVID-19 Training Bundle**

- Business Process Skills
- Cross-Training Skills
- Communication Skills
- COVID Related Process Changes
- COVID Related Patient Care Skills
- Documentation Skills
- Patient Experience / Advanced Customer Service
- Process / Quality Improvement Procedures
- Environmental Cleaning, Decontamination, and Disinfection
- Leadership Skills
- Proper Cleaning and Disinfecting Equipment and Supplies
- Process/Quality Improvement Procedures
- Problem Solving/Decision Making
- Social Distancing Guidelines
- Using Personal Protective Equipment

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: College Hospital Costa Mesa, Inc.

**Contract Number: ET21-0300**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** San Diego

**Analyst:** S. Bailey

#### **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:	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: 543	U.S.: 543	Worldwide: 2,475
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$250,000

<b>Total ETP Funding</b>
\$196,000

**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 Medical Skills Training	Other Titles (COVID Training Bundle)	98	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 \$2.35/hr. may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		3
		2
Case Manager		3
		3
		4
Certified Nursing Assistant		12
Licensed Vocational Nurse		2
		4
Manager/Supervisor		2
		5
		6
Mental Health Worker		8
Registered Nurse		11
		12
		6
Technical Staff		1
		4
		5
Therapist		2
		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.

Founded in 1987, College Hospital Costa Mesa, Inc. (CHCM), offers medical/surgical services as well as a full spectrum of psychiatric services dedicated to the treatment of adult and adolescent patients.

The proposed training plan will target workers at the CHCM facility 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, with the possibility of using \$2.35 in health benefits to meet the minimum wage.

Employees receive a 3% minimum increase in wages each year. There is a \$2.00/hr. night shift differential that is added to base wages for night shift workers. Further, as employees gain experience through targeted training, wages increase incrementally over time.

- 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 CHCM may hire and train Veteran staff, the Company does not wish to include a separate Veterans job number.

### **Retrainee - Job Creation**

CHCM opened two units in 2020: 1. The Psychiatric Crisis Stabilization Unit and 2. The Covid-19 Unit. As a result of this operational expansion, the hospital hired 30 new employees over the last 6 months and is committed to hiring an additional 98 newly hired employees over the next two year period (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 the contract.

**PROJECT DETAILS**

The COVID-19 pandemic has drastically impacted the way CHCM provides care to its patients. The hospital has seen a surge of patients, resulting in a shortage of both a shortage in facilities and a shortage in skilled workforce necessary to meet the increased demand. In response to this need, CHCM has implemented a Crisis Stabilization Unit to support the inflow of patients.

CHCM has implemented new safety procedures and additional a COVID-19 safety training program to ensure patients can be cared for in a safe manner. Therefore, COVID related training will be offered to newly hired staff to ensure that workers are safe and that patients receive quality care.

**Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, CHCM 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:

Medical Skills Didactic; and Medical Skills Preceptor.

**Training Hours**

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

**➤ Training Infrastructure**

CHCM has designated a team to assist with administration for the project. The team includes the Director of Human Resources, a HR Generalist, and various Managers/Supervisors. In addition, CHCM has retained an administrative subcontractor to assist with project administration.

**Record Keeping**

Due to COVID-19, CHCM will use an ETP approved alternative recordkeeping.

**Impact/Outcome**

ETP training will help CHCM provide staff with the skills necessary to provide specialized care currently offered to patients. Further, through the proposed training, staff will acquire the skills necessary to adapt and respond to unique patient needs brought on by the COVID-19 pandemic.

**Commitment to Training**

CHCM is committed to investing resources to continue to support its workforce during the ever increasing demands that have resulted from COVID-19. As such the CHCM's focus is on its workers and its training plan implementation. The focus and commitment of newly hired staff will increase its workforce skillset as well as assist CHCM 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**

CHCM has retained National Training Company, Inc. in Irvine to assist with the development of this proposal for a flat fee of \$10,000.

## **ADMINISTRATIVE SERVICES**

National Training Company, Inc. 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)

- Covid-19 Procedures
- Covid-19 Testing
- Assaultive Patient Care
- Behavioral Care
- Disinfecting Equipment and Supplies
- Infection Control Practices
- Modes of Transmission of Infection
- Patient Assessment & Care
- Patient Safety
- Precautions and Isolation Protocols
- Preventing Virus Spread
- Problem Solving
- Safety Leadership
- Sanitation
- Screening Patients
- Signs of Coronavirus
- Standard Operating Procedures
- Visitor Restrictions

**MEDICAL SKILLS DIDACTIC**

- Infection Control
- Protocol and Procedure Review
- Patient Care Training
- Substance Abuse

**MEDICAL SKILLS PRECEPTOR**

- Covid-19 Procedures
- Medical Documentation
- Patient-Centered Care
- Treatment Plans

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: Crain Walnut Shelling, LP

Contract Number: ET21-0283

Panel Meeting of: May 14, 2021

ETP Regional Office: Sacramento

Analyst: J. Dongallo

#### PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Agriculture (B)  Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Tehama	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: 250	U.S.: 250	Worldwide: 250
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

#### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$300,000

<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 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 \$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
Packing Operators		35
		15
Project Operators		10
Production Operators		20
		5
Shop Staff		15

**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 Los Molinos, Crain Walnut Shelling, LP (CWS) ([www.crainwalnut.com](http://www.crainwalnut.com)) is one of the largest family-owned producers, packers and producers of English Walnuts in California. In addition to family production, the Company has marketing agreements with over 500 growers to help meet supply and demands in both the U.S. and all major international markets. CWS produces walnut meats to local and international retail grocery store chains, bakers, bakery supply distributors, ice cream manufacturers, cereal makers, multi-national food manufacturers, club and big box stores. Training will be delivered at the Company facility in Tehama County. CWS' shares this facility with its affiliate, Crain Orchard Inc. CWS and Crain Orchards Inc. have combined into one project to assist with ETP's current funding restrictions.

This is CWS' second ETP Contract, and the second 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**

Although this project does not include a Veteran's component, CWS values the Veteran workforce and accepts Veteran applications and the military experience service provided.

## **Retrainee - Job Creation**

As a result of the COVID pandemic, CWS has implemented multiple preventative measures for employees that include temperature checks and additional administration symptom/contact checklists to help with the increase documentation that tracking COVID requires.

CWS is facing an elevated demand for their products. The Company is adding new shifts including a swing shift that its current employees cannot staff. This new swing shift will occur on its retail almond processing and vacuum/bulk packing lines. CWS anticipates hiring more than 100 additional staff in order to address the increase in demand and new production shifts created. Hiring additional staff will also allow CWS to bring extra focus on clean production and sustainability that includes precautions for COVID-19. 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.

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## **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: Alternative Communication Methods, Exposure and Mitigation, Infection Control, Remote and Alternative Services and Transportation Protocol.

### **Training Hours**

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

## High Unemployment Area

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

## Record Keeping

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

## Commitment to Training

CWS, along with its affiliate, have an annual training budget of approximately \$325,000 and includes state-mandated safety training, equipment maintenance and installation, food safety and security and sales training.

Training will be delivered by in-house experts and vendors as needed. The Company currently utilizes company subject-matter experts to conduct training. Moving forward, the Company intends to significantly increase the number of subject-matter experts specializing with equipment upgrades to deliver more training. At the completion of the ETP training, CWS will continue to provide its workforce the skillsets they need to develop and grow within the Company.

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

### ➤ Training Infrastructure

CWS has a structured training plan in place. The General Manager will oversee project administration with two Human Resource assistants and several Project Managers assigned to handle training rosters and tracking performance. A third party administrator will assist with administrative duties.

## **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
ET21-0152	\$187,010	08/10/20 – 08/09/22	374	0	0

Based on ETP Systems, 218 trainees are enrolled and 36 reimbursable hours have been tracked. Training is occurring and the contractor is currently in the process of uploading additional hours.

## **DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development of this proposal at no cost.

## **ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

To Be Determined

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

4 - 4 Trainees may receive any of the following:

**OTHER TITLES** (COVID Training Bundle)

- Basic Knowledge of Coronavirus
- Cleaning Tools & Equipment
- Communication Skills
- Contact Tracing/Reporting
- Conveyance Systems
- Electrical Systems
- Emergency Response
- Families First Coronavirus Response Act
- Farm Tractor Operations
- Food Product Safety
- Forklift Equipment
- Good Manufacturing Practices
- Hot Work Area Training
- Laser Equipment/Settings
- Lifts & Ladders
- Logistics
- Machine Guarding
- Manufacturing Processes Overview
- Metal Detector Equipment Training
- Packing Techniques
- Precautions And Isolation Protocols
- Preventing Virus Spread
- Production Machinery Operation and Maintenance
- Proper use of PPE (Masks)
- Protective Equipment Proper Use
- Quarantine Protocols
- Radiation/X-Ray Operations
- Receiving & Grading Techniques
- Safety Training
- Sanitation
- Screening For High Risk and Moderate Risk Employees
- Social Distancing
- Steps to Avoid Spreading Coronavirus
- Symptoms Checklist
- Workplace Disinfection, Sanitation & Safety

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: KLA Corporation

**Contract Number: ET21-0288**

**Panel Meeting of:** May 14, 2021

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

**Analyst:** S. Wang

#### **PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	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: 3,500	U.S.: 5,000	Worldwide: 11,000
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

#### **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 SET COVID Priority	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  
 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
Engineers		45
Technicians		45
Managers / Supervisors		10

**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 1997 and headquartered in Milpitas, KLA Corporation (KLA) ([www.kla.com](http://www.kla.com)) designs, manufactures, and markets process control and yield-management solutions for the semiconductor and related nano-electronics industries. KLA products help manufacturers make products that sense, analyze, display, and communicate data for use in the life sciences, diagnostics, chemical analysis, research, data processing, and other technical specialty industries that use semiconductors. Some of KLA's customers include Intel, Taiwan Semiconductor, Samsung, and Micron Technologies. ETP-funded training will be delivered at its headquarters in Milpitas. This will be KLA's ninth ETP proposal; the third in the last five years.

**Veterans Program**

Even though KLA does not plan to include a separate Veteran's Job Number, the Company enlists recruitment firms that specialize in hiring veterans. KLA also provides a web portal for veterans to share how experiences in the military may translate into careers within the Company.

**Retrainee - Job Creation**

In this proposal, the Company will hire 100 net-new employees (Job Number 1) to meet its business capacity on the development of new products. The date-of-hire for trainees will be within

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

## **PROJECT DETAILS**

KLA’s focus will be on supporting its customers, employees, and local communities where it operates. The Company is working to avoid disruptions caused by COVID-19, while at the same time acting responsibly to do what it can to prevent further spread of the virus.

Additionally, KLA adopted new policies and procedures dedicated to preparing and protecting against the transmission of COVID-19 at its headquarters and in the local communities. Some of the measures include requiring those who are able to work from home to do so, restricting access to campuses only to personnel needed to carry out essential business, implementing social distancing, and additional cleanings throughout the manufacturing facilities.

### **Training Plan / Curriculum**

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

**COVID Training Bundle:** Training will be offered to all occupations on Advanced eBusiness Applications, Bloodborne Pathogen Awareness, and Pandemic Awareness and Action.

### **Training Hours**

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

### **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.

### **Commitment to Training**

KLA’s annual statewide training expenditure in California is more than \$2,000,000. 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 Operations Manager (dedicated administrator) will oversee ETP training. Training will be administered by KLA’s training department, which oversees workforce training across the organization. Specifically, KLA will assign two full-time administrative training staff and one management employee to this project to work with its third-party administrator (Herrera & Company) and ETP staff.

**Electronic Recordkeeping/LMS**

Staff has reviewed and approved the Company'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
ET20-0240	\$546,250	12/1/19 – 11/30/21	475	1,412	1,412

Based on ETP systems, 36,671 reimbursable hours have been tracked for potential earnings of \$546,250 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through August.

**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 \$ %
18AS-0102	Santa Clara	11/6/17 – 11/5/19	\$432,000	\$432,000 (100%)

**DEVELOPMENT SERVICES**

KLA retained Herrera & Company in Stockton to assist with development of this proposal at no cost.

**ADMINISTRATIVE SERVICES**

KLA also retained Herrera & Company to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

4-4

Trainees may receive any of the following:

**OTHER TITLES** (COVID Training Bundle)

- Advanced eBusiness Applications
- Advanced Manufacturing Lab Applications
- Advanced Product Quality Systems
- Bloodborne Pathogen Awareness
- Business System Processing
- Design for Excellence
- Design Tools and Practices
- Desktop Productivity Applications
- Environmental, Health, and Safety
- Leadership and Coaching Skills
- Lithography Software
- Manufacturing Lab Applications
- Pandemic Awareness and Action
- Problem Solving Tools
- Product Quality and Reliability Techniques
- Product Transfer / Workflow
- Project Management
- Quality Fundamentals / Core Skills
- Team Dynamics
- Workplace Safety for Non-Manufacturing Workers

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: Land O'Lakes, Inc.

**Contract Number: ET21-0302**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** Sacramento

**Analyst:** D. Jordan

#### **PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Tulare, San Joaquin, Stanislaus, Madera	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 Teamsters Local Number 517		
Number of Employees in:	CA: 746	U.S.: 8,628	Worldwide: 8,892
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$202,000

<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 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 \$1.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Customer Service Staff		5
Engineering		5
Maintenance Staff		3
		2
Front Line Supervisors		5
Operators		27
		12
Production Staff		9
		5
Shipping Operators		5
Quality Assurance Staff		6
Safety Specialists		6
Sanitation Staff		6
Warehouse Staff		3
		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 1921 and headquartered in Arden Hills, Minnesota, Land O'Lakes, Inc. (Land O'Lakes) ([www.landolakes.com](http://www.landolakes.com)) produces and distributes a wide variety of dairy products including butter, milk powder and pudding. The Company also manufactures animal feed and animal premix. Land O'Lakes provides dairy products to retailers such as Costco, Walmart, Amazon and Sam's Wholesale. Animal feed mix products are sold to Tractor Supply Co., Cattle Farmers, Dairy Farmers, and small and large retail feed stores. This is Land O'Lakes second ETP Contract and second in the last five years.

Land O'Lakes has five locations in California that will be participating under this proposal. Each location houses a specific brand under the Land O'Lakes product umbrella which operate independently from one another. The locations include:

- One site in Tulare (Tulare County) manufactures dairy products (Land O'Lakes brand);
- Two sites in Turlock (Stanislaus County) manufactures pudding (Kozy Shack brand);
- One site in Acampo (San Joaquin County) manufactures animal feed products for calves (Calva brand); and
- One site in Madera (Madera County) manufactures animal feed for livestock and pets (Nutrablend brand).

### **Veterans Program**

Land O'Lakes is committed to attracting and retaining Veterans. To assist in Veteran recruitment, job postings are made directly to the job site Indeed which partners with the group Joining Forces to connect employers to Veterans. Further, the Company attends Veteran job fairs and works with Veteran organizations such as RecruitMilitary, The American Legion and Vet Jobs.

### **Union Support**

Operators, Shipping Operators, Maintenance, Production and Warehouse Staff are represented by the International Brotherhood of Teamsters Local Number 517. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

### **Retrainee - Job Creation**

Land O' Lakes has experienced an increase in consumer demand and a decrease in employee attendance due to the stay-at-home orders mandated by the state. Land O' Lakes must hire additional staff (100) to meet the elevated product demand in a necessary industry as a food manufacturer. Hiring additional staff will allow Land O' Lakes to improve their overall process while bringing extra focus on clean production and sustainability that includes precautions for COVID-19. Training will focus on new staff and COVID-related safety protocols to ensure social distancing requirements are met while ensuring consumer demands are met.

### **Training Plan**

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

Training Type will be "COVID Training Bundle"

**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 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 up to \$1.50 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.

### **Training Hours**

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

### **High Unemployment Area**

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

### **Commitment to Training**

Land O' Lakes budgets approximately \$225,000 annually for training for each facility 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

Training will be overseen by the Turlock Plant Director, who has prior ETP experience. Plant Directors from other locations will coordinate training goals and objectives along with assigned teams at each plant to administer training. Each site team will coordinate training schedule activities with training leads, managers/leads, and supervisors. The Plant Director in Turlock will be assigned to meet with ETP staff and be present during any ETP monitoring. All recordkeeping will be house in the Turlock location. The Company has also retained Training Grants Intelligence, Inc., (TGI) to assist and perform administrative services.

### **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
ET21-0117	\$649,911	07/01/20 – 06/30/22	621	0	0

Based on ETP Systems, 789 trainees are enrolled and 1,158 reimbursable hours have been tracked. Training is occurring and the contractor is currently in the process of uploading additional hours.



### **DEVELOPMENT SERVICES**

TGI in Suwanee, GA assisted with development for no fee.

### **ADMINISTRATIVE SERVICES**

TGI 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)

- Assembly Procedures: Shipper Assembly
- Best Practices
- Business Plans AOP/Budgeting
- COVID19
- Changeovers
- Coaching
- Communication
- Conflict Resolution
- Cross-Training Equipment and Processes
- Data Entry/Keyboarding/Interface
- Decision Making
- ENewsletter
- Electronic Data Interchange Software
- Environmental Sustainability/Energy Conservation
- Equipment Operation and Troubleshooting
- Food Safety
- GMP's (Manufacturing Practices)
- HAZMAT Skills
- Intermediate/Advance Microsoft Office
- Inventory Control
- Leadership skills
- Maintenance Training
- Marketing Online
- New automation Implementation
- OSHA 10
- OSHA 30
- Operator (Packaging and Processing)
- Packaging Equipment
- Packaging Maintenance
- Palletizer
- Problem Solving Team
- Production Operations: Food Processing, Packaging
- Productivity
- Project Management
- Quality Control
- Quality Systems Assurance: Testing, Inspection, Lab Equipment Trace Gains
- Reliability Processes: Work Orders Management Part Management, Reporting, Preventive Maintenance, Predictive Maintenance, Running Preventive Maintenance, Bar Code Scanning System
- Run Right Processes
- Safety
- Safety Stand Downs

- Six Sigma Tools/LSS/ Kaizen Initiatives/Event
- Social Media Content
- Software skills
- Sorters
- Team Building
- Team Development
- Time Management
- Train the Trainer
- Warehousing
- Website Creation

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



## TEAMSTERS LOCAL UNION No. 517

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS  
Creamery Employees and Drivers,  
Madera, Fresno, Tulare and Kings Counties; and  
Public, Professional and Medical Employees,  
Madera, Fresno, Tulare, Kings, Kern and Inyo Counties, California

512 W. Oak Ave. – Visalia, CA 93291  
Phone: (559) 627-9993 – Fax: (559) 627-9039

**GREG LANDERS – SECRETARY-TREASURER**

[www.teamsterslocal517.com](http://www.teamsterslocal517.com)

Date: March 31<sup>st</sup>, 2021

Land O' Lakes - Tulare, CA

Attn: Brenda Neufeld, HR Manager 400 South "M" Street

Tulare, CA 93274

From: International Brotherhood of Teamsters Local Number: 517

Dear ETP Panel:

We understand the Land O Lakes is requesting ETP funding (COVID19). The proposed training plan for the specified members has our support. The estimated number of trainees from the following occupations will be participating in this project:

# to be trained: 64

Occupations: Maintenance (5), Operators (39), Production (14), Shipping and Receiving (5), Warehouse (1).

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,

Greg Landers

Teamsters Local 517



**Training Proposal for:**  
**Northern California Valley Sheet Metal Joint Apprenticeship and  
 Training Trust Fund**

**Contract Number: ET21-0957**

**Panel Meeting of:** May 14, 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 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>
\$139,320		\$10,477 Job 1: 8% Job 2: 20%		\$149,797

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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## **TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Apprentice	Comm'l. Skills, Computer Skills, OSHA 10	81	8-210	0	\$1,732	\$26.08
				Weighted Avg: 90			
2	Retrainee Apprentice Veterans	Comm'l. Skills, Computer Skills, OSHA 10	5	8-210	0	\$1,901	\$26.08
				Weighted Avg: 90			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** SET Modified Wage \$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 \$6.65 per hour may be used to meet the Post-Retention Wage. This has been verified by collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1-Apprentice Sheet Metal Worker</b>		
Sheet Metal Worker; Air Conditioning Mechanic; Test / Adjust & Balancing Technician		20
		30
		31
<b>Job Number 2- Veteran Apprentice Sheet Metal Worker</b>		
Sheet Metal Worker; Air Conditioning Mechanic; Test / Adjust & Balancing Technician		2
		2
		1

## **INTRODUCTION**

Founded in 1941 and headquartered in Sacramento, Northern California Valley Sheet Metal Joint Apprenticeship and Training Trust Fund (NorCal Sheet Metal) ([www.sheetmetaltraining.com](http://www.sheetmetaltraining.com)) provides training for Apprentices, Pre-Apprentices and Journeyworkers in the sheet metal, HVAC, and testing and air balance (TAB) industries. Trainees are represented under collective bargaining between representatives from Sheet Metal Local 104. The NorCal Sheet Metal delivers training to 21 counties across Northern California. Training under this proposal will be for Apprentices. This is NorCal Sheet Metal's third ETP Agreement, and the third in the last five years.

Apprentices in this trade are trained in fabrication, design, installation of ductwork and equipment, service and repair of all types of heating, air-conditioning, and refrigeration equipment. Trainees are also offered welding certification in all areas. Training will consist of hands-on instruction and lecture.

### **Veterans Program**

NorCal Sheet Metal actively recruits Veterans in participation with Helmets to Hard Hats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. In addition, the JATTF also participates in the SMART Heroes program where the JATTF recruits from military bases and leads trainings to open career opportunities into the apprenticeship trades. As an incentive to fast-track Veterans into employment, all Veteran referrals are automatically moved to the top of their Qualified Applicants list for priority service. Further, NorCal Sheet Metal attends job fairs, career days, and reaches out to local career organizations to specifically target Veterans, women, and minority groups. The Company also works with local county offices of education, local community colleges and community outreach organizations such as the Sacramento Employment and Training Agency-

NorCal Sheet Metal plans to train five Veterans in this contract (Job Number 2). The Veteran training curriculum will be the same as Apprentice training outlined below. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans.

### **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 American River 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**

New construction and increased employer demand for skilled workers in Northern California has created a need for Apprentices to train in sheet metal fabrication, welding, ductwork, and flashing. Likewise, the increase in demand for long-term servicing of industrial HVAC systems necessitates training in refrigeration theory, electrical theory and application, and airflow principles. Further, NorCal Sheet Metal has recently purchased a new virtual welder machine, which simulates sparks, slag, grinding and weld cooling. In virtual welding, issues appear when improper welding technique is used and virtual bend test provides results instantly and reveals to the trainee what causes a simulated weld to pass or fail. This state-of-the-art machine allows for instant replay of the weld and provides much needed input and feedback to both instructors and trainees on what went wrong, and what can be improved.

Training will ensure workers are certified with the necessary state and government agencies to meet industry standards once training is complete. For example, all HVAC Service Technician trainees will receive an Environmental Protection Agency (EPA) certification in HVAC servicing and installation upon completion of training. This certification allows HVAC technicians to handle and work with refrigerant chemicals, as these trainees have a demonstrated knowledge and understanding of the laws around working with and disposing of these chemicals safely. Training will also prepare Apprentices to work on projects throughout Northern California. Current local projects during this Contract include: Sacramento Municipal Utilities District, West Park High School, District Federal Courthouse, Wilton Rancheria Casino, Oroville Hospital, and the CalSTRS Building.

### **Training Plan**

Training will be provided in Class/Lab in the following:

**Commercial Skills:** This training will be offered to Apprentices to ensure trainees have the skills and knowledge to be successful in sheet metal fabrication. Training topics include Advanced Triangulation, Layout and Fabrication of Complex Fittings, Study of Psychometrics, Electricity and HVAC Systems, Architectural Sheet Metal and Duct Leakage Testing.

**Computer Skills:** This training will be offered to Apprentices to provide trainees with computer skills that are essential to their job duties. Training topics include Building Information Modeling, Logic Programming, Introduction to Computerized Building Management and Computerized-Aided Drafting Training.

### **Certified Safety Training**

**OSHA 10:** 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

The Apprenticeship Director and Administrative Assistant will administer the ETP project. A Training Coordinator will schedule training. Seven internal trainers will provide all training and are in-house experts and receive instructor training through international training organizations and are approved by American River College. The Apprenticeship Director will report project performance to the governing board on a monthly basis.

### Impact/Outcome

Certification for Apprentice training include OSHA10/30, Forklift, Rough Terrain Operation and Aerial, EPA-Section 608 Certification Section I and II, and State and National Journeyworker statues and certification from American River Community College.

### Marketing and Support Costs

Marketing is completed via NorCal Sheet Metal's website, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. All of NorCal Sheet Metal's current participating employers are signatory to Local 104. The NorCal Sheet Metal also promotes this training program at labor-management meetings and industry assemblies.

NorCal Sheet Metal is requesting 8% support costs for the Apprentices in Job 1 to assist staff and training liaison with qualifying signatory employers. In addition, the JATTF is requesting 20% support costs for Veteran Apprentices in Job Number 2 to attract and recruit Veterans. Staff recommends the request for support costs.

### Tuition Reimbursement

Students enrolled in the ETP-funded training 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 NorCal Sheet Metal under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0932	Northern California	12/17/2018- 12/16/2020	\$299,828	\$299,828 (100%)
ET17-0927	Northern California	03/01/17 – 02/28/19	\$266,880	\$266,880 (100%)

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

## **Exhibit B: Menu Curriculum**

### **Class/Lab Hours**

8-210 (Jobs 1 & 2)

Trainees may receive any of the following:

### **COMMERCIAL SKILLS**

- Advanced Blueprint Reading
- Advanced Drafting Skills
  - Isometric
  - Oblique
  - Perspectives
- Advanced Triangulation, Layout and Fabrication of Complex Fittings
- Air and Its Properties
- Air and Water Cooled Condensers
- Architectural Sheet Metal
- Basic Electrical Theory and Fundamentals
- Bio Cabinet Safety/Testing
- Building HVAC Control Theory and Application
- Building Pressurization Analysis
- Calculating Equipment Cooling Capacities and Enthalpy of Air
- Calculating System Design and Operation
  - Design
  - Fabricate
  - Test Lab Duct Systems
- Central HVAC System Design
- Chilled Water Systems
- Complete Building Takeoff for Sheet Metal
- Confined Space Training
- Constant Volume Air Conditioning
- Control System Fundamentals
- DCC Controls and Systems
- Demand Control Ventilation
- Design, Fabrication and Installation of Duct Systems
- Duct Design and Airflow Calculations
- Duct Elevation Drawings
- Duct Leakage Testing
- Electric/Electronic Control Systems
- Electric Motors and Controls
- Electrical Components
- Electrical Panel Safety
- Electricity and HVAC Systems
- Energy Audit
- Environmental Building Science
- Exhaust Hood and System Fabrication and Installation
- Field Measuring
- Fire Life Safety
- Fire and Smoke Dampers
- Food Service Stainless Fabrication and Sanitary Code Requirements
- Forman's Problems (Troubleshooting)
- Fume Hood Testing Fundamentals

- Gas Heating Systems
- GREEN/LEED Awareness
- Heat Load Calculations
- Heat Pump Components and Operation
- High and Low Voltage Applications
- Hoisting and Rigging
- HVAC Blueprint Takeoff for Bidding
- HVAC Detail Drawings
- HVAC Fan Laws and Principles
- Indoor Air Quality Procedures
- Industrial Specifications and Details
- Installation of Prefabricated Building Panels and Architectural Elements
- Introduction to Commercial Refrigeration
- Introduction to HVAC Equipment
- Layout and Fabrication of Fittings Using Drafting Skills
- LEAN Construction
- Local Codes and Standards
- Manometer, Pitot Tube and Tachometer Usage
- Multi Zone HVAC
- OSHA Regulations
- Pneumatic Controls Systems
- Positive/Negative Pressure Blow Pipe Construction
- Refrigerant Safety
- Refrigerant Control Devices and Troubleshooting
- Rooftop Architectural Steel
- Rooftop Steel Construction
- SMACNA Standards for Duct Construction
- SMACNA TABB Procedural Guide
- Sound and Vibration Principles/Testing
- Standing Seam Roofs
- Study of Psychometrics
- TABB Supervisor Training
- TABB Technician Certification
- Testing, Adjusting and Balancing System
- Trigonometry For the Sheet Metal Industry
- Troubleshooting HVAC Equipment
- Understanding Blueprints and Job Specifications
- Variable Air Volume Systems
- Welding Safety
- Welding Skills (Mig, Trig, ARC)
- Wiring Circuits and Schematics
- Zone Control Systems

#### **COMPUTER SKILLS**

- BIM (Building Information Modeling)
- CAD Training
- DCC Logic Programing
- Introduction to Computerized Building Management

**OSHA 10**

- OSHA 10

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

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



## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Royal Ambulance, Inc.

**Contract Number: ET21-0301**

**Panel Meeting of:** May 14, 2021

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

**Analyst:** K. Lappen

#### **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:	Alameda, San Mateo, 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: 530	U.S.: 530	Worldwide: 530
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$240,000

<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 COVID SET Medical Skills Training	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 \$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
Emergency Medical Technician		100

**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 2006 and headquartered in San Leandro, Royal Ambulance, Inc. (Royal Ambulance) (<http://royalambulance.com>) provides 24/7 emergency and non-emergency ambulance transportation to 20 communities in the Alameda County, 20 communities in San Mateo County, and 24 communities in the Santa Clara County. Royal Ambulance specializes in transporting critically ill patients that need various levels of care and services such as Basic Life Support Transport and Critical Care/Advanced Care Life Support Transport. The Company also provides dispatch services. Its customers include hospitals, healthcare systems, fire departments, and law enforcement. ETP training will be delivered at the San Leandro location.

**Veterans Program**

Even though this proposal does not include a Veteran's Job Number component, veterans are included as part of Royal Ambulance' recruitment process. The Company has developed a Diversity, Equity, & Inclusion Program that ensures recruitment from a diverse and qualified group of candidates, including military and veteran candidates. It post inclusive job ads in a broad range of publications targeting veterans/military such as through the EDD Cal Jobs website and working closely with its veterans' Employment Representatives while facilitating recruitment presentations, career fairs, and onsite interviews with veteran candidates.

**Retrainee - Job Creation**

Royal Ambulance 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, new procedures and skills are required to keep the trainees safe. In an effort to reduce the spread and impact of COVID-19, Royal Ambulance continues to follow guidance from the Centers for Disease Control and Prevention (CDC). Healthcare workers are not only at higher risk of infection but can also amplify outbreaks within healthcare facilities, if they become ill. The Company is committed to keeping its workforce and patients safe, while staying in close communication with local and state health officials to ensure it's taking the appropriate steps under the current circumstances.

**PROJECT DETAILS**

In this proposal, training will focus on critical topics including infection control and prevention, appropriate screening of patients, safe admission and transfer of patients, and the proper use of personal protective equipment which are all critical elements of stopping the spread of COVID-19. Royal Ambulance seeks to deploy every resource available to ensure our Emergency Medical Technician's (EMT) are prepared, educated, and ready to keep all the patients safe from this disease. This training features a tailored course curriculum that incorporates the most recent guidelines by the CDC and teaches trainees the best practices they can implement to address issues related to COVID-19. The training builds upon results of the findings of epidemiological experts from the CDC.

**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 Continuous Improvement, Computer Skills and Medical Skills.

**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 \$0.50 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**

Royal Ambulance spends around \$410,000 annually on training and includes regulation changes, certification requirements, and specific-service needs. The Company has developed a Royal Academy training plan which is required for its EMTs. Royal Ambulance invests 28,000 hours of training and development for its employees company-wide. (EMTs average about 26,000 hours of training.) The training budget includes healthcare training, equipment operation and services, safety, and transport training. At its San Leandro headquarters' location, the Company has 9,920 square feet of space to accommodate training.

### ➤ Training Infrastructure

The HR Manager (dedicated administrator) and administrative staff will oversee all training and project administration. Training will be delivered by in-house experts and vendors, if necessary. Additionally, a third-party administrator, Corporate Tax Incentives (CTI) has been retained to assist with ETP administration and coordination with ETP staff.

## **Impact/Outcome**

EMTs will develop new skills and procedures to ensure quality standards are met. This training will also aid in the natural career progression for trainees that start off as EMTs in order to progress to more advanced occupations. ETP funding will also substantially contribute to strengthen training curricula and to train its EMTs to mitigate exposure to the COVID-19 virus.

## **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 \$ %
ET19-0347	San Leandro	12/17/18- 12/16/20	\$115,908	\$0 (0%)

Based on CEF Systems, 7,728 reimbursable hours have been tracked for potential earnings of \$113,738 (98% of approved amount).

## **DEVELOPMENT SERVICES**

CTI in Rancho Cordova assisted with development for a flat fee of \$18,000.

## **ADMINISTRATIVE SERVICES**

CTI 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-19 Training Bundle)

- ✚ Accounting/Finance
- ✚ Ambulance Operation Skills
- ✚ Communication
- ✚ COVID-19 and Common Presenting Symptoms
- ✚ Crisis Prevention & Intervention
- ✚ Critical Care Skills
- ✚ Decontamination Procedures
- ✚ Documentation Standard Operating Procedures
- ✚ Electronic Medical Records System (EMS)
- ✚ Emergency Medical Response Management Software
- ✚ Emergency Medical Technician Skills
- ✚ EMS Operations
- ✚ EMS Vaccine Administration
- ✚ Evaluation and Management of Patients with Symptoms of COVID-19
- ✚ Emergency Vehicle Operations
- ✚ Goal Setting
- ✚ Infection Prevention and Control
- ✚ Isolation and Quarantine
- ✚ Navigation Software
- ✚ Patient Acceptance Pre-Hospice Care
- ✚ Performance & Quality Improvement
- ✚ Performance Management
- ✚ Personal Protective Equipment
- ✚ Preceptor Skills (Train-the-Trainer)
- ✚ Respiration and Artificial Ventilation
- ✚ Scheduling Software
- ✚ Standard Operating Procedures
- ✚ Transmission-Based Precautions

Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.
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**COVID Rapid Reemployment and Retraining Pilot**  
**Training Proposal for:**  
**Sierra Pacific Orthopedic Center Medical Group, Inc.**

**Contract Number: ET21-0286**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** Sacramento

**Analyst:** J. Dongallo

**PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 200	U.S.: 200	Worldwide: 200
<u>Turnover Rate:</u>	11%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$105,000

<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	Retrainee-Job Creation COVID SET	Other Titles (COVID Training Bundle)	50	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 \$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
Administrative Staff		20
		1
Ancillary Staff		8
Medical Assistants		12
Physician Assistants		2
Physical Therapist Aides		5
Physical Therapists		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 2000 and headquartered in Fresno, Sierra Pacific Orthopedic Center Medical Group, Inc. (Sierra Pacific Orthopedics) ([www.spoc-ortho.com](http://www.spoc-ortho.com)) serves as the leading orthopedic specialty care provider in the region. The Company offers specialized services ranging from spine and non-surgical spinal care, shoulder and upper extremity care, hand, hip, lower extremities care, and services in sports medicine, total joint replacement and revision, physical medicine and rehabilitation, physical therapy, and electro diagnostic medicine. The Company has two locations in the Central Valley. Training will be conducted at both locations in Fresno.

This is Sierra Pacific Orthopedics' first ETP Contract.

## **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**

The Company hires and participates in Veteran Job Fairs but does not actively track hired Veterans.

## **Retrainee - Job Creation**

The Company will hire 50 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.

Sierra Pacific Orthopedics has seen an increase in demand for its services over the last few months and the need to hire staff to backfill positions. In addition, the Company has expanded its services to become a mass COVID vaccination and testing site for Fresno County. Training will focus on onboarding new staff, teleworking skills, and COVID safety protocols and guidelines. Training allows Sierra Pacific Orthopedics to maintain COVID guidelines and ensures patient expectations are met.

## **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: Advanced Cardio Life Support, Communication Skills, Contact Tracing, Infection Control, Medical Recordkeeping, Precautions and Isolation Protocols, Telemedicine Platforms and Terminal Cleanings for Rooms.

### **Training Hours**

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

## **High Unemployment Area**

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

## **Record Keeping**

Sierra Pacific Orthopedics is using an alternative recordkeeping method approved under the COVID-19 Response Plan.

## **Commitment to Training**

Sierra Pacific Orthopedics has an annual training budget of approximately \$50,000 per facility. The Company utilizes subject-matter experts to conduct training. The Company intends to significantly increase the number of subject-matter experts to deliver more training. The training budget includes state-mandated safety training, supplies and equipment, health screens, cleaning and disinfecting.

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

### **➤ Training Infrastructure**

The Human Resources Manager and CEO will oversee this project. In addition, HR staff members will assist with overall tracking and administration. Each facility will have a designated staff person to oversee the training and be responsible for scheduling, collecting, and submitting the training rosters to a full-time administrator who will input into the ETP systems to ensure accuracy.

A third party administrator will assist with the implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house facility experts and vendors as needed.

## **DEVELOPMENT SERVICES**

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

## **ADMINISTRATIVE SERVICES**

Strategic Business Solutions, LLC will also perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

## **TRAINING VENDORS**

To Be Determined

**Exhibit B: Menu Curriculum**

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

4-4 Trainees may receive any of the following:

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

- Advanced Cardio Life Support
- Basic Life Support
- Clinical Services Overview
- Communications Skills
- Contact Tracing
- COVID-19 Guidance & Enhanced Precautions
- Electronic Medical Records
- HIPAA Training
- Infection Control
- Medical Recordkeeping
- New Hire Facility Orientation
- Personal Protective Equipment
- Precautions And Isolation Protocols
- Quarantine Protocols
- Screening For High Risk and Moderate Risk Patients
- Signs And Symptoms of Coronavirus
- Tele-Medicine Platforms
- Terminal Cleaning for Rooms
- Workplace Disinfection, Sanitation & Safety

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.
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## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Star of CA, LLC

**Contract Number: ET21-0292**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Niquet

#### 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:	Los Angeles, Orange, Ventura, San Luis Obispo, Santa Barbara, Santa Clara	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: 1000	U.S.:3000	Worldwide: 3000
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

#### 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 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 \$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
Administrative Staff		2
		3
Behavior Technician		50
		40
Manager/Supervisor		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.

Founded in 2006 and headquartered in Ventura, Star of CA, LLC (Star of CA) ([www.starofca.com](http://www.starofca.com)) is one of eight subsidiary companies located throughout the country under the parent company The Stepping Stone Groups. Through its contracts with major health insurance companies, Star of CA provides behavioral and developmental services to individuals with autism from early intervention through adulthood. These services help develop necessary skills in order to participate as fully as possible in family and community life.

The Company's approach integrates behavioral and developmental intervention practices delivered by a multidisciplinary team of licensed behavioral health treatment specialists including Clinical Psychologists, Marriage and Family Therapists, Licensed Clinical Social Workers and Board Certified Behavior Analysts. Treatment methods are consistent with the evidence-based practices outlined by leading national experts (The National Professional Development Center on Autism, Autism Evidence-Based Practice Review Group, Autism Standards Project). Star of CA also partners with parents and caregivers to improve the core deficits associated with the disorder – communication, social interaction and challenging behavior in the natural environment.

This is Star of CA's first ETP Contract. The Company has 11 locations, all under the same subsidiary, in Los Angeles, Orange, Ventura, San Luis Obispo, Santa Barbara and Santa Clara counties in which employees will participate in the ETP-funded training.

### **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 use of \$0.50 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**

Star of CA does not have a formal Veteran outreach program.

### **Retrainee - Job Creation**

Star of CA 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 continued increase of autism cases over the last 15 years, the demand for autism treatment and services has grown with a shortage of trained specialists. This shortage has resulted in longer waiting period before treatment providers become available to patients. To meet this challenge, Star of CA must rapidly on-board and train large numbers of inexperienced staff to meet the increased patient load. These newly hired staff will undergo an extensive training and coaching program designed to prepare them to effectively serve patients.

## **PROJECT DETAILS**

### **Training Plan / Curriculum**

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

**Other Titles (COVID Training Bundle):** Training will be offered to all occupations in related safety training that include courses in pandemic awareness, preparedness and prevention. Other training will include leadership, team building, medical writing and behavior analysis.

### **Training Hours**

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

### **Commitment to Training**

Star of CA spends approximately \$25,000 annually for training. This training includes new hire orientation, sexual harassment prevention, diversity, conflict resolution and general safety training. Training delivered in the past has been both company-wide and job specific.

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

Star of CA's Chief Clinical Officer will be responsible for overseeing all aspects of the contract with the assistance of the Staff Development Manager who will be responsible for the overall training management throughout the various training locations. Each location will also have multiple designated training coordinators. The Company has a detailed training schedule in place and is ready to begin training upon Panel approval. An outside administrative subcontractor has also been retained to ensure that all training records meet ETP compliance.

### **Record Keeping**

The Company will primarily use original (wet) signature rosters, however there may be instances when alternative record keeping will be used. In this instance, the Company will use an ETP approved alternative record keeping process for this project.

### **DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development at no cost.

### **ADMINISTRATIVE SERVICES**

Training Refund Group will also perform administrative services for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

To Be Determined

## **Exhibit B: Menu Curriculum**

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

4- 4 Trainees may receive any of the following:

#### **COVID TRAINING BUNDLE**

- COVID-19 Safety
- COVID-19 Procedures
- COVID Preparedness and Prevention Plan
- Safety Training
- Leadership
- Team Building
- Interpersonal Skills
- Medical Writing
- Best Practices
- HIPAA Reporting
- Autism Spectrum Disorder (ASD)/Developmental Disabilities (DD)
- Introduction to Pivotal Response Treatment (PRT) (Super Nanny)
- Introduction to Applied Behavior Analysis (ABA)
- Applied Behavior Analysis (ABA) Basics
- Function Based Interventions
- Behavior Reduction Strategies
- Visual Supports
- Skill Acquisition Strategies
- Expressive Behavior
- Receptive Behavior
- Task Analysis
- Discrete Trial Training (DTT)
- Motivation, Shared Control
- Pivotal Response Treatment
- Naturalistic Developmental Behavior Interventions
- Maintenance, Generalization
- Challenging Behaviors
- Crisis Plan
- Data Collection
- Pivotal Response Treatment Fidelity of Implementation
- Crisis Intervention Strategies
- Developmental Assessment for Young Children (DAYC2)
- Intro to Parent Consultation
- Research Units in Behavior Intervention (RUBI)
- Parent Training Curriculum
- Early Start Supervision
- Providing Support and Feedback

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:**  
**Sun-Mar Health Care, Inc.**  
**dba Sun Mar Nursing Center- Anaheim**  
**Contract Number: ET21-0293**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

**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, Orange, Riverside, San Bernardino, San Diego	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 3,000	U.S.: 3,000	Worldwide: 3,000	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	11%			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$240,000

<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 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 for 10 CNAs.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurses		10
		15
Certified Nursing Assistant		10
Minimum Data Set RN		3
		2
Licensed Vocational Nurse		30
		14
Dietary Supervisor		3
Maintenance Supervisor		2
		1
		1
Medical Records Director		3
		1
Social Services Director		2
		1
Case Manager		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.

Founded in 1986, Sun-Mar Health Care, Inc. dba Sun Mar Nursing Center - Anaheim (Sun Mar) owns and operates skilled nursing care and assisted living facilities specializing in post-hospital and transitional care. Specifically, Sun Mar's central location offers nursing care; physical, occupational, and speech therapy; stroke and orthopedic rehabilitation; and assisted living, memory care, and behavioral health care services. Sun Mar also develops and implements various therapeutic recreational programs.

The proposed training plan will target workers at Sun Mar's central location, in Los Angeles, along with its 12 affiliates, with respective single locations in Los Angeles, Orange, Riverside, San Bernardino and San Diego Counties, which comprises over 2,900 licensed beds.

The 12 affiliates with their respective locations are as follows:

1. Inland Medical Enterprises, Inc. dba Alcott Rehabilitation Hospital in Los Angeles (Los Angeles County)
2. Citrus Nursing Center in Fontana (San Bernardino County)
3. Country Oaks Partners, LLC dba Country Oaks Care Center in Pomona (Los Angeles County)
4. Community Care Rehab Center in Riverside (Riverside County)
5. Barlett Care Center, LLC in Santa Ana (Orange County)
6. Garden Park Care Center, Inc. in Garden Grove (Orange County)
7. PC Care, LLC dba Pacific Post-Acute in Santa Monica (Los Angeles County)
8. Park Regency Care, LLC dba Park Regency Care Center in La Habra (Orange County)
9. Sierra View Care Holdings, LLC dba Sierra View Care Center in Baldwin Park (Los Angeles County)
10. Gibraltar Convalescent Hospital, Inc. dba Sunset Manor Convalescent Hospital in El Monte (Los Angeles County)
11. Puente Partners LLC dba Victoria Care Center in Baldwin Park (Los Angeles County)
12. Villa Rancho Bernardo Health Care, LLC in San Diego (San Diego 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, with the use of \$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 Sun Mar may hire and train Veterans staff, the Company does not wish to include a separate Veterans job number.

### **Retrainee - Job Creation**

In this proposal, Sun Mar will train 100 newly hired staff to address its current shortage of available skilled workers to ensure delivery of quality care as the Company continues to tackle the COVID-19 pandemic.

To date, Sun Mar has hired 67 employees over the last two months and is expected to backfill over 300 new positions as the Company seeks to return to pre-COVID staffing levels over the next two years.

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## **PROJECT DETAILS**

Sun Mar is in need of additional skilled workers to meet current demands. To that end, Sun Mar has implemented a robust training program to target newly hired workers. The skills gained are necessary to ensure infection control whilst working onsite as well as to ensure that workers can utilize isolation precautions and proper techniques with personal protective equipment when working with patients. As COVID safety requirements change, staff will need to be trained on new testing measures and equipment on a consistent basis.

The above strategies have become increasingly important as Sun Mar looks to protect their staff members from contracting the disease

### **Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use Computer Based Training, Productive Lab, 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 related topics.

### **Training Hours**

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

#### **➤ Training Infrastructure**

Sun Mar will utilize the Directors of Staff Development (DSD) at each facility to oversee and implement the training program. Sun Mar will also assign one person as the main “point person” for training record review and collection. Sun Mar’s Chief Operating Officer will remain involved to coordinate the submission of training documents as well as review for efficacy before upload.

Sun Mar has also retained an administrative subcontractor, National Training Systems, Inc. (NTS), to complete all trainee enrollments, training data tracking uploads, and invoicing.

### **Record Keeping**

Due to COVID-19, Sun Mar will use an approved alternative recordkeeping.

### **Impact/Outcome**

ETP training will help Sun Mar provide staff with the skills necessary to provide specialized care currently offered to patients. Further, through the proposed training, staff will acquire the skills necessary to adapt and respond to unique patient needs.



**Commitment to Training**

Sun Mar is committed to investing its monies to implement a targeted training plan that includes new safety procedures in line with COVID guidelines provided by the government. The focus on newly hired staff will increase workforce skillsets as well as assist Sun Mar 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**

Sun Mar has retained NTS in Ladera Ranch to assist with development of this proposal for a flat fee of \$10,000.

**ADMINISTRATIVE SERVICES**

Sun Mar has also retained NTS in Ladera to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

4-4 Trainees may receive any of the following:

**COVID TRAINING BUNDLE**

- + Signs and Symptoms
- + Modes of Transmission of Infection
- + Correct Infection Control Practices and Personal Protective Equipment Use
- + Hand Hygiene
- + Isolation and Enhanced Standard Procedures
- + Proper Donning and Doffing of Personal Protective Equipment
- + Mask Safety Including N-95 Fit Testing and N-95 Seal Check
- + Proper Cleaning and Disinfecting Equipment and Supplies

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: Taylor Farms California, Inc.

**Contract Number: ET21-0295**

**Panel Meeting of:** May 14, 2021

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

**Analyst:** S. Wang

#### **PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Agriculture (B)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Monterey County	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Teamsters Local 890		
Number of Employees in:	CA: 1,800	U.S.: 2,500	Worldwide: 2,500
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$182,560

<b>Total ETP Funding</b>
\$180,000

**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)	90	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
Crew Lead		5
Maintenance Staff		2
		3
Production Staff		20
		20
		5
Quality Staff		10
		5
Receiving / Shipping Staff		6
		3
		1
Utilities Staff		3
		1
		1
Technician		3
		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 1995 and headquartered in Salinas, Taylor Farms California, Inc. (Taylor Farms) (<https://www.taylorfarms.com/>) is a farming company that manufactures a variety of fresh, ready-

to-eat salads and produce-package kits. Taylor Farms provides packaged foods to school cafeterias, hospitals, grocery retailers (Sam's Club, Target, Walmart, etc.), and restaurants across the United States. In this proposal, Taylor Farms will act as the lead employer seeking funding to train its employees as well as its affiliate's, Taylor Farms Retail, Inc. Both companies are subsidiaries of Taylor Farms Fresh Foods.

ETP training will take place at both Taylor Farms and Taylor Farms Retail, Inc.'s manufacturing sites in Monterey. This is Taylor Farms California, Inc.'s first ETP-funded project.

### **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 use of \$0.50 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**

Even though Taylor Farms does not plan to include a separate Veteran's Job Number, the Company is committed to attracting, appreciating, and retaining its veterans. Recruitments are made by participating in job fairs such as RecruitMilitary, The American Legion, and VetJobs. Job postings are also made within the State of California's Employment Development Department (EDD) portal and online websites such as Indeed.com. Within Indeed, there is an Indeed Military portal (a partner of Joining Forces), which provides tools for employers to connect with veterans and military spouses seeking employment.

### **Retrainee - Job Creation**

In this proposal, the Company will hire 90 new employees (Job Number 1) to meet its business-capacity needs. 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.

### **Union Support**

All trainees in this proposal are represented by International Brotherhood of Teamsters Local 890. The union has submitted both a Letter of Intent and a Union Support Letter for this training project.

## **PROJECT DETAILS**

Taylor Farms' focus will be in response to the COVID-19 pandemic that has changed everyday business and processes, including changes to raw material processing, safety of employees, and product packaging. To also meet the Centers for Disease Control and Prevention (CDC) and Food and Drug Administration (FDA) safety guidelines, Taylor Farms has implemented numerous stringent policies and procedures which will continue to require training.

**Training Plan / Curriculum**

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

**COVID Training Bundle:** Training will be offered to all occupations on courses like Advanced Techniques for New Products, Industries Clients & Processes, COVID-19 Safety, COVID-19 Procedures, GMP Personal Hygiene, Equipment Maintenance, and Equipment Operation.

**Training Hours**

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

**Commitment to Training**

Taylor Farm's annual training expenditure in California is approximately \$100,000 per facility. 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**

Taylor Farms' HR Manager (dedicated administrator) will oversee ETP training. The Company's Plant Director and HR Lead will assist and oversee all administrative responsibilities. Additionally, the Operations/Productions Manager and Training Manager will track training reports and collect rosters at each location. Training will be delivered by internal (subject-matter) experts. Taylor Farms has also hired a third-party vendor- Training Grants Intelligence, Inc. (TGII) to provide external administrative duties and manage ETP's online systems.

**DEVELOPMENT SERVICES**

Taylor Farms retained TGII in Canton, GA to assist with development of this proposal at no cost.

**ADMINISTRATIVE SERVICES**

The Company also retained TGII to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

4-4

Trainees may receive any of the following:

**OTHER TITLES** (COVID TRAINING BUNDLE)

- Advanced Techniques for New Products, Industries Clients & Processes
- Assembly Skills
- Automated Pinwheel Cutter
- Best Practices
- Business Strategies
- BWE Mac Machine
- Communication Skills
- Conflict Resolution
- Continuity Plans
- Continuous Improvement Techniques
- COVID-19 Procedures
- COVID-19 Safety
- Cross Training
- Customer Service Skills
- Decision Making
- Environmental Standards
- Equipment Maintenance
- Equipment Operation
- Facemasks, Handwashing, and Temperature Checks
- Food Safety Processes and Testing
- GMP (Good Manufacturing Processes)
- Good Manufacturing Processes (GMP's) Personal Hygiene
- Labeling
- Leadership
- Monitoring Ingredient and Packaging Inventory Levels to Ensure Adequate Supply
- New Vendor / Supplier Restrictions
- Organic – Mixing, Label Requirements, Wash Station
- Packaging
- Performance Management
- Performing Detailed Daily Cleaning and Disinfecting
- Pre-Lean
- Problem Solving
- Product Inspection Training
- Production Skills
- Quality
- Quality Concepts
- Recognizing Signs and Symptoms of COVID-19
- Research & Development
- Sales and Marketing Growth
- Sanitation

- Shipping and Receiving
- Social Distancing
- Solar
- Sustainability
- Sustaining Farming
- Teambuilding
- Tools – Hand and Power Tools
- Vision Certification System – Samsara Cameras for Label Verification Process
- Visitor Restrictions
- Warehouse Skills
- ZEBRA Hand Held Scanner
- ZEBRA Label Duplicator

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





## **TEAMSTERS LOCAL UNION No. 890**

207 N. SANBORN ROAD • SALINAS, CALIFORNIA 93905  
P: (831) 424-5743 • F: (831) 424-2091 • 1(800) 300-5743 • TEAMSTERSLOCAL890.ORG

*Crescencio Diaz, President & Principal Officer*

April 12, 2021

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand Taylor Farms California 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:

Quality 15, Maintenance 5, Receiving 5, Shipping 5, Production 45, Utilities 5, Crew Lead 5, Tech 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,

Crescencio Diaz, President  
Teamsters Local 890

**GENERAL TEAMSTERS, WAREHOUSEMEN AND HELPERS LOCAL UNION No. 890**

**AFFILIATIONS: INTERNATIONAL BROTHERHOOD OF TEAMSTERS • JOINT COUNCIL OF TEAMSTERS No. 7 • ALL NATIONAL TRADE DIVISIONS**

***Our Unity Makes Us Strong / Nuestra Unidad Hace La Fuerza***





## COVID Rapid Reemployment and Retraining Pilot

### Training Proposal for: Threshold Enterprises Ltd.

**Contract Number: ET21-0285**

**Panel Meeting of:** May 14, 2021

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

**Analyst:** K. Lappen

#### **PROJECT PROFILE**

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Cruz	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: 530	U.S.: 632	Worldwide: 632
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	1%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$225,000

<b>Total ETP Funding</b>
\$196,000

**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)	98	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
Administrative Support Staff		2
		2
		3
Maintenance Staff		5
		5
		6
Managers/Supervisors		2
		2
		2
		4
Production Workers		28
		5
		5
Quality Control Staff		7
		5
		5
Technical Staff		4
		3
		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 (SET).

Founded in 1978 and headquartered in Scotts Valley, Threshold Enterprises Ltd. (Threshold) ([www.thresholdenterprises.com](http://www.thresholdenterprises.com)) produces fine-quality dietary supplements and provides nutritional education. The Company receives raw materials from all over the world and processes them into vitamins, tablets, capsules, and other natural products. It is a vital part of the food-supply chain for natural-food retailers.

Threshold sells and distributes its supplements to more than 6,000 retailers in the natural-food industry, which includes Costco, Wal-Mart, Target, Trader Joe's, and Whole Foods. The Company operates three facilities in California - Santa Cruz, Scotts Valley and Watsonville and one in Winchester, VA. ETP training will be delivered at the Scotts Valley manufacturing facility.

### **Veterans Program**

Even though this proposal does not include a Veteran's Job Number component, veterans are included as part of Thresholds' recruitment process. The Company participates in veteran job fairs in San Jose to support individuals who served in the armed forces as they transition into the civilian workforce.

### **Retrainee - Job Creation**

In this proposal, the Company will hire 98 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.

During COVID-19's Stay-at-Home Order, Threshold experienced increased demand for health supplements as customers look to support their immune health, boost overall wellness, and reduce anxiety in the face of the pandemic. However, due to Stay-at-Home order, some employees were not able to work, thus making it difficult to meet the demand. In order to address the increase in demand for dietary supplements, Threshold plans to hire and rehire 98 staff across all occupations. The Company is looking to bring back as many workers as possible to meet increased customer demand.

As Threshold brings on new workers, it needs to deliver training about COVID-19 food safety and production procedures. The Company is planning to 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.

## **PROJECT DETAILS**

In this project, Threshold will focus on Job Creation and conducting training in COVID-19 safety procedures. Trainees will learn food and COVID-19 safety procedures. The Company's training will verify that all employees have a clear understanding of safety updates and changes to their job functions.

## Training Plan / Curriculum

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

**Other Titles/COVID Training Bundle:** Training will be offered to all occupations on courses like COVID-19 Procedures, Compliance Tracking, Disinfecting Workstations, Facility Cleanliness, Good Manufacturing Practices, Problem Solving, Product Packaging, Quality Control, Safety Leadership, Sanitation, and Team Building.

## 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 \$2.00 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.

## Training Hours

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

## Commitment to Training

Threshold spends \$255,000 annually on training and includes Continuous Improvement, Business Skills, Computer Skills, Production Skills, Food and Drug Administration training, new-hire orientation, first aid, and sexual harassment prevention 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 Director of Head of Human Resources (dedicated administrator), HR Generalist, and managers/supervisors from its Human Resource Department will oversee the project. ETP-funded training will be delivered by in-house experts and vendors as needed. Additionally, a third-party administrator - National Training Company, Ltd. (NTC) was retained to assist with ETP administration and coordination with ETP staff.

## Impact/Outcome

ETP funds will develop skilled employees to increase output, while maintaining job skills and safety. The Company is committed to ensuring safety to its employees. This training will build upon the skills that have been previously developed and will allow for employees to become proficient and effective in a safe-working environment. This funding will provide additional resources to ensure that a solid (COVID-19) training program is in place.

**Record Keeping**

Due to the COVID-19 pandemic, Threshold requests Alternate Recordkeeping (ARK) which has been reviewed and approved by ETP staff.

Most of the training will be provided via live instructor-led classes. However, some classes will be delivered via E-Learning with ARK where the instructor will take either a verbal-roll call (as trainee signatures will not be required) or take a screenshot of the (web-based software) meeting's attendee list while including the remaining recordkeeping requirements along with the roll-call list and/or screenshot in an email to the Threshold's Contract Representative.

In this case, the email will count as the trainer's signature and as attesting to which attendees were present. The rosters will be emailed to the HR Department, and roster data will be sent to NTC (administrative subcontractor) where it will be entered into the Cal-E-Force system.

**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
ET19-0390	\$143,000	3/4/19 - 8/30/21	220	0	0

Based on ETP systems, 4,563 reimbursable hours have been tracked for potential earnings of \$109,967 (77% of approved amount). The Contractor projects final earnings of 90% - 100% based on training currently committed to by employers and in progress through May, 2021 of final training.

**DEVELOPMENT SERVICES**

NTC in Irvine assisted with development of this proposal for a flat fee of \$5,000.

**ADMINISTRATIVE SERVICES**

NTC will also perform administrative services for a fee of 10% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

4-4

Trainees may receive any of the following:

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

- COVID-19 Procedures
- Compliance Tracking
- Disinfecting Workstations
- Employee Infection Disease Training
- Facility Cleanliness
- Good Manufacturing Practices
- Inventory & Raw Materials Training
- Leadership Skills
- Problem Solving
- Product Packaging
- Product Specifications
- Quality Control
- Safety Leadership
- Safety Quality Food Certification
- Sanitation
- Standard Operating Procedures
- Team Building

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: Vision Care Center, A Medical Group, Inc.

**Contract Number: ET21-0284**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** Sacramento

**Analyst:** C. Kaiser

#### **PROJECT PROFILE**

Contract Attributes:	COVID SET Job Creation Initiative Retrainee	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 225	U.S.:225	Worldwide: 225
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### **FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$96,000

<b>Total ETP Funding</b>
\$96,000



**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 Priority	Other Titles (COVID Training Bundle)	48	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
<b>Job Number 1:</b>		
Clinic Staff		10
Front Desk Staff		10
Nursing Staff		9
Optical Staff		7
Scheduling Staff		5
Surgery Center Support Staff		3
		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 1956 and headquartered in Fresno, Vision Care Center, A Medical Group, Inc. (Vision Care) ([www.eyeqvc.com](http://www.eyeqvc.com)), serves the Central Valley as a leading comprehensive eye care provider. The Company offers services from general eye exams to more complex eye surgeries including Lasik, cataract treatments, optical services, retina treatments, glaucoma testing and treatment, pediatric eye care, and dry eye treatment. Vision Care is the first provider to perform an All-Laser LASIK in the Valley as well as other cosmetic procedures for the eyes. The Company has three locations in the Central Valley and service all aspects of eye and vision care. Training will be conducted at the Fresno, Clovis, and Selma locations.

This is Vision Care's second ETP Contract; the second 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 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**

The Company hires and participates in Veteran Job Fairs but does not actively track hired Veterans.

## **Retrainee - Job Creation**

Vision Care has seen an increase in demand for services and needs to hire staff to fill the needed positions. In addition, the Company lost some employees to COVID related issues and are quickly backfilling those positions. Training will focus on onboarding new staff, teleworking skills, and COVID safety protocols and guidelines. Training allows Vision Care to maintain COVID guidelines and ensures eye care standards are met for the Company's patients. The Company will hire 48 new employees. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

## **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:

Related safety training that include courses in pandemic awareness, HIPAA training, Product Knowledge, Remote Working, and Customer Relations.

### **Training Hours**

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

#### **➤ Training Infrastructure**

Training will be provided by qualified in-house trainers. Vision Care has designated the Accounting Coordinator, a Human Resources staff member, and a Manager to oversee the

ETP Contract. In addition to the assigned staff members, Vision Care has also retained the services of a third-party administrator who has extensive ETP experience to assist with administration.

### **Commitment to Training**

The annual training budget for Vision Care is approximately \$50,000 per facility. The majority of the training will be provided to all employees and includes new software, updated processes, continuing employee development, and all job specific trainings.

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.

### **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 \$ %
ET19-0157	Fresno, Clovis, Selma	8/6/2018 – 11/3/2020	\$152,828	\$112,715 (74%)

Vision Care's performance was not satisfactory due to the COVID pandemic. In early to mid-2020, the Company was shut down for 40 days. When the Company reopened, it was on an extremely limited staff due to COVID guidelines which did not allow time for training. For this reason, Vision Care was not able to provide training.

### **DEVELOPMENT SERVICES**

Vision Care retained Strategic Business Solutions, LLC in Visalia to assist with development of this proposal for a flat fee of \$5,750.

### **ADMINISTRATIVE SERVICES**

Vision Care also retained Strategic Business Solutions, LLC to perform administrative services in connection with this proposal for a fee not to exceed 10% 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):**

- Clinical Services Overview
- Communications Skills
- Contact Tracing/ Reporting
- COVID-19 Guidance & Enhanced Precautions
- Customer Relations
- Documentation Skills
- HIPAA Training
- Infection Control Practices
- Medical Record Keeping
- Personal Protective Equipment
- Precautions And Isolation Protocols
- Product Knowledge
- Quarantine Protocols
- Remote Working
- Screening For High Risk and Moderate Risk Patients
- Signs And Symptoms of Coronavirus
- Tele-Medicine Platforms
- Terminal Cleaning for Rooms
- Workplace Disinfection, Sanitation & Safety

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:**  
**Zixta Enterprises, Inc. dba Supermercado Vallarta #11**  
**Contract Number: ET21-0298**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** D. Tran

**PROJECT PROFILE**

Contract Attributes:	COVID SET Job Creation	Industry Sector(s):	Retail (F)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Santa Barbara	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: 863	U.S.: 863	Worldwide: 863
<u>Turnover Rate:</u>	16%		
<u>Managers/Supervisors:</u> (% of total trainees)	17%		

**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 SET COVID	Other Titles (COVID Training Bundle)	100	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 \$1.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Manager		20 20 15
Clerk		20 1
Cash Handler		24

**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 1985 and headquartered in Sylmar, Zixta Enterprises, Inc. dba Supermercado Vallarta #11 (Zixta) and its participating affiliates, Jalos Food Enterprises, dba Vallarta Supermarkets (Jalos), and Joya Food Enterprises, Inc. dba Super Mercado Vallarta #8 (Joya) are a full service grocery store chain. Zixta stores services the growing Latino population and sells items not typically found in other traditional supermarkets. The company has three stores that will participate in this training project: Zixta located in Canoga Park; Jalos located in Santa Maria; and Joya located in North Hills. This will be the Company's first ETP Contract.

**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 \$1.50 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**

Zixta employs several Veterans throughout its organization however the Company does not have a specific Veteran's outreach program at this time.

### **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 the contract.

Zixta is committed to hiring 100 new employees due to the increased need for new employees as well as back filling positions that were vacant due to employee attrition because of the COVID 19 pandemic. With the California economy beginning to open back up and restrictions easing, there has been an increase in general public foot traffic in all stores and the need to hire more employees to keep stores fully operational is needed more than ever.

Zixta lost employees due to the risk of contracting COVID 19 through close contact with the public. Consequently, Zixta and its affiliates need to hire additional workers to address the shortage or workers against increased business needs. Many of the positions will be hired under a supervisor or manager role where these individuals will take a lead role in managing specific departments, such a dairy, meats, frozen foods or bakery goods. While they will have a title of supervisor or manager, they are on the frontline along with all other clerks that interface with customers regularly as part of their regular job responsibilities.

### **PROJECT DETAILS**

Zixta is deemed an essential business, therefore has provided continuing products and services to the general public throughout the COVID 19 pandemic. Respectively, the Company experienced a need to provide additional training to all employees on how to operate safely both in store operations as well as general merchandise and food handling. Zixta provides services to the general public, therefore due to the additional risk of exposure to frontline essential employees, this created a need for extensive training around COVID 19 safety operating protocols as well as educating all employees on the changing and fluid federal, state, and local health orders at all store locations to ensure that the entire operation is in compliance with all regulations.

### **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: knowledge and know how to operate under specific safety guidelines whether it be stocking shelves, interacting with customers, handling merchandise, and ensuring all safety protocols are in place to prevent the spread of the coronavirus. In addition to standard on-boarding training, this training project is

going to help solidify behaviors and habits moving forward to ensure that store procedures continue to enforce a high level of safety and cleanliness for both employees and general public customers.

### **Impact/Outcome**

Training will develop the skills of all employees by providing cross training to new departments and job functions. Training to all employees will be crucial as it makes them more valuable as versatile employees who understand the entire business process and various functions within the company. This will allow them to be promoted quickly to better opportunities within the company or even elsewhere. In addition, the COVID 19 pandemic has created the necessity for safety training and good habits of cleanliness which aids in overall product handling and preventing the spread of any general viral infection. The additional training around safety, and cleanliness will have a positive lasting impact for the foreseeable future.

### **Commitment to Training**

The three participating locations collectively spend approximately \$36,000 a year on training. This training includes standard new employee orientation and on-boarding training, sexual harassment prevention, workplace violence, diversity, conflict resolution and general safety training.

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

### **Training Hours**

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

#### **➤ Training Infrastructure**

Store Directors will coordinate with the Human Resource managers at each store to administer the training. Once training has been delivered and rosters properly filled out, the HR manager will compile all rosters and those rosters will be sent to Training Refund Group. Training will be delivered by in-house experts and vendors if needed.

### **Record Keeping**

Zixta is requesting the use of alternate record keeping as part of this project for training delivered through E-Learning and is approved under the COVID 19 Response plan.

### **DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development for a flat fee of \$2,000.

### **ADMINISTRATIVE SERVICES**

Training Refund Group 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/E-Learning**

4-4 Trainees may receive any of the following:

**OTHER TITLES** (COVID Training Bundle)

- Signs and Symptoms
- Modes of Transmission of Infection
- Correct Infection Control Practices and Personal Protective Equipment (PPE) Use
- Recommended Actions for Unprotected Exposures (e.g., not using recommended PPE, an unrecognized infectious patient contact)
- How and to Whom COVID-19 Cases Should be Reported
- Working in Isolation Situations
- Proper Donning and Doffing of PPE
- Proper Cleaning and Disinfecting Equipment and Supplies
- Bakery Service Merchandising Fundamentals
- Building Customer Relationships
- Building In-Store Food Service Teams
- Communications Skills
- Creating and Maintaining Optimum Displays
- Critical Thinking Skills
- Customer Service
- Deli Service Merchandising Fundamentals
- Display Concepts and Systems
- Handling Customer Requests
- Handling Customer Transactions
- How Customer Service Impacts Business Results
- Identifying Customer Needs
- In-Store Merchandising and Selling for Floral Teams
- Meat Service Merchandising and Selling
- Merchandising, Selling and Product Knowledge for Meat Department Teams
- Merchandising, Selling and Product Knowledge for Produce Teams
- Pharmacy Transaction Systems
- Product Knowledge
- Resolving Customer Complaints
- Understanding Inventory Systems and Controls
- Building Effective Teams
- Coaching, Mentoring and Training
- Effective Communications Skills
- Leading Teams
- Measuring Success
- Meeting Customer Service Objectives
- Motivating Teams
- Organizing Teams
- Principles of Leadership
- Problem Solving
- Setting Goals

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



## RESPOND

Critical Proposal for:

**Digital Path, Inc.**

**Contract Number: ET21-0305**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** E. Wadzinski

### PROJECT PROFILE

Contract Attributes:	RESPOND (Core Funds) Retrainee Priority Rate Job Creation Initiative Veterans	Industry Sector(s):	Services (G) Information / Multi Media (51) Manufacturing (33)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Butte	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: 140	U.S.: 140	Worldwide: 140
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	4%		

### FUNDING DETAIL

All funding is from the "core" Employment Training Fund as authorized for the RESPOND program.

In-Kind Contribution
\$413,750

Total ETP Funding
\$380,650

**TRAINING PLAN**

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; Cont. Imp; MFG. Skills; P/L-Comm'l Skills	130	8-200	0	\$805	\$20.00
				Weighted Avg: 35			
2	Retrainee Priority Rate Job Creation	Business Skills; Commercial Skills; Computer Skills; Cont. Imp; MFG. Skills; P/L-Comm'l Skills	66	8-200	0	\$3,680	\$18.00
				Weighted Avg: 160			
3	Retrainee Priority Rate Veteran Job Creation	Business Skills; Commercial Skills; Computer Skills; Cont. Imp; MFG. Skills; P/L-Comm'l Skills	9	8-200	0	\$3,680	\$20.00
				Weighted Avg: 160			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1 (Retrainee): \$19.12 per hour for Butte County; Job Numbers 2 and 3 (Job Creation): \$15.65 per hour for Butte 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 1 RETRAINEE</b>		
Customer Service		10
Tech Support		13
		2
Tech Installer		5
		50
Manufacturing		4
		16
R&D Project Leads		30

<b>JOB 2 JOB CREATION</b>		
Customer Service		1
		2
Tech Support		2
		4
Tech Installer		1
		4
		30
Manufacturing		3
		7
R&D Project Leads		12
<b>JOB 3 VETERAN JOB CREATION</b>		
Tech Support		1
		1
Tech Installer		1
		1
Manufacturing		1
		1
R&D Project Leads		3

## **RESPOND**

Under its Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program, the Panel funds training for economic recovery from natural disasters, such as drought, earthquake, COVID-19 and catastrophic wildfire. All projects eligible for funding under the RESPOND Pilot Guidelines will be deemed as “Critical Proposals” with maximum flexibility and an expedited development/approval process. Digital Path, Inc.’s (DP’s) proposal is determined eligible as a RESPOND project based on the impact of the Company’s communication services in its service areas located within fire-impacted regions of the Sierra and Northern California regions.

DP has also been designated as a COVID-19 related Priority Industry based on a list, provided by the Governor, of critical and essential industries that are vital to the continued health and safety of the California public, and to the maintenance of our economy. Since March of 2020, COVID-19 restrictions have created a 68% increase in demand for DP’s wireless services, particularly in remote and rural areas of the state. The ongoing need for increased bandwidth is due to the demand of people now working, schooling and conducting daily activities from home.

## **INTRODUCTION**

Founded in 2005, DP (digitalpath.net), headquartered in Chico, offers wireless broadband network services including wireless Internet and installation services to residential and commercial clients statewide. The Company also manufactures the components used to deliver wireless networks, internet voice and data. DP’s customers include residents and businesses with internet, voice and data services encompassing Northern California, from the Bay area, up to the

Oregon border, down the Sierra Nevada up to the Nevada border and extending into central California.

DP services rural parts of the North State bringing internet and voice over internet phone protocols to California's rural residents who would otherwise not have service. Training in this project will focus on service areas located in Butte, Colusa, Glenn, Napa, Lake, Lassen, Mendocino, Nevada, Plumas, Shasta, Sierra, Siskiyou, Solano, Sutter, Tehama, Yolo and Yuba counties.

### **Veterans Program**

DP has assembled a marketing campaign aimed specifically to attract hiring Veterans to support the large military and ex-military demographic that exists in the North State area. The Company partners with the local organizations "Hire a Vet" and "Troops to Trades" who support placing local veterans in employment.

DP's hiring plan includes Job Creation for nine Veteran's (Job Number 3) to help meet business demand to repair damaged towers, as well as build and install more radio equipment to address increasing demand for wireless communication services in their current market areas, and the expansion into more rural markets.

### **Retrainee - Job Creation**

In this proposal, DP will hire 75 net-new employees (Job Numbers 2 and 3) to meet business-capacity growth. To meet the increase in demand and need to expand service, DP needs to hire additional Tech Installers, Manufacturing Staff, R & D Project Leads, Customer Service Staff and Tech Support Staff.

Since March of 2020, COVID-19 restrictions created a significant change for DP's business. These restrictions created the need for more bandwidth due to the demand created from social distancing requirements. This change resulted in a 68% increase in demand within an aging network plagued with damage by wildfires. DP anticipates a trend in continued long term need to not only provide stable service, but to also expand services, bandwidth, and fiber optics to a growing need for service in rural areas. The projected number to hire and train is aligned with the high trajectory of business growth since March 2020.

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**

This will be DP's second ETP project. In the first project training focused on new product marketing, Selling Services and Customer Service to help engage and retain clients. In this current proposal, training focuses on developing, manufacturing and installing communication components; as well as upgrading and repairing cell towers.

Over the past 8 years DP has continued to grow. The Company's niche market resides in offering high speed internet and voice programs in rural areas where consumers require faster service than the typical Dial up and DSL services provide. The Company has designed specific equipment to facilitate some of the fastest upload/download data transfer for users in its market. Over the last two years, the Company has eased a manufacturing component to build dishes and radio receivers into their business. As a result, DP needs to train new and existing staff on the machining of parts necessary to produce and manufacture these components in-house.

Training will include all phases of manufacturing, including CNC machining, to assist DP in becoming more competitive in the market. Tech Installers will be provided with training on repairing, installing and upgrading damaged towers with the new technology. DP's hiring for job creation is focused on hiring underserved populations in the North state, with little to no experience. Training for Job Creation trainees will be a minimum of 450 hours the first year, on core commercial and safety skills, with an additional 200+ hours the following year to address changing technology and manufacturing components along with skills to address zones damaged by wildfires. Additional training will be provided to all staff on dealing with, and easing customer frustration, as the system is being repaired due to wildfire damage, and expanded to meet the increase in demand related to COVID-19.

## Training Plan

ETP-funded training will be delivered via Class/Lab, E-Learning, and Productive Lab (PL) training methods. Commercial Skills for Tech Support and Tech Installers will not include any training which parallels or competes with any current DAS recognized apprenticeship program. Training will be delivered by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be offered to all trainees and provide skills in product knowledge and services, customer service/support, presentation skills, and providing technical and consultative sales and support services.

**Commercial Skills:** This training will be offered to trainees in all occupations with a focus on technicians, technical support, installers and network expansion occupations to provide skills and knowledge in expanded service offerings, cross training, and network support. Additionally, training will include equipment installation techniques.

**Computer Skills:** Training will be offered to all trainees in a variety of hardware and software systems as related to an individual's job duties.

**Continuous Improvement:** Training will be offered to all occupations in Problem Solving, Teambuilding, Strategic Thinking, Goal Setting, Quality Concepts, Innovation and Decision Making.

**Manufacturing Skills:** Training will be provided to Manufacturing Staff, R & D Project Leads and Tech Support Staff in CNC machining, welding, cutting, forming and assembly to support the current version of radio receiver equipment. Training will also focus on the expansion of the CNC process to support the continued design and development of DP's communication equipment.

## PL – Commercial Skills

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum.

DP's rural wireless market installs radio devices which are often located high off the ground to align with signals required for service. Due to the atypical nature of component installation, typical training is not available, therefore, PL is essential for new and less seasoned Tech Installers, to be safe and successful as technicians. Additionally, PL is being requested to assist in R&D and manufacturing processes for manufacturing and technical support occupations. This training is specific to DP's equipment manufacturing processes used in the servicing of its proprietary hardware and software, in which commercial training is not available. Due to the nature of technical support issue of varying problematic issues, one on one problem solving in this capacity

is best. PL training will be provided to both newly hired and incumbent technicians, and installation personnel.

Tech Installers, Manufacturing Staff, R & D Project Leads, and Tech Support Staff will also receive PL. Although the PL trainee to trainer ratio is generally 1:1 or 1: 2, DP is requesting a maximum trainer to trainee ratio of 1:3 for instances where trainees work in teams of 3 for some tasks and processes. Instructors are dedicated to training delivery during all hours of training. PL training will include specific job site examples not easily replicated in the classroom lab environment, which will incorporate basic, intermediate and advanced skills. Measurement markers will constitute an increase in both competency and proficiency in critical job skills in all relevant trades.

### **Commitment to Training**

DP invests \$400,000 per year on training in California. Training includes new-employee orientations, fundamentals of wireless, basic-computer skills, basic tool training and OJT 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

DP's Corporate Trainer will lead a team of four staff members who will provide training and manage internal administration. The Company has a detailed training schedule in place and is ready to begin training upon Panel approval. DP has also retained an administrative subcontractor to help with the ETP administration and manage ETP's online systems to ensure all training records meet ETP compliance.

### **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 \$ %
ET17-0295	Chico	11/16/16 – 11/15/18	\$60,528	\$60,528 (100%)

### **DEVELOPMENT SERVICES**

The Company retained Synergy Management Consultants in Grass Valley to assist with development of this proposal for a flat fee of \$30,452.

### **ADMINISTRATIVE SERVICES**

Synergy Management Solutions will also provide administration 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**

- Business Internet
- Business Voice Management
- Carrier Access
- Digital Convergence
- High Definition Service Skills
- Integrated Engineering
- Peer Coaching
- Presentation Skills
- Resolving Customer Complaints
- Selling Services
- Negotiation
- Selling Internet Based Systems
- Time Management
- Employee Engagement
- Accounting Principles and Practices
- Payroll Practices
- Confidentiality Practices
- GAAP Principles
- Telephone Skills

**COMMERCIAL SKILLS**

- Advanced Operating Procedures
- Digital Telephone install and trouble shoot
- Emergency Restoration
- Fiber Optic Systems
- Hardware bundles
- Hardware Troubleshooting
- Home Networking
- Home Security Systems
- Installation of Telephone, Video and Data
- Integrated features
- Internet Applications
- IP Telephone and VOIP
- Media Store and Share
- Network Reliability
- Optic Transmission Theory
- Tree Climbing
- Tree Identification and Safety
- Aerial Rescue
- High Elevations Radio installations
- Switched Digital Video
- System Design Parameters
- Technical Standards
- Video Compression Skills



- Wireless Encryption
- Unix Code
- Linux Operating Systems
- Microwave Devices
- Ladder/ Pole and Tree safety
- Wildfire smoke safe practices

#### **COMPUTER SKILLS**

- Oracle Software Applications
- Server Systems
- Project Management Software
- MS Office Intermediate/ Advanced Skills
- Bill Max Software
- Sage 50 Accounting Software

#### **CONTINUOUS IMPROVEMENT**

- Process Improvement Techniques
- Teambuilding/Leadership
- Quality Control Procedures
- Communication
- Root Cause Analysis
- Emotional Intelligence
- Kaizen Processes

#### **MANUFACTURING SKILLS**

- Welding
- CNC Cutting Techniques
- CNC Programming Techniques
- Equipment Operation, Maintenance and Troubleshooting
- Forklift Operation
- Painting
- Device Programming
- Device Production
- Device Testing
- Inventory Management & Logistics

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

#### **Productive Lab Hours**

0-100

#### **COMMERCIAL SKILLS (Limited ratio 1:3)**

- High Elevations Radio Installations
- CNC Programming
- CNC Operation
- Aerial Rescue
- Welding
- Tower/Pole/Tree Climbing

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



## RETRAINEE - JOB CREATION

Critical Proposal for:

**Infinity Energy, Inc.**

**Contract Number: ET21-0304**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** E. Wadzinski

### PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate Critical Proposal	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Placer, Riverside, Fresno, Kern, San Diego, Butte	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: 647	U.S.: 821	Worldwide: 821
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	2%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$795,205

<b>Total ETP Funding</b>
\$445,096

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Critical Proposal	Business Skills; Comm'l Skills; Computer Skills; Cont. Imprv.; PL-Comm'l Skills	200	8-200	0	\$460	\$20.00
				Weighted Avg: 20			
2	Retrainee Job Creation Priority Rate	Business Skills; Comm'l Skills; Computer Skills; Cont. Imprv.; PL-Comm'l Skills	202	8-200	0	\$1,748	\$20.00
				Weighted Avg: 76			

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

**Minimum Wage by County:** Job Number 1 (Retrainee): \$19.12 for Placer, Riverside, Fresno, San Diego, Kern and Butte counties; Job Number 2 (Job Creation): \$15.65 for Placer, Riverside, Fresno, San Diego, Kern and Butte counties.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>JOB 1 - RETRAINEE</b>		
Tech/Installers		140
Engineering		40
Surveying		5
		15
<b>JOB 2 - JOB CREATION</b>		
Inventory/Warehouse		5
		10
Tech/Installers		127
Project Techs		10
Engineering		20
Customer Support		3
		7
Surveying		3
		5
Administrative Support		6
		6

**Critical Proposal**

Infinity Energy, Inc. (Infinity) is designated as a “Critical Proposal” recommended by the Governor’s Office of Business and Economic Development (GO-Biz). The Company is hiring 202 employees for newly-created positions as part of its continued expansion into the stationary solar battery solution and zero emission vehicle (ZEV) charging infrastructure marketplace in rural areas of California.

**INTRODUCTION**

Founded in 2014, Infinity ([www.goinfinityenergy.com](http://www.goinfinityenergy.com)) provides green energy solutions to consumers and businesses. The Company’s core business includes solar, battery storage, and EV charging capabilities. Customers are energy consumers, businesses and government/educational facilities located throughout California, Texas, Nevada and Arizona. Infinity competes with other power and infrastructure companies located in Nevada, Washington, Arizona, Oregon, Texas and North Carolina.

Infinity installs EV (Electric Vehicle) charging stations in partnership with Evoke Systems, targeting rural areas. The Company has developed a proprietary fast DC charging system that is a self-sustaining, solar powered battery storage. These EV charging stations are located in community colleges, government buildings and large employer sites. The Company’s system is created to alleviate grid demand as the rise in demand charging EV charging is continues.

This will be Infinity’s first ETP Contract. The Company is headquartered in Rocklin, with other California locations in Riverside, Temecula, Bakersfield (HUA), Fresno, Chico, San Diego and Escondido. Infinity also has operations in Houston, Texas. Training in this proposal will be provided to employees at all California locations.

**Veterans Program**

Infinity partners with the two organizations “Hire a Vet” and “Troops to Trades,” who aid in placing local veterans. The Company plans to hire 20 Veterans, in Job Number 2; however, the Company is not including a separate Veterans Job Number.

**PROJECT DETAILS**

From the State and Federal level, the mandate for all electric vehicles by 2030 poses a significant challenge to vehicle-making, infrastructure and cultural change. California needs to build the infrastructure to support a widespread change in passenger vehicle methodology and use. While California is at the forefront of ZEV’s adoption in metropolitan areas, rural areas lack critically needed charging infrastructure. Additionally, communities located in wildfire-affected areas of the State face additional challenges that require solar and stationary backup battery power solutions.

Infinity, a recognized industry leader in the emerging solar/battery storage solutions and in EV charging infrastructure, will provide training in this project to meet both goals. The Company will train newly hired workers in occupational skills and provide them with a career path in clean and sustainable technology. Additionally, the Company will provide incumbent workers with skills and knowledge on new and emerging technologies, as well as provide employees soft skills, (communication, sales and customer service skills) needed to advance within the industry.

**Retrainee - Job Creation**

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

Due to an increasing demand in services, Infinity must hire and train additional staff. Under this proposal, the Company will hire and train at least 202 new employees (Job Number 2) including Tech/Installers, Inventory/Warehouse Staff, Project Techs, Engineering Staff, Customer Support, Surveying Staff, and Administrative Support. 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, Video Conferencing, and Productive Lab methods. Commercial Skills for Project Techs, Tech Installers and Engineering will not include any training which parallels or competes with any current DAS recognized apprenticeship program. Training will be delivered by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be offered to all occupations with a focus on Administrative and Customer Support. ETP funding will allow a much higher level of training in these areas including listening skills, communication, collaboration and negotiation/presentation skills. Technical staff will receive training to improve on customer interaction when discussing changing technologies.

**Commercial Skills:** Training will be offered to all trainees to provide product and equipment knowledge necessary to facilitate proper sales and code recommendations when advising customers. Training will also provide skills ranging from basic solar and battery storage concepts thru installation, problem solving diagnosis, calculating grid and load demands and installation of EV changing systems.

**Computer Skills:** Training will be offered to all occupations and focus on the Company's proprietary software applications, using tablets in the field, and CAD-CAM.

**Continuous Improvement:** Training will be offered to all occupations on Process Improvement Teambuilding and Motivation, Root Cause Analysis and Effective Meetings.

## Productive Laboratory – Commercial Skills

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

Infinity will train Installer/Techs, Surveying, and Engineering staff on the characterization of green energy and battery storage systems. This training will include a wide variation of existing systems knowledge for complex diagnostics and repair methods, as well as the continual introduction of new equipment to meet higher efficiency standards. PL will be delivered on the job site along with a senior tech or trainer, in an effort to continue the basic theory and technical work learned in the class/lab environment.

Infinity is requesting a trainer-to-trainee ratio of 1:3 as trainees typically work in groups of up to three, depending on the system, task and repair method. Trainees may receive up to 80 hours of hands-on, complex training extending their learning in diagnostics, installation and repair. Training is facilitated by a trainer who will show trainees how to complete the task and then follows employees performing the task. The trainee is provided with additional coaching and mentoring during this process. Trainees are evaluated at the end of each training session, given feedback that notes positive skills learning as well as areas of opportunity. This is memorialized in the employees training documentation.

**Commitment to Training**

Infinity spends approximately \$2,555,000 annually on training for all nine of its California locations. Training includes new hire orientation, tool basics, mandated safety training and fundamentals of solar. 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**

Infinity's Human Resource Director will be responsible for overseeing all aspects of the contract and will lead a team of four staff members who will provide training and manage internal administration. Each location will have a contact to help with administration. The Company has a detailed training schedule in place and is ready to begin training upon Panel approval. Infinity has also retained a third-party subcontractor to assist with ETP administration and ensure all training records meet ETP compliance.

**High Unemployment Area**

Some trainees work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. Infinity's location in Bakersfield is located in an HUA. However, the Company is not requesting a wage modification.

**Green/Clean Operations**

Governor Newsom's Zero-Emission by 2035 Executive Order (N-79-20) sets a course to end sales of internal combustion passenger vehicles by 2035, establishing a target for the transportation sector that helps put the state on a path to carbon neutrality by 2045. While it does provide time for automakers to scale up and market new zero-emission vehicles (ZEVs), it does establish a priority for the providers of charging and refueling infrastructure, electric utilities, and others to plan for and support the increasing consumer demand for these vehicles. This project is focused in part on expanding the capacity of Infinity Energy to install, maintain and repair EV Charging stations.

**RECOMMENDATION**

Staff recommends approval of this proposal.

**DEVELOPMENT SERVICES**

The Company retained Synergy Management Consultants in Grass Valley to assist with development of this proposal for a flat fee of \$26,711.

**ADMINISTRATIVE SERVICES**

Synergy Management Consultants will also provide administration 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**

- Communication
- Writing and Reporting Skills
- Context Clues and Inference
- Time Management/Follow-Up
- Finding Collaboration Opportunities
- Presentation Skills
- Brainstorming Solutions
- Data Siloing
- Finding the "Why"
- Research and Analysis
- Vetting Information Quality
- Your Role: Solar Process
- Touchstone Portal
- Developing an Action Plan
- Introduction to Proposals
- Solar/Storage
- Pre-Design
- Merging Aurora Design into Touchstone
- Preparing Touchstone for Sunnova
- Generating Quotes & Proposal in Sunnova
- Complex Designs
- Photo Pack Requirements
- Uploading Photos via Infinity App
- Photo and Video Standards
- Permitting
- Strategic Planning
- Pitch to Power - Solar Project Management
- Customer Service
- 8 Steps to Success
- Product Knowledge
- Power Purchase Agreement (PPA)
- Setting Expectations
- Online Validation (Sunnova)
- Net Metering Program

**COMMERCIAL SKILLS**

- Racking
- Modules
- Generac Automatic Transfer
- Inverters
- Batteries
- Gateway, Combiner Box, and ATS Switches
- Solar to Battery Process
- Battery Panels

- Tools
- Installation Prep
- Disconnects
- Equipment Mounting & Clearances
- Drone Operation
- Ground Rod Installation
- Interconnection
- Roof Anatomy & Design Terminology
- Roof Mounted – Micro-Inverters
- Roof Mounted - String Inverter
- Ground Mounted
- Rafters and Leak Protection
- Tesla and Enphase Boxes
- Rapid Shutdown
- Tesla Penetration Flashing
- Generac Generator Installation
- Enphase IQ Combiner 3
- Enphase Commissioning
- Tesla Gateway 2
- Tesla Commissioning
- Tesla Powerwall 2 - Partial Home Backup
- Enphase Encharge - Whole Home Backup
- PW2GW2 - Install Preparation
- PW2GW2 - Equipment Mounting
- PW2GW2 - AC Wiring Enphase or Tesla
- PW2GW2 - CT Installation
- PW2GW2 - Updating the Gateway
- PW2GW2 - System Commissioning
- Home Charging Station Requirements
- Evoke Forrevr Charger Installation
- Forrever Products Overcurrent Protection
- Utility Site Survey
- Forrever EV Procedures
- Trenching and Concrete
- Understanding Single Line Diagram and Plan-Set
- Cellular Connection and Trouble Shooting
- Emergency Disconnect
- Interconnection
- Site Survey/Surveying
- Software Reporting Functioning
- Commercial Charging Station Requirements
- Installation
- EV Solar Integration
- EV Battery Storage Integration
- EV Requirements

**CONTINUOUS IMPROVEMENT**

- Problem Solving
- Root Cause Analysis
- Effective Meetings



- Delegating
- Leadership Skills
- Teambuilding and Motivation
- Creating an Inclusive Culture

**COMPUTER SKILLS**

- Using Tablets in the Field
- Proprietary Software Systems
- MS Office
- Project Sunroof (Google tool)
- Canvass App
- Introduction to CAD
- Solar CAD Basics
- Authorities Having Jurisdiction (AHJ)
- Roof Mount Designs
- Solar + Storage Designs
- Touchstone

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

**Productive Lab Hours**

0-80

**COMMERCIAL SKILLS** (Trainer to trainee 1:3)

- Penetration Flashing
- Mount Flashing Process
- Leveling Arrays
- Attaching Inverters
- Grounding & Bonding
- Site Layout
- Power Management-Evoke Forrever EV
- Supply-Forrevr EV
- Site Refurbishment
- Underground Layout- Forrever EV
- sizing- Tesla Battery Installation
- Protection Sizing-Tesla Batteries
- Back-Feed Calculation
- Load Calcs

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



## RESPOND

Critical Proposal for:

**Jon K. Takata Corporation dba Restoration  
Management Company**

**Contract Number: ET21-0296**

**Panel Meeting of:** May 14, 2021

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

**Analyst:** S. Wang

### PROJECT PROFILE

Contract Attributes:	Critical Proposal Job Creation Initiative Priority Rate Retrainee RESPOND (Core Funds)	Industry Sector(s):	Other (J) Waste Management (56)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, San Mateo, Santa Clara, Solano, San Joaquin, San Diego, Sacramento, Orange, Riverside, 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: 370	U.S.: 420	Worldwide: 420
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	7%		

### FUNDING DETAIL

All funding is from the "core" Employment Training Fund as authorized for the RESPOND program.

In-Kind Contribution
\$487,510

Total ETP Funding
\$449,650

**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 Critical Proposal Priority Rate	Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, HazMat, HAZWOPER, PL-Comm'l. Skills	320	2-200	0	\$1,150	\$19.12
				Weighted Avg: 50			
2	Job Creation Critical Proposal Priority Rate	Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, HazMat, HAZWOPER, PL-Comm'l. Skills	50	2-200	0	\$1,633	\$15.65
				Weighted Avg: 71			

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

**Minimum Wage by County:** Job Number 1: Alameda, San Mateo, Santa Clara Counties - \$20.86/hr.; Los Angeles County - \$19.77/hr.; Orange, San Diego, Solano, San Joaquin, Riverside, and Sacramento Counties- \$19.12/hr.

Job Number 2 (Job Creation): Alameda, San Mateo, Santa Clara Counties - \$17.39/hr.; Los Angeles County - \$16.48/hr.; Orange County - \$15.93/hr.; San Diego County - \$15.81/hr., Solano, San Joaquin, Riverside, and Sacramento Counties - \$15.65/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 \$1.74 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$1.39 per hour in Job Number 2

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Emergency Response Coordinator		2
Emergency Response Planner		6
Lead Technician		26
		45
		25
Manager		12
Office/Resource Staff		8
		6
Operations Staff		13
Project Analyst		31

Project Leader		14
Project Specialist		20 9
Regional Coordination Expert		3
Safety/Facility Leader		2
Safety Training Supervisor		1
Supervisor		10 6
Technician		37 26 18
<b>Job Number 2: Job Creation</b>		
Technician		29 18 3

### **CRITICAL PROPOSAL / RESPOND**

Under its Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program, the Panel funds training for economic recovery from natural disasters. All projects eligible for funding under the RESPOND Pilot Guidelines will be deemed as “Critical Proposals” with maximum flexibility and an expedited development/approval process. This proposal is deemed as RESPOND project based on Jon K. Takata Corporation dba Restoration Management Company’s (RMC) ([www.restorationmanagementcompany.com](http://www.restorationmanagementcompany.com)) impact on addressing natural disasters in fire-impacted regions in California.

### **INTRODUCTION**

Founded in 1985 and headquartered in Hayward, RMC provides disaster response services including emergency mitigation for single homes, businesses and commercial buildings. The Company responds to regional catastrophes and provides remedial-environmental services including asbestos and lead abatement in addition to key-client demands such as mold, fire, and water-damage services. ETP-funded training will be delivered at its ten facilities (Chatsworth, Hayward, Benicia, San Jose, Stockton, San Diego, Sacramento, Lake Forest, Riverside and South San Francisco) located throughout Northern and Southern California.

RMC’s customer base includes private and commercial property managers, business owners, city managers and local government. The Company also serves hospitals, medical-facility managers, insurance providers, real-estate brokers and agents, building consultants and home-owner associations.

This will be RMC’s second ETP Contract, and it’s second in the last five years with this being its first Critical Proposal (RESPOND). In its first Contract, training was focused on upskilling staff on new equipment. In this proposal, training will continue to upskill staff on updated emergency responses per the regulations and industry standards to help increase the Company’s effectiveness in responding to fire hazards. However, no ETP-funded training will be duplicated.

## **Veterans Program**

Even though RMC does not plan to include a separate Veteran's Job Number, the Company is committed to attracting, appreciating, and retaining its Veterans. Job postings are made within the State of California's Employment Development Department. Additionally, job postings are made directly with online websites such as Indeed.com. Within Indeed, there is an Indeed Military portal (a partner of Joining Forces), which provides tools for employers to connect with Veterans and military spouses seeking employment.

## **Retrainee - Job Creation**

In this proposal, RMC will hire 50 net-new employees (Job Number 2) to meet business-capacity growth. In the first quarter of 2021, RMC has hired 20 new Technicians to help respond to potential wildfires. Having as many Technicians as possible will assist in providing uninterrupted emergency-fire services.

By August 2021, RMC has plans to add two branches and move its headquarters. In order to expand operations in Hayward, the Company headquarters will be moved to a new branch in Livermore. The cost associated with the Hayward operation's expansion and moving its headquarters to Livermore will exceed \$2 million. Another branch is also being built in Los Angeles with an expected cost of \$500,000.

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**

According to recent fire statistics, the wildfires in 2020 incinerated at least 8,700 structures with many of them being homes ranging from the San Bernardino National Forest east of Los Angeles to Napa Valley and even all the way up to the Oregon border. Due to this reason, the Company must implement a Catastrophic Emergency Response team to help manage these wildfires.

Additionally, safety standards for the Restoration Industry are undergoing substantial changes due to heightened awareness of persistent organic pollutants, which are byproducts of combustibles that have the potential of absorption through skin, ingestion, and inhalation. As a result, RMC must reeducate staff on safety and health concerns when engaging in these situation when on the job.

## **Training Plan**

ETP-funded training will be delivered via Class/Lab, E-Learning, and Productive Lab (PL) in the following:

**Commercial Skills:** Training will be offered to Technicians, Lead Technicians, Managers, Emergency Response Coordinators, Project Leaders, Office/Resource Staff and Supervisors in Catastrophic Emergency Response Training, Fire Recovery, Assessment Process, and Oil and Spill containment to ensure staff have proper knowledge in the field.

**Computer Skills:** Training will be offered to Technicians, Lead Technicians, Project Analysts, Coordinators, Project Leaders, Managers, Office/Resource Staff and Supervisors People Track, Xactimate, and MjobTime. RMC will be undergoing upgrades to these software programs and applications to help increase productivity.

**Continuous Improvement:** Training will be offered to all occupations in Problem Solving, Teambuilding, Quality Concept, and Decision Making to ensure work efficiency within all levels of the Company.

### **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.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. Trainees will not receive 40 hours unless they work full time onsite at the clean-up location.
3. 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, Technician, Manager, Project Manager, Project Analyst, Project Leader, Supervisor, Safety Leader, 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, the certification entity is represented to be California’s Office of Emergency Services- California Specialized Training Institute.

### **PL – Commercial Skills**

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.

At RMC, Technicians are faced with an array of exposures to chemicals and biohazardous materials. On-the-job (OJT) training will allow Technicians to learn proper processes and precautions to take while in the field. Approximately 50 Technicians will receive up to 40 hours of PL in Fire Restoration Specialist, Fire Recovery, Assessment Process, and Thermal Cameras and Other Field Equipment. Courses delivered through PL training requires 24 hours for competency. It is requesting a trainer-to-trainee ratio of 1:3 for PL training.

Experienced Technicians who are subject-matter experts in the industry will deliver PL training. The trainer will lead the trainee through equipment software and operations training, while delivering all applicable techniques. To determine if goals are met, the trainer will evaluate the

trainee's use of the equipment, production rate, overall technique application, and whether or not the trainee demonstrates proper cleaning techniques.

### **Safety Training Waiver**

RMC requests Safety Training to be increased to 50% (from 10%) of a trainee's total-training hours (per trainee), since safety skills are critical to all of its occupations' duties.

### **Commitment to Training**

RMC estimates it spends \$300,000 per year (or an average of \$25,000 per location) on training in California. Training includes new-employee orientations, basic-computer skills, anti-harassment and OJT 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 V.P. Human Resources (dedicated administrator) and a 13-person team will manage the project to help ensure training-delivery success. The Company has identified ten managers (one per site) to coordinate training delivery and track training hours. Additional support staff includes a Learning Management System Manager and a HR Support Specialist for ETP enrollment and tracking of hours, and an Operations Manager will oversee performance of each manager involved at each location to ensure maximum performance overall. ETP training will be delivered by certified (in-house) experts and vendors as needed. Additionally, RMC has hired Training Grants Intelligence, Inc. (TGII) to help with ETP administration and to manage ETP's online systems.

### **Recordkeeping**

ETP staff has reviewed and approved RMC's proposed Learning Management System (LMS), Smartsheets, which is the same LMS that was used during the Company's last ETP Contract.

Staff has also reviewed and approved an Alternative Recordkeeping (ARK) request for when the Company uses rosters to document ETP-funded training. The ARK request falls in line with other such requests due to the COVID-19 pandemic and as a result of not requiring trainees' signatures.

### **COVID Waiver Requests**

RMC requests to include the following due to the COVID-19 pandemic per ETP's COVID-19 Response Plan:

- Retention Modification- 3 months (90 days) at a minimum of 20 hours per week;
- Request to Lower Minimum Training Hours to 2 hours from 8;
- Request to Increase Payment 1 (P1) Percentage to 50% from 25% (The P2 payment will remain capped at 75%)

With the COVID-19 pandemic still creating uncertainty in the foreseeable future, RMC is requesting the above allowances in accordance with ETP's COVID-19 Response Plan be applied to this proposal. These considerations will allow RMC to maintain a robust training plan in preparation for the nearing fire season and for any reason the state continues sporadic lockdowns. Continued lockdowns may mean that employees will continue taking more time off to care for family. The allowances provided by ETP's COVID-19 Response Plan provide flexibility

and expedited release of funds, expedited processing times, and an alternate retention that will support much needed training as the Company transitions to its new normal.

Additionally, California is currently falling deeper into drought. With summer approaching, that portends another severe fire season. This condition will mean RMC will most likely be experiencing an all hands-on deck, while also recruiting and training both newly hired staff and its incumbent Technicians who will become upskilled Emergency Response Technicians.

### **Impact/Outcome**

ETP training will assist RMC in upgrading skills and mitigating risks, while meeting customer-sought certification requirements such as Institute of Inspection Cleaning and Restoration Certification, Cleaning and Restoration Certification, OSHA 10/30, Hazwoper, and HAZMAT certification.

### **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
ET20-0248	\$479,136	2/3/20 – 2/2/22	421	397	397

Based on ETP systems, 19,194 reimbursable hours have been tracked for potential earnings of \$441,455 (92% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to and in progress through November 2021.

### **DEVELOPMENT SERVICES**

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

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

Restoration Consultants, Inc. in Sacramento has been retained to provide Disaster Recovery Specialist Training for a fee of \$4,000.



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

2-200

Trainees may receive any of the following:

**COMMERICAL SKILLS**

- Air Movers
- Assessment Process
- Axials Training
- Biohazard Safety
- Catastrophic Emergency Response Training
- Chemical Disposal Certification Training: IICRC (Cleaning and Restoration Certification)
- Chemicals Identification
- Claim Preparation
- Cleaning and Restoration
- Clearly Label, Track, and Ensure the Integrity of Samples Being Transported to the Laboratory
- Collect Samples of Air, Soil, Water, and Other Materials for Laboratory Analysis
- Data Recovery
- Dehumidification Basics
- Dehumidifier (Dehu) – Large and XLs
- Discuss Test Results and Analyze With Clients
- Documenting/Recording Information
- Dry Force/Injecta Dry
- Equipment Safety
- Equipment Training
- Estimating
- Evaluating Information to Determine Compliance With Standards
- Fire Recovery
- Fuels Assessment
- Hazardous Waste Operations and Emergency Response
- Hydroxyls
- Inspect Establishments, Including Public Places and Businesses to Ensure No Environmental, Health, or Safety Hazards
- Inventory
- Microbial Decontamination
- Microscopes to Evaluate and Analyze Samples for Presence of Pollutants or Other Containments
- Monitor Processes, Materials, or Surroundings
- Negative Air Machines
- Oil Spill Containment
- Persistent Organic Pollutant
- Prepare Charts and Reports that Summarize Test Results
- Set Up and Maintain Equipment Used to Monitor Pollution Levels (Remote Sensors)
- Standards and Compliance
- Thermal Cameras

- Verify Compliance With Regulations to Help Prevent Pollution
- Warehouse

**COMPUTER SKILLS**

- Cisco Phone System
- Concur
- Designing and Developing Software and Applications
- Human Resource Information System (HRIS)
- Integrated Material Management and Accounting System
  - Computerized Scheduling
  - Cost Accounting
  - Engineering and Document Control
  - Inventory Control
  - Material Resource Planning
  - Purchase Order Tracking
  - Sales Forecasting
- Microsoft Office Suite (Intermediate and Advanced)
- MjobTime
- People Track
- Sage 100
- Smartsheet
- Xactimate
- Zoom Meetings

**CONTINUOUS IMPROVEMENT**

- Best Practices
- Business Performance/Skills Enhancement
- Communication Skills
- Decision Making
- Environmental Sustainability
- Evaluations
- Focus Improvement
- Leadership Skills
- Material Improvement
- Monitoring
- Operations/Workflow
- Organizational Capacity Continuous Improvement
- Problem Solving
- Process Improvement
- Production Scheduling
- Project Management
- Quality Concept
- Strategic Planning
- Systems, Applications and Products
- Teambuilding
- Total Quality Management

**OSHA 10/30** (OSHA-Certified Trainer) (1:40 Ratio)

- Asbestos Exposure
- Cranes, Derricks, Hoists, Elevators and Conveyors
- Electrical Safety

- Ergonomics
- Excavations
- Exit Routes and Emergency Action Plans
- Fall Protection
- Fire Prevention, Protection and Emergency Egress Safety
- Fixed and Portable Ladder Safety
- Hazard Communication
- Hazardous Substances & Industrial Hygiene
- Introduction to Occupational Safety and Health Administration
- Lead Exposure
- Lockout/Tagout
- Machine Guarding Safety
- Materials Handling, Use and Disposal
- Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades
- Occupational Safety and Health Administration Recordkeeping
- Personal Protective Equipment (PPE)
- Process Safety Management
- Safety and Health Programs
- Scaffolding
- Slip, Trip, and Fall Hazard Protection
- Tools – Hand and Power
- Walking and Working Surfaces, including Fall Protection
- Welding and Cutting

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

- Bloodborne Pathogens/Biohazards
- Classification of Hazardous Products
- Compliance with Federal Hazardous Material Regulations
- Creating a Security Plan
- Flammable/Combustible Materials
- Haz/Com – Safety Data Sheets
- Hazardous Products Identification, Packing, Marking, Labeling, Documentation
- How to Package the Material, and How to Mark it Properly
- How to Report an Incident
- Learning to Assign Proper Shipping Name, the Division, the Identification Number, the Proper Warning Label
- Oily Rags/Filters
- Pesticides
- Shipping Papers, Emergency Response Information, Emergency Telephone Numbers, Compatibility, Blocking, Placarding
- Small Quantity Generator of Haz/Waste
- Spill Prevention
- Universal Waste
- Waste Management
- Wood Dust

**HAZWOPER**

- Clean-Up Operation
- Compressed Gas Cylinders
- Confined Spaces
- Construction Health Hazards
- Decontamination
- Emergency Responses
  - Emergency Response for Hazardous Waste Sites
  - Emergency Response for Hazardous Substance Release
  - Emergency Response Practical Considerations
- Ergonomics
- Excavations
  - Practical Applications
  - Safety
  - Soils Analysis
- Exposure Monitoring
- Focus Caught-In or Between Hazards
- Focus Electrocution Hazards
- Focus Fall Prevention
- Focus Struck-by Hazards
- Hand and Power Tools
- Handling Drums and Containers
- Hazardous Substances as Defined in 40 CFR 261.3 and 49 CFR 171.8
- Hazardous Waste
- Hazardous Waste Operations
- HAZWOPER Appendices
- HAZWOPER at RCRA Sites
- HAZWOPER Overview and Orientation
  - Regulations – Definition
  - Introduction to OSHA
  - Hazard Communication – GHS
  - Hazard Recognition and Control
  - Chemical Awareness and Toxicology
- Heat and Cold Stress
- Illumination, Sanitation, and New Technology
- Industry Terms
- Material Handling
- Medical Surveillance
- Portable Fire Extinguishers
- PPE
  - PPE Levels of Protection
  - Chemical Protective Clothing
- Respiratory Protection
- Safety and Health Programs
  - Site Characterization
  - Site Control
- Working Around Mobile Equipment

**Productive Lab Hours** (1:3 Ratio)

0-40

**COMMERCIAL SKILLS**

- Fire Restoration Specialist Training
- Fire Recovery
- Assessment Process
- Thermal Cameras and Other Field Equipment At Emergency Site

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

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



## Training Proposal for:

# The Industrial Council of the City of Commerce, California

**Agreement Number: ET21-0297**

**Panel Meeting of:** May 14, 2021

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccarelli

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Transportation Warehousing (48-49) 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 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>
\$289,800		\$20,160 8%		\$309,960

In-Kind Contribution:	50% of Total ETP Funding Required	\$290,000
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Manufacturing Skills	280	8-200	0	\$1,107	\$19.77
				Weighted Avg: 45			

**Minimum Wage by County:** \$19.77 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

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 Staff		20
Operator		10
		20
		10
Production Staff		10
		10
		10
Maintenance Staff		20
Shop Lead		20
Administration Staff		25
Engineer		10
Technician		10
		20
Clerks/Warehouse Staff		20
Sales Staff		5
		5
Supervisor		10
		25
Manager		20

## **INTRODUCTION**

Established in 1959, The Industrial Council of the City of Commerce, California (Industrial Council) ([www.industrialcouncil.org](http://www.industrialcouncil.org)) is a non-profit membership organization whose mission is to promote commercial, industrial, education, and legislative actions to benefit its members and those concerned with the welfare of the community. As part of their service, Industrial Council provides training to its members.

The Industrial Council currently has 235 members from various business sectors including manufacturing, aerospace, food processing, and logistics. The core group of participating employers represents over 100% of the requested funding, all are categorized as priority industry companies.

### **Veterans**

Although there is no Veterans component in this project, the Industrial Council works closely with the Women's Veteran Alliance to support Women Veterans in the workplace. Additionally, some participating employers 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 Industrial Council's first ETP Contract. This proposal will focus on retraining of incumbent workers to meet the business needs of participating employers as they struggle to keep up with competitors particularly in this very challenging time during the COVID pandemic. Many companies are rebuilding their workforce by bringing back furloughed employees and plan to hire as their business returns to pre-COVID levels.

Participating employers have expressed the need to upgrade and build employees' skills to work in a highly competitive and continuously changing environment. Training is a crucial component to meet the demands that companies are currently facing today. These employers will receive customized training in business, computer, manufacturing skills, and continuous improvement.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations to improve communication skills, customer service, and business problem solving.

**Computer Skills:** Training will be offered to all occupations to design, program, implement, and troubleshoot new computer software programs. Training will also help employees become proficient in Microsoft Suite and accounting software.

**Continuous Improvement:** Training will be offered to all occupations to work in teams, improve workflow, and trouble and resolve problems.

**Manufacturing Skills:** Training will be offered to Production Staff to learn to operate new equipment, read blueprints, and inventory management.



## **Curriculum Development**

The Industrial Council determines participating employers' specific demands for training based on training assessments and feedback from its members. Training is customized based on overall company goals to address each employer's specific needs for improvement and employees' job duties. It is designed to effectively improve the workplace and enhance employee skills to maintain and grow their businesses.

Post-training assessments and employer/employee surveys will be conducted to ensure that the training is of the highest quality and meets the demand of the employer. The curriculum will be continually revised according to the demands and feedback.

## **Marketing and Support Costs**

The Industrial Council markets its training programs through its website, newsletter, emails, meetings and mixes. It has a board consisting of 22 members and 10 ambassadors who work with the community to promote its business, both large and small, in the City of Commerce and surrounding areas.

The Industrial Council has built strong relationships and collaborations with neighboring Chambers in East Los Angeles, Montebello, Downey, Pico Rivera, Vernon, and Alhambra. It has also maintained strong partnership with local organizations such as Project Return Peer Support Network, Friends of MUSD Foundation, East Los Angeles Sheriff's Dept., YMCA, Rotary Club, Human-I-T, and Women Veterans Alliance for employer outreach and recruitment. The Industrial Council is requesting the standard 8% support costs to cover marketing, recruitment, and assessment of additional employers which will continue throughout the contract term.

## **Commitment to Training**

ETP funds will not displace the existing financial commitment to training. Many employers have a small training budget with limited participants and training scope. Some have eliminated existing training budgets due to the COVID pandemic and only deliver essential training such as new-hire orientation, mandated OSHA, and other compliance-related training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

The Industrial Council's Executive Director will oversee the training implementation and project administration. There will be a support staff who will manage the day-to-day internal administration. An outside consultant has also been retained to assist in the project administration and to ensure that all training records are in compliance with ETP requirements. Training will be provided by Industrial Council trainers who are subject matter experts and outside vendors. A detailed training schedule is in place to start immediately upon Panel approval.

## **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**

The Industrial Council retained DLI & Associates LLC in San Juan Capistrano to assist with the development of this proposal at no cost.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

Western Training Group of Playa Del Rey has been retained to provide Computer Skills training for a fee of \$50,000. Customs Corporate Communications of Redondo Beach has also been retained to provide Continuous Improvement and Manufacturing Skills training for \$100,000.

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

8-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Writing
- Customer Service
- Communication
- Leadership
- Goal Setting
- Managing Change
- Performance Management
- Problem Solving
- Project Coordination
- Time Management
- Change Management
- 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

**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

**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: The Industrial Council of the City of Commerce, California CCG No.: ET21-0297

Reference No: 21-0164

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ALPHABETIZE BY COMPANY NAME

Company: American Trading

Priority Industry? ☒ Yes ☐ No

Address: 3415 South Sepulveda Blvd.

City, State, Zip: Los Angeles, CA 90034

Collective Bargaining Agreement(s): none

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 62

Total # of full-time company employees in California: 58

Company: Fuji Foods

Priority Industry? ☒ Yes ☐ No

Address: 14420 Bloomfield Ave.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): none

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 164

Total # of full-time company employees in California: 151

Company: Goodridge

Priority Industry? ☒ Yes ☐ No

Address: 529 Van Ness Ave.

City, State, Zip: Torrance, CA 90501

Collective Bargaining Agreement(s): none

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 250

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: The Industrial Council of the City of Commerce, California CCG No.: ET21-0297

Reference No: 21-0164

Page 2 of 3

Company: Integra Technologies Inc.

Priority Industry? ☒ Yes ☐ No

Address: 321 Coral Circle

City, State, Zip: El Segundo, CA 90245

Collective Bargaining Agreement(s): none

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 75

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

Company: Paramount Global

Priority Industry? ☒ Yes ☐ No

Address: 16430 Phoebe Ave.

City, State, Zip: La Mirada, CA 90638

Collective Bargaining Agreement(s): none

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 79

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

Company: Prolacta Bioscience

Priority Industry? ☒ Yes ☐ No

Address: 757 Baldwin Park Blvd.

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

Collective Bargaining Agreement(s): none

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 272

Total # of full-time company employees in California: 272

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: The Industrial Council of the City of Commerce, California CCG No.: ET21-0297

Reference No: 21-0164

Page 3 of 3

Company: RSR Quemetco

Priority Industry? ☒ Yes ☐ No

Address: 720 S 7<sup>th</sup> Ave.

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

Collective Bargaining Agreement(s): none

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 262

Total # of full-time company employees in California: 262

Company: Smurfit Kappa

Priority Industry? ☒ Yes ☐ No

Address: 1161 E Walnut Street

City, State, Zip: Carson, CA 90746

Collective Bargaining Agreement(s): none

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 47000

Total # of full-time company employees in California: 420



Employment Training Panel

**LIST OF PROPOSALS  $\leq$  \$75,000 APPROVED  
BY DELEGATION ORDER FOR 03/23/21 – 05/03/21**

<i><b>Project</b></i>		<i><b>Approved Date</b></i>	<i><b>Approved Amount</b></i>
ET21-0290	Behavioral & Educational Strategies & Training (B.E.S.T., INC.)	05/03/21	\$52,000
ET21-0958	Modesto Area Sheet Metal Apprenticeship Training Trust	04/20/21	\$54,040

**Total -----\$106,040**



## DELEGATION ORDER



### COVID Rapid Reemployment and Retraining Pilot

#### Training Proposal for: Behavioral & Educational Strategies & Training (B.E.S.T., INC.)

**Contract Number: ET21-0290**

**Panel Meeting of:** May 14, 2021

**Approval Date:** May 3, 2021

**ETP Regional Office:** Sacramento

**Analyst:** K. Mam

#### PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative	Industry Sector(s):	Other (J) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus	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: 148	U.S.: 148	Worldwide: 148
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$194,000

<b>Total ETP Funding</b>
\$52,000

## **TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee-Job Creation SET COVID	Other Titles (COVID Training Bundle)	26	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 \$1.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Behavior Technician A		13
Behavior Technician B		13

## **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 and headquartered in Modesto, Behavioral & Educational Strategies & Training (B.E.S.T., INC.) (BEST) ([www.bestforautism.com](http://www.bestforautism.com)) provides a variety of behavior analytic services to individuals with Autism as well as individuals with developmental disabilities. Patients with Autism Spectrum Disorder ages range from infancy to 18 years. Training under this proposal will be for its location in Modesto. This is BEST's second ETP Contract and the second 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 \$1.50 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**

BEST currently recruits through online resources, job fairs, and local colleges. BEST hired three veterans in the last two years.

## **Retrainee - Job Creation**

Due to the pandemic, 129 employees have resigned within the last year. In addition, there is a high demand for autistic services and the Company has over 90 potential clients on its waitlist. The Company has a dire need to onboard and train Behavior Technicians to meet the demand of services along with training on COVID related precautions to provide safe services. The Company will hire 26 new employees (Job Number 1). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of contract.

## **PROJECT DETAILS**

### **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:

COVID related safety training that include courses in Social Distance Learning/Telehealth, B.E.S.T. COVID Response Plan, and Safety Trainings.

### **Training Hours**

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

#### **➤ Training Infrastructure**

The Company's Operations Administrator with the assistance of three support staff will be responsible for all administration of this project. Training will be provided by internal staff.

### **Commitment to Training**

BEST invests \$158,000 annually on training. The Company provides mandatory orientation and basic safety topics. 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.

## **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 \$ %
ET17-0328	Modesto	12/17/16- 12/16/18	\$82,200	\$52,197 (64%)

\*Poor performance was due to BEST determining after development that this project would mostly be focused on training job creation. Because of that, incumbent workers did not receive training that was originally anticipated, causing the Company to not meet 100%.

## **DEVELOPMENT SERVICES**

N/A

## **ADMINISTRATIVE SERVICES**

N/A

## **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)**

- ✚ Autism Training
- ✚ B.E.S.T. COVID Response Plan
- ✚ Behavior Management System
- ✚ Bloodborne Pathogens/Hazardous Materials
- ✚ HIPPA/Documentation Basics
- ✚ Injury and Illness Prevention Program
- ✚ Mandated Reporting
- ✚ Respiratory Action Plan
- ✚ Safety Trainings
- ✚ Social Distance Learning/Telehealth

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

# Modesto Area Sheet Metal Apprenticeship Training Trust

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET21-0958**

**Approval Date:** April 20, 2021

**Panel Meeting of:** May 14, 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:	Mariposa, Merced, Stanislaus, Tuolumne	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Sheet Metal Workers Local Union No. 104		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

## FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$42,120		\$2,920 8%		\$45,040

In-Kind Contribution:	50% of Total ETP Funding Required	Inherent
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Apprentice Priority Rate	Comm'l. Skills, Computer Skills, OSHA 10/30	20	8-210	0	\$2,252	\$26.08
				Weighted Avg: 117			

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

**Minimum Wage by County:** SET Minimum Wage \$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 \$9.55 per hour may be used to meet the Post-Retention Wage. This has been verified by collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Apprentice Sheet Metal Worker; Air Conditioning Mechanic; Test/Adjust & Balancing Technician		2
		9
		9

**INTRODUCTION**

Founded in 1941 and headquartered in Sacramento, Modesto Area Sheet Metal Apprenticeship Training Trust (Modesto Sheet Metal) ([www.sheetmetaltraining.com](http://www.sheetmetaltraining.com)) provides training for Apprentices in the sheet metal, HVAC, and testing and air balance industries. Serving approximately 25 Apprentices, 200 Journeyworkers, and 7 employers, trainees are represented under collective bargaining between representatives from Local 104 and signatory employers. The Modesto Sheet Metal delivers training and services Tuolumne, Stanislaus, Merced and Mariposa counties. Training under this proposal will be for Apprentices in those counties only. This is Modesto Sheet Metal's second ETP Contract, and the second in the last five years.

Apprentices in this trade are trained in fabrication, design, installation of ductwork and equipment, service and repair of all types of heating, air-conditioning, and refrigeration equipment. Trainees are also offered welding certification in all areas. Training will consist of hands-on instruction and lecture.

**Veterans Program**

The Modesto Sheet Metal actively recruits Veterans in participation with National Helmets to Hard Hats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. In addition, it also participates in the SMART Heroes program where it recruits from military bases to open career opportunities into the apprenticeship

trades for service members. As an incentive to fast-track Veterans into employment, all Veteran referrals are automatically moved to the top of a Qualified Applicants list for priority service.

To recruit and retain more Veterans and underserved populations in the area, Modesto Sheet Metal attends job fairs, career days, and reaches out to local career organizations to specifically target Veterans, women, and minority groups. It also works with local county offices of education, local community colleges and community outreach organizations. The applicant will train one Veteran in this program, however for ease of administration a veteran job number is not being requested at this time.

### **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is five years. The curriculum is developed with input from DAS and a designated Local Educational Agency, in this case American River 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**

Training under this project will allow participating employers to address changes in the industry, as well as keep up with growing demand for skilled sheet metal workers in Tuolumne, Stanislaus, Merced and Mariposa counties. Training in this proposal will help provide workers with skills needed to meet demand and industry changes.

New construction is requiring a need for training in sheet metal fabrication, ductwork, and flashing. Likewise, the increase in demand for long-term servicing of industrial HVAC systems continues to grow and requires training in refrigeration theory, electrical theory and application, and airflow principles. Training will also ensure employers can meet the demands of their customers. Current local construction projects during the Contract term include: New Stanislaus County Courthouse, Treasure Island Ferry Terminal, UC Merced, San Francisco Public Utility Commission, Mountain Tunnel Improvement Project, Gallo Glass, Stanislaus Foods, and Kraft-Heinz Escalon projects.

### **Training Plan**

The following training will be delivered via Class/Lab delivery methods:

**Commercial Skills:** Training will include Advanced Triangulation, Layout and Fabrication of Complex Fittings, Study of Psychometrics, Electricity and HVAC Systems, Architectural Sheet Metal and Duct Leakage Testing.



**Computer Skills:** Training will include Building Information Modeling.

### **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

The Apprenticeship Director will oversee the project with assistance from the Administrative Assistant. A Training Coordinator will schedule training and in-house experts will provide all training. All trainers receive instructor training through international training organizations and are approved by American River College. The Apprenticeship Director will report project performance to the governing board on a monthly basis.

### **Impact/Outcome**

Certification for Apprentice training include OSHA10/30, Forklift: Warehouse, Rough Terrain Operation, Aerial, Environmental Protection Agency (EPA) Section 608 Certification Section I and II, and State and National Journeyworker statues and certification from American River Community College.

### **Marketing and Support Costs**

Marketing is accomplished through Modesto Sheet Metal’s website, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. All current participating employers are signatory employers to Local 104. It also promotes this training program at labor-management meetings and industry assemblies.

Modesto Sheet Metal requests 8% support costs for Apprentices to assist staff and training liaison with qualifying signatory employers.  
Staff recommends the request for support costs.

### **Tuition Reimbursement**

Modesto Sheet Metal 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.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0932	Modesto	12/17/2018- 12/16/2020	\$98,141	\$98,141 (100%)*

\*Based on ETP Systems, 4,733 reimbursable hours have been tracked for potential earnings of \$98,141 (100% of approved amount). The final invoice process is currently being processed and the Contractor reports 100% award amount.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

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

8-210

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Advanced Blueprint Reading
- Advanced Drafting Skills
  - Isometric
  - Oblique
  - Perspectives
- Advanced Triangulation, Layout and Fabrication of Complex Fittings
- Air and Its Properties
- Air and Water Cooled Condensers
- Architectural Sheet Metal
- Basic Electrical Theory and Fundamentals
- Bio Cabinet Safety/Testing
- Building HVAC Control Theory and Application
- Building Pressurization Analysis
- Calculating Equipment Cooling Capacities and Enthalpy of Air
- Calculating System Design and Operation
  - Design
  - Fabricate
  - Test Lab Duct Systems
- Central HVAC System Design
- Chilled Water Systems
- Complete Building Takeoff for Sheet Metal
- Confined Space Training
- Constant Volume Air Conditioning
- Control System Fundamentals
- DCC Controls and Systems
- Demand Control Ventilation
- Design, Fabrication and Installation of Duct Systems
- Duct Design and Airflow Calculations
- Duct Elevation Drawings
- Duct Leakage Testing
- Electric/Electronic Control Systems
- Electric Motors and Controls
- Electrical Components
- Electrical Panel Safety
- Electricity and HVAC Systems
- Energy Audit
- Environmental Building Science
- Exhaust Hood and System Fabrication and Installation
- Field Measuring
- Fire Life Safety
- Fire and Smoke Dampers
- Food Service Stainless Fabrication and Sanitary Code Requirements
- Forman's Problems (Troubleshooting)
- Fume Hood Testing Fundamentals

- Gas Heating Systems
- GREEN/LEED Awareness
- Heat Load Calculations
- Heat Pump Components and Operation
- High and Low Voltage Applications
- Hoisting and Rigging
- HVAC Blueprint Takeoff for Bidding
- HVAC Detail Drawings
- HVAC Fan Laws and Principles
- Indoor Air Quality Procedures
- Industrial Specifications and Details
- Installation of Prefabricated Building Panels and Architectural Elements
- Introduction to Commercial Refrigeration
- Introduction to HVAC Equipment
- Layout and Fabrication of Fittings Using Drafting Skills
- LEAN Construction
- Local Codes and Standards
- Manometer, Pitot Tube and Tachometer Usage
- Multi Zone HVAC
- OSHA Regulations
- Pneumatic Controls Systems
- Positive/Negative Pressure Blow Pipe Construction
- Refrigerant Safety
- Refrigerant Control Devices and Troubleshooting
- Rooftop Architectural Steel
- Rooftop Steel Construction
- SMACNA Standards for Duct Construction
- SMACNA TABB Procedural Guide
- Sound and Vibration Principles/Testing
- Standing Seam Roofs
- Study of Psychometrics
- TABB Supervisor Training
- TABB Technician Certification
- Testing, Adjusting and Balancing System
- Trigonometry For the Sheet Metal Industry
- Troubleshooting HVAC Equipment
- Understanding Blueprints and Job Specifications
- Variable Air Volume Systems
- Welding Safety
- Welding Skills (Mig, Trig, ARC)
- Wiring Circuits and Schematics
- Zone Control Systems

**COMPUTER SKILLS**

- Building Information Modeling

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

- OSHA 10
- OSHA 30

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

Note: Reimbursement for retraining is capped at 210 total training hours per trainee, regardless of the method of delivery.
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