

PANEL PACKET

MAY 2015





NOTICE / AGENDA

MEETING TIME/PLACE

Thursday, May 21, 2015 at 9:30 a.m.
California Environmental Protection Agency, 1001 I Street
Sierra Hearing Room, 2nd Floor
Sacramento, CA 95814
Phone: (916) 327-5640

AGENDA

- | | | |
|------------|---|--|
| 9:30 a.m. | Call to Order by Chair <ul style="list-style-type: none">• Roll Call• Agenda• Minutes | Barry Broad |
| 9:45 a.m. | Comments by Labor & Workforce Development Agency Secretary | David Lanier |
| 10:00 a.m. | Report of the Executive Director <ul style="list-style-type: none">• Legislative/Budget/Other• Request Motion to Delegate in Event of Loss of Quorum/Action• Request Motion to Adopt Consent Calendar Projects/Action | Stewart Knox |
| 10:15 a.m. | Review and Action on Proposals | Gregg Griffin
Creighton Chan
Willie Atkinson |
| 11:45 p.m. | Small Business Incentives for a MEC <ul style="list-style-type: none">• Information on SB Data• Ratify increased cap on funding• Action on increasing cap on hours | Stewart Knox |

Panel Date: May 21, 2015

12:00 p.m. Public Comments

12:15 p.m. Public Meeting Adjourns

The notice of Panel Meetings is also available on the ETP website (www.etp.ca.gov). The times shown here are estimates, and may be changed at the meeting.

The dollar amounts shown here are subject to change up to and including the date of the Panel Meeting. Other changes may also occur (e.g. withdrawn). Please continue to assess this page for updated information.

If the Panel does not have a quorum, it will meet as a subcommittee of the whole at the same time and place. That subcommittee will hear the items identified on this Agenda, but cannot vote or take action.

Special accommodations (i.e., sign language, interpreter, accessible seating) may be requested by contacting ETP at least seven days prior to the meeting date. Please contact the Executive Office at (916) 327-4485.

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 18, 2015 although the Panel may still change the order at the meeting.

North Hollywood Regional Office

CalPortland Company -----	\$270,360
Heart Hospital of BK, LLC dba Bakersfield Heart Hospital-----	\$248,400
Kinkisharyo International, LLC -----	\$345,000
Quest Diagnostics Incorporated -----	\$424,926
Ralphs Grocery Company-----	\$424,650
The Kroger Company-----	\$424,224
Tooling University – Society of Manufacturing Engineers-----	\$192,500

San Diego Regional Office

Associated General Contractors of America, San Diego Chapter, Inc., Apprenticeship & Training Trust -----	\$327,200
Penhall Company-----	\$159,300
Riverside Healthcare Systems, LP dba Riverside Community Hospital-----	\$272,750

San Francisco Bay Area Regional Office

Alameda County Electrical Joint Apprenticeship and Training Committee (Amendment) -----	\$191,943
San Francisco Electrical Industry Apprenticeship and Training Trust (Amendment) -----	\$194,948

Sacramento Regional Office

Local Government Commission (RESPOND)-----	\$127,880
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PROPOSALS APPROVED
BY DELEGATION ORDER FOR 04/15/2015 – 05/11/2015

≤ \$100,000	Approved Date	Approved Amount
<u>North Hollywood Regional Office</u>		
American Polymers Corp. dba Polycoat Products	05/08/15	\$49,920
Caseworx, Inc.	05/08/15	\$23,400
El Camino Community College District, Center for Applied Competitive Technologies (AB118)	05/04/15	\$64,640
Hollywood Bed & Springs Mfg. Co., Inc.	04/15/15	\$20,176
Raypak, Inc.	04/17/15	\$54,950
Windes, Inc.	04/20/15	\$81,360
<u>San Diego Regional Office</u>		
Harveys Industries, Inc.	04/15/15	\$47,762
<u>San Francisco Bay Area Regional Office</u>		
Skyworks Solutions, Inc.	04/16/15	\$41,760
<u>Sacramento Regional Office</u>		
BP-Quality Body & Paint, Inc.	04/20/15	\$49,104
Dockstader and Dockstader, Inc.	04/16/15	\$48,906
FlexCare, LLC	05/04/15	\$49,500
U.S. Farm Systems	04/14/15	\$49,920



TABLE OF CONTENTS

MEETING TIME/PLACE

Thursday, May 21, 2015 at 9:30 a.m.
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 Sierra Hearing Room, 2nd Floor
 Sacramento, CA 95814
 Phone: (916) 327-5640

PRELIMINARY MATTERS

Directions to Meeting Site
 Future Meeting Sites
 Notice/Agenda
 Prior Meeting Minutes
 Key Program Elements

REVIEW AND ACTION ON PROPOSALS

Consent Calendar **Tab**

Heart Hospital of BK, LLC dba Bakersfield Heart Hospital -----	1
Penhall Company -----	2

Proposals for Single-Employer Contractors **Tab**

North Hollywood Area Regional Office	
CalPortland Company -----	3
Kinkisharyo International, LLC -----	4
Quest Diagnostics Incorporated -----	5
Ralphs Grocery Company -----	6
The Kroger Company -----	7

San Diego Area Regional Office
Riverside Healthcare Systems, LP dba Riverside Community Hospital -----8

Proposals for Multiple-Employer Contractors **Tab**

North Hollywood Area Regional Office
Tooling University – Society of Manufacturing Engineers ----- 9

San Diego Area Regional Office
Associated General Contractors of America, San Diego Chapter, Inc.,
Apprenticeship & Training Trust -----10

Sacramento Area Regional Office
Local Government Commission (RESPOND) -----11

Amendments **Tab**

Alameda County Electrical Joint Apprenticeship and Training Committee ----- 12
San Francisco Electrical Industry Apprenticeship and Training Trust-----13

SUMMARY OF DELEGATION ORDERS

Delegation Orders

Tab

American Polymers Corp. dba Polycoat Products

BP-Quality Body & Paint, Inc.

Caseworx, Inc.

Dockstader and Dockstader, Inc.

El Camino Community College District, Center for Applied Competitive Technologies (AB118)

FlexCare LLC

Harveys Industries, Inc.

Hollywood Bed & Springs Mfg. Co., Inc.

Raypak, Inc.

Skyworks Solutions, Inc.

U.S. Farm Systems

Windes, Inc.



M e m o r a n d u m

To: Panel Members

Date May 11, 2015

From: Stewart Knox
Executive Director

File: Panel Memo Doc.

Subject: **Directions to Meeting Site**

The Employment Training Panel will meet on THURSDAY, **May 21, 2015 at 9:30 a.m.**

**California Environmental Protection Agency
Sierra Hearing Room, 2nd Floor
1001 I Street
Sacramento, CA 95814**

Telephone (916) 327-5640 (ETP Central Office)
FAX: (916) 445-5972 (ETP Central Office)

Directions to the California Environmental Protection Agency - Coastal Hearing Room

From Sacramento International Airport:

- Take **Hwy 5** South
- Exit on "**J**" **Street** to **11th St.**
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**

From San Francisco

- Take **I-80 E**
- Merge onto **I-5 N**
- Exit on "**J**" **Street** to **11th St.**
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**



M e m o r a n d u m

To: Panel Members

Date May 11, 2015

From: Stewart Knox
Executive Director

File: Mtg. Site Memo

Subject: **Future Meeting Sites**

<p>May 21, 2015</p>	<p>California Environmental Protection Agency Sierra Hearing Room, 2nd Floor 1001 I Street Sacramento, CA 95814</p>
<p>June 26, 2015</p>	<p>California Environmental Protection Agency Sierra Hearing Room, 2nd Floor 1001 I Street Sacramento, CA 95814</p>
<p>July 24, 2015</p>	<p>California Environmental Protection Agency Time: 09:30 AM Coastal Hearing Room, 2nd Floor 1001 I Street Sacramento, CA 95814</p>
<p>August 28, 2015</p>	<p>California Environmental Protection Agency Sierra Hearing Room, 2nd Floor 1001 I Street Sacramento, CA 95814</p>



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL MEETING**
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room – 2nd Floor
Sacramento, CA 95814
April 24, 2015

PANEL MEMBERS

Barry Broad
Chair

Janice Roberts
Vice-Chair

Gloria Bell
Member

Sonia Fernandez
Member

Kish Rajan
Member

Edward Rendon
Member

Sam Rodriguez
Member

Executive Staff

Stewart Knox
Executive Director

Maureen Reilly
General Counsel

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL MEETING
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room – 2nd Floor
Sacramento, CA 95814
April 24, 2015

I. PUBLIC PANEL MEETING CALL TO ORDER

Chairman Broad called the meeting to order at 9:32 a.m.

II. ROLL CALL

Present

Gloria Bell
Barry Broad
Sonia Fernandez
Leslie McBride
Janice Roberts
Sam Rodriguez

Absent

Edward Rendon

Executive Staff Present

Stewart Knox, Executive Director
Maureen Reilly, General Counsel

III. AGENDA

Chairman Broad asked for a motion to approve the Agenda.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion that the Panel approve the Agenda.

Motion carried, 5 - 0.

IV. MINUTES

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion that the Panel approve the Minutes from the March 27, 2015 meeting.

Motion carried, 5 - 0.

V. REPORT OF THE EXECUTIVE DIRECTOR

Stewart Knox, Executive Director, introduced Gregg Griffin from the North Hollywood Regional Office and Willie Atkinson from the Sacramento Regional Office who are to present Single Employer and Multiple Employer Projects. He said we currently have \$3M available through the Alternative Fuel and Technology Program with \$2.1M for projects still pending. Of the \$2M in General Fund monies allocated to RESPOND, he said there was \$114K remaining, with one outstanding project coming forward in the upcoming meeting.

Regarding CORE funding, we had approximately \$64M at the beginning of the year. The Governor approved an additional \$10M added to that. With the disencumbered funds re-invested, we are at approximately \$94.3M in contracting capacity this year, and that is the largest we've had in quite some time.

To date, for FY2014/15, the Panel has funded approximately \$73.4M through over 350 projects. Today, the Panel will consider an additional \$4.3M, with another \$560K approved by Delegation Order. Should the Panel approve all of the projects before them today, we will have approximately \$13M left for the remaining of the FY. He said that monies not encumbered for the new projects will be used to bring down the liabilities for this FY leaving more funds available for FY 2015/16.

Regarding the Fund Status Report, Mr. Knox said ETP had a total appropriation of \$73.1M after a \$10M augmentation. He said the Report shows a change in the prior year contract liabilities. Looking back at last month's report, it had \$24M; we are increasing that to \$27M, which leaves \$32M in funds with a contracting capacity of \$86M. Mr. Knox acknowledged that projects are performing at a much higher rate this FY, at about 81% to 82%. He attributed this to "right-sizing" and funding caps. One effect of bringing down liabilities from this FY is having more funds available for next FY. He advised the Panel that staff had tentatively allocated approximately \$90.5M on the various contract categories for the next FY. In June, the staff will present what that allocation looks like going into FY 2015/16. Right now, next year's capacity is definitely closer to \$96M.

This year, Mr. Knox said, Single Employer Contracts were allocated \$51.1M; we right-sized that to \$48.8M. After today's meeting, we will have approximately \$9.1M remaining in this category. Multiple Employer Contracts (MEC) were allocated \$15.5M this year. After today's meeting we will have \$1.3M remaining. Small Business Contracts were allocated \$5.4M; after today's meeting we will have approximately \$665K remaining. Critical Proposals were allocated \$6.1M, after today's meeting, we will have approximately \$1.1M left. Apprenticeships were allocated \$10.1M; to date there is approximately \$744K remaining. If the Panel approves the \$4.8M projects today, he said (and as stated earlier) we will have about \$13M left in contracting capacity through the end of this FY.

The Panel adopted a new cap for the Delegation Order in the coming FY, whereby Small Business will be capped at \$50K, and other proposals at \$100K to be approved by the Executive Director on a continuous flow basis. As of today, Mr. Knox reported another 14 projects have been approved by Delegation over \$560K.

For the FY 2015/16, Mr. Knox said, we opened MEC pre-applications on April 1, 2015 along with apprenticeship programs. As of last Friday, we have approximately 52 projects submitted in the first round, with a value of just over \$17M. This is just between the MEC and the apprenticeship programs. We will open up for Single Employers and Small Business pre-applications on May 1, 2015 in order to release the remaining funds. Financially we are looking very strong.

Regarding workload, as previously mentioned at our last Panel Meeting, and especially given the resources remaining and time in the FY, he said that staff has really done a great job developing and monitoring over 350 projects valued at about \$73.5M. By the end of June, we will be closer to the \$90M mark.

Mr. Knox reported on potential funding for applications already submitted to the regional offices. Single Employer Contracts requests total \$8M, and \$9M remains. MEC regional offices are about \$495K in demand and \$1.3M remains. Small Business are about \$125K; \$666K remain. Critical Proposals are about at \$835K in demand, and \$1.1M remains. Apprenticeships are about \$547K in demand, and \$744K remains. Over all, this means there are remaining funds of some \$13M, and about \$10.1M in demand.

Mr. Knox reported on the number of applications remaining to be developed in the regional offices. Single Employer Contracts at 29, MEC's at 4; Small Business at 6, Critical Proposals at 4, and Apprenticeship at 2. He also reported on the numbers of projects remaining to be determined eligible by category: Single Employer at 5, MEC at 0, Small Business at 0, Critical Proposals at 0, Apprenticeship at 2; for a total of 7 projects left at that level. In other words, he said, almost everything is in the field offices.

He informed the Panel that ETP had hired new analyst to help with developing and monitoring projects; two in the Sacramento Regional Office, one in the San Diego Regional Office, and two in the Bay Area Regional Office.

Mr. Knox next reported on legislative activity that could affect ETP. He said, we continue to follow the Governor's proposed budget bills, and don't anticipate any changes in the appropriation method for FY 2015/16. Additionally, we continue to track Senate Bill 3, which is a minimum-wage adjustment bill introduced by Senator Mark Leno will increase the minimum wage on or after January 1, 2016 to \$11 per hour, and after July 1, 2017 to not less than \$13 per hour.

VI. MOTION TO ADOPT CONSENT CALENDAR PROJECTS

Mr. Knox asked for a motion to adopt Consent Calendar Items #1 through #3. He said these were all amendments to increase funding that had been cut in half when the projects were originally approved in August 2014.

Glendale Community College.....	\$273,902
Kern Community College District	\$375,198
Studio Arts, Ltd.....	\$375,375

ACTION: Ms. Roberts moved and Ms. McBride seconded approval of Consent Calendar Items #1 through #3.

Motion carried, 6 – 0.

VII. REQUEST MOTION TO DELEGATE IN EVENT OF LOSS OF QUORUM

Mr. Knox asked for a motion for the Panel to delegate authority to the Executive Director to approve Proposals and Actions on the Agenda in consultation with the Panel Chair or Vice Chair.

ACTION: Ms. Roberts moved and Ms. Bell seconded approval to delegate authority in event of loss of quorum.

Motion carried, 6 - 0.

VIII. ACTION ON SMALL BUSINESS INCENTIVES FOR MULTIPLE EMPLOYER CONTRACT

Mr. Knox reminded the Panel that they approved a “Small Business Incentive” cap of \$1.2M for the coming FY. He said, based on the last presentation, staff recommended this increase in funding if there was a number of small business participants in the Multiple Employer Contract (MEC). He said, one of the commitments I had mentioned is to keep this as simple as possible. The incentive cap on a regular MEC is \$950K. By increasing this to \$1.2M, the difference is \$250K, depending on the “right sizing” of the proposal amount. The point is to reach more small businesses with the option of that \$250K. This small business component may be comprised of several job numbers, which is the normal process; it could be priority or non-priority, HUA, or SET. If the overall funding is greater than the \$950K, the differential of \$250K cannot be shifted from a small business job number to a non-small-business job number. The differential of \$250K must remain as a reserve to avoid overestimating the small business component. However, the funding may be shifted from a small business job number to a non-small-business job number if the total amount of funding is less than \$950K for the MEC. If it’s below that, it doesn’t really make any difference, that is just a standard cap for the MEC. We are going to be really looking at how to assess that \$250K tipping. The Regional Office will work with the contractors in determining this.

Mr. Broad asked, are we changing the overall cap for the MECs? Mr. Knox said, yes, by \$250K; this was approved at the last Panel Meeting. So if you are a MEC with a substantial small business component, you can go to the \$1.2M, so that’s an increase of \$250K over a standard MEC. Mr. Broad said, when MECs come to us with set of good intentions, and “placeholder” names for participating employers, how do we know they will really get that same number of small business? We’re not reducing our volume of small business applicants for single employer contracts; we’re just going to get MEC applicants trying to drive their own \$250K bump ups for themselves. How is the shift going to take place? Mr. Knox said, it shifts in two different ways. The small businesses that come directly to the Panel, as we see in the Delegation Order, will request anywhere from \$10K up to \$50K. Those will be referred to a MEC that would have funding of \$1.2 million available to them. We will do referrals to the MEC; but again, we won’t turn them away. If they come back to

us, we will serve them. But if they are served through the MEC, the process could be quicker. It's true; a MEC applicant will have a set of businesses that start off as "placeholders", and that ebbs and flows. That's where the Regional Office will have some flexibility in determining whether they need all or part of the extra \$250K.

Maureen Reilly, General Counsel said, we talked about this with the Regional Office Managers. They go through the normal process of verifying the commitment from the core group of employers that are named when the MEC first applies for the funding. At this point, we "right size" the amount of funding to recommend to the Panel. That process, when the MEC with a small business component identifies their core group, staff contacts the core group. Regional Office staff makes the phone calls to these employers to be sure they are still committed. When we go for a MEC proposal that is over the \$950K, staff will verify the commitment up by \$50K, \$100K, or up to \$250K in additional funding. The small business component has to be significant or substantial enough to justify the additional amount. That is all going to the part of the "right sizing". Then, like Mr. Knox mentioned, the extra \$250K must be reserved for the small business job numbers. Hopefully that will also deter overestimating.

Ms. Roberts said, since it's a substantial amount, is small business participants at 20% of the contract, otherwise it's going to be arbitrary? Mr. Knox said, we're thinking of at least %50 on the first year of this incentive cap. On the second year, that can potentially go up. We've also talked to quite a few of the MECs that have had this type of contract, to get an idea of what that percentage would look like. Mr. Davidson, from El Camino Community College, mentioned that theirs is around 51%-52% participation, and they also have some of the larger employers. Others are as high as 75% for small employers. Mr. Broad said, I don't want to create a situation where what happens is, for workload consideration, every time a small business comes in, we automatically send them to MEC. I'm worried about that, because that seems like the natural tendency. If these small businesses have very specialized needs for specific training, I don't want to send them off to a generic training. That doesn't seem right to me. How would we deal with that issue?

Mr. Knox said, I think it will be going back and forth in the early stages, especially as inquiries come to the Economic Development Unit (EDU), they will determine what the small business need. If the small businesses have a MEC in their local area that could serve them, they would send them that way. There are a lot of factors to consider. The EDU will make those determinations; they will work with the Regional Office Managers and see if there are other MEC's in their local area. I have one example that worked really well, with the California Workforce Association in Humboldt County, where an employer wanted specific training that the MEC can provide very quickly. The training was completed in 8 days, as opposed to the typical 90 day cycle for a Single Employer. We can look at it from a policy standard to make sure that the small businesses are being served well. If we can't find a MEC, we will process them as a regular contract.

Ms. Reilly said, we have been looking at small business, and how we can best serve them for some time. We have run some data that shows the vast majority of small businesses we serve are through MECs. We will continue to offer the small business Single Employer as an alternative. We are hoping this higher \$1.2M cap will incentivize the MECs, and encourage their marketing efforts to really reach out and increase our bandwidth. Mr. Broad said, the

relationship between our employees and MECs, there's a potential here for conflicts of interest. I want to make sure that we have a very clear policy regarding this matter. I don't want our employees going out to lunch with people who could benefit from these referrals. I don't want there to be any gifts exchanged. We should have a guideline to protect everybody. This is a very sensitive area. Ms. Reilly said, we follow the Political Reform Act disclosure requirements, but our analyst staffs are typically not designated for that level. Mr. Broad said, you need to determine what their designated roles are. If someone is in the position of handing out business to somebody else, it could start out as something benign, and sometimes end up in the newspaper. That may be something you need to actively consider, whether you need to extend disclosure to that level.

IX. PUBLIC COMMENTS

Steve Duscha, Consultant

Mr. Duscha said, as someone who's been moving small contracts to MECs, I want to explain what I have in mind, - and it is not referring these small applicants. People apply for small amounts of money to Glendale Community College for one of their programs, or to one of the other colleges for one of their programs. They have great programs, and they do wonderful things for ETP, but my sense is, most of the very small single employer contractors that are coming to ETP have their own program. They want to do their own training, they have their own trainers. The notion that I have, - and have practiced to some extent with the California Workforce Association (CWA) contract, and would like to do on a bigger scale with the CWA - is to take referrals but we don't want put them into a canned training program. We would simply do the administrative work for those small employers. So instead of having to go through the entire ETP contracting process, they can submit a certification statement to the CWA to make the process go faster. We would have a sub-agreement between the small business and CWA, which holds the ETP contract. That way, as the as Executive Director said, we have instances where we have been able to get training started in one week after the business comes to us. But we are not providing training for them, and we are not putting them in a canned training program.

Mr. Broad said, that means a MEC can come in, and all of a sudden we have a \$1.2M proposal, then what happens to our staff? I think maybe, what we ought to say is, increase the MEC cap by the amount of the small business that gets referred by the staff. Otherwise what will happen is just raising the MEC cap; we aren't going to do anything with these referrals that are coming in through the small business application. Mr. Duscha said, I think that these are two different issues. I'm not sure I understand what is being proposed in the cap on the MECs, going from \$950K to \$1.2M. Mr. Broad asked Mr. Knox if these issues are linked. Mr. Knox said, yes, basically if you're coming to ETP as a regular MEC, you can serve any size business for that \$950K. But if you're going to serve a substantial amount of small businesses, you can go to the \$1.2M. So again there's a \$250K difference. So as staff works with that MEC, we will look at what percentage of the participants are small businesses. Mr. Dushca asked, do you have to have a small business job number that equals \$250K? Mr. Knox said, yes. Mr. Duscha said, then what do you do for apprenticeship on building trades contracts, where you no longer have small business job numbers, are they excluded from the \$1.2M cap? Mr. Knox said yes.

Ms. Reilly said, you would need to have small business job numbers equating that amount. We will verify the demand to support the additional funds, and it might not be the full \$250K. Mr. Broad said I don't think that's what happens around here; they just come in for the cap. Ms. Reilly said, we have to verify the demand because the money is allocated between the job numbers. When we are "costing" up the project, based on hours of training and reimbursement rate, the funding gets allocated between job numbers. Each job number has costing based on hours of training, estimated number of trainees, and reimbursement rate. During the life cycle of the contract, we may shift funds back and forth.

Mr. Broad said, wouldn't it be easier if the cap on MECs were just left where it is, and if you take one of those referrals, it doesn't get charged against your cap? I thought we we're talking about reducing our staff's workload? Mr. Duscha said, I don't think that has anything to do with the small business. Mr. Broad said, we are trying to move people that are coming to us; but I'm not sure I like the idea of generally raising the cap by a quarter of a million, unless there is a separate reason in doing that. We do have a small business streamline program. I feel that the MECs can serve the small businesses, or large businesses. There needs to be a separate reason to raise the caps further. If we have a situation, where the staff is referring a small business to a local MEC that can get the process going in 10 days, instead of a month and a half, fine. The MECs can deal with the procedural issues and it won't be counted against their annual cap. Mr. Knox said, that was the reason of trying to increase the cap; it was to encourage that MEC to take on the small business.

Ms. Roberts said, according to Ms. Reilly, most of the MEC have small businesses that are already being served. Ms. Reilly said, we find that we serve the vast majority of small businesses through MECs, and they are effective in their marketing. One of the policy goals of this approach in raising the cap up to \$1.2M is to encourage the MECs to do more of the outreach, and increase our bandwidth on reaching small business; not necessarily through staff referrals, but also through their own marketing. Referrals of the really small contracts, which is around \$8K-\$10K, is not going to equate to a quarter of a million for a given MEC contract. That is a separate goal. We will try to refer really small projects when their training needs line up with the MEC. Also, the MEC must have a curriculum in place in the geographic region, and the time period of classes being offered must coincide with what the small business wants. That's not going to get you \$250K worth of referrals. The main hope we have here is that the MECs will broaden their outreach.

Mr. Broad asked, are we not serving enough of small businesses generally? Ms. Reilly said, we find that the MEC's can reach more businesses and there are a lot of small businesses throughout California that are not familiar about the ETP program. That's the feedback we get. Mr. Broad said, this would be a separate discussion, if we should raise caps. If we raise the caps on any category, people will come to us, and try to do their hardest to get to the cap. Mr. Duscha said, I don't think any of us would know what the demand for the money is going to be next year. Maybe we can make that decision in 6 months.

Mr. Broad said, the problem that we are looking at is the amount of staff time dedicated to dealing with small business. It probably costs the taxpayers more money to review the application than what the contract is worth. We can't respond to the wonderful news that the economy is getting better, and ETP has more money, so we could raise caps, but ETP can't hire more people. I realize we're directing the Incentive Cap to small businesses, it's just

allowing a MEC to spend more money, which might be a viable thing. But instead of going to \$1.2M, maybe we should have them go to \$1M here, and put more money into the allocations for apprenticeship on single employers. Or maybe caps should be raised generally. Is there a way to cut this thing into two pieces?

Mr. Knox said yes. Mr. Duscha said, if you do leave in a higher cap for MECs dealing with small businesses, let's talk about how it works before we adopt. It needs to be simple and clear before it's done. Mr. Broad said, what I have in mind is this: our staff contacts the MEC, say we're referring a small business to you, and will you be able to serve them? They are encouraged to say "yes" because that cost of training doesn't count against the cap.

Mr. Duscha said, from my perspective, you want to set up special MECs to do this. You want to set up somebody who creates an administrative process to handle these small contracts in a very simple way that can be monitored by your staff. You don't necessarily want to make these referrals to 15 different MECs who have their own training program. You want specialists to do this, and work closely with your staff. This is for the administrative work, not the training. Since the beginning of time, ETP has tried to refer little applicants to existing MECs, and it really hasn't worked. The training that the small employers usually want is not congruent to what the MECs are providing. Mr. Broad said, so what you're saying is that certain MECs would have a dedicated process for dealing with this issue.

Mr. Knox reminded the Panel that they already approved the \$1.2M Incentive Cap at the meeting last month. Basically the \$250K additional is dedicated to serve the small businesses. He said bear in mind that MECs are not equal. To date, we only have two MEC pre-application that came in at \$1.2M for the new FY. The MECs realize there is not an easy way to take this on. What I could suggest is, since the \$1.2M was already approved at the last Panel Meeting, we can continue working in the appropriate level of commitment by small business participants with the Regional Office. We can bring back a much simpler version to the Panel the next time we meet. We are raising the caps to incentivize the MECs.

Mr. Broad said, let's put this over for a month. Maybe the staff should have some conversation with our contractor community about who is willing to do this. Ms. Roberts said, maybe we should get some statistics of how many actual small businesses are under each MEC, and how many small businesses have their own training curriculum.

Eldon Davidson, El Camino Community College

Mr. Davidson said, at the last meeting I shared with you the fact that, based on our studies, we are serving 46% small business overall, already. In our own institution the rate is at 51%, I also said that we, all the colleges, under the Education code, have to be self-sustaining. We don't have any funding that comes from the State to sustain us. We have to sustain ourselves. Just as much as it costs ETP, to actually market or serve small businesses - it's just as expensive for us to serve that market.

You're talking smaller numbers, and what is considered small? There are categories of small that are 10 employees, which are very difficult to serve; and there are some that are 30 employees. The ones that are easier to serve are probably those with employees of 50 or more. The employers we deal with don't have trainers, we're actually providing instructors. It becomes a difficult issue when we're dealing with small employers, especially 30 or less because they don't have enough people for us to do the training class right at their location.

So we have to bring multiple small employers together, which is a lot of paperwork. There's a lot of administrative work involved in serving the small businesses.

We serve the small business because they're part of our community. Small business provides a lot of jobs. As a community college, we try to take this seriously, We do return on investment surveys to see if we are actually doing what we promised to do, and that includes our subcontractors and small business. We do get feedbacks. We're not out there in a rush to get funding from ETP. Our demand is for training higher than what we can provide.

Mr. Broad said, would you be arguing that the cap could go up further? Mr. Davidson said, I didn't come here to get an extra \$300K. Even though we serve, at our college, 51% small business - there's only three of us on staff. We don't have the capacity to service the small sector. That's a whole new marketing issue, just like it was with AB 118, It's a whole new project. We need more time to gear up for this. Ms. Roberts said, instead of raising the cap, another alternative would be to look at your support cost because a lot of this is the marketing aspect and other work versus having the infrastructure to support the training. I'm just giving some alternatives versus raising the caps.

X. REVIEW AND ACTIONS ON PROPOSALS

Single Employer Proposals

PRN Ambulance, Inc.

Gregg Griffin, Manager of the North Hollywood Regional Office, presented a Proposal for PRN Ambulance, Inc. in the amount of \$120,160. Founded in 2000, PRN is a non-emergency inter-facility ambulance provider serving the greater Los Angeles area. PRN operates over 60 emergency response vehicles from its headquarters in North Hills, and two satellite facilities in East Los Angeles, and Glendale. This is PRN's second ETP Agreement. PRN services include basic life support transports, advanced life support transports, and critical care transportation. Mr. Gregg Griffin presented Patrick Chapman, Director of Clinical Operations and Bill Parker, Consultant,

Mr. Chapman said, we regret that our performance from the first time was disappointing, and we won't let that happen again. The key people in charge of the program were in the process of transitioning out of the company. We found out too late that over 15 employees were mislabeled as full-time during the training process and at the final invoicing. It was discovered by our administrator that these employees did not have full-time hours required. We are making each training roster for the employees with the correct jobs status per the recommendation by ETP analyst and all the rosters will be personally checked by myself and verified by human resources before that entry. Ms. Fernandez asked, what is the commitment level this time from your organizational leadership to make this a success? Mr. Chapman said, the PRN has been briefed and they are on board this time. They are aware of what is required of the company. The institutional knowledge was held by one person in the past, and that person left the company. Ms. Roberts asked how many part-time employees will be training under this agreement. Mr. Chapman said he doesn't know off the top of his head; and he doesn't have a roster in front of him. However, he did not believe that

any of them would be training part-time. We are moving more towards keeping a full-time staff rather than hiring part-time employees at all.

ACTION: Ms. Roberts move and Ms. Bell seconded the approval of the Proposal for PRN Ambulance, Inc. in the amount of \$120,160.

Motion carried, 6 – 0.

C&D Zodiac, Inc.

Mr. Griffin presented a Proposal for C&D Zodiac Inc. in the amount of \$306,060. This company designs and manufactures aircraft interior components, such as seats, overhead bins, cabinets, galleys, lighting, stairway and doors. Mr. Griffin introduced Mr. Ferdinand Lansangan, Corporate Training Manager.

There were no questions from the Panel.

ACTION: Ms. Roberts move and Ms. McBride seconded the approval of the Proposal for C&D Zodiac Inc. in the amount of \$306,060.

Motion carried, 6 – 0.

Ricoh Americas Corporation

Mr. Griffin presented a Proposal for Ricoh Americas Corporation in the amount of \$137,850. This will be the fourth ETP Agreement for Ricoh Americas Corporation (Ricoh). Founded in 1962, Ricoh distributes, imports, markets, sells, and services digital office equipment including copiers, printers, facsimile systems, scanners, digital duplicators, wide format copiers, digital cameras, projectors, and network accessories. The Company also offers managed document and information technology services. Ricoh serves large to medium size companies requiring high volume, high speed, and multiple finishing capabilities as well as small-sized businesses and individuals requiring multi-function production. Mr. Griffin introduced Michael McGurvey, Senior Manager.

Mr. Broad said, regarding your prior proposal, there was a problem with meeting performance. It is because the employees paid on commission did not make enough to meet the ETP minimum wage requirement? How many of the employees were on commission under proposed agreement? Is there anyone other than sales staff? Mr. McGurvey said, the sales representatives are the only ones on commission. Mr. Griffin said that there are 15 employees this group. Michelle Rychener, Training Funding Partners, informed Mr. Broad that the agreement he was referring to several years ago, ended in 2007.

Mr. Broad said, for your commission sales staff not meeting our ETP minimum wage, is that likely to happen again? Ms. Rychener said, that is Special Employment Training or SET wage. This is a higher wage of \$27, not the regular \$14-\$16 hour wage. Some of the sales staff didn't get to the SET wage, the way we had structured the last project, which is why they earned 73%. This project is structured where such that the staff to be trained will be better matched to the required wage job groups. Mr. Broad asked, is it possible for you to achieve

100%? Ms. Rychener said, we've looked at the wage requirements, and we structured the project so that we believe the sales job group will meet the wage with commission. Mr. Broad said I just don't want to structure one of these proposals, where someone can possibly earn that 100%. Mr. Griffin said the sales staff is a small percentage of the overall training population the way the average is 40, so it's relatively small.

ACTION: Ms. Roberts moved and there was a second on the motion for the approval of Ricoh Americas Corporation in the amount of \$137,850.

Motion carried, 6 – 0.

Caber Enterprises, Inc. dba Mission Care Group

Willie Atkinson, Manager of the Sacramento Regional Office, presented a Proposal for Caber Enterprises, Inc. dba Mission care group in the amount of \$424,614. Caber Enterprises owns and operates four rehabilitation and skilled nursing care facilities in Visalia, Tulare and Hanford. The Company now employs 300 professionals, providing 24-hour recovery services and nursing care to patients following an illness, injury or surgery. All four facilities will participate in training under this proposal. Mr. Atkinson introduced Mark Fisher, President, Jill Meeuwsen, Consultant.

Ms. Roberts said the contract is excellent. I can tell by how dedicated you are, I'm looking at the percentage of your turn over, it's really low for this industry. It's an outstanding infrastructure, and you have dedicated people. You're a hands-on kind of person, that's really what we want to see in these contracts. I know this is your first time, there's a lot of money involved. I believe you can do it.

There were no questions from the Panel.

ACTION: Ms. Roberts move and Ms. Bell seconded the approval for Caber Enterprises, Inc. dba Mission care group in the amount of \$424,614.

Motion carried, 6 – 0.

Dole Packaged Foods, LLC

Mr. Atkinson presented a Proposal for Dole Packaged Foods, LLC in the amount of \$424,320. In 2011, Dole committed to a three-phase training plan that would allow for incumbent workers to improve their skills, and promote into higher skilled positions. This plan anticipated hiring as many as 75 new employees to increase the Company's production, and enhance their ability to compete in a global market. Mr. Atkinson introduced Arcelia Cruz, Human Resource Manager, and Larry King, Director of Human Resources.

Mr. Rodriguez said your collaboration is exactly what we are looking for. This is a nice proposal. It's good to see this training going on for workers that work and live in your area. Mr. King said we're very proud of the people who work for us, we have a very low turnover, and we have a large returning population that comes back every year. We think it's

because we've done a great job training our supervisors and knowing how to work with those individuals. We see ourselves as servants to the people who make our products.

ACTION: Mr. Rodriguez moved and Ms. Fernandez seconded the approval for Dole Packaged Foods, LLC in the amount of \$424,320.

Motion carried, 6 – 0.

Lancaster Burns Construction, Inc. dba LB Construction, Inc.

Mr. Atkinson presented a Proposal for Lancaster Burns Construction, Inc. LB Construction, Inc. (LBC) in the amount of \$140,280. Founded in 1991 and headquartered in Roseville, LBC fabricates and constructs steel foundations, drywall, rough carpentry, wood, and metal stud install-ready assemblies. Customers include domestic general contractors in the construction industry. Mr. Atkinson presented Iza Garcia, Human Resource Manager, and Janice Ballard, Consultant.

There were no questions from the Panel.

ACTION: Ms. Roberts moved and Ms. Bell seconded the approval for Lancaster Burns construction, Inc. DBA LB construction, Inc. in the amount of \$140,280.

Motion carried, 6 – 0.

Mary Ann's Baking Co., Inc.

Mr. Atkinson presented a proposal for Mary Ann's Baking Company, Inc. for the amount of \$424,616. Founded in 1961 and located in Sacramento, Mary Ann's Baking produces a variety of fried and baked products for distribution in the continental United States, Alaska, Hawaii, Canada and Mexico. The Company's products are transported and distributed in both fresh and frozen conditions.

Mary Ann's Baking has committed to hiring 94 new employees under Job number 3. The company notified us that they will hire temporary to permanent position and that will be in the actual contract agreement. Approximately 10 employees will be hired from temporary to permanent position. The rest will be direct hires. Mr. Atkinson introduced Bob Burzinski, Chief Financial Officer.

Mr. Burzinski said, this is our second request for funding. We had about a 90% completion on our approved funding. We would have had 100%, but we had a major client that decided to pull out of California. We tried to replace that business but we lost about \$4 million. Over that time period of a year and a half, we lost about 30 people over that year and a half period. We are in the position now where we have picked up several big customers; we do a lot of co-packing. Ms. Roberts asked, did you have a vendor or consultant working with you on your last agreement? Mr. Burzinski said no.

ACTION: Ms. Roberts moved and Ms. Fernandez seconded the approval of the Proposal for Mary Ann's Baking Company, Inc. for the amount of \$424,616.

Motion carried 6 – 0.

MedAmerica Billing Services, Inc.

Mr. Atkinson resented a Proposal for MedAmerica Billing Services, Inc. for the amount of \$420,000. Founded in 1975, MedAmerica provides medical coding and billing services including custom electronic submission of claims, auditing, accounts receivable, management, physician coding, documentation education, and custom data analysis services. MedAmerica serves over 115 customer locations in nine states, with approximately 4.3 million patients and over \$2.5 billion in physician charges per year. The Company provides services to customers in practice areas such as emergency medicine, hospitalist, wound care, urgent care, radiology, physical therapy and family practice. This will be MedAmerica's fourth ETP funded training. Mr. Atkinson presented Stephanie Montanez, Director of Human Resources.

Mr. Broad asked, of the 310 employees that we are training, how many are actually receiving the \$12 per hour or less? Ms. Montanez said, it really depends on the position that they are hired in. Our billing specialists, which will be the majority of the trainees, are at \$10 an hour for the Modesto office, and \$12 an hour for our Ontario office. Our coding specialist is at \$13.75 per hour. Our Ontario office is in a higher wage area.

ACTION: Ms. Roberts moved and Ms. Bell seconded the approval of the proposal for MedAmerica Billing Services, Inc. for the amount of \$420,000.

Motion carried 6 – 0.

Valley Truck and Tractor Co.

Mr. Atkinson presented a Proposal for Valley Truck and Tractor Co., for the amount of \$239,520. Founded in 1948, Valley Truck and Tractor Co. is an agricultural vehicle dealer in the Sacramento Valley. The Company sells and services commercial and residential agricultural equipment including tractors; combines and sprayers; riding mowers, utility tractors and snow equipment; and specialized golf course and turf equipment. In addition to equipment sales, the Company supports John Deere Agriculture Management Solutions, which assists farmers with the management of their crops by using technology and GPS. Mr. Atkinson introduced Sharon Reeder, Human Resource Manager, and Diane Samson, Sierra Consultant.

Mr. Broad asked, how are the tractors operated by the satellite? How does the tractor get programmed? Ms. Reeder said, it is integrated solutions; we have towers that have the information that goes through; we have dedicated employees who fill the systems for the farmers. We have four employees to handle the GPS system. They install the software for the customer and customize the software to meet their needs. We just hired an employee who will actually sit every day and data input all the information in for these customers. It is all satellite based. This program will help the farmers program how much water to release; it

will help the farmers save on staffing, and fertilizing. This year, we will be adding drones. This will make it even better for the farmers. The drone systems can show you problems that you are having, you will be able to see the actual location on the ground, so you can go directly to the issue, and fix them, therefore saving time and energy. That is a new technology for us. With the drought, it is important for us to partner with the farmers so that they can actually get their business is going, and we can help keep them going and feed America.

Ms. Roberts said, this is your first contract with ETP, and you have Sierra consulting with you, Will you have the right staff dedicated at those 10 locations to support the training? As an HR person will you be traveling to these 10 locations? Ms. Reeder said, we have a training facility, and we will provide trainers to meet all of the training needs. I would be the one administering the technical portion of it. I also have another dedicated employee who is just a trainer, and I have four other people who are dedicated to train as well. We will not be doing all the training; we will be looking for more qualified people to train for the specific needs. We have the facility to make this happen. Mr. Broad asked, is there an actual individual in the tractor to physically operate the machinery? Ms. Reeder said, yes, there is person in the tractor as a back-up.

ACTION: Mr. Rodriguez moved and Ms. Roberts seconded the approval of the Proposal for Valley truck and tractor Company in the amount of \$239,520.

Motion: 6 – 0.

Multiple Employer Contractors

El Camino Community College District, Center for Applied Competitive Technologies.

Greg Griffin, Manager of the North Hollywood Regional Office, presented a Proposal for El Camino Community College District, Center for Applied Competitive Technologies for the amount of \$649,350. Founded in 1947, El Camino is a two-year community college offering academic and vocational education programs. The college enrolls more than 25,000 students each semester and boasts a curriculum of over 850 highly regarded academic and career programs taught by exceptional faculty. Mr. Griffin introduced Eldon Davidson, Director, Center of Customized Training.

Mr. Davidson said, thank you for looking at our project. We work with other community colleges. Not all community colleges can afford the administration fees to serve the customers. We're proud that we were working with Antelope Valley, as well as Cerritos College. This is just one of the 17; I'd like to share briefly, this particular industry, Esterline Defense. They are located past Palm Springs. There was a point when the Federal spending was reduced. We got involved in Esterline Defense. Under the dollars, they were able to retain sales in the amount of \$1.6M, create 12 new jobs, and retain 21 jobs and increase product productivity about 15% during the downturn. Mr. Broad asked, you're training vendors of Cerritos College and Antelope Valley College, essentially you're operating kind like a consortia community colleges on this proposal? Mr. Eldon said, you can call it consortia college partners. There are a lot of benefits with partnership. A good example is Cerritos College. I have a company right down the street from our office that needs plastic technology training. El Camino doesn't have that type of training. Partnering with Cerritos,

who offers the training, it made sense for our customer to bring Cerritos College into the territory. Community colleges, by nature, we're competitive. There are a lot of benefits we get by sharing instructors.

There were no questions from the Panel.

Action: Miss Roberts moved and Ms. McBride seconded the proposal for El Camino Community College District, Center for Applied Competitive Technologies for the amount of \$649,350.

Motion carried 6 – 0.

XI. MEETING ADJOURNMENT

ACTION: Ms. Roberts moved and Ms. Bell seconded meeting adjournment at 11:23 a.m.

Motion carried 6 – 0.



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL MEETING**
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room – 2nd Floor
Sacramento, CA 95814
April 24, 2015

PANEL MEMBERS

Barry Broad
Chair

Janice Roberts
Vice-Chair

Gloria Bell
Member

Sonia Fernandez
Member

Kish Rajan
Member

Edward Rendon
Member

Sam Rodriguez
Member

Executive Staff

Stewart Knox
Executive Director

Maureen Reilly
General Counsel

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL MEETING
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room – 2nd Floor
Sacramento, CA 95814
April 24, 2015

I. PUBLIC PANEL MEETING CALL TO ORDER

Chairman Broad called the meeting to order at 9:32 a.m.

II. ROLL CALL

Present

Gloria Bell
Barry Broad
Sonia Fernandez
Leslie McBride
Janice Roberts
Sam Rodriguez

Absent

Edward Rendon

Executive Staff Present

Stewart Knox, Executive Director
Maureen Reilly, General Counsel

III. AGENDA

Chairman Broad asked for a motion to approve the Agenda.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion that the Panel approve the Agenda.

Motion carried, 5 - 0.

IV. MINUTES

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion that the Panel approve the Minutes from the March 27, 2015 meeting.

Motion carried, 5 - 0.

V. REPORT OF THE EXECUTIVE DIRECTOR

Stewart Knox, Executive Director, introduced Gregg Griffin from the North Hollywood Regional Office and Willie Atkinson from the Sacramento Regional Office who are to present Single Employer and Multiple Employer Projects. He said we currently have \$3M available through the Alternative Fuel and Technology Program with \$2.1M for projects still pending. Of the \$2M in General Fund monies allocated to RESPOND, he said there was \$114K remaining, with one outstanding project coming forward in the upcoming meeting.

Regarding CORE funding, we had approximately \$64M at the beginning of the year. The Governor approved an additional \$10M added to that. With the disencumbered funds re-invested, we are at approximately \$94.3M in contracting capacity this year, and that is the largest we've had in quite some time.

To date, for FY2014/15, the Panel has funded approximately \$73.4M through over 350 projects. Today, the Panel will consider an additional \$4.3M, with another \$560K approved by Delegation Order. Should the Panel approve all of the projects before them today, we will have approximately \$13M left for the remaining of the FY. He said that monies not encumbered for the new projects will be used to bring down the liabilities for this FY leaving more funds available for FY 2015/16.

Regarding the Fund Status Report, Mr. Knox said ETP had a total appropriation of \$73.1M after a \$10M augmentation. He said the Report shows a change in the prior year contract liabilities. Looking back at last month's report, it had \$24M; we are increasing that to \$27M, which leaves \$32M in funds with a contracting capacity of \$86M. Mr. Knox acknowledged that projects are performing at a much higher rate this FY, at about 81% to 82%. He attributed this to "right-sizing" and funding caps. One effect of bringing down liabilities from this FY is having more funds available for next FY. He advised the Panel that staff had tentatively allocated approximately \$90.5M on the various contract categories for the next FY. In June, the staff will present what that allocation looks like going into FY 2015/16. Right now, next year's capacity is definitely closer to \$96M.

This year, Mr. Knox said, Single Employer Contracts were allocated \$51.1M; we right-sized that to \$48.8M. After today's meeting, we will have approximately \$9.1M remaining in this category. Multiple Employer Contracts (MEC) were allocated \$15.5M this year. After today's meeting we will have \$1.3M remaining. Small Business Contracts were allocated \$5.4M; after today's meeting we will have approximately \$665K remaining. Critical Proposals were allocated \$6.1M, after today's meeting, we will have approximately \$1.1M left. Apprenticeships were allocated \$10.1M; to date there is approximately \$744K remaining. If the Panel approves the \$4.8M projects today, he said (and as stated earlier) we will have about \$13M left in contracting capacity through the end of this FY.

The Panel adopted a new cap for the Delegation Order in the coming FY, whereby Small Business will be capped at \$50K, and other proposals at \$100K to be approved by the Executive Director on a continuous flow basis. As of today, Mr. Knox reported another 14 projects have been approved by Delegation over \$560K.

For the FY 2015/16, Mr. Knox said, we opened MEC pre-applications on April 1, 2015 along with apprenticeship programs. As of last Friday, we have approximately 52 projects submitted in the first round, with a value of just over \$17M. This is just between the MEC and the apprenticeship programs. We will open up for Single Employers and Small Business pre-applications on May 1, 2015 in order to release the remaining funds. Financially we are looking very strong.

Regarding workload, as previously mentioned at our last Panel Meeting, and especially given the resources remaining and time in the FY, he said that staff has really done a great job developing and monitoring over 350 projects valued at about \$73.5M. By the end of June, we will be closer to the \$90M mark.

Mr. Knox reported on potential funding for applications already submitted to the regional offices. Single Employer Contracts requests total \$8M, and \$9M remains. MEC regional offices are about \$495K in demand and \$1.3M remains. Small Business are about \$125K; \$666K remain. Critical Proposals are about at \$835K in demand, and \$1.1M remains. Apprenticeships are about \$547K in demand, and \$744K remains. Over all, this means there are remaining funds of some \$13M, and about \$10.1M in demand.

Mr. Knox reported on the number of applications remaining to be developed in the regional offices. Single Employer Contracts at 29, MEC's at 4; Small Business at 6, Critical Proposals at 4, and Apprenticeship at 2. He also reported on the numbers of projects remaining to be determined eligible by category: Single Employer at 5, MEC at 0, Small Business at 0, Critical Proposals at 0, Apprenticeship at 2; for a total of 7 projects left at that level. In other words, he said, almost everything is in the field offices.

He informed the Panel that ETP had hired new analyst to help with developing and monitoring projects; two in the Sacramento Regional Office, one in the San Diego Regional Office, and two in the Bay Area Regional Office.

Mr. Knox next reported on legislative activity that could affect ETP. He said, we continue to follow the Governor's proposed budget bills, and don't anticipate any changes in the appropriation method for FY 2015/16. Additionally, we continue to track Senate Bill 3, which is a minimum-wage adjustment bill introduced by Senator Mark Leno will increase the minimum wage on or after January 1, 2016 to \$11 per hour, and after July 1, 2017 to not less than \$13 per hour.

VI. MOTION TO ADOPT CONSENT CALENDAR PROJECTS

Mr. Knox asked for a motion to adopt Consent Calendar Items #1 through #3. He said these were all amendments to increase funding that had been cut in half when the projects were originally approved in August 2014.

Glendale Community College.....	\$273,902
Kern Community College District	\$375,198
Studio Arts, Ltd.....	\$375,375

ACTION: Ms. Roberts moved and Ms. McBride seconded approval of Consent Calendar Items #1 through #3.

Motion carried, 6 – 0.

VII. REQUEST MOTION TO DELEGATE IN EVENT OF LOSS OF QUORUM

Mr. Knox asked for a motion for the Panel to delegate authority to the Executive Director to approve Proposals and Actions on the Agenda in consultation with the Panel Chair or Vice Chair.

ACTION: Ms. Roberts moved and Ms. Bell seconded approval to delegate authority in event of loss of quorum.

Motion carried, 6 - 0.

VIII. ACTION ON SMALL BUSINESS INCENTIVES FOR MULTIPLE EMPLOYER CONTRACT

Mr. Knox reminded the Panel that they approved a “Small Business Incentive” cap of \$1.2M for the coming FY. He said, based on the last presentation, staff recommended this increase in funding if there was a number of small business participants in the Multiple Employer Contract (MEC). He said, one of the commitments I had mentioned is to keep this as simple as possible. The incentive cap on a regular MEC is \$950K. By increasing this to \$1.2M, the difference is \$250K, depending on the “right sizing” of the proposal amount. The point is to reach more small businesses with the option of that \$250K. This small business component may be comprised of several job numbers, which is the normal process; it could be priority or non-priority, HUA, or SET. If the overall funding is greater than the \$950K, the differential of \$250K cannot be shifted from a small business job number to a non-small-business job number. The differential of \$250K must remain as a reserve to avoid overestimating the small business component. However, the funding may be shifted from a small business job number to a non-small-business job number if the total amount of funding is less than \$950K for the MEC. If it’s below that, it doesn’t really make any difference, that is just a standard cap for the MEC. We are going to be really looking at how to assess that \$250K tipping. The Regional Office will work with the contractors in determining this.

Mr. Broad asked, are we changing the overall cap for the MECs? Mr. Knox said, yes, by \$250K; this was approved at the last Panel Meeting. So if you are a MEC with a substantial small business component, you can go to the \$1.2M, so that’s an increase of \$250K over a standard MEC. Mr. Broad said, when MECs come to us with set of good intentions, and “placeholder” names for participating employers, how do we know they will really get that same number of small business? We’re not reducing our volume of small business applicants for single employer contracts; we’re just going to get MEC applicants trying to drive their own \$250K bump ups for themselves. How is the shift going to take place? Mr. Knox said, it shifts in two different ways. The small businesses that come directly to the Panel, as we see in the Delegation Order, will request anywhere from \$10K up to \$50K. Those will be referred to a MEC that would have funding of \$1.2 million available to them. We will do referrals to the MEC; but again, we won’t turn them away. If they come back to

us, we will serve them. But if they are served through the MEC, the process could be quicker. It's true; a MEC applicant will have a set of businesses that start off as "placeholders", and that ebbs and flows. That's where the Regional Office will have some flexibility in determining whether they need all or part of the extra \$250K.

Maureen Reilly, General Counsel said, we talked about this with the Regional Office Managers. They go through the normal process of verifying the commitment from the core group of employers that are named when the MEC first applies for the funding. At this point, we "right size" the amount of funding to recommend to the Panel. That process, when the MEC with a small business component identifies their core group, staff contacts the core group. Regional Office staff makes the phone calls to these employers to be sure they are still committed. When we go for a MEC proposal that is over the \$950K, staff will verify the commitment up by \$50K, \$100K, or up to \$250K in additional funding. The small business component has to be significant or substantial enough to justify the additional amount. That is all going to the part of the "right sizing". Then, like Mr. Knox mentioned, the extra \$250K must be reserved for the small business job numbers. Hopefully that will also deter overestimating.

Ms. Roberts said, since it's a substantial amount, is small business participants at 20% of the contract, otherwise it's going to be arbitrary? Mr. Knox said, we're thinking of at least %50 on the first year of this incentive cap. On the second year, that can potentially go up. We've also talked to quite a few of the MECs that have had this type of contract, to get an idea of what that percentage would look like. Mr. Davidson, from El Camino Community College, mentioned that theirs is around 51%-52% participation, and they also have some of the larger employers. Others are as high as 75% for small employers. Mr. Broad said, I don't want to create a situation where what happens is, for workload consideration, every time a small business comes in, we automatically send them to MEC. I'm worried about that, because that seems like the natural tendency. If these small businesses have very specialized needs for specific training, I don't want to send them off to a generic training. That doesn't seem right to me. How would we deal with that issue?

Mr. Knox said, I think it will be going back and forth in the early stages, especially as inquiries come to the Economic Development Unit (EDU), they will determine what the small business need. If the small businesses have a MEC in their local area that could serve them, they would send them that way. There are a lot of factors to consider. The EDU will make those determinations; they will work with the Regional Office Managers and see if there are other MEC's in their local area. I have one example that worked really well, with the California Workforce Association in Humboldt County, where an employer wanted specific training that the MEC can provide very quickly. The training was completed in 8 days, as opposed to the typical 90 day cycle for a Single Employer. We can look at it from a policy standard to make sure that the small businesses are being served well. If we can't find a MEC, we will process them as a regular contract.

Ms. Reilly said, we have been looking at small business, and how we can best serve them for some time. We have run some data that shows the vast majority of small businesses we serve are through MECs. We will continue to offer the small business Single Employer as an alternative. We are hoping this higher \$1.2M cap will incentivize the MECs, and encourage their marketing efforts to really reach out and increase our bandwidth. Mr. Broad said, the

relationship between our employees and MECs, there's a potential here for conflicts of interest. I want to make sure that we have a very clear policy regarding this matter. I don't want our employees going out to lunch with people who could benefit from these referrals. I don't want there to be any gifts exchanged. We should have a guideline to protect everybody. This is a very sensitive area. Ms. Reilly said, we follow the Political Reform Act disclosure requirements, but our analyst staffs are typically not designated for that level. Mr. Broad said, you need to determine what their designated roles are. If someone is in the position of handing out business to somebody else, it could start out as something benign, and sometimes end up in the newspaper. That may be something you need to actively consider, whether you need to extend disclosure to that level.

IX. PUBLIC COMMENTS

Steve Duscha, Consultant

Mr. Duscha said, as someone who's been moving small contracts to MECs, I want to explain what I have in mind, - and it is not referring these small applicants. People apply for small amounts of money to Glendale Community College for one of their programs, or to one of the other colleges for one of their programs. They have great programs, and they do wonderful things for ETP, but my sense is, most of the very small single employer contractors that are coming to ETP have their own program. They want to do their own training, they have their own trainers. The notion that I have, - and have practiced to some extent with the California Workforce Association (CWA) contract, and would like to do on a bigger scale with the CWA - is to take referrals but we don't want put them into a canned training program. We would simply do the administrative work for those small employers. So instead of having to go through the entire ETP contracting process, they can submit a certification statement to the CWA to make the process go faster. We would have a sub-agreement between the small business and CWA, which holds the ETP contract. That way, as the as Executive Director said, we have instances where we have been able to get training started in one week after the business comes to us. But we are not providing training for them, and we are not putting them in a canned training program.

Mr. Broad said, that means a MEC can come in, and all of a sudden we have a \$1.2M proposal, then what happens to our staff? I think maybe, what we ought to say is, increase the MEC cap by the amount of the small business that gets referred by the staff. Otherwise what will happen is just raising the MEC cap; we aren't going to do anything with these referrals that are coming in through the small business application. Mr. Duscha said, I think that these are two different issues. I'm not sure I understand what is being proposed in the cap on the MECs, going from \$950K to \$1.2M. Mr. Broad asked Mr. Knox if these issues are linked. Mr. Knox said, yes, basically if you're coming to ETP as a regular MEC, you can serve any size business for that \$950K. But if you're going to serve a substantial amount of small businesses, you can go to the \$1.2M. So again there's a \$250K difference. So as staff works with that MEC, we will look at what percentage of the participants are small businesses. Mr. Dushca asked, do you have to have a small business job number that equals \$250K? Mr. Knox said, yes. Mr. Duscha said, then what do you do for apprenticeship on building trades contracts, where you no longer have small business job numbers, are they excluded from the \$1.2M cap? Mr. Knox said yes.

Ms. Reilly said, you would need to have small business job numbers equating that amount. We will verify the demand to support the additional funds, and it might not be the full \$250K. Mr. Broad said I don't think that's what happens around here; they just come in for the cap. Ms. Reilly said, we have to verify the demand because the money is allocated between the job numbers. When we are "costing" up the project, based on hours of training and reimbursement rate, the funding gets allocated between job numbers. Each job number has costing based on hours of training, estimated number of trainees, and reimbursement rate. During the life cycle of the contract, we may shift funds back and forth.

Mr. Broad said, wouldn't it be easier if the cap on MECs were just left where it is, and if you take one of those referrals, it doesn't get charged against your cap? I thought we we're talking about reducing our staff's workload? Mr. Duscha said, I don't think that has anything to do with the small business. Mr. Broad said, we are trying to move people that are coming to us; but I'm not sure I like the idea of generally raising the cap by a quarter of a million, unless there is a separate reason in doing that. We do have a small business streamline program. I feel that the MECs can serve the small businesses, or large businesses. There needs to be a separate reason to raise the caps further. If we have a situation, where the staff is referring a small business to a local MEC that can get the process going in 10 days, instead of a month and a half, fine. The MECs can deal with the procedural issues and it won't be counted against their annual cap. Mr. Knox said, that was the reason of trying to increase the cap; it was to encourage that MEC to take on the small business.

Ms. Roberts said, according to Ms. Reilly, most of the MEC have small businesses that are already being served. Ms. Reilly said, we find that we serve the vast majority of small businesses through MECs, and they are effective in their marketing. One of the policy goals of this approach in raising the cap up to \$1.2M is to encourage the MECs to do more of the outreach, and increase our bandwidth on reaching small business; not necessarily through staff referrals, but also through their own marketing. Referrals of the really small contracts, which is around \$8K-\$10K, is not going to equate to a quarter of a million for a given MEC contract. That is a separate goal. We will try to refer really small projects when their training needs line up with the MEC. Also, the MEC must have a curriculum in place in the geographic region, and the time period of classes being offered must coincide with what the small business wants. That's not going to get you \$250K worth of referrals. The main hope we have here is that the MECs will broaden their outreach.

Mr. Broad asked, are we not serving enough of small businesses generally? Ms. Reilly said, we find that the MEC's can reach more businesses and there are a lot of small businesses throughout California that are not familiar about the ETP program. That's the feedback we get. Mr. Broad said, this would be a separate discussion, if we should raise caps. If we raise the caps on any category, people will come to us, and try to do their hardest to get to the cap. Mr. Duscha said, I don't think any of us would know what the demand for the money is going to be next year. Maybe we can make that decision in 6 months.

Mr. Broad said, the problem that we are looking at is the amount of staff time dedicated to dealing with small business. It probably costs the taxpayers more money to review the application than what the contract is worth. We can't respond to the wonderful news that the economy is getting better, and ETP has more money, so we could raise caps, but ETP can't hire more people. I realize we're directing the Incentive Cap to small businesses, it's just

allowing a MEC to spend more money, which might be a viable thing. But instead of going to \$1.2M, maybe we should have them go to \$1M here, and put more money into the allocations for apprenticeship on single employers. Or maybe caps should be raised generally. Is there a way to cut this thing into two pieces?

Mr. Knox said yes. Mr. Duscha said, if you do leave in a higher cap for MECs dealing with small businesses, let's talk about how it works before we adopt. It needs to be simple and clear before it's done. Mr. Broad said, what I have in mind is this: our staff contacts the MEC, say we're referring a small business to you, and will you be able to serve them? They are encouraged to say "yes" because that cost of training doesn't count against the cap.

Mr. Duscha said, from my perspective, you want to set up special MECs to do this. You want to set up somebody who creates an administrative process to handle these small contracts in a very simple way that can be monitored by your staff. You don't necessarily want to make these referrals to 15 different MECs who have their own training program. You want specialists to do this, and work closely with your staff. This is for the administrative work, not the training. Since the beginning of time, ETP has tried to refer little applicants to existing MECs, and it really hasn't worked. The training that the small employers usually want is not congruent to what the MECs are providing. Mr. Broad said, so what you're saying is that certain MECs would have a dedicated process for dealing with this issue.

Mr. Knox reminded the Panel that they already approved the \$1.2M Incentive Cap at the meeting last month. Basically the \$250K additional is dedicated to serve the small businesses. He said bear in mind that MECs are not equal. To date, we only have two MEC pre-application that came in at \$1.2M for the new FY. The MECs realize there is not an easy way to take this on. What I could suggest is, since the \$1.2M was already approved at the last Panel Meeting, we can continue working in the appropriate level of commitment by small business participants with the Regional Office. We can bring back a much simpler version to the Panel the next time we meet. We are raising the caps to incentivize the MECs.

Mr. Broad said, let's put this over for a month. Maybe the staff should have some conversation with our contractor community about who is willing to do this. Ms. Roberts said, maybe we should get some statistics of how many actual small businesses are under each MEC, and how many small businesses have their own training curriculum.

Eldon Davidson, El Camino Community College

Mr. Davidson said, at the last meeting I shared with you the fact that, based on our studies, we are serving 46% small business overall, already. In our own institution the rate is at 51%, I also said that we, all the colleges, under the Education code, have to be self-sustaining. We don't have any funding that comes from the State to sustain us. We have to sustain ourselves. Just as much as it costs ETP, to actually market or serve small businesses - it's just as expensive for us to serve that market.

You're talking smaller numbers, and what is considered small? There are categories of small that are 10 employees, which are very difficult to serve; and there are some that are 30 employees. The ones that are easier to serve are probably those with employees of 50 or more. The employers we deal with don't have trainers, we're actually providing instructors. It becomes a difficult issue when we're dealing with small employers, especially 30 or less because they don't have enough people for us to do the training class right at their location.

So we have to bring multiple small employers together, which is a lot of paperwork. There's a lot of administrative work involved in serving the small businesses.

We serve the small business because they're part of our community. Small business provides a lot of jobs. As a community college, we try to take this seriously, We do return on investment surveys to see if we are actually doing what we promised to do, and that includes our subcontractors and small business. We do get feedbacks. We're not out there in a rush to get funding from ETP. Our demand is for training higher than what we can provide.

Mr. Broad said, would you be arguing that the cap could go up further? Mr. Davidson said, I didn't come here to get an extra \$300K. Even though we serve, at our college, 51% small business - there's only three of us on staff. We don't have the capacity to service the small sector. That's a whole new marketing issue, just like it was with AB 118, It's a whole new project. We need more time to gear up for this. Ms. Roberts said, instead of raising the cap, another alternative would be to look at your support cost because a lot of this is the marketing aspect and other work versus having the infrastructure to support the training. I'm just giving some alternatives versus raising the caps.

X. REVIEW AND ACTIONS ON PROPOSALS

Single Employer Proposals

PRN Ambulance, Inc.

Gregg Griffin, Manager of the North Hollywood Regional Office, presented a Proposal for PRN Ambulance, Inc. in the amount of \$120,160. Founded in 2000, PRN is a non-emergency inter-facility ambulance provider serving the greater Los Angeles area. PRN operates over 60 emergency response vehicles from its headquarters in North Hills, and two satellite facilities in East Los Angeles, and Glendale. This is PRN's second ETP Agreement. PRN services include basic life support transports, advanced life support transports, and critical care transportation. Mr. Gregg Griffin presented Patrick Chapman, Director of Clinical Operations and Bill Parker, Consultant,

Mr. Chapman said, we regret that our performance from the first time was disappointing, and we won't let that happen again. The key people in charge of the program were in the process of transitioning out of the company. We found out too late that over 15 employees were mislabeled as full-time during the training process and at the final invoicing. It was discovered by our administrator that these employees did not have full-time hours required. We are making each training roster for the employees with the correct jobs status per the recommendation by ETP analyst and all the rosters will be personally checked by myself and verified by human resources before that entry. Ms. Fernandez asked, what is the commitment level this time from your organizational leadership to make this a success? Mr. Chapman said, the PRN has been briefed and they are on board this time. They are aware of what is required of the company. The institutional knowledge was held by one person in the past, and that person left the company. Ms. Roberts asked how many part-time employees will be training under this agreement. Mr. Chapman said he doesn't know off the top of his head; and he doesn't have a roster in front of him. However, he did not believe that

any of them would be training part-time. We are moving more towards keeping a full-time staff rather than hiring part-time employees at all.

ACTION: Ms. Roberts move and Ms. Bell seconded the approval of the Proposal for PRN Ambulance, Inc. in the amount of \$120,160.

Motion carried, 6 – 0.

C&D Zodiac, Inc.

Mr. Griffin presented a Proposal for C&D Zodiac Inc. in the amount of \$306,060. This company designs and manufactures aircraft interior components, such as seats, overhead bins, cabinets, galleys, lighting, stairway and doors. Mr. Griffin introduced Mr. Ferdinand Lansangan, Corporate Training Manager.

There were no questions from the Panel.

ACTION: Ms. Roberts move and Ms. McBride seconded the approval of the Proposal for C&D Zodiac Inc. in the amount of \$306,060.

Motion carried, 6 – 0.

Ricoh Americas Corporation

Mr. Griffin presented a Proposal for Ricoh Americas Corporation in the amount of \$137,850. This will be the fourth ETP Agreement for Ricoh Americas Corporation (Ricoh). Founded in 1962, Ricoh distributes, imports, markets, sells, and services digital office equipment including copiers, printers, facsimile systems, scanners, digital duplicators, wide format copiers, digital cameras, projectors, and network accessories. The Company also offers managed document and information technology services. Ricoh serves large to medium size companies requiring high volume, high speed, and multiple finishing capabilities as well as small-sized businesses and individuals requiring multi-function production. Mr. Griffin introduced Michael McGurvey, Senior Manager.

Mr. Broad said, regarding your prior proposal, there was a problem with meeting performance. It is because the employees paid on commission did not make enough to meet the ETP minimum wage requirement? How many of the employees were on commission under proposed agreement? Is there anyone other than sales staff? Mr. McGurvey said, the sales representatives are the only ones on commission. Mr. Griffin said that there are 15 employees this group. Michelle Rychener, Training Funding Partners, informed Mr. Broad that the agreement he was referring to several years ago, ended in 2007.

Mr. Broad said, for your commission sales staff not meeting our ETP minimum wage, is that likely to happen again? Ms. Rychener said, that is Special Employment Training or SET wage. This is a higher wage of \$27, not the regular \$14-\$16 hour wage. Some of the sales staff didn't get to the SET wage, the way we had structured the last project, which is why they earned 73%. This project is structured where such that the staff to be trained will be better matched to the required wage job groups. Mr. Broad asked, is it possible for you to achieve

100%? Ms. Rychener said, we've looked at the wage requirements, and we structured the project so that we believe the sales job group will meet the wage with commission. Mr. Broad said I just don't want to structure one of these proposals, where someone can possibly earn that 100%. Mr. Griffin said the sales staff is a small percentage of the overall training population the way the average is 40, so it's relatively small.

ACTION: Ms. Roberts moved and there was a second on the motion for the approval of Ricoh Americas Corporation in the amount of \$137,850.

Motion carried, 6 – 0.

Caber Enterprises, Inc. dba Mission Care Group

Willie Atkinson, Manager of the Sacramento Regional Office, presented a Proposal for Caber Enterprises, Inc. dba Mission care group in the amount of \$424,614. Caber Enterprises owns and operates four rehabilitation and skilled nursing care facilities in Visalia, Tulare and Hanford. The Company now employs 300 professionals, providing 24-hour recovery services and nursing care to patients following an illness, injury or surgery. All four facilities will participate in training under this proposal. Mr. Atkinson introduced Mark Fisher, President, Jill Meeuwsen, Consultant.

Ms. Roberts said the contract is excellent. I can tell by how dedicated you are, I'm looking at the percentage of your turn over, it's really low for this industry. It's an outstanding infrastructure, and you have dedicated people. You're a hands-on kind of person, that's really what we want to see in these contracts. I know this is your first time, there's a lot of money involved. I believe you can do it.

There were no questions from the Panel.

ACTION: Ms. Roberts move and Ms. Bell seconded the approval for Caber Enterprises, Inc. dba Mission care group in the amount of \$424,614.

Motion carried, 6 – 0.

Dole Packaged Foods, LLC

Mr. Atkinson presented a Proposal for Dole Packaged Foods, LLC in the amount of \$424,320. In 2011, Dole committed to a three-phase training plan that would allow for incumbent workers to improve their skills, and promote into higher skilled positions. This plan anticipated hiring as many as 75 new employees to increase the Company's production, and enhance their ability to compete in a global market. Mr. Atkinson introduced Arcelia Cruz, Human Resource Manager, and Larry King, Director of Human Resources.

Mr. Rodriguez said your collaboration is exactly what we are looking for. This is a nice proposal. It's good to see this training going on for workers that work and live in your area. Mr. King said we're very proud of the people who work for us, we have a very low turnover, and we have a large returning population that comes back every year. We think it's

because we've done a great job training our supervisors and knowing how to work with those individuals. We see ourselves as servants to the people who make our products.

ACTION: Mr. Rodriguez moved and Ms. Fernandez seconded the approval for Dole Packaged Foods, LLC in the amount of \$424,320.

Motion carried, 6 – 0.

Lancaster Burns Construction, Inc. dba LB Construction, Inc.

Mr. Atkinson presented a Proposal for Lancaster Burns Construction, Inc. LB Construction, Inc. (LBC) in the amount of \$140,280. Founded in 1991 and headquartered in Roseville, LBC fabricates and constructs steel foundations, drywall, rough carpentry, wood, and metal stud install-ready assemblies. Customers include domestic general contractors in the construction industry. Mr. Atkinson presented Iza Garcia, Human Resource Manager, and Janice Ballard, Consultant.

There were no questions from the Panel.

ACTION: Ms. Roberts moved and Ms. Bell seconded the approval for Lancaster Burns construction, Inc. DBA LB construction, Inc. in the amount of \$140,280.

Motion carried, 6 – 0.

Mary Ann's Baking Co., Inc.

Mr. Atkinson presented a proposal for Mary Ann's Baking Company, Inc. for the amount of \$424,616. Founded in 1961 and located in Sacramento, Mary Ann's Baking produces a variety of fried and baked products for distribution in the continental United States, Alaska, Hawaii, Canada and Mexico. The Company's products are transported and distributed in both fresh and frozen conditions.

Mary Ann's Baking has committed to hiring 94 new employees under Job number 3. The company notified us that they will hire temporary to permanent position and that will be in the actual contract agreement. Approximately 10 employees will be hired from temporary to permanent position. The rest will be direct hires. Mr. Atkinson introduced Bob Burzinski, Chief Financial Officer.

Mr. Burzinski said, this is our second request for funding. We had about a 90% completion on our approved funding. We would have had 100%, but we had a major client that decided to pull out of California. We tried to replace that business but we lost about \$4 million. Over that time period of a year and a half, we lost about 30 people over that year and a half period. We are in the position now where we have picked up several big customers; we do a lot of co-packing. Ms. Roberts asked, did you have a vendor or consultant working with you on your last agreement? Mr. Burzinski said no.

ACTION: Ms. Roberts moved and Ms. Fernandez seconded the approval of the Proposal for Mary Ann's Baking Company, Inc. for the amount of \$424,616.

Motion carried 6 – 0.

MedAmerica Billing Services, Inc.

Mr. Atkinson resented a Proposal for MedAmerica Billing Services, Inc. for the amount of \$420,000. Founded in 1975, MedAmerica provides medical coding and billing services including custom electronic submission of claims, auditing, accounts receivable, management, physician coding, documentation education, and custom data analysis services. MedAmerica serves over 115 customer locations in nine states, with approximately 4.3 million patients and over \$2.5 billion in physician charges per year. The Company provides services to customers in practice areas such as emergency medicine, hospitalist, wound care, urgent care, radiology, physical therapy and family practice. This will be MedAmerica's fourth ETP funded training. Mr. Atkinson presented Stephanie Montanez, Director of Human Resources.

Mr. Broad asked, of the 310 employees that we are training, how many are actually receiving the \$12 per hour or less? Ms. Montanez said, it really depends on the position that they are hired in. Our billing specialists, which will be the majority of the trainees, are at \$10 an hour for the Modesto office, and \$12 an hour for our Ontario office. Our coding specialist is at \$13.75 per hour. Our Ontario office is in a higher wage area.

ACTION: Ms. Roberts moved and Ms. Bell seconded the approval of the proposal for MedAmerica Billing Services, Inc. for the amount of \$420,000.

Motion carried 6 – 0.

Valley Truck and Tractor Co.

Mr. Atkinson presented a Proposal for Valley Truck and Tractor Co., for the amount of \$239,520. Founded in 1948, Valley Truck and Tractor Co. is an agricultural vehicle dealer in the Sacramento Valley. The Company sells and services commercial and residential agricultural equipment including tractors; combines and sprayers; riding mowers, utility tractors and snow equipment; and specialized golf course and turf equipment. In addition to equipment sales, the Company supports John Deere Agriculture Management Solutions, which assists farmers with the management of their crops by using technology and GPS. Mr. Atkinson introduced Sharon Reeder, Human Resource Manager, and Diane Samson, Sierra Consultant.

Mr. Broad asked, how are the tractors operated by the satellite? How does the tractor get programmed? Ms. Reeder said, it is integrated solutions; we have towers that have the information that goes through; we have dedicated employees who fill the systems for the farmers. We have four employees to handle the GPS system. They install the software for the customer and customize the software to meet their needs. We just hired an employee who will actually sit every day and data input all the information in for these customers. It is all satellite based. This program will help the farmers program how much water to release; it

will help the farmers save on staffing, and fertilizing. This year, we will be adding drones. This will make it even better for the farmers. The drone systems can show you problems that you are having, you will be able to see the actual location on the ground, so you can go directly to the issue, and fix them, therefore saving time and energy. That is a new technology for us. With the drought, it is important for us to partner with the farmers so that they can actually get their business is going, and we can help keep them going and feed America.

Ms. Roberts said, this is your first contract with ETP, and you have Sierra consulting with you, Will you have the right staff dedicated at those 10 locations to support the training? As an HR person will you be traveling to these 10 locations? Ms. Reeder said, we have a training facility, and we will provide trainers to meet all of the training needs. I would be the one administering the technical portion of it. I also have another dedicated employee who is just a trainer, and I have four other people who are dedicated to train as well. We will not be doing all the training; we will be looking for more qualified people to train for the specific needs. We have the facility to make this happen. Mr. Broad asked, is there an actual individual in the tractor to physically operate the machinery? Ms. Reeder said, yes, there is person in the tractor as a back-up.

ACTION: Mr. Rodriguez moved and Ms. Roberts seconded the approval of the Proposal for Valley truck and tractor Company in the amount of \$239,520.

Motion: 6 – 0.

Multiple Employer Contractors

El Camino Community College District, Center for Applied Competitive Technologies.

Greg Griffin, Manager of the North Hollywood Regional Office, presented a Proposal for El Camino Community College District, Center for Applied Competitive Technologies for the amount of \$649,350. Founded in 1947, El Camino is a two-year community college offering academic and vocational education programs. The college enrolls more than 25,000 students each semester and boasts a curriculum of over 850 highly regarded academic and career programs taught by exceptional faculty. Mr. Griffin introduced Eldon Davidson, Director, Center of Customized Training.

Mr. Davidson said, thank you for looking at our project. We work with other community colleges. Not all community colleges can afford the administration fees to serve the customers. We're proud that we were working with Antelope Valley, as well as Cerritos College. This is just one of the 17; I'd like to share briefly, this particular industry, Esterline Defense. They are located past Palm Springs. There was a point when the Federal spending was reduced. We got involved in Esterline Defense. Under the dollars, they were able to retain sales in the amount of \$1.6M, create 12 new jobs, and retain 21 jobs and increase product productivity about 15% during the downturn. Mr. Broad asked, you're training vendors of Cerritos College and Antelope Valley College, essentially you're operating kind like a consortia community colleges on this proposal? Mr. Eldon said, you can call it consortia college partners. There are a lot of benefits with partnership. A good example is Cerritos College. I have a company right down the street from our office that needs plastic technology training. El Camino doesn't have that type of training. Partnering with Cerritos,

who offers the training, it made sense for our customer to bring Cerritos College into the territory. Community colleges, by nature, we're competitive. There are a lot of benefits we get by sharing instructors.

There were no questions from the Panel.

Action: Miss Roberts moved and Ms. McBride seconded the proposal for El Camino Community College District, Center for Applied Competitive Technologies for the amount of \$649,350.

Motion carried 6 – 0.

XI. MEETING ADJOURNMENT

ACTION: Ms. Roberts moved and Ms. Bell seconded meeting adjournment at 11:23 a.m.

Motion carried 6 – 0.

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 \$425,000 (no variations).

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 \$650,000.

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 \$50,000 or less, and (2) single and multiple employer proposals for \$100,000 or less.
- This procedure allows projects to be approved on a flow basis. This process recognizes the need for just-in-time training, and reduces or eliminates the need for a Consent Calendar.
- An ETP130 and Curriculum is prepared for each proposal. They are reviewed and approved after the Executive Director signs off. The effective date will be the date specified by the Field Analyst and if no date is specified, the earliest effective date of contract is the day after the project is approved by the Executive Director.
- A copy of approved Delegation Orders is included in each month's Panel Packet, for projects approved prior to the Panel meeting, as an information item.



Training Proposal for:

**Heart Hospital of BK, LLC dba
Bakersfield Heart Hospital**

Agreement Number: ET15-0442

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	HUA Medical Skills Training Priority Rate Retrainee SET	Industry Sector(s):	Healthcare Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern	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: 265	U.S.: 585	Worldwide: 585
<u>Turnover Rate:</u>	18%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$248,400		\$0	\$0		\$248,400

In-Kind Contribution:	100% of Total ETP Funding Required	\$403,340
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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 Medical Skills Training Priority Rate SET	Computer Skills, Continuous Impr., MS Clinical with Preceptor, MS Didactic	130	8-200	0	\$1,656	\$20.55
				Weighted Avg: 92			
2	Retrainee HUA Medical Skills Training Priority Rate SET	Computer Skills, Continuous Impr., MS Clinical with Preceptor, MS Didactic	20	8-200	0	\$1,656	\$11.30
				Weighted Avg: 92			

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$20.55 per hour

Job Number 2 (SET/HUA): \$11.30 per hour for Kern County.

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

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

Up to \$0.40 per hour may be used to meet the Post-Retention Wage in Job Number 2 only.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
New Graduate Registered Nurse		9
Radiology Technician		15
Registered Nurse		106
Job Number 2		
Patient Care Partner		20

INTRODUCTION

Founded in 1999 and located in Bakersfield, Heart Hospital of BK, LLC dba Bakersfield Heart Hospital (BHH) (www.bakersfieldhearhospital) is a subsidiary of Cardiovascular Care Group. BHH is a fully accredited 47-bed cardiovascular hospital that provides advanced and specialized cardiac care services to the community of Kern County. Kern County has one of the highest percentages of cardiovascular disease cases in California. BHH is responsible for providing acute cardiovascular services for patients, which include: valve repair, vascular surgery, angioplasty, pacemaker, defibrillator, and valve implantation. This is BHH's third ETP Agreement.

As technology advances and patient demand increases, the hospital is committed to equip its nurses and medical staff with the necessary skills to provide better care. At the same time, BHH

needs to fill behind retired workers and an overall shortage of nurses. As a result, BHH plans to hire approximately 36 additional new employees in the next year.

PROJECT DETAILS

The proposed training is substantially different from training in previous ETP Agreements. Training in the prior Agreements was largely devoted to the rollout of the hospital's Electronic Medical Records skills training and since that funding was cut by 50%, it leaves training goals partially met. However, training for this new project will focus on New Grads and the upgrade of employee skills in other areas. The curriculum in this proposal is designed to help BHH face complex healthcare changes, increase services, meet demands for quality care, and implement hospital-wide technological changes. Workers will gain the skills and experience needed for optimal job performance and career advancement.

Training will help the Company meet its strategic goals of developing an effective and competent workforce to deliver quality patient care, redesign clinical care at bedside, and create an excellent work environment. The hospital will also implement new services, equipment and software in the following areas:

- New Outpatient Cardiac Rehabilitation;
- Emergency Department Expansion;
- CardioMEMS HF System;
- Cardiac Catheterization Techniques;
- Coding and Billing Systems;
- Hospital Readmissions;
- New Quality Standards for The Affordable Care Act; and
- Never Should Happen Events (27 mistakes).

BHH's training goal is to improve workforce competency, increase retention and facilitate employee job satisfaction.

Training Plan

This proposal targets class/lab and Medical Skills training. Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house staff.

Computer Skills (10%): Training will be offered to all occupations to utilize new systems (Kronos, Learning Management, and ICD-10) and updates on Electronic Medical Record (EMR) to track data.

Continuous Improvement (10%): Training will be offered to all occupations to improve performance, prevent mistakes and hospital readmissions.

Medical Skills Training (80%): Training will be provided in a classroom setting. New Graduate RNs and Patient Care Partners will receive preceptor training, based on the complexity of their patient care responsibilities. Topics will include Triage Nursing Skills, Care of the Stroke Patient, Care of the Cardiac Patient, Patient Assessment & Care, Neurosurgical Nursing Skills, ICP Monitoring, Neurological Care, Clinical Path Plan, and Pediatric Advanced Life Support.

The rate of \$22 per hour recognizes the higher cost of delivery for clinical training. It will apply to both the Didactic and Preceptor modes of delivery. The standard class/lab rate, \$18 per hour for priority industries will apply to Computer Skills and Continuous Improvement training.

Special Employment Training

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. Trainees employed in a Priority Industry qualify for a SET wage modification up to 25% below the statewide average hourly wage. The wage modification of \$20.55 is requested for trainees in Job Number 1.

High Unemployment Area

All trainees in this proposal work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. The Company's location in Bakersfield qualifies for HUA status and the Standard Minimum Wage instead of the Statewide Average Hourly Wage.

➤ Wage Modification

For trainees in Job Number 2, the Panel may modify the ETP Standard Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. BHH is asking for a wage modification to the HUA Minimum Wage of \$11.30 for these trainees. Job Number 2 post-retention wages must be higher than the start-of-training wages.

Impact/Outcome

This training proposal will help New Graduate RNs and Allied Healthcare professionals' transition into the hospitals' acute care environment. Incumbent RNs will upgrade skills to improve patient satisfaction.

Commitment to Training

The Hospital's current annual training budget is \$427,987. BHH provides EMR training, stroke care, orthopedic surgery skills, wound care, and cardiac nursing, fire code, sexual harassment prevention and charge nurse training. Most training is delivered via class/lab. One-on-one preceptor training is also provided.

ETP funding will help BHH overcome the financial pressures and allow the Hospital to deliver important skills training to its workforce.

BHH represents that 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.

RECOMMENDATION

Staff recommends approval of this proposal, including the wage modification.

PRIOR PROJECTS

The following table summarizes performance by BHH under ETP Agreements that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0208	Bakersfield	12/01/12 – 11/30/14	\$149,700	\$149,700 (100%)
*ET11-0501	Bakersfield	12/09/10 – 09/30/12	\$194,580	\$194,580 (100%)

ET13-0208: BHH trained and placed 101 of the 159 planned trainees. BHH earned 100% of the Agreement amount.

*ET11-050 was funded under the Federal Workforce Investment Act. The Hospital trained and placed 90 of the 115 planned trainees. BHH earned 100% of the Agreement amount.

DEVELOPMENT SERVICES

National Training Systems, Inc. in Ladera Ranch assisted with development of this proposal for a flat fee of \$14,939.

ADMINISTRATIVE SERVICES

National Training Systems, Inc. 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 Hours**

8-200

Trainees may receive any of the following:

COMPUTER SKILLS

- Electronic Medical Records Application Skills
- ICD-10
- Kronos
- Microsoft Office Skills (Intermediate & Advanced)
- Microsoft Excel (Intermediate & Advanced)

CONTINUOUS IMPROVEMENT

- Charge Nursing Training
- Communication Skills
- CORE Measures
- Crisis Prevention Intervention
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Frontline Leadership Skills
- Preventing Hospital Readmissions
- Performance & Quality Improvement
- Preceptor Skills

MEDICAL SKILLS TRAINING – DIDACTIC

- Acute Myocardial Infarction
- Advanced Cardiac Life Support
- Arterial Blood Gas Interpretation
- Basic Life Support
- Body Mechanics
- CardioMEMS HF System
- Care of the Bariatric Patient
- Care of the Cardiac Patient
- Care of the Neurosurgical Patient
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of the Stroke Patient
- Cath Lab Nursing Skills
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Emergency Room Nursing Skills

- Equipment Skills (IV Pumps, Cardiac Telemetry, Vital Signs, Pulseoximeter, Ventilators, Specialty Beds and Mattresses, etc.)
- Gastrointestinal Assessment & Management
- Hemodynamic Monitoring
- Infection Control
- Intra-Aortic Balloon Pump Therapy
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous Insertion & Therapy
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Never Events
- New Graduate Nursing Skills
- Outpatient Cardiac Rehabilitation
- Orthopedic Nursing Skills
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Pediatric Advanced Life Support
- PICC Line Insertion
- Pre and Post Operative Care
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Sheath Pull
- Surgical Nursing Skills
- Telemetry Nursing Skills
- Transfer Techniques
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator & Tracheotomy Care
- Wound & Skin Care

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- **Emergency Department Training:**
 - Emergency Room Nursing Skills
 - Intravenous Therapy
 - Triage Nursing Skills
 - Care of Pediatric patients
- **Intensive Care Unit/Critical Care Unit Training:**
 - Critical Care Nursing Skills
 - Patient Assessment & Care
 - Intravenous Therapy
 - Hemodynamic Monitoring
 - Orthopedic Nursing Skills
 - Pre and Post Operative Care
 - Care of Trauma Patient

- **Medical/Surgical Unit Training:**
 - Patient Assessment & Care
 - Medical/Surgical Nursing Skills
 - Intravenous Therapy
 - Pre and Post Operative Care
 - Orthopedic Nursing Skills
 - Management of the Renal Transplant Surgical Patient

- **Operating Room and Post-Anesthesia Care Unit Training:**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Cath Lab Nursing
 - Intravenous Therapy
 - Orthopedic Nursing Skills
 - Peri-Operative Nursing Skills
 - Pre and Post Operative Care

- **Special Care Unit Training:**
 - Patient Assessment & Care
 - Critical Care Nursing Skills
 - Intravenous Therapy
 - Orthopedic Nursing Skills
 - Ventilator and Tracheotomy Care
 - Hemodynamic Monitoring
 - Total Parenteral Nutrition

- **Telemetry Unit Training:**
 - Care of the Cardiac Patient
 - EKG & Cardiac Monitoring
 - Dysrhythmia Interpretation
 - Telemetry Nursing Skills
 - Intravenous Therapy
 - Oncology Nursing Skills

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



**Training Proposal for:
Penhall Company**

Agreement Number: ET15-0446

Panel Meeting of: May 21, 2015

ETP Regional Office: San Diego

Analyst: J. Davey

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Los Angeles, Orange, Riverside, Sacramento, San Diego, Santa Clara	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Laborer Trust Fund for No. CA, Operating Engineers Local Union #3, Southern California District Council of Laborers		
Number of Employees in:	CA: 355	U.S.: 1,031	Worldwide: 1,147
<u>Turnover Rate:</u>	17%		
<u>Managers/Supervisors:</u> (% of total trainees)	14%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$159,300		\$0	\$0		\$159,300

In-Kind Contribution:	100% of Total ETP Funding Required	\$187,355
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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 Impr, HazMat, Mgmt Skills, OSHA 10/30, PL-Comm Skills	177	8-200	0	\$900	\$21.17
				Weighted Avg: 50			

Minimum Wage by County: Job 1: Alameda & Santa Clara Counties - \$16.44/hr.; Los Angeles County - \$15.97/hr.; Orange County - \$16.02/hr.; Riverside County - \$15.07/hr.; Sacramento County - \$15.75/hr.; San Diego County - \$15.93/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

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative/Support Staff		20
Driver		17
Equipment Operator/Technician		25
Foreman		5
Manager/Supervisor		25
Project Manager/Project Engineer		10
Skilled Labor		60
Sales Staff		15

INTRODUCTION

Founded in 1957 and headquartered in Anaheim, Penhall Company provides concrete cutting services, such as wet saw, diamond-blade saw, and wire-saw cutting; coring; and scraping. Customers range in size from individual homeowners, to large industrial companies and construction companies; also, city and county governments. The Company has multiple locations throughout the state, nine of which will participate in this proposal: Anaheim, Burbank, Gardena, Irvine, Riverside, Sacramento, San Diego, San Leandro, and Santa Clara.

Union Support

The Skilled Laborers and Equipment Operators/Technicians are represented by Operating Engineers Local Union No. 3, Laborer Training and Retraining Trust Fund for Northern California, and Southern California District Council of Laborers. The unions have provided letters of support.

PROJECT DETAILS

Without training, the Penhall Company will be unable to keep pace with customer and industry needs in the immediate and long-term future. The Company's workforce is aging. At the same time, the perceived unattractiveness of some skilled labor careers makes it difficult to find, develop, and retain new employees.

Additionally, Penhall Company is upgrading equipment and offering more services. For instance, the Company has added underground scanning to its list of services and will require training on equipment and processes. Finally, safety in the workplace has become a primary concern as the Company must maintain certifications in OSHA and other safety standards to ensure the safety of its workers.

Training Plan

Most of the training will be conducted by Penhall's internal training staff, with a smaller portion conducted by outside training vendors to be determined. E-Learning for Computer Skills will also comprise a small (5%) proportion of training. .

Business Skills (5%): Training will be offered to Administrative/Support Staff, Sales Staff, and Manager/Supervisor in job-specific skills (such as communication skills, scheduling, time management, and project management skills) that are necessary for project development, sales negotiations, and customer service.

Computer Skills (E-Learning) (10%): Training will be offered to Administrative/Support staff, Sales Staff, and Managers/Supervisors in SalesForce.com, Contract Management software, and MS Office Intermediate applications to help with business operations, presentations, sales, lead generation and management. Training will be conducted via E-Learning because it is the ideal venue for the subject matter and offers the flexibility in delivering these skills to trainees in different locations.

Continuous Improvement (10%): Training will be offered to Administrative/Support Staff and Managers/Supervisors. Training will help workers discover and address potential problems before they're encountered on the job which will ultimately help to control expenses and improve quality management of the projects.

Management Skills (20%): Training will be offered to Managers/Supervisors in effective team building, coaching, and leadership skills to better lead and direct their teams.

Hazardous Materials (5%): Training will be offered to Equipment Operators/Technicians, Foremen and Skilled Laborers to meet client requirements. They will receive up to 8-10 hours of training in how to handle hazardous material for their job functions on the job site.

Certified Safety Training

OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-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. The aforementioned OSHA training included in this proposal is in accordance with these guidelines. Training will be offered to all occupations as needed who work on job sites.

PL-Commercial Skills

PL trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. This training will be offered to 60 Equipment Operators/Technicians and Skilled Laborers in a series of certified skills in the operation of concrete scanning, coring, and cutting (saws) equipment, and construction machinery such as back-hoes, excavators, stompers, boom and scissors lifts, and similar construction equipment. They will receive between 40 to 60 hours of on-site training, depending on occupation and experience. All PL training will be conducted at the Company's worksites.

PL will be delivered as a three-level "Mentor" program, at a 1:1 trainer-to-trainee ratio. Based on an initial interview and mentor evaluation, a trainee is assigned to an appropriate level of training. Level 1 training is for trainees with little or no experience. These trainees are expected to need at least 60 hours of PL training in order to achieve sufficient competency to safely operate machinery or equipment. (The Company reports that they provide nearly 3 times that much training to inexperienced new workers). Trainees at level 2 have some experience but need additional 1-on-1 training to improve their skill level or to advance to a new or different tool. These trainees will typically receive 40 hours of PL training. Level 3 is the advanced level, where trainees have the most skill and experience in one or more tools and are ready for training in a new tool or piece of equipment. These trainees may need up to 40 hours of training but often less.

Mentors will provide training and will also determine competency level. Competency is determined by factors such as safety training, work experience, adequate knowledge, and professionalism. Each stage of mentorship has sub-levels to measure the competency trainees. All trainees must pass a series of hands-on and written examinations for each level with a score of 90% before they are allowed to move on to the next piece of equipment.

Commitment to Training

Penhall has provided regular training in the following skills in the past: orientation, safety training, job specific training, timekeeping training, entry-level training for new staff, California labor laws and regulations, harassment prevention training, and other as-needed training.

Penhall represents that 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 is ready to begin training as soon as possible following Panel approval. Training will be administered through Penhall's human resources and safety departments and trainers at each company location. Management and safety professionals will collect documentation of training completion/progress and provide it to HR administrative staff. HR administrative staff will track enrollment/training hours and the HR Manager will meet with ETP staff.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Penhall Company retained ADP in San Dimas to assist with development of this proposal for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

Penhall Company also retained ADP to perform administrative services in connection with this proposal for a fee not to exceed 10% of earned funds.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- CMS
- ADP
- HCSS
- Project Management
- Sales Training
- Customer Service (Phones/Customer Needs)

CONTINUOUS IMPROVEMENT

- Lean/6 SIGMA
- Change Management

HAZARDOUS MATERIALS

- Handling/Disposal

OSHA 10/30 (OSHA certified trainer)

- OSHA 10 (requires completion of 10-hour course)
- OSHA 30 (requires completion of 30-hour course)

MANAGEMENT SKILLS (for Managers/Supervisors only)

- Leadership
- Team Building
- Coaching
- Conflict Resolution
- Business Acumen

E-Learning Hours

8-200

COMPUTER SKILLS

- SalesForce.com
- MS Office Intermediate
- CMS – Construction Management System (Financial and Cost System)
- ADP – Automatic Data Processing system (HRIS/Payroll System)
- Fleet Maintenance/Management Software

PL Hours

0-60

COMMERCIAL SKILLS (1:1 trainer-to-trainee ratio)

- Mini-Max
- Bob-Cat (skid steer)
- Back Hoe
- Excavator
- Stomper

- Boom and Scissor Lift Training
- Torch Cutting Training
- Roadway Flagger Training
- Compressor and Air Tools training
- Fork Lift Training (Vertical Tower and Reach Lifts)
- MENTOR Program (includes the following training):
 - Diamond Blade Safety Training
 - Wall Saw training
 - Flat Saw Training
 - Electric Flat Saw Training
 - Core Driller Training
 - Hand Saw (cut-off saw) training
 - Chain Saw training
 - Ring Saw training
 - Wire Saw Training

Note: Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery. PL is capped at 60 hours per-trainee.



ET15-0446

Laborers Training & Retraining Trust Fund for Northern California

1001 Westside Drive, San Ramon, CA 94583-4098

Tel: (925) 556-0858 • Fax: (925) 828-6142

April 20, 2015

The Application Review Unit
Employment Training Panel
1100 J Street, 4th FL
Sacramento, CA 95814

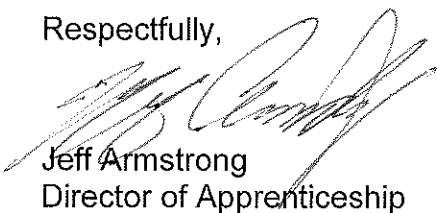
RE: Training Curriculum & ETP Grant

On behalf of the Northern California Laborers Training Center, I am writing this letter to express strong support for the grant application prepared by the Penhall Company for professional and job skills training that will be provided to our members employed by the Penhall Company.

Our members are dispatched with a level of training that allows them to explore many opportunities within the construction industry but the grant funds from the Employment Training Panel (ETP) will bring additional training that Penhall Company can provide to our members working in the specialty subcontracting concrete demolition industry. The nature of their work and unique job site challenges require a level of training and development that these grant funds will provide.

As the Penhall Company continues to develop its employees, it makes us all more competitive while providing our members with the evolving job skills necessary to remain safe and productive.

Respectfully,



Jeff Armstrong
Director of Apprenticeship



ET15-0446

OPERATING ENGINEERS LOCAL UNION No. 3

1620 SOUTH LOOP ROAD, ALAMEDA, CA 94502 • (510) 748-7400 • FAX (510) 748-7412

Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

Business Manager Russell E. Burns

January 27, 2015

The Application Review Unit
Employment Training Panel
1100 J Street, 4th FL
Sacramento, CA 95814

RE: Training Curriculum & ETP Grant

To Whom It May Concern,

On behalf of Operating Engineers Local Union No. 3, I am writing this letter to express strong support for the grant application prepared by the Penhall Company for professional and job skills training that will be provided to our members employed by the Penhall Company.

Our members are dispatched with a level of training that allows them to explore many opportunities within the construction industry but the grant funds from the Employment Training Panel (ETP) will bring much needed training, which we rely on Penhall Company to provide, to our members working in the specialty subcontracting concrete demolition industry. The nature of their work and unique job site challenges require a level of training and development currently under stress by the lack of available resources.

As the Penhall Company continues to develop its employees, it makes us all more competitive in the this space while providing our members with the evolving job skills necessary to remain safe and productive.

Respectfully,

Russell E. Burns,
Business Manager and
IUOE General Vice President

REB:smcd:iuoe3/afl-cio

**SOUTHERN CALIFORNIA DISTRICT COUNCIL
OF
LABORERS**

AFFILIATED WITH
LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO

SERGIO RASCON
President

MANUEL MONSIBAIS
Secretary-Treasurer

ARMANDO "MANDO" ESPARZA
Business Manager

4399 Santa Anita Ave. • Suite 205 • El Monte, CA 91731 • Tel (626) 350-6900 • Fax (626) 350-7583

February 2, 2015

The Application Review Unit
Employment Training Panel
1100 J Street, 4th FL
Sacramento, CA 95814

RE: Training Curriculum & ETP Grant

On behalf of Southern California District Council of Laborers, I am writing this letter to express strong support for the grant application prepared by the Penhall Company for professional and job skills training that will be provided to our members employed by the Penhall Company.

Our members are dispatched with a level of training that allows them to explore many opportunities within the construction industry but the grant funds from the Employment Training Panel (ETP) will bring additional training that Penhall Company can provide to our members working in the specialty subcontracting concrete demolition industry. The nature of their work and unique job site challenges require the high level of training and development that these grant funds will provide.

As the Penhall Company continues to develop its employees, it makes us all more competitive while providing our members with the evolving job skills necessary to remain safe and productive.

Respectfully,



Armando "Mando" Esparza
Business Manager
Southern California District Council of Laborers



AFFILIATED LOCALS

SOUTHERN CALIFORNIA

BURBANK
LOCAL 345

HOLLYWOOD
LOCAL 724

LONG BEACH
LOCAL 1309

LOS ANGELES
LOCAL 300

ORANGE COUNTY
LOCAL 652

POMONA
LOCAL 1414

RIVERSIDE-IMPERIAL
COUNTIES
LOCAL 1184

SAN BERNARDINO
INYO-MONO COUNTIES
LOCAL 783

SAN DIEGO
LOCAL 89

VENTURA
LOCAL 585

KERN COUNTY
SAN LUIS OBISPO COUNTY
SANTA BARBARA COUNTY
LOCAL 220

ARIZONA

PHOENIX
LOCAL 383

NEW MEXICO

ALBUQUERQUE
LOCAL 16



**Training Proposal for:
CalPortland Company**

Agreement Number: ET15-0449

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing Construction Transportation/Logistics Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange and Santa Barbara	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union 986, Teamsters Automotive; Industrial and Allied Workers Local Union 495; International Association of Machinists and Aerospace Workers District 947; Teamsters Local Union No. 848		
Number of Employees in:	CA: 807	U.S.: 2,077	Worldwide: 2,082
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$270,360		\$0	\$0		\$270,360

In-Kind Contribution:	100% of Total ETP Funding Required	\$542,372
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Manufacturing Skills	751	8-200	0	\$360	\$15.07
				Weighted Avg: 20			

Minimum Wage by County: \$15.97 in Los Angeles County, \$16.02 in Orange County and \$15.07 for Santa Barbara County

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

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

Up to \$5.02 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Drivers		228
Equipment Operators		123
Maintenance		42
Mechanic		53
Laborer		46
Electrician		10
Administrative Staff		45
Supervisor I		31
Supervisor II		2
Sales I		10
Sales II		11
Managers I		46
Managers II		16
Engineers I		12
Engineers II		9
Analysts I		45
Analysts II		20
IT		2

INTRODUCTION

Founded in 1890, CalPortland Company (CalPortland) (www.calportland.com), provides diversified building materials and construction solutions to the Western United States and Canada. CalPortland solutions utilize cement, ready-mixed concrete, aggregates, asphalt and other building materials. Construction services and products are used for electrical systems, water, gas and waste treatment; and other infrastructures as needed for hospitals, schools, railways and airports, roads and bridges. The Company creates solid foundations with sustainable materials and renewable technologies.

CalPortland will hold the ETP Agreement for training its employees and those of its four wholly-owned subsidiaries: California Portland Cement Company; CPS Transportation Company, LLC; CalPortland Construction and Southwest Concrete Products. Training will take place at company locations in Glendora, Santa Maria and Santa Ana.

PROJECT DETAILS

The construction industry is currently experiencing rapid changes. Training on the latest technology and newest methods in construction and concrete manufacturing are an organizational priority for CalPortland. The Company is working to upgrade its billing, payroll, dispatch and reporting systems to take advantage of these advances.

The occupations of Mechanics, Drivers and Equipment Operators are represented, as employed by CalPortland and its subsidiaries. The requisite support letters have been provided to ETP by Teamsters Local Union 986, Teamsters Automotive; Industrial and Allied Workers Local Union 495; International Association of Machinists and Aerospace Workers District 947; and Teamsters Local Union No. 848.

Training Plan

Business Skills (15%): Training will be provided to Administrative Staff, Analysts, Sales Staff, Supervisors and Managers in forecasting, reporting and BI tools, customer relations, organizational skills, business writing, bid closing procedures, collaborating, business acumen and related courses necessary for project development, sales negotiations, and customer service. Drivers will receive training in customer relations.

Commercial Skills (40%): Role specific training will be provided to Drivers, Electricians, Laborers, Operators, Mechanics and Maintenance workers in processes and techniques to operate and maintain equipment. This training will include loading/unloading procedures, ready mix slump control, environmental training, concrete properties, complete driver's logs and inspections. Ready-Mix Mechanics, Ready-Mix Drivers, Laborers and Equipment Operators will also receive training on competent person-trench training, ATSSA traffic control, CAT paver operator training, MTV operator training, Topcon GPS point man training, compaction training, concrete understanding, motorgrader, shoulder backing, equipment hauling training, pipefitter/pipelayer training and concrete finishing. Drivers will also receive training on billing and purchase order procedures in relation to orders made while in the field.

Computer Skills (15%): Training will be offered to Administrative Staff, Analysts, Sales Staff, IT, Supervisors and Managers in SAP, business objects, Gems Pay Trax, Ipayables, and MS Office intermediate applications to help with business operations, presentations, lead generation and management. Drivers will be trained on Clearview (tablets). Engineers will be trained on AutoCad. Mechanics will be trained on HDR mechanic technology and Cat software training

Continuous Improvement (10%): Training will be offered to all occupations in effective communication, teambuilding, coaching, and leadership skills to help build a team environment.

Manufacturing Skills (20%): Training will be offered to Equipment Operators, Mechanics and Maintenance workers to increase order and production projections, and provide skills in processes and equipment operation including: conveyors, burner control operation, baghouse inspection, shakers, bearings, gearboxes, Cat equipment, paving machines and screening.

Commitment to Training

CalPortland provides training in employer orientation, safety training, job specific training, timekeeping, and entry-level training for new staff. Training also includes California labor laws and regulations and anti-harassment training.

CalPortland represents that 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

CalPortland has human resource staff and/or Managers at each location to ensure training scheduling, coordination and proper recordkeeping. The Company has also hired ADP to assist them in the administration of this Contract.

Impact/Outcome

Training goals include new technologies, manufacturing skills, and business skill sets that are necessary to remain competitive and provide career opportunities to entice talent to grow within the organization and in the construction industry as a whole.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

ADP in San Dimas assisted with development of this proposal for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Forecasting
- ✚ Reporting and BI Tools
- ✚ Customer Relations
- ✚ Organizational Skills
- ✚ Business Writing
- ✚ Bid Closing Procedures
- ✚ Partnering
- ✚ Business Acumen
- ✚ Project Management

COMPUTER SKILLS

- ✚ Geotrax - Gems
- ✚ PayTrax – Approval system
- ✚ Druva
- ✚ Excel – Intermediate/Worksheets
- ✚ Ipayables
- ✚ SAP
- ✚ Business Objects
- ✚ Clearview - Tablets
- ✚ AutoCad
- ✚ HDR Mechanic Technology - CAT
- ✚ Cat Software Training
- ✚ TruckTrax Updates

CONTINUOUS IMPROVEMENT

- ✚ Team Building
- ✚ Leadership
- ✚ Coaching
- ✚ Effective Teams

COMMERCIAL SKILLS

- ✚ PO Procedures
- ✚ Project Engineer Skills - AGC
- ✚ Proper Driving Techniques
- ✚ Field Billing and Purchase Order Procedures
- ✚ Driver's Logs and Inspections
- ✚ Brakes System
- ✚ Disc Brakes
- ✚ Diesel Exhaust Fluid
- ✚ Suspension Training
- ✚ Crusher Maintenance/Liners
- ✚ Screening
- ✚ Electrical Troubleshooting
- ✚ Loading/Unloading Procedures

- ✚ Ready Mix Slump Control
- ✚ Environmental Training
- ✚ Driver Procedure Manual
- ✚ Basic Concrete Properties
- ✚ Competent Person - Trench
- ✚ ATSSA Traffic Control Technician
- ✚ CAT Paver Operator Training
- ✚ MTV Operator Training
- ✚ Topcon GPS Point Man Training
- ✚ Compaction Training
- ✚ Concrete Understanding - Various
- ✚ Hot Topics in HMA
- ✚ Gradechecker Training
- ✚ Motorgrader Training
- ✚ Shoulder Backing Training
- ✚ Equipment Hauling Training
- ✚ Pipefitter Pipelayer Training
- ✚ Concrete Finisher Training
- ✚ Batch Panels Replacements

MANUFACTURING SKILLS

- ✚ Plant Control Training
- ✚ Conveyors
- ✚ Burner Control Operation
- ✚ Baghouse Inspection
- ✚ Shaker, Bearing, Gearbox R/M
- ✚ Cat Equipment Training
- ✚ Paving Machine Training
- ✚ Screening

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

CHRISTOPHER S. GRISWOLD
Secretary-Treasurer

SEAN P. HARREN
President

TEAMSTERS LOCAL UNION NO. 986

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

General Teamsters, Airline, Aerospace and Allied Employees, Warehousemen, Drivers, Construction, Rock and Sand



ET15-0449

March 16, 2015

Application Review Unit
Employment Training Panel
1100 "J" Street, 4th Floor
Sacramento, CA 95814

RE: TRAINING

To Whom It May Concern:

On behalf of the employees of Catalina Pacific Concrete represented by Teamsters Local 986, I am writing this letter in support of additional training through the ETP program.

We recognize the importance of training and the impact that will have to improve the skills of our workers.

Respectfully,

Greg Bashem

Greg Bashem
Business Representative

GB:lv



CHRISTOPHER S. GRISWOLD
Secretary-Treasurer

SEAN P. HARREN
President

TEAMSTERS LOCAL UNION NO. 986

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

General Teamsters, Airline, Aerospace and Allied Employees, Warehousemen, Drivers, Construction, Rock and Sand



ET15-0449

March 16, 2015

Application Review Unit
Employment Training Panel
1100 "J" Street, 4th Floor
Sacramento, CA 95814

RE: TRAINING

To Whom It May Concern:

On behalf of the employees of CPC Services, Inc. represented by Teamsters Local 986, I am writing this letter in support of additional training through the ETP program.

We recognize the importance of training and the impact that will have to improve the skills of our workers.

Respectfully,

Greg Bashem

Greg Bashem
Business Representative

GB:lv



Celebrating 75 Years Strong



TEAMSTERS AUTOMOTIVE, INDUSTRIAL AND ALLIED WORKERS LOCAL UNION No. 495

R.M. "BOB" LENNOX
Secretary-Treasurer

ET15-0449

GEORGE PARK
President



RECEIVED

MAR 16 2015

HUMAN RESOURCES

March 13, 2015

EMPLOYMENT TRAINING PANEL

1100 J Street, 4th Floor
Sacramento, CA 95814

RE: TRAINING

To Whom It May Concern:

On Behalf of the employees of Catalina Pacific Concrete represented by Teamsters Local 495, I am writing this letter in support of additional training through the ETP program.

We recognize the importance of training and the impact that will have to improve the skills of our workers.

Respectfully,

**TEAMSTERS AUTOMOTIVE, INDUSTRIAL
AND ALLIED WORKERS LOCAL NO. 495**

George A. Park
President

GAP:pl



IAMAW DISTRICT LODGE 947

535 W. Willow St. • Long Beach, CA 90806 • (562) 427-8900 • Fax (562) 427-1122

RECEIVED

MAR 17 2015

HUMAN RESOURCES

March 13, 2015

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

Re: Employment Training Panel

To Whom It May Concern:

The International Association of Machinists and Aerospace Workers, District 947, endorse the upcoming ETP Fund Training on behalf of the employees of Catalina Pacific Concrete.

We anticipate that this training will be beneficial to our members and the Company.

If you have any questions, please feel free to contact me at my office (562) 427-8900 or on my cell phone (562) 239-0034

Sincerely,

James Watson

James Watson, A/D Business Representative
I.A.M.A.W. District Lodge 947

JW/aj
opeiu #537
afl-cio

cc: S. Vasquez, P/DBR



Teamsters Local Union No. 848

Chartered in 1937

ERIC TATE
SECRETARY-TREASURER

March 18, 2015

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

Re: Training

To Whom It May Concern:

On behalf of the employees of CPC Services, Inc. represented by Teamsters Local 848, I am writing this letter in support of additional training through the ETP program.

We recognize the importance of training and the impact that will have to improve the skills of our workers.

Respectfully,

Erik Lagafuaina
Business Representative
Teamsters Local No. 848

Our Members Are Our Strength. . . Our Children Are Our Future. . . Our Retirees Are Our Foundation

3888 CHERRY AVENUE LONG BEACH, CALIFORNIA 90807 PHONE (562) 595-1891 FAX (562) 595-1896

Affiliated with the International Brotherhood of Teamsters





Teamsters Local Union No. 848

Chartered in 1937

ERIC TATE
SECRETARY-TREASURER

March 18, 2015

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

Re: Training

To Whom It May Concern:

On behalf of the employees of Catalina Pacific Concrete represented by Teamsters Local 848, I am writing this letter in support of additional training through the ETP program.

We recognize the importance of training and the impact that will have to improve the skills of our workers.

Respectfully,

Erik Lagafuaina
Business Representative
Teamsters Local No. 848

Our Members Are Our Strength. . . Our Children Are Our Future. . . Our Retirees Are Our Foundation

3888 CHERRY AVENUE LONG BEACH, CALIFORNIA 90807 PHONE (562) 595-1891 FAX (562) 595-1896

Affiliated with the International Brotherhood of Teamsters





RETRAINEE - JOB CREATION

Training Proposal for:

Kinkisharyo International, LLC

Agreement Number: ET15-0441

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing 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: 175	U.S.: 250	Worldwide: 1,300
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	18%		

FUNDING DETAIL

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Program Costs</td></tr> <tr><td style="text-align: center;">\$345,000</td></tr> </table>	Program Costs	\$345,000	-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">(Substantial Contribution)</td> <td style="text-align: center;">(High Earner Reduction)</td> </tr> <tr> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> </tr> </table>	(Substantial Contribution)	(High Earner Reduction)	\$0	\$0	=	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Total ETP Funding</td></tr> <tr><td style="text-align: center;">\$345,000</td></tr> </table>	Total ETP Funding	\$345,000
Program Costs												
\$345,000												
(Substantial Contribution)	(High Earner Reduction)											
\$0	\$0											
Total ETP Funding												
\$345,000												

In-Kind Contribution:	100% of Total ETP Funding Required	\$398,375
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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	Computer Skills, Management Skills, Manufacturing Skills	125	8-200	0	\$1,800	\$15.97
				Weighted Avg: 100			
2	Job Creation Initiative Retrainee	Computer Skills, Management Skills, Manufacturing Skills	50	8-200	0	\$2,400	\$13.31
				Weighted Avg: 120			

Minimum Wage by County: Job Number 1: \$15.97 per hour for Los Angeles County; Job Number 2 (Job Creation): \$13.31 per hour for Los Angeles County.

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

Used to meet the Post-Retention Wage?: Yes No Maybe
Up to \$0.97 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Production Technicians		75
Leads		17
Managers/Supervisors		33
Job Number 2		
Production Technicians		50

INTRODUCTION

Founded in 1920, Kinkisharyo International, LLC (Kinkisharyo)(www.kinkisharyo-usa.com), designs, manufactures, and maintains low-floor light railcars for transit agencies worldwide. Kinkisharyo is the North American subsidiary of Kinki Sharyo Co., Ltd. based in Osaka, Japan. The Company's expanding technological and manufacturing capabilities make it the top supplier of light rail vehicles in North America. California clients include Los Angeles (LA) Metro, and Valley Metro Rail.

PROJECT DETAILS

Kinkisharyo's latest contract (LA Metro) is to design and manufacture a total of 235 light rail vehicles for LA Metro, within strict tolerance limits and deliverable dates. In this proposal, trainees will learn new Manufacturing skills to ensure productivity.

Because the Kinkisharyo light rail vehicles are assembled on-site, the Company must hire and train local workforce. Given the stringent deadlines for LA Metro, training must launch in June 2015, and will take place at the Kinkisharyo facilities in El Segundo and Palmdale. Specifically, Production Technicians will receive training in railcar interior assembly/wiring, installation, inspection and tool usage.

The proposed training plan will teach Technicians necessary skill sets to complete production of the LA railcars according to Kinkisharyo's quality standard and on time. All classroom and simulated training will be documented for the purpose of ETP reimbursement.

Training Plan

ETP-funded training will improve efficiency and ensure staff will retain new knowledge and skill sets in assembling, wiring, piping, and welding operations according to Kinkisharyo's strict quality standards. All courses included in the Curriculum are pertinent elements required to complete light rail manufacturing.

Computer Skills (5%): Training will be offered to all occupations to teach trainees to use company software programs. Trainees will learn to navigate the Kronos time reporting system, company email system, and intranet portal.

Manufacturing Skills (75%): Training will be offered to all occupations to ensure efficiency and provide trainees with the skill sets required to manufacture light rail vehicles. Curriculum topics include basic tools usage, assembling, wiring and piping light rail vehicles.

Management Skills (20%): Training will be offered to all Managers and Supervisors to improve communication and leadership skills.

Commitment to Training

The Company will continue to deliver training such as safety training, on-the-job training, and other mandatory mechanical/electrical training outside of this ETP project. Training is company-wide and job specific. Kinkisharyo spends approximately \$250,000 annually in training.

Kinkisharyo represents that 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

Five Kinkisharyo employees have been assigned to administer the ETP project. The facility General Manager, Safety Manager and HR Manager will manage class attendance, scheduling, and ETP documentation. Two Corporate Human Resource and Accounting personnel will complete duties such as enrollment, data entry, and payment process.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees is reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

Kinkisharyo has committed to hiring 50 new employees (Job Number 2). Kinkisharyo must hire staff within the Los Angeles area to complete all light rail vehicles at their Palmdale facility. Newly hired staff will receive training in welding light rail vehicles in addition to other Manufacturing Skills to complete rail cars. Computer Skills training will also be provided to staff to ensure employees can navigate company software programs, email and intranet portals.

Kinkisharyo represents that the date-of-hire for all trainees in Job Number 2 will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

COMPUTER SKILLS

- Automatic Data Processing (ADP) Maintenance Portal
- Kronos Training
- Zimbra Computer Software

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Leadership
- Coaching and Feedback
- Performance Management
- Time Management
- Delegation/Accountability
- Motivation

MANUFACTURING SKILLS

- Light Rail Vehicle Interior Assembly
 - BluePrint Reading
 - Assemble and Install (Panels, Hand Rails, Insulation, Flooring)
 - Tool Usage
- Light Rail Wiring
 - Install and Inspect Wire
 - Measure, Cut, Mark, and Label Wires
 - Wire Assembly Tasks
 - Faulty Wires
 - Troubleshooting
- Light Rail Vehicle Sub Assembly
 - Interpret Vendor Instruction
 - Assembly (Door Panels, Interior Panels, Windows, Consoles)
 - Tool Usage (Rivet Guns, Heat Guns, Shears, Drills)
 - Inspection

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



Training Proposal for:
Quest Diagnostics Incorporated
Agreement Number: ET15-0444

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Sacramento, 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: 6,262	U.S.: 39,592	Worldwide: 43,000
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$424,926		\$0	\$0		\$424,926

In-Kind Contribution:	100% of Total ETP Funding Required	\$651,282
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, Mgmt Skills	2,623	8-200	0	\$162	\$17.28
				Weighted Avg: 9			

Minimum Wage by County: \$16.44 per hour for Santa Clara County; \$16.02 per hour for Orange County; \$15.97 per hour for Los Angeles County; and \$15.75 per hour for Sacramento 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

Employer provides health benefits, but they are not being used to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Laboratory Staff		1,050
Logistics Staff		145
Manager		309
Patient Services/Phlebotomist		975
Support Staff (HR, Revenue Services, Sales)		144

INTRODUCTION

Founded in 1967, Quest Diagnostics Incorporated (Quest) (www.questdiagnostics.com) is headquartered in Madison, New Jersey, and operates facilities in the United States, Brazil, Mexico, United Kingdom and India. For this proposal, the Company plans to provide training to employees at multiple facilities in California: West Hills, Valencia, San Juan Capistrano, Sacramento, and San Jose.

Quest provides diagnostic testing, information and services that patients and doctors need to make better healthcare decisions. The Company also provides a wide range of products and services that benefit, healthcare providers, pharmaceutical medical device companies, life insurance companies, and employers. The Company’s products and services include:

- **Diagnostic Testing Services** – These services range from routine blood tests (total cholesterol, Pap testing, and white blood cell count) to complex gene-based and molecular testing. Quest performs medical tests that aid in the diagnosis or detection of diseases, measure the progress or recovery from a disease, or confirm that an individual is free from disease. The Company has specialized expertise in cancer, cardiovascular diseases, infectious diseases, and neurology.

- **Diagnostic Products** – The Company develops devices, test kits and reagents used by physicians, hospitals, blood collection centers and other laboratories to help detect, characterize, monitor and select treatment for disease.
- **Clinical Trials Testing** – Quest is one of the largest providers of global laboratory services performed in connection with clinical research trials. The Company's services help clients speed the development of new drugs, biologics, and medical devices that improve patient care.
- **Healthcare Information Technology** – Over 200,000 physicians utilize Quest's Care360 suite of connectivity solutions to order lab tests, receive timely test results, share clinical information quickly and securely, and prescribe drugs. The Company's Care360 Electronic Health Record (EHR) system is one of the first EHRs to utilize the Direct Project exchange protocol, which allows physicians to communicate using a secure e-mail format with stakeholders to collaborate more efficiently and patients to receive information about their care.
- **Wellness and Risk Management** – Quest helps employers and insurers improve the health of their workers and reduce illegal drug use in the workplace. By conducting lab testing-based health assessments for common conditions such as diabetes and heart disease, the Company enables people to better manage their health. Quest is the leading provider of risk assessment services to the life insurance industry.

PROJECT DETAILS

Recent and ongoing advancements in medical testing, lab diagnostics, information technology, and research findings all impact the way Quest conducts business and identifies essential training for its employees. Quest uses complex state-of-the-art equipment to perform esoteric testing on samples collected from hospitals and clinical trial sponsors. This specialized work requires knowledgeable individuals who are skilled in screening, diagnostics, genetics, disease/cancer management, and medical risk assessment services.

To remain a competitive leader in the industry, Quest has developed a comprehensive training plan designed to equip employees with the requisite skills and techniques to perform successfully in a complex work environment. Workers will receive training in the key areas of communication, teamwork, computer skills, laboratory processes, problem solving, decision making, customer service, and continuous improvement.

Training Plan

This will be the third Agreement between Quest and ETP, and the first project within the last five years. The proposed training will take place at multiple Quest locations in California and will be delivered by a combination of in-house subject matter experts and outside vendors to be identified during the contract term.

Business Skills (25%) – Training will be offered to all occupations. This training will focus on communication, customer service, and managing change. Trainees will learn to perform business-related tasks with greater efficiency and interact more effectively with internal and external customers.

Commercial Skills (40%) – Training will be offered to all occupations based on job function. Laboratory Staff and Patient Services/Phlebotomists training will cover industry-specific topics

relating to various laboratory and validation procedures. Logistics personnel training will focus on air and ground transport, packout procedures, scanner use, and fleet policy.

Computer Skills (10%) – Laboratory Staff will receive Q-Suite training in the latest updates and reporting features. This training is designed to improve efficiency, reduce common errors, and expand the Company's operational capabilities.

Continuous Improvement (10%) – Training will be offered to all occupations. This training will help the Company improve its internal processes and procedures. Trainees will learn how to make better decisions and take appropriate action in challenging project management situations.

Hazardous Materials (5%) – Training will be offered to Laboratory and Logistics Staff. Training will ensure that workers follow established procedures during the handling and disposal of hazardous waste.

Management Skills (10%) – Training will provide frontline Managers with the leadership, motivation, project management, and communication skills necessary to become more effective leaders in a high-performance workplace.

Commitment to Training

Quest spends more than \$50,000 annually, per facility, on training for its California staff. The Company provides ongoing training in the areas of company orientation, anti-harassment, labor laws and regulations, general equipment use, job-specific and other position/department based training as needed. Quest confirms that 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

Quest has identified a lead person to centralize the management of this project. In addition, the Company will have a project champion at each participating facility to ensure the successful execution of training delivery, scheduling, and reporting. Quest has also retained an outside administrative consultant to make certain that training administration and documentation adheres to ETP requirements.

Recordkeeping

Staff has reviewed and approved the use of a Learning Management System for recordkeeping.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Automatic Data Processing, Inc. (ADP) in San Dimas assisted with development of this proposal for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communicating with Tact & Skill in the Workplace
- Creating a Superior Customer Experience
- Customer Service Training
- How to Get Your Shift Together
- I Can See Clearly Now, Becoming an Employee with 20/20 Vision
- I Hear What You Are Saying But...
- If It Weren't for the Last Minute, Nothing Would Get Done
- Mission Possible: One Team
- Navigating the Choppy Waters of Change

COMMERCIAL SKILLS

- BPT (Best Practice Team) Rollouts/Updates
- Clinical Franchise Rollouts New Tests
- SOPs Annual Rollouts
- Product Training
- Chemistry Lecture Series
- Proficiency Training
- SmartSolve Database Training
- Air Transport Training
- Dry Ice Safety Training
- Fleet Policy
- Hub Packout Training
- New Scanner Training
- Patient Care Gold Standards
- Post Route SOP Training
- Pre Route SOP Training
- RSR (Route Service Representative) Check for Daily Coverage
- Spill Kit
- Care360 Training
- EZ Pay
- Pad Check
- Single Accession Training
- Driving Training - Smith Systems
- On Road SOP Training
- Sales Tools
- Driving Training – Samba
- COC (Chain of Custody) Collections (Policy and Procedure of COC Collections- E-learning and Mock Collections)
- Everyday Excellence Rollout
- Monthly Topic, ex- ABN's (Advanced Beneficiary Notice), Venipuncture, and Managing Patient Needs
- SOP/Equipment Training
- SOP Updates (Updates on existing SOP's, Train on New SOP Rollouts)
- Train the Trainer (New training Rollouts, Updates)

COMPUTER SKILLS

- Q-Suite Training

CONTINUOUS IMPROVEMENT

- QOM Training - Process Improvement

HAZARDOUS MATERIALS

- Hazardous Waste Generator Training

MANAGEMENT SKILLS (For Managers only)

- Performance Management
- Lean Six Sigma
- Operating Model Training
- New Supervisor Training (hands on, Inflows, Time studies, Supply Orders)
- SkillSoft/Leadership Development Training
- Supervisor/Manager Skillport Courses
- Group Lead Training (Enhancement of Group Lead Skills)

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



Training Proposal for:
Ralphs Grocery Company
Agreement Number: ET15-0445

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	SET Retrainee HUA	Industry Sector(s):	Goods Movement Retail Warehousing Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Los Angeles, Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 572 & International Union of Operating Engineers Local 501		
Number of Employees in:	CA: 12,354	U.S.: 150,315	Worldwide: 150,315
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	4%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$424,650		\$0	\$0		\$424,650

In-Kind Contribution:	100% of Total ETP Funding Required	\$639,688
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET	Business Skills, Computer Skills, Continuous Improvement, HazMat, Management Skills, PL-Computer Skills	485	8-200	0	\$810	\$27.40
				Weighted Avg: 54			
2	Retrainee SET HUA	Business Skills, Computer Skills, Continuous Improvement, HazMat, Management Skills, PL-Computer Skills	40	8-200	0	\$795	\$15.97
				Weighted Avg: 53			

Minimum Wage by County: Job Number 1 (SET/Statewide): \$27.40 per hour; Job Number 2 (HUA): \$15.97 per hour in Los Angeles County, and \$15.07 in Riverside County.

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

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

Up to \$7.51 per hour may be used to meet the Post-Retention Wage in Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
JOB NUMBER 1		
Warehouse Staff		313
Managers/Leads		20
Maintenance Staff		17
Drivers		135
JOB NUMBER 2		
Warehouse Staff		10
Managers/Leads		3
Maintenance Staff		12
Drivers		15

INTRODUCTION

Founded in 1873, Ralphs Grocery (Ralphs), a subsidiary of The Kroger Company (ET15-0443), is a supermarket chain located in the Southern California region. Alongside its supermarkets, Ralphs also operates four distribution centers located in the cities of Compton, Riverside, Los Angeles, and Paramount. All four distribution locations will participate in training under this Agreement. [Note: The Ralphs Compton facility operates as both a retail grocery store and distribution center.]

PROJECT DETAILS

Ralphs implemented two new software programs for its logistic division: an automated order fulfillment system (Witron), and a management application program (DC1C). Warehouse Staff and Drivers will participate in Computer Skills and Productive Lab training to operate both systems to complete work orders.

Each year post-and-bid takes place for represented employees to apply for new positions within the Company. These changes impact all departments and create an on-going need for cross training and Lean Process. Training in Business and Management Skills will also be provided to improve communication, customer service skills, and product knowledge.

Training Plan

Ralphs recognizes that a well trained workforce is critical to their success. As a result, the Company has developed curriculum to improve job performance and increase productivity.

Business Skills (25%): Training will be offered to all occupations to increase employee customer service, problem solving, and communication skills.

Management Skills (5%): Training will be offered to Managers to improve leadership skills and learn new management techniques.

Computer Skills (10%): Training will be offered to Warehouse Staff and Drivers to learn to independently utilize software programs designed to manage inventory and schedule delivery times.

Continuous Improvement (50%): Training will be offered to all occupations to improve job performance and increase efficiency. Courses include Process Improvements, Pricing Strategies, and Sustainability.

Productive Laboratory (10%)

The Panel recently adopted regulations to authorize reimbursement for training delivered in a Productive Laboratory (PL) setting. PL trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training, and special attendance rosters will be used to assist in monitoring.

PL training in Computer Skills will be delivered to 60 Drivers and Warehouse Workers at the Compton and Riverside facilities. These workers require hands-on experience to program automated machinery such as cranes, conveyors, and sorting systems to stock and store products that are distributed to Ralphs' supermarkets throughout Southern California. Trainees will be trained and monitored by experienced operators to ensure they understand programming procedures and are able to complete duties independently.

All PL training is assessed and critiqued by the trainer. Following trainer instruction, tasks are assigned to the trainee and must be completed while the trainer observes and evaluates trainee performance. The trainer will then determine if the trainee mastered techniques and procedures successfully. The trainer-to-trainee ratio for PL Training will be 1:1 and the maximum number of hours will be 40, consistent with Panel Standards.

Certified Safety Training

Hazardous Materials (HAZMAT). This training is also 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, Maintenance Staff will receive up to 24 hours of HAZMAT training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by the Ammonia Safety & Training Institute (ASTI).

Commitment to Training

Ralphs spends approximately \$107,461 annually in training at all four locations included in this agreement. The Company will continue to deliver training such as new-hire orientation, safety training, and other mandated training outside of this project.

Ralphs represents that 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 Company has hired Tax Credit Company to aide in the administration of the ETP program. The HR department located at the Compton facility will be responsible for the overall administration of this project. HR representatives from each location will assist in scheduling, collecting, and submitting training records to project staff.

Green/Clean Operations

Ralphs is committed to green technology and continues to invest in new methods to increase sustainability. The Company recently spent approximately \$2 million dollars to transition 40 Reefer Units on trailers from diesel to electronic. Electric charging infrastructures have also been installed at the Compton and Riverside distribution centers.

Other Resources

Ralphs is taking advantage of Enterprise Zone hiring tax credits and receives approximately \$9 million.

SET/HUA

Under Special Employment Training (SET), companies are not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention.

The 40 trainees in Job Number 2 work at the Compton and Riverside facilities, located in Los Angeles and Riverside County, both are designated High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. These HUA trainees qualify for the 2015 ETP Minimum Wage of \$15.97 for Los Angeles County and \$15.07 for Riverside County rather than the statewide average hourly wage of \$27.40. Ralphs has requested this wage modification.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Ralphs retained Tax Credit Co. in Los Angeles to assist with development of this proposal for a flat fee of \$21,250.

ADMINISTRATIVE SERVICES

Ralphs also retained Tax Credit Co. to perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Conflict Management
- Customer Service Skills
- Interpersonal Skills
- Inventory Control
- Problem Solving
- Product Knowledge

COMPUTER SKILLS

- Programming
 - People Net System-On Board Computer
 - Receiving-Auto Infeed Computer
 - Witron Automation System

CONTINUOUS IMPROVEMENT**Logistics Division**

- Behavior Risk Improvement
- Cross Training
- Crown Lift Training
- Effective Feedback
- Equipment Training
- Fork Lift Training
- Lean Process Techniques
- Order Selection
- Pallet Jack
- Process Improvements-Witron Automation System
- Standard Operating Procedure Training
- Transport Procedures
- WIN System

HAZMAT

- 8 Hour Ammonia Response Training
- 24 Hour Ammonia Response Training
- Hazardous Waste Identification and Handling

MANAGEMENT SKILLS (Managers Only)

- Coaching
- Communication
- Effective Feedback
- Leadership
- Team Building

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

Productive Lab Hours (1:1 Ratio)

0-40

COMPUTER SKILLS

- Programming
 - People Net System-On Board Computer
 - Receiving-Auto Infeed Computer
 - Witron Automation System

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. PL is capped at 40 total training hours per trainee.



TEAMSTERS LOCAL UNION NO. 572
CHAUFFEURS, SALES DRIVERS AND HELPERS

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

450 E. CARSON PLAZA DRIVE, SUITE A • CARSON, CALIFORNIA 90746-3268 • (310) 515-0601 / FAX (310) 515-0942

RICK MIDDLETON
SECRETARY-TREASURER

March 31, 2015

Brian Broad, Chairperson
Employment Training Panel
1100 J Street, Fourth Floor
Sacramento, CA 95814

Re: Kroger/Ralphs/Food4less: Application for ETP Training

Dear Mr. Broad:

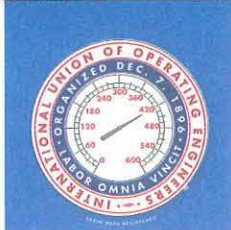
I am writing on behalf of Teamsters Local Unions in Southern California. These Local Unions represent warehouse workers and drivers employed at Kroger/Ralphs/Food4less warehouses. We support the application for training funding submitted to the Employment Training Panel by these companies. We believe that this funding will assist our members to upgrade and improve their skills in an evolving work environment.

Please contact me at the address cited above if you need further information.

Sincerely,

Rick Middleton
Chairman, Southern California Grocery Locals
RM:lbg

RECEIVED
APR 02 2015
LABOR RELATIONS



EDWARD J. CURLY
BUSINESS MANAGER
Local 501

February 17, 2015

Mr. Stewart Knox
Executive Director
Employment Training Panel
1100 J. Street, 4th Floor
Sacramento, CA 95814

Dear Mr. Knox,

The International Union of Operating Engineers Local 501 is writing in support of Employment Training Panel funding to be provided to the Kroger Compton Creamery located at 1100 W. Artesia Blvd., Compton, CA 90220-5448 for their Manufacturing Division.

If you should have any questions concerning the above, I can be reached at (213) 385-1561 ext. 147.

Sincerely,

Michael Davis
Business Representative
IUOE LOCAL 501

MD/lc

c: Edward J. Curly



**Training Proposal for:
The Kroger Company**

Agreement Number: ET15-0443

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Riverside, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bakery, Confectionary, Tobacco Workers and Grain Millers, Local 31; International Union of Operatring Engineers-AFL-CIO Local 501; Teamsters Locals 166, 63, and 572		
Number of Employees in:	CA: 12,354	U.S.: 150,315	Worldwide: 150,315
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$424,224		\$0	\$0		\$424,224

In-Kind Contribution:	100% of Total ETP Funding Required	\$751,000
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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 Improvement, Hazardous Materials, OSHA 10/30, Manufacturing Skills, Management Skills	491	8-200	0-87	\$864	\$15.07
				Weighted Avg: 48			

Minimum Wage by County: Job Number 1: \$15.97 per hour in Los Angeles County; \$16.02 per hour in Orange County; \$15.07 per hour for Riverside County.

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

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

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Sanitation Staff		24
Production Staff		330
Engineering and Maintenance Staff		66
Human Resource Staff		27
Managers & Supervisors		30
Managers/Supervisors II		14

INTRODUCTION

Founded in 1883, The Kroger Company (Kroger) (www.kroger.com) is the country's largest grocery retail company. Headquartered in Cincinnati, Ohio, the Company operates approximately 2,640 supermarkets, fuel centers, convenience stores, fine jewelry stores, and 38 manufacturing plants. Food products manufactured and processed at company plants are then sold in Kroger supermarkets and subsidiaries such as Ralphs, Food 4 Less, and King Soopers. Three manufacturing plants located in Southern California will participate in training under this

Agreement (La Habra, Riverside, and Compton). The La Habra Bakery and Riverside/Compton Creameries produce foods that are sold in Kroger supermarket chains.

This will be the second ETP Agreement for The Kroger Company. Training delivered under ET07-0109 (over six years ago), trained staff to run machinery and learn Company procedures and methods being used during that time. Since then, Kroger has purchased new equipment and updated computer systems as well as company procedures. Training to be delivered under this project will teach staff to operate new machinery and teach new processes that will increase efficiency.

PROJECT DETAILS

Kroger implemented a new company concept entitled *Self-Directed Work Teams* to minimize direct supervision. Training developed under this concept will increase employee's ability to problem solve and make decisions independently. The Company is also implementing Total Process Control (TPC), to ensure workers are utilizing processes and safety standards of the highest quality when manufacturing and handling foods. TPC training will encourage employees to share suggestions with management on process improvement to increase productivity and maintain a high performance workplace.

Kroger has invested millions of dollars in new equipment to stay current with the latest machinery used in the food industry. This new equipment can determine butterfat content in dairy products. Trainees will use this information to determine analytical solutions for production and quality control. Additional courses include Food Processing Procedures, Equipment Operations, and Cross Training.

Continuous Improvement, Business and Computer Skills training will also be provided to trainees under this Agreement. Training will better familiarize staff with built-in tools in software programs that can be used to complete work orders, schedule jobs, and assign Production Staff. Trainees will also learn computer skills to operate the company's maintenance management system. As maintenance activities are monitored, staff can ensure facility equipment is operating at peak performance. Furthermore, training will establish preventive maintenance, improve data management, and decrease maintenance costs. Through training employees will learn lean manufacturing practices (Six Sigma) to increase efficiency and improve employee job performance.

Training Plan

Project staff identified areas at each facility that require improvements. Managers and Supervisors from these locations were consulted to develop a training plan that would improve employee skill set and capabilities. Training for Kroger takes place on an on-going basis; once approved, the Company will begin to document training within ETP record keeping requirements.

Business Skills (10%): Training will be offered to Human Resource Staff, Engineering and Maintenance Staff, and Managers and Supervisors. Topics will improve interpersonal and communication skills as well as prepare staff to implement Self-Directed Work Teams.

Management Skills (10%): Training will be offered to Managers and Supervisors to learn new methods to manage more effectively. Topics to be delivered include Project Management, Coaching, and Presentation Skills.

Computer Skills (3%): Training will be offered to Engineering and Maintenance Staff, Managers and Supervisors. Staff will learn how to navigate computer software programs used by the Company to create production schedules, monitor productivity

Manufacturing Skills (35%): Training will be offered to all occupations to increase productivity and ensure staff uses best practices. Training courses include Lock Out Tag Out, Food Processing Procedures, and Production Operations.

Continuous Improvement (30%): Training will be offered to all occupations to improve company process and operations. Topics to be delivered include Problem Solving, Six Sigma, Lean Manufacturing, and Statistical Control.

Computer-Based Training (CBT) (5%): Training will be offered to all occupations and will cover topics in Manufacturing Skills. As a secondary training method, staff may be assigned to complete training via computer in Basic Mechanics, Hand Tools, and Reading Blueprints.

Certified Safety Training (7%)

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 Materials (HAZMAT). This training is also 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, Engineering, Maintenance, Managers/Supervisors, and Production Staff will receive up to 24 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by Ammonia Safety & Training Institute (ASTI).

Commitment to Training

Kroger spends approximately \$104,000 annually in training among all three locations in this Agreement. The Company will continue to deliver training such as basic plant safety, sexual harassment prevention training, new-hire orientation, and other mandated training outside of this ETP project.

Kroger represents that 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

Kroger has hired a third party to provide administration services and aide with record keeping. Internally, the La Habra Human Resources staff will be responsible for overall administration of the ETP program. Staff will schedule training alongside fellow staff at the Riverside and Compton locations, collect rosters for submission, and maintain all training records.

Green/Clean Operations

Kroger is committed to sustainability and continues to make efforts in green/clean operations. In 2013, more than 90% of waste was diverted from landfills at more than three-fourths of the company's 38 manufacturing plants. The Company also installed LED lighting, ammonia detection systems, and water management software to increase water efficiency.

Other Resources

Kroger is taking advantage of Enterprise Zone hiring tax credits and receives approximately \$9 million dollars.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Kroger retained The Tax Credit Company in Los Angeles to assist with development of this proposal for a flat fee of \$21,250.

ADMINISTRATIVE SERVICES

Kroger also retained The Tax Credit Company 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 Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Ethics
- Business Writing
- Communication Skills
- Conflict Management
- Identifying Customer Needs
- Interpersonal Skills

COMPUTER SKILLS

- Maintenance Planner Scheduler
- Microsoft Office (Intermediate/Advanced)

CONTINUOUS IMPROVEMENT

- Leadership Skills
- Problem Solving
- Process Improvement
- Project Management
- Six Sigma
- Statistical Process Control

HAZMAT

- 8 Hour Ammonia Response
- 24 Hour Ammonia Response

MANAGEMENT SKILLS (Managers & Supervisors Only)

- Coaching
- Decision Making
- Presentation Skills
- Project Management

MANUFACTURING SKILLS

- Confined Space Training*
- Cross Training
- Electrical Training
- Equipment Operations

- Fall Protection *
- Food Processing Procedures
- Inventory Control
- Ladder Safety*
- Lock Out Tag Out
- Manufacturing Operations
- Production Operations
- Warehousing
- Yard Safety*

OSHA 10/30

- OSHA 10
- OSHA 30

CBT Hours

0-87

MANUFACTURING SKILLS

- AC Control Equipment (3)
- Basic Electricity & Electronics (3)
- Basic Hydraulics (3)
- Basic Mechanics (3)
- Basic Pneumatics (3)
- Batteries and DC Circuits (3)
- Bearings (3)
- DC Equipment & Controls (3)
- Electrical Measuring Instruments (3)
- Electrical Safety in the Workplace (3)*
- Hand Tools (3)
- Industrial Safety & Health (3)*
- Lubricants and Lubrication (3)
- Mathematics in the Plant (3)
- Making Measurements (3)
- Metals in the Plant (3)
- Nonmetals in the Plant (3)
- Piping Systems (3)
- Portable Power Tools (3)
- Power Transmission & Equipment (3)
- Pumps (3)
- Reading Blueprints (3)
- Reading Schematics & Symbols (3)
- Single Phase Motors (3)
- Three Phase Motors (3)
- Transformers & AC Circuits (3)
- Troubleshooting (6)
 - Electrical
 - Hydraulics

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

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee excluding OSHA 10/30, HAZWOPER or HAZMAT.

LOCAL NO. 31
Bakery, Confectionery, Tobacco Workers & Grain Millers
• INTERNATIONAL UNION •



PHONE (310) 327-3000
FAX NUMBER (310) 327-6091
450 CARSON PLAZA DR., SUITE #C
CARSON, CA 90746-3299



February 3, 2015

Stewart Knox Executive Director

Employment Training Panel

1100 J. Street 4th Floor

Sacramento California,

Mr. Knox,

This Local Union BCTGM 31 is in support of La Habra Bakery's application for assistance in their Training Program.

We represent approximately 150 workers in this Bakery.

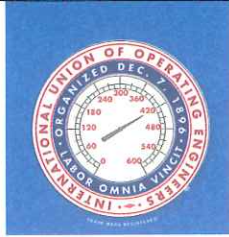
Should you have any questions for me I can be reached at the above phone number.

Doyle D. Townson

Financial Secretary/Treasurer

BCTGM Local 31

cc: File



EDWARD J. CURLY
BUSINESS MANAGER
Local 501

ET15-0443

February 17, 2015

Mr. Stewart Knox
Executive Director
Employment Training Panel
1100 J. Street, 4th Floor
Sacramento, CA 95814

Dear Mr. Knox,

The International Union of Operating Engineers Local 501 is writing in support of Employment Training Panel funding to be provided to the Kroger Compton Creamery located at 1100 W. Artesia Blvd., Compton, CA 90220-5448 for their Manufacturing Division.

If you should have any questions concerning the above, I can be reached at (213) 385-1561 ext. 147.

Sincerely,

Michael Davis
Business Representative
IUOE LOCAL 501

MD/lc

c: Edward J. Curly



TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN,
INDUSTRIAL & ALLIED WORKERS OF AMERICA
LOCAL UNION No. 166

P.O. BOX 899 • 18597 VALLEY BOULEVARD • BLOOMINGTON, CA 92316-0899
Telephone: (909) 877-TEAM • Fax: (909) 877-2812



MIKE BERGEN
Secretary-Treasurer

February 4, 2015

ET15-0443

MIKE PHARRIS
President

JASON HODGE
Vice President

Mr. Stewart Knox
Executive Director

Employment Training Panel

MANUEL ALANIS
Recording Secretary

1100 J. Street, 4th Floor
Sacramento, CA 95814

DON HENLEY
Trustee

Re: Employee Training Support

DAN HERNANDEZ
Trustee

Dear Mr. Stewart and Panel Members:

ROBERT STANLEY
Trustee

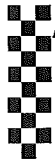
I'm writing on behalf of Teamsters Union Local 166. Our Union represents the employees for Kroger Manufacturing Division of Riverside Creamery Operations. We support the application for training being submitted to the *Employment Training Panel* by this division. We firmly believe the funding will assist our members in upgrading their skills which are critical in maintaining quality products.

Please feel free to contact me regarding this letter of support at 909-877-8326 ext. 231.

Sincerely,

Robert M. Rios
Business Representative Teamsters Union Local 166

CC: Mike Bergen, Secretary-Treasurer Teamsters Union Local 166
Mike Pharris, President/Coordinator Teamsters Union Local 166
Marcos Rojas, H.R., Manager Ralph's/Kroger Riverside Creamery
Sandra Munoz, Human Resources, ASP Ralph's/Kroger Riverside Creamery



Tony



TEAMSTERS LOCAL UNION No. 63

RANDY CAMMACK
SECRETARY-TREASURER

KEN HAARALA
PRESIDENT

Freight, Parcel,
Bakery, Dairy,
Meat, Poultry
and Factory
Workers in the
Los Angeles
Metropolitan
Area.

General Truck
Drivers,
Warehousemen,
and Helpers in
Los Angeles,
San Bernardino,
Riverside
Counties,
California.

Agricultural and
Related Product
Workers in the
California
Counties of San
Diego, Imperial,
Orange,
Alameda,
Los Angeles,
San Bernardino,
Ventura, Santa
Barbara, Kern,
San Luis
Obispo, Tulare,
Kings,
Monterey, San
Benito, Fresno
and Merced.

927 Village Oaks
Drive
Covina, Calif.
91724
(626) 859-4005
FAX
(626) 859-4084

379 W. Valley
Blvd.
Rialto, Calif.
92376
(909) 877-4760
FAX
(909) 877-2452

March 2, 2015

Stewart Knox, Executive Director
Employment Training Panel
1100 J. Street, 4th Floor
Sacramento, CA 95814

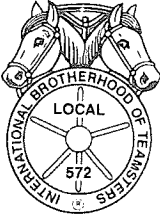
Dear Mr. Knox:

I'm writing on behalf of Teamsters Local 63. Our union represents the employees for Kroger Manufacturing Division of Riverside Creamery Operations. We support the application for training being submitted to the Employment Training Panel by this division. We firmly believe the funding will assist our members in upgrading their skills which are critical in maintaining quality products.

Sincerely,

Tony Villegas
Business Representative
Teamsters Local 63

TV/ls



RICK MIDDLETON
SECRETARY-TREASURER

TEAMSTERS LOCAL UNION NO. 572
CHAUFFEURS, SALES DRIVERS AND HELPERS

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

450 E. CARSON PLAZA DRIVE, SUITE A • CARSON, CALIFORNIA 90746-3268 • (310) 515-0601 / FAX (310) 515-0942

March 31, 2015

Brian Broad, Chairperson
Employment Training Panel
1100 J Street, Fourth Floor
Sacramento, CA 95814

Re: Kroger/Ralphs/Food4less: Application for ETP Training

Dear Mr. Broad:

I am writing on behalf of Teamsters Local Unions in Southern California. These Local Unions represent warehouse workers and drivers employed at Kroger/Ralphs/Food4less warehouses. We support the application for training funding submitted to the Employment Training Panel by these companies. We believe that this funding will assist our members to upgrade and improve their skills in an evolving work environment.

Please contact me at the address cited above if you need further information.

Sincerely,

Rick Middleton
Chairman, Southern California Grocery Locals
RM:lbg

RECEIVED
APR 02 2015
LABOR RELATIONS



RETRAINEE - JOB CREATION

Training Proposal for:

Riverside Healthcare Systems, LP dba Riverside Community Hospital

Agreement Number: ET15-0447

Panel Meeting of: May 21, 2015

ETP Regional Office: San Diego

Analyst: M. Ray

PROJECT PROFILE

Contract Attributes:	SET Job Creation Initiative Medical Skills Training Priority Rate	Industry Sector(s):	Healthcare Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU Local 121RN		
Number of Employees in:	CA: 8,655	U.S.: 218,871	Worldwide: 223,554
Turnover Rate:	11%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$423,500		\$150,750 50%	\$0		\$272,750

In-Kind Contribution:	100% of Total ETP Funding Required	\$1,116,223
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET Priority Rate Medical Skills Training	Medical Skills - Didactic, Medical Skills - Clinical with Preceptor, Computer Skills, Continuous Improvement	250	8 - 200	0 - 16	*\$603	\$36.73
				Weighted Avg: 67			
2	Retrainee SET Priority Rate Medical Skills Training Job Creation Initiative	Medical Skills - Didactic, Medical Skills - Clinical with Preceptor, Computer Skills, Continuous Improvement	50	8 - 200	0 - 16	\$2,440	\$36.73
				Weighted Avg: 122			

*Job #1 Average Cost per Trainee includes 50% Substantial Contribution

Minimum Wage by County: Job Number 1: \$27.40 per hour for SET Statewide Average Hourly Wage; and Job Number 2: \$12.33 per hour for Riverside County (New Hire/Job Creation Wage).

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

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

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Registered Nurse		Job 1: 200 Job 2: 30
New Graduate Registered Nurse		Job 1: 50 Job 2: 20

INTRODUCTION

This will be the fourth Agreement between Riverside Healthcare Systems, LP dba Riverside Community Hospital (RCH) and ETP within the last five years. Founded in 1901, RCH (www.riversidecommunityhospital.com) is a Level II Trauma/Emergency Services provider of intensive care services (Medical and Surgical/Trauma Intensive Care Units) with air-ambulance capabilities, STEMI center services (cardiac emergency), and is a Heart Care Institute (cardiac catheterization and electrophysiology laboratory). Located in the city of Riverside, the 373-bed hospital provides minimally invasive Robotic surgery, including neurological surgery. This

hospital is designated as a Center of Excellence for Metabolic and Bariatric Surgery, and is certified as a Primary Stroke Center. RCH also provides physical therapy, occupational therapy, and speech therapy to individuals throughout Riverside County and its surrounding areas.

RCH's parent company is Hospital Corporation of America (HCA), a nationwide for-profit organization headquartered in Nashville, Tennessee. In California, HCA, is parent to three surgical centers located in Los Gatos, Los Robles, and West Hills, and four other hospitals (Good Samaritan Hospital, Los Robles Regional Medical Center, Regional Medical Center of San Jose, West Hills Hospital and Medical Center). Each hospital operates autonomously and this proposal is only for RCH. RCH is eligible for ETP funding under Special Employment Training (SET) for frontline workers.

PROJECT DETAILS

Hospital representatives report that the Affordable Care Act (ACA) continues to drive their patient population. Under the ACA, more individuals have the ability to obtain healthcare coverage, increasing the number of patients received in doctor's offices, and hospitals. Even with extended coverage, RCH is experiencing an increase in Emergency Department treatment, and inpatient admissions. In addition, with its designation as a Primary Stroke Center in January 2014,, the number of acute stroke admissions has increased by 56%. These changes in healthcare availability and increased complexity have created a need to further develop and expand services. As such, RCH is expanding its stroke care services in 2015 to include: 1) Neuroscience services to encompass comprehensive stroke care; and 2) ST Segment Elevation Myocardial Infarction (STEMI) Certification for readiness and response to STEMI (heart attack) patients.

Under this proposal, RNs in Emergency, Telemetry, and Critical Care Departments will receive training in the care of patients with Acute Coronary Syndrome (ACS), in preparation for the hospitals certification as a STEMI V Receiving Center. Additional training will be provided to address the needs of the acute stroke patient population toward certification as a Comprehensive Stroke Center (in addition to its current designation as a Primary Stroke Center).

ETP funds will be used to train approximately 300 RNs in Medical Skills, Computer Skills, and Continuous Improvement Skills.

The proposed training plan may include nurses who participated under previous ETP Agreements. However, the course subject matter has been updated so there will be no duplication of training. In addition, the trainee population has been expanded to newly hired RN's who did not receive the previous training.

Training Plan

Medical Skills Training (85%)

All nurses will receive one or more modules of Medical Skills Didactic training (classroom) in advanced medical care. Didactic training will be provided in conjunction with Medical Skills Clinical led by a Preceptor in the hospital environment. The Panel has established a "blended" reimbursement rate for this type of nurse upgrade training, recognizing the higher cost of delivery by a Preceptor. This blended rate, \$22 per hour, will apply to both the Didactic and Clinical Preceptor modes of delivery. The standard class/lab rate for priority industries (\$18 per hour for Job Number 1 trainees and \$20 per hour for Job Number 2 trainees) will apply to Computer Skills and Continuous Improvement training.

Computer Skills (5%)

Training will be offered to all nurses. Training topics in MediTech Order Entry Skills and Electronic Medical Records Applications Skills will enhance efficiency, reduce errors, and improve customer service.

Continuous Improvement (10%)

Training will be offered to all nurses. Course topics in Customer Service Skills, Communication Skills, and Conflict Resolution Skills training will focus on performance and quality of care improvements. Charge Nurse Training and Frontline Leadership Skills training will provide frontline leaders with skills necessary to ensure they are aware of their role, responsibility, and accountability to enhance patient experience by ensuring excellent quality care.

To support Class/Lab training, RCH will also provide Computer-Based Training (CBT) in Medical Skills. Trainees may receive up to 16 hours of CBT training and will be reimbursed at \$8 per hour, but CBT will not exceed 50% of total hours per trainee.

Retrainee - Job Creation

With the expansion of its Neuroscience service line, RCH plans to open an Outpatient Surgery Center in 2015-2016. To support this expansion and meet staffing ratios in other specialty units, the Hospital has committed to hiring 50 new Registered Nurses (20 New Graduate RNs and 30 experienced RNs) as shown in Job Number 2. In accordance with the Job Creation guidelines, these trainees must be hired within the three-month period prior to Panel approval or during the term of contract in order for contractor to earn reimbursement for these trainees.

Under the Retrainee-Job Creation program, training for newly hired employees is reimbursed at a higher rate and subject to a lower post-retention wage. The Hospital represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Hospital also represents that these trainees will be hired into "net new jobs" as a condition of contract. As a feature of the Retrainee – Job Creation program, the Substantial Contribution requirement will be waived for Job Number 2.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

However, RCH is not asking for the SET Priority Industry wage modification.

Substantial Contribution

RCH is a repeat contractor with payment earned in excess of \$250,000 and a former Substantial Contribution at the 15% level, at the Riverside facility within the past five years. (See Prior Projects Table) Based on the current Substantial Contribution guidelines, reimbursement for incumbent worker trainees at the Riverside facility in Job Number 1 will be reduced by the highest level (50%) of Substantial Contribution to reflect the Hospital's \$150,750 Substantial Contribution to the cost of training. The Substantial Contribution requirement does not apply to Retrainee – Job Creation trainees (Job Number 2).

Commitment to Training

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

The Hospital's current annual company-wide training budget is approximately \$2,913,059 which covers hospital orientation and unit/department-specific education and training for new employees. The education and training is provided within the initial introductory period and incorporates expected standards of care and nursing practice, specific equipment, and knowledge and skills that are needed to meet hospital standards. Incumbent workers also receive unit/department-specific training which varies in the level of intensity for each specialized unit.

At the conclusion of the ETP project, RCH will continue to provide mandatory and elective education and training, as well as validation of competency to new and current staff. Also, the hospital will continue to make every effort to offer education and training to advance skills within the workforce and encourage higher level of staff development.

Union Support

The Registered Nurses targeted for this program are represented by a collective bargaining unit, Service Employees International Union (SEIU) Local 121RN. This union has provided a letter of support for the training of their respective members.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by RCH under ETP Agreements completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0181	Riverside	10/22/12 – 10/21/14	\$424,488	\$424,488 (100%)
ET11-0346	Riverside	6/30/11 – 6/29/13	\$212,316	\$212,316 (100%)
ET09-0413	Riverside	2/2/09 – 2/1/11	\$298,320	\$284,086 (96%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 200 Trainees may receive any of the following:

MEDICAL SKILLS – DIDACTIC

- ✚ Acute Myocardial Infarction
- ✚ Arterial Blood Gas (ABG) Interpretation
- ✚ Body Mechanics
- ✚ Care of Bariatric Patient
- ✚ Care of the Cardiac Patient
- ✚ Care of the Burn Patient
- ✚ Care of the Neurosurgical Patient
- ✚ Care of Pediatric Patients (Acute Care, Intensive Care)
- ✚ Care of the Stroke Patient
- ✚ Care of the Sepsis Patient
- ✚ Central Lines Management
- ✚ Chest Tube Care & Management
- ✚ Code Blue Response & Procedures
- ✚ Critical Care Nursing Skills
- ✚ Decontamination Procedures
- ✚ Diabetes Care & Management
- ✚ Dysrhythmia Recognition & Interpretation
- ✚ Educating the Patient & Family
- ✚ EKG & Cardiac Monitoring
- ✚ Electronic Fetal Monitoring (Beginning & Advanced)
- ✚ Emergency Care of the Burn Patient
- ✚ Emergency Room Nursing Skills
- ✚ Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses, etc.)
- ✚ Evidence Based Practices
- ✚ Gastrointestinal Assessment and Management
- ✚ Hemodynamic Monitoring
- ✚ Infection Control
- ✚ Intra-Aortic Balloon Pump Therapy (IABP)
- ✚ Intra-Cranial Pressure Monitoring & Ventriculostomy
- ✚ Intravenous (IV) Insertion & Therapy
- ✚ Kinetic Therapy
- ✚ Labor, Delivery and Postpartum Nursing Skills
- ✚ Management of the Transplant Surgical Patient
- ✚ Medical/Surgical Nursing Skills
- ✚ Medication Administration & Management
- ✚ Moderate Sedation
- ✚ NIH Stroke Scale
- ✚ Neonatal/Infant Pain Scale (NIPS)
- ✚ Neonatal Intensive Care Unit (NICU) Nursing Skills
- ✚ Neonatal Nursing Skills
- ✚ New Graduate Nursing Skills
- ✚ New Hire Nurse Training (for newly-hired experienced RN)
- ✚ Nurse Orientation Training (for New Grad RN only)
- ✚ Nursing Diagnosis Skills
- ✚ Nursing Process Skills
- ✚ OB Trauma
- ✚ Oncology Nursing Skills
- ✚ Orthopedic Nursing Skills
- ✚ Ostomy & Continence Care

- ✚ Pain Management (Acute & Chronic)
- ✚ Patient Assessment & Care
- ✚ Patient Fall Prevention
- ✚ Peri-Operative Nursing Skills
- ✚ Pre and Post-Operative Care
- ✚ Psychotropic Medications
- ✚ Rapid Response Skills
- ✚ Renal Assessment & Management
- ✚ Respiratory Assessment & Care
- ✚ Restraints
- ✚ Sepsis Management
- ✚ Surgical Nursing Skills
- ✚ Telemetry Nursing Skills
- ✚ Therapeutic Hypothermia
- ✚ Total Parenteral Nutrition (TPN)
- ✚ Transfer Techniques
- ✚ Triage Nursing Skills
- ✚ Trauma Nursing Skills
- ✚ Ventilator and Tracheotomy Care
- ✚ Wound & Skin Care

MEDICAL SKILLS – CLINICAL PRECEPTOR

✚ **Emergency Department Training**

- Emergency Room Nursing Skills
- Emergency Care of the Burn Patient
- Emergency Care of the STEMI Patient
- Emergency Care of the Acute Stroke Patient
- NIH Stroke Assessment Scale Training
- Emergency Care of the Sepsis Patient
- OB Trauma
- Trauma Nursing Skills
- Triage Nursing Skills
- Care of Pediatric patients
- Therapeutic Hypothermia

✚ **Intensive Care Unit/Critical Care Unit Training**

- Critical Care Nursing Skills
- Care of the Transvenous Lead Extraction Patient
- Care of the Post-Neurological Injury Patient
- Patient Assessment & Care
- Intra-Aortic Balloon Pump (IABP) Therapy
- Intracranial Pressure Monitoring & Ventriculostomy Management
- Hemodynamic Monitoring Skills
- Pre and Post-Operative Care
- Care of the Percutaneous Coronary Intervention Patient
- Care of the Post-Open Heart Patient
- Care of Trauma Patient
- Management of the Renal Transplant Surgical Patient
- Total Parenteral Nutrition
- Ventilator & Tracheotomy Care
- Therapeutic Hypothermia
- Continuous Renal Replacement Therapy (CRRT)
- Impella (Left Ventricular Assist Device Therapy)
- Sepsis Management
- Dysrhythmia Recognition and Treatment
- Pacemaker Operation and Troubleshooting
- NIH Stroke Assessment Scale Training

+ Telemetry/Stepdown/Cardiovascular Unit Training

- Care of the Cardiac Patient
- EKG & Cardiac Monitoring Skills
- Dysrhythmia Interpretation Skills
- Telemetry Nursing Skills
- Pre and Post-Operative Care
- Care of the Percutaneous Coronary Intervention Patient
- Care of the Post-Open Heart Patient
- Care of the Neurosurgical Patient
- NIH Stroke Assessment Scale Training
- Intravenous (IV) Therapy Skills
- External Pacemaker Management

+ Medical/Surgical Unit Training

- Patient Assessment & Care
- Geriatric Nursing Skills
- Medical/Surgical Nursing Skills
- Pre and Post-Operative Care
- Orthopedic Nursing Skills
- Post-Orthopedic Surgery Nursing Skills
- Post-Trauma Injury Nursing Skills
- Post-Neurological Injury Nursing Skills
- Ventilator & Tracheotomy Care
- Total Parenteral Nutrition Skills
- Management of the Transplant Surgical Patient
- Oncology Nursing Skills
- Palliative Care Skills

+ Neonatal Intensive Care Unit (NICU) Training

- Patient Assessment & Care
- Ventilator & Tracheotomy Care
- Total Parenteral Nutrition
- Neonatal Resuscitation Provider (NRP)
- Neonatal Advanced Life Support
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Neonatal/Infant Pain Scale (NIPS)
- Palliative Care

+ Pediatric Services Unit

- Care of Pediatric Patients (Acute Care, Intensive Care)
- Patient Assessment & Care
- Pre & Post-Operative Care

+ Obstetrics Unit Training

- Patient Assessment & Care
- Antepartum, Labor, Delivery and Postpartum Skills
- Neonatal Nursing Skills
- S.T.A.B.L.E.
- Advanced & Electronic Fetal Monitoring
- Neonatal Resuscitation Provider (NRP)
- Neonatal Intensive Care Unit (NICU) Nursing Skills

+ Operating Room and Post-Anesthesia Care Unit (PACU) Training

- Patient Assessment & Care
- Trauma Nursing Skills
- Care of the Burn Patient

- Peri-Operative Nursing Skills
- Pre and Post-Operative Care

COMPUTER SKILLS

- ✚ MediTech Order Entry Skills
- ✚ Electronic Medical Records Application Skills

CONTINUOUS IMPROVEMENT

- ✚ Charge Nurse Training/Frontline Leadership Skills
- ✚ Communications Skills
- ✚ Conflict Resolution Skills
- ✚ CORE Measures
- ✚ Crisis Prevention Intervention (CPI)
- ✚ Critical Thinking Skills
- ✚ Culturally Appropriate Care
- ✚ Customer Service Skills
- ✚ Documentation Skills
- ✚ Disaster and Emergency Management – EBOLA training
- ✚ Organization and Time Management Skills
- ✚ Patient and Family Centered Care Skills
- ✚ Preceptor Skills (train-the-trainer)
- ✚ Team Building Skills

CBT Hours

0 – 16

MEDICAL SKILLS

- ✚ Infection Control (3.5 hours)
- ✚ Care of the Stroke Patient: NIH Stroke Scale (3 hours)
- ✚ Age and Culturally Appropriate Care (1 hour)
- ✚ Patient Safety; Safe patient lifting and moving (1.5 hours)
- ✚ Care of the Diabetic Patient (1 hour)
- ✚ GE Centricity (4 hours)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee.



ET15-0447

February 26, 2015

Employment Training Panel
1100 J Street
Fourth Floor
Sacramento, CA 95814

GAYLE BATISTE, RN
President

JEANNIE KING, RN
Vice-President

NANETTE LOGAN, RN
Secretary-Treasurer

SUSAN B. WEINSTEIN, RN
Executive Director

RE: Riverside Community Hospital's Application for Training Funds

To Whom It May Concern,

We are submitting this letter to confirm our support of the proposal and application for funds submitted by Riverside Community Hospital related to the Employment Training Fund.

SEIU Local 121RN and Riverside Community Hospital are jointly committed to the delivery of safe, quality patient care. This requires continuing education and training of the nursing workforce, and providing these professional development opportunities takes financial resources that the Employment Training Fund can assist with.

Thank you in advance for your consideration.

Should you require additional information, please don't hesitate to contact me at 626-375-0081 or via email at mendezr@seiu121rn.org.

Respectfully Submitted,

A handwritten signature in black ink that reads "Rosanna Mendez". The signature is fluid and cursive, with a large loop at the end.

Rosanna Mendez
Chief of Staff
SEIU Local 121RN

cc: Sue Weinstein, RN, Executive Director, SEIU Local 121RN

1040 Lincoln Ave.
Pasadena, CA 91103
Phone: (626) 639-6200
Fax: (626) 395-7538



FIGHT FOR SAFE STAFFING AND QUALITY PATIENT CARE



**Training Proposal for:
Tooling University -
Society of Manufacturing Engineers
Agreement Number: ET15-0450**

Panel Meeting of: May 21, 2015

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing Aerospace and Defense Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, San Diego, Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$180,000		\$12,500 8%		\$192,500

In-Kind Contribution:	50% of Total ETP Funding Required	\$225,830
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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; Mfg. Skills; Cont. Improvement; Computer Skills	250	8-200	0-100	\$770	\$15.93
				Weighted Avg: 40			

Minimum Wage by County: \$15.97 per hour in Los Angeles County; \$15.93 per hour in San Diego County; and \$16.02 per hour in Orange County.

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

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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Manufacturing/Production Staff		80
Warehouse/Distribution Staff		30
Engineering Staff		60
Technician/Information Technology Staff		30
Quality Assurance Staff		20
Sales Staff		10
Supervisors/Managers		20

INTRODUCTION

Tooling University – Society of Manufacturing Engineers (ToolingU) (www.toolingu.com) is a provider of manufacturing-specific training products and services. ToolingU works with manufacturers to build training programs and support workforce learning initiatives.

ToolingU started out in 1942 as a manufacturer of tooling components and workholding devices (used to position and hold a workpiece). Initially, ToolingU was a division of Jergens, Inc. located in Cleveland, Ohio. In 2001, ToolingU launched classes focusing on Computerized Numerical Control, metal cutting, shop math, print reading, and workholding components.

In 2002, ToolingU was formed as an LLC and brought on key investors within the industry, most importantly the Society of Manufacturing Engineers (SME). In 2010, SME acquired ToolingU as part of a comprehensive portfolio of manufacturing-specific, professional development training products and services. More than 210,000 individuals from 5,000 companies use ToolingU to strengthen their knowledge and skills.

California remains a top manufacturing center in the U.S, according to a report published in July 2014 by the Los Angeles County Economic Development Corporation. Tooling U has developed an extensive and diverse catalog of manufacturing-specific learning tools to help employers retain institutional knowledge in the face of a retiring workforce, and bolster their expertise as needed to successfully compete in today's economy.

PROJECT DETAILS

ToolingU is seeking ETP funds to train workers of manufacturing companies. The “core” group of participating employers represents over 80% of requested funding.

Curriculum Development

In the experience of ToolingU, although manufacturers have expressed the need for workforce development, less than 20% actually have a training plan in place. ToolingU addresses the skills gap by working directly with the employers to analyze, design, implement and evaluate a training solution.

The training outlined in this proposal will be customized based on employer needs assessment and training objectives. Tooling U offers more than 50 customized assessments by job role and competency for employees including pre-employment screening. ToolingU also conducts on-site analysis of job requirements and identifies specific training needs. Training needs and objectives provide valuable insight into industry trends, new technologies, and present and future training needs, all of which serve as the basis for ToolingU's development of its curriculum. The result is an individually tailored training curriculum.

Training Plan

Training will be delivered using traditional Class/Lab, instructor-led E-Learning, and Computer-Based Training.

Business Skills (10%) – Training will be delivered to all occupations which will cover topics in conflict resolution, communication skills, supply chain management and sales skills.

Manufacturing Skills (65%) – Training will provide upgraded job skills to Manufacturing/Production Staff focusing on course topics such as machining and manufacturing process skills, cycle time management, quality testing and cycle time management.

Continuous Improvement Skills (15%) – Training will be delivered to all occupations with the skills necessary to improve productivity and reduce operating costs. Course topics will include 5S/Lean Manufacturing, Total Quality Management, Statistical Process Control and Project Management.

Computer Skills (10%) – Training will be provided to all occupations with the skills to become more proficient in the most current technology such as Computerized Maintenance Management System; Database Management Skills; and Intermediate/Advanced Microsoft Word, Excel and PowerPoint skills.

Marketing and Support Costs

ToolingU would like to increase its outreach activities through a dedicated marketing function that will expand its ability to reach employers and design solutions that meet their workforce development needs. ToolingU's marketing and recruitment efforts include outreach for new

employers, networking with its marketing clients and promotion through its Manufacturer's Development Initiative. The Company communicates with manufacturing plants through mass email campaigns, social media; and the Company's website.

The Company also sponsors WESTEC, the premier West Coast manufacturing exposition which brings in a large audience of representatives from various industries including aerospace, defense, industrial machinery, and medical.

There are currently three staff members dedicated to the marketing, employer recruitment, scheduling, training and ETP administration. ToolingU is requesting 8% support costs for this proposal to cover the cost of recruiting additional employers and assessing employer-specific job training requirements.

Commitment to Training

ToolingU represents that ETP funds will not displace the existing financial commitment to training of participating employers. ToolingU confirmed that participating employers provide training in job orientation, basic job skills, harassment prevention, employee diversity, basic computer skills, basic job skills, interviewing skills, supervisory law, hiring and recruitment practices, basic OSHA required safety training, and refresher training. This training will continue to be provided and paid for by the participating employers throughout the term of the proposed ETP Agreement.

Tuition Reimbursement

ToolingU represents that students enrolled in the ETP-funded program will not be charged tuition, fees or any other costs associated with training. The representation will be made a condition of the Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

ToolingU retained Training Funding Partners in Fountain Valley to assist with development of this proposal for a flat fee of \$13,500.

ADMINISTRATIVE SERVICES

ToolingU also retained Training Funding Partners to perform administrative services in connection with this proposal for a fee not to exceed 13% of earned funds.

TRAINING VENDORS

To Be Determined

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Writing
- Conflict Management
- Effective Communication Skills
- Effective Meeting Skills
- Estimating/Quoting
- Finance/Accounting Skills
- Goal Setting
- Negotiation Skills
- Presentation Skills
- Providing Quality Customer Service
- Sales Skills
- Supply Chain Management
- Time Management Skills

COMPUTER SKILLS

- Computerized Maintenance Management System
- Database Management Skills
- Intermediate/Advanced Microsoft Word, Excel, PowerPoint Skills

CONTINUOUS IMPROVEMENT

- 5S/Lean Manufacturing/Process Improvement Skills
- Decision Making
- Effective Leadership Skills/Situational Leadership
- Interpreting & Analyzing Data
- Managing Change
- Problem Solving
- Project Management
- Risk Management
- Statistical Process Control
- Strategic Planning
- Team Work/Building Teams
- Total Quality Management Skills
- Value Stream Mapping

MANUFACTURING SKILLS

- Additive Manufacturing
- Cycle Time Management
- Electrical and Motor Drives/Electrical Power/Power Transmission
- Engineering Design
- Geometric Dimensioning and Tolerancing
- Industrial Combustion
- Industrial Hydraulics
- Laser Cutting
- Machining Skills
- Manufacturing Process Skills

- Materials Processing
- Mechanical and Fluid Systems
- Metal Stamping Press/Metalworking
- Pneumatics
- Programmable Logic Control (PLC)/Computer Numerical Control (CNC)
- Prototyping
- Quality/Testing
- Variable Frequency Drives

CBT Hours

0-100

BUSINESS SKILLS

- Basics of Manufacturing Costs 140 (1.5 hours)
- Conflict Resolution for Different Groups 155 (1.5 hours)
- Conflict Resolution Principles 150 (1.5 hours)
- Essentials of Communication 120 (1.5 hours)
- Intro to Managerial Accounting 145 (1.5 hours)

CONTINUOUS IMPROVEMENT

- Essentials of Leadership 110 (1.5 hours)
- Managing Performance: Best Practices 130 (1.5 hours)
- Managing Performance: Corrective Actions 135 (1.5 hours)
- Team Leadership 160 (1.5 hours)

MANUFACTURING SKILLS**Adhesives**

- Basics of the Bonding Process 120 (1.5 hours)
- Intro to Adhesive Bonding 110 (1.5 hours)
- Intro to Adhesive Properties 130 (1.5 hours)
- Steps for Adhesive Application 220 (1.5 hours)
- Surface Preparation 210 (1.5 hours)
- Types of Adhesives 140 (1.5 hours)

Coatings

- Coating Defects 150 (1.5 hours)
- Intro to Coating Composition 110 (1.5 hours)
- Processes for Applying Coatings 140 (1.5 hours)
- Surface Preparation for Coatings 120 (1.5 hours)
- Troubleshooting Coating Defects 170 (1.5 hours)

Composites

- Advanced Materials for Composites 135 (1.5 hours)
- Advanced Thermoset Resins for (1.5 hours)
- Bagging 230 (1.5 hours)
- Composite Inspection and Defect (1.5 hours)
- Composites 130 (1.5 hours)
- Intro to Composites 110 (1.5 hours)
- Intro to Compression Molding 170 (1.5 hours)
- Intro to Lay-up and Spray-up Molding 140 (1.5 hours)
- Overview of Composite Processes 120 (1.5 hours)
- Prevention 240 (1.5 hours)

- Repair Methods for Composites 250 (1.5 hours)
 - Safety for Composite Processing 115 (1.5 hours)
 - Surface Finishing Composites 190 (1.5 hours)
 - Traditional Composites 125 (1.5 hours)
 - Vacuum Bagging Technique: Single-sided (1.5 hours)
- Computer Numerical Control
- Basics of the CNC Machining Center 130 (1.5 hours)
 - Basics of the CNC Swiss-Type Lathe 135 (1.5 hours)
 - Basics of the CNC Turning Center 120 (1.5 hours)
 - CAD/CAM Overview 160 (1.5 hours)
 - Canned Cycles 310 (1.5 hours)
 - CNC Coordinates 140 (1.5 hours)
 - CNC Manual Operations 200 (1.5 hours)
 - CNC Offsets 210 (1.5 hours)
 - CNC Specs for the Lathe 225 (1.5 hours)
 - CNC Specs for the Mill 220 (1.5 hours)
 - Creating a Mazatrol Program for the Lathe 289 (1.5 hours)
 - Creating a Mazatrol Program for the Mill 288 (1.5 hours)
 - Creating a Milling Program 290 (1.5 hours)
 - Creating a Turning Program 280 (1.5 hours)
 - Creating an EIA/ISO Program for the Mazak (1.5 hours)
 - Creating an EIA/ISO Program for the Mazak (1.5 hours)
 - GE Fanuc Lathe: Control Panel Overview 255 (1.5 hours)
 - GE Fanuc Lathe: Entering Offsets 265 (1.5 hours)
 - GE Fanuc Lathe: First Part Runs 325 (1.5 hours)
 - GE Fanuc Lathe: Locating Program Zero 275 (1.5 hours)
 - GE Fanuc Lathe: Program Execution 285 (1.5 hours)
 - GE Fanuc Lathe: Program Storage 315 (1.5 hours)
 - GE Fanuc Mill: Control Panel Overview 250 (1.5 hours)
 - GE Fanuc Mill: Entering Offsets 260 (1.5 hours)
 - GE Fanuc Mill: First Part Runs 320 (1.5 hours)
 - GE Fanuc Mill: Locating Program Zero 270 (1.5 hours)
 - GE Fanuc Mill: Program Execution 280 (1.5 hours)
 - GE Fanuc Mill: Program Storage 310 (1.5 hours)
 - Haas Lathe: Control Panel Overview 255 (1.5 hours)
 - Haas Lathe: Entering Offsets 265 (1.5 hours)
 - Haas Lathe: First Part Runs 325 (1.5 hours)
 - Haas Lathe: Locating Program Zero 275 (1.5 hours)
 - Haas Lathe: Program Execution 285 (1.5 hours)
 - Haas Lathe: Program Storage 315 (1.5 hours)
 - Haas Mill: Control Panel Overview 250 (1.5 hours)
 - Haas Mill: Entering Offsets 260 (1.5 hours)
 - Haas Mill: First Part Runs 320 (1.5 hours)
 - Haas Mill: Locating Program Zero 270 (1.5 hours)
 - Haas Mill: Program Execution 280 (1.5 hours)
 - Haas Mill: Program Storage 310 (1.5 hours)
 - History and Definition of CNC 100 (1.5 hours)
 - Lathe 287 (1.5 hours)
 - Mazak Lathe: Control Panel Overview 255 (1.5 hours)
 - Mazak Lathe: Entering Offsets 285 (1.5 hours)

- Mazak Lathe: First Part Runs 325 (1.5 hours)
- Mazak Lathe: Locating Program Zero 275 (1.5 hours)
- Mazak Lathe: Program Execution 295 (1.5 hours)
- Mazak Lathe: Program Storage 315 (1.5 hours)
- Mazak Lathe: Safety for the Lathe 265 (1.5 hours)
- Mazak Mill: Control Panel Overview 250 (1.5 hours)
- Mazak Mill: Entering Offsets 280 (1.5 hours)
- Mazak Mill: First Part Runs 320 (1.5 hours)
- Mazak Mill: Locating Program Zero 270 (1.5 hours)
- Mazak Mill: Program Execution 290 (1.5 hours)
- Mazak Mill: Program Storage 310 (1.5 hours)
- Mazak Mill: Safety for the Mill 260 (1.5 hours)
- Mechanics of CNC 110 (1.5 hours)
- Mill 286 (1.5 hours)
- Milling Calculations 295 (1.5 hours)
- Part Program 150 (1.5 hours)
- Turning Calculations 285 (1.5 hours)

Electrical Power

- AC Fundamentals 210 (1.5 hours)
- AC Power Sources 235 (1.5 hours)
- Battery Selection 250 (1.5 hours)
- Conductor Selection 240 (1.5 hours)
- DC Circuit Components 140 (1.5 hours)
- DC Power Sources 230 (1.5 hours)
- Electrical Instruments 220 (1.5 hours)
- Electrical Print Reading 225 (1.5 hours)
- Electrical Units 110 (1.5 hours)
- Intro to Circuits 120 (1.5 hours)
- Intro to Magnetism 130 (1.5 hours)
- NEC Overview 150 (1.5 hours)
- Parallel Circuit Calculations 205 (1.5 hours)
- Safety for Electric Work 115 (1.5 hours)
- Series Circuit Calculations 200 (1.5 hours)

Fasteners

- Intro to Assembly 100 (1.5 hours)
- Intro to Fastener Ergonomics 130 (1.5 hours)
- Intro to Fastener Threads 110 (1.5 hours)
- Overview of Non-Threaded Fasteners 125 (1.5 hours)
- Overview of Threaded Fasteners 117 (1.5 hours)
- Properties for Fasteners 200 (1.5 hours)
- Safety for Assembly 105 (1.5 hours)
- Threaded Fastener Selection 215 (1.5 hours)
- Tools for Threaded Fasteners 120 (1.5 hours)
- Understanding Torque 210 (1.5 hours)

Hydraulics and Pneumatics

- Actuator Applications 240 (1.5 hours)
- Basic Hydraulic Circuit Design 310 (1.5 hours)
- Basic Pneumatic Circuit Design 315 (1.5 hours)
- Contamination and Filter Selection 330 (1.5 hours)
- Fittings for Fluid Systems 135 (1.5 hours)

- Fluid System Print Reading 220 (1.5 hours)
- Hydraulic Control Valves 230 (1.5 hours)
- Hydraulic Fluid Selection 320 (1.5 hours)
- Hydraulic Power Sources 210 (1.5 hours)
- Hydraulic Power Variables 200 (1.5 hours)
- Hydraulic Principles and System Design 340 (1.5 hours)
- Intro to Fluid Conductors 130 (1.5 hours)
- Intro to Fluid Systems 100 (1.5 hours)
- Intro to Hydraulic Components 120 (1.5 hours)
- Intro to Pneumatic Components 125 (1.5 hours)
- Pneumatic Control Valves 235 (1.5 hours)
- Pneumatic Power Sources 215 (1.5 hours)
- Pneumatic Power Variables 205 (1.5 hours)
- Preventive Maintenance for Fluid Systems 140 (1.5 hours)
- Safety for Hydraulics and Pneumatics 105 (1.5 hours)
- The Forces of Fluid Power 110 (1.5 hours)

Inspection Skills

- Basic Measurement 110 (1.5 hours)
- Basics of the CMM 120 (1.5 hours)
- Basics of the Optical Comparator 130 (1.5 hours)
- Calibration Fundamentals 210 (1.5 hours)
- Hardness Testing 260 (1.5 hours)
- Hole Inspection 240 (1.5 hours)
- Inspecting with CMMs 220 (1.5 hours)
- Inspecting with Optical Comparators 230 (1.5 hours)
- Interpreting GD&T 310 (1.5 hours)
- Intro to GD&T 200 (1.5 hours)
- Linear Instrument Characteristics 115 (1.5 hours)
- Measuring System Analysis 300 (1.5 hours)
- Overview of Threads 150 (1.5 hours)
- Surface Measurement 140 (1.5 hours)
- Thread Inspection 250 (1.5 hours)

Manufacturing Process Skills

- Basics of the Engine Lathe 115 (1.5 hours)
- Basics of the Manual Mill 110 (1.5 hours)
- Basics of Tolerance 120 (1.5 hours)
- Benchwork and Layout Operations 210 (1.5 hours)
- Blueprint Reading 130 (1.5 hours)
- Centerless Grinder Operation 260 (1.5 hours)
- Concepts of Calculus 310 (1.5 hours)
- Cylindrical Grinder Operation 250 (1.5 hours)
- Dressing and Truing 230 (1.5 hours)
- Engine Lathe Operation 225 (1.5 hours)
- Geometry: Circles and Polygons 185 (1.5 hours)
- Geometry: Lines and Angles 155 (1.5 hours)
- Geometry: Triangles 165 (1.5 hours)
- Grinding Processes 120 (1.5 hours)
- Grinding Variables 200 (1.5 hours)
- Grinding Wheel Geometry 220 (1.5 hours)
- Grinding Wheel Materials 210 (1.5 hours)

- Holmaking on the Mill 230 (1.5 hours)
- Interpreting Blueprints 230 (1.5 hours)
- Intro to Abrasives 100 (1.5 hours)
- Manual Mill Operation 220 (1.5 hours)
- Math: Fractions and Decimals 105 (1.5 hours)
- Math: Fundamentals 100 (1.5 hours)
- Math: Units of Measurement 115 (1.5 hours)
- Overview of Engine Lathe Setup 205 (1.5 hours)
- Overview of Manual Mill Setup 200 (1.5 hours)
- Setup for Centerless Grinders 320 (1.5 hours)
- Shop Algebra Overview 200 (1.5 hours)
- Shop Geometry Overview 170 (1.5 hours)
- Shop Trig Overview 210 (1.5 hours)
- Statistics 220 (1.5 hours)
- Surface Grinder Operation 240 (1.5 hours)
- Taper Turning on the Engine Lathe 240 (1.5 hours)
- Threading on the Engine Lathe 235 (1.5 hours)
- Trig: Pythagorean Theorem 205 (1.5 hours)
- Trig: Sine Bar Applications 225 (1.5 hours)
- Trig: Sine, Cosine, and Tangent 215 (1.5 hours)
- What Is Grinding? 110 (1.5 hours)

Materials Processing

- Ceramics 250 (1.5 hours)
- Ferrous Metals and Alloys 210 (1.5 hours)
- Heat Treatment of Steel 230 (1.5 hours)
- Intro to Materials 100 (1.5 hours)
- Mechanical Properties of Metals 120 (1.5 hours)
- Metal Classification 150 (1.5 hours)
- Metal Manufacturing 140 (1.5 hours)
- Nonferrous Metals and Alloys 220 (1.5 hours)
- Overview of Plastic Materials 115 (1.5 hours)
- Overview of Plastic Processes 145 (1.5 hours)
- Overview of Properties for Plastics 135 (1.5 hours)
- Physical Properties of Metals 130 (1.5 hours)
- Plastics 240 (1.5 hours)
- Principles of Injection Molding 255 (1.5 hours)
- Principles of Thermoforming 265 (1.5 hours)
- Structure of Metals 110 (1.5 hours)

Mechanical Systems

- Bearing Applications 210 (1.5 hours)
- Belt Drive Applications 230 (1.5 hours)
- Clutch and Brake Applications 250 (1.5 hours)
- Forces of Machines 110 (1.5 hours)
- Gear Applications 245 (1.5 hours)
- Gear Geometry 240 (1.5 hours)
- Intro to Mechanical Systems 100 (1.5 hours)
- Lubricant Fundamentals 130 (1.5 hours)
- Mechanical Power Variables 200 (1.5 hours)
- Power Transmission Components 120 (1.5 hours)
- Safety for Mechanical Work 105 (1.5 hours)

- Spring Applications 220 (1.5 hours)
- Metal Stamping Press/Metalworking
- ANSI Insert Selection 250 (1.5 hours)
 - Band Saw Blade Selection 215 (1.5 hours)
 - Carbide Grade Selection 230 (1.5 hours)
 - Chucks, Collets, and Vises 110 (1.5 hours)
 - Clamping Basics 108 (1.5 hours)
 - Cutting Fluids 210 (1.5 hours)
 - Cutting Processes 140 (1.5 hours)
 - Cutting Tool Materials 220 (1.5 hours)
 - Cutting Variables 200 (1.5 hours)
 - Drill Bushing Selection 230 (1.5 hours)
 - Drill Geometry 247 (1.5 hours)
 - Fixture Body Construction 200 (1.5 hours)
 - Fixture Design Basics 210 (1.5 hours)
 - Hard Turning 315 (1.5 hours)
 - High-Speed Machining 310 (1.5 hours)
 - Intro to Screw Machining 160 (1.5 hours)
 - Intro to Workholding 104 (1.5 hours)
 - Locating Devices 107 (1.5 hours)
 - Machines for Metal Cutting 130 (1.5 hours)
 - Machining Titanium Alloys 325 (1.5 hours)
 - Metal Removal Processes 110 (1.5 hours)
 - Milling Geometry 245 (1.5 hours)
 - Optimizing Insert Life 305 (1.5 hours)
 - Safety for Metal Cutting 115 (1.5 hours)
 - Sawing Fundamentals 155 (1.5 hours)
 - Speed and Feed Selection 300 (1.5 hours)
 - Supporting and Locating Principles 106 (1.5 hours)
 - Tool Geometry 240 (1.5 hours)
 - Toolholders for Turning 260 (1.5 hours)
 - What Is Cutting? 120 (1.5 hours)
- Motor Controls
- AC Motor Applications 240 (1.5 hours)
 - Acceleration Methods 385 (1.5 hours)
 - Contactors and Motor Starters 250 (1.5 hours)
 - Control Devices 260 (1.5 hours)
 - DC Motor Applications 230 (1.5 hours)
 - Deceleration Methods 380 (1.5 hours)
 - Distribution Systems 320 (1.5 hours)
 - Electronic Semiconductor Devices 350 (1.5 hours)
 - Intro to Electric Motors 200 (1.5 hours)
 - Limit Switches and Proximity Sensors 360 (1.5 hours)
 - Logic and Line Diagrams 220 (1.5 hours)
 - Photoelectric and Ultrasonic Devices 365 (1.5 hours)
 - Photonic Semiconductor Devices 355 (1.5 hours)
 - Reduced Voltage Starting 370 (1.5 hours)
 - Reversing Motor Circuits 310 (1.5 hours)
 - Solenoids 235 (1.5 hours)
 - Solid-State Relays and Starters 375 (1.5 hours)

- Specs for Servomotors 330 (1.5 hours)
- Symbols and Diagrams for Motors 210 (1.5 hours)
- Timers and Counters 340 (1.5 hours)

Press Brakes

- Bending Fundamentals 120 (1.5 hours)
- Die Bending Operations 130 (1.5 hours)
- Operating the Press Brake 200 (1.5 hours)
- Press Brake Components 110 (1.5 hours)
- Press Brake Safety 100 (1.5 hours)
- Press Brake Specifications 220 (1.5 hours)

Programmable Logic Controllers

- Basic Programming 250 (1.5 hours)
- Basics of Ladder Logic 220 (1.5 hours)
- Data Manipulation 360 (1.5 hours)
- Hand-Held Programmers of PLCs 280 (1.5 hours)
- Hardware for PLCs 210 (1.5 hours)
- Intro to PLCs 200 (1.5 hours)
- Math for PLCs 320 (1.5 hours)
- Networking for PLCs 270 (1.5 hours)
- Numbering Systems and Codes 230 (1.5 hours)
- Overview of PLC Registers 305 (1.5 hours)
- PID for PLCs 350 (1.5 hours)
- PLC Diagrams and Programs 300 (1.5 hours)
- PLC Inputs and Outputs 240 (1.5 hours)
- PLC Installation Practices 340 (1.5 hours)
- PLC Program Control Instructions 310 (1.5 hours)
- PLC Timers and Counters 260 (1.5 hours)
- Sequencer Instructions for PLCs 330 (1.5 hours)
- Shift Registers 370 (1.5 hours)

Quality and Testing

- 5S Overview 155 (1.5 hours)
- Approaches to Maintenance 120 (1.5 hours)
- Approaches to Quality Management 255 (1.5 hours)
- Cell Design and Pull Systems 160 (1.5 hours)
- Conducting an Internal Audit 200 (1.5 hours)
- Conducting Kaizen Events 260 (1.5 hours)
- Effects 182 (1.5 hours)
- Intro to Machine Rigging 110 (1.5 hours)
- Intro to Six Sigma 170 (1.5 hours)
- Intro to Supply Chain Management 140 (1.5 hours)
- ISO 9000 Overview 110 (1.5 hours)
- Lean Manufacturing Overview 130 (1.5 hours)
- Lifting and Moving Equipment 130 (1.5 hours)
- Managing Practices for Total Quality 320 (1.5 hours)
- Metrics for Lean 230 (1.5 hours)
- Process Flow Charting 240 (1.5 hours)
- Quality Overview 100 (1.5 hours)
- Rigging Equipment 120 (1.5 hours)
- Rigging Inspection and Safety 210 (1.5 hours)
- Rigging Mechanics 220 (1.5 hours)

- Six Sigma Goals and Tools 310 (1.5 hours)
- SPC Overview 210 (1.5 hours)
- Strategies for Setup Reduction 250 (1.5 hours)
- Total Productive Maintenance Overview 150 (1.5 hours)
- Troubleshooting: Identifying Problems 180 (1.5 hours)
- Troubleshooting: Taking Corrective Actions 184 (1.5 hours)
- Troubleshooting: Understanding Causes and (1.5 hours)
- TS 16949:2002 Overview 220 (1.5 hours)
- Value Stream Mapping: The Future State 305 (1.5 hours)
- Value Stream Mapping: The Present State 300 (1.5 hours)

Robotics

- Applications for Robots 130 (1.5 hours)
- Concepts of Robot Programming 210 (1.5 hours)
- End Effectors 125 (1.5 hours)
- Industrial Network Integration 260 (1.5 hours)
- Intro to Robotics 110 (1.5 hours)
- Robot Axes 140 (1.5 hours)
- Robot Components 120 (1.5 hours)
- Robot Installations 230 (1.5 hours)
- Robot Maintenance 170 (1.5 hours)
- Robot Safety 115 (1.5 hours)
- Robot Sensors 150 (1.5 hours)
- Robot Troubleshooting 160 (1.5 hours)
- Robotic Control Systems 240 (1.5 hours)
- Robotic Drives, Hardware, and Components 220 (1.5 hours)
- Vision Systems 250 (1.5 hours)

Soldering/Welding

- Arc Welding Aluminum Alloys 310 (1.5 hours)
- Arc Welding Power Sources 260 (1.5 hours)
- Arc Welding Processes 120 (1.5 hours)
- Arc Welding Safety 115 (1.5 hours)
- Arc Welding Symbols and Codes 250 (1.5 hours)
- Coil Handling Equipment 140 (1.5 hours)
- Coil Loading Procedures 250 (1.5 hours)
- Die Components 130 (1.5 hours)
- Die Cutting Variables 200 (1.5 hours)
- Die Setting Procedures 300 (1.5 hours)
- Electrical Power for Arc Welding 140 (1.5 hours)
- Electrode Selection 270 (1.5 hours)
- FCAW Applications 230 (1.5 hours)
- Ferrous Metals for Welding 200 (1.5 hours)
- GMAW Applications 220 (1.5 hours)
- GTAW Applications 240 (1.5 hours)
- Guiding System Components 230 (1.5 hours)
- Intro to Submerged Arc Welding 160 (1.5 hours)
- Lead-Free Soldering 230 (1.5 hours)
- Monitoring Press Operations 220 (1.5 hours)
- Nonferrous Metals for Welding 205 (1.5 hours)
- Overview of Weld Types 130 (1.5 hours)
- Oxyfuel Welding Applications 207 (1.5 hours)

- Oxyfuel Welding Safety 105 (1.5 hours)
- Plasma Cutting 265 (1.5 hours)
- Press Basics 110 (1.5 hours)
- Punch and Die Operations 120 (1.5 hours)
- Safety for Soldering 115 (1.5 hours)
- SAW Applications 255 (1.5 hours)
- SMAW Applications 210 (1.5 hours)
- Solder and Flux Selection 210 (1.5 hours)
- Soldering Applications 200 (1.5 hours)
- Soldering Equipment 130 (1.5 hours)
- Soldering PCBs 220 (1.5 hours)
- Stamping Safety 115 (1.5 hours)
- Stripper System Components 235 (1.5 hours)
- Visual Inspection of Welds 280 (1.5 hours)
- What Is Arc Welding? 110 (1.5 hours)
- What Is Oxyfuel Welding? 100 (1.5 hours)
- What Is Soldering? 110 (1.5 hours)

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

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Tooling U-SME

CCG No.: ET15-0450

Reference No: 14-0549

Page 1 of 1

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Econolite Group, Inc.

Address: 3360 E. LaPalma

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 710

Total # of full-time company employees in California: 280

Company: Multi-Contact USA, Inc.

Address: 100 Market St.

City, State, Zip: Windsor, CA 95492

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 4,000

Total # of full-time company employees in California: 46

Company: Senior Aerospace Ketema

Address: 790 Greenfield Dr.

City, State, Zip: El Cajon, CA 92021

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 125

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

Total # of full-time company employees in California: 276



Training Proposal for:

Associated General Contractors of America, San Diego Chapter, Inc., Apprenticeship & Training Trust

Agreement Number: ET15-0926

Panel Meeting of: May 21, 2015

ETP Regional Office: San Diego

Analyst: S. Godin

PROJECT PROFILE

Contract Attributes:	Priority Rate Apprenticeship SET	Industry Sector(s):	Construction Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego, Orange, Riverside,	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
\$305,965		\$21,235 8%		\$327,200

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 SET	Commercial Skills, OSHA 10	115	8-210	0	\$2,600	\$20.55
				Weighted Avg: 187			
2	Retrainee Journeymen Priority Rate SET	Commercial Skills, Computer Skills, OSHA 10, OSHA 30	40	8-200	0	\$705	\$31.12
				Weighted Avg: 30			

Minimum Wage by County: \$20.55 per hour for SET Statewide priority industry.
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Up to \$6.20 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range*	Estimated # of Trainees
JOB NUMBER 1		
Apprentice Carpenter		34
Apprentice Cement Mason		20
Apprentice Drywall Lather		25
Apprentice Laborer		20
Apprentice Painter		16
JOB NUMBER 2		
Journeyman Carpenter		8
Journeymen Cement Mason		8
Journeymen Drywall Lather		8
Journeymen Laborer		8
Journeymen Painter		8

*These wages were not negotiated with a union. However, they were reviewed/approved by DAS. All occupations will meet or exceed the SET Statewide priority industry wage with the use of employer-paid health benefits.

INTRODUCTION

The Associated General Contractors of America is a national trade association representing all facets of commercial construction. The San Diego Chapter was established in 1927 to serve the needs of contractors in that area. The Apprenticeship and Training Trust (AGCATT) of this organization was formed in 1988 (www.agcsdatt.org) as a Unilateral Apprenticeship Committee (UAC). The Board of Trustees is comprised of six association members.

AGCATT serves San Diego, Orange, Riverside, San Bernardino, and Imperial Counties. It is the sole sponsor of seven apprenticeship programs registered with the Department of Apprenticeship Standards (DAS). Each program has its own Related & Supplemental Instruction (RSI) curriculum approved by DAS. Five programs are included in this proposal, pertinent to the following trades: Carpenters, Cement Masons, Laborers, Lathers, and Painters.

The AGCATT serves over 4,000 journeymen and 520 apprentices across all seven of the apprenticeship programs. Approximately 281 member contractors located throughout the five-county area have partnered within AGCATT to create and maintain an easily mobilized, highly specialized, and rigorously trained workforce. The majority of the companies are small businesses.

Apprenticeship Program

The Panel is authorized to fund 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). The Panel adopted the Apprenticeship Training Program as a pilot in March 2012. It is designed to supplement cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training.

Apprenticeships are multi-year training programs that result in DAS certification to work as a Journeyman. They are authorized in California under the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. Apprentices commit to training under contract with an apprenticeship program sponsor. They advance through a series of apprenticeship levels as they complete modules of RSI and on-the-job training. Wages are paid for hours worked on the job, in progression with a series of advancements up to the Journeyman level.

Apprentice programs are typically sponsored by a Joint Apprenticeship Training Committee (JATC) or UAC. A JATC is created through collective bargaining, with an equal number of members appointed by union and management, as compared to a UAC which is created through a trade association and composed of employer, employee, and trade association representatives. Both UACs and JATCs require employer contributions to a training trust fund.

Under the terms of the Trust, each participating employer is responsible for compliance with its own employment agreements and with DAS statutory/regulatory requirements for apprenticeship training. There are five apprenticeship programs included in this proposal (under one sponsorship) pertinent to the trade groups hired by participating employers.

RSI is traditionally delivered as class/lab, and ETP does not reimburse CBT delivery for apprenticeship training. The curriculum is developed with input from DAS and a designated Local Educational Agency; in this proposal there are two LEAs: San Diego Community College District and San Joaquin County Office of Education. ETP funding for Apprenticeship Programs allow reimbursement for up to 200 hours of RSI plus OSHA10, per-apprentice.

For the building trades, it is not customary for workers to be employed on 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.

Because ETP funding cannot displace another source of government funds, the fixed fee rate is reduced by \$5 to account for adult education funding appropriated each year for Apprentice training through the California Community College Chancellor's Office and Department of Education. This changes the ETP Priority Industry Rate from \$18 to \$13 per hour for all Apprentice Job Numbers.

In addition, the Panel adopted a "blended rate" of \$22 per hour for Journeymen, reflecting the fact that they may be employed by a variety of contractors over the two-year term of contract ranging from large to small employers.

Under the Apprenticeship Training Program, the post-retention wage has been standardized to \$20.55 per hour reflecting the Special Employment Training (SET) wage for Priority Industry. This wage was chosen for ease of administration, recognizing that most Apprentices and all Journeymen exceed the highest ETP wage requirements.

DAS Completion Rates

The average completion rates for Apprentices in AGCATT training meet or exceed the average rates for the industry as measured by DAS over the most recent five-year reporting period: CY2009 through CY2013.

DAS 5 YEAR AVERAGE COMPLETION RATES:

	Industry Sector Completion %	AGC Sponsor Completion %
Laborer	46.12%	62.16%
Cement Mason	33.43%	48.89%
Drywall Lather	33.79%	38.73%
Carpenter	37.34%	36.27%
Painter	37.76%	49.46%

Employer Demand

Local hiring demands within the five county areas served by AGCATT were considered for this funding request. As journeymen retire and new work develops, there will be a need for more qualified workers to step into open positions. ETP funding will help the AGCATT provide upgrade programs to meet the need for a skilled and readily available pool of craft workers.

A few of the current and upcoming Southern California construction projects include: Jacobs Medical Center at UC San Diego expansion; Donovan Prison, Department of Corrections expansion; Irvine Unified School District, new high school construction; Grossmont Unified School District, Granite Hills High School expansion; Encina Wastewater Authority, plant rehabilitation; San Bernardino Sheriff's Aviation facility construction; San Bernardino Airport Authority, Phase 3 improvements; Orange County Water District Pump Station Project; Riverside Community College District Student Services Facility construction; San Diego Port Authority Airport expansion; and Padre Municipal Dam Water District Facility Improvements.

Marketing and Support Costs

AGCATT is requesting 8% in support costs to fund marketing to employers, recruit apprentices, and conduct ongoing assessments of employer-specific job requirements. There are five full-time and two part-time staff persons among AGCATT's three training centers who will assist with marketing, recruitment, assessments, and scheduling.

Training is publicized through direct mailings, e-mail blasts, and social media (Facebook), industry magazines, and business networking. The training program will also be promoted at career/job fairs, EDD One-Stop Centers, industry meetings, military bases, high schools, and community organizations. AGCATT is currently working on the development of Linked-in, Twitter, and Instagram accounts to market to targeted populations more effectively. ETP staff recommends the 8% in support costs.

Commitment to Training

The AGCATT certifies that subscribing members will continue to pay into the AGC's Trust fund for Journeyman and Apprentice training and continue to provide structured, on-the-job training that meets apprenticeship standards. ETP funds supplement and do not displace employer contributions to training. Safety training is provided by the subscribing employers in accordance with all requirements under state and federal law.

Curriculum Development / Infrastructure

AGCATT employs an Education Coordinator who co-develops curricula with the National Center for Construction Education and Research for each of the crafts. The UAC and several curriculum advisory groups also provide ongoing feedback to the Education Coordinator to further ensure that each trade's curriculum is current, relevant and effective. AGCATT's Apprenticeship programs range from two to four years in duration, depending on the individual craft. A total of 27 part-time trainers provide instruction at AGCATT's three training centers located in San Diego, Santa Ana, and Riverside. All instructors are subject matter experts who work as journeymen in their given trade.

Training Plan

The proposed center-based training is scheduled to commence in June 2015 and will be delivered at the San Diego, Santa Ana, and Riverside training facilities. The trainers are former or current journeymen who are experts in their respective fields. Each training center employs an apprenticeship coordinator who is tasked with scheduling and oversight of training delivery. Project administration will be provided by 2 designated staff persons at AGCs headquarters in San Diego.

Apprentice Program

Commercial Skills (95%): All Apprentice trainees will receive RSI skills training in the trade specific to their apprenticeship program. Through RSI training, apprentices will learn construction project procedures and acquire the technical knowledge and performance skills necessary to be competent. The training topics for each Apprenticeship program (Carpenters, Cement Masons, Labors, Lathers, and Painters) are detailed in the attached curriculum.

Journeyman Program

Commercial Skills (85%) - The Journeyman program is intended to bring work skills and knowledge up-to-date. ETP funds will help expand employer-driven certification classes, such

as the Qualified Rigger course, LEED Preparation and Awareness Skills, Trench-shoring Competent Person Certification, and Scaffold Erector Certification. Courses such as Foreman & Lead Worker Boot Camp and Military Quality Management Certification (CQM-C784) provide Journey workers with additional certifications and skill sets which lead to increased employment stability.

Computer Skills (5%) - Training will be offered in Bluebeam software which implements digital workflow that spans an entire construction project lifecycle, from site surveys and field report to design review and punch lists. BIM (Building Information Modeling) software training provides a tool for journey workers to better manage the way buildings, infrastructure, and utilities are planned, designed, built, and managed.

Certified Safety Training

OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for Apprentices and 30 hours for Journeymen. 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.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, AGCATT represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-210 (RSI) for Carpenter, Cement, Mason, Lather & Painter Apprentices

Apprentice Trainees may receive any of the following:

OSHA 10 (OSHA Certified Training)

- OSHA 10 (requires completion of full 10-hour course)

COMMERCIAL SKILLS

Carpenter:

- Framing - Structural
- Framing with Wall Panels
- Handling and Placing Concrete
- Horizontal Formwork
- Shoring Erection
- Introduction to Reinforcing Concrete
- Introduction to Rigging Practices and Equipment
- Introduction to Trenching & Excavating
- Properties of Concrete
- Roof Systems
- Site Layout
- Site Preparation
- Stair Systems
- Steel Framing
- Suspended Ceilings
- Thermal and Moisture Protection
- Tilt-Up Wall Panels
- Vertical Formwork
- Alternative Energy Systems Introduction
- Cabinet Installation
- Blueprint Reading
- Commercial Finish Work
- Concrete Form Construction
 - Edge Forms on Grade
 - Steps
 - Form Setting
 - Tilt-Up
 - Layout
- Doors and Door Hardware
- Exterior Finishing
- Foundations and Slab-on-Grade
- Floor and Wall Systems
- Introduction to Welding
- Window, Door, Floor, and Ceiling Trim
- Green Rating Systems; Personal Jobsite "Green" Responsibilities
- Green Building Codes: CalGreen
- Green Products and Sustainable Building Materials

- Waste Management and Recycling Procedures
- Site Environmental Management and Protection Procedures
- Construction Air Quality Management

Cement Mason:

- Site Preparation
- Estimating
 - Basic Math
 - Measuring
- Leveling Instruments
 - Builders Level
 - Laser Beam Transit
- Concrete Ingredients
 - Designing Concrete Mixes
 - Admixtures
 - Specifications & Testing
- Concrete Forms
 - Edge Forms on Grade
 - On-Grade Curb & Gutter Forms
 - Screeds & Bulkheads
 - Running steps
 - Form Setting
 - Layout
- Concrete Pouring and Finishing
 - Setting Screeds
 - Expansion Joint
 - Tamping
 - Troweling
 - Rodding
 - Bull Floating
 - Hand Floating
 - Troweling
 - Jointing
 - Bushing
 - Troweling Machine
 - Machine Operations
 - Finishing Concrete Processes
 - Finishing Concrete Floors
 - Finishing Concrete Roofs
 - Finishing Concrete Steps
 - Finishing Sidewalks & Patios
 - Finishing Concrete Drives, Approaches
 - Curbs, Curbs & Gutter
 - Pavement
 - Concrete Bases
 - Tilt-Up Panels
 - Precast and Lift Slab
 - Finishing Footings and Concrete Base Structures for the Purpose of Solar and Wind Energy
 - Curing
 - Protection
- Concrete Restoration

- Staining
- Etching
- Polishing
- Overlay
- Waterproofing
- Miscellaneous
 - Concrete Repair
 - Concrete Patching & Related Processes
 - Grinding/Rubbing & Sacking
 - Surface Defects: Preventions & Remedies
 - Green Concrete Construction, Including, but not Limited to Pervious and Polished Concrete
 - Mastic and Magnetite – Composite

Drywall Lather:

- Blueprint Reading
 - Location of Walls and Ceilings
 - Exterior/Interior Framing
 - Reflected Ceiling Plan
 - Details
 - Structural Drawings
 - Finish Schedule
 - Material Take-Offs
- Framing
 - Drywall Hanging
 - Wall partitions
 - Ceilings/Joists Suspended
 - Trims/Bead
 - Installing Welded Frames
 - Installing Timely Frames
 - Installing Mortise Hardware
- Lath
 - Application of Lath
 - Wood vs. Steel
 - Trims/Beads
- Light Gauge Welding
- Scaffolding Skills

Laborer:

- Torch Cutting & Burning
- Green Construction Awareness & Technology
- Introduction for Installation of Energy Efficient Systems including Solar, Photovoltaic, Wind and Hydro Systems
- Scaffold User/Awareness
- Confined Space Awareness Skills

- Tools, Equipment and Material
 - Picks
 - Shovels
 - Digging Bars
 - Pavement Breakers/Jackhammers
 - Chipping Guns
 - Rivet Busters
 - Clay Spades
 - Asphalt Rakes
 - Concrete Forms
 - Vibratory Plates
 - Wackers and the Use of Other Hand-Held equipment
 - New Materials, Methods and Technology Necessary for a Construction Craft Laborer
- Environmental Remediation
 - Introduction to Hazardous Waste Removal Awareness
 - Technology Including Use of Low Pollutant Emitting Materials
 - Recycling/Waste Diversion
- Building Construction and Heavy/Highway Construction Asphalt Paving and Compaction
 - Concrete
 - Pipe Laying
 - Torch Cutting and Burning
 - Trench Shoring
 - Site/Project Preparation and Maintenance

Painter:

- Low-Pressure Water Cleaning
 - RRP Certification
 - Prep Work: Interior & Exterior Surface
 - Preparation Via Hand or Mechanical Means Prior to applying Primers or Sealers
 - Abrasive Blasting
 - Chemical Strippers
 - Exterior Priming & Painting
 - Application of Primers, Intermediate Coats and Finish Coats on Exterior Substrates
 - Stains
 - Texturing
 - Application of Primers, Intermediate Coats and Finish Coats on Interior Substrates
 - Industrial Painting
 - Application of Epoxy, Urethane, Polyurethanes on Steel Structures
 - Prep & Finishing Hardwood
 - Sanding, Sealing, Staining and Varnishing Wood Substrates
 - Color Mixing & Matching
 - Mixing and Matching Existing Colors using Colorants and Tints
 - Texturing Surfaces
 - Application of Various Decorative finishes
 - Paperhanging & Wall Covering
 - Preparation and Application of Vinyl, Fabric, Foil and Flock Wall Coverings
 - Drywall Taping
 - Basic Patch, Repair on Damaged Drywall surfaces Prior to Primer coating

- Spray Painting, Application of Paints via Hydraulic or Pneumatic Equipment HVLP*, Conventional, Airless, Air-Assisted Airless
- Environmental Health & Safety Issues
- Material Handling, Storage and Waste Reduction for the Paint Industry
- Equipment Maintenance
- Repair and Maintenance of Painting Equipment
- Scaffolding and Rigging
- Erecting, Using and Dismantling Scaffolds
- Set-Up and Use of Suspended Work Platforms

Class/Lab Hours

8-200

Journeyman Trainees may receive any of the following:

COMMERCIAL SKILLS

- Pipe Laying
- Trenching and Excavation
- Site Environmental Management and Protection Procedures
- Green Construction & Supplemental Skills - Green Awareness
- Environment & Sustainability Skills
- Jobsite Energy Conservation & Efficiency
- Stair Layout and Framing
- Commercial Door and Hardware Installations
- Door Hanging
- Torch Cutting and Welding
- Concrete Forms
- Concrete Stamping, Stenciling and Staining
- Concrete Finish – Rider Trowel
- Concrete Polishing
- Interior Systems Layout
- Drywall Hanging Productivity
- Commercial Window Installations
- Wood Trim Window Installations
- Faux Finishing and Wood Graining
- Paper and Vinyl Wall Coverings
- Spray Painting
- Fall Protection
- Rough Terrain Forklift
- Telescoping Boom Forklift
- Scissor Lift
- Boom Lift
- Qualified Rigger Training
- Storm Water Pollution Prevention (SWPPP) Skills
- Flagger Training
- Skid Steer Safety Skills
- Oxy-Fuel Cutting Skills
- Scaffold User Skills
- Suspended Scaffold Skills
- Confined Space Skills

- Commercial Blueprint Reading – All Levels
- Fall Protection Competent Person
- Work Zone Traffic Control
- Trench Shoring Competent Person Certification Course
- Scaffold Erector Certification
- Best Management Practices Training (BMP)
- EPA Lead Paint RRP
- LEED Prep and Awareness Skills
- Foreman & Lead Worker Boot Camp
- Leadership in Construction, Job Planning & Completion
- Construction Quality Management (CQM – C784) Military Quality Certification
- Construction Site Management Skills – Job Supervision, Planning & Control
- Work Zone Traffic Control Training

COMPUTER SKILLS

- Bluebeam – All Levels
 - Take-Offs and Estimation
 - Document Control and PDF Creation
 - Drawing Review
- Building Information Modeling - BIM Basics for Field Workers

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10 (requires completion of full 10-hour course)
- OSHA 30 (requires completion of full 30-hour course)

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

Note: Reimbursement for retraining is capped at 210 total hours for Job Number 1 and 200 total hours for Job Number 2, regardless of method of delivery. The 10% Safety training cap does not apply to OSHA training.



RESPOND

Training Proposal for:

Local Government Commission

Agreement Number: ET15-1004

Panel Meeting of: May 21, 2015

ETP Regional Office: Sacramento

Analyst: M. Mazzone

PROJECT PROFILE

Contract Attributes:	Critical Proposal RESPOND/Drought (Alt/Gen Funds) Retrainee HUA	Industry Sector(s):	Services Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Amador, Butte, Fresno, Kern, Kings, Lake, Merced, Monterey, San Joaquin, Santa Cruz, Tulare, Yolo	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes Butte County Employees Assoc.-General Unit; Firebaugh Misc. Employees Assoc.; SEIU, Local 1021; Lakeport Employees' Assoc.; General Service Unit, Local 39; SEIU, Local 521; Yolo County Mnmgt Assoc.; Visalia Firefighters Assoc.		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤30%		

FUNDING DETAIL

All funding is from the General Fund as authorized for the RESPOND program

Program Costs	+	Support Costs	=	Total ETP Funding
\$119,600		\$8,280 8%		\$127,880

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Critical Proposal	Business Skills, Comm. Skills, Computer Skills, Hazardous Materials, Mnmgt. Skills, Cont. Imp.	230	8-200	0	\$556	\$15.07
				Weighted Avg: 20			

Minimum Wage by County: The ETP minimum wage is \$15.07 per hour for Amador, Butte, Fresno, Kern, Kings, Lake, Merced, Monterey, San Joaquin, Santa Cruz, Tulare, and Yolo counties.

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

Used to meet the Post-Retention Wage?: Yes No Maybe
Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Water Utility Operator		25
Electric Utility Operator		10
Grounds Maintenance		35
City Planner		15
Manager		20
City Administrator		15
Waste Water Treatment Operator		25
Parks and Recreation Representative		30
Public Works Specialist		30
Public Health Specialist		25

INTRODUCTION

The Local Government Commission (LGC) (<http://www.lgc.org/>) is a nonprofit organization fostering in environmental sustainability, economic prosperity and social equity. The LGC is helping to transform communities through practical assistance, working with a network of local elected officials and other community leaders.

Since 1980, LGC has been cultivating innovative local approaches to improving communities. In 1991, LGC developed the Ahwahnee Principles for Resource-Efficient Communities, which helped build awareness about the impact land use decisions have on transportation, natural resources, public health, climate change and fiscal strength.

The LGC is a membership-based organization including local municipalities, non-profit organizations, state commissions, city and county staff, and local elected officials. This proposal will include Municipal city and county staff who are located in 24 counties declared as "severely impacted" by the drought by the Governor's office and the California Department of Food and Agriculture.

Need for Training

Due to current drought conditions and new water conservation regulations enacted by multiple state entities, there is a substantial need for training at the local government level. In particular, training is necessary for municipalities to ensure compliance with Storm Water Regulations, the Sustainable Groundwater Management Act, and Sustainable Community Strategies Act (SB375)

LGC has been working in collaboration with the Governor's Office of Planning and Research (OPR) on how to educate local agencies in drought response. The training plan developed jointly between LGC and OPR, will focus on the following:

- Reduce immediate water waste within local government agencies.
- Identify immediate water use efficiency within each agency's jurisdiction.
- Promote long-term technology and management practices to increase water use efficiency, stabilize local water demand, and improve local water supply.
- Institute enhanced policies for access to clean drinking water, groundwater quality management, storm water management, water conservation, water recycling, wastewater treatment, and integrated regional water management.
- Promote the use of more efficient storm water capture technologies, irrigation systems, and drought-tolerant landscape designs.
- Improve communication, negotiation, and planning and research skills to encourage cross-jurisdictional collaboration and prevent common interagency conflicts.

RESPOND/Drought

The Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program was adopted by the Panel in early 2014 to fund training in designated drought areas. The funds may be core program; or, as here, a special one-time appropriation of \$2,000,000 from the State's General Fund. RESPOND funding is used to: (1) support displaced workers; (2) avert layoffs; and (3) help employers transition to more sustainable operations and practices.

Union Letters

Some trainees are represented, and all trainees are employed by a municipality or other form of local government. The unions are identified on page one of this proposal, and on the attached List of Participating Employers (ETP Form 100B). At this point in time, there are eight unions. Of course, given the outreach goal of RESPOND funding, more participants may be added during the term of contract.

Because this project will not be funded under the core program, but will utilize the General Fund appropriation, union support letters are not required by statute. As a matter of policy, the Panel has asked for support letters with previous alternate fund projects, such as AB118. However, the scope of outreach for those projects was not so broad as here, nor did they involve so many unions. LGC has informed staff that it would be extremely difficult to marshal support letters from eight unions on an expedited basis.

Staff recommends approval of this proposal without the union letters for several reasons: 1) The overarching policy interest in favor of rapid deployment for RESPOND funding; 2) The General Fund appropriation must be encumbered by the end of November 2016, thereby shortening the term of contract to 18 months, and 3) All trainees are in civil service at the local government level, with regulatory protection for retention and wage progression.

PROJECT DETAILS

Training Plan

Training will begin in June 2015 and will conclude in November 2016. Trainees will receive between 8-200 hours of classroom/laboratory training including the E-Learning method of delivery.

Business Skills (30%): Training will be delivered to Electric Utility Operators, City Planners, City Administrators, Waste Water Treatment Facility Operators, Parks and Recreation Representatives, Managers, Public Works Specialists and Public Health Specialists. Training will center on the skills required to work effectively with other departments or private business on the topics of drought and water conservation. Training topics include Collaboration, Effective Communication, Negotiating Skills, Planning and Research Skills, Public-Private Partnerships, and Strategic Planning.

Commercial Skills (35%): Training will be delivered to all occupations to improve water efficiencies throughout local government in the severely impacted drought counties. Training will focus in different areas of water resources such as storm water, water recycling, groundwater, irrigation systems, landscaping, wastewater, and drinking water. Topics will include Access to Clean Drinking Water, Drought-tolerant Landscape Design, Groundwater Management, Emergency Preparedness, Storm Water Capture, Water Conservation, Water Recycling, Waste Water Treatment, and Integrated Watershed Management.

Computer Skills (5%): Training will be delivered to City Planners, City Administrators, Managers, Parks and Recreation Representatives, Public Works Specialist, and Public Health Specialists. The emphasis of training will be on a web-based water planning tools. Training will include Clear Path, California Water Plan, Where Does My Water Come From Tool, Modeling Change Tool, and CASGEM (Online Groundwater Reporting System).

Continuous Improvement (20%): Training will be delivered to all occupations. Training will focus on the improvement of current processes to adapt to current drought conditions and to conserve water. Topics will include Adaptive Management, National Oceanic and Atmospheric Administration (NOAA) Digital Coast - Coastal Management Training, Problem Solving and Decision Making, Process Improvement and Production Operations/Workflow.

Management Skills (5%): Training will be delivered to Managers only and will focus on the skills required to lead teams effectively in the implementation of drought policy. Training will include Decision Making, Effective Meetings, and Drought Finance for Technical Managers.

Hazardous Materials (5%): Training will be provided to Water Utility Operators, Electric Utility Operators, Grounds Maintenance, City Planner, City Administrator, Managers, Waste Water Treatment Staff, and Parks and Recreation Representatives. Hazardous Materials training will

focus on the remediation of contaminated water. Topics will include Contaminated Drinking Water Remediation, Contaminated Groundwater Remediation, Storm Water Quality Remediation, and Waste Water Treatment Reoperations.

Commitment to Training

Training varies by participating employer, is both job specific and companywide, and includes new hire orientation, sexual harassment prevention, best practices, first aid and legal compliance.

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

High Unemployment Area

Some trainees may work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. However, LGC is not requesting a wage and/or retention modification.

Reimbursement Rate

LGC is requesting a higher reimbursement rate of \$26 per hour for participating employers. Under RESPOND, this rate is authorized for good cause. In this case, good cause is established by the high cost of trainers. LGC will be using drought industry experts to conduct 50% of the training. Typically, their fees exceed the standard. In many instances, the specialized training will require the presence of two trainers using the standard class size of 20 trainees.

Trainer Qualifications

Training will be delivered by internal LGC trainers and outside training vendors. The outside training vendors will deliver all of the drought-related training, which involves water efficiencies or water technology. These trainers will be subject matter experts in their specific field. LGC trainers will deliver much of the Business and Management Skills training. It is estimated that outside training vendors will deliver 50% of the training in this proposal and LGC in-house staff will deliver 50%.

Manager/Supervisor Trainee Ratio Exemption

The trainee population includes a projected manager/supervisor ratio of 30%, which exceeds ETP's standard cap of 20%. LGC is requesting a waiver to this cap due to the demand by participating employers to deliver training from the top down. An estimated 30% of LGC's training will be directed towards managers and supervisors in a train-the-trainer system. After determining the impact and developing a plan to implement, the manager or supervisor will be able to train their direct staff.

Impact/Outcome

Drought training is expected to improve water capture, monitoring and usage efficiencies within the public sector. After the completion of training, public staff will have alternatives and more efficient procedures for the conservation of water.

Marketing and Support Costs

LGC is requesting 8% support costs to assist in the recruitment, employer outreach, and assessment of employer-specific job requirements.

Marketing is done through direct mailings, informational flyers, personal contacts, telephone calls, web advertisements, emails, and through CivicSpark. CivicSpark is a Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address climate change. CivicSpark is managed by LGC in partnership with the Governor's Office of Planning and Research. In addition, LGC employs a web and social media coordinator who ensure that LGC has a strong social media presence.

Training Coordinator

Marketing, recruitment, processing of need assessments, and scheduling of training will be handled internally by LGC. LGC has 3 employees dedicated to the ETP program and is coordinating with CivicSpark regional supervisors to assist in the marketing of the ETP training. Sierra Consulting Services has been retained by LGC and will be responsible for project administration.

Tuition Reimbursement

LGC represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Sierra Consulting Services in Cameron Park assisted with development of this proposal for a flat fee of \$8,000.

ADMINISTRATIVE SERVICES

Sierra Consulting Services will also perform administrative services in connection with this proposal for a fee not to exceed 12% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Capacity Building
- Collaboration
- Conflict Resolution
- Creative Marketing
- Effective Communication
- Marketing Skills
- Sales Skills
- Negotiating Skills
- Operational Skills
- Planning and Research Skills
- Public-Private Partnerships
- Strategic Planning
- Program Implementation
- Assessing Needs

COMMERCIAL SKILLS

- Access to Clean Drinking Water
- California Water System Functions
- Drinking Water Quality Remediation
- Drought-Tolerant Landscape Design
- Drought-Tolerant Urban Design
- Groundwater Elevation Monitoring
- Groundwater Management - Best Practices
- Groundwater Quality Monitoring
- Groundwater Quality Remediation
- Emergency Preparedness
- Integrated Watershed Management
- Integrated Regional Water Management
- Irrigation Systems
- Low Impact Development
- Research, Data Collection, and Analysis
- Drought Resilient and Green Infrastructure
- Resiliency Evaluation, Planning and Implementation (Storm Water Quality - Best Practices)
- Storm Water Capture
- Storm Water Management
- Storm Water Quality – Best Practices
- Sustainability Evaluation, Planning and Implementation
- Water Conservation
- Water-Energy Nexus
- Water Efficiency Technologies
- Water Recycling
- Water Systems Functions

- Waste Water Treatment – Best Practices
- Waste Water Treatment Design

COMPUTER SKILLS

- Clear Path - Tool for Energy Efficiency
- CASGEM - Online Groundwater Reporting System
- NOAA Digital Coast
- Cal Adapt - Local Climate Snapshot
- CalEnviroScreen
- California Water Plan - Land-Use Planning Tool
- CASQA LID Portal
- Water Footprint Calculator
- SACOG Scenario Planning Tool
- WEF "Where Does My Water Come From" Tool
- FEMA Emergency Response Tool
- Modeling Change Tool
- The California Phase II Low Impact Development Sizing Tool

CONTINUOUS IMPROVEMENT

- Adaptive Management
- National Oceanic Atmospheric Association Digital Coast (Coastal Management Training)
- Problem Solving and Decision Making
- Process Improvement
- Production Operations/Workflow

HAZARDOUS MATERIALS

- Contaminated Drinking Water Remediation
- Contaminated Ground Water Remediation
- Storm Water Quality Remediation
- Waste Water Treatment Reoperations

MANAGEMENT SKILLS (Managers Only)

- Decision Making
- Effective Meetings
- Finance for Technical Managers

E-Learning Hours

8-200

BUSINESS SKILLS

- Capacity Building
- Collaboration
- Conflict Resolution
- Creative Marketing
- Effective Communication
- Marketing Skills
- Sales Skills
- Negotiating Skills
- Operational Skills
- Planning and Research Skills

- Public-Private Partnerships
- Strategic Planning
- Program Implementation
- Assessing Needs

COMMERCIAL SKILLS

- Access to Clean Drinking Water
- California Water System Functions
- Drinking Water Quality Remediation
- Drought-Tolerant Landscape Design
- Drought-Tolerant Urban Design
- Groundwater Elevation Monitoring
- Groundwater Management - Best Practices
- Groundwater Quality Monitoring
- Groundwater Quality Remediation
- Emergency Preparedness
- Integrated Watershed Management
- Integrated Regional Water Management
- Irrigation Systems
- Low Impact Development
- Research, Data Collection, and Analysis
- Drought Resilient and Green Infrastructure
- Resiliency Evaluation, Planning and Implementation (Storm Water Quality - Best Practices)
- Storm Water Capture
- Storm Water Management
- Storm Water Quality – Best Practices
- Sustainability Evaluation, Planning and Implementation
- Water Conservation
- Water-Energy Nexus
- Water Efficiency Technologies
- Water Recycling
- Water Systems Functions
- Waste Water Treatment – Best Practices
- Waste Water Treatment Design

COMPUTER SKILLS

- Clear Path - Tool for Energy Efficiency
- CASGEM - Online Groundwater Reporting System
- NOAA Digital Coast
- Cal Adapt - Local Climate Snapshot
- CalEnviroScreen
- California Water Plan - Land-Use Planning Tool
- CASQA LID Portal
- Water Footprint Calculator
- SACOG Scenario Planning Tool
- WEF "Where Does My Water Come From" Tool
- FEMA Emergency Response Tool
- Modeling Change Tool
- The California Phase II Low Impact Development Sizing Tool

CONTINUOUS IMPROVEMENT

- Adaptive Management
- National Oceanic Atmospheric Association Digital Coast (Coastal Management Training)
- Problem Solving and Decision Making
- Process Improvement
- Production Operations Workflow

HAZARDOUS MATERIALS

- Contaminated Drinking Water Remediation
- Contaminated Ground Water Remediation
- Storm Water Quality Remediation
- Waste Water Treatment Reoperations

MANAGEMENT SKILLS (Managers Only)

- Decision Making
- Effective Meetings
- Finance for Technical Managers

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission
Reference No: 15-0248

CCG No.: ET15-1004
Page 1 of 6

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Association of Monterey Bay Area Governments

Address: 445 Reservation Road, Suite G.

City, State, Zip: Marina, CA

Collective Bargaining Agreement(s): No

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

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

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

Company: Avenal City

Address: 919 Skyline Boulevard

City, State, Zip: Avenal, CA 93204

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 49

Total # of full-time company employees in California: 49

Company: Butte County Department of Development Services

Address: 7 Counte Center Drive

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): Butte County Employees Assoc. – General Unit

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

Total # of full-time company employees worldwide: 15

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

Company: Butte County Department of Water Conservation

Address: 25 County Center Drive

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission

CCG No.: ET15-1004

Reference No: 15-0248

Page 2 of 6

Company: City of Firebaugh

Address: 1133 P Street

City, State, Zip: Firebaugh, CA 93622

Collective Bargaining Agreement(s): Firebaugh Miscellaneous Employees Assoc.

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

Total # of full-time company employees worldwide: 15

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

Company: City of Fowler

Address: 128 S. 5th Street

City, State, Zip: Fowler, CA 93625

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 28

Company: City of Lone

Address: 1 East Main Street

City, State, Zip: Lone, CA 95640

Collective Bargaining Agreement(s): SEIU, Local 1021

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

Total # of full-time company employees worldwide: 10

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

Company: City of Lakeport

Address: 225 Park Street

City, State, Zip: Lakeport, CA 95453

Collective Bargaining Agreement(s): Lakeport Employees' Assoc.

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

Total # of full-time company employees worldwide: 50

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission
Reference No: 15-0248

CCG No.: ET15-1004
Page 3 of 6

Company: City of Reedly

Address: 1717 9th Street

City, State, Zip: Reedly, CA 93654

Collective Bargaining Agreement(s): General Services Unit, Local 39

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

Total # of full-time company employees worldwide: 120

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

Company: City of Plymouth

Address: 9426 Main Street

City, State, Zip: Pilymouth, CA 95669

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 10

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

Company: County of Kern General Services Division

Address: 1300 17th St.

City, State, Zip: Bakersfield, CA 93301

Collective Bargaining Agreement(s): SEIU, Local 521

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

Total # of full-time company employees worldwide: 9,000

Total # of full-time company employees in California: 9,000

Company: County of Monterey

Address: 168 West Alisal Street, 3rd Floor

City, State, Zip: Salinas, CA 93901

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 40

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

Company: County of San Joaquin

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission
Reference No: 15-0248

CCG No.: ET15-1004
Page 4 of 6

Address: 44 North San Joaquin Street

City, State, Zip: Stockton, CA 95202

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 6,000

Total # of full-time company employees in California: 6,000

Company: County of Yolo

Address: 625 Court St.

City, State, Zip: Woodland, CA 95695

Collective Bargaining Agreement(s): Yolo County Management Assoc.

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

Total # of full-time company employees worldwide: 1,600

Total # of full-time company employees in California: 1,600

Company: Merced County

Address: 445 I Street

City, State, Zip: Los Banos, CA 93635

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 2,000

Total # of full-time company employees in California: 2,000

Company: Pajaro Valley Water Management Agency

Address: 36 Brennan St.

City, State, Zip: Watsonville, CA 95076

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: Selma

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission

CCG No.: ET15-1004

Reference No: 15-0248

Page 5 of 6

Address: 1710 Tucker Street

City, State, Zip: Selma, CA 93662

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100

Company: Tulare County Board of Supervisors

Address: 2800 West Burrel Avenue

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 4,200

Total # of full-time company employees in California: 4,200

Company: Tulare County, County Counsel

Address: 2900 W Burrel Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 20

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

Company: Visalia Fire Department

Address: 425 E. Oak Ave.

City, State, Zip: Visalia, CA 93291

Collective Bargaining Agreement(s): Visalia Firefighters Assoc.

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 75

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

Company: Watsonville, Public Works and Utilities Department

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Local Government Commission

CCG No.: ET15-1004

Reference No: 15-0248

Page 6 of 6

Address: 250 Main Street

City, State, Zip: Watsonville, CA 95076

Collective Bargaining Agreement(s): SEIU, Local 521

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

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100



**Amendment Proposal #1 for:
Alameda County Electrical Joint Apprenticeship
and Training Committee
Agreement Number: ET14-0912**

Amendment Effective Date: October 22, 2014

Panel Meeting of: May 21, 2015

ETP Regional Office: San Francisco Bay Area

Analyst: D. Woodside

CURRENT PROJECT PROFILE

Contract Type:	Priority/Retrainee Apprentice	Industry Sector(s):	Construction
Counties Served:	San Francisco	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Current Contract Term: March 3, 2014 to March 2, 2016

Current Funding	In-Kind Contribution
\$166,164	Inherent

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$179,504	+\$12,439	+\$191,943	Inherent

Total Funding
\$358,107

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyman	Commercial Skills, Business Skills, OSHA 10/30	61	8-200	0	\$941	\$47.15
				Weighted Avg: 40			
2	Retrainee Priority Rate Pre-Apprentice	Commercial Skills, Business Skills, OSHA 10	6	8-200	0	\$541	\$20.32
				Weighted Avg: 23			
3	Retrainee Apprentice	Commercial Skills OSHA 10	107	24-210	0	\$2,780	\$20.32
				Weighted Avg: 200			

Minimum Wage by County: \$20.32 per hour Statewide (Priority Industry).

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

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

Up to \$3.52 per hour may be used to meet the Post-Retention Wage for Job Number 2 only.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Journeyman Electrician		61
Pre-Apprentice Electrician		6
Apprentice Electrician		107

INTRODUCTION

Alameda County Electrical Joint Apprentice Training Committee (Alameda Electrical JATC) (www.595jatc.org) is a joint labor management organization, founded in 1946 to provide high-quality and up-to-date training in electrical inside wiring for Apprentices, Pre-Apprentices, and Journeymen. The JATC currently serves 188 Apprentices, 1,652 Journeymen and 30 Pre-Apprentices. Approximately, 210 employers are participating; 60% are small businesses.

AMENDMENT DETAILS

Alameda Electrical JATC requests additional funding of \$194,948 to restore a reduction that occurred when the current contract was approved by the Panel a year ago. At that time, funding was “right-sized” to \$166,164 from a request for \$501,200. Right-sizing was based on performance under an active contract as measured by training hours entered into ETP Online Tracking.

The active contract (ET13-0916) had five months remaining in term, with performance at 44% based on hours entered, which became the metric for right-sizing. The Panel invited Alameda Electrical JATC to return for additional funding by way of Amendment after the active contract was completed and prior performance could be accurately measured.

The standard for prior performance when there is an active or prior contract is 70% of earnings as measured by hours entered into ETP Online Tracking. That standard applied to the prior and current Fiscal Years, and will remain in place for Fiscal Year 2015/16. That standard does not require close-out of the active contract, which was only imposed in this instance due to the five-month overlap in term. The active contract (ET13-0916) demonstrated 100% performance at its end-of-term on October 28, 2014.

To date 34,835 hours have been entered for the current contract, as delivered to a total of 441 enrolled apprentices and journeymen. [Note: Alameda Electrical JATC reports that employment for electricians has continued to improve, such that all trainees are working and expected to complete retention.] These hours are sufficient to earn the original funding and the entire amount of additional funding requested. In other words, the contractor is requesting funds for hours of training already delivered, which necessitates a retroactive effective date of Amendment.

Apparently, Alameda Electrical JATC delayed its request for Amendment until late April 2015 in order to ensure there were sufficient hours entered into ETP Online Tracking to project the amount of additional funding needed. While there was no need to delay the request past end-of-term for the active contract, staff believes the accurate measurement of performance was sufficiently complex, in this instance, so as to cause confusion. On that basis, staff recommends an effective date of October 22, 2014 which is one day past end-of-term for the active contract (ET13-0916). [Note: The same issue appears in a request for amendment by SF Electrical JATC, in this packet.]

Support Costs

Support costs will cover the cost recruiting additional participating employers, assessing specific training needs, and conducting necessary follow-up during the retention period. Staff recommends the standard 8% support costs.

Summary

In Summary, this amendment will:

- Increase the total Agreement amount by \$191,943 (from \$166,164 to \$358,107)
- Increase support costs by \$12,439 (as included in total Agreement amount)
- Increase the total number of Journeymen by 47
- Increase the total number of Apprentices by 51
- Increase the average training hours for Journeymen from 22 to 40
- Allow for an Amendment Effective Date of October 22, 2014

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Alameda County Electrical JATC under its current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Average)	No. Completed Training	No. Retained
ET14-0912	\$166,164	03/03/14 – 03/02/16	Apprentice – 56 Journeymen – 14 Pre-Apprentices- 6	Apprentice – 0 Journeymen - 0	0 0

According to ETP's online tracking, 14 Journeymen and 89 Apprentices are enrolled. 7,293 training hours have been entered on-line (70% of the current Agreement amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through December 2015. Alameda County Electrical JATC has demonstrated performance sufficient to support this Amendment.

PRIOR PROJECTS

The following table summarizes performance by this JATC under ETP Agreements completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0914	San Leandro	10/22/12 – 10/21/14	\$354,796	\$320,451 (90%)



**Amendment Proposal #1 for:
San Francisco Electrical Industry Apprenticeship and Training Trust
Agreement Number: ET14-0914**

Amendment Effective Date: October 29, 2014

Panel Meeting of: May 21, 2015

ETP Regional Office: San Francisco Bay Area

Analyst: D. Woodside

CURRENT PROJECT PROFILE

Contract Type:	Priority/Retrainee Apprentice	Industry Sector(s):	Construction
Counties Served:	San Francisco	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Current Contract Term: March 3, 2014 to March 2, 2016

Current Funding	In-Kind Contribution
\$210,428	Inherent

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$182,324	+\$12,624	+\$194,948	Inherent

Total Funding
\$405,376

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee Apprentice	Commercial Skills, OSHA10	107	24-210	0	\$2,780	\$22.87
				Weighted Avg: 200			
2	Priority/Retrainee Journeyman	Commercial Skills, OSHA10/30	102	8-200	0	\$564	\$56.92
				Weighted Avg: 45			

Minimum Wage by County: Statewide Priority Industry (2015): \$20.55 per hour

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

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

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Electrician/Inside Wireman Journeyman		107
Electrician/Inside Wireman Apprentice		102

INTRODUCTION

Created in 1962, the San Francisco Electrical Industry Joint Apprenticeship and Training Trust (SF Electrical JATC) www.sfelectricaltraining.org is a cooperative effort between the San Francisco Chapter of the National Electrical Contractors Association (NECA) and the International Brotherhood of Electrical Workers (IBEW) Local Union 6. SF Electrical JATC currently serves approximately 361 apprentices and 1900 journeymen, at its training center in San Francisco. Approximately, 630 employers are signatory to the collective bargaining agreement. The majority are small businesses. Participating employers perform specialized construction work related to the design, installation, and maintenance of electrical systems.

AMENDMENT DETAILS

SF Electrical JATC requests additional funding of \$194,948 to restore a reduction that occurred when the current contract was approved by the Panel a year ago. At that time, funding was “right-sized” to \$210,428 from a request for \$614,000. Right-sizing was based on performance under an active contract as measured by training hours entered into ETP Online Tracking.

The active contract (ET13-0916) had five months remaining in term, with performance at 62% based on hours entered, which became the metric for right-sizing. The Panel invited SF Electrical to return for additional funding by way of Amendment after the active contract was completed and prior performance could be accurately measured.

The standard for prior performance when there is an active or prior contract is 70% of earnings as measured by hours entered into ETP Online Tracking. That standard applied to the prior and current Fiscal Years, and will remain in place for Fiscal Year 2015/16. That standard does not require close-out of the active contract, which was only imposed in this instance due to the five-month overlap in term. The active contract ET13-0916 demonstrated 100% performance at its end-of-term on October 28, 2014.

To date 34,835 hours have been entered for the current contract, as delivered to a total of 441 enrolled apprentices and journeymen. [Note: SF Electrical JATC reports that employment for electricians has continued to improve, such that all trainees are working and expected to complete retention.] These hours are sufficient to earn the original funding and the entire amount of additional funding requested. In other words, the contractor is requesting funds for hours of training already delivered, which necessitates a retroactive effective date of Amendment.

Apparently, SF Electrical JATC delayed its request for Amendment until late April 2015 in order to ensure there were sufficient hours entered into ETP Online Tracking to project the amount of additional funding needed. While there was no need to delay the request past end-of-term for the active contract, staff believes the accurate measurement of performance was sufficiently complex, in this instance, so as to cause confusion. On that basis, staff recommends an effective date of October 29, 2014 which is one day past end-of-term for the active contract (ET13-0916). [Note: The same issue appears in a request for amendment by Alameda County Electrical JATC, in this packet.]

Support Costs

Support costs will cover the cost recruiting additional participating employers, assessing specific training needs, and conducting necessary follow-up during the retention period. Staff recommends the standard 8% support costs.

Summary

In summary, this amendment will:

- Increase the total Agreement amount by \$194,948 (from \$210,428 to \$405,376)
- Increase support costs by \$12,624 (as included in total amount)
- Increase the total number of Apprentices in Job Number 1 by 52
- Increase the weighted average hours for Journeymen in Job Number 2 from 24 to 45
- Allow for an Amendment Effective Date of October 29, 2014

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by SF Electrical JATC under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Average)	No. Completed Training	No. Retained
ET14-0914	\$210,428	03/03/2014 – 03/02/2016	Apprentice – 55 Journeymen-102	Apprentice – 17 Journeymen - 0	17

The ETP Class/Lab Tracking shows 17 Apprentice trainees have completed training and retention; 35,835 training hours have been entered on-line which is more than enough to earn 100% of the amended Agreement amount of \$405,376. No progress payment invoices have been submitted. SF Electrical JATC has demonstrated performance sufficient to support this Amendment.

PRIOR PROJECTS

The following table summarizes performance by the SF Electrical JATC under ETP Agreements completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0916	San Francisco	10/29/2012– 10/28/14	\$340,178	\$340,178 (100%)
ET10-0215	San Francisco	09/28/2009– 09/27/2011	\$184,450	\$21,875 (12%)

ET10-0215: This was before the Apprenticeship Pilot, with training for journeymen only. Poor performance resulted from a downturn in construction throughout 2009-2011. In San Francisco, 385 of approximately 1,000 electricians were out of work during this two-year period (an unemployment figure of over 38%).

As a result of an upturn in the economy and the availability of ETP funds for apprenticeship training, the JATC was able to earn 100% of funds under its subsequent Agreement ET13-0916.



**Training Proposal for:
American Polymers Corp. dba Polycoat Products**

Small Business ≤ \$50,000

ET15-0451

Approval Date: May 8, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

CONTRACTOR

- Type of Industry: Manufacturing
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 73
 - Worldwide: 100
 - Number to be trained: 48
 - Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 2%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,920
- In-Kind Contribution: \$51,303

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 SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Imp., Mfg. Skills, Literacy Skills	48	8-60	0	\$1,040	\$15.97
				Weighted Avg: 40			

- Reimbursement Rate: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Administration/Office Staff, Production Staff, Lab Staff, Manager, Owner
- Union Representation: Yes
 No
- Health Benefits: \$2.90 per hour

SUBCONTRACTORS

- Development Services: California Manufacturing Technology Consulting (CMTC) in Torrance assisted with development of this proposal. CMTC is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed \$15,000. In this proposal, the fee will be \$4,992. This fee does not affect the approved amount of funding.
- Administrative Services: CMTC will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

American Polymers Corp. dba Polycoat Products (Polycoat) manufactures specialty coatings and elastomers. Polycoat was established in 1979 and is located in Santa Fe Springs. The Company also has a second manufacturing facility in Bedford, Texas. Polycoat’s products include waterproofing coatings, industrial spray-applied coatings, Poly-fil for vehicle tires, cast elastomers, and truck bed liners. Product applications include use on pedestrian decks, flooring and floor repair and vehicle decks.

Need for Training

Polycoat has experienced significant growth over the past few years and must improve its internal efficiencies to remain competitive. As such, the Company is implementing new systems and processes, including an Enterprise Resource Management system. This system features an integrated database that will impact all areas of the organization. By retraining its workers in the latest manufacturing software technology, it will allow Polycoat to establish tighter business controls and achieve higher quality.

Recent changes in California laws and industry requirements make it necessary for Polycoat to improve its manufacturing and shipment procedures. Specific areas identified for improvement include the availability of real-time data, customer service, production planning, and the efficient use of new technology as noted above.

Training Plan

Business Skills – Training will be provided to all occupations. Administration/Office Staff will learn methods to enhance the quality of service. Production Staff, Managers and Lab Staff will receive training in procedure writing to strengthen quality measures and minimize errors. Select Managers will receive training in Family Business Planning to help facilitate a smooth transition of leadership responsibilities from current ownership to lead members of management.

Computer Skills – Training will be provided to all occupations. Polycoat has devoted the past several months to the customization of its newly acquired Enterprise Resource Management system and is now ready to move forward with implementation. All employees must receive training in the functionality and capabilities of the new system.

Continuous Improvement – Training will be provided to all occupations. All employees will receive training in various aspects of quality concepts (Implementing ISO, Quality Inspection and Quality Systems Requirements). These modules are designed to lay the groundwork for the quality certification process. In addition, trainees will receive Conflict Management, Effective Meeting Skills, and Project Management in order to be more effective in their respective roles. Lab Staff and Managers will receive instruction in Global Business Exporting and New Product Development to equip them with the knowledge and skills to stimulate growth and innovation. Administration, Production and Management Staff will also be provided training in Supply Chain Management.

Manufacturing Skills – Training will be provided to Production Staff and Managers. Manufacturing Logistics Management training will ensure efficient production flow and use of materials, thus helping the Company maximize its business capacity.

Literacy Skills – Training will be provided to Production Staff. Vocational English as a Second Language will help workers improve their verbal and written communication skills. This training will equip workers with the skills to comprehend core production processes and procedures.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8 - 60

Trainees may receive any of the following:

BUSINESS SKILLS

- Providing Quality Customer Service
- Writing Standard Operating Procedures
- Family Business Planning

COMPUTER SKILLS

- Enterprise Resource Management
- Database Management

CONTINUOUS IMPROVEMENT

- Leadership Skills
- Implementing ISO 9001
- Quality System Requirements
- Quality Inspection
- Supply Chain Management
- Conflict Management
- Effective Meeting Skills
- Project Management
- Global Business Exporting
- New Product Development

MANUFACTURING SKILLS

- Manufacturing Logistics Management

LITERACY SKILLS

- Vocational English as a Second Language (VESL)

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

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



**Retrainee - Job Creation
Training Proposal for:
BP-Quality Paint & Body, Inc.**

Small Business ≤ \$50,000

ET15-0417

Approval Date: April 20, 2015

ETP Regional Office: Sacramento

Analyst: M. Mazzone

CONTRACTOR

- Type of Industry: Services

- Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 74
 - Worldwide: 74
 - Number to be trained: 62
 - Owner Yes No

- Out-of-State Competition: No OSC
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 7%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,104
- In-Kind Contribution: \$34,145

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET HUA SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, PL-Comm Skills	39	8-60	0	\$792	\$11.30
				Weighted Avg: 36			
2	Retrainee SET SB<100 HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, PL-Comm Skills	11	8-60	0	\$792	\$15.07
				Weighted Avg: 36			
3	Retrainee Job Creation Initiative SET HUA SB<100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, HazMat, PL - Comm Skills	12	8-60	0	\$792	*\$9.25
				Weighted Avg: 36			

*It will be made a condition of contract that trainees (Job Number 3) will never be paid less than the statewide minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table.

- Reimbursement Rate: \$22 AT SB Non-Priority
- County(ies): Tulare
- Occupations to be Trained: Administrative Staff, Technician, Estimator, Parts Staff, Manager, Owner.
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$1.30 per hour Job #2: \$2.09 per hour
Job #3: \$0.25 per hour

SUBCONTRACTORS

- Development Services: Synergy Management Consultants, LLC in Grass Valley assisted with the development of this project for a flat fee of \$3,975.
- Administrative Services: Synergy Management Consultants, LLC will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

INTRODUCTION

Founded in 1979 in Visalia, BP-Quality Paint & Body, Inc. (BP Quality) is a full service automotive repair center (<http://www.gpbonline.com>). The Company specializes in automotive mechanical and collision repair services including the sale of parts and accessories. In this proposal, BP Quality will act as the lead employer with its affiliate BD-Quality Paint & Body, Inc. (BD Quality) located in Tulare and Porterville. [Note: The turnover rate for both companies' combined is 7%. This is well below the 20% threshold.]

Need for Training

Industry changes have impacted the collision repair business and for BP Quality and BD Quality to remain competitive, staff needs to train on new industry conditions. Advancements in the materials used to build vehicles have led to lighter and stronger vehicles. These new vehicles are constructed of materials such as aluminum, ultra high-strength steel, boron, and composites. BP Quality and BD Quality staff requires training on estimating and repairing damage for these materials.

In addition, BP Quality and BD Quality plan to further increase their clientele by having Technicians and Estimators obtain Inter-Industry Conference on Collision Auto Repair (I-CAR) certification and Automotive Service Excellence (ASE) certification for the new materials. This will allow the Company to service Toyota, BMW, Infinity, Volkswagen, Mercedes Benz and Ford/GMC aluminum vehicles from insurance companies.

Job Creation

The Companies recently partnered with local car dealerships and the United Services Automobile Association for direct repair accounts and direct referrals. In addition, BP Quality and BD Quality will be sending technicians and estimators to I-CAR training for Toyota, BMW, Infinity, Volkswagen, Mercedes Benz and Ford/GMC aluminum vehicles. The new partnerships and I-CAR training will ultimately lead to an increase in the number of full time permanent positions as their existing business capacity and functions will be expanded.

BP Quality and BD Quality have committed to hiring 12 new employees at all locations (Job Number 3). The new positions will fill needs in the Technician, Estimator, Administrative Staff and Parts Staff occupations.

The Panel offers incentives to companies that commit to hiring new employees. Trainees will be subject to a lower post-retention wage. The Company represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Business Skills – Training will be provided to Administrative Staff, Estimators, Managers and Owners. The training will focus on customer care skills, advanced sales, marketing skills and communication skills to improve overall customer satisfaction and increase sales.

Commercial Skills - Training will be provided to Technicians, Estimators, Managers, Parts Staff, and Owners. The goal of commercial skills training is to update staff's knowledge of the materials used in today's vehicles and to obtain certifications authorizing the company to service additional automotive brands.

Computer Skills - Training will be provided to all occupations and will focus on job specific software programs. The collision repair industry is in process of transitioning to a paperless environment and staff will receive training in all necessary software programs to properly exchange data with insurers and other partners.

Continuous Improvement - Training will be provided to Technicians, Estimators, Support Staff and Managers to improve efficiencies and to reduce waste. A Lean quality and production improvement system is being instituted and efficiencies are expected to increase by 15% with training.

Hazardous Materials - Training will be provided to Technicians, Estimators and Managers to ensure that hazardous materials are handled and disposed of properly. This is not the full HazMat curriculum as would be required for certification, but training will be conducted by qualified trainers.

Productive Lab

Productive Lab (PL) training in Commercial Skills will be provided to Technicians and Estimators to supplement Class/Lab training. The delivery of PL training is necessary as trainees will be given real life projects to work. This will strengthen trainees' understanding of how to complete automotive collision repair services. Training for Technicians will mainly focus on updates to industry changes. Estimators training will focus on the correct diagnosis of damage and properly working through documentation, insurance and pricing processes.

Trainees will use the following equipment in PL training: resistance spot welder, metal inert gas welder, frame rack and measuring system, paint spray guns, paint spray booths, and various hand tools. Training will include welding of structural parts, aluminum repair, glass replacement, plastic repair, and system diagnostics and repair. Training will consist of normal collision repair duties. The trainer will walk the trainee through the repair process. The trainer will observe the trainee complete the repair, coaching and mentoring throughout the process. During training, output is expected to decrease by 25-30%. Trainers will be journey-level technicians or estimators considered to be subject matter experts. After the successful completion of a training course, the trainer will deem the trainee competent. All PL training will take place onsite at BP Quality and BD Quality sites. The trainer-to-trainee ratio will not exceed 1:2. Technicians will receive up to 18 hours and Estimators will receive up to 4 hours.

SET/HUA

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. However, trainees working in a High Unemployment Area are allowed to qualify at the ETP Standard Minimum Wages.

➤ Wage Modification

All trainees in Job Numbers 1, 2 and 3 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. BP Quality's and BD Quality's locations in Tulare County qualify for HUA status under these standards. The Company is requesting a 25% wage modification from \$15.07 per hour to \$11.30 per hour to allow training for 39 trainees in Job Number 1 and a 25% wage modification from \$12.33 to \$9.25 per hour to allow for training for 12 Job Creation trainees in Job Number 3.

RECOMMENDATION

Staff recommends approval of this proposal with the wage modifications.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- ❖ Customer Care Skills
 - Customer Retention
 - Customer Engagement
 - Customer Relationship Building
- ❖ Advanced Sales and Marketing Skills
 - Prospecting and Closing
 - Sales Account Management
 - Advanced Closing Techniques
 - Sales Procedures and Strategies
- ❖ Negotiation Skills
- ❖ Conflict Resolution
- ❖ Communication Skills
- ❖ Presentation Skills
- ❖ Leadership Skills

COMMERCIAL SKILLS

- ❖ I-CAR Collision Repair Certification Skills
- ❖ Refinishing Skills
 - Trim and Hardware
 - Surface Preparation
 - Vehicle Priming/Sealing
 - Paint Spray Guns Maintenance and Set-up
 - Corrosion Protection Process
 - Sand, Buff and Detail
 - Color Theory and Tints
 - Blending Techniques
- ❖ Structural Repair Skills
 - Unibody Alignment
 - Three Dimensional Measuring
 - Repair and Replacement of Outer Body Panels
 - High Strength Steels
 - Aluminum Repair Process
 - MIG Welding
 - Straightening Structural Damage
 - Glass Replacement
 - Pillars, Rocker Panels, Rails, Front Structures and Floor Pan Replacement
 - Heating, Cooling and A/C Systems
 - Steering and Suspension Systems
 - Advanced Vehicle Systems
 - Composite Materials and Bonding Techniques
- ❖ Non-Structural Vehicle Repair Skills
 - Remove and Install Trim and Hardware
 - Adhesive Bonding

- Diagnose Wind Noise and Water Leaks
- Aluminum Cosmetic Damage
- Spot Welding
- Composite Metals Repair
- ❖ Estimating Skills
 - Steering and Suspension Damage Analysis
 - Damage on Non-Driveable Vehicles
 - Electrical Systems
 - Mechanical Systems
 - Stationary Glass
 - Advanced Materials
 - Advanced Vehicle Systems
- ❖ Vehicle Operation, Maintenance, and Troubleshooting
- ❖ Alternative Fuel and Hybrid Vehicle Repair Diagnostics
- ❖ Service Procedures and Scheduling
- ❖ Product Knowledge
- ❖ OEM (Original Equipment Manufacturer) Knowledge

COMPUTER SKILLS

- ❖ CCCOne Software
 - Job Costing
 - Production Flow
 - Production Planning – ETA Times and Dates
 - Internal and External Customer Communication
- ❖ Michell and Michell Repair Center Software
- ❖ Nugen IT
- ❖ Audatex Software
- ❖ CCC Info Systems Software
- ❖ Alldata Software
- ❖ Intermediate and Advanced Microsoft Office

CONTINUOUS IMPROVEMENT

- ❖ Teambuilding
- ❖ Root Cause Analysis
- ❖ Kaizen Event Strategy & Implementation
- ❖ Lean Concepts
- ❖ Process/Quality Improvement
- ❖ Problem Solving/ Decision Making Skills
- ❖ Inventory Control
- ❖ Standard Operating Procedures

HAZARDOUS MATERIALS

- ❖ Completing Material Safety Data Sheets (MSDS)
- ❖ Volatile Organic Compound (VOC) Tracking
- ❖ Handling Hazardous Materials
- ❖ Hazardous Materials Emergency Clean-up

Safety Training will be limited to 10% of total training hours per-trainee.

PL Hours

0-18

COMMERCIAL SKILLS (1:2 Ratio)

- ❖ Body Filler Methods (1.5 hours)
- ❖ Structural Resistance Spot Welding (1 hour)
- ❖ Mig Brazing Techniques (0.5 hours)
- ❖ Color Tinting (3 hours)
- ❖ Spraying/ Blending Techniques (2 hours)
- ❖ Measuring Vehicle Structures (1 hour)
- ❖ Alignment Process for Unitized Vehicles (2 hours)
- ❖ Alignment Process for Full Frame Vehicles (2 hours)
- ❖ Aluminum Repair (1 hour)
- ❖ Technical Estimating Skills (3.5 hours)

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery. PL is capped at 18 hours per-trainee.



**Training Proposal for:
Caseworx, Inc.**

Small Business ≤ \$50,000

ET15-0452

Approval Date: May 9, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

CONTRACTOR

- Type of Industry: Manufacturing

- Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 40
 - Worldwide: 40
 - Number to be trained: 20
 - Owner Yes No

- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 8%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$23,400
- In-Kind Contribution: \$29,084

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 SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Imp., Mfg Skills	20	8-60	0	\$1,170	\$15.07
				Weighted Avg: 45			

- Reimbursement Rate: \$26 SB Priority
- County(ies): San Bernardino
- Occupations to be Trained: Production Staff, Administrative Staff, Owner, Supervisor/Manager
- Union Representation: Yes
 No
- Health Benefits: \$1.60 per hour

SUBCONTRACTORS

- Development Services: Training Funding Source (TFS) in Seal Beach assisted with development for a flat fee of \$1,500.
- Administrative Services: TFS will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Caseworx, Inc. (Caseworx) is an original equipment and contract manufacturer founded in 1992 and located in the City of Redlands. The Company manufactures custom cabinetry for use in hospitals, schools, laboratory/research facilities, health clubs, and other markets.

Prior Performance

The Company's first ETP project was primarily designed to introduce workers with various Lean Manufacturing principles. However, the economic downturn in 2008-2010 forced the Company to halt production temporarily and reduce staff. Consequently, the Company was not able to fully execute its training plan. (See Prior Projects table for more detail.)

The proposed Curriculum introduces new Business, Computer and Manufacturing Skills topics that were not included in the previous Agreement. In addition, the proposed project will allow the Company to deliver enhanced training modules to employees who did not receive ETP-funded training in the past, including those rehired after production ramped-up to previous levels in response to the current market recovery. The Company is seeking ETP training funds to prepare for future growth in today's economic climate.

Training Plan

Caseworx plans to grow its business by 25% over the next two years. The Company plans to attract customers and gain access to new markets by obtaining quality assurance certifications from the Architectural Woodwork Institute (AWI) and the Forest Stewardship Council (FSC). These certifications will allow Caseworx to reach environmentally and socially-conscious consumers, as well as bid on contracts with the most demanding commercial cabinetry clients. Several of Caseworx's existing customers have also begun requiring these certifications.

Caseworx also intends to improve its efficiencies through Lean Manufacturing techniques and significant cross-training. The Company's business model includes New Product Introduction (NPI) work for its customers. The constant influx of NPI work requires the Company's workforce to keep pace with new product demand. Lean Manufacturing will help standardize processes, while cross-training will allow staff to learn new skills. The Company's goal is to develop a flexible workforce that is responsive to changes in customer demand.

Business Skills – Training will be offered to all occupations. Training will focus on product knowledge, communication, and project management. This training will help employees improve their customer relations skills and equip them with the technical expertise to identify and resolve problems more effectively.

Computer Skills – Training will be offered to all occupations. Training will include instruction on various software solution products designed to provide workers with the business application tools to perform their respective job duties more efficiently.

Continuous Improvement – Training will be offered to all occupations. These modules will help employees acquire a better understanding of AWI and FSC certification requirements, as well as teach them how to implement the process and productivity improvements needed to maintain ideal quality standards.

Manufacturing Skills – Training will be offered primarily to Production Staff, Managers, and Administrative Staff. Training for Production Staff will focus on the operation, maintenance and troubleshooting of new and existing machinery and inspection techniques. Managers will receive training to enhance their knowledge of manufacturing processes and to help them identify issues with efficiency and/or quality. Administrative Staff trainees may receive training in select topics to improve their familiarity with production-related documents.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Caseworx under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET09-0237	Redlands	10/17/2008– 10/16/2010	\$43,264	\$20,193 (47%)

*The Company lost a significant book of business in 2008 due to the effect of the economic downturn on construction. Several customers cancelled their contracts and new construction came to a near standstill. In order to survive, the Company had to shut down its plant for six weeks. With periods of zero production, the Company suffered a significant drop in revenue and loss of incumbent workers. The original ETP training plan was for 52 employees; however, the Company was only able to capture earnings for 12.

Since then, Caseworx has successfully regained its footing. Due to steady growth in recent years, the number of full-time permanent employees has rebounded to 40. With projected revenue growth of 10% in 2015 and another 15% in 2016, the Company is confident in its ability to utilize the requested funding. In addition, the proposed Agreement has been rightsized to a level that is in alignment with prior earnings.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 60

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Coaching
- ✚ Communication
- ✚ Conflict Resolution
- ✚ Customer Relations
- ✚ Finance
- ✚ Goal Setting
- ✚ Inventory Control
- ✚ Leadership
- ✚ Marketing & Business Development
- ✚ Product Knowledge
- ✚ Project Management
- ✚ Team Cohesiveness

COMPUTER SKILLS

- ✚ Accounting
- ✚ Aletha Job Management & Scheduling
- ✚ Club Resource Group Gazinta
- ✚ Crystal Reports
- ✚ Intuit Quick Books Enterprise
- ✚ Keytrix Fabrication
- ✚ Microvellum Fabrication
- ✚ Manufacturing
- ✚ Microsoft Office
- ✚ Purchasing
- ✚ Warehouse

CONTINUOUS IMPROVEMENT

- ✚ 5S
- ✚ Buy American Processes
- ✚ Forest Sustainability Council Certification
- ✚ Lean Manufacturing
- ✚ Process Improvement
- ✚ Productivity Improvement
- ✚ Quality Control Program
- ✚ Quality Improvement
- ✚ Woodwork Institute Certification

MANUFACTURING SKILLS

- ✚ Altendorf Saw Operation
- ✚ Belfab Dust Extraction Program
- ✚ Blueprint Reading
- ✚ Brandt Airtech Laser Edgeband
- ✚ Equipment Operation, Maintenance & Troubleshooting
- ✚ Forest Sustainability Council Tracking
- ✚ Good Manufacturing Processes
- ✚ Hand Fabrication to Woodwork Institute Certification Standard
- ✚ Hofer Clamp Operations
- ✚ Inspection Techniques
- ✚ Komatsu/Clark Pick and Place Machine
- ✚ Lean Manufacturing
- ✚ Material Requirements Planning
- ✚ Preventative Maintenance
- ✚ Programmable Conformat Doweling Machine
- ✚ Statistical Process Control
- ✚ Woodwork Institute Inspection and Programming
- ✚ Zebra Label Printer

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



**Retrainee - Job Creation
Training Proposal for:
Dockstader and Dockstader, Inc.**

Small Business ≤ \$50,000

ET15-0436

Approval Date: April 16, 2015

ETP Regional Office: Sacramento

Analyst: L. Fraizer

CONTRACTOR

- Type of Industry: Services

- Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 50
 - Worldwide: 50
 - Number to be trained: 57
 - Owner Yes No

- Out-of-State Competition: No OSC
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 3%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$48,906
- In-Kind Contribution: \$42,115

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET SB <100 HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, HazMat, PL- Commercial Skills	47	8-60	0	\$858	\$15.07
				Weighted Avg: 39			
2	Retrainee Job Creation SET SB<100 HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, HazMat, PL- Commercial Skills	10	8-60	0	\$858	\$12.33
				Weighted Avg: 39			

- Reimbursement Rate: Job #'s 1&2: \$22 SB Non-Priority
- County(ies): Fresno
- Occupations to be Trained: Administration Staff, Estimator, Production Staff, Technician, Detail Staff, Manager, Owner
- Union Representation: Yes
 No
- Health Benefits: Job #'s 1 & 2: \$1.25 per hour

SUBCONTRACTORS

- Development Services: Synergy Management Consultants, LLC in Grass Valley assisted with development of this project for a flat fee of \$4,000.
- Administrative Services: Synergy Management Consultants, LLC will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

INTRODUCTION

Founded in 1976 in Fresno, Dockstader and Dockstader, Inc. (Fresno Body Works) (fresnobodyworks.com) is in the automotive repair industry. This has been a family-owned business for three generations. It specializes in automotive collision repair and painting, restoring vehicles to pre-accident condition. The Company’s customer base includes direct purchasers of services, parts, and accessories related to auto body collision repair. Fresno

Body Works recently opened a new shop in Clovis due to growing customer demand; and has three locations in Fresno. All four locations will participate in the proposed training.

Need for Training

Fresno Body Works has developed an aggressive growth strategy to expand their business by 20% over the next 18 months. As part of this strategy, Fresno Body Works must have repair staff that are certified under Inter-Industry Conference on Collision Auto Repair (I-CAR) and Automotive Service Excellence (ASE) standards.

Technicians and Estimators will be trained for I-CAR and ASE certifications to service new vehicle brands such as Ford, GM, Chrysler, Toyota, Honda and Acura.

In addition, this will enable more referrals from insurance companies. The automotive collision repair industry has transformed in recent years as vehicles are being produced using different materials (e.g. aluminum, boron, ultra high strength steel and composites). As such, Technicians are required to learn new repair methods, using new equipment. Support Staff and Estimators also require training on these new materials and methods.

Fresno Body Works will also deliver training on customer service skills, updated operating procedures, marketing skills, sales skills, computer software skills and Lean concepts.

Job Creation

Fresno Body works has extended an agreement with Honda Motor Co., Ltd. to be approved as the local Honda Motor Co. repair facility. This partnership will add volume to locations. The Company has also been approached by Travelers Insurance to become a designated repair shop, which will expand volume of business.

To support this growth, Fresno Body Works is expecting to increase the number of full time permanent employees. This includes 10 new positions in the Clovis and Fresno locations (Job Number 2). The new positions are Technician, Estimator, Administrative Staff and Production Staff.

The Panel offers incentives to companies that commit to hiring new employees under the Job Creation program. Trainees will be subject to a lower post-retention wage, and there is a higher reimbursement rate. The Company represents that the date-of-hire for all trainees in Job Number 2 will be within the three-month period before contract approval or within the term-of-contract as required by this program. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Trainees will receive between 8–60 hours of classroom/laboratory training with up to 24 hours of Productive Laboratory training.

Business Skills - Training will be provided to Administrative Staff, Estimators, and Managers. This training will focus on Customer Care, Advanced Sales, Marketing, and Communication Skills to improve overall customer satisfaction and increase sales. Training topics will include Customer Retention, Customer Relationship Building, Sales Procedures and Strategies, Prospecting and Closing, Negotiation, and Presentation Skills.

Commercial Skills -Training will be provided to Production Staff, Detail Staff, Estimators, Technicians, Sales Staff and Managers. Training topics will include I-CAR Collision Repair Certification; Refinishing Skills, which includes: Vehicle Priming and Sealing, Corrosion Protection Process and Sand, Buff and Detail; Structural Repair Skills, including: Three Dimensional Measuring, High Strength Steels, Aluminum Repair Process, MIG Welding and Straightening Structural Damage; Non-Structural Vehicle Repair Skills, including: Adhesive Bonding, Diagnose Wind Noise and Water Leaks and Spot Welding; and Estimating Skills, which includes: Steering and Suspension System Damage Analysis, Electrical/Mechanical Systems, Advanced Materials and Stationary Glass.

Computer Skills - Training will be provided to all occupations and will focus on job specific software programs. The collision repair industry is in the process of transitioning to a paperless environment and staff will receive training in all necessary software programs to properly exchange data with insurers and other partners. Training topics will include CCC One Software, Michell & Michell Repair Center Software and Alldata Software.

Continuous Improvement - Training will be provided to Technicians, Estimators, Production Staff, Detail Staff and Managers to improve efficiencies and to reduce waste. A lean quality and production improvement system is being instituted by Fresno Body Works and efficiencies are expected to increase by 15% with training. Training topics will include Root Cause Analysis, Lean Concepts, Kaizen Event Strategy and Implementation, Problem Solving and Decision Making, and Inventory Control.

Hazardous Materials – Training will be provided to Technicians, Estimators, Production Staff, Detail staff and Managers to ensure that hazardous materials are handled and disposed of properly. Training topics will include Volatile Organic Compound Training, Emergency Clean-up, and Registration, Evaluation, Authorization, and Restriction of Chemical Substances.

Productive Lab (PL) (Commercial Skills) – PL training will be provided to Technicians and Estimators to supplement Class/Lab training. The delivery of PL training is necessary as trainees will be given real life projects to perform work on. This training will strengthen their understanding of how to complete automotive collision repair services. Training will include course topics that require the technicians' skills to be updated. Estimators' PL training will focus on the correct diagnosis of damage and properly working through the documentation, insurance and pricing processes.

PL training will consist of a normal collision repair duties where the trainer will walk the trainee through the repair process. The trainer will observe the trainee complete the repair and will offer coaching and mentoring throughout the process. During the PL training, output is expected to decrease by 30%. Trainers will be journey-level Technicians or Estimators who are subject matter experts. After the successful completion of a PL training course, the trainer will sign off that the trainee is competent.

Trainees will use the following equipment in PL training: resistance spot welder, mig (metal inert gas) welder, frame rack and measuring system, paint spray guns, paint spray booths, and various hand tools. Staff will be trained on welding of structural parts, measuring vehicle structures, color tinting, plastic repair, and estimating direct repair. All PL training will take place onsite, capped at 24 hours per trainee with a trainer-to-trainee ratio of 1:1.

High Unemployment Area

All trainees in Job Numbers 1 & 2 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno County qualify for HUA status under these standards. Fresno Body Works is requesting

a wage modification to \$15.07 per hour to train 47 trainees in Job Number 1, and a wage modification to \$12.33 per hour to train 10 trainees in Job Number 2.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- ❖ Customer Care Skills
- ❖ Customer Retention
- ❖ Customer Engagement
- ❖ Customer Relationship Building
- ❖ Advanced Sales & Marketing Skills
- ❖ Prospecting and Closing
- ❖ Sales Account Management
- ❖ Advanced Closing Techniques
- ❖ Sales Procedures and Strategies
- ❖ Negotiation Skills
- ❖ Conflict Resolution
- ❖ Communication Skills
- ❖ Presentation Skills

COMMERCIAL SKILLS

- ❖ I-CAR Collision Repair Certification Skills
- ❖ Refinishing Skills
 - Trim & Hardware
 - Surface Preparation
 - Vehicle Priming/Sealing
 - Paint Spray Guns Maintenance & Setup
 - Corrosion Protection Process
 - Sand, Buff & Detail
 - Color Theory & Tints
 - Blending Techniques
 - New Technologies
- ❖ Structural Repair Skills
 - Unibody Alignment
 - Three Dimensional Measuring
 - Repair & Replacement of Outer Body Panels
 - High Strength Steels
 - Aluminum Repair Processes
 - MIG Welding Skills
 - Straightening Structural Damage
 - Glass Replacement
 - Pillars, Rocker Panels, Rails, Front Structures & Floor Pan Replacement
 - Heating, Cooling and A/C Systems
 - Steering & Suspension Systems
 - Advanced Vehicle Systems
- ❖ Non-Structural Vehicle Repair Skills
 - Remove/Install Trim & Hardware

- Adhesive Bonding
- Diagnose Wind Noise & Water Leaks
- Aluminum Cosmetic Damage
- Spot Welding

- ❖ Estimating Skills
 - Steering & Suspension System Damage Analysis
 - Damage on Non-Drivable Vehicles
 - Electrical/Mechanical Systems
 - Stationary Glass
 - Advanced Materials
 - Advanced Vehicles Systems
- ❖ Vehicle Operation, Maintenance, & Troubleshooting
- ❖ Alternative Fuel & Hybrid vehicle Repair Diagnostics
- ❖ Service Procedure & Scheduling
- ❖ Product Knowledge
- ❖ OEM (Original Equipment Manufacturer) Knowledge/Skills

COMPUTER SKILLS

- ❖ CCC One Software
 - Job Costing
 - Production Flow
 - Production Planning – ETAs Times & Dates
 - Internal & External Customer Communication
- ❖ Michell & Michell Repair Center Software
- ❖ CCC Info Systems Software
- ❖ Alldata Software
- ❖ Intermediate & Advanced Microsoft Office

CONTINUOUS IMPROVEMENT

- ❖ Leadership Skills
- ❖ Teambuilding
- ❖ Root Cause Analysis
- ❖ Kaizen Event Strategy & Implementation
- ❖ Lean Concepts
- ❖ Process and Quality Improvement
- ❖ Problem Solving and Decision Making Skills
- ❖ Inventory Control
- ❖ Standard Operating Procedures

HAZARDOUS MATERIALS

- ❖ Completing Material Safety Data Sheets (MSDS)
- ❖ Volatile Organic Compound (VOC) Training
- ❖ Emergency Clean-up
- ❖ Registration, Evaluation, Authorization, & Restriction of Chemical Substances

Safety Training cannot exceed 10% of total training hours per-trainee.
This cap does not apply to Hazardous Materials training.

Productive Lab (PL) Hours

0–24

PL COMMERCIAL SKILLS (1:1 ratio)

- ❖ Body Filler Methods (1.5 hours)
- ❖ Plastic Repair Methods (1 Hour)
- ❖ Mig Welding (1 hour)
- ❖ Mig Brazing Technique (0.5 hours)
- ❖ Color Tinting (3 hours)
- ❖ Spraying/Blending Techniques (2 hours)
- ❖ Measuring Vehicle Structures (1 hour)
- ❖ Alignment Process for Unitized Vehicles (2 hours)
- ❖ Alignment Process for Full Frame Vehicles (2 hours)
- ❖ Aluminum Repair (1 hour)
- ❖ Technical Estimating Skills (1.5 Hours)
- ❖ Estimating Direct Repair Program (1 Hour)
- ❖ Estimating System Software Skills (1 Hour)

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery. Safety training is capped at 10% of total training hours, per trainee excluding Hazardous Materials. PL is capped at 24 hours per-trainee.

DELEGATION ORDER



AB118

Training Proposal for:

El Camino Community College District, Center for Applied Competitive Technologies (CACT)

Agreement Number: ET15-0804

Approval Date: May 4, 2015

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Transportation/Logistics Services Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No BART Chapter SEIU Local 1021; Anaheim Municipal Employees Association (AMEA) ; International Association of Machinists & Aerospace Workers, District Lodge 947; SEIU 721, Amalgamated Transit Union (ATU) Local 1277; SEIU Local 99; Teamsters Local 186, 166 & 952; and International Union of Operating Engineers Local 501.		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL:

All funding will be under the Alternative and Renewable Fuel and Vehicle Technology Program created under AB118.

Program Costs	+	Support Costs	=	Total ETP Funding
\$60,480		\$4,160 8%		\$64,640

In-Kind Contribution:	50% of Total ETP Funding Required	\$127,680
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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	Adv. Technology, Commercial Skills	40	8-200	0	\$808	\$15.07
				Weighted Avg: 42			
2	Retrainee Priority Rate HUA	Adv. Technology, Commercial Skills	40	8-200	0	\$808	\$11.30
				Weighted Avg: 42			

Minimum Wage by County: Job Number 1: \$16.44 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara Counties; \$15.97 per hour for Los Angeles County; \$16.02 per hour for Orange County; \$15.93 per hour for San Diego County; \$15.75 per hour for Sacramento County; \$15.56 per hour for Alpine County; and \$15.07 per hour for all other counties.

Job Number 2 (HUA): \$11.30 per hour for Kern, Riverside, San Bernardino, and Ventura Counties.

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

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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Mechanic		20
Maintenance Worker		19
Shop Lead		19
Technician		19
Manager/Supervisor		2
Senior Manager/Supervisor		1

INTRODUCTION

Founded in 1946, El Camino Community College District, Center for Applied Competitive Technologies (El Camino CACT) is a two-year community college offering academic and vocational education programs. The district established the Center for Applied Competitive Technologies to advance California’s economic growth and global competitiveness. El Camino CACT provides customized training, workshops, and technical assistance to employers.

El Camino CACT (www.elcaminotraining.com) is eligible for funding under the AB118 program as described below. The core participating employers for this proposal are in mass transit, alternative fuels, transportation maintenance, and fleet services. The employer group will

include municipalities, consistent with the Panel's AB118 guidelines, and training will target eligible employers statewide. Approximately 85% of training is expected to be held at El Camino CACT's facility and/or other training vendor locations; the remainder will be conducted at participating employer worksites.

Union Support

A large percentage of trainees are represented by a variety of unions as identified on page one of this proposal memo. El Camino CACT will not commence training for these employees until the respective union support letters have been provided to ETP.

AB 118

This proposal will be funded under the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) created in 2007 pursuant to AB 118 (ET15-0804). This program is administered by ETP in partnership with the California Energy Commission. The overall goal of the AB 118 Program is to support a transition from petroleum-based transportation to alternative and renewable fuels and clean, low carbon vehicle technologies. There is no expenditure of Employment Training Tax funds for the AB 118 Program. Public entity employers are eligible to participate, such as city and county regional transit authorities, fire districts, and law enforcement agencies.

Training is focused on job skills needed to produce and distribute new alternative fuels. Additional skills may include how to design, construct, install, operate, service, and maintain new fueling infrastructure and vehicles.

Active Contract – AB 118

El Camino CACT has an active contract with ETP under the Alternative and Renewable Fuel and Technology Program (AB118) that runs until August 2015 (ET14-0800). Of an estimated 500 trainees, 412 have been enrolled and 370 have received the minimum hours of training. Based on ETP Systems, 15,818 reimbursable hours have been tracked for potential earnings of \$361,780 (96% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress to the end of the training period (05/04/15).

Prior Performance

El Camino CACT held a prior ETP Agreement funded under AB118 in the amount of \$747,460, terminating on March 31, 2013 (ET11-0806). El Camino CACT earned \$350,018 (47%) of the approved amount and 784 trainees completed retention. The current proposal has been "right-sized" to much less than this amount.

According to El Camino CACT, the limited subject matter of training funded under AB118 became a deterrent as recruitment rolled out. The targeted employers (cities, counties, regional transits, and municipalities) were not familiar with the goals of ARFVTP. As a result, the College and its training partners spent the first seven months of the contract educating participating employers about the AB 118 program. In addition, the training curriculum required certifications at course completion and the College faced delays on securing the necessary documentation.

As a result of the issues detailed above, El Camino CACT invested heavily in a SharePoint database system. It has enabled increased communication with partners colleges, real-time

viewing of registration data, easier access to rosters/forms, and a better balance of class scheduling with fewer cancellations.

PROJECT DETAILS

Many of the committed employers have done business with El Camino CACT in the past and have participated in previous Agreements. However, the curriculum has been refined and updated from the previous projects. Outreach has not changed as El Camino CACT continuously markets courses to new and existing clients.

This proposal will provide alternative fuel and related training in a variety of clean air technologies for light and heavy duty vehicles including hybrid-electric, electric, and compressed natural gas. In an effort to reach a wide spectrum of trainees and cover a variety of alternative fuel topics, training will reflect both general principles, as well as manufacturer-specific systems.

El Camino CACT has identified the Advanced Transportation Technology and Energy (ATTE) Centers of Cerritos College and Long Beach City College as the lead training providers for this project. The ATTE Centers were created and placed statewide to help keep California competitive in the advanced transportation and energy technologies. Most of the proposed training will take place in the Southern California area. However, El Camino CACT anticipates that training will likely be extended to additional regions across the state.

Advanced Technology (AT) - Training will be offered to all occupations. El Camino CACT is requesting the AT reimbursement rate for this training. Training requires the use of expensive equipment and instructors: innovative computer software, advanced engines/systems, sophisticated testing equipment and specially trained instructors. Due to the highly technical nature, the trainer-to-trainee ratio will not exceed 1:10 to allow in-depth coverage and personal attention.

Commercial Skills - Training will be offered to all occupations to help them better understand the inner workings alternative fuel technology. Training will also provide trainees with safety standards pertaining to alternative fuel vehicles.

Marketing and Support Costs

El Camino CACT's marketing and recruitment efforts include networking with existing clients, outreach to new businesses, and referrals from community college partners and economic development entities. El Camino CACT staff works closely with the South Bay Workforce Investment Board (WIB), and Pacific Gateway WIB, as well as firefighter and police groups throughout the state to market classes and recruit participants. El Camino CACT utilizes employer evaluations to assess specific training needs and industry trends. For this project, El Camino CACT also worked closely with various transportation organizations to help define course content and identify employers currently utilizing alternative fuel technology.

El Camino CACT has a program administrative team dedicated to project marketing, employer recruitment, needs assessments, trainer selection, and scheduling. Staff recommends the 8% support costs for this project.

High Unemployment Area

All trainees in this proposal work in a High Unemployment Area (HUA) exceeding the state average by at least 25%. Participating employers' locations in Kern, Riverside, San Bernardino,

and Ventura Counties qualify for HUA status and thus, qualify for the Standard Minimum Wage instead of the Statewide Average Hourly Wage.

➤ Wage Modification

For trainees in Job Number 2, the Panel may modify the ETP Standard Minimum Wage by up to 25% if post-retention wages exceed start-of-training wages. El Camino CACT is requesting a wage modification of 25% (from \$15.07 per hour to \$11.30 per hour).

RECOMMENDATION

Staff recommends approval of this proposal with 8% Support Costs and a wage modification of 25% for trainees in Job Number 2.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

Cerritos College ATTE in Norwalk and Long Beach City College ATTE in Long Beach will be providing class/lab Advanced Technology and Commercial Skills training for an amount to be determined.

Additional training vendors may be identified during the Agreement term.

Exhibit B: Menu Curriculum**AB 118 Program****Class/Lab Hours**

8 - 200 Trainees may receive any of the following:

Component No. 1 – Designed for Municipalities***Core AFV Courses*****ADVANCED TECHNOLOGY**

- Hybrid Vehicle Maintenance – For Prius, Insight, & Focus Vehicle Models
- Hybrid Vehicle Maintenance – For Escape Vehicle Models
- Advanced Engine Control Systems & Diagnostics
- CNG Conversions (Dropped Tank Safety Off the Title)
- Cummings CNG Engine/Fuel Systems – Including Engine Operation & Diagnostics, Insight Software, Cylinder Inspector Training & Fitting & Line Training

COMMERCIAL SKILLS

- Hybrid Electrical Safety – All Vehicle Models

Component No. 2 – Designed for Small & Large Fleets (Both Private and Public)***Core AFV Courses*****ADVANCED TECHNOLOGY**

- Hybrid Vehicle Maintenance – For Prius, Insight, & Focus Vehicle Models
- Hybrid Vehicle Maintenance – For Escape Vehicle Models
- Advanced Engine Control Systems & Diagnostics
- CNG Conversions (Dropped Tank Safety Off the Title)
- Electrical – Voltmeter, Schematics, Electricity Principles
- Biofuels – Preprocessing Used Cooking Oil, Feedstock Titration/Sampling, Biodiesel Washing Processes

COMMERCIAL SKILLS

- Hybrid Electrical Safety – All Vehicle Models

Ancillary Courses**COMMERCIAL SKILLS**

- Sustainability Management Systems

Component No. 3 – Designed for Small & Independent Repair Shops***Core AFV Courses*****ADVANCED TECHNOLOGY**

- Hybrid Vehicle Maintenance & Diagnostics
- Advanced Engine Control Systems & Diagnostics

COMMERCIAL SKILLS

- Hybrid Safety – All Models

Ancillary Courses**COMMERCIAL SKILLS**

- Electric Vehicle Basics

CNG (Compressed Natural Gas) Technician Training***Basic Safety Training*****COMMERCIAL SKILLS**

- Intro to CNG Vehicle Safety
- CNG Operation & Basic Maintenance
- Properties & Characteristics of Natural Gas
- CNG Fueling Equipment & Safety Practices
- Emergency Action Plan
- Correct Use of Safety Equipment
- Natural Gas Fueling Station Safety
- Natural Gas Vehicle Technology
- Safe Fueling & De-Fueling of CNG-Powered Vehicles

Fuel System Inspector Advanced Certification Training**ADVANCED TECHNOLOGY**

- Fuel System Inspection
- Properties & Characteristics of Natural Gas
- Types of Cylinders Used in Natural Gas Vehicles
- Codes & Standards Covering CNG Cylinders
- Standards Covering Valves & Pressure Relief Devices
- Cylinder Installation
- Final Disposition
- Cylinder Disposal
- Fuel System De-Fueling

Advanced Diagnostics**ADVANCED TECHNOLOGY**

- Differences Between Standard & CNG-Powered Vehicles
- Integrating Electrical Systems When Converting to CNG
- Diagnostics & Troubleshooting CNG Systems

COMMERCIAL SKILLS

- Safety Protocols

Liquefied Petroleum Gas (LPG) & Compressed Natural Gas (CNG) Fleet Operations & Use**ADVANCED TECHNOLOGY**

- LPG Vehicle Diagnostics & Troubleshooting
- Advanced LPG Engine Diagnostics
- Advanced CNG Engine Diagnostics

- CNG Cylinder Handling & Inspection
- Programmable Logic Controls

COMMERCIAL SKILLS

- Hazardous Materials Transportation & Handling
- Servicing & Maintaining LPG Systems
- LPG Fueling & Operations
- Preventive Maintenance LPG/CNG

Hybrid, Electric, Fuel Cell, & Hydrogen Vehicle System & Infrastructure Use**ADVANCED TECHNOLOGY**

- Advanced Electrical for Hybrid/Electric Vehicles
- Programmable Logic Controls
- Hydrogen Vehicle Systems Infrastructure
- Advanced Diagnostics
- Electric Vehicle System Diagnostics & Training
- Network Electronics Diagnostics and Repair
- PLC/IO Systems Diagnostics

COMMERCIAL SKILLS

- Preventive Maintenance Inspection
- Hybrid Bus Charging, Starting, Electrical Troubleshooting & Repair
- Schematic Reading – Electrical Troubleshooting & Repair
- Hybrid Component Systems Troubleshooting
- Electronic Control Systems & Troubleshooting
- Fuel Cell Systems & Troubleshooting
- Hydrogen Systems & Troubleshooting

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: El Camino CACT

CCG No.: ET15-0804

Reference No: 15-0256

Page 1 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Athens Services

Address: 14048 Valley Blvd.

City, State, Zip: La Puente, CA 91746

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 7

Total # of full-time company employees worldwide: 933

Total # of full-time company employees in California: 933

Company: Bay Area Rapid Transit District

Address: 300 Lakeside Drive, 14th Floor

City, State, Zip: Oakland, CA 94612

Collective Bargaining Agreement(s): BART Chapter SEIU, Local 1021

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

Total # of full-time company employees worldwide: 3,060

Total # of full-time company employees in California: 3,060

Company: City of Anaheim

Address: 955 S. Melrose, MS #19

City, State, Zip: Anaheim, CA 92805

Collective Bargaining Agreement(s): Anaheim Municipal Employees Association (AMEA)

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

Total # of full-time company employees worldwide: 1,922

Total # of full-time company employees in California: 1,922

Company: City of Long Beach Fleet Services

Address: 2600 Temple Ave.

City, State, Zip: Long Beach, CA 90806

Collective Bargaining Agreement(s): Int'l Association of Machinists and Aerospace Workers, District Lodge 947

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

Total # of full-time company employees worldwide: 117

Total # of full-time company employees in California: 117

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: El Camino CACT

CCG No.: ET15-0804

Reference No: 15-0256

Page 2 of 4

Company: City of Whittier

Address: 13230 Penn St.

City, State, Zip: Whittier, CA 90602

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 389

Total # of full-time company employees in California: 389

Company: Complete Coach Works

Address: 1863 Service Court

City, State, Zip: Riverside, CA 92507

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 7

Total # of full-time company employees worldwide: 252

Total # of full-time company employees in California: 155

Company: Gold Coast Transit

Address: 301 E. Third St.

City, State, Zip: Oxnard, CA 93030

Collective Bargaining Agreement(s): SEIU 721

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 166

Total # of full-time company employees in California: 166

Company: Long Beach Transit

Address: 1963 E. Anaheim St.

City, State, Zip: Long Beach, CA 90813

Collective Bargaining Agreement(s): Amalgamated Transit Union (ATU) Local 1277

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

Total # of full-time company employees worldwide: 750

Total # of full-time company employees in California: 750

Company: Los Angeles Unified School District

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: El Camino CACT

CCG No.: ET15-0804

Reference No: 15-0256

Page 3 of 4

Address: 115 N. Beaudry Ave.

City, State, Zip: Los Angeles, CA 90012

Collective Bargaining Agreement(s): SEIU Local 99

Estimated # of employees to be retrained under this Agreement: 8

Total # of full-time company employees worldwide: 226

Total # of full-time company employees in California: 226

Company: MV Transportation

Address: 4620 Westamerica Dr.

City, State, Zip: Fairfield, CA 94534

Collective Bargaining Agreement(s): Teamsters, Local 186

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

Total # of full-time company employees worldwide: 15,961

Total # of full-time company employees in California: 5,257

Company: Omnitrans

Address: 1700 W. 5th St.

City, State, Zip: San Bernardino, CA 92411

Collective Bargaining Agreement(s): Teamsters, Local 166

Estimated # of employees to be retrained under this Agreement: 7

Total # of full-time company employees worldwide: 650

Total # of full-time company employees in California: 650

Company: Orange County Sanitation District

Address: 10844 Ellis Ave.

City, State, Zip: Fountain Valley, CA 92708-7018

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

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

Total # of full-time company employees worldwide: 641

Total # of full-time company employees in California: 641

Company: Orange County Transportation Authority

Address: 550 S. Main St.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: El Camino CACT

CCG No.: ET15-0804

Reference No: 15-0256

Page 4 of 4

City, State, Zip: Orange, CA 92863

Collective Bargaining Agreement(s): Teamsters, Local 952

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

Total # of full-time company employees worldwide: 1,501

Total # of full-time company employees in California: 1,501

Company: Veolia Transportation Services, Inc.

Address: 1611 Naud St.

City, State, Zip: Los Angeles, CA 90012

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 7

Total # of full-time company employees worldwide: 22,000

Total # of full-time company employees in California: 6,500



**Retrainee - Job Creation
Training Proposal for:
FlexCare LLC**

Small Business ≤ \$50,000

ET15-0448

Approval Date: May 4, 2015

ETP Regional Office: Sacramento

Analyst: K. Smiley

CONTRACTOR

- Type of Industry: Services
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 44
 - Worldwide: 44
 - Number to be trained: 59
 - Owner Yes No
- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 11%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,500
- In-Kind Contribution: \$52,050

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 SB <100	Business Skills, Computer Skills, Continuous Improvement Skills	37	8-60	0	\$880	\$16.00
				Weighted Avg: 40			
2	Retrainee Job Creation Initiative SB <100	Business Skills, Computer Skills, Continuous Improvement Skills	22	8-60	0	\$770	\$16.00
				Weighted Avg: 35			

- Reimbursement Rate: Job #s 1 & 2: \$22 SB Non-Priority
- County(ies): Placer County
- Occupations to be Trained: Recruitment Staff, Operations Staff, and Client Relations Staff
- Union Representation: Yes
 No
- Health Benefits: NA

SUBCONTRACTORS

- Development Services: Sierra Consulting Services of Cameron Park assisted with development for a flat fee of \$4,450.
- Administrative Services: Sierra Consulting Services will also assist with administrative services for a fee not to exceed 13% of earned funds.
- Training Vendors: To Be Determined

OVERVIEW

FlexCare LLC (FlexCare), www.FlexCarestaff.com, founded in 2006 and located in Roseville, is a registered nurse staffing agency. FlexCare is certified by the Joint Commission Accreditation of Healthcare Organizations (JCAHO) and provides travel nurses and permanent placement nurses to hospitals across the United States. FlexCare started out as company providing nurses to its California customers but has expanded into a nursing agency that provides nurses to hospitals all over the country.

Need for Training

FlexCare has purchased and installed two new software programs, Sales Force, a Customer Relationship Management (CRM) program and Microsoft Office 360. This software will allow Recruitment and Operations Staff to be more effective and efficient. Sales Force CRM will allow recruiters to effectively find well-qualified nurses for the hospitals they contract with. Microsoft Office 360 will track and manage nurse's work profiles including, certifications, licenses, and assignments.

Out-of-state competitors have an advantage over FlexCare due to economy of scale. These third-party large vendor management companies are able to standardize billing rates for services to hospitals. According to the Company representative, in order for FlexCare to remain competitive they must provide training that enhances their employees skill set.

FlexCare seeks funding to upgrade incumbent workers' skill sets and train newly hired employees. Many of the hospitals they serve have specific requirements regarding nurse experience and licenses. The training will help FlexCare place nurses based on those requirements.

Training is only for full-time permanent employees, not for the nurses being placed on temporary assignments. This is in keeping with the Panel's standards to fund training for a staffing agency such as FlexCare. (Title 22, CCR Section 4427.)

Retrainee - Job Creation

In support of job creation, the Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be reimbursed at a higher rate, and trainees will be subject to a lower-post-retention wage.

FlexCare is experiencing an increased need for effective, experienced and licensed nurses. In the past four months FlexCare has contracted with 50 new hospitals nationwide and has grown at an average rate of 51% since 2007. To accommodate this growth, FlexCare purchased 14,000 square feet of office space in Roseville and are expected to move into the new space in June. FlexCare is projected to hire 70 new full time Recruitment and Operations Staff positions to their company in the next 2 years. The newly hired Recruitment and Operations Staff will recruit, process, and place nursing staff all across the nation.

FlexCare has committed to hiring 22 new employees as shown in Job Number 2 which will include 15 Recruiting Staff and 7 Operations Staff. These will be considered net-new-jobs under the current Agreement. Job Creation Retrainees will receive training in the newly purchased Sales Force CRM software as well as in advanced Excel and Microsoft Office programs.

Training Plan

Business Skills - Training will be offered to all staff related to job duties with the purpose of improving operations and recruitment efficiency and customer service skills. The training will also insure that FlexCare maintains compliance when handling medical documentation. Training will include Business Communication, Compliance Analysis, and Project Management & Methodology.

Computer Skills - Training will be offered to all staff related to job duties with the purpose of expanding and enhancing their skill set in their upgraded internal software system. Training will include Salesforce CRM, Intermediate Microsoft Office, and Intermediate QuickBooks.

Continuous Improvement - Training will be offered to all staff related to job duties with the purpose of improving their team building environment and process capabilities. Training will include Leadership/Coaching, Decision Making, and Time Management.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Communication
- Business Fundamentals
- Business Writing
- Behavior Style Strategies
- Conflict Resolution
- Creative Marketing
- Customer Relationship Management
- Customer Service
- Communication styles
- Cost Control
- Compliance Analysis
- Interpersonal Communications
- Leadership
- Marketing/Sales Techniques
- Negotiating
- Planning and Organization
- Product Knowledge
- Project Management and Methodology
- Project Requirements Analysis and Specifications
- Retaining Customers
- Relationship Building
- Strategic Planning
- Successful Selling Techniques/Sales
- Time Management

COMPUTER SKILLS

- Salesforce CRM
- Microsoft Office 365
- QuickBooks

CONTINUOUS IMPROVEMENT

- Cross Training
- Communication Skills
- Creating a Quality Organization
- Change Management
- Decision Making
- How to Coach and Mentor
- Leadership/Coaching
- Meeting Management
- Production Scheduling
- Production Operations/Workflow
- Process Improvement
- Project Management

- Problem Solving and Decision Making
- Process Capability
- Team Building
- Teamwork Development Skills
- Time Management

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



**Retrainee - Job Creation
Training Proposal for:
Harveys Industries, Inc.**

Small Business ≤ \$50,000

ET15-0423

Approval Date: April 15, 2015

ETP Regional Office: San Diego

Analyst: S. Godin

CONTRACTOR

- Type of Industry: Manufacturing

- Number of Full-Time Employees
 - California: 53
 - Worldwide: 53
 - Number to be trained: 47
- Priority Industry: Yes No
- Owner Yes No
- Out-of-State Competition: Customers Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 13%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$47,762
- In-Kind Contribution: \$25,000

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 SB <100 Priority Rate	Business Skills Computer Skills Continuous Improvement Manufacturing Skills	44	8-60	0	\$988	\$16.02
				Weighted Avg: 38			
2	Retrainee Job Creation SB<100 Priority Rate	Business Skills Computer Skills Continuous Improvement Manufacturing Skills	3	8-60	0	\$1,430	\$13.35
				Weighted Avg: 55			

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority

- County(ies): Orange
- Occupations to be Trained: Administration/Operations Staff, Production Personnel, Marketing/Creative Design Staff, Sales/Customer Service Staff, Inventory/Warehouse Staff, Manager

- Union Representation: Yes
 No

- Health Benefits: Job #'s1 & 2: \$2.18 per hour

SUBCONTRACTORS

- Development Services: Training Funding Source in Seal Beach assisted with development of this project for a flat fee of \$2,800.
- Administrative Services: Training Funding Source will also assist with administration for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Harveys Industries, Inc. (Harveys) is a Southern California based design and manufacturing business founded in 1987 by Dana and Melanie Harvey. The Company’s corporate office and design center operates from a 12,000-square-foot facility in Santa Ana. The Company plans to open retail sales from the same facility soon. The product line includes handbags, laptop totes, carry-on and overnight bags, wallets, and other accessories are manufactured from new and recycled seatbelt material.

Harveys recently completed its first ETP-funded project in which 52 employees were introduced to the basic concepts of process improvement, customer service, marketing techniques, lean manufacturing, and leadership skills. The proposed training plan will continue to build upon the basic skill sets acquired in the first project through the delivery of more advanced training topics.

Harveys is scheduled to open its new factory-retail space in April 2015. This will be the culmination of Company's branding re-direction and market segmentation efforts, which began within the last year. To attract a more trendy and upscale clientele, the Company is adding new silhouettes, colors, and mixed materials to its bags and accessories. This includes a clutch in vinyl and canvas with gold trim inspired by Disney Little Golden Books; and a completely new look for men's messenger bags and briefcases.

(Harveys states that it has gained over one million dollars in new sales from a contract with Disney authorizing use of their artwork. Additional expansion plans include partnering with J. Crew and Urban Outfitters, and increasing Internet sales through Amazon and Zappos websites.

The Company's re-branding efforts will require new skill sets for its staff. Production Personnel (pattern makers, cutters, sewers, and assemblers) must learn to work with different materials/fabrics, and new cutting tools. Selected Operations Personnel will be trained in sales forecasting, production planning, and "bill of materials" management in an effort to reduce costly production mistakes. Sales/Customer Service Staff will receive training in the new point-of-sale software. The Company's plan to further increase its on-line presence will also require new skill sets for selected Marketing and Design Staff in digital photography, videography and typography.

Retrainee - Job Creation

Through its rebranding efforts and new retail space, Harveys has the potential to increase its customer base exponentially over the next two years. To support this expansion, Harveys has committed to hiring at least three new full-time workers (one Inventory/Warehouse Staff and two Sales/Customer Service Staff). The new employees will require extensive training to develop the requisite skills needed to facilitate projected growth.

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

Training Plan

No trainee will receive training topics they received in the prior agreement.

Business Skills – Training will be offered to all occupations. Managers and Sales/Customer service Reps will receive advanced sales/marketing skills and product knowledge to address the Company's expanded customer base and new market segmentation with acumen. Sales Reps will also receive skill sets needed to close and up-sell a higher percentage of sales calls and on-line orders. All occupations will receive communication and team cohesiveness training to improve interactions with both internal and external customers. Managers and selected administrative and operations staff will receive skills training in topics such as budgeting, job costing, purchasing, project management and business development skills.

Computer Skills - Selected employees across all occupations will receive training in various computer software programs as it relates to their specific job function. Sales Staff, Marketing Staff and R&D/Design Staff must become more adept in the use of Social Media, blogging, search engine optimization and e-commerce skills to improve the Company's online presence. Training in Constant Contact Sales Software (an on-line suite of social media monitoring tools) will allow Sales and Marketing Staff to spearhead email marketing campaigns. Production Personnel and Creative Design Staff will receive advanced training in Adobe Photoshop/Illustrator, InDesign Software, digital photography skills and advanced website design. Administrative/Operations Staff and select Managers will receive training in Quickbooks.

Continuous Improvement - Training will be offered to all occupations. A variety of training topics will build upon the skills acquired in the previous ETP Agreement. Training will further streamline processes and improve efficiencies throughout the organization and give workers the effective leadership and critical thinking skills needed to manage performance and process improvements, think strategically, and set appropriate goals for themselves and the organization. Training will allow both frontline workers and Managers/Supervisors to lead process improvement teams and manage and direct the work of subordinates.

Manufacturing Skills - Production Personnel and select Managers will receive training in topics such as equipment operation, maintenance & troubleshooting; good manufacturing processes; pattern making and inspection techniques. Competency in these topics will enable employees to improve production processes and reduce waste.

Trainers/Training Schedule

Training will be delivered by a combination of in-house personnel and training vendors who have not yet been selected. A training schedule for the first three months of training will be submitted to the monitoring analyst at the start-up meeting.

Modifications - Term Length

Harveys is requesting a 24-month Agreement term. This is due to its business cycle (summer is when Harveys manufactures the bulk of its merchandise for Christmas, orders; as such, little training will take place from June through August). A two year term will allow the Company to balance training and production needs, and recruit for Job Creation.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Harveys under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0230	Santa Ana	12/19/12- 12/18/14	\$49,764	\$49,764 (100%)

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- ◆ Customer Care Skills
 - Customer Retention
 - Customer Engagement
 - Customer Relationship Building
- ◆ Advanced Sales & Marketing Skills
 - Suspecting, Prospecting & Closing
 - Sales Account Management
 - Advanced Closing Techniques
 - Sales Procedures & Strategies
- ◆ Sales Forecasting
- ◆ Product Knowledge
- ◆ Negotiation Skills/Conflict Resolution
- ◆ Communication Skills
- ◆ Presentation Skills
- ◆ Budgeting/ Finance Principles
- ◆ Business Writing Skills
- ◆ Job Costing & Purchasing Procedures
- ◆ Team Cohesiveness
- ◆ Time Management
- ◆ Business Development/Project Management
- ◆ Digital Photography Skills

COMPUTER SKILLS

- ◆ Adobe Photoshop/Illustrator/InDesign Software Updates
- ◆ Basecamp - project management software
- ◆ Constant Contact software
- ◆ Shop Keep (Point of Sale Software)
- ◆ E-Commerce
- ◆ MS Office
- ◆ Quickbooks
- ◆ Search Engine Optimization
- ◆ Social Media (Facebook/Tumblr/Pinterest/Twitter, etc.)
- ◆ Survey Monkey software (used to evaluate performance)
- ◆ Travelers/Bill of Materials Management Software
- ◆ CSS/HTML Coding P

CONTINUOUS IMPROVEMENT

- ◆ Inventory Control
- ◆ Standard Operating Procedures
- ◆ Process/Productivity Improvement
- ◆ Quality Improvement
- ◆ Statistical Process Control
- ◆ 5S
- ◆ Lean Manufacturing
- ◆ Scrap Reduction Techniques
- ◆ Zero Waste Methodologies
- ◆ Set-up Time minimization
- ◆ Material Flow Analysis

MANUFACTURING SKILLS

- ◆ Equipment Operation/Trouble Shooting/Preventive Maintenance
- ◆ Good Manufacturing Practices (GMP)
- ◆ Inspection techniques
- ◆ Pattern Making
- ◆ Commercial Photography Skills

Safety Training will be limited to 10% of total training hours per-trainee.

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.

DELEGATION ORDER



**Retrainee - Job Creation
Training Proposal for:
Hollywood Bed & Spring Mfg. Co., Inc.**

Small Business ≤ \$50,000

ET15-0421

Approval Date: April 15, 2015

ETP Regional Office: North Hollywood **Analyst:** E. Fuzesi

CONTRACTOR

- Type of Industry: Manufacturing
Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 80
 - Worldwide: 80
 - Number to be trained: 97
 - Owner Yes No

- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 5%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$20,176
- In-Kind Contribution: \$18,594

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 SB <100 Priority Rate	Business Skills, Computer Skills, Cont. Impr., Manufact. Skills	44	8-60 Weighted Avg: 8	0	\$208	\$15.97
2	Retrainee SB <100 Priority Rate HUA	Business Skills, Computer Skills, Cont. Impr., Manufact. Skills	36	8-60 Weighted Avg: 8	0	\$208	\$11.98
3	Retrainee SB <100 Priority Rate Job Creation Initiative	Business Skills, Computer Skills, Cont. Impr., Manufact. Skills	9	8-60 Weighted Avg: 8	0	\$208	\$13.31
4	Retrainee SB <100 Priority Rate Job Creation Initiative HUA	Business Skills, Computer Skills, Cont. Impr., Manufact. Skills	8	8-60 Weighted Avg: 8	0	\$208	* \$9.98

* The trainees will never be paid less than the statewide minimum wage in effect at the end of retention (Final Payment) regardless of the wages expressed in this table.

- Reimbursement Rate: Job #'s 1-4: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Accounting Staff, Customer Service Staff, Production Staff, Supervisor/Manager
- Union Representation: Yes
 No
- Health Benefits: Job #'s 1 - 3: \$3.00 per hour Job #4: \$0.98 per hour

SUBCONTRACTORS

- Development Services: JVS Business Development (JVS) in Marina del Rey assisted with development for a flat fee of \$2,000.
- Administrative Services: JVS will also provide administrative services for the amount not to exceed 11.5% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1925, Hollywood Bed & Spring Mfg. Co., Inc. (www.hollywoodbed.com) (Hollywood Bed) is a manufacturer and distributor of quality bedding support products including bed frames, bases, rails, supports, and accessories. Headquartered in Commerce, the Company's customer base includes many retail home furnishing and hospitality companies worldwide. This will be Hollywood Bed's second ETP Agreement.

Over the past few years, the bedding industry has become highly competitive, encountering competition from numerous manufacturers in both domestic and foreign markets. As such, Hollywood Bed is continually subject to the risk of losing market share and customers. Consolidations within the industry have magnified these competitive risks; therefore, attracting new customers is key importance to remain competitive. Hollywood Bed invests significant time and resources in research and development to improve its product offerings and introduce new product lines.

Hollywood Bed recently implemented an Enterprise Resource Planning System (ERP) to improve business efficiencies, and control costs. This is especially important because the volume of Internet orders is increasing, and customers are demanding faster shipping. ERP will expedite order processing by linking and automatically downloading orders to the Company's database.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, newly-hired employees will be subject to a lower post-retention wage.

In this proposal, Hollywood Bed has committed to hiring 17 new employees as shown in Job Numbers 3 and 4. Hollywood Bed represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of the contract.

With the introduction of the Company's newest patent-pending product, the E3 Bed Frame, production demands have increased to unanticipated levels. Hiring of new staff is needed to keep up with demand. Training is needed to keep the workflow demands manageable and enhance employee-skill sets to meet Company expectations.

Modifications

High Unemployment Area

All trainees in this proposal work in a High Unemployment Area (HUA). This is a region with unemployment exceeding the state average by at least 25%. The determination of HUA status is based on unemployment data from the Labor Market Information Division of the Employment Development Department. The Company's facility in the city of Commerce qualifies for HUA status under these standards, for trainees in Job Numbers 2 and 4.

➤ Wage Modification

The Panel may modify the ETP Minimum Wage by up to 25% for training in a HUA. Hollywood Bed is requesting this wage modification to \$11.98 in Job number 2, and \$9.98 in Job Number

4, so that lower wage Production Staff trainees can be included in the contract. In Job Number 2, post-retention wages will have to exceed the start-of-training wages. This wage increase does not apply to Job Number 4 (Job Creation).

Temporary to Permanent

Some trainees in Job Numbers 3 and 4 (Job Creation) come under Panel guidelines for “temporary to permanent” employment. Hollywood Bed has retained these employees through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. (Unemployment Insurance Code Section 10201(c).) However, the retention and post-retention wage requirements cannot be satisfied until after they have been hired by Hollywood Bed. Until then, Hollywood Bed will not receive progress payments.

In addition, some of the trainees, both incumbent workers in Job Numbers 1 and 2, and Job Creation, will be employed on a part-time basis during the start of training. Hollywood Bed is aware that retention and post-retention wage requirements cannot be satisfied until the trainee has been placed into a full-time permanent position, and progress payments cannot be invoiced until then.

Training Plan

Business Skills (10%) – Training will be offered to Customer Service Staff and Supervisor/Manager occupations to enhance staff’s communication skills and industry knowledge, to provide excellent service to customers and ultimately close the sale.

Computer Skills (40%) – Training will be provided to all staff, as the new ERP system will impact all departments throughout the organization. These modules will cover inventory control, sales, finance, order entry, billing, accounting, and quality control. Electronic Data Interface (EDI) will introduce trainees to the new software interface helping them process orders more efficiently. In addition, advanced Microsoft Office skills will be delivered to employees tasked with writing correspondence, maintaining databases, and generating reports.

Continuous Improvement (10%) – Training will be provided to Production Staff and Managers/Supervisors focusing on the principles of Six Sigma, trainees will learn new processes, measures, and problem solving methods that promote sustainable quality improvements, minimize downtime and quality control issues.

Manufacturing Skills (40%) – Training will be provided to Production Staff. This training will cover Lean Manufacturing techniques, teaching trainees how to apply critical thinking skills to eliminate wasteful practices, and reduce defects. Cross training in Tool and Die Making will help trainees create the molds for the bedframes. Equipment Operation and Maintenance training will contribute to keeping the business operational to accommodate high customer demands.

Impact/Outcome

Hollywood Bed’s goal, by establishing and maintaining consistency in providing training, is to help trainees learn to perform better, faster, and more efficiently by gaining classroom and hands-on experience in a structured setting. The training outcome will generate a stronger, more productive company with cross-trained employees, updated skills, and stronger teams.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Hollywood Bed under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0155	Commerce	09/19/12- 09/18/14	\$90,558	\$20,306 (22%)

Hollywood Bed reports that low performance was due to the unexpected business impact training on its proprietary E3 BedFrame. This product became very successful in a short period of time, generating a large increase in production demand and sales. This necessitated hiring 50 part-time employees, who received a large number of training hours, but were not eligible for reimbursement by ETP. Many of those employees are now full-time staff. Hollywood Bed is planning on converting more part-time employees into full-time status during the upcoming project.

In order to ensure the success of the proposed contract, Hollywood Bed has implemented administrative tools to help document training. Now that the Company has adjusted to higher production demands by expanding its workforce, these tools will help organize the training process by creating structure and increase accountability company-wide:

- A set training schedule will be published for department heads and supervisors providing dates and times of training sessions;
- Creating a systemized formal training and record keeping process;
- Part of managers' evaluation process will be to make sure their teams receive the necessary training;
- Set up training progress evaluation meetings with leadership and solicit their input to ensure training success.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60 Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service

COMPUTER SKILLS

- Electronic Data Interface (EDI)
- Epicor: ERP
- MS Office (Intermediate/Advance)

CONTINUOUS IMPROVEMENT

- Six Sigma
- Team Building

MANUFACTURING SKILLS

- Equipment Maintenance & Repair
- Forklift
- Lean Manufacturing
- Machinery/Equipment Operation
- Shipping
- Tool and Die Making

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.

DELEGATION ORDER



RETRAINEE - JOB CREATION

Training Proposal for:

Raypak, Inc.

Agreement Number: ET15-0440

Approval Date: April 17, 2015

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura	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: 360	U.S.: 2,600	Worldwide: 6,000
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$54,950		\$0	\$0		\$54,950

In-Kind Contribution:	100% of Total ETP Funding Required	\$65,406
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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	Advanced Tech., Business Skills, Commercial Skills, Computer Skills, Cont. Imp., Mngmt. Skills, Mfg. Skills, PL-Mfg. Skills	185	8-200	0-24	\$270	\$15.07
				Weighted Avg: 15			
2	Retrainee Job Creation Initiative	Advanced Tech., Business Skills, Commercial Skills, Computer Skills, Cont. Imp., Mngmt. Skills, Mfg. Skills, PL-Mfg. Skills	10	8-200	0-24	\$500	\$13.88
				Weighted Avg: 25			

Minimum Wage by County: Job Number 1: \$15.07 per hour for Ventura County; Job Number 2 (Job Creation): \$12.33 per hour for Ventura County.

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

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

Up to \$1.19 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
JOB NUMBER 1		
Production Staff		110
Office/Support Staff		36
Supervisors		25
Managers		14
JOB NUMBER 2		
Production Staff		10

INTRODUCTION

Founded in 1946 and located in Oxnard, RayPak, Inc. (RayPak), a subsidiary of Rheem Sales, manufactures copper-finned boilers and heaters. Products manufactured at the 235,000 square foot facility include residential and commercial boilers, hydronic boilers, storage tanks, pool heat pumps, and electric and gas-fired heaters. RayPak customers include distributors, design build

consultants, contractors, homeowners, and companies worldwide. In 1996, RayPak became the first boiler manufacturer to be ISO 9001 registered.

New products introduced to the market and an increase in sales has contributed to RayPak's need for training. Workers need training to handle this increase in productivity and execute job duties. Training in Lean Manufacturing and technical service training on new products will ensure staff can maintain efficiency while handling larger workloads.

PROJECT DETAILS

To meet demand, RayPak will cross-train Production Staff, and introduce them to the new products line. New products include: a stainless steel commercial tank, a pool heater with touch screen controls, and a stainless steel commercial boiler system.

Trainees will receive classroom and productive lab training in Manufacturing Skills to ensure they can assemble the new products and increase job performance. Additional courses to be delivered include Assembler Cross-Training, Welding Operation, and Press Brake/Punch Press Set-Up.

Staff will also receive training in Business, Computer and Management Skills. To reduce paperwork, tasks such as payroll, accounting, time approval, report production, and succession planning will be performed electronically. As a result, certain staff members will receive training in computer skills.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

RayPak has committed to hiring 10 new employees (Job Number 2). The Company has seen substantial growth in sales over the last few years. In order to meet this demand, RayPak will train newly hired Production Staff to increase productivity and deliver reasonable turnaround times. Trainees will learn to assemble RayPak products, properly run machinery, shipping operations, and various testing required for products manufactured.

RayPak represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Subject-matter experts will deliver all training in-house.

Business Skills (5%): Training will be offered to all occupations. Training in Customer Service will result in better communication and improve customer service quality.

Commercial Skills (10%): Training will be offered to Production Staff and Supervisors in new boiler systems being offered. Training to be delivered is technical and highly specialized for work with hydronic boiler systems.

Management Skills (15%): Training will be offered to Management and Supervisors to improve leadership and management skills.

Computer Skills (10%): Training will be offered to all occupations to increase knowledge in software programs such as Microsoft Office and the Company's human resource information system.

Manufacturing Skills (20%): Training will be offered to Production Staff, Managers, and Supervisors. Training in topics such as Blueprint Reading, Lock-Out/Tag-Out, and Welding will increase efficiency and productivity.

Continuous Improvement (10%): Training will be offered to Office/Support Staff, Supervisors and Managers to properly assess and improve current work processes. Courses to be delivered will enable staff with the knowledge to perform internal audits and test equipment.

Computer-Based Training (30%): Training will be offered to all occupations to familiarize staff with the Company's ERP System (QAD). Trainees will learn various modules within the program that include maintenance, inventory, purchasing, finance, analysis, and project management controls.

Productive Laboratory

Under the Panel's Productive Laboratory (PL) program, trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. Training will be conducted with a 1:1 ratio not to exceed 40 hours per trainee, consistent with Panel standards. This training will be delivered to Production Staff in Manufacturing Skills. This training will include cross-training to run machinery independently as well as complete daily job duties on time.

RayPak has determined that PL training is the most effective way for employees to learn the complexities of various day-to-day operations. A trainer is assigned to the trainee and provides step-by-step instruction and support. Trainees will use power tools, welding equipment, punch press machines, press brakes, and measuring devices.

A checklist is provided for each trainee and tasks are delivered in six phases to ensure the trainee is capable of completing tasks. This includes familiarization of all tooling and equipment required to perform set-ups, adjustments on different machines, load/unload dies on machines using a forklift/crane, measure angles/radius accurately, and single part set-up for operation. The trainer then conducts two evaluations; a mid-training performance evaluation and final performance evaluation. Following PL training, the trainer completes a Skill Evaluation Form and determines if the trainee successfully or unsuccessfully completed the tasks.

Advanced Technology

Production Staff often works with high tech 3-D programs and must be up-to-date with the latest technology in Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM) software. It is important staff receive training in CAD/CAM to meet employer expectations and manufacture the best products possible.

The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

Commitment to Training

RayPak spends approximately \$10,000 annually in training. The Company will continue to deliver training such as Safety Training, On-the-Job Training, and other State and Federal mandated training outside of this ETP project.

RayPak represents that 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 Human Resource Manager will be responsible for the overall coordination of this ETP program. Two support staff members have also been assigned to complete administrative tasks which include scheduling training, enrollments, payments, collecting training rosters and data entry via the ETP Online Tracking System.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service

COMMERCIAL SKILLS

- Product Technical Training (Pool or Commercial)

COMPUTER SKILLS

- Microsoft Office (Advanced/Intermediate)
- Human Resources Information System Self Service

CONTINUOUS IMPROVEMENT

- ISO Internal Auditor
- Engineering Lab Equipment

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Emotional Intelligence
- Performance Management
- Leadership

MANUFACTURING SKILLS

- Assembler 3 Cross-Training
- Assembler 4 Cross-Training
- Lock-Out/Tag Out
- Lean Manufacturing (5S)
- Blue Print Reading
- Forklift Operation
- Welding Operation

AT Hours

0-40

ADVANCED TECHNOLOGY

- Computer-Aided Design
- Computer-AM

Productive Lab Hours

0-40

MANUFACTURING SKILLS (Ratio 1:1)

- Assembler 3 Cross-Training
- Assembler 4 Cross-Training
- Brazing and Welding
- Press Brake Set-Up

- Punch Press Set-Up
- Spotwelding
- American Society of Mechanical Engineers Testing
- CNC Mill
- Shipping Operations
- End of Line Testing
- Engineering Lab Cross-Training
- Technical Service Training

CBT Hours

0-24

MANUFACTURING SKILLS

- ERP-QAD Modules (24 hrs)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee. Productive Lab is capped at 40 hours per trainee.

DELEGATION ORDER



RETRAINEE - JOB CREATION

Training Proposal for:

Skyworks Solutions, Inc.

Agreement Number: ET15-0413

Approval Date: April 16, 2015

ETP Regional Office: San Francisco Bay Area

Analyst: A. Nastari

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing Technology/IT Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Clara, Orange, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 1,055	U.S.: 1,950	Worldwide: 6,398
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	13%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$41,760		\$0	\$0		\$41,760

In-Kind Contribution:	100% of Total ETP Funding Required	\$82,228
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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 Impr, Mfg Skills, HAZWOPER	165	8-200	0	\$144	\$15.14
				Weighted Avg: 8			
2	Retrainee Job Creation Priority Rate	Business Skills, Computer Skills, Continuous Impr, Mfg Skills, HAZWOPER	50	8-200	0	\$360	\$15.14
				Weighted Avg: 18			

Minimum Wage by County: Orange: \$16.02; Santa Clara: \$16.44; Ventura: \$15.07

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, it is not being used to meet Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
IT/Engineering Staff		40
Sr. IT/Engineering Staff		50
Managers		10
Sr. Managers		8
Directors		7
Operations Staff		5
Sr. Operations Staff		5
Quality Staff		10
Sr. Quality Staff		10
Technician Staff		20
Job Number 2		
IT/Engineering Staff		10
Sr. IT/Engineering Staff		10
Managers		2
Sr. Managers		1
Directors		1
Operations Staff		10
Sr. Operations Staff		5
Quality Staff		5
Sr. Quality Staff		2
Technician Staff		4

INTRODUCTION

Skyworks Solutions, Inc., (Skyworks) together with its consolidated subsidiaries Advanced Analogic Technology Corporation (Advanced Analogic Technology) and Isolink, Inc. (Isolink) will participate in this proposal. The Companies design and manufacture high performance analog and mixed-signal semiconductors. Their products consist of low-noise amplifiers and switches for WiFi connectivity; battery chargers and DC/DC converters for smartphone and tablet applications; components for routers, smart meters, home appliances, and security systems; and radio frequency subsystems used in global position systems and medical, military, and wireless transmissions. Customers include Cisco, Ericsson, Foxconn, Fujitsu, General Electric, Google, Honeywell, LG Electronics, Netgear, Nokia, Northrop Grumman, Rockwell Collins, and Samsung.

Headquartered in Woburn, Massachusetts, Skyworks and its subsidiaries are worldwide enterprises with engineering, manufacturing, sales, and service facilities throughout Asia, Europe and North America. In California, there are four manufacturing and design centers: Newbury Park and Irvine (Skyworks), Santa Clara (Advanced Analogic Technologies), and Milpitas (Isolink).

Green/Clean Operations

Skyworks and its subsidiaries have a line of Skyworks Green™ products which are lead-free, Restriction of Hazardous Substances (RoHS) compliant, conform to the EIA/EICTA/JEITA Joint Industry Guide (JIG) Level A guidelines, and are free from antimony trioxide, and brominated flame retardants. Skyworks and its subsidiaries have received certifications such as “Sony Green Partner Certification” and the “Samsung Electronics Eco-Partner Certification” These certifications are a testament to Skyworks’ and subsidiaries’ performance and partnership with its customers.

Nanotechnology

Skyworks and its subsidiaries manufactures its products using nano materials and nano technology to meet customers’ product development.

PROJECT DETAILS

This is the second ETP Proposal for Skyworks and its subsidiaries. During its first Agreement, Skyworks established its in-house training plan, which primarily focused on setting Continuous Improvement processes and delivering a structured curriculum in Computer Skills (specifically in computer languages and quality systems to its Engineers, IT Staff, Production Technicians and Quality Assurance Staff). As a result of the ETP-funded training, Skyworks began implementing improvement processes. With updated skills, its engineering staff worked with clients to design new and upgraded prototypes.

This training proposal will update worker skills to keep up with technology through Class/Lab and E-Learning delivery methods. As quickly as products and systems are being upgraded, so too, must design, engineering, and manufacturing in order to remain competitive. Training will further enhance the skills of workers to design, engineer and manufacture products based on new technological advancements currently in demand.

Retrainee - Job Creation

Under the Retrainee - Job Creation program, training for newly-hired employees will be reimbursed at a higher rate, and trainees will be subject to a lower post-retention wage.

In this proposal, Skyworks and its subsidiaries have committed to hiring 50 new employees (Job Number 2). Skyworks represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into “net new jobs” as a condition of contract.

Skyworks and its subsidiaries have been experiencing high demand for products, especially for components of high performance analog wireless system solutions, network cloud, and supporting infrastructure. For example, the increasing functionalities of smartphones and tablets require an extended battery life. Research shows that annual shipments of smartphones will surpass one billion units by 2016, up from 491 million units in 2011, while shipments of tablets are expected to grow from 73 million units in 2011 to over 250 million units by 2016. Skyworks and its subsidiaries will need to hire in order to meet those demands. Additionally, content providers such as Google, Microsoft, Netflix, Pandora and Amazon, continue to build cloud-based systems and communication technologies (such as Bluetooth and GPS) that require on-demand, high-speed connectivity. Skyworks and its subsidiaries will need to train engineers to keep up with the changing technologies.

Within the next several years, Skyworks and its subsidiaries aim to expand into emerging markets:

- Smart Energy – Smart Grids offering real-time, two-way communications in assessing usage, energy load, and efficiency to utility companies and the consumer;
- Power Management – Integrated circuit products driven by camera LED flash drivers, LED backlight drivers, battery chargers, DC/DC converters and other related analog devices in smartphones, e-book readers and displays, cable modems and LED lighting;
- “Internet of Things” - The Internet continues to evolve as IT and Design Engineers find that most anything can be connected to networks via software and sensors. For example, currently only a small percentage of cars have mobile communications. However, with technological advancements, all new cars are expected to have some form of mobile connection from public safety alerts and reduced fuel consumption, to enhanced entertainment features and increased integration into consumer's smartphone.

Directors

Skyworks and its subsidiaries will train Directors who do not set company policy, and report to Sr. Directors. The Directors participate with other senior managers to establish corporate strategic plans and objectives, and they are involved in the overall responsibility for planning, budgeting, implementing and maintaining costs, methods and employees. They may also interact with customers during negotiations. Directors may have direct reports, which varies by function and department.

Temporary to Permanent Hiring

Skyworks and its subsidiaries estimate that approximately five to ten trainees in Job Numbers 1 and 2 may come under Panel guidelines for “temporary to permanent” employment. Skyworks and its subsidiaries will retain these employees through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. However, the retention and post-

retention wage requirements cannot be satisfied until after they have been hired by Skyworks or its subsidiaries. Until then, the Companies will not receive progress payments.

Training Plan

Business Skills (20%): Training will be offered to all occupations to enrich written and oral communication, improve conflict and meeting management, and improve presentation preparation and delivery skills. Training in product knowledge, cross-functional design and process requirements will increase workers' understanding of products and usage.

Computer Skills (20%): Training will be offered to IT/Engineering, Sr. IT/Engineering, Quality Staff, Sr. Quality Staff, Managers, Sr. Managers, Directors, and Technician Staff. Training will provide the skills necessary to design and implement engineering plans and testing of products.

Continuous Improvement (25%): Training will be offered to all occupations in analytical decision-making, critical thinking, project management skills, cross functional teambuilding, leadership skills, statistics for design engineers, and certifications in APICS Supply Chain and Inventory Management. Training will provide skills necessary to work more effectively across functions and manage increased workload due to continued growth in its product lines and markets.

Manufacturing Skills (35%): Training will be offered to IT/Engineering, Sr. IT/Engineering, Operations Staff, Sr. Operations Staff, Quality Staff, Sr. Quality Staff, Managers, Sr. Managers, Directors, and Technician Staff. Training is required to keep pace with the technological innovation that customers demand.

Certified Safety Training

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. Skyworks represents that HAZWOPER 40 will be limited to trainees who are required to remove hazardous waste onsite, on a full-time basis.

Skyworks plans to deliver HAZWOPER skills to trainees in the occupations of IT/Engineering Staff, Sr. IT/Engineering Staff, Operations Staff, Sr. Operations Staff, Quality Staff, Sr. Quality Staff, Manager, Sr. Manager, and Technician Staff. These occupations come in contact with hazardous materials in performing their jobs including designing RoHS (Restriction of Hazardous Substances) compliant products.

Commitment to Training

The Companies' overall annual training budget is approximately \$400,000, which is used to provide basic new-hire orientation, mandated harassment prevention, diversity and required OSHA training. In addition, it provides first aid/CPR/AED and other related training. It's further utilized to provide training in interviewing skills and conducting performance reviews to its management team. An array of self-paced online training is also available to its workforce. Skyworks and its subsidiaries will continue to provide the above-mentioned training at its own cost, along with any new training that may be mandated by the government.

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

Skyworks and its subsidiaries have a dedicated training staff throughout its California facilities consisting of five individuals responsible for training plan and content design, procurement, course scheduling, delivery coordination and tracking of completion. The Companies have designated two staff persons to meet with ETP staff and administer the ETP project in conjunction with its third party administrator.

LMS

Skyworks and its subsidiaries utilize a Learning Management System (LMS), to assist with scheduling and completion tracking. ETP staff has reviewed and approved it for use on this proposal.

PRIOR PROJECTS

The following table summarizes performance by Skyworks under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0234	Statewide	12/31/2012– 12/30/2014	\$92,800	*\$42,264 (46%)

*Skyworks earned \$42,264 (46%). The Companies attribute low performance to an increase in workload, which didn't allow time to release workers for the planned training. The training plan developed in 2012 was based on workload expectations during the recession; however, in 2013 -2014 work picked up, and demand for its products increased. During that time, Skyworks and its subsidiaries hired 110 workers in California and 1,998 worldwide, but there wasn't sufficient time in the Agreement to provide training to the newly hired workers. Many started training but did not meet the minimum hours. Of the 242 enrolled, Skyworks and its subsidiaries had to drop 176 trainees, which resulted in only 61 trainees completing training. Although the Company retained a third-party to administer the ETP Agreement, it was the inability to release trainees for training that impacted its performance.

Training should be more successful with the new 8 hour minimum. The Company tracked a lot of training hours; however, many of the hours were not reimbursable because trainees did not meet the 24-hour minimum. This proposal has been right-sized, decreasing the weighted average to 8 hours for incumbent and 18 hours for newly hired employees. The Company's training sessions average 4.5 hours; thus 2 training sessions will ensure trainees meet the 8-hour minimum.

DEVELOPMENT SERVICES

Skyworks and its subsidiaries retained Training Funding Partners in Tustin to assist with development of this proposal for a flat fee of \$2,750.

ADMINISTRATIVE SERVICES

Skyworks and its subsidiaries also retained Training Funding Partners to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Building Relationships with Peers and Customers
- Communication Skills for Business
- Creating an Innovation Culture
- Creating Best Practices and Common Design Methodology
- Cultural Effectiveness in Business
- Finance for Engineers/Finance Workshop
- New Products and Devices
- Presentation Content and Delivery Skills
- Strategic Account Management
- Train-The-Trainer Skills
- Understanding Cross Functional Design and Process Requirements
- Writing Skills

COMPUTER SKILLS

- Introduction to JMP (Java Server Pages) Scripting data POWER Network Devices and Applications
- Design Application Skills
- Intermediate/Advanced Microsoft Office Skills (Word, Excel, PowerPoint)
- Programming Skills
- Quality System Application Skills

CONTINUOUS IMPROVEMENT

- Analytical Decision Making/Critical Thinking Skills
- Association for Operations Management (APICS) Certified Supply Chain Professional
- APICS Production and Inventory Management Certification
- Basic and Advanced Project Management Skills
- Coaching and Leadership Skills
- Cross Functional Teambuilding Skills
- Giving and Receiving Feedback
- Internal Auditor Training/Certification
- Resources Planning and Scheduling
- Root Cause Analysis/Problem Solving
- Setting Priorities
- Statistics for Design Engineering

MANUFACTURING SKILLS

- Advanced Engineering Skills
- Agile/Rapid Design
- Amplifiers
- Applied Radio Frequency (RF)
- Certified Interconnect Designer (IPC CID)

- Design Simulation Tools
- Design Tool Proficiency
- Engineer Cross-Training
- Integrated Circuits
- Multi Level Simulation Tools
- New Design and Engineering Methodology
- Potential Failure Mode Effects and Analysis (FMEA)
- Product Realization
- Semiconductors
- Shared WiFi standards
- Switches
- Technology Simulations for Technicians

HAZWOPER

- HAZWOPER

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

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



**Retrainee - Job Creation
Training Proposal for:
U.S. Farm Systems**

Small Business ≤ \$50,000

ET15-0438

Approval Date: April 14, 2015

ETP Regional Office: Sacramento

Analyst: K. Smiley

CONTRACTOR

- Type of Industry: Manufacturing
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 75
 - Worldwide: 77
 - Number to be trained: 85
 - Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 2%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,920
- In-Kind Contribution: \$82,500

SUBCONTRACTORS

- Development Services: Strategic Business Solutions, LLC of Visalia assisted with development services for a flat fee of \$3,490.
- Administrative Services: Strategic Business Solutions, LLC of Visalia will assist with administration for a fee not to exceed 13% of earned funds.
- Training Vendors: To be Determined

OVERVIEW

U.S. Farm Systems (U.S. Farm), www.usfarmsystems.com, is a manufacturer of pumps, agitators, and separators for the dairy industry. U.S. Farm originated in Wisconsin in 1979 as a distributor for Canadian businesses. In 1983, the Company relocated to Goshen, California, and began providing pumping services to the dairy industry nationwide. In 1987, the business again relocated to Tulare, eventually adding a second and third location in Stanislaus County. U.S. Farm has grown into a worldwide distributor of dairy farm equipment, with outreach to China, Mexico and Saudi Arabia.

Need for Training

U.S. Farm has been experiencing growth at a rate of 25% over the last 5 years. In order to keep up with customer demands and industry regulations, U.S. Farm is adding 22,000 square feet to their Tulare location. U.S. Farm also purchased new equipment for Tulare, such as Universal Robotics Welding, Conveyors, Hoists, Cranes and Computer Assisted Machinery Software.

In the previous ETP Agreement, U.S. Farm focused its training efforts on inventory control, Lean Manufacturing principles, team building, process analysis, quality control, and related occupational skills. The current proposal will focus on the newly purchased machinery, and will incorporate the administrative group, increasing their sales and customer service skills. Advanced safety training will also be provided in an effort to insure a safe and efficient workplace.

Retrainee - Job Creation

U.S. Farm has committed to hiring 10 new employees (Job Number 3) as needed for the expansion of the Tulare facility and operation of the new machinery.

In support of job creation, the Panel offers incentives to companies that commit to hiring new employees and newly-hired employees subject to a lower-post-retention wage. The Company represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Productive Lab

U.S. Farm will train 8 Production Workers on Universal Robotics Welding Equipment. This training will be at a much slower pace than regular production and will provide significantly

higher defects as trainees gain proficiency. The training will be conducted by an internal subject matter expert. The trainer will first demonstrate how to use the equipment and then supervise trainees using the equipment. The training will be conducted at the Tulare facility and the trainer will attest to the trainee's competency once training is completed. Training will be under constant supervision with a 1:3 trainer-to-trainee ratio. PL training will be capped at 10 hours per trainee.

Training Plan

Business Skills: Training will be offered to Administration Staff, Sales Representatives, Managers, Supervisors, and Maintenance Workers. Topics will include Sales Account Development, Customer Service and Strategic Planning to increase customer service satisfaction and increase sales.

Commercial Skills: Training will be offered to Maintenance Workers to increase skills regarding maintenance and repair of machinery. This will ultimately increase productivity and facility efficiency. Topics will include Centrifugal Pump Repair and Installation, to increase the facilities effectiveness.

Computer Skills: Training will be offered to Supervisors, Administrative Staff, Sales Representatives, Managers, Production Workers, and Engineering Technicians to increase internal software knowledge. Topics will include Intermediate/Advanced training in Microsoft Office products and Computer Assisted Machinery Software, to enhance production output and increase product management efficiency.

Manufacturing Skills: Training will be offered to Production Workers, Maintenance Workers, Shipping Staff, and Engineering Technicians to increase production knowledge and efficiency. Topics will include Materials Handling Equipment Training and Production Equipment Safe Operation and Maintenance, to increase production output and create a safe working environment.

Continuous Improvement: Training will be offered to all trainees specific to their job duties to increase efficiency in the workplace. Topics will include Leadership, Teambuilding, and Quality Control Training, to increase productivity and reduce production errors.

High Unemployment Area

U.S. Farm is requesting the HUA wage modification for the 13 trainees in Job Number 1 and the 10 trainees in Job Number 3. Tulare and Stanislaus counties qualify for High Unemployment Area (HUA) status based on unemployment exceeding the state average by at least 25%. However, the Company is not asking for a wage modification for 62 trainees in Job Number 2 (Job Creation).

U.S. Farm is requesting a two year term for this agreement. U.S. Farm is requesting a longer term because they are hiring 10 new employees over the next year. The longer term will allow newly hired employees to complete all training during the term of this agreement. A longer term will allow U.S. Farm to compensate for any lost training due to the construction of the facility addition.

PRIOR PROJECTS

The following table summarizes performance by U.S. Farm under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET09-0211	Tulare	08/10/2008- 08/09/2010	\$161,200	\$62,478 (39%)

U.S. Farm's prior performance was negatively affected by several factors. U.S. Farm did not have a formalized training plan, or a training coordinator to monitor delivery; and training hours were not adequately integrated into the work schedule. Training fell behind because the Company needed to increase production due to customer demand.

For the current proposal, U.S. Farm has developed a formalized training plan and identified a training coordinator to monitor progress. U.S. Farm has reconfigured employee schedules to integrate training, significantly decreased their hours per-trainee, consistent with the prior project performance in the interest of creating an agreement that will best meet their company needs.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Sales Account Development
- Customer Service Training
- Strategic Planning
- Financial Strategies/Accounting Principles

COMMERCIAL SKILLS

- Centrifugal Pump Repair and Installation
- Automatic Controls and Gauges Calibration and Repair

COMPUTER SKILLS

- Concept System Software Training
- Computer Assisted Machinery Software Training
- Microsoft Products Training

CONTINUOUS IMPROVEMENT

- LEAN Processes
- Quality Control
- Leadership Training
- Teambuilding
- MSSC Training

MANUFACTURING SKILLS

- Production Equipment Safe Operation and Maintenance
- Materials Handling Equipment Training
- Confined Space Training
- Height Training (Fall Protection)
- Combustible Dust Suppression
- Hazardous Materials Handling, Clean-up, Containment, Spill Prevention

OSHA

- OSHA 10 / OSHA 30

Productive Lab Hours

0-10

Trainees may receive any of the following:

MANUFACTURING SKILLS

- Production Equipment Safe operation and Maintenance (Ratio 1:3)

E-Learning Hours

8-60

BUSINESS SKILLS

- Sales Account Development
- Customer Service Training
- Financial Strategies/Accounting Principles

COMPUTER SKILLS

- Concept System Software Training
- Computer Assisted Machinery Software Training
- Microsoft Products Training

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery. PL is capped at 10 hours per-trainee.

DELEGATION ORDER



Training Proposal for:

Windes, Inc.

Agreement Number: ET15-0439

Approval Date: April 20, 2015

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee	Industry Sector(s):	Services
			Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 150	U.S.: 150	Worldwide: 150
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$81,360		\$0	\$0		\$81,360

In-Kind Contribution:	100% of Total ETP Funding Required	\$189,212
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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	Business Skills, Commercial Skills, Computer Skills, Mgmt. Skills	113	8-200	0	\$720	\$18.00
				Weighted Avg: 48			

Minimum Wage by County: \$16.02 per hour for Orange County and \$15.97 per hour for Los Angeles County.

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

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

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		4
Support Staff		14
Staff Accountant		38
Senior Accountant		24
Manager		21
Senior Manager		12

INTRODUCTION

Founded in 1926, Windes, Inc. (Windes) provides consulting services to publicly traded and privately held businesses, nonprofit organizations, and high-net-worth individuals. Windes offers a full range of capabilities including audit and assurance, tax and accounting, employee benefit services, estate and trust planning, business advisory services, human resources consulting, litigation support, business valuation, and merger/acquisition assistance. The Company has a team of professionals with industry expertise in the financial services, construction, energy, hospitality and leisure, manufacturing, healthcare, nonprofit organizations, real estate, retail, technology, transportation, and distribution. Windes (www.windes.com) is headquartered in Long Beach and has additional offices in Los Angeles and Irvine.

PROJECT DETAILS

ETP-funded training will allow Windes to provide its workers with the skills needed to enhance productivity, streamline business processes, and generate new business. As an alliance member of Baker Tilly International, a global network of accounting and business advisory firms, Windes is constantly seeking ways to grow in a highly competitive industry. In order to grow, the

Company must ensure that its employees stay current on the latest rules, issues, trends, and solutions. As such, the Company has identified five key areas that will be addressed by the training outlined in this proposal:

- **Tax:** Annual changes in tax laws require that employees stay conversant with regulatory compliance matters and tax planning strategies and options available to clients.
- **Audit:** Employees must maintain an optimal level of skill and knowledge to help clients make key business decisions and solidify their creditworthiness with financial institutions, insurance companies, and vendors.
- **Employee Benefit Services:** Employees need technical expertise to clients regarding employee benefit plan administration, compliance issues, and reporting requirements.
- **Support:** Support staff must be aware of changes and upgrades to various business software solutions in order to adequately support the Company's team of accountants.
- **Administration:** The administration team must stay current with changing laws and regulations, industry trends, and business processes to ensure that the Company operates at peak efficiency. Training will also help staff fortify relationships with outside vendors and professional associations.

Training Plan

Training is expected to commence during the first week of May 2015 and will take place at the Company's locations. Training will be delivered by a combination of in-house subject matter experts and outside vendors to be identified during the contract term.

Business Skills (18%) – Training will be offered to all occupations. This training will focus on communication, networking, and business professionalism. Trainees will learn how to achieve desired results and interact more effectively with internal and external customers.

Commercial Skills (71%) – Training will be offered to all occupations and will cover industry specific topics relating to accounting and audits, employee benefit plans, tax updates, business valuation, and pension administration. This training will equip employees with the knowledge to skillfully guide clients through regulatory issues and new business opportunities.

Computer Skills (5%) – Training will be offered to all occupations. This training will help staff become proficient in the use of specialized software packages designed to improve information management and efficiency.

Management Skills (6%) – Training will be offered to Managers. This training is designed to encourage effective leadership through improved mentoring and supervision skills.

Frontline Worker

Windes uses job classifications with Manager and/or Senior in the title. However, the Company has confirmed that most of these employees actively manage projects and spend more than 50% of their time performing frontline work. They may function in a supervisory or lead capacity; however, they do not hire, fire, or make company policy. Therefore, based on the nature and scope of their job duties, the majority of these trainees meet the Panel's definition of frontline workers and are not included in the percentage of managers and supervisors in this proposal.

Commitment to Training

Windes represents that ETP funds will not displace the existing financial commitment to training. The Company's ongoing training efforts include new employee orientation, continuing education courses, and industry conferences. 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 Manager of Operations will oversee internal project administration. In addition, the Company has retained an outside administrative consultant to ensure that all training records adhere to ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Refund Group (TRG) in Irvine assisted with development of this proposal for a flat fee of \$5,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8–200

Trainees may receive any of the following:

BUSINESS SKILLS

- Networking
- Selling Skills
- Providing Feedback
- Communication
- Professional Conduct

COMMERCIAL SKILLS

- Fraud (detection, analysis, inadvertent acts)
- Regulatory Review
- Accounting & Audit Update
- Government Update
- Employee Retirement Income Security Act (ERISA)
- A-133 Audits
- AuditWatch Audit Topics
- Securities Exchange Commission Topics
- Employee Benefit Plan Topics
- American Institute for Certified Public Accountants Topics
- Not for Profit Topics
- Employee Stock Option Plan Topics
- Tax Update
- Summer Technical Updates
- Tax Watch
- Estates & Trusts
- Education Foundation Topics
- Cost Segregation
- Business Valuation
- Pension Administration Topics
- Certified Pension Consultant Distributions

COMPUTER SKILLS

- XCM Solutions
- QuickBooks
- Scheduling Software
- Checkpoint Research
- PwC Comperio
- The Number
- Becker CPE
- Micron CE Manager
- Microsoft Office
- Technology Security Update
- CCH Software Suite

- Adobe Software Suite
- T-Value
- Peachtree
- MAS90/200
- Internal Software

MANAGEMENT SKILLS (Managers/Supervisors only)

- Professional Skills
- Time Management
- Efficiency
- Administration
- Professional Conduct
- Management Workshops – Networking
- Supervisory Skills
- Providing Feedback
- Project Management

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