Memorandum

ETP
Employment Training Panel

To: ETP Policy Committee   Date: December 2,
        Gretchen Newsom, Chairperson   2021
        Janice Roberts, Member
        Rick Smiles: Member

CC: Executive Staff
        Reg Javier, Executive Director
        Peter Cooper, Assistant Director

From: Lis Testa, Policy Manager

Subject: ETP Policy Committee Meeting Agenda Item 5.c.
        Proposal/Action Item Re: 90-Day Tracking Deadline

I.   Brief Issue Statement:

ETP contractors must track their trainee's training hours in ETP's online system. Since we are a performance-based program, and our contract amounts are structured using the formula: # of trainees x # of hours training x reimbursement rate = contract value, this tracking of hours is a vital part of the administration duties for our contractors, and a large part of what our monitors review.

With the new alternatively funded CA Community College and Expansion Fund contracts, given the time sensitive nature of the statutorily required Legislative Report on these programs, ETP implemented a 90-day tracking deadline for these projects – meaning that contractors have 90 days from when training occurred to log the training hours in our systems.

ETP would like to expand the 90-day tracking deadline to all projects.

II.   Background:

Historically, ETP did have a 90-day tracking deadline for all projects. This requirement was removed in August, 2020, since we were not enforcing the deadline.

Adding this requirement back into all of our projects will have many benefits:

- o   Having hours tracked in a timely manner gives a more accurate picture of contract performance when contractors return for an additional contract;

o This helps ETP better manage funding and demand over all – especially important given the extremely high levels of demand we are currently facing;

o Contractors are also able to have a more accurate at-a-glance view of how they are doing on their contracts – this is important not just to have a point-in-time assessment of their contract performance, but also can help them avoid being in a situation where they could realize that they don't have enough hours to fully earn their contract funds;

o Having hours tracked in this timely way will allow contractors more flexibility in the timing of their invoice submissions, potentially allowing them access to funds more quickly than if they delayed tracking hours;

o Not having hours entered into ETP's online system makes the monitoring process difficult for ETP monitors.

In addition, adding this 90-day tracking deadline does not create any additional work for our contractors, since they have to track all of their hours anyway – it just places a time limit on how long they have to complete their tracking duties.

III.   Recommendation:

Staff would like to know if Committee or stakeholders have any feedback or desire for more discussion on these items. Staff also requests approval to bring to Panel for consideration adding the 90-day tracking limit requirement for all projects.