

# PANEL PACKET

January 2022



**Employment Training Panel**



## PANEL NOTICE/AGENDA

**Thursday, January 27, 2022  
9:30 a.m.**

### VIRTUAL MEETING

**Attention:** In accordance with Government Code section 11133, this Panel Meeting will not have a physical presence; but rather, this Panel Meeting will be held through teleconferencing as noticed herein.

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

**Join Zoom Meeting:**

<https://us06web.zoom.us/j/81514570542>

**Webinar ID: 815 1457 0542**

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

**Conference code: 212627**

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

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

<b>Webinar Login</b>	9:00am	Alayna Mollick
For assistance, login and raise your hand or contact <a href="mailto:mario.maslac@etp.ca.gov">mario.maslac@etp.ca.gov</a> or <a href="mailto:alayna.mollick@etp.ca.gov">alayna.mollick@etp.ca.gov</a>		

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<b>Webinar Instruction Intro</b>	9:30am	Alayna Mollick
Virtual: Audio-Alayna/Voice-Panel Only		

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

- Roll Call

Hand-Raise Pause for Public Comment-Alayna

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

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<b>Executive Report</b>	Reg Javier
Virtual: Audio-Reg/Peter/Jaime/Tara/Michael/Voice-Panel Only	Peter Cooper
• Legislative/Budget/Other	Tara Armstrong
• Budget Update and Action on Allocations	Michael Cable
• Request Motion to Adopt Consent	Jaime Guterrez
Calendar Projects/Action	

Panel Date: January 27, 2022

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**Policy Committee Report**

Virtual: Audio-Gretchen/Voice-Panel Only

Gretchen Newsom

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**Presentation with action item re Apprenticeship**

Application Process for FY 22-23

Virtual: Audio-Willie/Voice-Panel Only

Willie Atkinson

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**Review and Action on Proposals**

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

Virtual: Hand-Raise Pause for Public Comment-Alayna

Diana Torres  
Ryan Swier  
Robert Meyer  
Chris Hoover  
Jana Lazarewicz  
Heather Miguel

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

Virtual: Voice available for Panel Only

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**Public Comment on Matters Not on the Agenda**

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

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**Public Meeting Adjourns**

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

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

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



## **REVIEW AND ACTION ON PROPOSALS**

These funding proposals are listed by Regional Offices and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, January 24, 2022, although the Panel may still change the order at the meeting. In regards to those items indicated below as an Amendment, please note that the dollar amount only reflects the proposed amendment amount, and not the total funding amount for the contract. Funding proposals are reviewed by the Panel on a case-by-case basis, and any action on a funding proposal shall not be binding on any other funding proposal.

### **North Hollywood Regional Office**

AAA Plating & Inspection, Inc. -----	\$121,900
Allied Potato, Inc. -----	\$155,940
Building Skills Partnership-----	\$479,218
California Manufacturing Technology Consulting -----	\$599,694
Community Hospitals of Central California dba Community Regional Medical Center -----	\$464,600
District Council 16 Northern California Journeymen and Apprentice Training Trust Fund - Drywall Finishers and Floorcovering Installers-----	\$199,170
District Council 16 Northern California Journeymen and Apprentice Training Trust Fund - Painters -----	\$199,170
Design Machine & Manufacturing Packaging Inc.-----	\$166,980
Professionals in Human Resources Association -----	\$599,440
SonRay Solar, Inc. -----	\$330,510
Sturgeon Services International, Inc. -----	\$345,000
Tarzana Medical Center, LLC dba Providence Cedars-Sinai Tarzana Medical Center -----	\$499,905
The Chamber of the Chino Valley-----	\$249,845

### **San Diego Regional Office**

Axonics, Inc. dba Axonics Modulation Technologies, Inc. -----	\$174,800
Northern California Tile Industry Apprenticeship and Training Trust Fund-----	\$114,053
Orange County Electrical Joint Apprenticeship and Training Trust Fund-----	\$598,590
Pharmapacks, LLC-----	\$275,310
Reliable Energy Management, Inc. -----	\$253,805
Riverside Community College District (CCCCF)-----	\$221,495
Safran Passenger Innovations -----	\$199,410

**San Diego Regional Office** (continued)

Taylor-Listug, Inc. ----- \$480,700

**Economic Development Unit**

Sacramento Employment & Training Agency ----- \$569,333

**San Francisco Regional Office**

Applied Technologies Associates, Inc. ----- \$288,650

Chrisp Company ----- \$397,670

Hunter Industries Incorporated ----- \$256,680

Laborers Health and Welfare Trust Fund for Northern California -- \$595,265

Nibbi Bros. Associates, Inc. ----- \$483,000

Pioneer Circuits, Inc. ----- \$156,078

**Sacramento Regional Office**

Balanced Comfort ----- \$213,210

Conagra Foods Packaged Foods, LLC ----- \$385,020

Elica Health Centers ----- \$289,800

Express Sewer & Drain, Inc. ----- \$232,300

Holz Rubber Company, Inc. ----- \$96,140

Kozy Shack Enterprises, LLC ----- \$409,400

L & S Framing, Inc. ----- \$264,776

Michaels Stores Procurement Company, Inc. ----- \$269,928

PB Loader Corporation ----- \$133,022

Pitman Farms ----- \$402,040

Sheet Metal Workers' Local No. 104 and Bay Area Industry

Training Fund - South Bay ----- \$597,821

Vellutini Corporation ----- \$499,560

Vian Enterprises, Inc. ----- \$96,600

Vino Farms, LLC ----- \$313,260

**Program Projects Unit**

California Labor Federation, AFL-CIO ----- \$462,784

Cepheid ----- \$391,000

Los Angeles Metropolitan Transportation Authority ----- \$497,168

State Building & Construction Trades Council ----- \$596,859

**PROPOSALS APPROVED**  
**BY DELEGATION ORDER FOR 12/07/21 – 01/14/22**

<b>≤ \$75,000</b>	<b>Approved Date</b>	<b>Approved Amount</b>
<b><u>North Hollywood Regional Office</u></b>		
Bandy Manufacturing, LLC	01/12/22	\$29,095
<b><u>San Diego Regional Office</u></b>		
Tait & Associates, Inc. dba Tait	12/30/21	\$74,382
<b><u>San Francisco Regional Office</u></b>		
Arrow Sign Co.	12/30/21	\$22,425
<b><u>Sacramento Regional Office</u></b>		
Emergency Restoration & Cleaning Inc.	12/30/21	\$43,700
<b><u>Program Projects Unit</u></b>		
Diamond Technologies, Inc.	12/30/21	\$59,800



State of California—Labor and Workforce Development Agency

# Employment Training Panel

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# M e m o r a n d u m

To: Panel Members

Date January 27, 2022

From: Reg Javier  
Director

Subject: **Future Meeting Sites**

<b><i>January Panel January 27, 2022</i></b>	<b>Virtual Meeting</b>
<b><i>March Panel March 25, 2022</i></b>	<b>Virtual Meeting</b>
<b><i>May Panel May 26, 2022</i></b>	<b>Virtual Meeting</b>
<b><i>June Panel June 24, 2022</i></b>	<b>Virtual Meeting</b>





**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting  
**Friday, December 17, 2021**

**Panel Members**

Janice Roberts  
Acting Chairperson

Gloria Bell  
Member

Chris Dombrowski  
*Ex-Officio* Member

Ernesto Morales  
Member

Gretchen Newsom  
Member

Rick Smiles  
Member

Douglas Tracy  
Member

Madison Hull  
Member

**Executive Staff**

Reg Javier  
Executive Director

Peter Cooper  
Assistant Director

Michael Cable  
Staff Attorney

**STATE OF CALIFORNIA**  
**EMPLOYMENT TRAINING PANEL**  
Zoom Virtual Meeting  
Friday, December 17, 2021

**I. PUBLIC PANEL MEETING CALL TO ORDER**

Acting Chairperson Janice Roberts called the meeting to order at 9:31 a.m.

**II. ROLL CALL**

Present

Janice Roberts  
Gloria Bell  
Chris Dombrowski  
Gretchen Newsom  
Madison Hull  
Rick Smiles  
Douglas Tracy  
Ernesto Morales

Executive Staff

Reg Javier, Executive Director  
Peter Cooper, Assistant Director  
Michael Cable, Staff Attorney

**III. AGENDA**

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

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

Motion carried, 8 to 0.

**IV. MINUTES**

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

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

Motion carried, 8 to 0.

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

Mr. Javier welcomed the Panel Members, Applicants, and Stakeholders and recognized the following persons in attendance: Robert Meyer, Economic Development Unit; Mario Maslac, Research and Analytics Division Manager; Ryan Swier, North Hollywood Regional Office Manager; and Chris Hoover, Foster City Manager, San Francisco Bay Area Regional Office Manager.

Mr. Javier reported that at today's Panel Meeting there will be close to \$23.3M in proposals, which is represented by 45 projects, including 4 Delegation Orders. There are 12 Community College fund proposals, and one more coming to the next panel meeting. All of today's proposals will be funded through the general fund dollars and all alternative funding guidelines will apply to these projects.

Mr. Javier shared that ETP intends to spend the general fund dollars very quickly and wants to get those funds out in contracts as soon as possible. Because there is a sunset date on the general fund dollars, Staff wants to make sure that contractors have enough time and leeway to be able to perform with the dollars, so that we don't have to give any dollars back.

Mr. Javier stated that at the next Panel Meeting, nearly all the remaining balance of general fund dollars will be contracted out, and then it will be back to spending core funds next month, with the possibility of holding over some of the general fund dollars for projects already in the pipeline.

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

Peter Cooper shared that almost all of the \$13M in proposals today will be funded with the Community College funds. By the January Panel, almost all the Expansion Funds of \$50M and the Community College Funds of \$15M from the State's General Funds will be used up. However, \$2M from the Expansion Fund will be set aside to fund proposals that are in the queue but are not able to be funded by core dollars, such as from the healthcare sector and the public sector.

Mr. Cooper reported that over the past year there has been many transitions and changes. From tightening our belts' when ETP only had \$45M, to ramping up and creating the mechanisms for getting an additional \$86M in General Fund dollars out the door. Mr. Cooper thanked ETP staff for putting in a huge amount of staff time and going the extra mile to make it happen. Mr. Cooper also shared Staff has been putting efficiencies in place and now those efficiencies are bearing fruit; now one of the big challenges will be getting staffed up to process more funding. Additionally, there are two grants that are of great interest to the Governor's Office and really represent ETP broadening its participation in workforce development, including engaging with new organizations and populations.

Mr. Cooper then shared that later today, Chris Hoover will ask for action to adjust the Paid Family Leave Small Business (PFL) Guidelines to make the program more successful. Regarding the SEED grant -- Social Entrepreneurs for Economic Development-- the Governor's office continues to show interest and Staff is working on expanding the program with \$20M for Round 2. This is on top of the initial \$10M. We are just getting the second quarter reports back from the participating organizations and will share their stories with you at a future Panel meeting

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

Tara Armstrong reported that recently her team has migrated a large set of closed contracts, so now Stakeholders are able to see their past contracts. That will be finished up in the next couple months, and then we'll start to be able to see automated efficiencies like Repeat Contractor automation, etc. Staff is also working on having print forms come out of the system, a couple of forms that we've developed which creates a lot of efficiencies for staff.

Ms. Armstrong provided an update on Cal-E-Force Grants, which is part of Cal-E-Force in Paid Family Leave and SEED Grants. Those are being developed and will be opening up in early January for the application process.

Ms. Armstrong shared that staff is working with the State Board CWDB, and have launched their first grant called WAF, the Workforce Accelerator Fund, and are working on Part Two, which is reviewing the applications within the system.

## **VIII. REPORT OF STAFF ATTORNEY**

Staff Attorney Michael Cable reported that the Legislature is in recess until January 3, so there is nothing to report on currently.

## **IX. REPORT OF THE CHIEF DEUPTY DIRECTOR**

Mr. Gutierrez welcomed Panel Members and Stakeholders and provided a summary of the Employment Training Panel's funding.

### **Regarding Funding:**

Today's Panel Meeting is for \$23.3M, which includes \$192,245 in Delegation Orders. If all the proposals scheduled for this Panel Meeting are funded today, the Panel will be approving 45 projects. After today's Panel Meeting, the Employment Training Panel will have approximately \$41.5M left in contracting capacity for the 21/22 fiscal year. We have 291 Pre-applications in process, with an estimated value of just over \$60.3M. There are 99 applications in the Regional Offices and 192 applications in the Application and Assessment Unit (AAU).

### **Regarding Demand and Allocations:**

Mr. Gutierrez shared that ETP is currently within its allocations- \$35.2M in demand for Single Employer Contracts, \$13.1M in demand for Multiple Employer Contractors (MEC) requests, \$4.3M in demand for Small Business, \$399,350 in demand for Critical Proposals, and \$7.4M in demand for Apprenticeships.

Mr. Gutierrez shared that in an effort to be more efficient and streamline Panel Meetings, ETP has expanded which projects are included in the Consent Calendar. In addition to proposals which normally appear on the Consent Calendar, Staff is also including other proposals that are presumably likely uncontested or non-controversial, such as repeat contracts with high priority performance and wages. Of course, as always, Panel Members retain the ability to pull any proposal from Consent in order to hear them.

Mr. Gutierrez requested that at this time, the Panel Members identify which proposals they would like to pull from today's Consent Calendar, if any, and then for a motion to approve the Consent Calendar.

Acting Chairperson Roberts asked if the Panel had any more questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

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

Motion carried, 8 to 0.

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

Ms. Newsom reported the ETP's Policy Committee met on Thursday, December 2 at 1:00pm via Zoom. First, there was a discussion on apprenticeship funding, specifically looking at different ways to handle the application process for apprenticeship projects. This item will be coming back to Committee in January as an action item.

Ms. Newsom reported the Committee approved an action item to bring to Panel today - the suspension of the Net New Job requirement for the Retrainee Job Creation Program. The Committee also approved an action item to bring to Panel today - the collection of wages at enrollment for all ETP projects. We then declined to move forward a request to institute a 90-day tracking deadline to all ETP projects.

Ms. Newsom suggested if anyone has a potential agenda topic for future Committee meetings, please email your suggestions, ideas, or comments to [Elisabeth.testa@etp.ca.gov](mailto:Elisabeth.testa@etp.ca.gov).

The next Policy Committee meeting will be held in mid-January 2022.

## **XI. DISCUSSION OF WAGES AT ENROLLMENT AND NET NEW JOBS REQUIREMENTS**

Elisabeth Testa stated at the Policy Committee Meeting this month, the Committee did pass forward to Panel two items for approval: the collection of wages at enrollment and the suspension of the Net New Jobs requirement.

### **Wages at Enrollment**

Ms. Testa explained that ETP collects wage information on participating trainees in order to make sure that they have successfully completed their retention period. Historically, this information is collected only once during a contract term, and that is at the final invoice for each trainee. This year, ETP did receive additional general funds which started the Expansion Fund and the California Community College Fund programs. These programs have a mandated legislative report that is due next November 2022 and as a part of that legislative report ETP is required to provide wage progression information on the participating trainees. Ms. Testa stated for those projects we are

collecting wages twice during the contract term - once trainees enroll at the very start of their training and then as normal, at the end when they finish their retention period. Collecting it twice allows Staff to gauge wage progression over the course of the contract, which is what is required to be in that legislative report on those programs. Ms. Testa stated they would like to collect wages at enrollment as well as at the final invoice for *all* of projects, and this was the topic that was heard at the December Policy Committee Meeting, which was approved to move forward today for Panel approval.

Ms. Testa shared that, historically, even though Staff had only been collecting wages at the end of the contract, ETP's Legislation and Regulations require wage progression information, which would require Staff to collect wages twice. For example, our legislation section 10201.5 allows wage progression information for HUA trainees. Section 10205(g) requires comparing wages from before and after training for all trainees, so that Staff can perform independent project evaluations.

Ms. Testa stated that section 10214.5(d)(2)(A) allows a similar comparing of wages for seasonal workers and ETP Regulation for 4429(e) requires wage progression for HUA trainees. A few of these codes do only apply to certain populations, such as HUA trainees, which is High Unemployment Area trainees, or seasonal workers. But 10205(g) of ETP's Legislation does require wage progression information on all trainees. If a second data collection point is added for wages at enrollment when the trainees are first beginning training and also keep the wage data collection point at their final invoice, that will bring ETP into compliance with our Legislation and Regulations. Also, having this information about wage progression will help better highlight the larger and far-reaching benefits that ETP programs have and will also give Panel an additional tool when they are looking at the strengths of repeat contractors when they come for their second or additional contracts before Panel.

Ms. Bell thanked Ms. Testa for the presentation and agreed that it is an excellent idea to be able to see where people are at and where they are at the end and she fully support this suggestion.

Eldon Davidson noted that the Community Colleges did look at wage progressions, but they didn't occur in the first two years, it really occurred probably in the second contract, year three or year four. Mr. Davidson then added in regard to wage progressions, longitudinal studies to show them would be useful, but maybe not in the first contract.

Ms. Testa requested approval to collect wages at enrollment, in addition to at the final invoice, for all projects.

Acting Chairperson Roberts asked if the Panel had any more questions.

Hearing none, Acting Chairperson Roberts asked for a motion,

**ACTION:** Mr. Smiles moved and Ms. Bell seconded the approval to collect wages at enrollment in addition to at the final invoice for all projects. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative for approval to collect wages at enrollment in addition to at the final invoice for all projects.

Motion carried, 8 to 0.

## **The Suspension of the Net New Jobs Requirement**

Ms. Testa presented on the suspension of the Net New Jobs requirement in ETP's Retraining Job Creation program. The Retraining Job Creation Guidelines stipulate that trainees who are newly hired into a job must be hired into a net new job, meaning that they cannot simply backfill individuals who have left a current position, but they have to be hired into a newly created position. The new funds that we have for the California Community College Fund and Expansion Funds have removed this net new job requirement from the retraining job creation trainees, which are identified by separate job numbers on those contracts. Staff would like to put this net new job requirement of the retraining job creation program on hold indefinitely, for all of our projects, and would like to reserve the right to review that requirement occasionally to determine if it needs to be reactivated. The Committee did hear this topic at the December 2nd meeting and they moved it to Panel today for approval so again, to give you a little bit more background, the Retraining Job Creation Guidelines were implemented in 2011 in order to incentivize single employers to start hiring people as a result of the high unemployment levels caused by the previous recession. The multiple employer contractors have been consistently encouraged to hire new people through the New Hire Program. In the New Hire Program, trainees are unemployed, when they begin training, which means that single employers cannot participate in the New Hire Program because they all have their trainees already hired when they start training. So that's why we created the Retraining Job Creation Program, for single employers.

In the Retraining Job Creation Program, a single employer can hire a new employee anywhere from 90 days before the contract term starts through anytime during the contract, as long as that trainee can complete their training and retention requirements. Since the overall goal of the Retraining Job Creation Program was actually to help the entire unemployment rate go down, rather than just to incentivize hiring, the net new jobs requirement was added to those guidelines at that time. Staff wanted to make sure that people weren't getting fired and then just replaced and also wanted to make sure that new jobs were being created to help the larger unemployment rate go down. In the new funds from the general fund that we got this year, those projects have suspended this net new job requirement. Staff would like to expand the suspension of that requirement to all of our projects on a temporary basis with the requirement that this be reviewed occasionally.

Ms. Testa requested a motion to approve the suspension of the net new jobs requirement for all projects on a temporary basis until a review of the requirement shows a necessity to reinstate it.

Acting Chairperson Roberts asked if the Panel had any more questions.

Hearing none, Acting Chairperson Roberts asked for a motion,

**ACTION:** Ms. Newsom moved and Mr. Smiles seconded the approval of the suspension of the net new jobs requirement for all projects on a temporary basis until a review of the requirement shows a necessity to reinstate it. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative for approval to the suspension of the net new jobs requirement for all projects on a temporary basis until a review of the requirement shows a necessity to reinstate it.

Motion carried, 8 to 0.

## **Paid Family Leave and Small Business Grant**

Mr. Hoover presented on an action item for changes to the PFL Small Business Grant Guidelines. The Employment Training Panel administers, the PFL Small Business Grant which provides \$1M in California state general fund dollars annually for MEC Multiple Employer Contractor organizations to outreach to California small businesses impacted by the PFL program. The PFL Small Business Grant provides California small businesses that have less than 10 employees currently, \$500 for each employee who utilizes the PFL program to help offset the costs involved with training other employees to cover the duties of this individual on leave. Challenges have arisen with the current program, however. ETP has found the small business eligible business size and small micro grant amount to be too limiting, and this was impacting the success of the PFL Small Business Grant. The eligibility limitation of 10 employees or less, along with the \$500 cap per employee poses a significant risk that the current grant awardees will be unable to satisfactorily perform their grant contracts, therefore, the intended effect of incentivizing the use of the program may not be accomplished and therefore Staff is proposing changes before the Panel to address these limitations.

ETP staff recommends the following changes to the PFL Small Business Grant guidelines. One - Change the eligible size of small business from less than 10 to 100 or less. Two - Raise the micro grant amount payable to each small business per employee utilizing PFL to a minimum of \$1,000 for small businesses between 100 and 51 employees and \$2,000 for small business that have less than or equal to 50 employees in size. These proposed changes will enable the grant awardees to reach more companies and to simultaneously increase the incentive for individual companies to participate. This will help the entire grant to be more successful. Additionally, these proposed changes have been agreed upon by GoBIZ and Labor Agency. Therefore, Staff recommends and requests approval to make these changes to the PFL small business grant guidelines.

Acting Chairperson Roberts asked how businesses that are already in the existing Program will be affected.

Mr. Hoover stated he believes that Staff can amend the existing awardees' contracts and that it can open up their efforts to get the money out easier. A lot of this came from the first quarter report, where there was only five grants awarded. There were two awardees last fiscal year, and Staff should be able to amend their contracts. Mr. Hoover expressed that he has been in communication with them and their subcontractor to keep them abreast of the potential changes and thinks it will help them significantly.

Acting Chairperson Roberts thanked staff for moving all of this \$12.5M to the Community Colleges and also thanked the Community Colleges for their due diligence on preparing these applications to use these funds. This is unbelievable in the amount of time that they had to do this. Acting Chairperson Roberts thanked both the staff and the Community Colleges to utilize these funds that were granted to ETP by the general fund.

Mr. Hoover requested approval of the changes to the Paid Family Leave Small Business Grant.

Acting Chairperson Roberts asked if the Panel had any more questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the changes to the Paid Family Leave Small Business Grant. Acting Chairperson



Roberts called for a vote, and all Panel Members present voted in the affirmative for approval of the changes to the Paid Family Leave Small Business Grant.

Motion carried, 8 to 0.

## **Community College System**

Sheneui Weber, Vice Chancellor, Workforce and Economic Development at the California Community Colleges Chancellor's Office, shared that the California Community Colleges (CCC) has a very long history of providing ETP training to many of their businesses and many of them are small businesses. The CCC really enjoyed a great working relationship with the ETP team both under Stewart Knox when he was Executive Director and now under Reg Javier. The CCC is very excited to enter into this new phase of collaboration expanding this very long standing partnership that we have to serve more Californians and more businesses. Our teams at our colleges are very nimble and responsive to the business community and very responsive in general in how quickly they provided the very detailed applications that the Panel receives and this year's general fund dollars for Community Colleges that our agencies worked really hard together on will help support more businesses recover with equity, particularly small businesses. Ms. Weber shared that this is a very exciting opportunity because it will allow us to better connect our regional strong workforce programs to more employers. Ms. Weber stated that the ETP staff has been very collaborative working with us on this funding and our colleges as well, and we really appreciate ETP's efforts to work to provide the contracts to colleges and thanked Reg for his leadership and continued partnership and support. It's really great to work with someone who sees the bigger picture and not be afraid to innovate, to better serve our state, and so I thank you for your support of this program I look forward to your approval of our colleges proposal and happy holidays everyone.

Acting Chairperson Roberts thanked Ms. Weber for speaking on the Community College's behalf and stated she was very excited to have them collaborating with ETP. They've done an excellent job, they're always very close to 100% performance on almost all their contracts, so the Panel is very proud to have them as part of our program.

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

### **Tab No. 20: Global Power Group, Inc.**

Ms. Torres presented a proposal on behalf of Global Power Group, Inc., a first-time contractor, requesting \$138,000 to train approximately 85 incumbent worker retrainees, as well as 15 newly hired job creation. Their occupations vary from managers and supervisors, and the bulk of which will be maintenance staff and repair staff. The company encourages and actively recruits veterans but will not separate them out in this contract under a separate job number.

Ms. Torres stated there are representatives joining virtually to respond to questions the Panel Members may have and introduced Salvador Ceballos, CFO, Global Power Group and Bill Sacks, Subcontractor, NTCCAL.

Ms. Newsom stated she was looking at their proposal and noticed that part of what Global Power Group does is connected to providing a reliable source of emergency power through generators, but the occupation titles listed in the proposal are maintenance staff and repair staff. Ms. Newsom asked

if those are electricians, because Global Power Group has a C10 license and is supposed to be employing California state-certified electricians to provide this emergency power. Ms. Newsom also asked if they are using apprenticeships to train their electricians on staff.

Mr. Ceballos shared that they do not use state funds that are aimed for electrical apprentices for the general technician group. Mr. Ceballos stated that they do have apprentices that they contract for certified appraisal apprenticeship programs, and the electricians do not in any way participate in the maintenance of generator related equipment. The skill sets required to work in that area involve diesel mechanics, diesel engine mechanics, mechanical skill sets, as well as knowledge of electrical theory. The systems are prepackaged by the manufacturers so it's much like a vehicle where, after it's been put in place, maintenance needs to be provided to them from repairing engines, tuning up engines, and whatnot; so unfortunately there's not any programs out there that can assist us in developing new employees or folks that might have a skill sets in engine mechanics and teach them the control side of the electrical theory. We do not use any apprenticeship programs, we have a whole construction group that actually does the installation of these new applications when construction is needed, and they're the license electricians and are the ones that deal with the installation of the new electrical systems.

Ms. Newsom stated she was glad to hear that and that they are using apprenticeship for those electricians on their staff.

Ms. Torres clarified that on page 2 of 4 the weighted average is showing as 660, obviously that's incorrect and the weighted average is actually 60 hours per trainee.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of the proposal submitted by Global Power Group, Inc. in the amount of \$138,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **Tab No. 21: Sundt Construction, Inc.**

Ms. Torres presented a proposal on behalf of Sundt Construction, Inc., to be funded under the Expansion Funds. They are a priority industry and a repeat contractor requesting \$93,150 to train approximately 90 retrainee incumbent workers. The occupations range from estimation build construction staff, engineering staff, support staff and superintendent and frontline managers. While the company doesn't have a formal targeted veteran program, Sundt does encourage veterans to apply for jobs. Further, veterans are given special consideration when they do apply.

Ms. Torres stated there are representatives joining virtually to respond to questions the Panel Members may have and introduced Jessica Beyer, Sundt Construction and Michelle Rychener, Training Funding Partners.

Ms. Newsom shared that she did have some questions last month when Sundt appeared under Consent, but Staff has since met with her to address her concerns and she has a lot more

clarification now.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Ms. Bell seconded approval of the proposal submitted by Sundt Construction, Inc. in the amount of \$93,150 . Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 22: On-Time Air Conditioning & Heating, LLC**

Mr. Hoover presented a proposal on behalf of On-Time Air Conditioning & Heating, LLC, a priority industry, repeat contractor requesting \$400,200 for an estimated number of 200 retrainees under Job Number 1 and 32 trainees under Job Number 2, Job Creation. ETP training will be delivered across OTA's five locations in Pleasanton, Martinez, Rocklin, San Jose, and Livermore. This is OTA's third ETP project and third in the last five years. While the company doesn't have a formal targeted Veteran program, it encourages veterans to apply. Further, Veterans are given special consideration when they do apply. In this proposal OTA plans to hire 32 new employees under Job Number 2, due to business capacity of growth. OTA reports it's moving from its old Concord location into a new and larger facility in Martinez.

Mr. Hoover stated there are representatives joining virtually to respond to questions the Panel Members may have and introduced Ed Kramer, Training Director and Michelle Rychener, V.P. Training Reimbursement Services, Training Funding Partners Subcontractor.

Ms. Newsom noted that OTA is a residential contractor doing residential construction and asked if they have looked into the opportunity of partnering with a nearby training institute that provides apprenticeship programs, because they do exist in the residential industry.

Mr. Kramer explained that the residential market they're in varies very differently than the commercial application. If they were to hire anybody from the commercial market or bring on, they'd have to train them totally differently. Voltages are different, equipment is different, controls are different, and it's a totally different training we'd have to do.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Hull seconded approval of the proposal submitted by On-Time Air Conditioning & Heating, LLC in the amount of \$400,200. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 23: Premier Medical Transport, Inc.**

Mr. Hoover presented a proposal on behalf of Premier Medical Transport, Inc., a repeat contractor and priority industry, requesting \$497,904 for an estimated number of 60 trainees under Job 1, Job Creation and 204 trainees under Job 2, retrainees. ETP training will mostly occur at the headquarters location, however, some training will occur in the field and ambulances, such as the preceptor training, and in some of the other offices across Los Angeles and Orange Counties. This will be Premier Medical's second ETP contract and second in the last five years. Although this proposal doesn't include a veteran's component, Premier Medical does hire veterans. The company's recruitment efforts include using local workforce agencies like CalJobs to recruit veterans for all open positions. The company plans to hire 60 new emergency medical technicians under Job Number 1 due to business capacity growth.

Mr. Hoover stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Paul Scarborough, President and Jennifer Wang, Senior Vice President- National Training Systems, Inc., Subcontractor.

Ms. Newsom shared that this is one of those proposals that makes her a little bit uncomfortable because of the lower wages for EMTs starting off at \$16.50 and working themselves up to \$19.23. Ms. Newsom noted that this is their second time coming to ETP and asked if they could elaborate on how quickly these EMTs are moving along in their wage progression while they are receiving this training.

Mr. Scarborough explained that their pay scale is above the average, within the higher end for the region. A lot of their competitors use alternate workweek arrangements, where they don't pay overtime until after 10 hours, whereas Premier Medical pays overtime after eight. Mr. Scarborough shared that their employees get a higher wage based on experience, as well. They are paying \$3.10 more than what they were last approved during the last round of funding and they have specialty pay as well for folks that might work neo-natal intensive care unit, ambulances, have a bariatric assignment, and field training officers. Mr. Scarborough explained that they have enhanced their pay quite a bit over the last several years and will continue to do so. And the other levels of service that they provide, whether it's paramedics or nurses or RT's, were much higher with that pay and probably the highest in the industry. Mr. Scarborough shared that they are aggressive in how they pay people and are definitely on the top end for their area.

Acting Chairperson Roberts noted that they have a 19% turnover rate at this point and asked if they increased their wages a bit, if they think they would retain more employees. because 19% is close to ETP's threshold. Acting Chairperson Roberts asked if they are losing a lot of employees because of wages or because of other concerns regarding the pandemic.

Mr. Scarborough stated he doesn't believe they are losing people because of wages, Premier Transport employees work 12 hour shifts or 24 hour shifts and work fewer days in the week so there's a lot of scheduled over time, so their paycheck at the end of the week is much larger than others. The pandemic is causing people to get out of health care, hospitals are struggling to hire nurses across the board, But, as a company, they have paramedic sponsorship programs and are doing things that nobody else is doing. So they are attracting people that want to work for them. And since

last approved, Premier Medical has had 400% growth as a company and that growth is because they are doing something right, so people are attracted to them, and people do want to work for them. There is a lot of scheduled over time so again the paycheck at the end of the day is larger than they would see outside of our industry.

Acting Chairperson Roberts thanked Mr. Scarborough for his comments and stated that the schedules mean a lot to people, the benefits mean a lot to people, so she appreciates that.

Ms. Bell noted that under Job Number 2, wages start for an EMT at \$16.62 and goes up to \$19.23 with an estimated 140 trainees and asked how many of those 140 are really at the higher end of that wage scale as opposed to the lower end of that wage scale.

Mr. Scarborough explained that it's more middle of the road, and that higher pay rate doesn't max out that pay rate. The proposal is just listing what people get paid when they walk in the door, so folks with 10 year experience obviously get more. Additionally, they do have assignment pay, so if people have an assignment on a specialty ambulance or they promote to be in the field training officer, there is enhanced pay as well.

Ms. Bell asked what their qualifying period is for health insurance.

Paul Scarborough replied that it is 60 days.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Hull moved and Ms. Bell seconded approval of the proposal submitted by Premier Medical Transport, Inc. in the amount of \$497,904. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **Tab No. 24: ELS Investments**

Ms. Lazarewicz presented a proposal on behalf of ELS Investments requesting \$203,274. They are a first-time contractor requesting to train a total of 243 workers, including 59 new employees. Training will take place at their location in Rancho Cordova.

Ms. Lazarewicz stated there are representatives joining virtually to respond to questions the Panel Members may have and introduced Kelly Braccio, Controller; Darrell Thompson, CEO; and Keith Brama, Subcontractor, Propel Consulting Group.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by ELS Investments in the amount of \$203,274. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 25: Gilmore Services, Inc.**

Ms. Lazarewicz presented a proposal on behalf of Gilmore Services, Inc. requesting \$303,600. They are a repeat contractor requesting to train a total of 165 workers, including 86 new employees. Training will take place at their three facilities in Placerville, Cameron Park, and Antelope.

Ms. Lazarewicz stated that representatives are joining virtually to respond to questions the Panel Members may have and introduced Mike Olsen, Technical Manager; Nanette Davis, HR Manager; and Keith Brama, Subcontractor, Propel Consulting Group.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion

ACTION: Ms. Bell moved and Ms. Hull seconded approval of the proposal submitted by Gilmore Services, Inc. in the amount of \$303,600. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 26: Sierra Pacific Home and Comfort, Inc.**

Ms. Lazarewicz presented a proposal on behalf of Sierra Pacific Home and Comfort, Inc., requesting \$244,260 to train a total of 177 workers, including 52 new employees. Training will take place at their location in Rancho Cordova.

Ms. Lazarewicz stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Jason Hanson, CEO; Amy Chakmakchyan, Payroll Administrator; and Keith Brama, Subcontractor, Propel Consulting Group.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by Sierra Pacific Home and Comfort, Inc. in the amount of \$244,260. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 27: TimberWorks Construction, Inc.**

Ms. Lazarewicz presented a proposal on behalf of TimberWorks Construction, Inc., a repeat contractor requesting \$451,950 to train a total of 575 trainees, including 80 new employees. Training will take place at their Sacramento location.

Ms. Lazarewicz stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Manny Mercado, Safety Manager; Collin Brown, CEO; Brenda Chard, Manager; Thuy Tran, Office Manager; and Keith Brama, Subcontractor, Propel Consulting Group.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by TimberWorks Construction, Inc. in the amount of \$451,950. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 28: Vino Farms, LLC**

Ms. Lazarewicz presented a proposal on behalf of Vino Farms, LLC, a repeat contractor requesting \$313,260 to train a total of 297 trainees, including 17 new employees. Training will take place at their five facilities in Napa, San Joaquin, San Luis Obispo, Santa Barbara, and Sonoma Counties.

Ms. Lazarewicz stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Veronica Natera, Director of HR and Keith Brama, Subcontractor, Propel Consulting Group.

Acting Chairperson Roberts pointed out that the proposal states they are going to get 100% of their earnings, but they are coming in for another project and are not yet at 70%. Acting Chairperson Roberts expressed concern that they are coming in for another project when they don't have all the hours in for their second project and asked them to explain.

Keith Brama explained he thought the system currently was over 100% and said that specifically on this project, he literally has hundreds of extra rosters so that they are over 100% hours. Mr. Brama stated that he looked recently in the system, so maybe the info provided in the proposal is a little outdated. But regardless, there are stacks and stacks of rosters and can almost guarantee they are over 100% on that project. Mr. Brama shared that on their COVID pilot project, he believes they're at 50% and about halfway through the contract term, so he is comfortable they will get there.

Acting Chairperson Roberts expressed further concern that they are almost tripling the funds requested and still don't have the hours projected for the current project – they haven't met the \$90,000 and now are asking for \$313,000.

Mr. Brama explained that their original core fund project was for \$175,00 and the \$90,000 project was the Covid Pilot for Job Creation. But yes, they are increasing the requested amount due to the massive amount of training they're doing and that they're going to be well over the original project hours.

Furthermore, Ronnie is new to the firm and she's really put together a great, even more detailed and comprehensive training program, so that's kind of where the numbers fell and they didn't feel they were being overly aggressive, but at the same time, with the new 90 day requirement of putting the hours in, they'll definitely have high visibility into that and should they feel they will not get there, they can and will come forward to reexamine the project.

Acting Chairperson Roberts said she was glad to hear that they're going to reevaluate if something goes wrong because we do want to spend these Expansion Funds.

Ms. Bell noted the wages listed under Job Number 2 are \$15 and asked if, with the new minimum wage going up, that is going to increase at their Company and to what amount.

Ms. Natera stated that yes, it will and they are probably going to increase to at least \$16.

Ms. Bell asked if it would then be \$16 to \$20 or \$16 to \$21.

Ms. Natera confirmed it would be \$16 to \$21.

Ms. Bell shared that she understands that they have submitted their rosters, but the rosters are not in yet. Ms. Bell stated that until the rosters are confirmed, she feels uncomfortable approving \$313,000. Ms. Bell said that unless there are any other questions, she would like to make a motion upon verification of those rosters to approve this request for application.

Acting Chairperson Roberts stated that even though they have all those rosters, the Panel is not seeing the hours and asked if there is a chance they can get those hours in so the Panel can get a better feel for this, even if they need to come back next month. Acting Chairperson Robert reminded them that the 130 is the only thing that the Panel Members see and they don't see the bigger picture that ETP staff sees.

Mr. Brama stated he was almost 100% certain they had 100% in already but can commit to getting them in starting now and being done in a few days with the other stacks. Mr. Brama apologized for not having the real time data in front of him but thought they had heard it was well over 100 and agreed with Acting Chairperson Roberts who proposed to come back next month.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.



ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal to table this project and return next panel meeting. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the postponement of this project.

Motion carried, 8 to 0.

**Tab No. 29: El Camino Community College District (CCCF)**

Mr. Swier presented a proposal on behalf of the El Camino Community College District, a repeat contractor requesting \$1,511,016 in funding for 1,186 retrainees and 150 job creation trainees all located throughout California.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Eldon Davidson, Director, Center for Customized Training.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Ms. Hull seconded approval of the proposal submitted by the El Camino Community College District in the amount of \$1,511,016. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 30: Glendale Community College District Professional Development Center (CCCF)**

Mr. Swier presented a proposal on behalf of Glendale Community College District Professional Development Center, a repeat contractor requesting \$1,510,970 in funding to train 588 retrainees, 105 veteran retrainees, and 360 job creation trainees, all located in Southern California.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Ani Keshishian and Kim Edelman.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by Glendale Community College District Professional

Development Center in the amount of \$1,510,970. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 31: Kern Community College District (CCCF)**

Mr. Swier presented a proposal on behalf of Kern Community College District, a repeat contractor requesting \$838,360 to train 809 retrainees, 60 job creation trainees, and 14 new hires with multiple barriers. These folks are going to be located statewide and the contractor is requesting a wage modification for the New Hire Job Number 4.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Dave Teasdale, Executive Director.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Tracy seconded approval of the proposal submitted by Kern Community College District in the amount of \$838,360. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 32: Los Angeles Trade Technical College (CCCF)**

Mr. Swier presented a proposal on behalf of Los Angeles Trade Technical College, a repeat contractor requesting \$1,007,132 in funding to train 1,023 retrainees, 145 job creation trainees, and 138 multiple barrier new hires. All trainees will be located within Southern California and the Union support letter has been included for Service Employees International Union Local 721 within the packet.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Felicito Cajayon, Dean and Steve Moch, Program Manager.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Tracy seconded approval of the proposal submitted by Los Angeles Trade Technical College in the amount of

\$1,007,132. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

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

#### **Tab No. 33: Merritt College (CCCF)**

Mr. Swier presented a proposal on behalf of Merritt College, a first-time contractor requesting \$114,626 in funding for 60 retrainees and 14 job creation trainees, all located within the Bay Area.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Courtney Brown, Department Chair.

Acting Chairperson Roberts thanked them for coming forward for the first time and also being very modest about their request. Acting Chairperson Roberts also stated that she looks forward to seeing many new Community Colleges come through the system, as well.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Hull seconded approval of the proposal submitted by Merritt College in the amount of \$114,626. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **Tab No. 34: Mt. San Antonio College (CCCF)**

Mr. Swier presented a proposal on behalf of Mt. San Antonio College, a repeat contractor requesting \$583,950 in funding for 525 retrainees and 75 job creation trainees, all located within Southern California.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Debbie Wong, Assistant Director, Community & Contract Education.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by Mt. San Antonio College in the amount of \$583,950. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 35: Santa Clarita Community College District (CCCCF)**

Mr. Swier presented a proposal on behalf of Santa Clarita Community College District (SCCCD), a repeat contractor requesting \$1,509,840 in funding for 878 retrainees, 122 HUA retrainees, and 120 job creation trainees, all located within Southern and Central California. The contractor is requesting a HUA wage modification for retrainees in Job Number 3 only.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced John Milburn, VP, Economic & Workforce Development and Jocey Hogan, Administration, SCCCCD.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Hull seconded approval of the proposal submitted by Santa Clarita Community College District in the amount of \$1,509,840. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 36: Butte-Glenn Community College District (CCCCF)**

Mr. Swier presented a proposal on behalf of Butte-Glenn Community College District, a repeat contractor requesting \$1,511,053 in funding for 524 retrainees, 259 job creation trainees, and 142 new hire trainees, located within a Central California. The contractor is requesting a partial HUA wage modification within all job numbers.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Annie Rafferty, Director, Contract Education Training and Development BGCC and Alastair Roughton, BGCC.

Acting Chairperson Roberts asked what a partial HUA is.

Mr. Swier explained that the new system is a little different regarding job numbers. One thing that's different is they used to have different categories for small business and large business, now that's determined by the size of the employer when they enter in that participating employer information.

And in the wage breakdown, you can see that there's different wages for the folks that are in HUA and the folks that aren't in HUA, so it will depend on the employers' location if they fall into a HUA wage or not.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by Butte-Glenn Community College District in the amount of \$1,511,053 . Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **Tab No. 37: Chaffey Community College District (CCCF)**

Mr. Swier presented a proposal on behalf of Chaffey Community College District, a repeat contractor requesting \$881,412 in funding for 523 retrainees and 24 new hire trainees located state-wide.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Jon Fox, Employee Training Liaison and Natalie Weaver, Apprenticeship and Grants and Acting Deputy Director.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by Chaffey Community College District in the amount of \$881,412. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **Tab No 38: College of the Sequoias (CCCF)**

Mr. Swier presented a proposal on behalf of the College of the Sequoias, a repeat contractor requesting \$1,508,630 in funding for 1,493 retrainees and 40 new hire trainees and is located statewide. The contractor is requesting a partial wage modification on all job numbers.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Jorge Zegarra, Director.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by College of the Sequoias in the amount of \$1,508,630. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 39: San Bernardino Community College District (CCCF)**

Mr. Swier presented a proposal on behalf of San Bernardino Community College District, a repeat contractor requesting \$1,510,820 in funding to train 1,300 retrainees, 70 new hire retrainees, 190 new hires, and 40 pre-apprenticeship trainees located statewide. The contractor is requesting a partial HUA wage modification for a Job Number 1.

Mr. Swier stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Deanna Krehbiel and Wendy Lester, San Bernardino Community College.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by San Bernardino Community College in the amount of \$1,510,820. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

**Tab No. 40: SOMA AEC, Inc. dba Oxman College**

Mr. Hoover presented a proposal on behalf of SOMA AEC, Inc. dba Oxman College, a priority industry and repeat contractor requesting \$596,304 in Expansion Funds for an estimated number of 20 small business retrainees under Job Number 1, 20 HUA retrainees under Job Number 2, 100 retrainees under Job Number 3, and 19 job creation trainees under Job Number 4. ETP funded training will be delivered at its approved Bureau of Private Postsecondary Education (BPPE) offices statewide. This project will be Oxman College's sixteenth ETP Contract and its sixth in the last five years. Although this project does not include a Veteran's Job Number, Oxman College offers priority enrollment to veterans into programs, as well as priority hiring for the college's faculty and staff. In this proposal, Oxman College will train 19 net new employees (Job

Number 4). It was carried over from a previous Panel, where we had the net new job requirement in there, so they would like to strike that part of the job creation. The contractor is requesting a wage modification for Job Number 2, the 20 trainees that will be working in an HUA (high unemployment area) with unemployment exceeding the state average by 25% for trainees in an HUA. Panel may reduce the wage to the ETP reduced standard wage by county. They also request a wage modification for these trainees in Job Number 2 from \$20.86 per hour to \$15.65 per hour.

Mr. Hoover stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Michale Dvorkin, President.

Acting Chairperson Roberts thanked Mr. Dvorkin for coming back and noted that six months can make a big difference from when they originally started. ETP had very limited funds, but now there are more funds, with the Expansion Funds.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by SOMA AEC, Inc. dba Oxman College in the amount of \$596,304. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **Tab No. 41: The Shirley Ware Education Center, SEIU-United Healthcare Workers-West**

Ms. Miguel presented a proposal on behalf of The Shirley Ware Education Center, SEIU-United Healthcare Workers-West, a repeat contractor requesting \$584,400 in funding to serve 120 retrainees. This is a statewide contractor to serve trainees advancing in the healthcare career ladder into positions such as surgical technician, radiology technician, and licensed vocational nurse. There is an update to the contractor performance on their ET 21-0142 contract. Currently, there are 4,634 reimbursable hours tracked for potential earnings of \$113,998 which is approximately 66% of the approved amount in their prior contract.

Ms. Miguel stated that there are representatives joining virtually to respond to questions the Panel Members may have and introduced Tarik Scott, Director of External Relations and Kelly Greer, Strategy Workplace Communications.

Acting Chairperson Roberts noticed that their funds increased quite a bit from their last proposal, which was a struggle, and now they are asking for \$584,000 versus the \$173,000 they asked for before. The Panel really likes to see these healthcare contracts come through and asked if they could explain what the increase of funding is for.

Mr. Tarik Scott explained that their initial contract was for a fairly modest number of trainees, 45 vision service associate trainees at Kaiser Permanente. And for the second proposal, they have pretty significantly increased the number of individuals that are training into job titles which are very critical to the COVID-19 pandemic, so the total number of trainees for the current proposal is 120: 16 license vocational nurses, 30 radiology technicians, and 30 surgical technicians. All critical roles with regard to the pandemic, which would explain the increase in requested funding.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

**ACTION:** Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by The Shirley Ware Education Center, SEIU-United Healthcare Workers-West in the amount of \$584,400. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

#### **XIV. OPPORTUNITY FOR PANEL MEMBERS TO REQUEST AGENDAITEMS FOR FUTURE PANEL MEETINGS**

Acting Chairperson Roberts provided an opportunity for Panel Members to request Agenda Items for consideration at a future Panel Meeting.

Ms. Bell noted that of the eight single employer contracts today, all were represented by a subcontractor. Ms. Bell stated that she continues to advocate for simplicity in process for the single employer so that businesses can come directly in for the application process without a subcontractor. Further, of those projects, 50% of those contracts that were approved today had one specific contractor. and she would like to get to the point where companies can come to ETP and be able to apply for grants and training contracts so they can train their people and not make it so difficult.

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

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

Acting Chairperson Roberts shared that she talked to Robert Meyer about going out and marketing to these companies. The support ETP staff has is unbelievable and ETP staff is a real advocate for the employer. Acting Chairperson Roberts shared she thinks that there is a need for going out and looking for those small businesses and ones that can't do it on their own, and hopefully over the next couple months, there will be some more funds for some of those contracts that are without a subcontractor.



Robert Meyer shared that his team has been working a lot more closely with the GOBIZ staff and looking at ways they can engage employers earlier, bringing them into the system. Also, ETP's brand new system requires a lot more education of the contractor ahead of time. There are a lot of companies that are coming in, without consultants, but they're in the process of doing their applications. Additionally, Staff is working a lot with multiple employer contractors for direct handoffs and they've already got some familiarity with ETP, but they are coming in, without consultants. Mr. Meyer noted that the consultants do provide a really valuable service and provide some of the networking that we, as a collective agency, don't really have the bandwidth to provide and so we work closely with them to make sure that the projects are more and more aligned with the current goals regarding small businesses. Staff is doing a lot in terms of engagement of the MEC providers to bring in new businesses and to bring those companies in, so hopefully with some work with Peter Cooper, we will have some expanded support services, as well as an expedited path for these small businesses to come in on their own. And there will be some projects coming in the next few months and Staff is hoping to have them point out what they're doing to reach small businesses and companies coming in ETP.

Phil Herrera noted that with Cal-E-Force streamlining, making the system easier, and good decisions like getting rid of net new hires that we are on the path to making it simple. Mr. Herrera explained that the applications he brings forward are all advanced manufacturers and they look at the other GoBIZ incentives too and it's a real complicated thing with corporations.

Acting Chairperson Roberts thanked Mr. Herrera for getting all his hours in. She explained that Phil is one of the contractors that doesn't take the full 10% of the developmental fee and he's been a really good advocate, very supportive, and very solid contracts.

Willie Atkinson, ETP's AAU Manager, stated regarding the Expansion Funds going into the core funding in AAU, that Staff will still prioritize what applications Panel is looking for, so there will be first timers and, high job creation. AAU will also be working in conjunction with Robert Meyer to make sure that they identify and look at those projects that do not have a subcontractor to make sure that Staff hears Panel's concerns and make sure AAU meets those within ETP's priorities.

Robert Meyer shared that ETP really stepped up the engagement with both GOBiz (Governor's Office of Business and Economic Development) and the California Energy Commission. KLA was one of the originating companies of the new platforms and they're looking at a real onboard computing system that will require so much more processing, so companies like that are going to be really helpful. ETP plays an important part, because it can not only train the technology training, which is something promoted by the Energies Commission, but also the Fundamental Workforce Transition Trainings, helping these workers find training in new technology. It's a good project for ETP. Mr. Meyer acknowledged the opening of the IBEW Training Center in Woodland and shared how he was fortunate enough to take part in the ribbon cutting there last week and lots of support for both the California State Workforce Development Board, but also for ETP. Companies that were there that have utilized the funds, the Training Center, and the Apprenticeship Program, all of the program personnel were very, very appreciative of the support of the Panel. Staff did get a lot of material for the strategic plan and annual report in terms of collateral, photos, stories and so it was just a very exciting afternoon.

**XVI. MEETING ADJOURNMENT**

Acting Chairperson Roberts adjourned the meeting at 11:03 a.m.

## Single Employer Contractor

A single employer, ranging from a small business to a large publicly-traded corporation, may contract directly with the Panel. Usually, these are retraining projects for current employees.

- Unless funded under Special Employment Training (SET), a single employer must face out-of-state competition.
- A single employer must be subject to the Employment Training Tax.
- The employer must also make an “in kind” contribution toward the cost of training, as follows: 1) 100 or fewer employees, at least 50% of the ETP-funded amount; 2) more than 100 employees, at least 100% of the ETP-funded amount.
- The employer must provide union letters of support for employees who are represented. The employer should also be able to show how the training will enhance job security and improve opportunities for advancement.
- A single employer must establish the need for the particular training curriculum proposed.
- The employer must establish its ongoing commitment to training and represent that ETP funds will not displace existing resources.
- All single employer contracts are capped at \$500,000.

These features apply to core program funding.

## Multiple Employer Contractor

A Multiple Employer Contractor (MEC) may be a group of employers or a training agency, or a Workforce Investment Board.

- Up to 8% of program costs may be approved as additional funding for recruitment, placement and assessment activities. For New Hire training, the MEC may receive up to another 4% (total 12%). These costs must be justified.
- The project may be retraining or new hire training, or a combination of both. Training may take place at the worksite or a training center, or both.
- All MECs are capped at \$600,000 and are limited to one contract per Fiscal Year.

### *Retraining*

- Training hours for retrainees are capped at 200. The Panel may modify this cap for good cause on a case-by-case basis.
- The MEC must provide union letters of support for represented employees.
- The MEC must make an “in kind” contribution toward the cost of training, of at least 50% of the ETP-funded amount. These contributions may consist of:
  - 1) wages/benefits paid during training by participating employers;
  - 2) development, recruitment, placement, and assessment costs; and,
  - 3) facility and material expenses.
- The MEC must provide a list of participating employers to demonstrate actual employer demand for the occupational skills in the curriculum.
- The MEC must have a core group of participating employers for at least 80% of the training plan.
- Participating employers must be subject to the Employment Training Tax.
- Participating employers must demonstrate an ongoing commitment to training, and represent that ETP funds will not displace existing resources.

### *New Hire Training*

- Training hours are capped at 260. The Panel may modify this cap for good cause on a case-by-case basis.
- The MEC must have a plan for recruiting trainees and participating employers. As part of this plan, the MEC must have an advisory board of participating employers qualified to provide guidance on needed occupational skills.
- Training must be for job-related skills that apply to specific occupations in a given industry or to specialized occupations across an industry spectrum.
- For all occupations, the MEC should be able to show a statewide or local shortage of skilled workers.

These features apply to core program funding.

## Delegation Order Process

- The Panel has delegated authority to the Executive Director, without consultation with the Panel Chair, to approve (1) small business (100 or fewer employees) for \$75,000 or less, and (2) single and multiple employer proposals for \$75,000 or less.
- This procedure allows projects to be approved on a flow basis. This process recognizes the need for just-in-time training, and reduces or eliminates the need for a Consent Calendar.
- An ETP130 and Curriculum is prepared for each proposal. They are reviewed and approved after the Executive Director signs off. The effective date will be the date specified by the Field Analyst and if no date is specified, the earliest effective date of contract is the day after the project is approved by the Executive Director.
- A copy of approved Delegation Orders is included in each month's Panel Packet, for projects approved prior to the Panel meeting, as an informational item.



# Memorandum

To: Panel Members Date: January 27, 2022

cc: Reg Javier, Executive Director  
Peter Cooper, Assistant Director  
Jaime Gutierrez, Chief Deputy Director

From: Willie Atkinson Jr., Assessment and Program Division Manager

Subject: ETP Panel Agenda Item  
Proposal to Panel Re: Apprenticeship Application Process for FY 22-23

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I. Background:

At the December 2, 2021 and January 14, 2022 Policy Committee Meetings, the recommendations below were presented for informational purposes to solicit and receive any feedback from the Committee members, contractors, stakeholders, and public concerning the Apprenticeship application process. During the latter, the Committee approved a motion to move the new Apprenticeship Application Process for FY22-23 to bring it to the full Panel for review and approval.

II. Brief Issue Statement:

In an effort to streamline processes and create efficiencies for apprenticeship applicants, ETP is considering changing the way we process apprenticeship application.

III. Analysis and Options:

In the continued effort to align with Governor Newsom's goal of expanding the Apprenticeship model and creating 500,000 new apprentices, ETP is seeking to streamline our apprenticeship program.

ETP is considering moving to a new process for funding apprenticeship programs which includes the following elements:

1. **Annual Application Period:** Processing all applications received within an open window allows ETP to assess both total demand for funding and Staff workload resources to develop all proposals for presentation during one Panel meeting.

2. **Funding Per Trainee:** Funding proposals, on a per trainee cost, based on the allocated funding per the coming fiscal year and the total overall demand received during the annual application period.
3. **Verification with Division of Apprenticeship Standards (DAS):** Utilize DAS enrollment data for verification of reported number of apprentices in application funding request.
4. **Streamlined Process:** Establish a renewal process for repeat applicants, revise apprenticeship application, and reformat proposal template to streamline the development process.
5. **Reserve Funds:** Reserve three – five percent of the apprenticeship allocation to fund new/nontraditionally funded apprenticeship programs and/or programs unfamiliar with new annual application period.

IV. Proposed Implementation Timeline:

1. **January 2022:** Present recommendations to Panel members.
2. **Early 2022:** Open application period.
3. **June/July 2022:** Present Apprenticeship proposals to Panel for review and approval.

V. Recommendation:

The ETP is requesting Panel to move and approve the above noted recommendations for a new Apprenticeship Application Process for FY22-23; which states approval shall be effective immediately.



**Retrainee-Job Creation  
Training Proposal for:  
AAA Plating & Inspection, Inc.  
Contract Number: ET22-0224**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Pacerelli

**PROJECT PROFILE**

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate HUA	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 115	U.S.: 115	Worldwide: 115
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$132,500

<b>Total ETP Funding</b>
\$121,900



**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Continuous Imp., Computer Skills, HAZMAT, Manufacturing Skills, PL-Mfg Skills	100	8-200	0	\$1,035	\$16.30
				Weighted Avg.: 45			
2	Retrainee Priority Rate Job Creation Initiative HUA	Continuous Imp., Computer Skills, HAZMAT, Manufacturing Skills, PL-Mfg Skills	10	8-200	0	\$1,840	\$16.00
				Weighted Avg.: 80			

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

**Minimum Wage by County:** Job Number 1: \$16.30 per hour for Los Angeles County (HUA);  
Job Number 2: \$15.00 per hour for Los Angeles County (HUA)

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>JOB NUMBER 1:</b>		
Production Worker		30
		40
Administrative Staff		2
		10
Inspector		10
		2
Manager		2
Supervisor		2
		2
<b>JOB NUMBER 2:</b>		
Production Worker		8
Administrative Staff		2

**INTRODUCTION**

Founded in 1958, AAA Plating & Inspection, Inc. (AAA Plating) ([www.aaaplating.com](http://www.aaaplating.com)) provides surface plating of aircraft parts for protection against corrosion for the aerospace industry. The Company also offers non-destructive testing, Ion Vapor Deposition of Aluminum, and Vacuum Cadmium. This will be AAA Plating's sixth ETP contract and the second within the last five years. AAA Plating first came to ETP as a small business and has since grown to over 100 employees.

## **Veterans Program**

The Company does not have a formal Veterans outreach program; however, all qualified Veteran candidates are encouraged to apply for positions through the normal company hiring policy. AAA Plating currently has Veterans on staff and they will be included in the trainee population.

## **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

AAA Plating expects continued growth over the next two years. As a result, the Company is expanding business capacity by adding new workers to existing functions. Additionally, as stated above, the Company has invested in new equipment. Therefore, the Company has committed to hiring at least 10 additional employees in production and administration (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## **PROJECT DETAILS**

This proposed training differs from training delivered in prior contracts. The last contract focused on AAA Plating's expansion of two new departments: Research & Development and Water Treatment and prior projects focused on manufacturing processes.

In the last four years since the last proposal ended, there have been a lot of changes in company processes, requiring new skills training for employees including aerospace specifications customized for each customer. The Company has also invested \$100K in a new Ion Vapor Deposition (IVD) Chamber, which requires training to operate. New skills received from training will increase productivity, reduce waste, and improve manufacturing processes.

Although some course titles may be similar to prior projects, AAA Plating confirmed that there is no duplication of training and the curriculum will cover new or updated procedures and processes.

## **Training Plan**

**Manufacturing Skills** - Training will be offered to Production Workers, Inspectors, Managers, and Supervisors. Training in good manufacturing practices, equipment operations, paint application techniques and water waste treatment will improve cost and product quality.

**Computer Skills** - Training will be offered to all occupations as it relates to their job function. Training in the Company's new Business Operations Software will be provided to all trainees to easily track and manage employee training initiatives and effectiveness.

**Continuous Improvement Skills** - Training will be offered to all occupations with course topics such as ISO Implementation, Total Quality Management (TQM), Process Improvement and Non-Conforming Product. Training will provide the skills necessary to improve productivity and quality.

**Hazardous Materials** - Training will be offered to Production Workers in charge of handling and disposing of hazardous materials.

## **Productive Laboratory**

Productive Lab (PL) Manufacturing Skills will be offered to 40 Production Workers in the Company's manufacturing process solutions such as Anodize, Cadmium Plate, Passivate, and

Paint services as well as in the new IVD Chamber. Trainees will receive a combination of Class/Lab training along with up to 40 PL hours. Upon completion of PL training, trainees will continue to receive “on-the-job” training at the employer’s expense.

Each PL event is structured with specific skills that trainees must learn and, ultimately, they are evaluated on knowledge, skill, productivity, proficiency, and safety. Trainees will be provided with operating procedures and instruction on the manufacturing process and equipment. Then, the trainees will learn by observation, shadowing the trainer, and completing supervised assignments. PL will be delivered with a trainer-to-trainee ratio of 1:1 to 1:3. Some PL training will have a trainer-to-trainee ratio of 1:3 for processes that requires at three people to operate. Trainers must certify competency for each skill before trainees are allowed to work independently. Trainers will be in-house subject matter experts who are exclusively dedicated to instruction for the entire reported training time.

### **Commitment to Training**

AAA Plating’s annual training budget is \$130,000; however, due to the COVID pandemic, some of this budget was diverted to operations to keep the business running. This budget provides for new employee orientation, government-mandated training, safety, and on-the-job training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Company’s Quality Administrator will oversee the implementation and administration of this project with one staff member who will be assisting in the scheduling of trainees and collection of training records. Training will begin upon ETP approval and will be delivered by in-house subject matter experts.

### **High Unemployment Area**

Trainees (Job Numbers 1 and 2) work in Compton (Los Angeles County), a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%.

#### ➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. The Company is requesting this modification from the ETP standard minimum to the HUA minimum wage (from \$21.73 per hour to \$16.30 per hour in Job Number 1 and from \$18.11 per hour to \$16.00 per hour in Job Number 2).

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0189	Compton	10/07/15 10/06/17	\$95,400	\$92,603 (97%)

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

N/A

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

8-200 hours

Trainees may receive any of the following:

**Manufacturing Skills**

- Manufacturing Processes
- Equipment Operation
- Non-Destructive Testing
- Paint Application Techniques
- Waste Water Treatment

**Continuous Improvement Skills**

- Customer Excellence
- Process Improvement
- Non-Conforming Product
- Quality Management
- Team Building
- Problem Solving
- Decision Making
- ISO Implementation
- Research & Development

**Computer Skills**

- Business Operations Software
- Microsoft Office (Advanced & Int.)

**Hazardous Materials Skills**

- Hazardous Materials Handling
- Hazardous Materials Waste
- Hazardous Materials Monitoring & Cleanup

**PL Hours (1:3)**

0-40

Trainees may receive any of the following:

**Manufacturing Skills**

- Set up and Job Preparation
- Manufacturing Process
- Equipment Operation
- Non-Destructing Testing
- Paint Application
- Waste Water Treatment

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

**Training Proposal for:**

**Allied Potato, Inc.**

**Contract Number: ET22-0223**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** J. Romero

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Agriculture (11)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 94	U.S.: 181	Worldwide: 181
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$173,500

<b>Total ETP Funding</b>
\$155,940

**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	37	8-200	0	\$1,380	\$21.57
				Weighted Avg: 60			
2	Retrainee HUA Priority Rate	Business Skills; Commercial Skills; Computer Skills	60	8-200	0	\$1,380	\$16.17
				Weighted Avg: 60			
3	Retrainee Job Creation Priority Rate	Business Skills; Commercial Skills; Computer Skills	12	8-200	0	\$1,840	\$17.64
				Weighted Avg: 80			

**Minimum Wage by County:** Job 1: \$21.57; Job 2: 16.17 (HUA); Job 3: \$17.64 (Job Creation) 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 \$2.50 per hour may be used to meet the Post-Retention Wage in Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Administrative 1		14
Administrative 2		8
Administrative 3		5
Team Lead		5
		5
<b>Job Number 2: HUA</b>		
Laborer		33
Mechanic		11
Driver		16
<b>Job Number 3: Job Creation</b>		
Administrative 1		2
Laborer		5
Mechanic		2
Team Lead		3

## **INTRODUCTION**

Founded in 2009, and headquartered in Bakersfield, Allied Potato, Inc. (API) (<https://alliedpotato.com>) is a potato growing and packing company with operations in Bakersfield, Oregon, Washington and Colorado. The Company produces and distributes quality chipping potatoes for potato chip and French fry manufacturers globally. Its produce ranges from russets, reds and yellows, and seed potatoes. API also grows tomatoes and red, white and yellow onions. The majority of API's business comes from potato chip manufacturers in Canada, Asia, the Caribbean and Central America who value API's consistency in growing, packing and shipping superior quality potatoes year round. API's corporate office is located in Bakersfield with farming and packing facilities supporting the full year potato supply for all its other farming locations nationwide. Only employees from the Bakersfield location will participate in this ETP proposal.

The Company expects to increase sales by up to 10% per year with the increase in product demand from existing and potential buyers in its industry as they now offer additional variety of crops including vegetables such as onion, garlic and tomatoes. In response to this projection, the Company acquired new processing equipment, implemented new tracking software and upgraded its electric consumption to solar powered technology at a cost of \$2.4M which will require training on the upkeep and management of this equipment. In addition, API is in the process of installing a new irrigation pipe with automation systems to limit API's water usage used in crop production by 20%, to minimize its impact on the environment. This will also require training on new equipment and methodologies of managing and training irrigators and pipe crews on handling this pipe and irrigation for growing crops, thus reducing water usage.

With the technology upgrades implemented by API, employees need training to utilize and operate the new system and equipment in order to achieve efficiency in company processes. For this proposal, API plans to train employees in all areas of the business for trainees to fully understand the product and processes start to finish. Training will give employees new skillsets to perform their job to meet industry standards. Employees also need to be cross trained in multiple fields of production to meet the new shift in production demands. The skillsets gained from the training will also increase the marketability of employees for internal upper-mobility that are transferable within and outside the industry.

### **Veterans Program**

Although there is no separate Veterans component in this project, API employs Veterans through their normal hiring practices.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

API is committed to creating jobs and opportunities in California. With the easing of restrictions to do business, the Company expects an increase in sales and demand for their products in the next 2 years. The Company plans to hire 12 new employees (Job Number 3). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.



## **PROJECT DETAILS**

This is API's first ETP contract.

### **Training Plan**

**Business Skills:** This training will be offered to all occupations. Trainees will receive training in course topics such as Sales Skills, Communication Skills, Customer Service, Financial Analysis and Reporting, Inventory Control, Project Planning and Problem Solving and Decision Making. This training will result in higher customer satisfaction, process efficiency and increased in product sales.

**Computer Skills:** This training will be offered to all occupations. Training will include the proper usage and navigation of the newly implemented tracking software to ensure all changes are made to maximize the benefit to the Company. This includes tracking the product from field prep, to plantings, irrigation, harvest, through the preparation of the finished product for shipping.

**Commercial Skills:** This training will be offered to all occupations. Trainees will participate in various Commercial Skills topics specific to their job duties such as Chemical and Fertilizer Application, Huller Operations, Irrigation and Nitrogen Management and Food Safety Regulation. Skills gained will improve overall productivity and cost reduction.

### **High Unemployment Area**

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

#### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages.

The Company is requesting this wage modification for trainees in Job Number 2 from \$21.67 to \$16.17 per hour.

#### **Commitment to Training**

API spends approximately \$300,000 annually for training. The Company will continue to fund training on OSHA-mandated safety regulations, sexual harassment prevention, new-hire orientations, basic computer skills training, and on-the-job production skills training after the proposed project ends.

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 owner and President of API will oversee the training and administration of this contract, assisted by 4 internal staff: Operations Manager, Quality and Compliance Manager, Human Resources Director and Human Resources Generalist who will develop training sessions and deliver training. The Company has retained an administrative sub-contractor to assist with administration. The Company's HR Generalist will collect rosters which will be transmitted to the administrative sub-contractor.

### **DEVELOPMENT SERVICES**

The Company retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal for a flat fee of \$10,000.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8 – 200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Computer Reporting
- Communication Skills
- Customer Service
- Employee Management
- Financial Analysis & Reporting
- Inventory Control
- Leadership
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Project Planning
- Sales Skills

**COMMERCIAL SKILLS**

- Chemical & Fertilizer Application
- Chemical Identification and Handling
- Drip Tape Management
- Equipment Operations
- Fertilizer Injection
- Food Safety Regulations
- Forklift Training
- Huller Operations
- Irrigation Management
- Nitrogen Management
- OSHA 10
- OSHA 30
- Processing Techniques
- Soil Probe & Weather Station use
- Tool Operation

**COMPUTER SKILLS**

- Agrian
- Famous
- Intermediate/Advanced MS Office
- Kronos
- Phyttech

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:

**Applied Technologies Associates, Inc.**

**Contract Number: ET22-0236**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** A. Salinas

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Luis Obispo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of Employees in:	CA: 400	U.S.: 1,150	Worldwide: 1,700
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$323,467

<b>Total ETP Funding</b>
\$288,650

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Computer Skills, Continuous Impr, Manufacturing Skills, OSHA 10/30	170	8–200	0	\$1,495	\$21.86
				Weighted Avg: 65			
2	Priority Rate Job Creation Initiative	Computer Skills, Continuous Impr, Manufacturing Skills, OSHA 10/30	15	8–200	0	\$2,300	\$20.00
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1:** \$21.86 per hour for San Luis Obispo County.

**Job Number 2:** \$17.64 per hour for San Luis Obispo County

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Managers		22
Engineers		54
Administrative Support		10
		6
Production Staff		15
		15
Operation Staff		15
		23
		10
<b>Job Number 2: Job Creation</b>		
Managers		3
Engineers		3
Production Staff		9

**INTRODUCTION**

Founded in 1986 and headquartered in Paso Robles, Applied Technologies Associates, Inc. (ATA) ([www.ata.com](http://www.ata.com)) designs, builds, and manufactures oil industry technology products. Its products include borehole surveying instruments (both gyroscopic and magnetic), MWD (measurement while drilling) systems, and production logging systems. ATA engineers and manufactures all of

its directional drilling technology products, while also designing and producing the full suite of state-of-the-art sensors required by all of these technologies. ETP training will be delivered at ATA's headquarters in Paso Robles. This will be ATA's fourth ETP Contract, and its fourth within the last five years.

### **Veterans Program**

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

### **PROJECT DETAILS**

Previous ETP funding allowed the Company to cross-train on equipment and processes that its trainees may not otherwise have been exposed to while offering courses in Continuous Improvement (e.g. - Decision Making & Conflict Resolutions), Manufacturing Skills (e.g. - Assembly Skills & Product Inspection Training), and other courses not included in this proposal. In this proposal, ATA aims to use ETP funds to optimize its business structures, boost competitiveness, enhance centralizing procurement, match innovation to industry demand, and invent new products.

New technology was developed to introduce advanced casing inspection measurement techniques required for optimizing ATA's improvement in its Geothermal Energy drilling, processing and procurement. ATA also requires research and development of new software, firmware and hardware design that has materialized in the Vulcan MFT-40 multi-finger caliper; a new machine that will further streamline its Geothermal efforts and involvement. The new machine gives higher quality and more detailed data assessments for manufacturing outputs.

Aside, ATA has acquired a new strategic partnership with the oil-gas engineering development company, Nafto Serv, based in Turkey. The collaboration will facilitate the increased manufacturing capabilities of precision instruments in both the Oil and Gas and Geothermal Energy industries. Further, this new business connection will lend to ATA's efforts to expand its influence and customer base as it diversifies.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

ATA recognizes the oil industry is changing, since the Company is experiencing growth as far as customer demands. In order to capitalize on these opportunities, it must commit to hiring new employees. In this proposal, ATA will hire 15 new employees (Job Number 2) due to business-capacity growth. The substantial training regimen for the new employees will allow them to work alongside incumbents to develop their working new product launch and new tool to complement the Geothermal Energy sector. Development of new company processes for production and new equipment allows ATA to make this decision to hire and train new employees to expand their internal capabilities. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Computer Skills:** this training will be offered to all occupations on courses like Falcon Motor Pulse, Data Analysis Software, Microsoft Office Intermediate, AutoCad and SDI Proprietary Surface Equipment Software.

**Continuous Improvement:** this training will be offered to all occupations in courses including Team Building, Quality Concepts, Lean Six Sigma and Performance Management.

**Manufacturing Skills:** this training will be offered to Engineers, Managers, Production and Operation Staff in courses including Equipment Operation, Welding Machines, Research and Development, Good Manufacturing Processes, Production Skills and more.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Commitment to Training**

ATA's current training budget in California is \$22,000 annually. The Company currently provides new employee orientation, health and environmental safety, and anti-harassment training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

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

### **Impact/Outcome**

ETP training will help the Company develop new technology for advanced casing inspection measurement techniques for high-temperature, geothermal environments and its wells' lifecycles. Such technology will result in a reduction of ATA's environmental impact. Additionally, ETP-funded training will result in (industry-wide) certifications on OSHA 10 and OSHA 30.

### **COVID Pilot**

ATA has an active contract with ETP under the COVID Pilot contract (ET21-0172) with a term of 10/5/20 through 10/4/22. Per the COVID Pilot guidelines, contractors may hold a COVID Pilot contract and a standard contract simultaneously. Concurrent enrollment block will be removed for these instances. Both projects may be funded up to its full respective caps.

### **Recordkeeping**

Due to the COVID-19 pandemic, an Alternative Recordkeeping (ARK) method is being requested.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
18CS-0160	Paso Robles	12/11/17 – 12/10/19	\$238,500	\$238,500 (100%)
ET16-0279	Paso Robles	12/14/15 – 12/13/17	\$296,298	\$246,781 (83%)

**DEVELOPMENT SERVICES**

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

**ADMINISTRATIVE SERVICES**

The Company also retained TGII to perform administrative services in connection with this proposal for a fee of 13% of payment earned.

**TRAINING VENDORS**

To Be Determined



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

8–200

Trainees may receive any of the following:

**COMPUTER SKILLS**

- Falcon Motor Pulse
- Data Analysis Software
- Microsoft Office Intermediate
- AutoCad
- SDI Proprietary Surface Equipment Software

**CONTINUOUS IMPROVEMENT**

- Continuous Improvement Techniques
- Team Building
- Quality Concepts
- Problem Solving
- Best Practices
- Lean Six Sigma
- Communication Skills
- Leadership
- Customer Service
- Performance Management
- Sales and Marketing

**MANUFACTURING SKILLS**

- Advanced Techniques (New Products, Processes, and Tools)
- Equipment Operation
  - Lathe
  - Milling Machine
  - Conveyor
- Microscope
- Calipers
- Machining Tools
- Welding Machines
- Robotic Welding
- Laser Cutting Tools
- Plasma Cutting Tools
- Micrometers
- Research and Development
- Maintenance
- Warehouse Skills
- Forklift Operations
- Good Manufacturing Processes
- Quality
- Manual and Electric Tools
  - Hand Tools
  - Power Tools
- Cross Training
- Production Skills

**OSHA 10/30** (OSHA-Certified Instructor) 1:40 Ratio

- OSHA 10
- OSHA 30

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

Note: Reimbursement for retraining is capped at 200 total training-hours per trainee, regardless of the method of delivery.
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**Training Proposal for:**  
**Axonics, Inc. dba Axonics Modulation Technologies, Inc.**  
**Contract Number: ET22-0249**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** San Diego

**Analyst:** J Lima

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Manufacturing (33)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 241	U.S.:470	Worldwide: 500	
<u>Turnover Rate:</u>	9%			
<u>Managers/Supervisors:</u> (% of total trainees)	15%			

**FUNDING DETAIL**

In-Kind Contribution
\$332,800

Total ETP Funding
\$174,800

## **TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Manufacturing Skills, Computer Skills, Commercial Skills, Continuous Improvement Skills	200	8-200	0-100	\$874	\$21.57
				Weighted Avg: 38			

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

<b>Minimum Wage by County:</b> Job 1: (\$21.57) Orange County <b>Health Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision. <b>Used to meet the Post-Retention Wage?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe \$2.50 per hour may be used to meet the Post-Retention Wage.
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Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Operations Staff		10
		30
		10
Corporate Support Staff		2
		30
Engineering Staff		2
		36
Quality Staff		10
		30
Sales Staff		10
Supervisor/Manager		30

## **INTRODUCTION**

Axonics Inc. dba Axonics Modulation Technologies, Inc. (Axonics) founded in 2013 is headquartered in Irvine, CA. The company focuses on the design, development, and commercialization of sacral neuromodulation (SNM) solutions. SNM therapy is primarily used to treat patients with overactive bladder (OAB), fecal incontinence (FI), and urinary retention (UR). Its rechargeable SNM system (r-SNM System) delivers mild electrical pulses to the targeted sacral nerve in order to restore normal communication to and from the brain to reduce the symptoms of OAB, FI and UR. The company also offers products such as Bulkamid, which is used to treat patients with stress urinary incontinence (SUI).

Axonics provides its products to healthcare professionals throughout the United States and internationally to deliver to their patients experiencing OAB, FI, SUI and UR.

## **Veterans Program**

While the Company doesn't have a formal targeted Veterans program, Axonics encourages veterans to apply. Axonics does however work with Military Veterans Association to identify and recruit veterans for its open positions.

## **PROJECT DETAILS**

Axonics has undergone a great deal of growth in the last three years. The Company has increased its number of employees by 244% in 2019, 37% in 2020, and 25% in 2021. To support continued growth, the Company will focus on workforce development to enable staff to be successful within the organization and specific job role.

Axonics' new product line of Bulkamid will require the Company to provide a substantial amount of supplemental training to its frontline workforce. Training will provide Axonics effective and efficient product manufacturing and sales from its Irvine facility. Axonics will bring the manufacturing of one of its IPG products in-house. The Company is currently preparing to assemble, label, test and package its IPG at its Irvine facility in early 2022. In preparation, Axonics is purchasing and installing the necessary equipment (such as a laser welder), developing a new molding process, new quality check, new safety procedures, and new electronic testing. The company needs to provide extensive training to its employees to assist them in the utilization and management of new equipment and procedures.

## **Training Plan**

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

**Commercial Skills:** Training will be offered to all occupations as needed. Skills to be learned include Business Process Skills, Communication Skills, and Customer Service/Support Skills etc.

**Computer Skills:** Training will be offered to all occupations as needed. Skills to be learned include Axonics Proprietary System Skills, Cybersecurity Skills, and Statistical Software Analysis System etc.

**Continuous Improvement:** Training will be offered to all occupations as needed. Skills to be learned include Business Development Skills, Change Management Skills, Leadership/Coaching Skills, and Strategic Thinking etc.

**Manufacturing Skills:** Training will be offered to all occupations as needed. Skills to be learned include Advanced Safety Skills, Assembly Skills, Change Order Process Skills, Clinical Product Skills, Good Documentation Practices/Good Manufacturing Practices, and Lean/Six Sigma Skills etc.

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

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0 -100 hours of CBT.

## **Commitment to Training**

The proposed ETP funding will allow Axonics to implement new curriculum related to new products and equipment and will allow it to expand the amount of training it can provide to its workforce.

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

### ➤ Training Infrastructure

The Company's Director of Talent Acquisition and Leadership Development will manage the project internally. The Company also has approximately 50 internal trainers that will provide training and support for this project internally.

## **Impact/Outcome**

As a result of this training Axonics can continue to grow its business to meet increased demand for its products> In addition it can increase in its employee's skill levels through training. Training will help ensure the maintaining of product knowledge for all of the current and future employees.

## **DEVELOPMENT SERVICES**

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

## **ADMINISTRATIVE SERVICES**

The Company retained Training Funding Partners in Fountain Valley, CA to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

## **TRAINING VENDORS**

To Be Determined

## **Exhibit B: Menu Curriculum**

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

8–200

Trainees may receive any of the following:

#### **MANUFACTURING SKILLS**

- Advanced Safety Skills
- Assembly Skills
- Change Order Process Skills
- Clinical Product Skills
- Good Documentation Practices/Good Manufacturing Practices
- Lean/Six Sigma Skills
- New/Updated Manufacturing Processes/Systems/Products
- Process Validation skills
- Production/Equipment Operations and Maintenance
- Root Cause Analysis/Corrective Action

#### **CONTINUOUS IMPROVEMENT SKILLS**

- Business Development Skills
- Change Management Skills
- Leadership/Coaching Skills
- Process Improvement/Reengineering Skills
- Project/Program Management Skills
- Quality Assurance/Quality Control
- Strategic Thinking
- Team Building Skills
- Troubleshooting

#### **COMPUTER SKILLS**

- Axonics Proprietary Systems Skills
- Cybersecurity Skills
- Enterprise Resource Planning System
- Intermediate/Advanced Microsoft Office Skills
- Statistical Software Analysis System

#### **COMMERCIAL SKILLS**

- Business Process Skills
- Communication Skills
- Customer Service/Support Skills
- Finance/Accounting Skills
- New Product/Process Skills
- Sales/Marketing Skills

Safety Training is capped at 10% of a trainee's total training hours

**CBT**  
0–100

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- AdvaMed and PhRMA Code - Hospital Credential (30 minutes)
- Aseptic Techniques - Hospital Credential (30 minutes)
- Compliance, Ethics, and Fraud for Sales Professionals - Hospital Credential (30 minutes)
- FDA Reporting for Safer Medical Products - Hospital Credential (30 minutes)
- Fire and Electrical Safety - Hospital Credential (30 minutes)
- Informed Consent - Hospital Credential (30 minutes)
- National Patient Safety Goals - Hospital Credential (30 minutes)
- Operating Room Protocols for HCIRs - Hospital Credential (30 minutes)
- Radiation Safety - Hospital Credential (30 minutes)
- Sunshine Act - Hospital Credential (30 minutes)
- TB Prevention - Hospital Credential (30 minutes)
- Training for Hospital Credentialing (30 minutes)
- Bloodborne Pathogens - Hospital Credential (30 minutes)

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

Training Proposal for:

### District Council 16 Northern California Journeymen and Apprentice Training Trust Fund - Drywall Finishers and Floorcovering Installers

Contract Number: ET22-0951

Panel Meeting of: January 27, 2022

ETP Regional Office: North Hollywood

Analyst: L. Vuong

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Apprenticeship Priority Rate Retrainee Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Drywall Taper/Floorcover - Local Union No. 3, 83, 272, 376, 487, 507, 741, 913, 1176, 12, 1237 and 294		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$183,960		\$15,210 Job Number 1 - 8% Job Number 2 - 20%		\$199,170

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	Commercial Skills	127	8-210	0	\$1,347	\$21.57
				Weighted Avg: 70			
2	Retrainee Apprentice Veterans Priority Rate	Commercial Skills	19	8-210	0	\$1,479	\$21.57
				Weighted Avg: 70			

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

**Minimum Wage by County:** Job Numbers 1 & 2: \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$23.30 per hour for Contra Costa County; and \$21.57 per hour all other Counties.

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

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

Participating employers may use health benefits up to \$0.84 per hour for Job Numbers 1 & 2 to meet the ETP Minimum wage requirement.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Drywall Finishers, Floorcovering Installers		40
		87
<b>Job Number 2 (Veterans)</b>		
Drywall Finishers, Floorcovering Installers		5
		14

## **INTRODUCTION**

The District Council 16 Northern California Journeymen and Apprentice Training Trust Fund (DC16 Nor Cal JATTF) ([www.dc16apprentice.org](http://www.dc16apprentice.org)) was formed in June of 2006 between the Northern California Glass Management Association and the District Council 16 of the International Union of Painters and Allied Trades AFL-CIO. The Organization is comprised of three formerly separate training trusts that have been merged into one in order to consolidate expenses and focus revenue on training and infrastructure. DC16 Nor Cal JATTF covers four “master” collective bargaining agreements representing four trades: Floorcovering Installers, Painters, Glaziers, and Drywall Finishers.

This is DC16 Nor Cal JATTF’s fifth ETP Contract, and the fifth in the last five years. This proposal will only train the Drywall Finishers and Floorcovering Installers, and training will be offered to

employers located in Northern and Central California. The Drywall Finishers and Floorcovering Installers have participated in a previous ETP Contract with the District Council 16; however, this is the second time it will hold its own ETP Contract.

At the November 19, 2021 Panel Meeting, the Panel approved a proposal for DC16 Nor Cal JATTF – Glaziers, ET22-0944 in the amount \$199,170. DC16 Nor Cal JATTF – Painters has also submitted a proposal in the amount \$199,170 to be presented at the January 27, 2022 Panel Meeting.

The total funding amount for DC16 Nor Cal JATTF, when combined with funding requested on behalf of the Glaziers, Drywall Finishers and Floorcovering Installers and Painters, will not exceed the cap of \$600,000 for a Multiple-Employer Contract for this fiscal year.

### **Veterans Program**

DC16 Nor Cal JATTF - Drywall Finishers and Floorcovering Installers recruit Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. The curriculum for the Veterans (Job Number 2) will be the same as Apprentice training (Job Number 1). These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. DC16 Nor Cal JATTF - Drywall Finishers and Floorcovering Installers is committed to supporting job-related training that helps Veterans transition into the California workforce.

### **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project, the program is five years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$26.08 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

### **PROJECT DETAILS**

There are currently more than 515 signatory employers and 1,671 apprentices employed and contributing to the fund. It is anticipated that an estimated 30% of the signatory employers will participate in this project, of which approximately 70% are small businesses.

DC16 Nor Cal JATTF - Drywall Finishers and Floorcovering Installers is constantly improving its program to ensure training is up to date with industry needs, new technologies and materials. As such, training is required on self-leveling, heat welding and seaming. Additionally, there are new levels of finish, which create the new and improved appearance of a finished floor covering while using less resources and lasts longer. Drywall Finishers are using wider trowels to spread multiple

coats of spackle over cracks, indentations, and any imperfections. Using this specific method requires apprentices to use a tool that spreads sealing compound on the wall joint while dispensing and setting tape at the same time and apply special faux finishes using a variety of techniques. Trainees will need to learn products and services for both commercial and residential homes and businesses. Training will also cover blueprints, surfaces, walls, paint, carpet, laminate, installation and materials required for the job. DC16 NorCal JATTF – Drywall Finishers and Floorcovering Installers are located in San Leandro and coordinates training there and in Sacramento training center.

## **Employer Demand**

New residential and commercial building construction is driving demand for workers. Additionally, home improvement and remodeling projects are expected to create jobs as existing homes and commercial buildings age and need retrofitting and repair. Also taking into account the complexity of construction projects, and a retiring workforce. As a result, DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers must train these Apprentices to meet demand. Training will prepare them to work on current projects including Atherton Town Center, Facebook MPK22, French Camp E/S, High Water, Menlo Country Club, MIRA, Novato High, O Street State Office, Park Tower at Transbay, Rosefield Village, Sacramento Metro Fire Station 68, Sutter Health Roseville, Table Mountain Casino, Target Remodel Laguna and The Well Expansion.

## **Training Plan**

The proposed training, entirely center-based, is scheduled to begin the week following Panel approval. Training will be delivered via Class/Lab, Videoconference and E-Learning in the following:

**Commercial Skills:** Training will be offered to all Apprentices and will include Drywall Finishes and Surface Prep, Special Finishes, Spray-Hand Fin & Texture Paint, Floor Preparation, Heat Welding and Cove Installation.

## **Curriculum Development**

The training curriculum was developed by DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers with input from both union and employer representatives and customized to address the needs of its members, participating employers, and the industry. Feedback comes directly from employer and union representatives based on workplace performance, as well as student course evaluations.

## **Impact/Outcome**

Trainees in this project may be certified in the following: Booms and Lifts, Confined Space, Hazardous Waste Operations and Emergency Response, Flagging and Traffic Control, 24 Hour Lead, Repair, Remedial and Prevention, Swing Stage, Green Advantage Curtain wall Installer Certification, Total Station, the Carpet Installer's and Rigging. All Apprentices that complete the program receive completion certificates from the Division of Apprentice Standards and the Department of Labor.

## **Commitment to Training**

Each of the signatory employers contributes to the education-training fund. DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers certified that signatory employers would continue

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

#### ➤ Training Infrastructure

The Training Director will oversee the project and five staff members will assist with the administration, including scheduling of training and collection of rosters. Each instructor will keep training rosters and will pass them to the administrative staff at the two training sites. Strategy Workplace Communications will assist with administrative services to ensure that all training records adhere to ETP requirements.

### **Marketing and Support Costs**

DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers are requesting 8% in support costs for Job Number 1 and 20% support costs for Job Number 2 (Veterans) to fund marketing to employers; to recruit apprentices; and to conduct ongoing assessments of employer-specific job requirements. There are five staff member in the DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers offices that will assist with the marketing, recruitment, needs assessments and scheduling of training.

DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers and the various local unions will publicize the availability of training through direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will also promote this training program at labor-management meetings and industry assemblies; and site visits to local schools, trade shows, and vocational outreach organizations. Staff recommends the 8% and 20% supports costs.

### **Trainer Qualifications**

There are 18 full-time trainers to provide training. These trainers are current members of the trade and are subject-matter experts.

### **Tuition Reimbursement**

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

## **ACTIVE PROJECTS**

The following table summarizes performance by DC16 Nor Cal JATTF – Drywall Finishers and Floorcovering Installers under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET22-0944 (Glaziers)	\$199,170	11/22/21 – 11/21/23	146	TBD	TBD
**ET21-0911	\$297,366	08/03/20 – 08/02/22	319	TBD	TBD

\*ET22-0944: The Contractor reported that training started January 3, 2022, and 430 trainees have been scheduled to start training at different start date. They also reported that enrollment and tracking training hours would be updated in the next 30 days.

\*\*ET21-0911: Of an estimated 319 trainees, 586 trainees have been enrolled and started training. To date, the ETP Systems show 12,155 reimbursable hours have been tracked for potential earnings of \$232,550 (78% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through May 2022.

## **PRIOR PROJECTS**

The following table summarizes Contractor's performance by DC16 Nor Cal JATTF under ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0914	Statewide	07/30/18 – 07/29/20	\$1,755,776	\$1,755,776 (100%)
ET16-0926	Statewide	05/31/16 – 05/30/18	\$949,048	\$904,707 (95%)

## **DEVELOPMENT SERVICES**

California Labor Federation in Oakland and Strategy Workplace Communications in Alameda assisted with development at no charge.

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

N/A

## **Exhibit B: Menu Curriculum**

### **Class/Lab, Videoconference & E-Learning Hours**

8-210

Trainees may receive any of the following:

#### **COMMERCIAL SKILLS**

##### Drywall Finishers

- Advanced Applications, Level 1,2,3
- Advanced Materials Applications
- Blue Prints/ Job Economics
- Commercial/Residential Spec Finish
- Commercial-Residential Applications
- Drywall Finishes and Surface Prep
- Drywall Finishes Old/New Walls
- Final Projects
- First Aid/CPR
- Levels of Finish
- Special Finishes
- Spray-Hand Fin & Texture Paint

##### Floorcovering Installers

- Blue Prints And Plans
- Carpet (basic)
- Carpet Sewing And Stair Work
- Cove Installation
- Exit Examination
- First Aid/CPR
- Floor Preparation
- Heat Welding
- Knifing Skills And Flat Pattern
- Laminate, Prefinished Hardwood And Specialty Tile
- Review Flat Pattern And Intro To Coving
- Scribe And Seams (Hard Surface)
- Specialty Projects or Finish Exit Examination
- Stair Treads And Vinyl Composition Tile At Angle
- Vinyl Composition Tile

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

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



## EXPANSION FUNDS

Training Proposal for:

### District Council 16 Northern California Journeymen and Apprentice Training Trust Fund - Painters

Contract Number: ET22-0947

Panel Meeting of: January 27, 2022

ETP Regional Office: North Hollywood

Analyst: L. Vuong

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Apprenticeship Priority Rate Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Painters - Local Union No. 3, 83, 272, 376, 487, 507, 741, 913, 1176 and 294		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$183,960		\$15,210 Job Number 1 - 8% Job Number 2 - 20%		\$199,170

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	Commercial Skills	127	8-200	0	\$1,347	\$21.57
				Weighted Avg: 70			
2	Retrainee Apprentice Veterans Priority Rate	Commercial Skills	19	8-200	0	\$1,479	\$21.57
				Weighted Avg: 70			

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

**Minimum Wage by County:** Job Numbers 1 & 2: \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara, and San Francisco counties; \$23.30 per hour for Contra Costa County; \$21.73 per hour in Los Angeles County; and \$21.57 per hour all other Counties.

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

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

Up to \$2.50 per hour in health benefits may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice Painter		30
		97
Job Number 2		
Apprentice Veteran Painter		5
		14

**INTRODUCTION**

The District Council 16 Northern California Journeymen and Apprentice Training Trust Fund-Painters (DC16 NorCal Painters) ([www.dc16apprentice.org](http://www.dc16apprentice.org)) was formed in June of 2006 between the Northern California Glass Management Association and the District Council 16 of the International Union of Painters and Allied Trades AFL-CIO. The Organization is comprised of three formerly separate training trusts that have been merged into one in order to consolidate expenses and focus revenue on training and infrastructure. DC16 NorCal Painters covers four “master” collective bargaining agreements representing four trades: Floorcovering Installers, Painters, Glaziers and Drywall Finishers.

This is DC16 NorCal Painters’ fifth ETP Contract, and the fifth in the last five years. This proposal will only train the Painters, and training will be offered to employers located in Northern and Central

California. The Painters have participated in a previous ETP Contract with the District Council 16; however, this is the second time it will hold its own ETP Contract.

At the November 19, 2021 Panel Meeting, the Panel approved a proposal for DC16 NorCal JATTF – Glaziers, ET22-0944 in the amount \$199,170. DC16 NorCal JATTF – Drywall Finishers and Floorcovering Installers have also submitted a proposal in the amount \$199,170 to be presented at the January 27, 2022 Panel Meeting.

The total funding amount for DC16 NorCal Painter, when combined with funding requested on behalf of the Glaziers, Drywall Finishers and Floorcovering Installers and Painters for this 21/22 fiscal year (FY) will not exceed the ETP FY funding cap of \$600,000 for a Multiple-Employer Contract.

### **COVID Response Exception**

California's mandated Shelter-in-Place order has required that some training be delivered via E-Learning, and in-person class sizes will be reduced to adhere to state-mandated social distancing guidelines. The Contractor will use E-Learning, Videoconference and classroom based training approved by ETP as permitted by ETP's Response to COVID-19.

### **Veterans Program**

DC16 NorCal Painters recruit Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. The curriculum for the Veterans (Job Number 2) will be the same as Apprentice training (Job Number 1). These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. DC16 NorCal Painters are committed to supporting job-related training that helps Veterans transition into the California workforce.

### **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project, the program is five years.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

### **PROJECT DETAILS**

There are currently more than 515 signatory employers and 1,671 Apprentices employed and contributing to the fund. It is anticipated that an estimated 30% of the signatory employers will participate in this project, of which approximately 70% are small businesses. DC16 NorCal Painters are constantly improving its program to ensure training is up to date with industry needs, new technologies and materials, improving job security and reducing unemployment rate. In

addition, the short life of paint on homes, building, refineries and bridges must be repainted. Therefore, demand for painters is increasing. As such, DC16 NorCal Painters continues to implement training to meet this increased demand. This includes set up, operate or tend machines to coat, paint or treat surfaces with rust and corrosion inhibiting materials and new skill sets on recycle and energy-saving materials. Painters may also apply materials to manufactured products, such as furniture, toys, pottery, and transportation equipment including trucks, buses, boats and airplanes.

Trainees will need to learn products and services for both commercial and residential home, building and businesses. Training will also ensure that paint, coatings and treated surfaces can withstand high heat levels and different weather conditions. DC16 NorCal Painters are located in San Leandro and coordinates training there and in Sacramento training center.

## **Employer Demand**

Painting and repainting of new residential and commercial building construction are driving demand for workers. Additionally, home improvement and remodeling projects are expected to create jobs as existing homes and commercial buildings age and need repair, the complexity of construction projects, and a retiring workforce. As a result, DC16 NorCal Painters must train these Apprentices to meet demand. Training will prepare them to work on current projects include Alexandria Market Ready, Bucanhon HS Repaint, Dermatology Outpatient, Ice Rink Extension, LinkedIn, New Kaiser, Patterson Tank, Santa Cruz Water Quality, Table Mountain Casino and Vacaville Police Station.

## **Training Plan**

The proposed training, entirely center-based, is scheduled to begin the week following Panel approval. Training will be delivered via Class/Lab, Videoconference and E-Learning in the following:

**Commercial Skills:** Training will be offered to all Apprentices and will include Blasting Techniques, Advanced Spraying, Wood Types and Finishing, Specialty Applications, and Faux Finishes.

## **Curriculum Development**

The training curriculum was developed by DC16 NorCal Painters with input from both union and employer representatives and customized to address the needs of its members, participating employers, and the industry. Feedback comes directly from employer and union representatives based on workplace performance, as well as student course evaluations.

## **Impact/Outcome**

Trainees in this project may be certified in the following: Booms and Lifts, Confined Space, Hazardous Waste Operations and Emergency Response, Flagging and Traffic Control, 24 Hour Lead, Repair, Remedial and Prevention, Swing Stage and Rigging. All Apprentices who complete the program receive completion certificates from the Division of Apprentice Standards and the Department of Labor.

## **Commitment to Training**

Each of the signatory employers contributes to the education-training fund. DC16 NorCal Painters certified that signatory employers would continue to pay into their respective trust funds for

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

#### ➤ Training Infrastructure

The Training Director will oversee the project and five staff members will assist with the administration, including scheduling of training and collection of rosters. Each instructor will be keeping training roster and will pass to the administrative staff at the two training sites. Strategy Workplace Communications will assist with administrative services to ensure that all training records adhere to ETP requirements.

### Marketing and Support Costs

DC16 NorCal Painters are requesting 8% in support costs for Job Number 1 and 20% support costs for Job Number 2 (Veterans) to fund marketing to employers; to recruit Apprentices; and to conduct ongoing assessments of employer-specific job requirements. There are five staff member in the DC16 NorCal Painters offices that will assist with the marketing, recruitment, needs assessments and scheduling of training.

DC16 NorCal Painters and the various local unions will publicize the availability of training through direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will also promote this training program at labor-management meetings and industry assemblies; and site visits to local schools, trade shows, and vocational outreach organizations. Staff recommends the 8% and 20% supports costs.

### Trainer Qualifications

Training will be provided by 18 full-time subject-matter experts who are current members of the trade.

### Tuition Reimbursement

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

### ACTIVE PROJECTS

The following table summarizes performance by DC16 NorCal Painters under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET22-0944 (Glaziers)	\$199,170	11/22/21 – 11/21/23	146	TBD	TBD
**ET21-0903	\$295,542	07/27/20 – 07/26/22	318	TBD	TBD

\*ET22-0944: The Contractor reported that training started January 3, 2022, and 430 trainees have been scheduled to start training at different start date. They also reported that enrollment and tracking training hours would be updated in this coming month.

\*\*ET21-0903: Of an estimated 318 trainees, 128 trainees have been enrolled and started training. To date, the ETP Systems show 11,470 reimbursable hours have been tracked for potential earnings of \$221,023 (75% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through April 2022.

### **PRIOR PROJECTS**

The following table summarizes Contractor's performance by DC16 NorCal JATTF under ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0914	Statewide	07/30/18 – 07/29/20	\$1,755,776	\$1,755,776 (100%)
ET16-0926	Statewide	05/31/16 – 05/30/18	\$949,048	\$904,707 (95%)

### **DEVELOPMENT SERVICES**

California Labor Federation in Oakland and Strategy Workplace Communications in Alameda assisted with development at no charge.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

N/A

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

8-200

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- 24-Hour Lead
- 24-Lead and 8-RRP
- Abrasives, CAS Intro
- Advanced Spraying/SSPC C12 (new)
- Blasting Techniques (new)
- Coating Failure Analysis
- Coatings (new)
- Color, Mix & Match
- Contractor Quality Management
- Faux Finishes
- Final Exam
- Industrial Deleading/SSPC C3 (new)
- Instruments and Testing Fundamentals
- Preparing for Blasting (new)
- Specialty Applications (new)
- Spray All/Safety and Technology
- Spray Applications (new)
- Wallcovering, Estimating And Installing
- Wood Types & Finishing
- First Aid/CPR

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:**

**Design Machine & Manufacturing Packaging Inc.**

**Contract Number: ET22-0220**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Niquet

**PROJECT PROFILE**

Contract Attributes:	Retrainee Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 140	U.S.: 140	Worldwide: 140
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

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

<b>Total ETP Funding</b>
\$166,980

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Priority Retrainee	Business Skills, Computer Skills, Manufacturing Skills	79	8-200	0	\$1,035	\$21.57
				Weighted Avg: 45			
2	Priority Retrainee HUA	Business Skills, Computer Skills, Manufacturing Skills	29	8-200	0	\$1,035	\$16.17
				Weighted Avg: 45			
3	Job Creation Initiative	Business Skills, Computer Skills, Manufacturing Skills	40	8-200	0	\$1,380	\$17.64
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1(Retrainee): \$21.57; Job Number 2 (Retrainee HUA):\$16.17 and Job Number 3 (Job Creation):\$17.64 per hour for Fresno County

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

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

Up to \$1.57 per hour may be used to meet the Post-Retention Wage for Job Number 1, and \$1.64 per hour for Job Number 3

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Numbers 1(Retrainee)</b>		
Production Staff		28
		49
Administrative Staff		2
<b>Job Number 2 (Retrainee HUA)</b>		
Production Staff		27
Administrative Staff		2
<b>Job Number 3 (Job Creation)</b>		
Production Staff		14
		8
		14
Administrative Staff		3
		1



## **INTRODUCTION**

Founded in 1990 and headquartered in Kingsburg (Fresno County), Design Machine & Manufacturing Packaging Inc. (DMM) ([www.dmmpkg.com](http://www.dmmpkg.com)) is an Original Equipment Manufacturer (OEM) specializing in end of line packaging equipment, cartoners, robotic palletizers, case packers, tray packers to the food and beverage industry. DMM builds customized packaging lines for its customers designing machine to load customer's product (such as canned beverages, food, etc.), then seals the product in the package in chipboard, cartons, or boxes at an affordable price.

DMM has an affiliate company, Cencal CNC that will participate in this project. Both companies have the same owner and are located adjacent to each other in Kingsburg. Training will be delivered at both Company's locations.

This will be DMM's first ETP Contract. ETP-funded training will enable the Company to provide skills-upgrade for incumbent and newly hired staff to stay current with evolving changes to the Company's equipment, processes, procedures and techniques needed to manufacture customized specialty parts, manufacturing lines, and processes for its customers.

### **Veterans Program**

DMM actively recruits Veterans and participates in Veteran job fairs to recruit for all open occupations. However, there is not a Veterans component in this project.

### **Retrainee - Job Creation**

In this proposal, the Company will hire 40 new employees (Job Number 3) due to business capacity growth. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

DMM is continuing to expand its process lines and warehouse space. In June of 2021, DMM moved from a 12,000 to a 40,000 square foot building. DMM is also breaking ground on a new building in Kingsburg in 2022 for an additional 36,000 square feet for a total capacity of 75,000 square feet. This move has allowed for DMM to accommodate the additional equipment such as mills and lasers, increase labor, and implement new technology and processes. This continuous expansion has also allowed DMM to deliver to customers on time, increasing sales and revenue by 50%. Additionally, between the two companies, DMM hired 50-70 new staff over the last year and anticipate hiring another 100 over the next two years.

## **PROJECT DETAILS**

### **Training Plan**

Training will be provided using the Class/Lab delivery method by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be offered to all occupations on course titles such as Communication Skills, Customer Service, Project Management and Sales Skills. Training will provide skills to effectively and efficiently maintain business operations.

**Computer Skills:** Training will be offered to all occupations on course titles such as Solidworks, AutoCad and CNC Programming in order to improve software skills.

**Manufacturing Skills:** Training will be offered to production staff on course titles such as Quality Protocol, Measuring Tools, Machine Maintenance and Machine Operation to ensure proper and safe use of equipment.

### **Commitment to Training**

DMM's annual training budget in California is \$350,000. The Company offers on-going training on software, certifications, new hires and advancements capabilities within the Company. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The President of the Company will oversee the day-to-day project administration at both locations with the assistance of the Controller and Production Manager who will coordinate training. DMM has also hired a third-party subcontractor to assist with training administration and to assist with ETP reporting, systems, and staff.

### **High Unemployment Area**

All Trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno County are in an HUA. However, DMM is only requesting a wage modification for the 29 trainees in Job Number 2.

#### ➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. The Company is requesting a wage modification from \$21.57 per hour to \$16.17 per hour for Job Number 2.

### **DEVELOPMENT SERVICES**

The Company retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal for a flat fee of \$7,500.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8 – 200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Communication Skills
- Customer Service
- Inventory Control
- Project Management
- Financial Analysis
- Financial Reporting
- Project Planning
- Leadership Skills
- Sales Skills
- Estimating Techniques
- Problem Solving & Decision Making

**COMPUTER SKILLS**

- E2
- ABAS
- Solidworks
- AutoCad
- CAD/CAM
- CNC Programming
- RSLogix
- MS Office (intermediate)
- Google Cloud

**MANUFACTURING SKILLS**

- Quality Protocol
- Measuring Tools
- Job Process
- Machine Maintenance
- Machine Operation
- Technical Machining
- Shipping Protocols
- Packaging Protocols
- Quoting Process
- Safety Protocol
- Mechanical Assembly
- Electrical Assembly
- Equipment Testing
- Receiving Protocols
- Inventory Management

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

Note: Reimbursement for new hire training is capped at 200 total training hours per trainee.



## EXPANSION FUNDS

### Retrainee-Job Creation

### Training Proposal for:

**Express Sewer & Drain, Inc.**

**Contract Number: ET22-0219**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Fetsch

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Priority Rate Job Creation Initiative SB <100	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento	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: 95	U.S.:95	Worldwide: 95
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	3%		

### FUNDING DETAIL

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

<b>Total ETP Funding</b>
\$232,300

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	95	8-200	0	\$1,840	\$25.00
				Weighted Avg: 80			
2	Retrainee Job Creation Initiative Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	25	8-200	0	\$2,300	\$25.00
				Weighted Avg: 100			

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

**Minimum Wage by County: Job Number 1:** \$21.57 per hour in Sacramento County.

**Job Number 2:** \$17.64 per hour in 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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Administration		15
Pipefitter		11
Trades Worker		31
Plumber		14
Asphalt Layer		4
Utility Worker		14
Supervisor		6
<b>Job Number 2: Job Creation</b>		
Administration		3
Pipefitter		2
Trades Worker		5
Plumber		2
Asphalt Layer		8
Utility Worker		3
Supervisor		2

## **INTRODUCTION**

Founded in 2006 and headquartered in Rancho Cordova, Express Sewer & Drain, Inc. (Express Sewer) ([www.expresssewer.com](http://www.expresssewer.com)) provides traditional plumbing services to residential, commercial and municipal clients. Services include drain cleaning, water heater installation and repair, trenchless pipe repair and pipe fusing. Training under this proposal will be delivered at the Company's site in Rancho Cordova. This will be Express Sewer's third ETP Contract and the third in the last five years.

### **Veterans Program**

Although there is no additional Veteran's Job Number, Express Sewer actively recruits Veterans and supports the outreach of military Veterans.

## **PROJECT DETAILS**

In the prior ETP project Express Sewer focused on training in skills required to complete a project with PG&E and the Municipal City of Lodi. This consisted of training to operate new equipment which were purchased for these particular jobs. The current ETP project will focus on asphalt laying (which is a new service the Company is providing) and updating workers in new technology.

Express Sewer has won a five year contract with a local sewer district requiring asphalt work. To meet these new demands, the Company created a new asphalt laying division consisting of new employees and a large scale training program in order to maintain the high quality of service the Company demands in this new discipline. Additionally, Express Sewer utilizes some of the industry's newest technologies which require updated skills for incumbent workers. Due to the high visibility of the projects and the impact on the public, Express Sewer must deliver significant amounts of training on these new skills and equipment.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

In addition to adding a new asphalt division, Express Sewer is also expanding its headquarters, eight times larger than its current building, in order to keep up with expanded customer base. The Company will hire 25 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

Express Sewer will provide training via Classroom/Laboratory, E-Learning, and Videoconference in the following:

**Business Skills:** Training will be offered to all occupations. Trainees will get advanced skills in managing large projects and customer service. Topics include Customer Service, Project Management, Product Knowledge, and Problem Solving & Decision Making.

**Commercial Skills:** Training will be offered to all occupations except Administration. Trainees will learn how to operate new equipment, use new systems and adapt to new technologies. Courses will include Asphalt Equipment Operation, Vac-Con Equipment, Concrete/Cement Techniques, and TV Inspection Equipment.

**Computer Skills:** This training will be offered to all occupations. Trainees will gain skills on new software. Topics include Foundation Software, Intermediate/Advanced Excel, and Service Titan.

## **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.

## **Commitment to Training**

Express Sewer spends in excess of \$250,000 per year on training. The Company provides the following training: new hire orientation, safety training, and California labor laws and regulations. Express Sewer states that ETP funds will not displace the existing financial commitment to training. Basic safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

The Director of Operations will oversee this ETP project with four trainers to oversee all training efforts and to ensure recordkeeping requirements are met. Team leads have been identified to deliver training and collect ETP training rosters. Additionally, the Company has retained a third party administrator to work closely with staff to complete the project successfully.

## **PRIOR PROJECTS**

The following table summarizes Contractor’s performances under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0289	Rancho Cordova	11/5/2018- 11/4/2020	\$173,940	\$166,764 (96%)
ET17-0312	Rancho Cordova	11/16/2016- 11/15/2018	\$56,784	\$56,784 (100%)

## **DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development for a flat fee of \$8,000.

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

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

8-200

Trainees may receive any of the following:

**Business Skills**

- Conflict Management
- Customer Service
- Financial Reporting
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Time Tracking

**Commercial Skills**

- Asphalt Equipment Operation
- Concrete/Cement Techniques
- Equipment Operation
- Jackhammer Operations
- Manhole Rehab
- New Equipment Set-up & Use
- Pipe Bursting Techniques
- Pipe Lining Techniques
- Plumbing Techniques
- Tool Operation
- Trenchless Technologies
- TV Inspection Equipment
- Vac-Con Equipment

**Computer Skills**

- BusyBusy Time Tracking
- Dispatch Systems
- Foundation Software
- Intermediate/Advanced Excel
- iPad Usage
- Service Titan
- Tenna Tracking System

**Safety Skills - OSHA 10**

- OSHA 10



**Safety Skills - OSHA 30**

- OSHA 30

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

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



Retrainee-Job Creation  
**Training Proposal for:**  
**Holz Rubber Company, Inc.**  
**Contract Number: ET22-0241**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Fetsch

**PROJECT PROFILE**

Contract Attributes:	SB <100 Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Joaquin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 87	U.S.:87	Worldwide: 87	
<u>Turnover Rate:</u>	9%			
<u>Managers/Supervisors:</u> (% of total trainees)	9%			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$110,000

<b>Total ETP Funding</b>
\$96,140

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Computer Skills, Hazardous Materials, Manufactuirng Skills, OSHA 10/30	87	8-200	0	\$874	\$21.57
				Weighted Avg: 38			
2	Retrainee Job Creation Initiative Priority Rate SB<100	Business Skills, Computer Skills, Hazardous Materials, Manufactuirng Skills, OSHA 10/30	19	8-200	0	\$1,058	\$17.64
				Weighted Avg: 46			

\*Post-Retention Wage is the Contractual wage.

**Minimum Wage by County:** Job Number 1: \$21.57 per hour in San Joaquin County. Job Number 2: \$17.64 per hour in San Joaquin County.

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

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

\$2.50 per hour may be used to meet the Post-Retention Wage in Job Numbers 1 & 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administration		3
		2
Engineering		4
Production		30
		25
		8
Sales		6
Operational Leads		9
<b>Job Number 2</b>		
Administration		1
Production		18

## **INTRODUCTION**

Founded in 1935 and located in Lodi, Holz Rubber Company, Inc. (Holz) ([www.holzrubber.com](http://www.holzrubber.com)) manufactures custom-molded rubber products to order. Holz provides services to over 800 companies in numerous industries including Power Generation, Water and Waste Management, Oil Production, as well as the U.S. Government. Holz's products include Expansion Joints, Slide Lag, and other custom molded rubber products. Training will be delivered at the Company's location in Lodi. This is Holz's second ETP Contract and second in the last five years.

### **Veterans Program**

Although there is no Veteran Job Number, Holz actively recruits in the veteran community and values the veteran workforce. The owner and CFO are both military Veterans and they always encourage local Veterans to consider internal job openings.

## **PROJECT DETAILS**

In the prior ETP Contract, Holz focused training on career advancement and succession planning from within the company to be able to have strong in-house candidates to replace retirees. This contract is focused on adding the positions that were lost during the Covid-19 pandemic. Holz is currently hiring 14 positions with plans to add up to 10 more if the company meets their sales goal. New trainees will have very limited experience in manufacturing much less the job-based specialized manufacturing skills Holz requires. Holz is a small business whose work functions are multifunctional, therefore, cross-training all trainees to seamlessly transfer skills from one department to another will increase the company's flexibility. This will also increase opportunities for employees in terms of career and wage development.

In addition, Holz's ERP training was put on hold during the Covid-19 pandemic and the company is ready to revisit the ERP system roll out. This upgraded ERP system will involve all parts of operation and each department will receive significant training.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Holz is currently hiring to meet increasing demand coming out of Covid-19 losses. The Company projects sales numbers to be similar to before the pandemic. As a result, the Company will hire 19 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training is intended to improve business operations. Training topics include Accounting Techniques, Problem Solving & Decision Making, and Data Analysis

**Computer Skills:** Training will be offered to all occupations. Training is intended to improve software skills. Training topics included EPICOR ERP, FASB Fixed Asset, and Solidworks.

**Manufacturing Skills:** Training will be offered to Engineering, Production, and Operation Leads. Training is intended to improve knowledge of operations and production processes. Training topics include Cross Training, Expansion Joint Building, High Temp Flu Duct Building, and Plant Equipment Training.

**Hazardous Materials:** Training will be offered to Engineering, Production, and Operation Leads. Training is intended to improve knowledge of material handling. Training topics include Materials Disposal, Materials Handling and Lockout/Tagout.

### **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.

### **Commitment to Training**

The current annual training budget is approximately \$200,000. Most of the training is for new hire orientation, general safety, engineering processes, and production processes. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

Holz has designated the CFO to be the lead administrator for the project internally. Holz also has a staff member who will be responsible for collecting and submitting training rosters to the administrative subcontractor for data entry into the ETP systems. A third party administrator will assist with ETP project administration.

### **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0255	\$178,250	2/3/2020-2/2/2022	110	0	0

Based on ETP Systems, 4,254 reimbursable hours have been tracked for potential earnings of \$96,187 (54% of approved amount). Holz has reported that COVID 19 pandemic has severely affected training efforts and its workforce. The company had to delay its ERP training plan and lost a significant portion of the workforce. Holz believes that this project will be successful as its workforce is starting to return and the ERP training will be completed. This project has been right-sized to reflect these potential earnings.

### **DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development of this proposal for a flat fee of \$5,000.

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

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

8-200 Trainees may receive any of the following:

**Business Skills**

- Accounting Techniques
- Communication
- Customer Service
- Data Analysis
- Financial Statements
- Leadership
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Sales Techniques
- Team Building

**Computer Skills**

- CORVU
- EPICOR ERP
- FASB Fixed Asset
- Intermediate/Advanced Microsoft Office
- Nitro PDF
- Prism Payroll
- SMARTSHEET
- Solidworks

**Hazardous Materials Skills**

- Materials Disposal
- Materials Handling
- Lockout/Tagout

**Manufacturing Skills**

- Cross Training
- Drafting Skills
- Drilling Flu Duct & Expansion Joints
- Expansion Joint Building
- Expansion Joint Tool Building
- Fluid Duct Building
- Forklift Training
- Handling Tools/Molds
- High Temp Flu Duct Building
- How to Prepare Metal for Rubber
- Load Weight Cutting
- Materials Training
- Operating Injection Presses

- Operating Mills
- Operating Precision Presses
- Operating the Calendar
- Plant & Equipment Maintenance Training
- Plant Equipment Training
- Press Operating
- Processes, Methods, & Procedures Training
- Production Control Training
- Purchasing Training
- Quality Assurance Skills
- Roll Build Training
- Rubber Formula Science
- Shipping & Receiving Training
- Slide Lag Building Training
- Stripping Expansion Joints
- Trimming Parts
- Welding Training
- Wrapping Expansion Joints

**Safety Skills - OSHA 10**

- OSHA 10

**Safety Skills - OSHA 30**

- OSHA 30

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

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

**Training Proposal for:**

**L&S Framing, Inc.**

**Contract Number: ET22-0230**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Dongallo

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Placer	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 368	U.S.:368	Worldwide: 368	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	13%			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$500,000

<b>Total ETP Funding</b>
\$264,776

**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, OSHA 10/30, PL- Commercial Skills	368	8-200	0	\$552	\$21.57
				Weighted Avg: 24			
2	Retrainee Job Creation Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30, PL- Commercial Skills	67	8-200	0	\$920	\$17.64
				Weighted Avg: 40			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1 (Retrainee):** \$21.57 per hour for Placer County;  
**Job Number 2 (Job Creation):** \$17.64 per hour for Placer County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Assemblers		7
		8
Carpenters		100
		200
Sawyers		3
		2
Project Leads		40
Superintendents		8
<b>Job Number 2: Job Creation</b>		
Assemblers		5
		3
Carpenters		25
		25
Sawyers		2

Project Leads		5
Superintendents		2

## **INTRODUCTION**

Founded in 2011 and headquartered in Rocklin, L&S Framing, Inc. (L&S) is a leading framing contractor that provides framing services to single-family home builders throughout Northern California. L&S also fabricates frames and walls and ships completed products to the customer's job site. Customers include private single-family home builders, such as, Shea Homes and Lennar Corporation. Training will take place at the Rocklin location. This will be L&S's third ETP-funded Contract and third in the past five years.

### **Veterans Program**

L&S actively recruits Veterans and participates in Veteran job fairs to recruit for all open occupations. However, there is not a Veterans component in this project.

## **PROJECT DETAILS**

In this proposal, L&S will continue to provide training to improve efficiency and overall productivity. The Company will also provide training on production processes, building code updates, and software. There will be no duplication of training for trainees who participated in the prior contract.

This project will focus on the Company's need to remain competitive and meet the growing demands of the recovering economy. L&S has structured its existing training plan to focus on increasing productivity and enhancing customer service. The Company will train all staff to improve process efficiencies with a focus on lowering costs, reducing construction times, and improving customer satisfaction. Training on LEAN Construction, Truss Fabrication, Framing Procedures, Client Web Based Applications, Intellibuild software, Building Code Updates, and job specific trainings will ensure trainees receive the knowledge they need to be efficient in their occupation and deliver high quality work.

In addition, L&S remains committed to creating promotional growth opportunities to its labor force and have created various structured training plans focused on increasing skill sets and creating a positive working environment to encourage retention and promotion. Training in Communication Skills, Job Costing, Financial Management and Customer Service will give trainees transferable skills while promoting the Company's culture.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

L&S has grown at a rapid pace within the past year and projects a revenue growth of 20% over the next couple years. This is due to the aggressive demand for new single housing construction in Northern California. Within the past year, the Company, alone, has framed close to one thousand homes. In addition, the company is beginning to expand its general contracting and communities' division to address more multi-family units and apartments. As a result, the Company will hire 67 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## Training Plan

Training will be provided using the Class/Lab and Productive Lab delivery method by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be delivered to Assemblers, Project Leads and Sawyers and will focus on improving customer service and business management. Training topics include Accounts Receivable, Customer Service, Communication Skills, Job Costing, Project Management and Sales Skills.

**Commercial Skills:** Training will be offered to all occupations to increase knowledge of construction and business practices. Training topics include Building Code Updates, Digital Time Keeping, Floor Fabrication, Framing Procedures, Installation Procedures, Tool Operation, Truss Fabrication and Wall Fabrication.

**Computer Skills:** Training will be delivered to all occupations and focus on becoming more proficient in the use of software platforms. Training topics include Exak Time, Intellibuild, Mitek Sapphire Design and Sage 100 ERP.

## Certified Safety Training

**OSHA 10/30:** Training will be delivered to Assemblers, Carpenters, Sawyers and Project Leads. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for Frontline Supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## Productive Laboratory

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

Training will be delivered to the Assemblers, Carpenters, Sawyers and Project Leads. Trainers will demonstrate step-by-step instructions and then observe trainees performing these tasks. Training will be provided on Forklift Operation, Framing Procedures, Installation Procedures, Tool Operation, Truss Fabrication and Wall Fabrication. Training will provide staff with the tools they need to complete their job duties and repairs on products they did not install. Trainees will learn to operate new equipment. Trainees will also be knowledgeable in many skill sets that will assist them at the different job sites. Production will be impacted because an experienced staff member will be used to train and observe trainees.

The Company's equipment is complex and has numerous components that varies with the different types of buildings. Due of these equipment complexities, the machinery requires multiple workers to operate, L&S is requesting a 1:3 trainer-to-trainee ratio. Additionally, L&S is requesting up to 60 hours of PL training.

## Commitment to Training

L&S spends \$500,000 per year on training for all of their California locations. The Company provides the following training: new hire orientation, safety training, California labor laws and regulations, basic computer skills, violence in the workplace prevention, sexual harassment prevention and on-the-job training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

L&S has a structured training plan in place. The Director of Safety and Human Resources Manager, along with a team of managers, supervisors, safety leads and Human Resources staff will oversee the ETP project. A third party administrator will assist with administrative duties. Training will be delivered by in-house experts and vendors as needed.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0119	Rocklin	7/1/2018 – 6/30/2020	\$199,342	\$191,370 (96%)
ET16-0472	Rocklin	6/6/2016 – 6/5/2018	\$179,320	\$170,330 (96%)

### **DEVELOPMENT SERVICES**

L&S retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal for a fee of \$15,000.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

(8-200) Trainees may receive any of the following:

**Business Skills**

- Accounts Receivable
- Accounts Payable
- Customer Service
- Communication Skills
- Financial Management
- Job Costing
- Leadership Skills
- Problem Solving & Decision Making
- Project Management
- Sales Skills

**Commercial Skills**

- Building Code Updates
- Carpentry Skills
- COVID Compliance
- Digital Time Keeping
- Floor Fabrication
- Forklift Operation
- Framing Procedures
- Installation Procedures
- LEAN Construction
- On-Site Manufacturing
- Off-Site Manufacturing
- Project Scheduling
- Site Set-up/Clean-Up
- Tool Operation
- Truss Fabrication
- Wall Fabrication

**Computer Skills**

- Bird Dog
- CAD
- Client Web Based Applications
- Exak Time
- Intellibuild
- Mitek Sapphire Design
- MS Office Suite (Intermediate/Advanced)
- Sage 100 ERP

**Safety Skills - OSHA 10**

- OSHA 10

**Safety Skills - OSHA 30**

- OSHA 30

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

**PL Hours (1:3)**

(0-60) Trainees may receive any of the following:

**Commercial Skills**

- Building Code Updates
- Forklift Operation
- Framing Procedures
- Installation Procedures
- LEAN Construction
- Off-Site Manufacturing
- On-Site Manufacturing
- Project Scheduling
- Site Set-up/Clean-Up
- Tool Operation
- Truss Fabrication
- Wall Fabrication

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



## EXPANSION FUNDS

Training Proposal for:

**Laborers Health and Welfare Trust Fund for Northern California**

**Contract Number: ET22-0948**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** S. Wang

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Laborers International Union Locals 73, 166, 185, 261, 270, 294, 304, 67, 886, 324 and 1130		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$555,420		\$39,845 Jobs 1 & 2: 8% Job 3: 20%		\$595,265

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyworker	Business Skills, Comm'l. Skills, OSHA 10/30	25	8–200	0	\$590	\$32.80
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Comm'l. Skills, OSHA 10/30	495	8–210	0	\$1,135	\$19.85
				Weighted Avg: 59			
3	Veterans Apprentice Retrainee Priority Rate	Comm'l. Skills, OSHA 10/30	15	8–210	0	\$1,246	\$19.85
				Weighted Avg: 59			

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

**Minimum Wage by County:** Job Numbers 1-3: \$23.53 per hour in Alameda, Marin, San Mateo, Santa Clara and San Francisco counties; \$23.30 per hour in Contra Costa County; \$21.73 per hour in Los Angeles County; and \$19.85 per hour in all other counties.  
CBA wages have been verified

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Journeyworker</b>		
Construction Craft Laborer		5
Brick Tender Laborer		10
Parking and Highway Improvement Laborer		5
Plaster Tender Laborer		5
<b>Job Number 2: Apprentice</b>		
Construction Craft Laborer		10
		260
Brick Tender Laborer		30
		10
		25
Parking and Highway Laborer		10
		60
Plaster Tender Laborer		10
		80
<b>Job Number 3: Veteran Apprentice</b>		
Construction Craft Laborer		1
		2

Brick Tender Laborer		1
		1
		2
Parking and Highway Laborer		2
		2
Plaster Tender Laborer		2
		2

## **INTRODUCTION**

In 1995, the Northern California District Council of Laborers and the Associated General Contractors of California created the Laborers Health and Welfare Trust Fund for Northern California (NorCal Laborers) and the Laborers' Joint Apprenticeship Training Center (JATC). NorCal Laborers serves nine Northern California Laborers Union Locals (73, 185, 261, 270, 294, 304, 67, 324 and 1130), representing 29,000 journey-level workers and 4,794 apprentices across 46 Counties in California. The JATC has approximately 1,700 signatory employers. ETP training is center-based and all in-person training will be conducted at the San Ramon Training Center or other designated training facilities throughout the Central Valley, Northern California, and the San Francisco Bay Area.

This will be NorCal Laborers' seventh ETP Contract, and its fifth in the last five years. The new funding request is driven by the continuous demand of the construction industry for skilled Apprentices and Journeyworkers in Northern California. NorCal Laborers is committed to helping Californians with little to no construction experience get their foot in the door and into a meaningful career in the building trades. To accommodate this, NorCal Laborers has provided several options to expand its recruitment of trainees and to accommodate apprentices of all walks of life while also making classes more accessible. These accommodations include: bi-lingual trainers and staff, Spanish-speaking (only) courses, weekend courses, flexibility in class scheduling for those with other jobs, and work history being taken into account when determining class placement.

### **Veterans Program**

NorCal Laborers is committed to Veteran recruitment and hiring in its program and anticipates training 15 Veteran Apprentices (Job Number 3) in this proposal. NorCal Laborers recruits through programs like Helmets to Hardhats, and it is also an approved GI Bill site. This allows Veterans to receive GI Bill benefits that can be put towards paying for cost of training, and veterans in the Apprenticeship program are eligible to receive Montgomery GI Bill benefits such as a monthly housing allowance. As an incentive to join the program, NorCal Laborers waives initiation fees and provides streamlined admissions processes for veteran applicants.

The Veteran Apprentices' training curriculum in this proposal will be the same as Apprentice training. These trainees are in a separate Veterans' Job Number to better track performance toward ETP's goal of improved outreach for veterans. To incentivize and recruit veterans to apply for the program, NorCal Laborers partners with organizations such as CityBuild and Richmond Build to help attract Veterans to the program. The new Executive Director is committed to increasing the numbers of Veteran Apprentices and is working on establishing relationships with community-based organizations in the area to find new ways to find, recruit, and hire veterans.

## **First-Year Apprentices**

NorCal Laborers would like to request an exception to permit the first-year Apprentices to participate as permitted under existing ETP Apprenticeship Training program's guidelines for a two-year program. Under these guidelines, an exception may be made for trainees who have advanced to Year 1, Period 2 when the apprenticeship program is less than or equal to 24 months.

Laborers Apprenticeship Program is unique from other trades as it does not separate apprentices into different levels depending on their year. Instead, trainees are allowed to select from different sets of courses that correspond to their skill level and previous work experience. For instance, a trainee can be a first year in course work, but could be a second year in work status; or, a trainee can be a second year in course work, but a first year in work status. NorCal Laborers gives credits for work or course experience. Hence, the distinction between first and second-year apprentices is unclear making eligibility for the ETP program difficult to determine. This request has been approved by Panel in previous ETP Contracts, and staff recommends approval of this request.

## **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project, the program is two years. The curriculum is developed with input from DAS and a designated Local Educational Agency (in this case State Center Community District).

For the building trades, it is not customary for workers to be employed for a standard retention period of 90-consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified-retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified-retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. Under the ETP Expansion Funds Program, trainee wages are required to meet ETP's county-by-county wage.

## **Employer Demand**

ETP funding will expand and upgrade NorCal Laborers' program. ETP funding will help train more Apprentices and upgrade Journeyworker skills to meet employer demands and to keep pace with out-of-state and non-union competition. ETP funds from this proposed project will address the need for increased speed and precision to offset higher costs of materials and will update trainee knowledge base concerning higher-quality standards including new green and energy-efficiency standards

NorCal Laborers reports that the following projects are driving employer demand under this proposal: the VA Hospital in Stockton (estimated completion date 2023), CalTrain Rails and Stations modernization all along the San Francisco Peninsula, UC Santa Cruz construction and renovation, Google Campus – Charleston East in Mountain View, Highway 50 Expansion Project, Interstate 5 Widening Project and Trinity County Fire Cleanup.

## **PROJECT DETAILS**

Many of the types of construction performed by Laborers include pouring concrete, laying asphalt, installing storm drains and water mains, working on bridges, and driving tunnels. NorCal Laborers also teaches trainees the skills to use pneumatic tools, welding, organizing, and to carry and use heavy materials, read plans, and to set up and breakdown worksites. In this proposal, Apprentices and Journeyworkers will learn to perform many of the types of construction such as wrecking work, analyzing a project site plan for water filtration and erosion control, removing hazardous waste, laying and pressure testing pipes, repairing roads, setting up materials for use in reinforcing concrete construction, and performing general construction cleanup work.

### **Training Plan**

The following training will be delivered via Class/Lab and E-Learning delivery methods:

**Business Skills:** Training will be provided to Journeyworkers in courses such as Advanced Time Management, Conflict Resolution, Creating Project Bids, and Decision Making Skills. Trainees will gain the skills to plan, organize, and manage construction projects resulting in more efficient and on-time work.

**Commercial Skills:** Training will be provided to Journeyworkers and Apprentices. Journeyworkers will learn about mechanical integration and weatherization to meet clean-energy standards in courses such as ARC Welding, Blueprint Reading, and Hoisting and Rigging. Apprentices will learn to set up, build, and maintain commercial, industrial and residential construction sites in course topics such as Air Tools, Boom Lift Safety, Brick Tending, Concrete and Asphalt and Forklift Safety.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 or 30 hours of classroom (or CBT training for journey-level workers only) for Apprentices and Journeyworkers. The coursework is geared to construction work and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Marketing and Support Costs**

NorCal Laborers is requesting 8% in support costs for Job Numbers 1 and 2 and 20% for Job Number 3 (Veterans) to fund recruitment and conduct ongoing assessments of employer-specific job requirements. The Trust and the eleven union locals publicize training through their websites, newsletters, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. It will promote this training at labor-management meetings and industry assemblies, site visits to local schools, trade shows, industry meetings, and vocational outreach organizations.

### **Commitment to Training**

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

### ➤ Training Infrastructure

NorCal Laborers' Director of Apprenticeship (dedicated administrator) will oversee ETP training with eight full-time and two part-time staff assisting in administration including marketing, recruitment, needs assessments, and training scheduling. Training will be delivered by 15 full-time trainers who are former or current laborers and are subject-matter experts. Additionally, it has retained a third-party administrator- Strategy Workplace Communications to assist with ETP.

### Impact/Outcome

Journeyworkers and Apprentices will receive certifications in the following: OSHA 10, OSHA 30, Rigging and Lifting, Traffic Control, Flagging, Hazardous Waste Removal, Scaffold User, Scaffold Builder, Confined Space, Forklift and Welding.

### Tuition Reimbursement

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

### **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0944	\$378,140	10/5/20 – 10/4/22	336	0	0

Based on the CEF system, 6,557 reimbursable hours have been tracked for potential earnings of \$139,928.02 (37% of Approved Amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through July 2022.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET20-0939	Statewide	10/7/19 – 10/6/21	\$746,160	\$160,180.74 (21%)
ET19-0913	Statewide	8/6/18 – 8/5/20	\$949,815	\$891,601 (94%)
ET17-0901	Statewide	8/1/16 – 7/31/18	\$530,512	\$530,512 (100%)

\*ET20-0939 – Per the CEF System \$160,180.70 (21%) of progress payment has been approved. The Contractor projects that there will be 100% earnings as there are more hours to be uploaded.

### **DEVELOPMENT SERVICES**

Strategy Workplace Communications and California Labor Federation in Sacramento and Alameda assisted with development of this proposal at no cost.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8–200 (Job Number 1)

Trainees may receive any of the following:

**JOURNEYWORKER****BUSINESS SKILLS**

- Advanced Time Management
- Conflict Resolution
- Creating Master Plan for Future Improvements
- Creating Project Bids
- Customer Service Skills
- Decision Making Skills
- Filling Out Work Documents and Reports Accurately
- Green Awareness Training and Green Certificates
- Inventory Checklist
- Leadership Skills
- Problem Solving
- Project Management
- Teambuilding Skills

**COMMERICAL SKILLS**

- 25 Permit Required Confined Space Entry
- Aerial Boom Lift
- Air Tools
- ARC Welding
- Asbestos Removal Initial Class
- Asbestos Removal Recertification
- Basic Construction Math
- Blue Print Reading
- Confined Space Awareness Class
- COVID-19
- Forklift
- Fundamentals of Construction
- Hoisting / Rigging / Signaling
- Jobsite Erosion Control
- Lead Abatement Initial Class
- Lead Abatement Recertification
- Mechanical Pipe Oxy Torch Cutting Burning
- Oxyfuel Cutting
- Photovoltaic
- Scaffold Builder
- Scaffold User
- Signal Person
- Skid Steer
- Weatherization Technician and Installer

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

- OSHA 10
- OSHA 30

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

8–210 (Job Numbers 2 & 3)

Trainees may receive any of the following:

**APPRENTICE****COMMERCIAL SKILLS**

- Aerial Platform
- Air Tools
- Area and Volume, Calculating, and Estimating
- Asbestos Abatement Worker
- Asphalt Remove & Replace Builders Level Math
- Basic Construction Math
- Blueprint Reading
- Boom Lift Safety
- Brick Tending
- Bulkheads, Batter Boards, Overhead Screed
- Compaction
- Concrete and Asphalt
- Concrete Placement and Finishing, Floors, Drives, and Walk Behind Power Trowel
- Confined Space
- Confined Space Awareness Class
- Construction Craft Laborers
- COVID-19
- Environmental Hazards of Highway Work
- Environmental Passport
- Fall Protection
- Forklift and Forklift Safety
- Form Setting, Curb and Gutter, Alley Gutter, Pour in Place Walls
- Fractions and Decimals, Inches to Decimals
- From Setting, Sidewalk, Driveway, Approach, Handicapped Ramp
- Fundamentals of Construction
- Grade Checking
- Hand and Power Tools
- Hazardous Waste Removal Initial
- Hazardous Waste Removal Recertification
- Hazardous Waste Worker
- Hoisting Rigging & Signaling
- Landscape
- Landscape 1: Planting and Maintenance
- Landscape 2: Construction Math & Irrigation Systems
- Landscape 3: Erosion Control, Grading, & Drainage
- Landscape 4: Retention Walls, Dividers, & Flatwork
- Lead Abatement Worker



- Material Handling, Storage, Use, and Disposal
- Mechanical Pipe
- Mini Excavator
- Oxy Torch Cutting Burning
- Pipe Laying
- Placement and Finishing, Panel, Patios, Drives, Decks, Tilt-Up
- Placement, Finishing Tools, Concrete Procedures, Control Joints
- Recognition and Hazard on the Jobsite
- Respiratory Awareness
- Scaffold Builder
- Scaffold User
- Scope of Work, Personal Protective Equipment, Materials, and Tools
- Skid Steer
- Skip Loader
- Solar
- Squaring Principles, Triangulation
- Steward Training
- Sub-Grade Preparation, Line Setting, and Forming Techniques
- Survey, Station, Percentages
- Tilt-Up Construction
- Tools and Equipment: Pick and Pick Mattocks, Shovels, Digging, Bars, Jackhammer, Rivet Buster, Chipping Gun, and Clay Spades
- Torch Cutting and Burning
- Traffic Control and Flagging
- Trench Plates & Shoring
- Weatherization Technician and Installer
- Welding

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

- OSHA 10
- OSHA 30

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

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

Training Proposal for:

### Northern California Tile Industry Apprenticeship and Training Trust Fund

Contract Number: ET22-0934

Panel Meeting of: January 27, 2022

ETP Regional Office: San Diego

Analyst: S. Phillips

#### PROJECT PROFILE

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

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$105,888		\$8,165 Jobs 1 & 2 8% Job 3: 20%		\$114,053

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyworker	Commercial Skills	4	8-200	0	\$590	\$26.75
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Commercial Skills, OSHA 10/30	59	8-200	0	\$1,732	\$21.17
				Weighted Avg: 90			
3	Retrainee Priority Rate Apprentice Veteran	Commercial Skills, OSHA 10/30	5	8-200	0	\$1,901	\$21.17
				Weighted Avg: 90			

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

**Minimum Wage by County:** Job Numbers 1-3 (Priority Industry): CBA Wages apply as the ETP minimum wage.

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

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

Up to \$2.79 per hour may be used to meet the Post-Retention Wage in Job Numbers 2 & 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Tile Finishers (Journeyman)		2
Tile Layers (Journeyman)		2
<b>Job Number 2</b>		
Tile Finishers (Apprentice)		30
		10
Tile Layers (Apprentice)		19
<b>Job Number 3 - Veteran</b>		
Tile Finishers (Apprentice)		1
		3
Tile Layers (Apprentice)		1

## **INTRODUCTION**

Since 1917, Northern California Tile Industry Apprenticeship and Training Trust Fund (NorCal Tile) has been training Apprentices from 46 Northern California counties in the tile finisher and tile layer trades. NorCal Tile serves 20 signatory employers, 435 Tile Layer Journeyworkers, 329 Tile Finisher Journeyworkers, 85 Tile Layer Apprentices and 109 Tile Finisher Apprentices. Training is provided at a training center located in Livermore. This will be NorCal Tile's fourth ETP Contract, and third in the last five years.

Both occupations work in residential housing, large commercial projects, malls, schools or hospitals. Trained Tile Layers install glass, ceramic and stone tile. The work includes the laying, cutting or setting of all tile where used for floors, walls, ceilings, walks, promenade roofs, exterior veneers, and many others. They also prepare and set all concrete, cement, brickwork or other foundations or material that may be required to properly set and complete the work. Tile Finishers work with the tile layers on the installation of ceramic, glass or stone tile. However, they do most of the setting up of materials and clean up. They mix all mortars, by machine or by hand mixing using a mixing hoe.

### **Veterans Program**

NorCal Tile works to recruit Veterans into the Apprentice program and works with Helmets to Hardhats. This project will train five Veterans (Job Number 3). The Veteran curriculum will mirror the curriculum for Apprentices in Job Number 2.

### **Apprenticeship Program**

The Panel funds does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is two year for Tile Finisher and three years for Tile Layer years. The curriculum is developed with input from DAS and a designated Local Educational Agency in this case Hayward Adult School.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

## **PROJECT DETAILS**

Training under this project will allow employers to address changes in the industry including California gas emission reduction goals in which workers will need to learn to utilize new materials and skills. In addition, work must meet higher quality standards and trainees must learn to ensure projects are on time and on budget. As such, training will be provided in the use of tile and piping equipment, updated building standards and green business practices necessary to meet demand to develop and retrofit buildings with greener materials. Further, trainees will learn to work efficiently with materials in order to reduce scrap and re-work.

Training will prepare Apprentices and Journeyworkers to work on projects throughout Northern California. These projects include BayView at Moffett Field-Mountain View, Eureka HS New AG Bldg.-Eureka, Kaiser Hospital-Sacramento, Kaiser Convenience Care-San Francisco, Oakland Marriott, Sacramento Theater, Sacramento State, and Yerba Bueno Island Condos to name a few.

## **Training Plan**

Training will be provided in class/lab and E-Learning in the following:

**Commercial Skills:** Training will be provided to all trainees to ensure trainees can clean, polish and seal tiles, measure and cut tiles prepare and apply mortar, install tiles and apply grout. Topics include: Math for Tiles, Mixing Mortar, Epoxy, Resins and Cement; Types of Tile; Water Proofing; Blueprint Reading, Caulking and Walls & Base.

## **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## **Funding Year 1 Apprentices**

ETP’s Apprentice Guidelines allow programs that are fewer than 24 months to request to train first year Apprentices who have advanced to Year 1, Period 2. NorCal Tile is requesting this exemption for the Tile Finisher program, which is 24 months long. Allowing this exemption will ensure the contractor can train as many Apprentices as possible. This exemption will not apply to the Tile Layers.

## **Commitment to Training**

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

### **➤ Training Infrastructure**

This project will be overseen by the Training Director with support from three administrative staff who will assist with marketing, recruitment, assessments and scheduling of training. The trainers in this project are current or former professionals in the trade and are subject matter experts. Further, NorCal Tile has retained an administrative subcontractor to assist with administration of the project.

## **Impact/Outcome**

As a result of training delivered under this proposal, Journeyworkers may receive Forklift Certification and Apprentices will receive certifications in OSHA 10, OSHA 30 and Forklift.

## Marketing and Support Costs

Employer demand is inherent in the apprenticeship agreements between the trainees and participating employers. Marketing is conducted through direct mailings, personal contacts, telephone calls, public service announcements, emails, and web postings. Three staff will perform duties related to marketing, recruitment, needs assessments, and scheduling of training.

NorCal Tile requests 8% support costs in Job Numbers 1 & 2 and 20% in Job Number 3 to fund its staff in recruiting and qualifying additional participating employers for this program. Although many of the participating employers have already been notified, additional outreach and needs assessments will take place throughout the Contract term. Staff recommends the 8% and 20% support costs.

## Tuition Reimbursement

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

## ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0950	\$114,053	11/02/2020-11/01/2022	68	0	0

ET21-0950: Training Stats stated on 10/06/2021, based on ETP Systems, there are currently 5,558 reimbursable hours tracked in the system, with \$107,440 in potential earnings (94.20%). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through November 2022.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0934	Northern California	10/07/2019-10/06/2021	\$224,701	\$00 (0%)

ET20-0934: Based on ETP Systems, there are 8,797.50 reimbursable hours tracked in the system, with potential earnings of \$171,084.76 (76%) although the end term date of the Contract was 10/6/21, NorCal Tile is still in the process of uploading training hours. Therefore, the Contractor projects final earnings of 100% based on training hours provided prior to the beginning of the retention period.

## DEVELOPMENT SERVICES

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

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

## **Exhibit B: Menu Curriculum**

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

8-200

Trainees may receive any of the following:

### **Journeyworker**

#### **COMMERCIAL SKILLS**

- Advance Certification for Tile Installers (ACT)
  - ACT Grouts
  - ACT Gauged Porcelain Tile
  - ACT Membranes
  - ACT Mud Walls
  - ACT Mud Floors
  - ACT Shower Receptor
  - ACT Large Format Tile
- Foreman Training Certification
- Membranes & Substrate Prep
- Membranes & Mud Ben Requirements
- Gauged Porcelain Tile/Panel Training
- Forklift (can include scissor & shooting boom lift)
- Aerial work platforms (articulating man lift)
- ACT Orientation
- TCNA and ANSI Workshop
- Grouts A118.3, A118.6, A118.7, Single Component & Caulking's

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

8-200

Trainees may receive any of the following:

### **Apprentice**

#### **COMMERCIAL SKILLS**

- Architectural Drawing
- Blueprint Reading
- Caulking
- Cleaning, Polishing and Sealing
- Commercial Room Layout #1 and #2
- Codes and Repairs
- Walls & Base
- Manipulative Skills Tests:
  - Shower Floor
  - Cased Window Ceiling
  - Circular Column
  - Dome
  - Gothic Arch
  - Semi-Circular Arch
  - Radius Stairs
  - Straight Stairs



- Tub Splash
  - Tub/Shower Combination
  - Elliptical or Gothic Arch
  - Buttress Walls and Jamb
  - Tub/shower Niche
  - “L” Shaped Countertop and Backsplash
  - Two Drain Floor
- Float Large Walls – Using String lines to Set Strips
- Grouting
- Hawk and Trowel
- Holding String Lines and Chalk Lines
- Laser and Transit Use
- Lath & Scratch
- Layouts
- Math for Tile
- Mixing Mortar, Epoxy, Resins and Cement
- Mud Mixing and Bonding Materials
- Set Screeds on Large Floor and Float
- Shower Pans
- Slurrying & Roughing-in Large Floors
- Special Equipment: Scaffolds and Lifts
- Square Footages & Room Setup
- Square Shower Walls and Curb
- String lines and Screeds for Slope
- Technical Aspects of Tile Installations
- Trim Shapes and Materials
- Types of Tile
- Use of a Tile Rack
- Water level Rooms for Wall Layout and Floor Elevations
- Waterproofing
- ACT
  - ACT Grouts
  - ACT Gauged Porcelain Tile
  - ACT Membranes
  - ACT Mud Walls
  - ACT Mud Floors
  - ACT Shower Receptor
  - ACT Large Format Tile
- Foreman Training Certification
- Membranes & Substrate Prep
- Membranes & Mud Ben Requirements
- Gauged Porcelain Tile/Panel Training
- Forklift (can include scissor & shooting boom lift)
- Aerial work platforms (articulating man lift)
- ACT Orientation
- TCNA and ANSI Workshop
- Grouts A118.3, A118.6, A118.7, Single Component & Caulking's

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

- OSHA 10
- OSHA 30

Safety Training cannot exceed 10% of trainee's total training hours.

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



## EXPANSION FUNDS

Training Proposal for:

# Orange County Electrical Joint Apprenticeship and Training Trust Fund

Contract Number: ET22-0936

Panel Meeting of: January 27, 2022

ETP Regional Office: San Diego

Analyst: J. Lima

### PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans Expansion Funds (Alt/Gen)	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 441		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$555,540		\$43,050 Job Numbers 1-2: 8% Job Number 3: 20%		\$598,590

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker Priority Rate	Commercial Skills, Business Skills, Computer Skills, OSHA 10/30	20	8-200	0	\$552	\$41.68
				Weighted Avg: 24			
2	Retrainee Apprentice Priority Rate	Commercial Skills, OSHA 30	230	8-210	0	\$2,178	\$22.92
				Weighted Avg: 121			
3	Retrainee Apprentice Veterans Priority Rate	Commercial Skills, OSHA 30	20	8-210	0	\$2,178	\$22.92
				Weighted Avg: 121			

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

**Minimum Wage by County:** Job Number 1-3: CBA Wages apply for Job Numbers 1-3.

**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 health benefits are provided, they are not being used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Journeyworker: Inside Wireman, Sound Installers, Transportation		20
<b>Job Number 2</b>		
Apprentice: Inside Wireman, Sound Installer		29
		201
<b>Job Number 3</b>		
Veterans Apprentice: Inside Wireman, Sound Installer		2
		18

**INTRODUCTION**

The Orange County Electrical Joint Apprenticeship and Training Trust Fund (OCETT or Trust) ([www.ocett.org](http://www.ocett.org)) has served the electrical industry in Orange County since 1950. The Trust provides training for local inside wiremen and transportation and telecommunication electricians. The Training Center is a partnership between Orange County Chapter of NECA and the International Brotherhood of Electrical Workers Local 441 and its 237 local employers. This contract will request funding for the journey-level workers and apprentices. This will be OCETT's eighth ETP Contract, the sixth in the last five years.

## **Veterans Program**

OCETT is committed to supporting job-related training that helps Veterans transition into the California workforce. The Trust recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. Veterans who apply for an apprenticeship can skip the first stage (the written assessment) and go to the second stage (the interview). OCETT has included a separate Job Number to better track Veterans included in the program. The Veteran training curriculum is the same as the Apprentice training.

## **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is five years. The curriculum is developed with input from DAS and a designated Local Educational Agency (in this case Santiago Canyon College).

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

## **PROJECT DETAILS**

OCETT will provide training in order to keep up with changes in the electrical industry. Training will also be provided in new, emerging technologies that focus on renewable energy and highly efficient electrical control systems. A more energy efficient construction industry and an aging workforce retiring from the industry have created major challenges for employers. The curriculum emphasizes green training like energy management, lighting and controls. The local hiring demands of OCETT have helped shape the curriculum, such as the need for electricians with the ability to work with green materials at technically advanced construction projects.

These new skills will assist the trainees as they work on the following upcoming projects: Disney Marvel land; Disney Four Diamond Hotel (700 rooms); Boeing-Huntington Beach; County of Orange (Multiple Buildings); Doheny Ocean Desalination Project; Desalination Plant in Huntington Beach; Garden Grove Hotel – AECOM; and updating schools throughout the County.

## **Training Plan**

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

**Business Skills:** Training will be provided to Journeyworkers. Electricians will learn certification guidelines, collaborative bidding and project development practices, budgets, and implementing green solutions in traditional work environments. Training will also include team-building and leadership skills in addition to changes in the new California Energy Codes (requires buildings to be more efficient by integrating lighting systems and HVAC systems).

**Commercial Skills:** Commercial Skills courses will be offered to all trainees. The electrical field is undergoing significant change due to the emergence of new high-tech products and energy efficient construction methods used by the participating employers and property owners. As such, Electricians are faced with understanding and following National Electrical Codes, Title 24, safety standards, and energy efficiency practices. Many of the classes listed in this contract help create bridges between the old and new technologies applicable to electricians.

**Computer Skills:** Computer Skills courses will be offered to Journeyworkers. AutoCAD training will give trainees the tools to read and modify blueprints as needed, while on the jobsite. Job Tracking will train electricians to manage projects closely and look up project requirements, budgets and timelines on demand. Training will also include operation of scheduling and job planning software.

### **Certified Safety Training:**

OSHA 10/30: This training will be offered to all trainees and is a series of courses “bundled” by industry sector and occupation. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Marketing and Support Costs**

OCETT uses direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and the website to market its program. Class information will also be disseminated throughout the year to all Apprentices, Journeyworkers and employers. Application announcements for the apprentice program are sent to local, state and federal agencies as well as to local high schools, community colleges and community-based classes. Journey-level and apprentice courses are offered January through June and July through December. The Trust requests 8% support costs in Job Numbers 1 & 2 and 20% in Job Number 3 (Veterans) to fund its recruiting efforts.

### **Commitment to Training**

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

### **Training Infrastructure**

The OCETT Training Director with approximately five staff will assist with the marketing, recruitment, needs assessments, and scheduling of training. The Trust has 22 trainers who will assist with the training. The trainers are former or current electricians and are experts in the areas that they teach. A third-party administrative subcontractor has been retained to provide administrative services.

### **Impact/Outcome**

Certifications earned for trainees listed above include: OSHA 10, OSHA 30, Rigging and Lifting, Green Audits, Arc Flash Safety Awareness, Building Automation Systems, California Advanced Lighting Controls Training Program/Acceptance Testing, Title 24 Lighting Installation and Codes, Instrumentation and Energy Storage and Microgrid Training and Certification energy storage.

## **Tuition Reimbursement**

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

## **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0929*	\$377,168	09/01/20-08/31/22	229	0	0

\*ET21-0929: Training has started, however based on ETP Systems, OCETT no reimbursable hours have been tracked. OCETT projects 100% performance based on hours committed. The hours committed by OCETT are reported to not be up-to-date within the Cal-E-Force (CEF) system. Strategy Workplace Communications, a 3<sup>rd</sup> party administrative subcontractor, is working to upload this information as soon as possible.

## **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0924**	Orange	08/26/19-08/25/21	\$742,195	\$0 (0%)**
ET19-0930	Orange	10/29/18-10/28/20	\$940,064	\$940,064 (100%)
ET17-0934	Orange	06/05/17-06/04/19	\$655,010	\$655,010 (100%)
ET16-0913	Orange	10/05/15-10/04/17	\$477,825	\$477,825 (100%)

\*\*ET20-0924: To date eligible hours tracked are equivalent to \$742,195 (100% of approved amount). The Contractor projects final earnings of 100% based on training and retention completed. The hours committed by OCETT are reported to be now up-to-date within the Cal-E-Force (CEF) system and thus have started the process of an ETP Final Fiscal Closeout of Payment Earned.

## **DEVELOPMENT SERVICES**

California Labor Federation in Sacramento, and Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

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

8 – 200 (Job Number 1)

Trainees will receive any of the following:

**JOURNEY-LEVEL CURRICULUM****COMMERCIAL SKILLS**

## Codeology

- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Arc Flash

## Analog/Digital Circuit (AC/DC) Principles

- Math for Electricians
- Ohm's Law
- Generators
- Inductance/Reactance
- Series/Parallel Circuits

## Grounding

- Grounding and Bonding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code

## Fire Alarm Systems and Installations

- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- Start Up and Check Out Procedures
- National Fire Protection Act, 1972 (NFPA 72)

## Fire Life Safety

- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72
- Principles of Electronics

## Industrial Motor Control

- Control Relays and Timers
- Jogging and Plugging Controls



- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

#### Programmable Logic Control (PLC)

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program

#### Electrical Design

- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code

#### Voice, Data, and Video

- Audio Distribution
- CCTV Security Surveillance
- Computer Networking
- Fiber Optics
- Telephonic Interconnect

#### Industry Specific Skills

- Solar Panel Installation
- Solar Photovoltaics
- Building Automation Systems
- Confined Space Entry
- Specialized Tools
- Conduit Bending
- Rigging and Lifting
- Firestop Installation
- Blueprints and Schematics
- Work Flow and Resources
- Proper Installation and Use of Testing and Auditing Materials and Equipment (Green Training)
- Understanding New Technologies and Changes to Industry Standards (Green Training)
- Proper Equipment Set-Up (Green Training)
- Safe Working Practices
- Advanced Instrumentation and Motor Controls
- Programmable Logic Controllers
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Management and Monitoring of Materials

- Testing Materials and Equipment –Proper Set-Up and Use (Green Training)
- Understanding Changes to Industry Standards (Green Training)

#### CALCTP (California Advanced Lighting Control Program)

- Advanced Lighting Control Systems
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Dimming Controls
- Occupancy Sensors
- Photosensors

#### CALCTP Acceptance Testing

- Electric Vehicle Infrastructure Training Program (EVITP)
- Instrumentation Certification
- Energy Storage and Microgrid Training and Certification (ESAMATC)

### **BUSINESS SKILLS**

- Teambuilding Skills
- Green Awareness Training and Green Certifications
- Leadership Skills
- Customer Service Skills
- Conflict Resolution
- Problem Solving
- Decision Making Skills
- Inventory Checklist
- Advanced Time Management
- Filling Out Work Documents and Reports Accurately
- Project Management
- Creating Project Bids

### **COMPUTER SKILLS**

- Auto Computer-Aided Design (AutoCAD)
- Job Tracking System
- Scheduling & Planning Jobs

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

- OSHA 10
- OSHA 30

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

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

Trainees may receive any of the following:

**APPRENTICE CURRICULUM****COMMERCIAL SKILLS****2nd Year**

- Orientation, Level II
- COMET
- Test Instruments, Level I
- Codeology, Level I
- AC Systems, Level 1
- AC Theory, Level I
- AC Theory, Level II
- Blueprints, Level I
- Electrical Safety-Related Work Practices, Level I
- Code Calculations
- Code, Standards & Practices 2, Level I
- Code, Standards & Practices 2, Level II

**3rd Year**

- Blueprints, Level II
- Code, Standards and Practices 3, Level 1
- Electrical Safety-Related Work Practices, Level II
- Grounding and Bonding, Level 1
- Grounding and Bonding, Level II
- Transformers, Level 1
- Transformers, Level II
- Code, Standards and Practices 6, Level 1
- Preparing for Leadership, Level 1
- Transformer wiring
- Rigging, Hoisting and Signaling

**4th year**

- Code Calculations Complete
- Blueprints, Level III
- Motors, Level I
- Motors, Level II
- Motor Control, Level I
- Motor Control, Level II
- Motor control labs
- Code Prep

**5th Year**

- Code and Practices
- Code Calculations
- Orientation, Level III

- Torque
- PV/Solar Installer
- CALCTP
- EVITP
- CPR/First Aid Refresher
- Code of Excellence
- Foreman Training
- Electrical Safety Arc Flash

**For All Years:**

- Electric Vehicle Infrastructure Training Program (EVITP)
- Foreman Training
- CPR/First Aid
- Energy Storage and Microgrid Training and Certification (ESAMATC)

**OSHA 30 (OSHA Certified Instructor)**

- OSHA 30

Safety training cannot exceed 10% of total training hours for any individual trainee. (This 10% safety training cap does not apply to Hazardous Materials or OSHA 10/30 training.)

Note: Reimbursement for training is capped at 200 total training hours for Job Number 1 and 210 total training hours for Job Numbers 2 & 3 per trainee, regardless of method of delivery.



Retrainee-Job Creation  
**Training Proposal for:**  
**PB Loader Corporation**  
**Contract Number: ET22-0237**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** K. Mam

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 107	U.S.: 107	Worldwide: 107
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	13%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$147,000

<b>Total ETP Funding</b>
\$113,022

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Cont. Improv., HazMat, Mfg. Skills, PL-Mfg. Skills, OSHA 10/30	107	8-200	0	\$966	\$16.17
				Weighted Avg: 42			
2	Retrainee Priority Rate HUA Job Creation Initiative	Business Skills, Computer Skills, Cont. Improv., HazMat, Mfg. Skills, PL-Mfg. Skills, OSHA 10/30	10	8-200	0	\$966	**\$15.00
				Weighted Avg: 42			

\*Post-Retention Wage is the Contractual Wage.

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

**Minimum Wage by County: Job Number 1 (Retrainee):** \$16.17 per hour for Fresno County.  
**Job Number 2 (Job Creation):** \$15.00 per hour for Fresno County.

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

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

Up to \$1.17 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Administration Staff		4
		2
Engineering Staff		4
		6
Finishing Staff		4
		1
		1
Installation Staff		5
		5
		1
Operations Staff		3
		21

		13
Quality Control Staff		1
		1
Sales Staff		3
		1
		6
Service Tech		4
		2
		2
Welding/Fabrication Staff		16
		1
<b>Job Number 2 (Job Creation)</b>		
Administration Staff		1
		1
Operations Staff		4
		1
Service Tech		1
Welding/Fabrication Staff		2

## **INTRODUCTION**

Founded in 1956 and headquartered in Fresno, PB Loader Corporation (PB Loader) (<http://pbloader.com>), specializes in the manufacturing of commercial and industrial truck mounted equipment for agricultural, road maintenance, and construction industries. PB Loader's customers include municipalities, CalTrans and truck dealerships.

PB Loader seeks funding on behalf of itself and its affiliate, America Grape Harvestors, Inc. (AGH). AGH manufactures equipment including harvesters for grape and olive harvesting, crop picking machines, gondolas for transporting freshly picked crops, and rotary pulsators for farming. Training will take place at PB Loader and AGH's co-location in Fresno. This will be PB Loader's third ETP Project and third in the last five years.

## **Veterans Program**

PB Loader is continuously hiring Veterans through its regular recruitment efforts.

## **PROJECT DETAILS**

In the previous project, PB Loader focused training on the improvement of its manufacturing processes. In this proposal, PB Loader will continue to build on manufacturing process improvement by introducing a new product line of patch trailers. These trailers are more cost-effective asphalt carriers that can be towed by smaller vehicles. The Company will also be expanding its line of green hybrid electric/diesel trucks to reduce its carbon footprint and emission. The Company has invested over \$1.75 million on new equipment and software. New equipment includes a Kuma Machine, Sand Blasting Machine, Laser Cutting Machine, Plural Mix System, and Press Break. Staff must train extensively on the new equipment to ensure proper installation.

Training will also focus on improving data analytics collection. New software in the \$1.75 million investment includes Industrious, Bamboo HR, and Quest Software. The new software will allow the Company to collect more accurate quantitative data and track job progress in real time. Training under this proposal will allow the Company to remain competitive while increasing overall efficiency.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

In order to maintain the highest level of products and services, the Company is developing a new Quality Department. With the expansion of product lines, the Company must also grow its aftermarket service capabilities including product servicing, warranty support, repairs, and training. The Company will hire 10 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training will focus on improving customer service skills. Training topics include Business Communication, Customer Relationship Management, and Retaining Customers.

**Computer Skills:** Training will be offered to all occupations. Training will focus on software skills. Training topics include Payroll Software, HR Software, and Shop Floor Management Software.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on increasing production efficiencies. Training topics include Creating Continuous Flow, Kaizen Training, and Lean Procedures Practices.

**Hazardous Materials:** Training will be offered to Finishing Staff, Installation Staff, Operations Staff, and Welding/Fabrication Staff. Training will focus on Hazardous Materials Handling.

**Manufacturing Skills:** Training will be offered to Finishing Staff, Installation Staff, Operations Staff, and Welding/Fabrication Staff. Training will focus on equipment maintenance and operation. Training topics include Electrical and Electronics, Machine Maintenance, and Pneumatics.

### **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.

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

Trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. Due to the nature of their services, certain training cannot be replicated in a class/lab environment. PL training drives the ability to learn, demonstrate and master experience in a working environment without creating an excess of waste.



PB Loader will provide approximately 24 hours of PL-Manufacturing Skills training to Finishing Staff, Installation Staff, Operations Staff, and Welding/Fabrication Staff on equipment maintenance and operation. PL training topics will include courses such as Assembly Procedures, Electrical and Electronics, Fabrication, Hydraulics, and Equipment Operation. Instructors will be subject matter experts and will demonstrate the process prior to observing the trainees performing the task.

During PL training, production is expected to be slower given that the trainee will be working with new equipment and will be required to meet established quality standards. The Company is requesting a trainer-to-trainee ratio of 1:3 as some training requires working in teams of three.

### **High Unemployment Area**

Trainees (Job Number 1 & 2) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Fresno County is in an HUA.

#### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. PB Loader Corporation is requesting a wage modification from \$21.57 per hour to \$16.17 per hour for Job Number 1 and \$17.64 per hour to \$15.00 per hour for Job Number 2 in order to serve workers in lower-wage occupations.

### **Commitment to Training**

PB Loader invests over \$90,000 annually per facility on training including new hire orientation, sexual harassment prevention, and basic safety. 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**

PB Loader's Director of Operations will oversee the overall success and perspectives of the contract. The Human Resources Manager will work with the Human Resources Assistant on identifying trainees and scheduling training. The Company has also retained the services of a third party subcontractor who will assist with all administrative requirements.

### **Temporary to Permanent Hiring**

The Company will train approximately 10 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 6 months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

**Active COVID Pilot Project**

The Company has an active contract with ETP under Covid Pilot Project, with a term of 06/11/2021 to 06/10/2023. Of an estimated 19 trainees, 0 have been enrolled and 0 have received the minimum hours of training. The Contractor projects final earnings of 100% based on training currently committed by the employer and in progress through March 2023. The Contractor will upload hours once trainees complete retention.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
18CS-0071	Fresno	10/02/17 – 10/01/19	\$71,760	\$60,814.26 (85%)

**DEVELOPMENT SERVICES**

CALBEC Group in Clovis assisted with development of this proposal for a flat fee of \$10,000.

**ADMINISTRATIVE SERVICES**

CALBEC Group will also perform administrative services in connection with this proposal for a fee not to exceed 8% 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**

- Behavior Style Strategies
- Business Communication
- Communication Styles
- Conflict Resolution
- Customer Relationship Management
- Customer Service
- Dealing with Difficult People
- Employee Coaching
- Essential Skills for the New Supervisor
- Interpersonal Communications
- Marketing/Sales Techniques
- Relationship Building
- Retaining Customers
- Strategic Planning
- Successful Selling Techniques/Sales
- Time Management

**Computer Skills**

- Advanced Microsoft Office
- Crystal Reports
- Customer Relationship Software
- HR Software
- Intermediate Microsoft Office
- MAS 90/SAGE 100
- Payroll Software
- Shop Floor Management Software

**Continuous Improvement Skills**

- 5S
- Administration
- Coaching Procedures
- Communication Skills
- Creating a Quality Organization
- Creating Continuous Flow
- Cross Training
- Decision Making
- Effective Meetings for Leaders
- How to Coach and Mentor
- Kaizen Training
- Key Performance Indicators
- Leadership
- Lean Procedures Practices
- Process Improvement

- Product Quality and Control
- Supervisor Skills
- Teamwork Development Skills
- Understanding Waste

**Hazardous Materials Skills**

- Hazardous Materials Handling

**Manufacturing Skills**

- Electrical and Electronics
- Equipment Operation
- Fall Prevention/Protection
- Food Processing
- Forklift Driving
- Hydraulics
- Inventory Control
- Loading
- Logistics
- Machine Maintenance
- Manufacturing Practices
- Measurement and Measuring Devices
- Packaging
- Pallet Jack Operation
- Pneumatics
- Production Operations
- Respirator Training and Fitting
- Troubleshooting
- Warehousing
- Working with Solar/Diesel Engines

**Safety Skills - OSHA 10**

- OSHA 10

**Safety Skills - OSHA 30**

- OSHA 30

**PL Hours (1:3)**

0-24 Trainees may receive any of the following:

**Manufacturing Skills**

- Assembly Procedures
- Assembly Process Control
- Blue Print Reading and Schematics
- Changeover Procedures
- Computer Numeric Control (CNC) Machining
- Electrical and Electronics
- Engineering Design
- Equipment Operation

- Fabrication
- Forklift Driving
- Hydraulics
- Inventory Control
- Machine Maintenance
- Machine Operation
- Manufacturing Practices
- Parts and Products Manufacture
- Pneumatics
- Production Operations
- Tool Operation
- Troubleshooting
- Welding

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

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:  
Pioneer Circuits, Inc.  
Contract Number: ET22-0239**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** R. Jackson

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Aerospace Related  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 285	U.S.: 288	Worldwide: 288
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

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

<b>Total ETP Funding</b>
\$156,078

**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, Manufacturing Skills, Computer Skills	147	8–200	0	\$874	\$21.57
				Weighted Avg: 38			
2	Job Creation Initiative Priority Rate Retrainee	Business Skills, Manufacturing Skills, Computer Skills	15	8–200	0	\$1,840	\$17.81
				Weighted Avg: 80			

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

**Minimum Wage by County: Job Number 1:** \$21.57 per hour for Orange County.

**Job Number 2:** \$17.81 per hour for 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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Operators		50
		25
Team Leads		20
Engineers		22
Sales Staff		10
		5
Administrators		8
		7
<b>Job Number 2: Job Creation</b>		
Operators		5
Engineers		4
Sales Staff		3
Administrators		3

**INTRODUCTION**

Founded in 1981 and headquartered in Santa Ana, Pioneer Circuits, Inc. (PC) (<https://www.pioneercircuits.com>) is a manufacturer of (flex and rigid flex) printed circuit boards (PCB). PC also offers design, mock-up, research and development, and concurrent engineering services related to its products. PC's customers include US government agencies and companies producing applications in the military, avionic, satellite, and deep-space sectors. The Company's

military applications include missiles, and missile-defense systems for Raytheon and Northrop Grumman. Avionic applications include fighter planes and UAV's for GE Avionics and Boeing. Satellite applications include communication and defense systems for NASA and Lockheed Martin. Deep-space applications include Launch Systems and Rovers for NASA's Jet Propulsion Laboratory and Motive Space Systems. ETP training will be delivered at its two locations in Santa Ana.

### **Veterans Program**

Although PC does not request a separate Veterans' Job Number, the Company represents that it does give priority consideration as part of its hiring process for veterans.

### **PROJECT DETAILS**

This is the Company's second ETP Contract; the second in the last five years. In the last ETP Contract, the majority of training hours supported skill upgrades related to business operations and manufacturing skills, while also supporting the development and roll-outs of earlier product lines and earlier new equipment.

This proposal is focused on training PC's staff on new equipment and new products serving the Company's continued expansion into military, aerospace and medical markets. PC reports advanced flex and rigid flex circuitry are recent technologies that require new processes and upgraded skills training. The Company recently invested \$400,000 in equipment, including software, which is integral in new manufacturing processes for its products and the implementation of a new Enterprise Resource Planning (ERP) system. New equipment requiring training includes Laser Direct Imaging, Inkjet, Thermal Cycler, and a new Automated Optical Scanner.

PC represents the training topics have been refreshed and/or will be delivered to new employees that have not otherwise received the training in the past Contract. Based on prior earnings, this project has been rightsized in Job Number 1 based on its past earnings. PC plans to expand the number of full-time employees by up to 25 staff members, but for purposes of ETP funding conservatively requests 15 newly hired (Job Creation) trainees to be included over the next two years.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

PC reports the Company has expanded its production facility by 16,000 feet (from 7,000 to 23,000 sq. feet) due to increasing revenue and upgraded products. In addition, the Company has expanded and moved its administrative departments from the two facilities (headquarters and the production facility) to a nearby 7,100 sq. ft. office. Thus, the Company will hire 15 new employees (Job Number 2) due to business-capacity growth. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Business Skills:** this training will be offered to Operators, Team Leads, Engineers, Sales, and Administrators on topics such as Accounts Receivable, Accounts Payable, and Budgeting.



**Computer Skills:** this training will be offered to Operators, Team Leads, Engineers, Sales, and Administrators on topics such as DataCloud, SolidWorks, Enterprise Resource Planning (ERP) - Information Systems, and Salesforce.

**Manufacturing Skills:** this training will be offered to Operators, Team Leads, and Engineers on topics such as Institute for Printed Circuits (IPC) 600 and Manufacturing Processes Military Standard Specs.

### **Commitment to Training**

PC represents the Company's annual budget for training in California is \$200,000 between its two facilities. 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

PC's Director of HR (dedicated administrator) and Controller will oversee this project. Training will be delivered by the Company's 25 in-house trainers and managers, while outside-training vendors will be procured as needed. The Company has also hired a third-party subcontractor-Propel Consulting Group to support ETP administration efforts. The HR Manager will work with the subcontractor to coordinate the enrollment of trainees, tracking hours in ETP's system, reporting project status, verifying training and retention completion, and compliance with ETP requirements.

### **Impact/Outcome**

After ETP training, the following in-house and industry-wide certifications will be earned:

- Interconnecting and Packaging Electronic Circuits (IPC) Standards' certification. IPC is a global association for the electronic manufacturing industry. Approximately 20 Engineers and/or Operators will become certified.
- Handling and FOD (foreign object debris) certification - an estimated amount of 125 Engineers and Operators will become certified.
- NASA Technical Standards certifications - an estimated amount of three Engineers and/or Operators will become certified.
- Internal certifications: Quality Control & Quality Assurance and Standardized Quality Management Systems - an estimated 30 certifications will be awarded.

These certifications increase trainees' skills-sets. This training is also anticipated to reduce injuries, while helping to make PC's employees more desirable candidates for work in the field while simultaneously improving its competitive position by having ample qualified staff to perform certain roles where such certifications are mandatory or otherwise desired (internally and externally).

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0114	Santa Ana	7/1/2018 – 9/28/2020	\$152,880	\$128,651 (84%)

### **DEVELOPMENT SERVICES**

PC retained Propel Consulting Group of El Dorado Hills assisted with development of this proposal for a fee of \$10,000.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8–200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Accounts Receivable
- Accounts Payable
- Budgeting
- Communication Skills
- Data Analyzation
- Financial Reporting
- Project Management
- Customer Service
- Sales Skills
- Time Management
- Problem Solving & Decision Making
- Team Building
- Production Scheduling
- Leadership
- Organizational Skills

**COMPUTER SKILLS**

- ADP Enhanced
- DataCloud
- Enterprise Resource Planning (ERP)
  - Information Systems
- Salesforce
- Intermediate/Advanced MS Office
- SolidWorks
- PROCIM (Project Management Software)

**MANUFACTURING SKILLS**

- Assembly Processes
- Blueprints and Measurements
- CAM Data and Tools
- Corrective Actions
- Destructive Analysis
- Electrical Tests
- Engineering Change Requests
- Final Process Inspection
- Impedance Calculations and Stack Ups
- Inner Layer Photo
- Institute for Printed Circuits (IPC) 600
- Institute for Printed Circuits (IPC) 610
- Institute for Printed Circuits (IPC) 620
- Institute for Printed Circuits (IPC) 6012
- Institute for Printed Circuits (IPC) 6013
- Institute for Printed Circuits (IPC) J Standard
- Quotations, Sales and Purchase Orders

- Lamination Process
- Manufacturing Processes
- Military Standard Specs
- Outer Layer Photo
- Process Engineering
- Product Handling
- Quality Assurance
- Root Cause Analysis
- Internal Safety Items (maximum of 10% of hours per trainee)

Note: Reimbursement for retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Safety Training cannot exceed 10% of total-training hours per trainee.



## EXPANSION FUNDS

Training Proposal for:

### Professionals in Human Resources Association

Contract Number: ET22-0225

Panel Meeting of: January 27, 2022

ETP Regional Office: North Hollywood

Analyst: M. Reeves

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee SB <100 HUA Priority Rate	Industry Sector(s):	MEC (H) Manufacturing (33) Transportation and Warehousing (48-49) Biotechnology and Life Sciences (54+)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$560,832		\$38,608 8%		\$599,440

In-Kind Contribution:	50% of Total ETP Funding Required	\$576,000
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Mgmt. Skills, Mfg. Skills	466	8-200	0	\$1,180	\$21.57
				Weighted Avg: 48			
2	Retrainee HUA Priority Rate	Business Skills, Computer Skills, Continuous Imp., Mgmt. Skills, Mfg. Skills	42	8-200	0	\$1,180	\$16.17
				Weighted Avg: 48			

\*Post-Retention Wage is the Contractual Wage

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

**Minimum Wage by County:** Job Number 1: \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara and San Francisco counties; \$23.30 per hour for Contra Costa County; \$21.73 per hour for Los Angeles County; and \$21.57 per hour for all other counties.  
Job Number 2 (HUA): \$16.30 per hour for Los Angeles County; \$16.17 per hour for Orange and San Diego counties.

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

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

Participating employers may use health benefits up to \$2.50 per hour (Job Number 1) and \$1.17 per hour (Job Number 2) to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administration Staff		40
		10
		4
Clerk/Warehouse Staff		25
		15
		5
Operator		50
		20
Maintenance Staff		25
		5

		5
Production Staff		83
		42
		40
		46
Technician		31
		20
Supervisor/Manager		
<b>Job Number 2 (HUA)</b>		
Administration Staff		5
Clerk/Warehouse Staff		10
Maintenance Staff		5
Production Staff		22

## **INTRODUCTION**

Established in 1944 and headquartered in Gardena, Professionals in Human Resources Association (PIHRA) ([www.pihra.org](http://www.pihra.org)) is a non-profit membership organization dedicated to providing business education, networking, and advocacy with an emphasis on the human resources environment. PIHRA has 17 locations in California located in Los Angeles, Orange, Riverside, San Bernardino and Ventura counties.

PIHRA is the largest affiliate of the Society for Human Resources Management Organization, and serves approximately 4,600 members in California. This includes private businesses, non-profit organizations, government agencies, and workforce services. PIHRA provides yearly educational seminars in human resources-related topics for existing and new members, with a focus on keeping businesses current on issues relevant to human resource professionals. PIHRA works with entities in various industries including aerospace, agriculture, automotive, biotechnology, pharmaceutical, construction, warehouse, distribution, education institute, manufacturing, transportation, oil and gas refinery, restaurant and food services and technology.

### **Veterans Program**

PIHRA does not have a program that works directly with Veterans, but many of its participating employers work with Helmets to HardHats. Although there is not a separate job number for Veterans, PIHRA anticipates that Veterans will participate in this project.

## **PROJECT DETAILS**

This will be PIHRA's sixth ETP Contract, and the sixth in the last five years. PIHRA's core group of participating employers represents more than 80% of the requested funding amount, with approximately 50% being small businesses. Training will take place primarily in counties throughout Southern California. However, some participating employers may have additional locations in other parts of the state; therefore, this project may serve companies statewide. PIHRA anticipates 95% of training will be conducted at participating employer worksites, with the remainder being center-based. No trainees who participated in previous ETP training will receive duplicate training in this project.

The training outlined in this proposal is customized based on employer needs assessments and training objectives. PIHRA conducts interviews with employers and training experts to maintain a comprehensive curriculum that is relevant and responsive to current training needs. The proposed training will help employers maintain their competitiveness, raise productivity, meet customer demand for new and improved products, and adapt new business practices due to the COVID-19 pandemic. In addition, PIHRA plans to work collaboratively with participating employers over the next 12-24 months to create best practices in job creation and retention.

## Training Plan

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

**Business Skills:** Training will be offered to all occupations and will focus on communication skills, customer service, and business problem solving.

**Computer Skills:** Training will be offered to all occupations. Trainees will learn the effective use of software applications to design, program, implement, and troubleshoot new computer programs and platforms such as E-Commerce, accounting software, and Microsoft Suite.

**Continuous Improvement:** Training will be offered to all occupations to promote teamwork and improve workflow, troubleshooting, and problem solving. Training includes process mapping, Lean Enterprise topics, and ISO Auditor compliance training.

**Management Skills:** Training will provide Managers/Supervisors with leadership and supervisory skills. Training will help staff become effective leaders in high performance workplaces.

**Manufacturing Skills:** Training will provide Production Staff, Operators, Clerk/Warehouse Staff, Technicians, and Maintenance Staff with the knowledge and skills to operate and maintain new equipment, read blueprints, and manage inventory.

## High Unemployment Area

The trainees in Job Number 2 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by 25%. PIHRA will potentially serve participating employers in HUA locations in Los Angeles, Orange, and San Diego counties.

For HUA trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post retention wages exceed the start-of-training wages. PIHRA is requesting a wage modification from \$21.73 to \$16.30 per hour for Los Angeles County, and from \$21.57 to \$16.17 per hour for Orange and San Diego counties for the trainees in Job Number 2. As indicated above, trainees will never be paid less than the State or local minimum wage rate in effect at the end of retention, regardless of the wages expressed here.

## Marketing and Support Costs

PIHRA has established relationships with the Society for Human Resource Management and a collaborative network of businesses. In addition to hosting conventions, meetings, and mixers, PIHRA also utilizes newsletters, websites, and email communication to promote business opportunities, procurement news, and various networking events. PIHRA has two employees dedicated to marketing, recruiting, assessment, scheduling, and training. PIHRA is requesting and staff recommends 8% support costs to fund marketing, recruitment, and assessment activities for additional participating employers.



## Trainer Qualifications

Training will be provided by PIHRA's in-house subject matter experts and outside training vendors, including Custom Corporate Communications. In-house trainers are competent in the subject matter and have completed all classes required for the proficiency in their area of expertise.

## Tuition Reimbursement

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

## Commitment to Training

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

Most of the participating employers lack the resources and funding to conduct formal and structured training, especially small companies. The majority provide on-the-job, one-on-one training to new employees, safety, and off-site seminar training. ETP funding will enable these companies to introduce new business practices and services in order to sustain growth and remain competitive in California.

### ➤ Training Infrastructure

PIHRA's Director of Membership will oversee administration of this project. An additional staff member will assist to coordinate marketing, recruitment, needs assessments, scheduling, and training documentation. PIHRA will also utilize an experienced administrative consultant to ensure that all training records adhere to ETP requirements. Training is scheduled to commence upon Panel approval.

## **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0252	\$446,925	03/01/21 – 02/28/23	505	394	TBD

Based on ETP Systems, 17,608 reimbursable hours have been tracked for potential earnings of \$433,157 (97% of approved amount). The Contractor projects final earnings of 100% based on training delivered to date and committed to by employers.

## **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0156	Statewide	12/23/19 – 12/22/21	\$747,360	\$747,360 (100%)
ET19-0105	Statewide	07/01/18 – 06/30/20	\$948,928	\$899,010 (95%)
ET17-0429	Statewide	03/06/17 – 03/05/19	\$949,090	\$949,090 (100%)
ET16-0166	Statewide	09/28/15 – 09/27/17	\$748,776	\$701,483 (94%)

**DEVELOPMENT SERVICES**

DLI & Associates LLC in San Juan Capistrano assisted with development at no cost

**ADMINISTRATIVE SERVICES**

DLI & Associates LLC will also perform administrative services for a fee not to exceed 10% of payment earned.

**TRAINING VENDORS**

Custom Corporate Communications in Redondo Beach will provide Continuous Improvement training for a fee of approximately \$200,000. Other trainers will be identified for ETP record-keeping purposes, as they are retained.

## **Exhibit B: Menu Curriculum**

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

8-200

Trainees may receive any of the following:

#### **Business Skills**

- Business Writing Skills
- Customer Service
- Communication Skills
- Leadership Skills
- Goal Setting
- Managing Change
- Performance Management Skills
- Problem Solving
- Project Coordination
- Team Building
- Time Management
- Change Management
- Project Management
- Sales Skills

#### **Computer Skills**

- Microsoft Office Suite Excel, Word, Access, PowerPoint (Intermediate and Advanced)
- SharePoint
- QuickBooks and Accounting Software
- Computer Design Software
- E-Commerce
- Enterprise and Manufacturing Management Systems
- Remote Training using Zoom, Teams, GoToMeeting

#### **Continuous Improvement**

- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Kaizen 7S
- Process Improvement
- Process Mapping
- Problem Solving
- Root Cause Analysis
- Set Up Time Reduction
- ISO Auditor Training
- Process Management
- Quality Engineering
- Six Sigma
- Statistical Process Control
- Team Building

**Management Skills (Managers/Supervisors Only)**

- Leadership Skills

**Manufacturing Skills**

- CNA Operator Skills
- Inventory Management
- Blueprint Reading
- Advanced Measurement Tools and Techniques
- Electrical Fundamentals
- Drive Systems Maintenance
- Programmable Logic Controllers

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
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**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: Professionals in Human Resources Association

CCG No.: ET22-0225

Reference No: 22-0357

Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: AaptysBio Inc

Priority Industry? ☒ Yes ☐ No

Address: 10421 Pacific Center Court, Suite 200

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 85

Total # of full-time company employees in California: 85

Company: American Innotek

Priority Industry? ☒ Yes ☐ No

Address: 2655 Vista Pacific Drive

City, State, Zip: Oceanside, CA 92056

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 23

Company: Fieldpiece Instruments

Priority Industry? ☒ Yes ☐ No

Address: 1636 West Collins Ave.

City, State, Zip: Orange, CA 92867

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 35

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 57

Total # of full-time company employees in California: 42

Company: General Sealents Inc.

Priority Industry? ☒ Yes ☐ No

Address: 300 S Turnbull Canyon Road

City, State, Zip: City of Industry, CA 91745

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 70

Total # of full-time company employees in California: 70

ALPHABETIZE BY COMPANY NAME

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: Professionals in Human Resources Association	CCG No.: ET22-0225
Reference No: 22-0357	Page 2 of 3

Company: Goodridge	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 529 Van Ness Ave.	
City, State, Zip: Torrance, CA 90501	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 250	
Total # of full-time company employees in California: 70	

Company: Kirkland Aircraft Parts dba Proponent	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3120 E Enterprise Street	
City, State, Zip: Brea, CA 92821	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 75	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 539	
Total # of full-time company employees in California: 230	

Company: Metal Surfaces	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 600 Shull Street	
City, State, Zip: Bell Gardens, CA 90201	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 120	
Total # of full-time company employees in California: 120	

Company: Performance Machine	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 16121 Carmenita Road	
City, State, Zip: Cerritos, CA 90703	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 80	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 104	
Total # of full-time company employees in California: 103	

ALPHABETIZE BY COMPANY NAME

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: Professionals in Human Resources Association		CCG No.: ET22-0225
Reference No: 22-0357		Page 3 of 3
Company: Royal Truck Services		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 24200 South Main Street		
City, State, Zip: Carson, CA 90745		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 80		Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 120		
Total # of full-time company employees in California: 120		
Company: Vance & Hines Performance LLC		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 13861 Rosecrans Ave.		
City, State, Zip: Santa Fe Springs, CA 90670		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 75		Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 220		
Total # of full-time company employees in California: 220		



**Retrainee-Job Creation**  
**Training Proposal for:**  
**Safran Passenger Innovations LLC**  
**Contract Number: ET21-0138**

**Panel Meeting of:** January 27, 2021

**ETP Regional Office:** San Diego

**Analyst:** C. Clady

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Other (J) Manufacturing (33)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 304	U.S.: 304	Worldwide: 76,000
<u>Turnover Rate:</u>	21%	See Project Details	
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$225,000

<b>Total ETP Funding</b>
\$199,410



**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 Continuous Improvement Computer Skills Mfg. Skills PL-Mfg. Skills	245	8-200	0	\$782	\$21.57
				Weighted Avg: 34			
2	Job Creation Retrainee Priority Rate	Business Skills Continuous Improvement Computer Skills Mfg. Skills PL-Mfg. Skills	10	8-200	0	\$782	\$18.70
				Weighted Avg: 34			

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

**Minimum Wage by County:** Job Number 1 - \$21.57/hr. for Orange County; Job Number 2 (Job Creation) - \$18.70/hr. for 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

Up to \$2.47 per hour may be used for Job 1 to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administrative Staff		1
		14
Customer Service Staff		3
		4
		3
Managers/Supervisors/Directors		42
Engineers		123
IT Staff		4
Production Workers		4
		9
		8

Technical Support Staff		10
		20
<b>Job Number 2</b>		
Administrative Staff		1
Engineers		6
Managers/Supervisors		1
Production Worker		1
Technical Support Staff		1

## **INTRODUCTION**

Safran Passenger Innovations LLC (Safran) is a wholly-owned subsidiary of Safran S.A. Safran Passenger Innovations, LLC (formerly Zodiac Inflight Innovations). Founded in 1996 in Paris France, and now headquartered in Brea, CA (Orange County). Safran is committed to developing innovative, intuitive, and trusted In-Flight Entertainment (IFE) systems designed to exceed passenger expectations for a truly unique entertainment experience during commercial air travel. Safran designs software, builds the screens, and replaces in-flight entertainment systems for premier airlines to give an ultimate entertainment experience. Its flagship product is the “RAVE” system. This “seat-centric” in-flight entertainment system is one of the most advanced products in the marketplace. Ultra Sleek lightweight 4K displays with Bluetooth audio for the entire cabin to enjoy.

Safran’s Customers include Emirates, ANA, Boeing, Airbus, Lufthansa, Philippine Airline, SAS, Air France, and other premium airlines. Brea is the only Safran location, therefore, the only location participating in training. This is Safran second ETP contract in the last three years.

## **Veterans Program**

The Company does not have a specific program for recruiting and hiring Veterans, however, they work with Direct Employers which posts all jobs on Veteran specific Job Boards. Veterans are encouraged to apply for all positions in which they are qualified. Safran currently has 16 Veterans in its employ.

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

## **PROJECT DETAILS**

Demand for products slowed during the Covid-19 pandemic. However, now that air travel is making a comeback, the demand for In-Flight Entertainment (IFE) systems has increased. In addition, products have become more sophisticated.

The previous ETP contract served as a foundation to improve production quality. This Contract will focus on Passenger Innovations to design new and improved In-flight Entertainment Systems. This is new technology to the Company, therefore, incumbent workers will need to learn

to design, program, and maintain new cost efficient hardware and software products that are reliable in-flight.

ETP-funded training will enable the Company to achieve these goals, as well as reduce waste, reduce repair reworks, improve on-time delivery time and increase profitability.

### **Director occupation**

Although the job title “Director” is included in occupational titles, these are frontline workers who do not set company policy. They function at a managerial level consistent with ETP policy on frontline workers.

### **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.

Safran has committed to hiring at least 10 new employees (Job Number 2) during the term of the Contract. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of contract.

By expanding its existing production capacity, Safran’s business is expected to grow over the next two years. New hires need to be trained to design, program and support in-flight Entertainment Systems. The Company will train and employ these workers at the Brea facility, which has ample space to accommodate these new employees.

### **Training Plan**

Training will be delivered via class/lab, E-learning and Productive Lab (PL) in the following:

**Business Skills:** All occupations will receive training Business Processes, Communication Skills, Conflict Management, Customer Service and Sales Skills, Goal Setting, In-Flight Entertainment Systems, Product Knowledge, and Project Management. This training will result in increased customer satisfaction and sales.

**Computer Skills:** Training will be offered to all employees. Training will include Computer Networking, Cyber Security, Engineering Software Applications, In-Flight Software Applications, Inventory Management Software, MS Office (Intermediate and Advanced), Software Applications, Software Development, and Web-based Computer Applications. Improved computer skills will result in reduced errors, more on-time deliveries, and reduced operating costs.

**Continuous Improvement:** All company employees will participate in the Continuous Improvement effort. Employees will receive training in Best Manufacturing Practices, Coaching/Counseling/Motivation Techniques, Leadership Skills, Lean Manufacturing, Operating Procedures, Product Safety and Reliability, Safe and Reliable In-Flight Systems, Standard Work Instructions, and Team Problem Solving. Continuous Improvement training will improve operating efficiency and reduce costs.

**Manufacturing Skills:** Production Workers and Technical Support Staff will be learning Assembly Procedures, Covid-19 Procedures, Engineering and Design Procedures, Equipment Cross-Training, Equipment Maintenance/Repair Skills, Inspection Equipment, Maintenance Procedures, Manufacturing Techniques, Product Design & Development, Quality Control, Repair Station Procedures, Resolving Production Problems, Standard Operating Procedures, Testing Materials and Equipment, and Tools and Processes.

**Productive Lab – Manufacturing Skills:** Production Workers and Technical Support Staff will receive approximately 60 hours of training on Assembly Procedures, Engineering Systems, Inspection Procedures, Production Assembly and Equipment Repair, Standard Operating Procedures, and Technical Tools.

Training will be provided by in-house trainers/production supervisors responsible for instruction and providing immediate feedback to the trainee as work is performed.

PL training is the most effective way to teach and learn the necessary skills. PL will not exceed 60 hours per-trainee. The trainer to trainee ratio will be no more than 1:3. Most production workers will have minimal opportunity to leave the production area and attend class, therefore, may receive a low number of classroom hours. As such, needs the opportunity to receive training via PL.

This training cannot be duplicated in a class or simulated lab environment. Learning to do the required jobs requires the actual hands-on operation of the equipment. This equipment is only available on the production floor. Learning these skills requires “craftsman” like knowledge.

### **Turnover rate**

The ETP program is designed to fund training for stable, secure jobs. Thus, the employer’s turnover rate cannot exceed 20% annually for the facility where training is requested. But the Panel may accept a higher turnover with evidence training will significantly decrease the turnover, or the employer experienced a singular reduction in workforce, or industry data supports a higher turnover rate. The Panel may, or may not choose to, impose a “turnover penalty” when the company crosses this 20% threshold.

If the Panel chooses to impose a turnover penalty, failure to stay under a maximum rate will trigger forfeiture of 25% of the amount earned for each trainee. The maximum rate is typically 20%, as measured by turnover during the 12-month period preceding termination of the ETP Contract.

Although turnover rate exceeds 20% annually as included in section 4417 this proposal does not impose a turnover penalty, as the turnover rate was primarily due to the pandemic.

### **Commitment to Training**

The Company’s annual training budget is \$187,000 and includes new-hired orientation. Currently, Safran provides a new-hire orientation, OSHA mandated training, sexual harassment prevention training, and first aid training. The Company has an on-the-job training program for manufacturing skills. MS Office (Basic level) is provided on an as-needed basis.

In the past, the Company has provided a new-hire orientation, mandated training, and an introductory level of manufacturing-based skilled training.

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

➤ Training Infrastructure

Safran has designated a team of staff that includes the Vice President of Human Resources, a Human Resource assistant, and Managers/Supervisors to oversee the ETP training and administrative responsibilities. The Company has retained an administrative contractor to assist in administration.

There will be 20 trainers who will provide training. Trainers consist of Leads, Managers, Supervisors, and individuals who are subject matter content experts. There are a total of 22 staff supporting the program.

The Human Resource assistant will collect rosters. The rosters will be transmitted to the administrative contractor.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0106	Brea	7/1/2018 - 6/30/2020	\$99,840	\$99,840 (100%)

### **DEVELOPMENT SERVICES**

The Company retained National Training Company in Irvine to assist with development of this proposal for a flat fee of \$10,000.00

### **ADMINISTRATIVE SERVICES**

National Training Company will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

To Be Determined

**Exhibit B: Menu Curriculum**

Trainees may receive any of the following:

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

8-200

**CONTINUOUS IMPROVEMENT**

- Best Manufacturing Practices
- Coaching/Counseling/Motivation Techniques
- Leadership Skills
- Lean Manufacturing
- Operating Procedures
- Product Safety and Reliability
- Safe and Reliable In-Flight Systems
- Standard Work Instructions
- Team Problem Solving

**COMPUTER SKILLS**

- 4K Displays
- Bluetooth
- Computer Networking
- Cyber Security
- Digital Rights Management
- Engineering Software Applications
- Graphic User Interface
- In-Flight Software Applications
- Inventory Management Software
- MS Office (Intermediate and Advanced)
- Software Applications
- Software Development
- Web-based Computer Applications

**MANUFACTURING SKILLS**

- Assembly Procedures
- Covid-19 Procedures
- Engineering and Design Procedures
- Equipment Cross-Training
- Equipment Maintenance/Repair Skills
- Inspection Equipment
- Maintenance Procedures
- Manufacturing Techniques
- Product Design & Development
- Quality Control
- Repair Station Procedures
- Resolving Production Problems
- Standard Operating Procedures

- Testing Materials and Equipment
- Tools and Processes

**BUSINESS SKILLS**

- Business Processes
- Communication Skills
- Conflict Management
- Customer Service and Sales Skills
- Goal Setting
- In-Flight Entertainment Systems
- Product Knowledge
- Project Management

**PL Hours**

0 – 60

**PL-Manufacturing (limited ratio 1:5)**

- Assembly Procedures
- Engineering Systems
- Inspection Procedures
- Production Assembly and Equipment Repair
- Standard Operating Procedures
- Technical Tools

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

Training Proposal for:

### Sheet Metal Workers' Local Union No. 104 and Bay Area Industry Training Fund - South Bay

Contract Number: ET22-0952

Panel Meeting of: January 27, 2022

ETP Regional Office: Sacramento

Analyst: J. Fetsch

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern California	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Sheet Metal Workers' Local Union No. 104		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$555,260		\$42,561 Job Numbers 1 & 2: 8% Job Number 3: 20%		\$597,821

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	20	8-200	0	\$787	\$51.32
				Weighted Avg: 32			
2	Retrainee Apprentice	Business Skills, Commercial Skills, OSHA 10/30	253	8-210	0	\$2,117	\$29.66
				Weighted Avg: 110			
3	Retrainee Apprentice Veterans	Business Skills, Commercial Skills, OSHA 10/30	20	8-210	0	\$2,324	\$29.66
				Weighted Avg: 110			

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

**Minimum Wage by County: Job Numbers 1-3:** \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara and San Francisco counties; \$23.30 per hour for Contra Costa County; \$21.73 per hour in Los Angeles; \$21.57 per hour for all other counties.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Journeyworker)</b>		
Sheet Metal Worker		7
Air Conditioning Mechanic		7
Test/Adjust & Balancing Technician		6
<b>Job Number 2 (Apprentice)</b>		
Sheet Metal Worker		85
Air Conditioning Mechanic		84
Test/Adjust & Balancing Technician		84
<b>Job Number 3 (Apprentice Veterans)</b>		
Sheet Metal Worker		7
Air Conditioning Mechanic		7
Test/Adjust & Balancing Technician		6

## **INTRODUCTION**

Sheet Metal Workers' Local Union No. 104 and Bay Area Industry Training Fund - South Bay (Sheet Metal-South Bay) ([www.smw104training.org](http://www.smw104training.org)) is an "umbrella trust" fund created through a collective bargaining agreement between Sheet Metal Workers' Local Union No. 104 and the Bay Area Association of Sheet Metal Contractors (Bay Area Contractors). The Trust oversees four training centers that serve 17 counties in Northern California assisting some 7,000 union members and approximately 275 signatory employers.

The training centers have been divided into separate entities, and will hold separate ETP contracts. Each training site maintains separate groups of trainees from its local dispatch area, but the Training Coordinators from each of the centers collaborate to develop training programs that serve all Northern California employers. However, members from each local area sometimes attend classes in another local facility within the Training Fund's jurisdiction. This will be Sheet Metal-South Bay's second ETP Contract, however, the contractor has participated under multiple prior ETP Contracts with Sheet Metal Workers Local Union 104.

### **Veterans Program**

Sheet Metal-South Bay projects to train 20 Veteran Apprentices (Job Number 3). The training curriculum is the same as the Apprentice curriculum, and these trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. In order to continue to attract, retain and recruit veterans, Sheet Metal-South Bay offers several incentives, including direct entry opportunities to Veterans. For Veteran applicants, they only need to pass the math test, provide a copy of their Honorable Discharge, bring a photo ID to the interview, and submit any other related documents to be given direct entry to the apprenticeship program.

Sheet Metal-South Bay as a whole also has its own SMART Heroes program, where the JATC recruits men and women from military bases and leads trainings to open up career opportunities into the apprenticeship trades. The SMART Heroes program provides sheet metal industry training through an accelerated seven-week course for enlisted U.S. Military men and women who plan to enter civilian life within the year. During the course, six categories of instruction are delivered: General Sheet Metal; Welding; HVAC Service; System Test, Adjust, Balance; and Building Information Modeling.

### **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is five years. The curriculum is developed with input from DAS and a designated Local Educational Agency.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. Actual wages paid are shown in the Training Plan Table for the Panel's information.

## **PROJECT DETAILS**

COVID-19 has changed how large buildings are designed and retrofitted to ensure that air moves more safely around enclosed spaces. To accommodate these changes to buildings' ventilation systems, sheet metal workers need high skills that allow for adaptability in the building, maintaining, and rebuilding of new healthier environments. Hospitals and biopharmaceutical buildings are being redesigned and built to create healthier air quality. A new training for this project includes AB841 Ventilation Requirements class. Trainees will learn new upgraded heating, air conditioning, and HVAC systems that are required in public schools.

ETP funding will help the Sheet Metal-South Bay train sheet metal workers to prepare them to work on construction projects in Northern California. Currently, there is an increase in demand for sheet metal workers to begin retrofitting buildings to meet current standards. In addition, the funding will support the JATC's commitment to develop and deliver certification classes that ensure that workers are trained in the latest practices and technologies. Current projects Sheet Metal Trust - South Bay trainees are working on include building out campuses at Apple, Google and Facebook, and other various local schools, hospitals, police stations, and treatment plants around the area.

### **Training Plan**

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

**Business Skills:** Training will be offered to Journeyworkers and Apprentices. Training topics for Journeyworkers will include Project Management, Leadership Skills and Problem Solving. Apprentice training and course topics will include Customer Service and Project Management. Training will give workers the skills needed to complete jobs quickly and with the highest quality workmanship.

**Commercial Skills:** Training will be offered to Journeyworkers and Apprentices. Course topics for Journeyworkers include Advanced Welding, California AB841 Ventilation Requirements, Rigging and Signaling Training and Lean Construction Training. Apprentice course topics will include training in Advanced Welding, Working with Building Materials, Field Installation, Piping and Project Management.

**Computer Skills:** Training will be offered to Journeyworkers. Course topics include 3D Modeling-Virtual Construction, BlueBeam, Plangrid and Revit Computer-Aided Detailing Software. Training will provide workers with knowledge and skills of new software technology.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for Journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Marketing and Support Costs**

The Training Fund routinely meets with signatory employers and other stakeholders to assess training needs for each geographic region. This includes face-to-face meetings, emails and phone contact with the various Sheet Metal and Air Conditioning Contractors' National

Associations and Local 104. Outreach is coordinated with the 275 signatory employers, many of which are small businesses. Support costs will also be used by Sheet Metal-South Bay in recruiting from the 7,000 union member population. Recruiting Apprentices from schools, employment centers and community organizations is needed. The ETP-funded training will be discussed at all labor-management meetings and pertinent trade, industry, and apprenticeship events.

Nine Sheet Metal-South Bay staff people will assist with ETP-related marketing, recruitment, needs assessments and scheduling. The Training Fund will assume responsibility for any additional costs. The Sheet Metal-South Bay is requesting 8% in support costs for Job Numbers 1-2 to promote training opportunities. In addition, Sheet Metal-South Bay is requesting 20% support costs for Veteran Apprentices (Job Number 3) to attract and recruit Veterans. Staff recommends the request for support costs.

### **Commitment to Training**

Employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworkers. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Training Administrator, with four staff, will oversee project administration. Training will be delivered at one of two training locations in San Jose or Castroville.

### **Trainer Qualifications**

Training will be delivered by six full-time and eight part-time trainers who are former or current members of the trade and experts in the subject matter.

### **Tuition Reimbursement**

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

### **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0941	\$369,452	9/14/20 – 9/13/22	231	0	0

Based on ETP Systems, 11,015 reimbursable hours have been tracked for potential earnings of \$212,730 (57% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through June of 2022.

**DEVELOPMENT SERVICES**

California Labor Federation in Sacramento, in conjunction with Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

N/A

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

8-200 Job Number 1

Trainees may receive any of the following:

**JOURNEYWORKER****COMMERCIAL SKILLS**

- Advanced Welding Skills
- Aerial Lift Training
- Architecture Designs
- California AB841 Ventilation Requirements (new)
- California Green Building Code Training (new)
- Control System Service
- Covid-19 Training
- Detailing
- Duct Pressure Testing
- Energy Auditing: Total Building (Green Training)
- Energy Auditing: Total Heating Ventilation and Air Conditioning (HVAC) Systems (Green Training)
- Fire and Smoke Damper Technician Training
- Fire/Life HVAC System Building Inspection Training
- Gas Tungsten Arc Welding
- Grinding and Polishing
- California Home Energy Rating System Program
- Job Coordination Training
- Lean Construction Training
- Management and Monitoring of Materials
- Materials and Equipment Testing for Industrial Use
- Proper Machine and Equipment Set-Up
- Rigging and Signal Training
- Safe Working Practices
- Smoke Control System Technician Training
- Survival Skills
  - Technology Update
  - Trade Math
  - Layout Review
- Testing Adjusting and Balancing Bureau Certification Training
- Testing Materials and Equipment –Proper Set-Up and Use
- Title 24 Certification
  - California Mechanical Acceptance Testing Technician Certification
  - Energy Efficiency
- Understanding Changes to Industry Standards
- Upgrading Lead Handling and Asbestos Removal Skills
- Working with Building Materials Training

**COMPUTER SKILLS**

- 3-D Modeling – Virtual Construction
- Automated Systems Applications

- Benchmark Software – Lean Construction
- BlueBeam
- Excel
- Fabrication Detailing Software
- Job Tracking System
- PlanGrid
- Revit Computer-Aided Design Detailing Software
- Scheduling & Planning Jobs

**BUSINESS SKILLS**

- Conflict Resolution
- Customer Service Skills
- Decision Making Skills
- Inventory Checklist
- Leadership Skills
- Problem Solving
- Project Management
- Teambuilding Skills

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

- OSHA 10
- OSHA 30

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

8-210 Job Numbers 2 and 3

**APPRENTICES****COMMERCIAL SKILLS**

- Advanced Architectural
- Advanced Electricity for Sheet Metal Air Conditioning Service
- Advanced Layout and Fabrication
- Advanced Welding
- Aerial Lift Training
- Air Balance Test Equipment Instruments
- Air Conditioning, Commercial Systems, Heating
- Air Distribution & Manufacturing Systems
- Architectural Sheet Metal
- Basic Electricity for Sheet Metal Air Conditioning Service
- Basics of Architectural Sheet Metal
- California AB841 Ventilation Requirements (new)
- Computer Aided Drafting
- Codes and Standards
- Commercial Systems, Heat Loads, Piping
- Control System Service
- DDC Control Systems
- Covid Training
- Detailing
- Electrical Systems Operation, Controls & Devices

- Emergency Preparedness
  - First Aid Training
  - CPR Training
- Job Site Fabrication
- Field Installation
- Field Measuring
- Filters and Filter Housings
- Fire and Smoke Damper Technician Training
- Forman Training
- HVAC Systems Installation
- Gas Tungsten Arc Welding
- Grinding and Polishing
- Hazardous Material Recognition for the Test & Air Balance Industry
- HVAC Air Systems and Duct Design for Energy Efficiency
- HVAC Energy Conservation
- HVAC Testing & Balancing Procedures
- Industrial and Stainless Steel Introduction
- Installing Thermostats, Flues and Vents
- Intermediate CAD
- Measuring and Sketching
- Metal Roofing
- Parallel Line Layout
- Refrigeration Piping
- Plans and Specifications
- Project Management, Takeoffs, Estimates
- Properties of Air Distribution
- Radial Line Layout
- Refrigeration for Sheet Metal Air Conditioning Service
- Refrigeration Theory for Sheet Metal Air Conditioning Service
- Residential AC Units
- Residential Duct Systems
- Residential Structure and Sheet Metal Work
- Service Basics for Sheet Metal Workers
- Sheet Metal Control Systems
- Submittals and Shop Drawings
- Survival Skills
- Systems Installation & Troubleshooting
- Temperature Measurement Instruments & Duct Systems
- Title 24 Certification
  - California Mechanical Acceptance Testing Technician
  - Energy Efficiency
- Triangulation Layout
- Welding I
  - Process and Safety Overview
  - Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Welding II
  - Gas Metal Arc Welding
  - Flux-Cored Arc Welding



**BUSINESS SKILLS**

- Customer Service
- Project Management

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

- OSHA 10
- OSHA 30

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

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Number 1 and 210 total hours per trainee for Job Numbers 2 and 3, regardless of the method of delivery.



## EXPANSION FUNDS

Training Proposal for:

### State Building & Construction Trades Council

Contract Number: ET22-0949

Panel Meeting of: January 27, 2022

ETP Regional Office: PPU-Central Office

Analyst: C. Hoyt

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Apprenticeship Priority Rate New Hire Ex-Offender At-Risk Youth	Industry Sector(s):	Construction (23)  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 Multiple		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	0%		

#### FUNDING DETAIL

<table><tr><th>Program Costs</th></tr><tr><td>\$556,916</td></tr></table>	Program Costs	\$556,916	+	<table><tr><th>Support Costs</th></tr><tr><td>\$39,943 Jobs 1 &amp; 2 - 8% Job 3 - 12%</td></tr></table>	Support Costs	\$39,943 Jobs 1 & 2 - 8% Job 3 - 12%	=	<table><tr><th>Total ETP Funding</th></tr><tr><td>\$596,859</td></tr></table>	Total ETP Funding	\$596,859
Program Costs										
\$556,916										
Support Costs										
\$39,943 Jobs 1 & 2 - 8% Job 3 - 12%										
Total ETP Funding										
\$596,859										
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent						

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	22	8-200	0	\$984	\$35.83
				Weighted Avg: 40			
2	Retrainee Apprentice	Commercial Skills, Computer Skills, OSHA 10/30	323	8-210	0	\$1,617	\$21.82
				Weighted Avg: 84			
3	New Hire Pre-Apprentice At-Risk Youth Ex-Offender Multiple Barriers	Business Skills, Commercial Skills, Literacy Skills, OSHA 10	21	8-260	0	\$2,520	\$17.64
				Weighted Avg: 100			

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

**Minimum Wage by County:** Job Numbers 1 & 2: \$23.53 per hour in Alameda, Marin, San Mateo, Santa Clara and San Francisco Counties; \$23.30 per hour in Contra Costa County; \$21.73 per hour in Los Angeles County; and \$21.57 per hour in all other counties  
 Job Number 3(New Hire): \$19.61 per hour in Alameda, Marin, San Mateo, Santa Clara and San Francisco Counties; \$19.42 per hour in Contra Costa County; \$18.11 per hour in Los Angeles County; \$17.81 per hour in Orange County; \$17.89 per hour in San Diego County; and \$17.64 per hour in all other counties

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Journeyworker Sheet Metal Worker, Plaster Tender, Plumber, Steamfitter, Roofer, Waterproofers		25
<b>Job Number 2</b>		
Apprentice Sheet Metal Workers		11
		56
Apprentice Plaster Tenders		4
		20
Apprentice Plasterers		10
		132
Apprentice Plumbers, Steamfitters		52
Apprentice Roofers, Waterproofers		5
		33

<b>Job Number 3 (New Hire)</b>		
Pre-Apprentice Sheet Metal Workers, Plaster Tenders, Plumbers, Steamfitters, Roofers, Waterproofers		21

## **INTRODUCTION**

Founded in 1901, The State Building & Construction Trades Council of California (SBCTC or Council) ([www.sbctc.org](http://www.sbctc.org)) acts as an umbrella organization for union workers throughout the state. The SBCTC represents more than 450,000 unionized construction workers and has 157 affiliated unions, 14 different construction craft unions, 22 local building trades' councils, and approximately 125 affiliated Joint Apprenticeship Training Committees (JATCs) that are responsible for providing Apprentices and Journeyworkers upgrade training.

This will be SBCTC's sixth ETP Contract, and the fifth within the last five years. This project includes Journeyworker, Apprentice and Pre-Apprentice training and is designed to support the Building Green Skills (BGS) training program. The BGS project proposes to retrain Journey-level and Apprentice construction trades workers so that they are able support California's energy efficiency goals and Project Labor Agreement initiatives.

SBCTC's project serves smaller Apprentice programs that do not have capacity to hold their own ETP contract. Many of the JATCs listed in this project have limited administrative assistance and without the help of the Council, would be unable to hold a contract on their own. Each JATC is a DAS-approved Apprenticeship program sponsor and will train various occupations throughout the building trades. The Apprentice programs, their respective Local Education Agency's (LEA) and the associated locals that will participate under this project are below:

- Plaster Tenders of Southern California- Local No. 1414  
LEA: North Orange County Regional Occupational Program
- Plaster Tenders of Northern California- Local No. 300 and Local No. 66  
LEA: North Orange County Regional Occupational Program
- San Diego Plastering Industry JATC- Local No. 200  
LEA: North Orange County Regional Occupational Program7
- Fresno Sheet Metal Workers- Local No. 104  
LEA: Fresno Regional Occupational Program
- The Kern & Northern Los Angeles County A/C and Sheet Metal Workers JATC- Local No. 105  
LEA: Bakersfield Community College
- Plumbers and Steamfitters for Monterey/Santa Cruz JATC- Local No. 62  
LEA: Foothill College
- United Association of Plumbers & Steamfitters for Martinez - Local No.159  
LEA: Diablo Valley College
- San Diego & Imperial Counties' Roofers and Waterproofers – Local No. 45  
LEA: Sweetwater Union High School District, Chula Vista Adult School

## **Veterans Program**

The Apprentice programs included in this project actively work to recruit and enroll Veterans, however, a Veteran job number is not requested at this time.

## **Apprenticeship Program**

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the programs range from 3-5 years. The curriculum is developed with input from DAS and a designated LEA as listed above.

For the building trades, it is not customary for workers to be employed for a standard retention period of 90 consecutive days with one employer. In that instance, the Panel may substitute non-consecutive hours worked for retention. This modified retention period must be no less than 500 hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

## **Pre-Apprenticeship Program/Ex-Offender/At-Risk Youth**

Job Number 3 will be funded as Multiple Barriers under the Ex-Offender/At-Risk Youth Guidelines. SBCTC will be responsible for documenting the eligibility criteria for this program.

SBCTC is partnering with Flintridge Center to train Pre-Apprentices in this proposal. Flintridge Center is a non-profit training center located in Los Angeles County that offers construction training to At-Risk Youth and Ex-Offenders with multiple barriers to employment. Upon graduation, trainees who participate in this community-based program will be eligible for acceptance into the neighboring local unions' Apprenticeship programs. Trainees are placed based on availability, occupation interest, and skillsets. This training provides pathways for these trainees to be employed in occupations with high wages, long-term employment, pensions, healthcare and ongoing training.

### **➤ Retention Modification**

Retention may be satisfied by employment of at least 30 hours a week for at least 90 days. In addition, retention may be satisfied by employment of at least 500 hours within 180 days with one or more employers.

## **PROJECT DETAILS**

The post-COVID recovery has led to increase demand for offices, schools, hospitals, warehouses, data centers, utility plants and highways. According to labor market information from the California Employment Development Department, California's demand for Plumbers & Steamfitters will increase 12.4%, 15% for Plasterers, 8.8% of Roofers and 7.5% for Sheet Metal Workers. This project will rise to meet the increasing demands of employers across the state. Trainees trained in this contract will work on the following projects: Bakersfield College Kitchen Remodel & Memorial Stadium; Diablo Valley College; Lancaster School District Walkway; Lucas Museum of Narrative Arts; LAX United Terminal; UCLA Student Housing; Universal Studios Super Nintendo World; Veterans Park Apartments; Waymark Residential Buildings.

## **Training Plan**

Training will be provided Class/Lab in the following:

**Business Skills:** Training will be offered to Journeyworkers and Pre-Apprentices. Trainees will gain tools to plan, organize and manage projects to complete them efficiently and on time. Journeyworker training will include Customer Service, Team Building, Problem Solving, Decision Making and Conflict Management Skills. Training for Pre-Apprentices will cover Communication Skills and Trade Awareness courses.

**Computer Skills:** Training will be offered to Journeyworkers and Apprentices and include course topics in Scheduling, Planning and Modeling software and AutoCAD applications that provide trainees with the ability to modify blueprints, look up project requirements, build budgets and timelines, design virtual buildings, and adjust computerized control systems.

**Commercial Skills:** Training will be offered to all occupations and focus on installing and maintaining new equipment, working with new materials, and complying with complex and rapidly changing energy efficiency standards. This training will provide workers with skills to retrofit current buildings to meet Leadership in Energy and Environmental Design certifications, build secure exterior and interior building components, design virtual buildings, and adjust computerized-control systems. Training will help workers hone the skills and knowledge necessary to work in green construction.

**Literacy Skills:** Training will be offered to Pre-Apprentices and includes coursework in Vocational English, Vocational Math, and Workplace Readiness.

### **Certified Safety Training**

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for Journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Commitment to Training**

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

#### ➤ Training Infrastructure

The Deputy Legislative Director will oversee project administration. Further, all training outlined in this proposal will be center-based depending on the union and program. Each Apprenticeship program's Training Director and administrative staff will oversee ETP administration including scheduling of training and collection of rosters. The trainee data, and work hour information is sent to the third-party administrator, Strategy Workplace Communications.

### **Impact/Outcome**

Some trainees who participate in training will receive the following certifications: OSHA 10/30, Rigging, Lifting, Backflow, Blueprints, Medical Gas, Welding, and Testing Adjusting and Balancing Bureau.

### **Marketing and Support Costs**

Individual JATCs will market the program training programs through their local direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails,

and websites. JATCs prepare multimedia materials such as videos to inform employers, workers, students, and community organizations about new apprenticeship training opportunities.

SBCTC is requesting 8% in support costs for Job Numbers 1 & 2 to fund its staff in marketing and assessment. In addition, SBCTC is requesting 12% support costs for Ex-Offender and At Risk Youth trainees Job Number 3 to support the additional placement and outreach services including marketing associated with serving the multiple barrier population, specifically Ex-Offenders. The extra support cost will be directed to Flintridge for the work necessary to reinforce placement services.

### **Trainer Qualifications**

All trainers are subject matter experts and members of their respective unions (when applicable). Trainers at Flintridge Center (Job Number 3) are trained in delivering Multi-Craft Core Curriculum

### **Tuition Reimbursement**

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

### **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0956	\$377,061	10/5/20 – 10/4/22	227	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked for current potential earnings of \$0. The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0911	Statewide	8/5/19 – 8/4/21	\$744,815	\$481,841 (65%)*
ET18-0915	Statewide	10/2/17 – 10/1/19	\$851,000	\$851,000 (100%)
ET16-0906	Statewide	9/8/15 – 9/7/17	\$639,720	\$568,269 (89%)

ET20-0911: 260 trainees have been placed for earned amount of \$481,840. A total of 47,687 training hours have been tracked for potential earnings of \$744,815 (100% of funding amount). This contract is in the process of closing out and 100% performance is expected.

### **DEVELOPMENT SERVICES**

Strategy Workplace Communications, in Oakland, assisted with development of this proposal at no cost.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

N/A



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

8-200 Trainees may receive any of the following:

**Journeyworker****BUSINESS SKILLS**

- Advanced Time Management
- Conflict Resolution
- Creating Master Plan for Future Improvements
- Creating Project Bids
- Customer Service Skills
- Decision Making Skills
- Filling Out Work Documents and Reports Accurately
- Green Awareness Training and Green Certifications
- Inventory Checklist
- Leadership Skills
- Problem Solving
- Project Management
- Teambuilding Skills

**COMMERCIAL SKILLS****Pipefitters & Steamfitters**

- BACnet Programming
- Brazing
- Certifications
- Industrial Rigging
- Crane Signal Person
- National Environmental Balancing Bureau Commissioning
- Medical Gas Installation, System Testing, Maintenance, Repair, Standards and Brazing
- Foreman
- Backflow Prevention
- Orbital Welding
- HVACR UA Star
- Compressor Overhaul
- Design and Installation of New Energy Efficient Equipment and Materials
- Direct Digital Controls – Principals of Operation, Calibration, Documentation, Shutdowns
- Electrical Safety
- Energy Efficiency in Existing Equipment and Materials
- Fall Protection
- Falling Objects
- Foreman and Worker Responsibility
- Green Compliance
- Hydronics Systems and Refrigeration
- Johnson Controls Courses
- Johnson DX9100 (Brand of Digital Controller)

- LEED Standards
- Medical Gas Installation
- Orbital Welding
- Plumbing Service, Maintenance and Repair
- Pipefitting
- Robotic Total Station
- Scaffolding
- Solar Installations
- Specialty Seminars for Service Work
- Start Test and Balance
- Working Around Pipelines
- Working in Confined Spaces

**Plaster Tenders**

- Cage Building
- Casting Molds
- Colored Veneer
- Mobile Elevated Work Platforms
- Plaster Problems And Cracks
- Pointing Up, Level 5
- Pool Plastering, Patching and Waterproofing
- Running Bench Molds
- Scratch And Carve Coat
- Specialty Finishes
- Stain
- Venetian Plastering

**Sheet Metal Workers**

- Advanced Welding Skills
- Architecture Designs
- CA Green Building Code Training
- Ducts Maintenance
- Energy Auditing: Total Building
- Energy Auditing: Total Heating Ventilation and Air Conditioning (HVAC) Systems
- Fire/Life HVAC System Building Inspection Training
- Fire Life Safety Training
- California Home Energy Rating System Program
- Job Coordination Training
- Lean Construction Training
- Management and Monitoring of Materials
- Materials and Equipment Testing for Industrial Use
- Proper Machine and Equipment Set-Up
- Rigging and Signal Training
- Safe Working Practices
- Testing Materials and Equipment-Proper Set-Up and Use
- Title 24 Mechanical Acceptance Training
- Understanding Changes to Industry Standards

- Upgrading Lead Handling and Asbestos Removal Skills
- Working with Building Materials Training

**All Trades**

- Advanced Instrumentation and Motor Controls
- Advanced Welding
- Aerial Lift
- Architecture Designs and Advanced Plan Reading
- Forklift
- Management and Monitoring of Materials
- Preparing for Leadership
- Proper Equipment Set-Up
- Proper Installation and Use of Testing and Auditing Materials and Equipment
- Safe Working Practices
- Testing Materials and Equipment-Proper Set-Up and Use
- Understanding Changes to Industry Standards
- Understanding New Technologies and Changes to Industry Standards
- Welding
- Welding and Burning

**COMPUTER SKILLS**

- Auto Computer-Aided Design (AutoCAD)
- Scheduling and Planning Jobs
- Automated Systems Applications Scheduling & Planning Jobs
- 3-D Modeling – Virtual Construction
- Benchmark Software – Lean Construction

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

- OSHA 10
- OSHA 30

**Class/Lab Hours**

8-210 Trainees may receive any of the following:

**Apprentice****COMMERCIAL SKILLS****Plasterers**

- Aerial Boom Lift
- Acoustical Plaster Finish
- Aerial Lift
- Basic Math
- Blueprint Reading
- Blueprint Reading/Estimating
- Cage Building
- Casting Molds
- Cement Pump 1

- Cement Pump 2
- Cement Pump 3
- Cementitious, Mineral Fiber and Intumescent Fireproofing
- Certifications:
  - Color
  - Veneer
  - Patching
  - Pool Plastering
  - Waterproofing Patching EIFS
- Colored Veneer
- Common Tools and Plastering Tools and Materials
- Equipment Maintenance Class
- Estimating
- Exterior Insulating Finishing Systems
- Fireproofing 1
- Fireproofing 2
- Fireproofing 3
- First Aid/CPR
- Forklift
- Forklift (certification class)
- Fundamental Math
- Green Building Standards
- Inspect Lath & Plaster Bases
- Interior Plaster
- Mask and Protect Adjacent Surfaces
- Measuring
- Mobile Elevated Work Platforms
- Mix and Apply Inspect Lathing and Bases for Portland Cement Scratch Coat
- Mix and Apply Portland Cement Scratch Brown and Finish Coats
- Mix and Apply Scratch Coat, Brown Coat, Finish Coat and Veneer
- Ornamental and Earth Plasters
- Plaster Problems and Cracks
- Pointing Up, Level 5
- Pool Plastering, Patching and Waterproofing
- Running Bench Molds
- Safety
- Scaffold Builder
- Scaffold Safety
- Scaffold Safety (certification class)
- Scaffold User
- Scratch and Carve Coat
- Small Engine Operation and Maintenance
- Specialty Finishes
- Stain
- Venetian Plastering
- Workplace Safety and Health

**Plumbing and Steamfitters****2<sup>nd</sup> Year**

- Oxy Fuel Cut & Weld
- Rigging
- Water Supply
- Gas Installations
- Pipefittings, Valves, Supports

**3<sup>rd</sup> Year**

- Plumbing Fixtures
- Plumbing Service
- Green Systems
- Pumps
- Plumbing Code
- Drainage
- Steam Systems
- Pipefitting Layout
- Welding for Certification
- Related Science

**4<sup>th</sup> Year**

- Advanced Plan Reading
- Hydronics
- Advanced Plumbing
- Backflow Prevention
- Related Math
- Plumbing Code Review
- Exit Exam Review
- Rigging for Certification
- Crane Signal Certification
- Tube Bending
- Advanced Pipefitting
- Crane Signal Person

**5<sup>th</sup> Year**

- Medical Gas
- Foreman Training
- Auto Cad
- Auto Cad 3D
- Instrumentation & Process Control
- Review and Exit Exam
- Rigging Certification
- Crane Signal Certification

**All Years**

- Plumbing Service, Maintenance and Repair
- Provisional Upgrade Class
- Residential Skills Class

2nd Year

- Basic Electricity
- Electric Motors
- Electric Controls
- Customer Service
- A/C 1
- A/C 2

3rd Year

- Refrigerant Controls
- Refrigeration 2
- Basic Computers
- Customer Service
- Hydronics

4th Year

- Pneumatics
- Basic DDC/Advanced DDC
- Start, Test and Balance
- Motor Alignment
- Building Controls
- Crane Signal Person
- G-Pro
- Air & Water Analysis
- Energy & Water Audits

5th Year

- Boilers
- Chillers
- HVACR STAR Mastery Review and Certification
- HVACR Review and Exit Exam
- HVACR Performance & Compliance
- Rigging Certification
- Crane Signal Certification

**Roofers and Waterproofers**

- Orientation and Safety
- Introduction to Waterproofing and Dampproofing
- Common Roofing & Waterproofing Materials and Equipment
- Built-Up Roofing
- Cold Applied Roofing Systems, Waterproofing and Dampproofing
- Rigid Roofing
- Asphalt Shingles
- Plans and Specifications
- Single-Ply and Waterproofing Systems
- Maintenance and Repair and Reroofing
- Metal Roofing
- Kettle Safety
- NGFTOS Standards (Certified Instructor)
- CPR/First Aid Training

**Sheet Metal Workers**

- Building Trades Service
- Advanced Electricity for Sheet Metal Air Conditioning Service
- Air Conditioning, Commercial Systems, Heating
- Basic Electricity for Sheet Metal Air Conditioning Service
- Basics of Architectural Sheet Metal
- Commercial Systems, Heat Loads, Piping
- First Aid/CPR
- Properties of Air Distribution for Sheet Metal Air Conditioning Service
- Refrigeration for Sheet Metal Air Conditioning Service
- Refrigeration Theory for Sheet Metal Air Conditioning Service
- Sheet Metal Control Systems
- Title 24 Mechanical Acceptance Training
- Air Balance Test Equipment Instruments
- Air Distribution & Manufacturing Systems
- Control Systems
- Electrical Systems Operation, Controls & Devices
- Hazardous Material Recognition for the Test & Air Balance Industry
- HVAC Testing & Balancing Procedures
- Systems Installation & Troubleshooting
- Temperature Measurement Instruments & Duct Systems
- Title 24 Mechanical Acceptance Training

**Building Trades Sheet Metal**

- Advanced Architectural
- Advanced Layout and Fabrication
- Advanced Welding
- Architectural Sheet Metal
- Basics of Architectural Sheet Metal
- CAD Detailing
- Codes and Standards
- Fabrication and Shortcuts
- Field Installation
- Final Architectural/Industrial Project
- Final HVAC Project
- First Aid/CPR
- Fire Life Safety Training
- Foreman Training
- HVAC Air Systems and Duct Design
- HVAC Energy Conservation
- Industrial and Stainless Steel Introduction
- Intermediate CAD
- Measuring and Sketching
- Metal Roofing
- Parallel Line Fittings
- Plans and Specifications

- Project Management, Takeoffs, Estimates
- Radial Line Layout and Ogee Offsets
- Service Basics for Sheet Metal Workers
- Submittals and Shop Drawings
- Title 24 Mechanical Acceptance Training
- Triangulation Fittings
- Welding I: Process and Safety Overview, GMAW
- Welding II: GMAW & FCAW
- Common Furnace Features
- Filters and Filter Housings
- Furnace Installation
- Installing Thermostats, Flues and Vents
- Piping
- Residential AC Units
- Residential Duct Systems
- Residential Structure and Sheet Metal Work

**All Trades**

- Trade Math
- Industry Math
- Rigging
- Drawing
- Blueprint Reading
- Welding
- Cutting
- Industrial Safety
- Industrial Install
- Medical Gas Install
- Backflow Certification
- Foreman Certification
- Rigging Certification
- Direct Digital Controls
- Compressor Overhaul

**COMPUTER SKILLS**

- Computer-Aided Drafting
- 3-D Drawings Software

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

- OSHA 10
- OSHA 30

**Class/Lab Hours**

8-260      Trainees may receive any of the following:



**Pre-Apprentice****BUSINESS SKILLS**

- Communication Skills
- Critical Thinking
- Leadership
- Problem Solving
- Team Work
- Trade Awareness

**COMMERCIAL SKILLS**

- Basic Blueprint Reading
- Construction Training
- First Aid/CPR
- Green Construction
- Tools and materials
- Electrical Safety
- Hazard Awareness
- Health Hazards
- Personal Protective Equipment
- Scaffold and Safety
- Stairway and Ladder
- Tools – Hand and Power

**LITERACY SKILLS**

- Workplace Readiness
- Vocational English
- Vocational Math

**OSHA 10** (OSHA Certified Instructor)

- OSHA 10

Literacy Training cannot exceed 45% of total training hours per-trainee.  
Safety Training cannot exceed 10% of total training hours per-trainee. This cap does not apply to OSHA 10/30.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery for trainees Job Number 1 and 210 for trainees Job Number 2. Reimbursement for new hire training is capped at 260 total training hours per trainee for trainees in Job Number 3.



## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Sturgeon Services International, Inc.**

**Contract Number: ET22-0229**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** J. Romero

### PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative Expansion Funds (Alt/Gen)	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern, Fresno, Ventura, Monterey and Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 270	U.S.:270	Worldwide: 270
<u>Turnover Rate:</u>	18%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$390,000

<b>Total ETP Funding</b>
\$345,000

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills; Commercial Skills; Computer Skills Management Skills; Hazardous Materials; HAZWOPER; OSHA 10/30	234	8 -200	0-5	\$1,380	\$21.57
				Weighted Avg: 60			
2	Job Creation Initiative Retrainee Priority Rate	Business Skills; Commercial Skills; Computer Skills; Management Skills; Hazardous Materials; HAZWOPER; OSHA 10/30	16	8 -200	0-5	\$1,380	\$19.07
				Weighted Avg: 60			

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

**Minimum Wage by County:** Job 1: \$21.57 Kern, Fresno, Ventura and Monterey \$21.73 Orange  
Job 2: \$17.64 (Job Creation) Kern, Fresno, Ventura and Monterey \$17.81 Orange

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>JOB 1: (Retrainee)</b>		
Environmental Laborer		40
		45
Transportation Worker		25
Equipment Operator		20
		25
		20
Ground Penetration Technician		2
		3
Planner/Scheduler		2
Administration and Field Support		5
		10
		7

Manager/Supervisor		15
		15
<b><i>JOB 2: Job Creation</i></b>		
Environmental Laborer		2
		2
Transportation Worker		2
		2
Equipment Operator		2
		2
Ground Penetration Technician		2
		2
<b><i>TOTAL:</i></b>		250

## **INTRODUCTION**

Founded in 1926, Sturgeon Services International, Inc. (SSII) ([www.sturgeonservices.com](http://www.sturgeonservices.com)) is an earthwork or grading company that has provided contracting services for oilfields in California. Since its inception, the company has expanded its general contracting services to commercial, industrial, agricultural and government sectors throughout California and the Western United States.

SSII services range from asbestos removal, well abandonment, grading and demolition services with heightened focus on safety and efficiency for public and private entities. The company also provides additional services such as rathole drilling/spiradrill, transportation services, centrifuge, asbestos, mold and lead abatement, ground penetrating radar, hydro excavation, hydro blasting and guzzler and vacuum truck support.

The company is located in Bakersfield and operates in project locations in Fresno, Ventura, Monterey and Orange counties. Some of SSII customers include Chevron Corp, Aera Energy, Berry Petroleum, Sentinel Peak Resources, other oilfield and heavy construction companies and dairy companies who contract with SSII to build their ponds to capture methane.

SSII is gaining more ground in the industry with the addition of new services to their line that has brought an increase in the demand for the services of the company. For 2022, the company has attained new work contracts with various companies that will require new positions for additional workers to achieve the completion of work contracts.

This is SSII's sixth ETP Contract, third within the last 5 years. In their prior ETP projects, SSII successfully accomplished their expansion by training staff in several areas of Commercial Skills and Continuous Improvement. Under this proposal, SSII plans to train their employees in new and upgraded topics in Commercial Skills, Hazardous Material and achieve employee certifications in Hazpower and OSHA 10/30. These certifications are required by companies contracting with SSII to allow SSII employees to work at their site or place of business. Employees will also receive training in the new company software, Site Docs Program under Computer Skills.

### **Veterans Program**

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

## **PROJECT DETAILS**

Under this proposal, SSII plans to train employees in skills to support the launch of their new sew system called Site Doc Program, train and certify their employees in areas of Commercial Skills, Hazardous Material and Business Skills to be in compliance with specific requirements by companies to allow SSII workers to work on these companies' locations.

Training from this proposal will provide SSII employees to accomplish training using higher level of technology and programs as well as supporting the new working conditions and limitations effected by the COVID pandemic.

### **Commitment to Training**

SSII spends approximately \$250,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the past has been both company-wide and job specific. The Company is committed to training its employees upon completion of the ETP program. Training will continue to be offered to employees to ensure job competency within the company.

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

#### **➤ Training Infrastructure**

SSII has a training plan in place and is ready to start training upon approval. The Safety Analyst will oversee and coordinate the administration and training of this contract and will work closely with 1 Administrative Staff and 1 staff from Human Resources. The team of three will schedule and provide the training for all employees to ensure full documentation of training obtained. Trainers will be a combination of in-house experts and vendors as needed.

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.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

The Company will hire 16 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

SSII's business expansion is from new work contracts obtained with various companies that entails requiring more workers to complete the job and hiring new employees to support the additional workload. These new positions are environmental laborer, transportation worker, equipment operator and general penetration technician.

### **Training Plan**

**Business Skills:** This training will be offered to planner/scheduler, administration and field support and managers and supervisors. This training will focus primarily on job bidding and estimating.

**Commercial Skills:** This training will be offered to all occupations. Employees will gain skills specific to the requirement of their job requirement in the various phases of construction and complete certifications requirements needed perform their work safely and efficiently.

**Computer Skills:** This training will be offered to all occupations. Skills gained from these training will increase competency in utilizing equipment requiring computer applications needed in their work processes.

**Management Skills:** This training will be offered to managers and supervisors. The training will provide managers and supervisors a better understanding in the management and delegation of workload to their staff. They will also gain better perspective in handling and resolving situational conflicts or issues.

**Hazardous Materials** This training will be offered to all occupations. The course will teach proper handling and transport of hazardous materials.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom 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.

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

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. SSII will provide up to 5 hours of ancillary Computer-Based Training (CBT) in Continuous Improvement to reinforce and complete some of the specific requirements of SSII contracted companies. CBT is capped at no more than 50 percent of a trainees total training hours.

### **Temporary to Permanent Hiring**

The Company will train 16 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is 3 months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
E19-0121	Bakersfield	07/01/18 – 06/30/20	\$193,960	\$193,960 (100%)
ET16-0336	Bakersfield	02/01/16 – 01/31/18	\$404,984	\$194,550 (48%)

ET16-0336 received lower performance due to the downturn in the construction industry which triggered a reorganization within the company. As SSII emerged from this challenge in their business, they have assigned three SSII staff (1 Human Resources Staff, 1 Safety Analyst and 1 Administrative Staff) to work together in the administration and training in their subsequent ETP contracts in which they achieved 100% performance.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

To Be Determined

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

8 - 200 Trainees may receive any of the following:

**BUSINESS SKILLS**

- Job Bidding and Estimating

**COMMERCIAL SKILLS**

- Heavy Equipment
- Ground Remediation
- Smith Driving
- First Aid/CPR
- Asbestos Sup Initial
- Asbestos Work Initial
- Asbestos Sup refresher
- Asbestos Work refresher
- Lead Sup
- Lead Work
- Lead Refresher
- Excavation and Trenching
- Managing Safe Work Training
- Hot Work (Welding)

**COMPUTER SKILLS**

- Site Doc Program

**MANAGEMENT SKILLS (Managers/Supervisors only)**

- Supervisor Training
- Reasonable Suspicion

**HAZARDOUS MATERIAL**

- Proper Handling of Hazardous Materials
- Working in Confined Space
- Isolation of Hazardous Energy

**HAZWOPER**

- HAZWOPER Refresher
- Hazardous Waste Operations and Emergency Response Standards
  - ERTC (Emergency Response Training Certification)

**OSHA 10/30**

- Rules and Standard of OSHA 10/30

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



**CBT Hours**

0-5

**CONTINUOUS IMPROVEMENT**

- Site Specific Orientation (1 hour)
- Chevron Business Partner Orientation Power Lines (BPOPL) (1 hour)
- New Hire Orientations for Sturgeon Services International (5 hours)

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



## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Taylor-Listug, Inc.**

**Contract Number: ET22-0245**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** San Diego

**Analyst:** S. Phillips

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative Expansion Funds (Alt/Gen)	Industry Sector(s):	Manufacturing (E) Manufacturing (33)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 523	U.S.:534	Worldwide: 1,401
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	9%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$1,745,700

<b>Total ETP Funding</b>
\$480,700

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Impr, Manufacturing Skills, HAZMAT, Literacy Skills, Management Skills, PL-Manufacturing Skills	520	8-200	0	\$460	\$21.57
				Weighted Avg: 20			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Continuous Impr, Manufacturing Skills, HAZMAT, Literacy Skills, Management Skills, PL-Manufacturing Skills	105	8-200	0	\$2,300	\$17.89
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: (Retrainee) - \$21.57/ hr.; Job Number 2: (Job Creation) - \$17.89/ hr. for San Diego 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

\$2.50 per hour may be used to meet the Post-Retention Wage for Job 1-2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Production Staff		186
		95
		38
Admin/ HR Staff		3
		1
		14
Finance/ Legal Staff		2
		2
		10
Maintenance/ Machine Repair		10
		7
		16

Sales & Marketing Staff		2
		2
		56
R&D Tooling		1
		1
		28
IT/ Logistics/ Supply Chain Staff		24
		6
		16
<b>Job Number 2</b>		
Production Staff		60
		10
		3
Admin/ HR Staff		1
		1
		1
Finance/ Legal Staff		1
		3
		1
Maintenance/ Machine Repair		5
		1
Sales & Marketing		1
		1
		3
R&D Tooling Staff		1
		2
IT/ Logistics/ Supply Chain Staff		6
		3
		1

## **INTRODUCTION**

In January 2021, the co-founders of Taylor Guitars, transferred the ownership of their Company to all of their employees. Employee ownership enables, motivates, and inspires their employees to innovate, create and produce their products.

Taylor Guitars, founded in 1974, manufactures high-quality acoustic and electric guitars. Headquartered in El Cajon, the Company currently produces over 928 guitars per day in its state-of-the-art factory complexes in El Cajon and Tecate. The Company continues to expand its market base with the addition of a Kitchen Woodcrafts line. In addition to its headquarters, the Company currently operates facilities in Mexico, the Netherlands (sales and distribution warehouse), and Cameroon (Ebony mill).

**Veterans Program**

While Taylor Guitars is committed to hiring and retaining Veterans and is proud to be a part of the San Diego Military Community that supports servicemen and their families, the company does not wish to seek a separate Veteran Job Number. Taylor Guitars is committed to our continued partnerships with Veteran organizations including Workshop for Warriors, the Skilled Workforce Partnership of San Diego, and MilitaryRecruitment.com whose goal is to engage transitioning and civilian-experienced military veteran men and women in the most meaningful way.

**PROJECT DETAILS**

This is Taylor Guitars' fifth ETP project, the fourth in the last seven years. Taylor Guitar's most recent contract focused on implementing training for all occupations company-wide. The Company was also able to implement a brand new compensation scheme based on skills acquired via training, which allows upward mobility within the company. This a direct result of the training received under previous ETP programs. This new project will focus on training geared towards newly hired staff, as well as continuous improvement training for incumbent staff.

As a result of the increased demand for its products, the company has hired 166 new employees in the last 16 months. With new hires at an all-time high, the number of certified trainers has increased for each shift to provide training necessary to keep up with company demand. Therefore, newly hired staff will receive training necessary to obtain technical skills needed to complete production of product. This includes the introduction of a new V & C bracing pattern for the company's acoustic guitars.

The Company has also partnered with West Coast Arborists, which will provide Taylor Guitars with easy access to source material from urban trees, which are cut down or removed due to aging and safety hazards. Therefore, staff will also receive training in wood sourcing as it pertains to production of guitars.

Incumbent staff will receive advanced customized cross training for each department to ensure certified trainers can move upward within the company as well as maintain the skills necessary to train newly hired staff.

The Company will train to maintain current certifications as well as provide staff the opportunity for cross-training to further skills necessary for professional development and innovation. These certifications include: annual Trainer certification updates, quarterly CNC Operator certification updates, quarterly Final Inspector certification updates, and annual machine operator certification updates. While some of the topics in this proposal are similar to those in the previous project, trainees will receive more advanced, cross-functional skills in manufacturing to achieve higher skill levels to foster the continued growth already established within the Company.

**Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

As Company growth continues and new product lines are introduced, Taylor Guitars must increase staff to keep up with production demands. Over the last 16 months, Taylor Guitars hired 166 new staff. Therefore, the Company has committed to hiring 105 new employees (Job Number 2) over a 2 year period to ensure production and customer demands are met. The date-of-hire for trainees will be within the three months before contract approval or within the term-of-contract.

## Training Plan

Training will be delivered via Class/Lab/E-Learning and Productive Laboratory (PL) delivery methods in the following:

**Business Skills:** Sales/Marketing, Administrative Staff, IT Staff, and Management Staff will receive training in Business Skills. The purpose is to provide workers with the skills required to manage client communications and relationships, ensure better internal interdepartmental communication, and management skills necessary to maintain complex projects.

**Computer Skills:** All Staff will receive Computer Skills Training. Training will focus on ERP, RFID, and CAD/CAM to ensure the effective use of systems and equipment to maintain current production goals and demands. Administrative and IT Staff will receive training in Microsoft Office, Database training, and HRIS training to maximize efficiency and improve productivity.

**Continuous Improvement:** Training will focus on enhancing current skills to foster the innovative culture of the Company. Teambuilding, problem-solving, supply chain optimization, quality systems, and performance management will enhance current skills as well as foster innovation essential to maintaining the company's current growth.

**Literacy Skills:** For some staff, English is a second language. Vocational English as a second language training will enhance workplace literacy, enabling all staff to participate in and benefit from the collaborative environment at Taylor Guitars. This will also provide all staff the opportunity to participate in cross-training across all departments, thereby increasing companywide flexibility.

**Manufacturing Skills:** Production Staff, Maintenance & Repair Staff, and Management Staff will participate in a 90 Day training in Manufacturing Skills to better manage increased production demands, avoid technical errors that slows production, improve the ability to problem solve when errors do occur and increase skills necessary to create new products. The 90 days is broken up into 3 sections (30-60-90 Day Sections) to ensure competency and success for all trainees participating in the training program.

**Management Skills:** Sales/Marketing, Administrative Staff and Management skills will receive training in Team Leading, Communication Skills, Conflict Management, Performance management, Strategic Planning & Management and first time manager training.

## Certified Safety Training

1. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from "first responder" to "incident commander." It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Production Staff, Logistics/ Supply Chain Staff, R&D Tooling, and Maintenance and Repair Staff will receive up to 8 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.

## Productive Laboratory – Manufacturing Skills

Trainees may produce goods for profit as part of the PL training. The instructor will be dedicated to training delivery during all hours of training.

PL training enables newly hired production staff to work 1:1 with a certified craftsman to gain skills necessary to properly assemble a guitar, including materials, tools & equipment. This training will be important to Taylor Guitar's continued growth, innovation, and success. This training correlates

with the addition of both a new guitar brace and a new guitar shape, the first in 8 years, which is a direct result of the training staff received during Taylor Guitar's previous ETP Contracts. Further expansion of skill sets acquired through productive lab training will lead to increased flexibility and continued professional development of all staff at the Company.

Because The 90 day manufacturing training is broken up into 3 sections (30-60-90 Day Sections) to ensure competency and success for all trainees participating in the training program, Taylor Guitars is requesting 60 productive lab hours for all production, maintenance/tooling/and repair staff participating in the program.

### **Commitment to Training**

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

#### **➤ Training Infrastructure**

The project will be overseen by the Director of Training and Development, assisted by a Program Administrator. As most of the training will be conducted by Taylor Guitar's in-house training team, there is also a seven-person team that will manage the project post-panel approval. The team assists in project administration and the training program implementation. California Manufacturing and Training Consulting (CMTC) will also assist with project administration for the duration of the Contract.

### **Alternative Recordkeeping Practices**

In addition, staff is also recommending the inclusion of alternative recordkeeping practices until such time as the shelter-in-place restrictions are fully lifted and staff are able to participate in in-person class/lab training.

### **Impact/Outcome**

ETP-funded training has enabled Taylor Guitars to introduce a new guitar shape for the first time in 8 years. Further, a new guitar brace and a new wood ware kitchen line was also introduced in during the last 18 months. As such, training is necessary to ensure these innovations continue in the future.

ETP-funded training and cross-training allows Taylor Guitars to continue innovative opportunities for our product. The upscaling of our employees allows our master guitar builder to be creative and innovative with more complex designs and processes. It is leading to continued growth and employee development.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET20-0205	El Cajon	12/23/19- 12/22/21	\$605,360	TBD
18CS-0053	El Cajon	8/28/17- 8/27/19	\$408,044	\$408,044 (100%)
ET16-0143	El Cajon	9/01/15- 8/31/17	\$428,440	\$330,745 (77%)

\*A closeout invoice has been submitted and processed for this project (ET20-0205). Contractor tracked 29,852.61 eligible hours of training with potential earnings of \$605,360 (100%).

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

The Company retained CMTC in Torrance to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To be Determined



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

8-200            Trainees may receive any of the following:

**BUSINESS SKILLS**

- Sales Skills
- Business Writing
- Business Acumen
- Resolving Conflict
- Effective Meeting Skills
- Accounting
- Financial Analysis Skills
- Basic Finance
- ESOP Finance
- Personal Finance
- Goal Setting
- Negotiation Skills
- Presentation Skills
- Providing Quality Customer Service
- Time Management
- Global Business and Exporting
- New Product Development
- Customs & Shipping Compliance

**COMPUTER SKILLS**

- MS Office Suite Intermediate/ Advance
- Project Management Software
- Taylor Specific Software

**CONTINUOUS IMPROVEMENT**

- Teams & Team Building
- Leadership Skills
- Problem Solving
- Communication Skills
- Lean Manufacturing
- Environmental Management System (EMS) Implementation
- Quality Management Systems
- Supply Chain Optimization
- Strategic Planning and Policy Deployment
- Leading Change
- Time Management

**MANUFACTURING SKILLS**

- Bind & Sand
- Body Bracing
- Body Assembly
- Side Bending
- Body Finishing
- Neck Finishing

- Sanding
- Fitting
- Gluing
- Proper Tool Usage
- Proper Equipment Usage
- Bind & Sand 2
- Body Bracing 2
- Body Assembly 2
- Side Bending 2
- Body Finishing 2
- Neck Finishing 2
- RFID Scanners
- Miters
- Round Over on Binding
- Haloing
- Using Jigs – Inspect Correct Alignment
- Wire & Assembly Testers
- Identifying Glue Excess
- Identifying Gaps/ Scratches/ Malformations
- Identifying Misshapen Soundhole
- Corrective Action
- Wood Types
- Repair
- Spec Sheet
- Model Identification
- Laser Machine
- Side Bending
- Access Panel Assembly
- Battery Cable Test
- RFID Scanners
- Miters
- Round over on Binding
- Haloing
- Using Jigs to Inspect Correct Alignment
- Fadal Operator Certification
- Production Skills
- Manufacturing Safety

**LITERACY SKILLS**

- Vocational English as a Second Language (VESL)

**HAZARDOUS MATERIALS**

- Hazardous Material Handling
- Hazardous Material Types

**MANAGEMENT SKILLS**

- Leading people
- Communication Skills
- Conflict Management
- Performance Management

- Strategic Planning & Management
- First Time Manager

**Productive Lab Hours (1:1)**

0-60 Trainees may receive any of the following:

**MANUFACTURING SKILLS**

- Bind & Sand
- Body Bracing
- Body Assembly
- Side Bending
- Body Finishing
- Neck Finishing
- Sanding
- Fitting
- Gluing
- Proper Tool Usage
- Proper Equipment Usage
- Bind & Sand 2
- Body Bracing 2
- Body Assembly 2
- Side Bending 2
- Body Finishing 2
- Neck Finishing 2
- Miters
- Haloing
- Using Jigs – Inspect Correct Alignment
- Wire & Assembly Testers
- Identifying Glue Excess
- Identifying Gaps/ Scratches/ Malformations
- Identifying Misshapen Soundhole
- Corrective Action
- Wood Types
- Repair
- Spec Sheet
- Model Identification
- Laser Machine
- Side Bending
- Access Panel Assembly
- Battery Cable Test
- RFID Scanners
- Miters
- Round over on Binding
- Haloing
- Using Jigs to Inspect Correct Alignment
- Fadal Operator Certification
- Production Skills

- Manufacturing Safety
- Production Skills

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



## EXPANSION FUNDS

### Retrainee-Job Creation

### Training Proposal for:

### Vellutini Corporation

**Contract Number: ET22-0248**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** A. Reyes

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Expansion Funds (Alt/Gen) Job Creation Initiative	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Laborers' Training and Retraining Trust Fund for Northern California		
Number of Employees in:	CA: 385	U.S.:385	Worldwide: 385
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	2%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$500,000

<b>Total ETP Funding</b>
\$499,560

**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, OSHA 10/30	385	8-200	0	\$920	\$21.57
				Weighted Avg: 40			
2	Retrainee Priority Rate Job Creation Initiative	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	158	8-200	0	\$920	\$20.00
				Weighted Avg: 40			

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

**Minimum Wage by County: Job Number 1 (Retrainee):** \$21.57 per hour in Sacramento County; **Job Number 2 (Job Creation):** \$17.64 per hour in 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  
Up to \$1.57 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Administrative Staff		30
Electricians		70
		30
Field Operations		45
		15
Laborers		100
		50
Mechanics/Shop		8
		2
Operators		6
		4
Project Management		25
<b>Job Number 2 (Job Creation)</b>		
Administrative Staff		10
Electricians		35
		10
Field Operations		10
		10
Laborers		45
		15
Mechanics/Shop		6
		4

Operators		5
Project Management		8

## **INTRODUCTION**

Founded in 1977 and located in Sacramento, Vellutini Corporation (Vellutini Corp) ([www.royalelect.com](http://www.royalelect.com)) is an electrical contractor that specializes in Commercial-Industrial, Design and Build Projects, and Airports and Airfield Lighting projects. Customers include airports, multifamily housing, high schools, gaming casinos and manufacturing facilities. All training will take place at Vellutini Corp's location in Sacramento. This is Vellutini Corp's second ETP Contract and the second in the last five years.

### **Veterans Program**

Vellutini Corp employs Veterans, but does not actively recruit Veterans.

### **Union Support**

Laborers are represented by Laborers' Training and Retraining Trust Fund for Northern California. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

Vellutini Corp has grown significantly in past years and has aggressive growth plans going forward. In order to ensure existing employees are performing at a high-level and meeting Vellutini Corp's high standards, the Company will train all project staff on a series of new initiatives aimed at process improvement. These new initiatives are designed to improve the planning and efficiency of projects by providing training on 40 different processes and activities. Training will ensure staff receive the skills necessary to provide superior quality services.

In addition, Vellutini Corp is planning to hire a significant number of new employees. Due to a tremendous amount of growth in the California construction industry, the Company needs to hire more staff to keep up with customer demand. While many of the trainees that Vellutini Corp hires have little experience with trade skills, they are making a commitment to ensure that these new employees gain the skills they need in order to succeed at their new career.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Over the past several years, Vellutini Corp has seen revenue growth of up to 10% per year. The Company anticipates a continued strong growth in the construction industry and plans to hire 158 new employees (Job Number 2) in order to keep up with the growth and customer demand. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Business Skills:** Training will be delivered to all occupations and focus on improving customer service. Training topics include Business Processes, Leadership Skills, and Production Management.

**Commercial Skills:** Training will be delivered to all occupations except Administrative Staff and will provide training in building codes and construction techniques. Training topics include Lift Operations, Building Code Updates, LEAN Construction and Electrical Processes/Techniques.

**Computer Skills:** Training will be delivered to all occupations. Training will focus on new computer programs that assist with project management and bidding/estimating. Training topics include AccuBit, LiveCount, and PlanGrid.

### **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.

### **Commitment to Training**

Vellutini Corp allocates approximately \$750,000 annually for training that includes required safety training, staff development, and new-hire orientation. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

Training will be provided by qualified in-house trainers. The Company has designated the Training Development Specialist to oversee the ETP Contract along with assistance from two Human Resources staff members. The Company has also retained the services of a subcontractor with extensive ETP experience to assist with administration.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0293	Sacramento	11/5/2018 – 2/2/2021	\$198,978	\$198,978 (100%)

### **DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development of this proposal for a flat fee of \$15,000.

### **ADMINISTRATIVE SERVICES**

Propel Consulting Group will also perform administrative services in connection with this proposal not to exceed 13% of payment earned.

### **TRAINING VENDORS**

To Be Determined



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

8-200

Trainees may receive any of the following:

**Business Skills**

- Business Processes
- Client-Sub Relationship
- Communication Skills
- Contracts/Risk Management
- Financial Management
- Leadership Skills
- Outward Mindset/DISC
- Performance Management (3A+, KPIs, Performance Improvement)
- Planning and Scheduling
- Prefabrication
- Problem Solving & Decision Making
- Process Improvement (LEAN)
- Procurement & Mobilization
- Production Management
- Project Documentation
- QA/QC (Quality Assurance/Quality Control)
- Submittals & RFIs
- Team Structure & Responsibilities

**Commercial Skills**

- Building Code Updates
- Building Projects (Market-Specific Construction Processes/Techniques)
- Code Updates
- Electrical Math
- Electrical Processes/Techniques
- Equipment Operations
- Foreman Training
- Forklift Operation
- LEAN Construction
- Lift Operations
- Lockout/Tagout
- Mechanical Repair
- Mobilization/Site-Prep
- Project Scheduling
- Site Set-up/Clean-Up
- Tool Operation
- Traffic Control

**Computer Skills**

- AccuBid
- AutoCAD BIM

- BlueBeam
- HeavyJob
- HR Systems
- IT Systems/Devices
- LiveCount
- Microsoft Teams/Zoom
- MS Office Suite (Intermediate/Advanced)
- PlanGrid
- Spectrum

**Safety Skills - OSHA 10**

- OSHA 10

**Safety Skills - OSHA 30**

- OSHA 30

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



## Laborers' Training and Retraining Trust Fund for Northern California

1001 Westside Drive, San Ramon, CA 94583-4098 • Telephone: (925) 828-2513

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September 13, 2021

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members:

We understand Vellutini Corporation dba Royal Electric Company is requesting Employment Training Panel (ETP) funding. The proposed training plan for the specified members has our support. The trainees covered under the collective bargaining agreement will be as follows: Approximately 160 Laborers.

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

Leonard Gonzales  
Executive Director



Retrainee-Job Creation  
**Training Proposal for:**  
**Vian Enterprises, Inc.**  
**Contract Number: ET22-0235**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** K. Mam

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee SB <100 Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Placer	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 88	U.S.: 88	Worldwide: 88
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$139,406

<b>Total ETP Funding</b>
\$96,600

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Computer Skills, Cont. Impr., HazMat, Mfg. Skills	85	8-200	0	\$920	\$21.57
				Weighted Avg: 40			
2	Retrainee Priority Rate SB <100 Job Creation Initiative	Business Skills, Computer Skills, Cont. Impr., HazMat, Mfg. Skills	10	8-200	0	\$1,840	\$17.64
				Weighted Avg: 80			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$21.57 per hour for Placer County

Job Number 2 (Job Creation): \$17.64 per hour for Placer County

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

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

Up to \$1.57 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$0.14 per hour in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Administrative Staff		1
		10
Production Staff		15
		32
Test Assembly Staff		1
		9
Engineering Staff		10
Quality Staff		7
<b>Job Number 2 (Job Creation)</b>		
Administrative Staff		1
Production Staff		1
		1
		1
Test Assembly Staff		1

		3
Engineering Staff		2

## **INTRODUCTION**

Founded in 1968 and located in Auburn, Vian Enterprises, Inc. (Vian Enterprises) ([www.vianenterprises.com](http://www.vianenterprises.com)) manufactures geroters, gears and broached detail hardware, oil pump rotating groups and complete lubrication systems. Customers include aerospace and marine manufacturers. This is Vian Enterprises' first ETP Contract. Training will be for workers at Vian's single location in Auburn.

### **Veterans Program**

Vian Enterprises does not actively recruit Veterans through any Veteran organizations, however, the Company currently employ six Veteran employees.

## **PROJECT DETAILS**

Vian Enterprises is implementing a new training plan to address several industry challenges including rapid expansion and increased sales and production. Due to COVID-19 and the decrease in air travel in the last year, Vian Enterprises had to shift to manufacturing more products for the military instead of commercial airplane manufacturers. As vaccine mandates roll out and air travel returns to normal, the Company will be increasing its production capacities to address the increase in commercial aircraft pumps sales. Employees will train on new workflow processes and LEAN practices on the shop floor to increase efficiency.

Vian Enterprises will also bring more work in-house, including designing and creating the outer casing of geroter pumps. This will allow the Company to have more control of product quality, production time, and overall cost. The Company has also invested over \$1.4 million on new equipment including CNC Machines, 5-Axis Machines, Test Stands, Bar Stock Cutting Saws, and a CNC OD Grinder. Training under this proposal will allow the Company to remain efficient and competitive as production increases.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

To address the rapid expansion, Vian Enterprises has expanded to a new 103,000 square foot facility. The new facility will allow the Company to successfully increase production capacities, which will require the Company to onboard more staff. The Company will hire 10 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

Training will be delivered via Class/Lab, E-Learning and Videoconferencing by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be offered to all occupations and focus on strategic planning. Training topics include Cost Control and Time Management.

**Computer Skills:** Training will be offered to all occupations and focus on the Company's internal software. Training topics include Financial Management System, Sage 50 Accounting Software and Creo Analytical Software.

**Continuous Improvement:** Training will be offered to all occupations and focus on lean manufacturing and process improvement. Training topics include Production Operations/Workflow, Problem Solving and Decision Making and Quality Measurement Systems.

**Manufacturing Skills:** Training will be offered to Production, Test Assembly, Quality and Engineering Staff and focus on equipment training. Training topics include Assembly Procedures, Equipment Operation and Machine Maintenance.

**Hazardous Materials:** Training will be offered to Production, Test Assembly, Quality and Engineering Staff and focus on Hazardous Materials Handling and Hazardous Materials Cleaning.

### **Commitment to Training**

Vian Enterprises invests over \$60,000 annually on training for its facility including onboarding, safety training and sexual harassment prevention. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The project manager with the assistance of two administrative support staff will be responsible for overseeing all aspects of the training project including communicating with managers, scheduling training, and tracking training hours. The Company has also retained a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

### **DEVELOPMENT SERVICES**

Carrasco LLP, Innovative Tax Solutions in Sacramento assisted with development for a flat fee of \$9,500.

### **ADMINISTRATIVE SERVICES**

Carrasco LLP, Innovative Tax Solutions will also perform administrative services for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

To Be Determined

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

8-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Cost Control
- Employee Coaching
- Strategic Planning
- Time Management

**COMPUTER SKILLS**

- Autodesk/AutoCAD
- Creo Analytical Software
- Customer Relationship Management
- Financial Management System
- Intermediate/Advanced Microsoft Office
- MasterCam Programming Software
- Sage 50 Accounting Software
- ShopKeeper Material Requirement Planning Production Software

**CONTINUOUS IMPROVEMENT SKILLS**

- Change Management
- Coaching Procedures
- Communication Skills
- Cross Training
- Decision Making
- How to Coach and Mentor
- Lean Manufacturing
- Problem Solving and Decision Making
- Process Capability
- Process Improvement
- Production Operations/Workflow
- Production Scheduling
- Project Management
- Quality Measurement Systems
- Root Cause Analysis
- Statistical Process Control
- Systems Failure Analysis
- Time Management

**HAZARDOUS MATERIALS SKILLS**

- Hazardous Materials Cleaning
- Hazardous Materials Handling

**MANUFACTURING SKILLS**

- Assembly Procedures
- Assembly Process Control



- Blue Print Reading and Schematics
- Changeover Procedures
- Computer Numeric Control (CNC) Machining: (CNC Machine Operation, Drills, Lathes, Milling Machines, Grinders)
- Cross-Training in Production Equipment/Skills
- Electrical and Electronics
- Engineering Theory/Planning/Design
- Equipment Operation
- Hydraulics
- Inventory Control
- Machine Maintenance
- Machine Operation
- Manufacturing Practices
- Parts and Products Manufacture
- Production Operations
- Troubleshooting
- Warehousing

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

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

Retrainee-Job Creation

Training Proposal for:

### Community Hospitals of Central California dba Community Regional Medical Center

Contract Number: ET22-0227

Panel Meeting of: January 27, 2022

ETP Regional Office: North Hollywood

Analyst: M. Reeves

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Job Creation Initiative Medical Skills Training HUA Priority Rate	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 1,875	U.S.:1,875	Worldwide: 1,875
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

#### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$500,000

<b>Total ETP Funding</b>
\$464,600

## **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	Business Skills, Computer Skills, Continuous Imp., HazMat, MS-Didactic, MS-Preceptor	337	8-200	0	\$552	\$21.57
				Weighted Avg: 24			
2	Retrainee Job Creation Initiative Medical Skills	Business Skills, Computer Skills, Continuous Imp., HazMat, MS-Didactic, MS-Preceptor	200	8-200	0	\$1,150	\$30.00
				Weighted Avg: 50			
3	Retrainee HUA Medical Skills	Business Skills, Computer Skills, Continuous Imp., HazMat, MS-Didactic, MS-Preceptor	88	8-200	0	\$552	\$16.17
				Weighted Avg: 24			

\*Post-Retention Wage is the Contractual Wage.

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

**Minimum Wage by County:** Job Numbers 1 & 2: \$21.57 per hour for Fresno County  
Job Number 3 (HUA): \$16.17 per hour for Fresno County

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

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

Up to \$2.50 per hour (Job Number 1) and \$1.17 per hour (Job Number 3) may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Clinical Nurse		190
Respiratory Care Practitioner		30
Patient Care Technician		16
		4
		2
Licensed Vocational Nurse		62

		18
Environmental Services Technician		12
		3
<b>Job Number 2 (Job Creation)</b>		
Clinical Nurse		200
<b>Job Number 3 (HUA)</b>		
Patient Care Technician		28
Environmental Services Technician		60

## **INTRODUCTION**

Community Hospitals of Central California dba Community Regional Medical Center (CRMC) ([www.communitymedical.org](http://www.communitymedical.org)) is the flagship hospital of the Community Medical Centers, a private, not-for-profit healthcare network based in Fresno. Founded in 1897, CRMC is one of four hospitals in the Community Medical Centers network. CRMC's three affiliates are Clovis Community Medical Center in Clovis; Fresno Heart and Surgical Hospital in Fresno; and Community Behavioral Health Center in Fresno. This proposal includes training for CRMC and its three affiliates.

CRMC is a 685-bed hospital with services including 24-hour Emergency Care, Cardiovascular care, Critical/Intensive care, Endoscopy, Dialysis, Labor & Delivery, Mammography, Oncology, Lab services, Orthopedics, Telemetry, and Trauma Care. Accredited by the Joint Commission, CRMC and its closely related affiliates have a mission to improve the health status of the community and promote medical education.

### **Veterans Program**

CRMC has not included a separate Veterans component in this proposal; however, the Hospital does employ Veterans through its normal hiring practices.

## **PROJECT DETAILS**

The COVID-19 pandemic significantly compounded the ongoing shortage of skilled nurses in the Central Valley. Many workers in the healthcare industry have changed careers or exited the workforce, leaving hospitals such as CRMC reeling in search of skilled healthcare professionals. CRMC and its close affiliates currently have approximately 450 vacant nursing positions that need to be filled immediately, with additional hiring planned over the next two years.

In addition to its extensive outreach and recruitment of new nurses, CRMC must sufficiently enhance the skills of existing staff to improve proficiencies in all areas, as well as to implement new medical equipment, techniques, and procedures that lead to optimal patient care outcomes. An added dimension to all training now includes new infectious disease protocols based on best practices established during the height of the COVID-19 pandemic. The proposed training will enable CRMC and its affiliates to upgrade the skills of incumbent staff, integrate a significant number of new nurses, and implement process improvements designed to control operating costs and elevate patient satisfaction.

## **Retrainee - Job Creation**

The COVID-19 pandemic decimated the nurse and allied healthcare workforce in the Central Valley, as well as other parts of California and the nation. As a result, CRMC has launched a nationwide outreach and recruitment effort to fill hundreds open nursing positions. To ensure the Hospital's ability to continue delivering high quality patient care, CRMC has committed to hiring 200 Clinical Nurses (Job Number 2). These nurses are needed to maintain adequate staffing ratios and support the Hospital's recovery and growth during this challenging time for healthcare providers. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## **High Unemployment Area**

The trainees in Job Numbers 1-3 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by 25%. The Hospital's four locations in Fresno County are in a HUA.

For HUA trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post retention wages exceed the start-of-training wages. CRMC is requesting a wage modification from \$21.57 to \$16.17 per hour for the 88 trainees in Job Number 3 only. As indicated above, trainees will never be paid less than the State or local minimum wage rate in effect at the end of retention, regardless of the wages expressed here.

## **Training Plan**

Training will be delivered via Class/Lab and E-Learning. Training will take place at Hospital locations in Fresno and Clovis, and will be provided by in-house subject matter experts and training vendors as needed.

**Business Skills:** Training will be offered to all occupations and will focus on communication skills and new COVID protocols.

**Computer Skills:** Training will be offered to all occupations to help employees become more proficient in the use of electronic medical records software to document, track, and report patient data. This training will enable CRMC and its affiliates to improve their data management and control efficiencies.

**Continuous Improvement:** Training will be offered to all occupations and will focus on frontline leadership skills and team building.

**Hazardous Materials:** Training will be offered to Environmental Services Technicians to ensure the proper handling and disposal of medical waste.

**Medical Skills Training:** Approximately 390 Clinical Nurses and 80 LVNs will participate in Medical Skills Didactic and Clinical Preceptor training. Technicians and Respiratory Care Practitioners may also receive training on select Medical Skills topics based on their respective job duties. This training will address deficiencies in specific skills to ensure that trainees are competent in advanced medical procedures. Training will focus on the latest techniques and methodologies for providing safe and effective patient care. Training topics will include patient assessment and care, trauma nursing skills, medication safety, wound care management, infection control, code-specific responses/procedures, pain management, radiology protocols, and respiratory care.

## **Commitment to Training**

CRMC spends approximately \$200,000 on training annually. Hospital funded training covers new hire orientation, sexual harassment prevention, and diversity. Safety training is provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

CRMC's Senior Vice President of Human Resources will oversee administration of this project. The Hospital's Human Resources Managers and staff at each of the four participating locations will assist in the coordination efforts to schedule, deliver, and document training. CRMC has also retained an outside administrative consultant to assist with ETP administrative requirements. CRMC has a training schedule in place and is prepared to start training upon contract approval.

## **DEVELOPMENT SERVICES**

Strategic Business Solutions, LLC in Visalia assisted with development for a flat fee of \$12,500.

## **ADMINISTRATIVE SERVICES**

Strategic Business Solutions, LLC 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**

- COVID Protocols Administration
- Effective Communications
- Catastrophe Response Plan

#### **Computer Skills**

- Epic EHR Training
- Pyxis Software Training
- Microsoft 360 Suite Training

#### **Continuous Improvement**

- Leadership
- Teambuilding
- LEAN Analysis

#### **Hazardous Materials Skills**

- Hazardous/Biohazard Materials Handling and Disposal

#### **Medical Skills (Didactic)**

- Airway Management
- Advanced Cardiac Life Support
- Anesthesia Protocols
- Ancillary Medical Skills
- Basic Life Support
- Pediatric Advanced Life Support
- Blood Transfusion
- Catheter Protocols
- Code Blue Response
- Hemodynamic Monitoring
- HIPAA
- Infection Control
- Laser Safety Protocols
- Patient Lift Safety Protocols
- Medical/Surgical Nursing Skills
- Medication Safety
- New Graduate/New Hire Nursing Skills
- Nurse Orientation training
- Nursing Diagnostics Skills
- Nursing Process Skills
- Operating Room Nursing Skills/Protocols

- PACU Nursing Protocols
- NICU Nursing Protocols
- Patient Positioning/Lifting Protocols
- Wound Care
- Pain Management
- Patient Assessment and care
- Physical Therapy Principles
- Pre-Op Nursing Skills
- Radiology Safety Protocols
- Rapid Response
- Respiratory Care
- Intubation/Extubation Protocols
- Sterilization Process and Protocols
- Trauma Nursing Protocols
- Medical Fire Safety

**Medical Skills (Preceptor)**

- Airway Management
- Anesthesia Protocols
- Catheter Protocols
- Laser Safety Protocols
- Medical Fire Safety
- Medication Safety
- MedSurg Nursing Skills
- Operating Room Nursing Skills
- Orthopedic Nursing Skills
- Patient Assessment Care
- Patient Charting
- Pre-admission Nursing Skills
- Pre and Post Operative Care
- Radiology Protocols
- Respiratory Care
- Sterile Equipment Protocols
- Trauma Nursing Skills
- Universal Protocols
- Intubation/Extubation skills and Protocols

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

### Retrainee-Job Creation

### Training Proposal for:

### SonRay Solar, Inc.

**Contract Number: ET22-0234**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** N. Hollywood

**Analyst:** D. Tran

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Placer	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 422	U.S.: 422	Worldwide: 422
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$500,000

<b>Total ETP Funding</b>
\$330,510

**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	349	8-200	0	\$690	\$21.57
				Weighted Avg: 30			
2	Job Creation Initiative Priority Rate	Business Skills; Commercial Skills; Computer Skills	65	8-200	0	\$1,380	\$20.01
				Weighted Avg: 60			

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

**Minimum Wage by County:** Job Number 1: \$21.57 per hour in Placer County  
Job Number 2 (Job Creation): \$17.64 per hour in Placer County

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

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

Up to \$1.56 in Health Benefits may be used to meet the Post-Retention wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
HVAC Service Tech		10
HVAC Warehouse		10
		5
Administration		14
		14
Solar Installer		47
		15
Door Shop		20
		12
Door Installers		16
		12
Roofer		80
		32
HVAC Installer		52
		10
<b>Job Number 2 (Job Creation)</b>		
Roofers		20

HVAC Installers		20
HVAC Warehouse		1
Solar Installers		20
Administration		4

## **INTRODUCTION**

Based in Rocklin and founded in 2000, SonRay Solar, Inc. (SonRay) provides new home construction services to national home builders. These services include new door production and installation, design and installation of solar system, and HVAC design and installation. This will be SonRay Solar's first ETP contract. Employees from its affiliate, SonRay Door & Trim will also participate in this training project.

The Company provides an array of products and services to customers that include contracts with many of the largest national new home builders. These builders primarily build tract housing for new developments in the Sacramento region.

### **Veterans Program**

Although the Company hires and employs Veterans, there is no Veteran's component as part of this project.

## **PROJECT DETAILS**

The current California housing boom is driving tremendous demand and SonRay is currently hiring and must provide extensive training to keep up with demands. The construction industry is seeing such high demand that SonRay can't keep up with its current workforce. The Company has recently hired over 100 employees and plans to hire at least another 100 over the next two years. These new employees have little or no background experience due to a shortage of qualified candidates which is driving the Company to provide extensive, in-depth training. Therefore, SonRay recently created an extensive training program to properly prepare employees to deploy into the field to work on job sites.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

SonRay Solar is committed to hiring at least 100 new employees over the next two years (Job Number 2). The Company has grown from 300 to 422 in this past year and will continue to hire by approximately 30-50 per year. SonRay is also opening a new location in Roseville (2022). This new space will be approximately 4,000 square feet and will immediately house up to 20 administration employees and have room for new hires.

### **Training Plan**

Training will be provided via Classroom/Laboratory, E-Learning, and Videoconference in the following:

**Business Skills:** Training will be offered to all occupations and focus on communication skills and improving business knowledge. Training topics will include leadership training, project management and customer service skills.

**Computer Skills:** Training will be offered to all occupations and focus on technology skills, particularly working with tablets and mobile devices. Courses include Microsoft office, project workforce programs and vista viewpoint software.

**Commercial Skills:** Training will be offered to all occupations except Administration and focus on installation and maintenance of SonRay products. Training topics include HVAC Installation and Maintenance, Gutter Install, Solar Installation and maintenance.

### **Commitment to Training**

SonRay spends approximately \$400,000 annually for training in California and includes basic on-board training, federally mandated safety training, sexual harassment prevention and violence in the workplace training. SonRay is committed to providing extensive and robust training with its creation of the 8-10 week training program to train new employees and ensure they are educated enough to deploy into the field. ETP Funds will not displace existing financial commitment to training. The Company will continue to provide safety training and other federally mandated trainings.

#### **➤ Training Infrastructure**

The HR Manager will oversee project administration at a global level and report overall status to the Owners to ensure all training is up-to-date. The Human Resources Coordinator will assist with gathering rosters, ensuring accuracy and proper documentation on the rosters, and provide the data to the administrative consultant. Additional support will be provided by the CFO, the Controller, Field Managers, and Supervisors. Training will be delivered by in-house experts and vendors as needed.

### **DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development for a flat fee of \$10,000.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8-200 Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Roof installations procedures
- Felt and batt
- Tile installation
- Composition
- HVAC installations procedures
- Gutter install
- Flashing
- Rough/duct install
- AC startup & troubleshooting
- Solar installation
- First aid training
- Fall protection
- Personal protective equipment
- Ladder safety
- Heat illness
- Safe lifting procedures
- Saw operations
- Door assembly

**COMPUTER SKILLS**

- MS office
- Vista viewpoint
- Tablets/mobile devices
- Google docs
- Project workforce

**BUSINESS SKILLS**

- Payroll processing
- Accounts payable
- Accounts receivable
- Purchasing orders
- Contract administration
- Leadership training
- Financial reporting
- Project management
- Problem solving & decision making
- Customer service
- Communication
- Inventory controls

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

### Retrainee-Job Creation

### Training Proposal for:

## Tarzana Medical Center, LLC dba Providence Cedars-Sinai Tarzana Medical Center

**Contract Number: ET22-0228**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Job Creation Initiative Medical Skills Training Priority Rate	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU Local 121RN		
Number of Employees in:	CA: 50,000	U.S.: 121,000	Worldwide: 121,000
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$934,605

<b>Total ETP Funding</b>
\$499,905

**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	Business Skills, Computer Skills, Continuous Imp., MS-Didactic, MS-Preceptor	449	8-200	0	\$345	\$40.01
				Weighted Avg: 15			
2	Retrainee Job Creation Initiative Medical Skills Training	Business Skills, Computer Skills, Continuous Imp., MS-Didactic, MS-Preceptor	75	8-200	0	\$4,600	\$40.00
				Weighted Avg: 200			

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

**Minimum Wage by County:** \$21.73 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	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Registered Nurse		449
<b>Job Number 2 (Job Creation)</b>		
New Graduate Registered Nurse		75

**INTRODUCTION**

Founded in 1973, Tarzana Medical Center, LLC dba Providence Cedars-Sinai Tarzana Medical Center (Providence/Tarzana Medical) ([www.providence.org](http://www.providence.org)) is a full-service nonprofit hospital serving the San Fernando Valley. The Hospital is located in Tarzana and is a joint venture of the Providence Healthcare System and Cedars-Sinai. Providence/Tarzana Medical's services include a stroke-approved emergency department, heart and vascular care, orthopedics, cancer care, pediatrics, and women's health.

**Veterans Program**

Providence/Tarzana Medical is not including a Veterans component in this proposal; however, the Hospital does employ Veterans through its normal hiring practices.

**Union Support**

SEIU Local 121RN has provided a letter of support for the represented Registered Nurses in this proposal.

## **PROJECT DETAILS**

With the joint venture between Providence Healthcare and Cedars-Sinai, the Hospital is being expanded from a community hospital to regional medical center. This transition requires Providence/Tarzana Medical to upgrade the skills of its existing workforce to take on more complex cases than the Hospital has handled in the past. For example, the Hospital recently earned accreditation to receive emergency stroke patients and STEMI patients (the most severe type of heart attack patients). New accreditations and increasing medical care responsibilities require staff to be trained in new service areas and techniques.

In addition to expanding services, Providence/Tarzana Medical is also experiencing a significant need to provide training and implement new techniques and modalities of patient care due to the COVID-19 pandemic. In addition to providing education on core services, training must now include an enhanced level of safety training to mitigate the transmission of disease between patients and staff.

The proposed training plan is designed to ensure successful implementation of expanded medical services, pain management, infection control, and equipment operation. Preceptor training will also be included to provide hands-on experience and to ensure that medical staff adhere to necessary patient care protocols.

### **Retrainee - Job Creation**

The Hospital's partnership with Providence Healthcare and Cedars-Sinai is driving rapid growth in services. In addition, COVID-19 has compounded the ongoing industry shortage of skilled nurses. To ensure Providence/Tarzana Medical's ability to sustain its increasing standard of care, the Hospital has committed to hiring 75 New Graduate Nurses (Job Number 2). These nurses are needed to maintain adequate staffing ratios and support the Hospital's expanding patient care departments/programs. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

Training will be delivered via Class/Lab and E-Learning at the Hospital's facility in Tarzana.

**Business Skills:** Training will be offered to all occupations and will focus on case management, communication skills, conflict resolution, time management, customer service, leadership skills, and evidence-based practices.

**Computer Skills:** Training will be offered to all occupations to help employees become more proficient at using innovative medical records management tools to document, track, and report patient data. This training will enable Providence/Tarzana Medical to improve its operational efficiencies.

**Continuous Improvement:** Training will be offered to all occupations and will focus on frontline leadership skills, quality improvement, critical thinking, and team building.

**Medical Skills Training:** Approximately 449 incumbent RNs and 75 New Graduate RNs will participate in Medical Skills Didactic and Clinical Preceptor training. This training will address deficiencies in specific skills to ensure that trainees are competent in advanced medical procedures. Training will focus on the latest techniques and methodologies for providing safe and effective patient care. Training topics will include patient assessment and care, trauma nursing



skills, infection control, wound care management, emergency room skills, code-specific responses/procedures, and medical documentation skills.

Providence/Tarzana Medical has a training program in place to provide New Graduate Nurses with the requisite skills to perform multiple tasks throughout the Hospital. The Hospital's New Graduate Nurses typically receive between 500-600 hours of specialized patient care instruction within their first year of employment, depending on prior experience. Therefore, Providence/Tarzana Medical is requesting 200 hours of training for the New Graduate Nurses in Job Number 2. Training hours above 200 per trainee will be provided at the Hospital's expense.

### **Commitment to Training**

Providence/Tarzana Medical spends approximately \$80,000 on training annually. Hospital funded training covers new hire orientation, sexual harassment prevention, and diversity. Safety training is provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

Providence/Tarzana Medical's Director of Education and Professional Services will oversee administration of this project. The Hospital's training/education coordination team will schedule, deliver, and document training. Providence/Tarzana Medical has also retained an outside administrative consultant to assist with ETP administrative requirements. Training will be delivered by in-house subject-matter experts and training vendors as needed. Providence/Tarzana Medical has a training schedule in place and is prepared to commence training upon contract approval.

### **DEVELOPMENT SERVICES**

Training Refund Group in Anaheim assisted with development for a flat fee of \$15,000.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

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

8-200

Trainees may receive any of the following:

**Medical Skills (Didactic)**

- Acute Myocardial Infarction
- Advanced Cardiac Life Support (ACLS)
- Antimicrobial Stewardship
- Arterial Blood Gas (ABG) Interpretation
- Assaultive Behavior Management
- Behavioral Health Nursing Skills
- Basic Life Support (BLS)
- Blood Product Administration
- Body Mechanics
- Cardiac Assessment
- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Burn Patient
- Care of the Neurosurgical Patient
- Care of the Oncology Patient
- Care of the Orthopedic Patient
- Care of Pediatric Patients (Acute Care)
- Care of the Stroke Patient
- Central Lines Management
- Charge Nurse Skills: Assignments, Interventions, Feedback
- Chemotherapy & Biotherapy
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Communication: Bedside Shift report, MD report, SBAR tool
- Communication: AIDET to reduce patient suffering
- Congestive Heart Failure
- Conscious Sedation
- Core Measure in Patient Safety Tools
- Continuous Renal Replacement Tools/skills
- Critical Care Nursing Skills
- Critical Care Skills Training Program (ECCO)
- Critical Thinking- initiative of care skills in changing conditions
- Decontamination Procedures
- Delegation skills and Time Management
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Electronic Fetal Monitoring (Beginning , Intermediate and Advanced)
- Emergency Care of the Burn Patient
- Emergency Department Pediatric Care (EDAP)
- Emergency Room Nursing Skills
- Emergency Room Training Program (ENA)

- Emotional Support
- End of Life/Bereavement
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses)
- Evidence Based Practices
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Impella skills
- Infection Control & Prevention
- Intra-Aortic Balloon Pump Therapy (IABP)
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Labor, Delivery and Postpartum Nursing Skills
- Laboratory Skills
- Lactation Consultation Training
- Management of Neurosurgical Patients
- Management of Orthopedic Patients
- Management of the Bariatric Patient
- Management of the Renal Transplant Surgical Patient
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Mobility Needs, Early Ambulation
- Moderate Sedation
- Negative Pressure Wound Therapy (drainage tube and vacuum system skills)
- Neonatal Advanced Life Support (NALS)
- Neonatal Education Program
- Neonatal/Infant Pain Scale (NIPS)
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- Neurological Assessment & Management
- New Graduate Nursing Skills
- Nurse Orientation Training (New Grads only)
- Nursing Diagnosis Skills
- Nursing Process Skills
- Nutritional Considerations, Importance in the Hospital
- OB Trauma
- Obstetric Emergencies
- Oncology Nursing Skills
- Open Heart Patient Care Management
- Operating Room Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Pediatric Advanced Life Support (PALS)
- Pediatric Critical Care
- Pediatric Critical Care Assessment (PICU Skills)
- Pediatric Critical Care Cardiac Monitoring
- Pediatric Critical Care Respiratory Monitoring/Ventilator Support

- Peri-operative Nursing Skills
- Pre and Post-Operative Care
- Preceptor Skills
- Psychiatric Nursing Skills
- Psychotropic Medications
- Pump & Equipment Skills
- Radiology Skills
- Rapid Response Team Training
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Respiratory Skills for Respiratory Therapists
- Restraints
- Safety Rounding Skills
- Sepsis Assessment and Care
- Specialty Bed Utilization
- Surgical Nursing Skills
- S.T.A.B.L.E.
- Stroke Assessment and Care
- Telemetry Nursing Skills
- Total Parenteral Nutrition (TPN)
- Transfer Techniques
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator and Tracheotomy Care
- Wound & Skin Care

#### **Medical Skills (Preceptor)**

- Emergency Department Training
- Emergency Room Nursing Skills
- Emergency Care of the Burn Patient
- OB Trauma
- Trauma Nursing Skills
- Triage Nursing Skills
- Care of Pediatric Patients
- Care of Burn Patients
- Imaging Department Training
- Radiation Safety Parameters for Patients and Staff Quality Control
- Procedural Knowledge & Skills for Radiologic Imaging, CT Imaging, Nuclear Imaging, MRI Imaging
- Magnet Safety for MRI Staff
- Intensive Care Unit/Critical Care Unit Training
- Critical Care Nursing Skills
- Patient Assessment & Care
- Intra-Aortic Balloon Pump (IABP) Therapy
- Intracranial Pressure Monitoring & Ventriculostomy
- Hemodynamic Monitoring
- Pre and Post-Operative Care
- Care of Trauma Patient
- Management of the Renal Transplant Surgical Patient

- Ventilator & Tracheotomy Care
- Maintaining and Stabilizing the Organ Donor Patient
- Laboratory and Phlebotomy Department Training
- Knowledge and Skills Related to Infection Prevention Before, During, and After Phlebotomy Procedures
- Knowledge of Vascular Anatomy and Physiology
- Safe Identification and Labeling of All Specimens
- Knowledge and Demonstrated Skills Regarding OSHA Sharps Safety
- Knowledge and Skills Required for Determining Venous Access Sites
- Medical/Surgical Unit Training
- Patient Assessment & Care
- Medical/Surgical Nursing Skills
- Pre and Post-Operative Care
- Orthopedic Nursing Skills
- Management of the Renal Transplant Surgical Patient
- Oncology Nursing Skills
- Neonatal Intensive Care Unit (NICU) Training
- Patient Assessment & Care
- Neonatal Resuscitation Provider (NRP)
- Neonatal Advanced Life Support
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Neonatal/Infant Pain Scale (NIPS)
- Palliative Care
- Obstetrics Unit Training
- Patient Assessment & Care
- Antepartum, Labor, Delivery and Postpartum Skills
- Neonatal Nursing Skills
- S.T.A.B.L.E.
- Advanced & Electronic Fetal Monitoring
- Neonatal Resuscitation Provider (NRP)
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Operating Room and Post-Anesthesia Care Unit (PACU) Training
- Patient Assessment & Care
- Trauma Nursing Skills
- Care of the Burn Patient
- Peri-operative Nursing Skills
- Pre and Post-Operative Care
- Pediatric Services Unit
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Patient Assessment & Care
- Pre & Post-Operative Care
- Pediatric Intensive Care (PICU)
- Patient Assessment & Care
- Pediatric Advanced Life Support
- Pediatric Intensive Care Unit (PICU) Nursing Skills
- Pediatric/Infant Pain Scale
- Palliative Care
- Rehabilitation Services Unit Training
- Patient Assessment & Care
- Medical/Surgical Nursing Skills
- Pre and Post-Operative Care

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

### **Business Skills**

- Accountability
- Budgeting for Supplies and Inventory
- Case Management
- Charge Nurse Training
- Communication Skills
- Conflict Resolution
- CORE Measures (Performance Standards)
- Critical Thinking
- Culturally Appropriate Care
- Customer Service
- Evidence Based Practices
- Leadership Skills
- Nursing Leadership Fundamentals
- Organization & Time Management
- Performance & Quality Improvement
- Preceptor Skills (Training for Trainers)
- Professional Development
- Team Building

### **Computer Skills**

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

### **Continuous Improvement**

- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Communications Skills
- Conflict Resolution Skills
- Continuous Quality Improvement
- CORE Measures
- Crisis Prevention Intervention (AVADE)
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Nurses Teaching Nurses Assessment & Skill Improvements
- Organization and Time Management Skills
- Patient and Family Centered Care Skills
- Preceptor Skills (train-the-trainer)
- Performance and Quality Improvement and Procedures Skills
- Team Building Skills
- Utilization Review

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
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January 12, 2022

**Dr. Nina Wells, DNP, RN**  
President

**SYDNIE BOYLAN, RN**  
Vice President

**CAROLINE JACKS, RN**  
Secretary-Treasurer

**ROSANNA MENDEZ**  
Executive Director

**1040 Lincoln Avenue**  
**Pasadena, CA 91103**

**Phone: (626) 639-6200**  
**Fax: (626) 395-7538**

**[www.seiu121rn.org](http://www.seiu121rn.org)**



**Printed in-house.**

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

**Dear Panel Members,**

**We understand that Providence Cedars-Sinai Tarzana Medical Center is requesting ETP funding. The proposed training plan for the specified members has our support. Approximately 450 Registered Nurses and 75 New Graduate Nurses will be participating in the program**

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Should you require additional information, please don't hesitate to contact me at (626)318-5406 or via email at [diazg@seiu121.org](mailto:diazg@seiu121.org).

Respectfully,

*Genesis Diaz*

Genesis Diaz  
SEIU121RN Union Representative

***United for quality care.***





## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Pharmapacks, LLC**

**Contract Number: ET22-0250**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

### PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Priority Rate Expansion Funds (Alt/Gen)	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 0	U.S.: 1,151	Worldwide: 1,151
<u>Turnover Rate:</u>	0%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$275,311

<b>Total ETP Funding</b>
\$275,310

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Job Creation Initiative	Business Skills Management Skills Commercial Skills Continuous Improvement Skills Safety Skills - General PL-Commercial Skills	266	8-200	0	\$1,035	\$17.64
				Weighted Avg: 45			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Riverside County – Job 1 – Job Creation (\$17.64)

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Operations Associate		186
Facilities Associate		4
MHE Operator		40
Automatic Technical Operator		10
Mechanic 3		6
Operations Lead		18
Drivers		2

**INTRODUCTION**

Pharmapacks, LLC (Pharmapacks) was founded in 2010 and is headquartered in New Hyde Park, New York, with two additional locations in New York State. The Company will be expanding its location base in opening its first out-of-state fulfillment center in Perris (Riverside County) by February 2022.

Pharmapacks is an ecommerce enablement platform and retail seller for brands across major ecommerce marketplaces with proprietary technology that empowers brands with a complete and cost-effective fulfillment, marketing, and sales solution. The Company provides a “launch pad” for emerging brands by giving access to the Pharmapacks’ ecommerce platform and consumer base. This enables these brands to focus on product research and development, while Pharmapacks strategically sets competitive price points and builds a connection between the consumer and the brand. The Company assists in the distribution of many different industries that include Health & Beauty, Haircare, Household Supplements, Fragrance, Make-Up, Pet Care, Baby Care, and much more.

This is Pharmapacks first ETP contract.

## **Veterans Program**

While the Company doesn't have a formal targeted Veterans program, Pharmapacks encourages veterans to apply.

## **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

The Company will hire at least 266 new employees (Job Number 1). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

The projected hiring numbers for Job Number 1 (266 trainees) are based off the opening of a new large facility needed to meet customer demand.

## **PROJECT DETAILS**

Pharmapacks has experienced exponential growth since its formation in 2010 and is projecting significant future growth.

With the opening of the new Perris facility, Pharmapacks anticipates to hire over 270 Californian employees. The Company will commence its initial group of hires for train-the-trainer training to enable the continuation of training for its future employees throughout the next two years to meet demands.

## **Training Plan**

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

**Business Skills:** Training will be offered to all occupations as needed. Skills to be learned include organizational charts and departmental procedures.

**Management Skills:** Training will be offered to all occupations as needed. Skills to be learned include key stakeholders, performance management, leadership skills, supervisory tasks, cross training etc.

**Commercial Skills:** Training will be offered to all occupations as needed. Skills to be learned include Stock Keeping, Logistics, Automation, and Order Fulfillment.

**Continuous Improvement:** Training will be offered to all occupations as needed. Skills to be learned include intermediate computer skills, wearable device overview, Wi-Fi and operating systems etc.

**Safety Skills – General:** Training will be offered to all occupations as needed. Skills to be learned include environmental, health and safety orientation, hazardous material transportation etc.

**Commercial Skills - Productive Lab:** Training will be offered to all occupations as needed. Skills to be learned include stock keeping, logistics, pick tickets/multi-sku, and MHE training. Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. Trainer-to-trainee ratio will be 1:3, as they train and work in teams, in order to help keep up with customer demands in shipments. The ratio of 1:3 also offers the opportunity for more trainees to

be trained in order to help the new location be up to standard to meet demands and can provide more opportunities for trainees to learn and grow more within the workplace.

### **Commitment to Training**

ETP funding will help aid in improving the Company's training efforts by enabling it to design additional curriculum and classes that have been identified as critical areas to enable a successful opening and future running of the new Perris facility. ETP-Funding will help in the expansion of training efforts in order to improve performance and skill set of each employee.

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**

Pharmapacks will have three employees to coordinate the ETP employee enrollment information and roster gathering/compliance.

Training will be conducted by in-house trainers and Pharmapacks has a detailed training schedule in place to begin training as soon as approved.

### **Impact/Outcome**

Pharmapacks has begun to expand within the West Coast with the opening of this new facility and in addition to the new Perris facility, the Company is also looking into potentially developing three to four micro centers in California to help support same and next-day operations in the West Coast.

Training will help ensure employee skill levels are up-to-par with meeting its customer needs for shipment and delivery of products.

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

To Be Determined

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

8-200 Trainees may receive any of the following:

**Business Skills**

- Organizational Charts/ Company Overview
- Departmental Policies and Procedures

**Management Skills**

- Key Stakeholders
- Departmental Policies and Procedures
- Time Tracking/ ADP
- Performance Management
- Leadership Skills
- Interpersonal Skills
- Supervisory Tasks
- Associate Functions
- Cross Training
- Reporting Tools
- KPI Tracking and Reporting

**Commercial Skills**

- Stock Keeping – Picking
- Stock Keeping – Replen Internal
- Stock Keeping – Replen Inbound
- Stock Keeping – RTS
- Logistics – Add Pallets to OS and OFL
- Logistics – Move LPs
- Logistics – SOP Functions for Receiving Drivers
- Logistics – SOP Functions for Receiving Dock Associates
- Logistics – SOP Functions for Power Machine Operators
- Automation
- Order Fulfillment/Scanning
- Large Packs
- Pick Tickets/Multi-SKU
- Warehouse Operational Overview with Floor Plan
- WMS Process Training
- WMS/SOP Key Process Training
- MHE Training/Certification

**Continuous Improvement Skills**

- Intermediate Computer Skills
- Wearable Device Overview
- WIFI and Operating System

**Safety Skills - General**

- Environment, Health, Safety Orientation and Accountability
- Hazardous Materials Transportation

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

**Productive Lab Hours**

0-60

**Commercial Skills – Ratio 1:3**

- Stock Keeping – Picking
- Stock Keeping – Replen Internal
- Stock Keeping – Replen Inbound
- Stock Keeping – RTS
- Logistics – Add Pallets to OS and OFL
- Logistics – Move LPs
- Logistics – SOP Functions for Receiving Drivers
- Logistics – SOP Functions for Receiving Dock Associates
- Logistics – SOP Functions for Power Machine Operators
- Automation
- Order Fulfillment/Scanning
- Large Packs
- Pick Tickets/Multi-SKU
- Warehouse Operational Overview with Floor Plan
- WMS Process Training
- WMS/SOP Key Process Training
- MHE Training/Certification

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



## EXPANSION FUNDS

### Retrainee-Job Creation

### Training Proposal for:

**Reliable Energy Management, Inc.**

**Contract Number: ET22-0246**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** San Diego

**Analyst:** S. Phillips

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Job Creation Initiative Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Kern, Los Angeles, Riverside Counties	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 125	U.S.: 125	Worldwide: 125
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	7%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$264,500

<b>Total ETP Funding</b>
\$253,805

**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 OSHA 10 Safety Skills Literacy Skills PL-Commercial Skills	100	8-200	0	\$1,840	\$21.57
				Weighted Avg: 80			
2	Retrainee Priority Rate Job Creation Initiative	Business Skills Commercial Skills Computer Skills OSHA 10 Safety Skills Literacy Skills PL-Commercial Skills	33	8-200	0	\$1,725	\$20.01
				Weighted Avg: 75			
3	Retrainee Priority Rate Veterans	Business Skills Commercial Skills Computer Skills OSHA 10 Safety Skills Literacy Skills PL-Commercial Skills	7	8-200	0	\$1,840	\$21.57
				Weighted Avg: 80			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Minimum Wage by County: Job Numbers 1 & 3: \$21.57 per hour for Fresno, Kern and Riverside Counties and \$21.73 per hour for Los Angeles County.  
**Job Number 2:** \$17.64 per hour for Fresno, Kern and Riverside Counties and \$18.11 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 \$1.57 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 and 3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Technicians		14
		36
Consultants		4
		16
Auditors		5
		15
Team Leads		10



<b>Job Number 2</b>		
Technicians		12
		4
Consultants		3
		2
Auditors		3
		5
Team Leads		4
<b>Job Number 3</b>		
Technicians		3
		1
Consultants		1
		1
Auditors		1

## **INTRODUCTION**

Founded in 1995, Reliable Energy Management, Inc. (Reliable Energy) specializes in Green energy products as well as installations/retrofits for low income and high unemployment areas. Specifically, the Company supplies green energy programs used to upgrade poor efficiency or fossil fuel appliances and/or replace low efficiency products with energy efficient and zero carbon emission products. Customers include economically disadvantaged consumers in the California Central Valley. This will be the Company's first ETP contract.

### **Veterans Program**

The Company has a targeted marketing campaign geared towards Veterans due to its close proximity with the military demographic based on its location. As such, Reliable Energy has partnered with "Hire a Vet" and "Troops to Trade", which are local organizations that assist Veterans with job placement. The Company has thus committed to training seven Veterans (Job Number 3) over the course of the project.

## **PROJECT DETAILS**

As California continues to struggle with devastating wildfires due to climate change, the state government has enacted legislation to reduce its carbon footprint. As a result, new programs have become available to bring inefficient or fossil burning products up to the new energy output standards geared towards reducing the carbon footprint of these products. Reliable Energy is in the business of upgrading/retrofitting these inefficient fossil fuel products for low-income households that otherwise could not afford to do so. Implementing these programs not only reduce carbon footprint, but also help to create job in areas deprived of resources. In order to maintain the programs necessary, training and certification on both equipment, tooling and retrofitting products are required. Certifications include Control System Design for natural gas appliance testing, Blower door/weatherization, Air duct testing, and home energy auditing certification. The certifications alone require over 100 hours of training. The retrofit and installation programs require up to 160 hours per employee as well.

Additionally, the Company recently expanded its offerings and entered into a new contract with Metro water district to implement water saving products. Reliable Energy has been tasked with Wi-Fi water metering and Wi-Fi enabled irrigation controllers that assist and mitigate water losses. As such, the company has implemented a new training program to train staff on this new process. This will require the Company to expand and add an office in Fresno specifically for the water mitigation program.

Workers will also be cross trained across the disciplines allowing them to enter to increase their skills and receive the certifications necessary to adequately service consumers in the Central Valley.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Due to the expanded business offerings, the Company will hire at least 33 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

As a result of the Company's expanded business offerings, the training program will focus on cross training and trainee certification. This will assist in ensuring that workers have the necessary skills to meet demands and deliverables. Training will be delivered at the Company's facilities located in Fresno and Kern Counties in the following:

**Business Skills:** All occupations will receive training and include Effective Customer Service, How to be an Effective Communicator, Building Customer Trust, Persuasion Strategies, Intra-Company Communication/Advanced Communication, Negotiation Skills, Conflict Resolution, Customer Needs Assessment, Presentation Skills in the field, Active Listening, and Understanding/ Managing Expectations. This training will ensure that workers can respond appropriately to demands whilst in the field.

**Commercial Skills:** Commercial Skills will be dedicated to staff in the field (Technicians, Consultants, and Auditors). These occupations will receive training in Connected Home Technology, Heat Pump Systems, System Sizing, Advanced A/C Systems, Advanced Diagnosis, Metering Devices, Nest System Controls. Smart System/Air Quality Diagnostics and Methodologies, On Demand Water Heating Systems, Pipes and Fittings, Video Inspection, Trenchless Systems and Tooling, Plumbing Code, Wi-Fi enabled smart water meters, Wifi irrigation systems, Certifications for Blower Door/Weatherization, Duct Testing, Air Filtration, Natural gas application testing, Home Energy Auditing, Identifying Waste Products, Waste Product remediation, remediation planning and waste removal solutions. This training will give staff the skills necessary to meet the demands and complete certifications necessary for maintaining the program.

**Computer Skills:** With the new company expansion comes the need to train in new technology. As such, all occupations will receive training in The Reliable Tech System, Proprietary HVAC management software, Advanced Microsoft Office and Google Suites, Tablets in the field, Zoom & Teams, Tablet applications for field sales and technician scheduling/installation, Trenchless Video X-Ray, Water Leak Inspection, and Chemical remediation software. These skills will improve operational efficiency within the Company. The result will be improved Customer Service and satisfaction.

**General Safety Skills:** All occupations will receive Driver Safety, Lifting Safety, Ladder Safety, Work Site Safety, Equipment Safety, Attic Insulation Safety, Electrical Hazards Safety & COVID Safety Factors.

**Literacy Skills:** All occupations will receive English as a second language training.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

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

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

During training, trainees will be under the supervision of a master installer. The goal is for trainees to have employees learn the work flow and perform the task under supervision with the added bonus of trainer intervention when necessary. Trainees will receive up to 60 hours of PL as this method has proven most beneficial for trainees.

The Company respectfully requests a trainer-to-trainee ratio of 1:1 for PL. All occupations will receive this training.

PL will focus on new Equipment Operation, Forklift Operation, Maintenance of Equipment, Reading Technical Specifications, Standard Operating Procedures, and Underground Construction.

### **E-Learning**

In addition to class/lab, the Company will use E-Learning as a delivery method that includes all skills mentioned above.

### **Commitment to Training**

Reliable spends approximately \$267,000 on training in California. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

Four site managers, an HR manager, an HR assistant, and two SMC staff will oversee project administration. The Company has also retained a subcontractor to assist with project administration. Training will be provided by in-house subject-matter experts and vendors, if needed.

### **Alternative Recordkeeping Practices**

In addition, staff is also recommending the inclusion of alternative recordkeeping practices until such time as the shelter-in-place restrictions are fully lifted and staff are able to participate in in-person class/lab training.

**Impact/Outcome**

The proposed training represents the addition of new services being offered by the Company. With the support of the ETP funds, the Company will be able to introduce a new streamlined training program and provide training to hone skills of its workforce necessary for gaining and maintaining new certifications required. As noted above the ETP funding will not displace the Company's training resources, rather further them in the interest of employees.

**DEVELOPMENT SERVICES**

The Company retained Synergy Management Consultants in Grass Valley to assist with development of this proposal for a flat fee of \$12,000.

**ADMINISTRATIVE SERVICES**

The Company retained Synergy Management Consultants in Grass Valley to perform administrative services in connection with this proposal for a fee of 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**

- Effective Customer Service.
- How to be an Effective Communicator
- Building Trust
- Building Strong Relationships Mapping; Brainstorming; Journaling.
- Persuasion Strategies
- Intra-Company Communication/ Advanced Communication
- Connecting with Clients Through Body Language
- Negotiation Skills
- Conflict Resolution
- Customer Needs Assessment
- Presentation Skills in the Field
- Active Listening Skills
- Understanding and Managing Expectations

**SAFETY SKILLS - OSHA 10**

- OSHA 10

**COMMERCIAL SKILLS**

- Connected Home Technology
- Heat Pump Systems
- System Sizing
- Systems
- Advanced A/C Systems
- Advanced Diagnosis
- Metering Devices
- Nest System Controls/Smart System Air Quality Diagnostics and Methodologies
- Heat Pump/ Water Heaters
- On Demand Water Heating Systems
- Pipes and Fittings Including Install Video Inspection
- Trenchless Systems and Tooling
- Plumbing Code
- Wi-Fi enable Smart Water Meters
- High flow Wi-Fi Water Metering Systems
- WiFi Irrigation Systems.
- Certifications- Blower Door/ Weatherization
- Certification-Duct Testing
- Certification-Air Filtration
- Certification-NGAT (natural gas appl testing)
- Certification- Home Energy Auditing
- Identifying Waste products
- Waste Products Remediation Analytics
- Waste Remediation Planning
- Waste Removal Solutions

**COMPUTER SKILLS**

- STS (The Reliable Tech System, proprietary HVAC management software) Skills
- Microsoft Office and Google Suites - Excel, Word, Power Point, Database Systems
- Using Tablets in the Field
- Zoom and Microsoft Teams
- Tablet Applications for Field Sales and Technician Scheduling and Installation.
- Trenchless Video X-Ray
- Water Leak Video Inspection Tools
- Chemical Remediation Software

**SAFETY SKILLS - GENERAL**

- Driver Safety.
- Lifting Safety
- Ladder Safety
- Work Site Safety
- Equipment Safety
- Attic Insulation Safety
- Electrical Hazards Safety
- Covid Safety factors

**LITERACY SKILLS**

- English as a Second Language

**PL Hours (1:3 trainer-to-trainee ratio)**

0-60

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Switches and Electrical Components
- Heat Pump Systems
- Air Conditioning Systems
- Metering Devices
- System Controls/STS
- Motors
- Whole Home Fans
- Inverter Type Systems
- Thermostats
- Tune Up Procedures
- Air Quality Diagnostics
- Ventilation Systems
- Barriers Methodologies
- Diagnostics
- HVAC Maintenance Service
- Copper Pipe and Fittings
- Cast Iron Pipe and Fittings
- Fixtures and Faucets Including Install
- Valves
- On Demand Hot Water Systems
- Pipes and Supply Lines
- Gas and Fuel Systems
- Locating Buried Water and Sewer Lines

- Venting
- Video Inspection
- Trenchless Replacements
- Wi-Fi Enabled Water Metering Systems
- Heat Pump Water Heaters
- Plumbing Maintenance Tasks

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



## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Chrisp Company**

**Contract Number: ET22-0226**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** R. Jackson

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Priority Rate Job Creation Initiative Veterans HUA	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Bernardino, San Joaquin, Yolo, Fresno, Ventura, Monterey, Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 255	U.S.: 255	Worldwide: 255
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$478,950

<b>Total ETP Funding</b>
\$397,670



**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, Manufacturing Skills, Computer Skills, Commercial Skills, OSHA 10/30, PL- Commercial Skills, PL- Manufacturing Skills	175	8–200	0	\$1,150	\$21.57
				Weighted Avg: 50			
2	Job Creation Initiative Retrainee Priority Rate	Business Skills, Manufacturing Skills, Computer Skills, Commercial Skills, OSHA 10/30, PL- Commercial Skills, PL-Manufacturing Skills	98	8–200	0	\$1,840	\$17.64
				Weighted Avg: 80			
3	Veterans Retrainee Priority Rate	Business Skills, Manufacturing Skills, Computer Skills, Commercial Skills, OSHA 10/30, PL- Commercial Skills, PL- Manufacturing Skills	8	8–200	0	\$2,300	\$21.57
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Numbers 1 & 3:** \$23.53 per hour for Alameda County & \$21.57 per hour for All Other Counties.

**Job Number 2:** \$17.64 per hour All Other Counties & \$19.61 per hour for Alameda 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	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Estimating Staff		20
Operations Staff		30

Manufacturing Staff		50
Field Team		50
Safety Staff		15
Team Leads		10
<b>Job Number 2: Job Creation</b>		
Estimating Staff		14
Operations Staff		14
Manufacturing Staff		22
Field Team		15
Team Leads		33
<b>Job Number 3: Veterans</b>		
Estimating Staff		2
Operations Staff		1
Manufacturing Staff		2
Field Team*		2
Team Leads		1

## **INTRODUCTION**

Founded in 1979 and headquartered in Fremont, Chrisp Company ([www.chrispco.com](http://www.chrispco.com)) manufactures highway-safety equipment including raised-pavement markers, thermoplastic street-marking lines, traffic paint, traffic signs, and highway barriers. The Company installs and repairs all highway-safety markers, signs, and markings as well as creates safety plans for traffic routing during road/highway repair or any type of road/traffic routing. It services all major state/local roads and highways by offering services such as painting traffic lines, painting lanes, installing or repairing crosswalks, while also designing, manufacturing, and erecting signage barriers and guardrails. ETP training will be delivered at the Company's locations in seven counties including San Bernardino, San Joaquin, Yolo, Fresno, Ventura, Monterey, and Alameda.

This will be Chrisp Company's first ETP Contract. The Company's customers are primarily state/local governments and highway/road departments. ETP-funded training will be conducted at all of its facilities to augment an already established and robust training infrastructure. Due to this being the Company's first ETP Contract, ETP staff rightsized the project during Development.

### **Veterans Program**

In this proposal, Chrisp Company plans to include eight Veterans (Job Number 3). The Company has a preference for veterans and has assembled a marketing campaign that gives preference to and attracts veterans. It partners with Hire a Vet and Troops to Trades, which are local organizations that aid in placing local veterans. In the Sacramento and Central Valley markets, a large military and ex-military demographic exist.

### **Retrainee - Job Creation**

In this proposal, the Company will hire 98 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-

contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Due to business-capacity growth, Chrisp Company meets ETP's Job Creation guidelines by adding newly-hired employees to an existing function. The Company represents this growing manufacturing capacity due to increased demand for its services and products. Recent investments in new equipment to support continued products and services' diversification is presenting the need for hiring and training to upskill employees on the use of new equipment. Chrisp Company is investing \$246,500 in new equipment to expand the Company's product lines and services.

## **PROJECT DETAILS**

Training on new technology such as skip line and limn tech with regard to its manufacturing processes (along with training on new thermoplastic-extrusion processing) are needed to help keep the Company competitive. Also, it has added new software and IT hardware solutions that require training.

Chrisp Company reports customer demand generated growth has created a backlog of orders that requires additional investment in production labor (hiring) and training to meet increased current orders and to also adapt to a growing number of retirements now occurring. New employees will need to be trained about work processes, safety, tooling, and certifications to work on road crews.

### **Training Plan**

The following training will be delivered via Class/Lab, E-Learning, and Productive Lab (PL) delivery methods:

**Business Skills:** This training will be offered to Estimating Staff, Operations Staff, and Team Leads in topics such as Time Management, Problem Solving, and Communications.

**Commercial Skills:** This training will be offered to Manufacturing Staff, Field Team, and Estimating Staff in topics such as Propane Tank Training, Skip Line, and Limn Technology.

**Computer Skills:** This training will be offer to Estimating Staff, Operations Staff, Field Team, Manufacturing Staff, and Team Leads in topics such as Smartsheet (Project Management Software), Mini Mac 400 Operation, and CNC Software.

**Manufacturing Skills:** This training will be offer to Manufacturing Staff in topics such as Brake Operation, Lathe Operation, and CNC Operation.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

## **Productive Laboratory**

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

PL- Commercial Skills and PL- Manufacturing Skills training will be delivered to Field Staff and Manufacturing Staff. Course titles for PL training have been reviewed and approved within the Exhibit B: Menu Curriculum for skills to be gained through experiential hands-on learning that compliments the instructor-led (Class/Lab) training also being delivered. Trainers are experienced tradespersons that are also (subject-matter) expert trainers. PL training will be delivered using a 1:1 trainer-to-trainee ratio. Trainees will only receive up to six hours of PL training.

## **Commitment to Training**

Chrisp Company represents the annual budget for training in California is \$300,000 between all locations. Training regularly provided that is not a part of this funding request includes company orientations, mandated and licensing related training, and training for management and executive staff. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

Chrisp Company's VP Operations (dedicated administrator), one H.R. Manager, seven Site Coordinators, and one H.R. Assistant will administer the ETP program. It has also retained a third-party subcontractor to help with ETP's project administration, systems, and staff. Training will be delivered by in-house trainers who are subject-matter experts and by outside-training vendors as needed.

## **High Unemployment Area**

Some trainees (Job Numbers 1-3) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in San Joaquin and Monterey counties are in an HUA.

### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages.

However, the Company is not requesting a wage and/or retention modification.

## **Impact/Outcome**

The proposed training will result in a number of professional certifications such as:

- Traffic Control Technician
- Traffic Control Supervisor
- Truck Mounted Attenuator
- OSHA 10
- OSHA 30

These certifications will increase skills' sets for trainees. Certifications are also anticipated to reduce injuries and to help make employees more desirable candidates for work in the field, while

simultaneously improving the competitive-bidding position of Chrisp Company by having ample qualified staff to perform certain roles.

### **Temporary to Permanent Hiring**

The Company will train 20 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is three months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

### **Recordkeeping**

Due to the COVID-19 pandemic, an Alternative Recordkeeping (ARK) method is being requested.

### **DEVELOPMENT SERVICES**

Chrisp Company retained Synergy Management Consultants, LLC in Grass Valley to assist with the development of this proposal for a flat fee of \$18,500.

### **ADMINISTRATIVE SERVICES**

Synergy Management Consultants, LLC will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

### **TRAINING VENDORS**

To Be Determined

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

8–200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Time Management
- Problem Solving
- Communications
- Coaching
- Leadership Training
- Team Building
- Conflict Resolution
- Presentation Skills

**MANUFACTURING SKILLS**

- Skills Training
- Thermoplastic Extrusion
- Job Hazard Analysis Preparation
- Electronic Logging Device Training
- Ladder Safety
- Brake Operation
- Lathe Operation
- CNC Operation
- Drill Press Operation
- Compressor Operation
- Propane Tank Training
- Forklift Operation
- Adhesives
- Metal Forming

**COMMERCIAL SKILLS**

- Drill Press Safety
- Equipment Training
- Propane Tank Training
- Back Safety
- Lifting Properly
- Forklift Safety
- Product Knowledge
- Nurse Truck Operation
- Boom Operation
- Digging / Trenching Equipment
- Crystalline Silica Dangers
- Tools Operation
- Propane Tank Training
- Skip Line
- Limn Technology

- Traffic Control Flagger
- Traffic Control Technician
- Traffic Control Supervisor
- Truck Mounted Attenuator

#### **COMPUTER SKILLS**

- MobilFrame Software
- B2W Estimating Software
- OPA Software
- Smartsheet (Project Management Software)
- Mini Mac 400 Operation
- CNC Software

#### **OSHA 10/30 (OSHA-Certified Instructor) 1:40 Ratio**

- OSHA 10 (maximum of 10 hours per trainee)
- OSHA 30 (maximum of 30 hours per trainee)

#### **PL Hours (1:1 Ratio)**

0–6

#### **PL- COMMERCIAL SKILLS**

- Boom Operation
- Digging/ Trenching Equipment
- Equipment Training
- Nurse Truck Operation
- Traffic Routing
- Road Painting

#### **PL- MANUFACTURING SKILLS**

- Brake Operation
- Lathe Operation
- CNC Operation
- Drill Press Operation
- Compressor Operation
- Propane Tank Training
- Forklift Operation
- Adhesives
- Metal Forming
- Thermoplastic Extrusion

Note: Reimbursement for retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Safety Training cannot exceed 10% of total-training hours per trainee (This cap does not apply to OSHA 10/30)



## Laborers' Training and Retraining Trust Fund for Northern California

1001 Westside Drive, San Ramon, CA 94583-4098 • Telephone: (925) 828-2513

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September 24, 2021

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand that Chrisp Company is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

### Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

Leonard Gonzales  
Executive Director





Retrainee-Job Creation

**Training Proposal for:**

**Hunter Industries Incorporated**

**Contract Number: ET22-0217**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** R. Jackson

**PROJECT PROFILE**

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 845	U.S.: 1,140	Worldwide: 3,706
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	19%		

**FUNDING DETAIL**

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

<b>Total ETP Funding</b>
\$256,680

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Commercial Skills, Continuous Improvement, Management Skills, Manufacturing Skills	470	8–200	0–75	\$460	\$21.57
				Weighted Avg: 20			
2	Job Creation Initiative Retrainee Priority Rate	Business Skills, Computer Skills, Commercial Skills, Continuous Improvement, Manufacturing Skills	40	8–200	0–75	\$1,012	\$17.89
				Weighted Avg: 44			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1:** \$21.57 per hour for San Diego County.

**Job Number 2** (Job Creation): \$17.89 per hour for San Diego County.

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

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

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

Up to \$1.14 per hour may be used to meet the Post-Retention Wage for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Engineers & Software Developers		40
Technicians & Specialists		5
		15
		50
Professional Business Support Staff		30
		10
Production & Distribution Staff		10
		90
		74
Administrative Staff		3
		5
		2
Supervisors & Managers		96

Sales & Customer Support		3
		37
<b>Job Number 2: Job Creation</b>		
Production & Distribution Staff		20
Technicians & Specialists		20

## **INTRODUCTION**

Founded in 1981 and headquartered in San Marcos, Hunter Industries Incorporated (Hunter) ([www.hunterindustries.com](http://www.hunterindustries.com)) manufactures products for irrigation, outdoor lighting, dispensing technology and custom manufacturing sectors. Hunter offers a diverse array of water and energy-efficient products utilized everywhere for residential landscapes, commercial campuses, stadiums, theme parks, city parks, hotels, municipal buildings, and golf courses. The Company's core business is producing products that allow irrigation professionals to create solutions that use minimal water and energy to create optimal landscape function and ambiance. ETP-funded training will be delivered at its three locations in San Marcos.

This is the third ETP Contract, the second in the last five years. This proposal has been rightsized based on Hunter's prior earnings. In its last ETP Contract, the majority of training hours supported skill upgrades for general production staff in manufacturing and business operations. To meet sales growth and product diversifications' needs, the Company increased its manufacturing capacity by investing in new equipment, new technologies, automation, and software driven process improvement initiatives.

This new proposal does not include training staff in Los Angeles County nor affiliates. The Company reports it is experiencing continued growth in terms of market demand. Hunter continues to innovate and launch new products focused on reducing the use of natural resources such as a Wireless Flow Monitoring with Hydrowise, Battery-Powered Controllers, water-saving rotors and pressure regulators, and diagnostic tools. The new products and recent hiring prompts the need for additional training. The Company represents any topics with same titles have been updated with new content or are being delivered to trainees that were not previously trained.

### **Veterans Program**

Although Hunter may hire and train veterans, it does not wish to include a separate Veteran's Job Number. The location of its headquarters in San Diego County (where the military has such a strong presence) organically provides the Company with veteran talent who are actively seeking employment via posted job advertisements on its career site. In addition, it partners with The Honor Foundation which is a non-profit organization that assists veterans that transition out of military service and into civilian employment while hosting open houses, tours, and career fairs.

### **Retrainee - Job Creation**

In this proposal, Hunter is increasing its manufacturing capacity by hiring 40 new employees (Job Number 2) to an existing function. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

The Company's expansion of its current product lines and the development of new products will require additional staff (Production & Distribution Staff and Technicians & Specialists) over the

next two years to keep pace with customer demand. Additionally, it has continued to reinvest in manufacturing capacity by investing in additional equipment, automation, and software to support continued product diversification and increased demand.

With increased sales resulting in a 22% profit increase (year over year) in 2020 and a 15% profit increase (year over year) in 2021, Hunter reports this growth has created a backlog of orders that requires additional investment in production labor (hiring) and upskill training to meet its increased orders. The Company is investing \$35M in new equipment to upgrade and expand its production capacity.

## **PROJECT DETAILS**

Hunter is investing in new equipment and automation technologies to increase production capacity and to replace obsolete machines. The Company continues to innovate and launch new products that have the net effect of increasing efficiency, saving water, and meeting EPA WaterSense certifications requirements. These developments and new products are reportedly keeping the Company in a strong and competitive position. ETP training is needed to accompany these resource investments and process improvements.

### **Training Plan**

The following training will be delivered via Class/Lab, E-Learning, and Computer Based Training (CBT):

**Business Skills:** training will be provided to all occupations on course topics like Marketing & Selling Skills, Negotiating, Communication Skills, and Business Essentials in new business processes that are being implemented as a result of diversifying products and targeted industries.

**Computer Skills:** training will be provided to all occupations on course topics like Planning Analytics, Microchip/Si-Labs Training, and MS Office Skills (Intermediate and Advanced) to increase production and acclimate to new operating processes.

**Continuous Improvement:** training will be provided to Technicians & Specialists and Engineers & Software Developers on courses like Lean 6 Sigma and Lean Manufacturing to sustain and enhance growth.

**Management Skills:** training will be provided to Supervisors & Managers on course topics like Situational Leadership II and Leadership Development Training to provide the fundamentals of supervision and leadership development.

**Manufacturing Skills:** training will be provided to Production & Distribution Staff on topics like Moisture Analyzer Equipment Training, Injection Molding Process Training, Assembly, Machining and Inventory Controls for new manufacturing processes. Training aims to help Production & Distribution Staff to better manage increased production demands as a result of new orders and increased new staff.

**Commercial Skills:** training will be provided to Production & Distribution Staff, Technicians & Specialists, Engineers & Software Developers on topics like Irrigation Association Certification Course and Internal Safety Items.

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

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0–75 hours of CBT.

## Commitment to Training

In 2020, Hunter invested \$1.2 million in training for all California locations which was mostly delivered out of the San Marcos locations. The training included company orientations and mandated training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

Hunter's Senior Manager of Global Talent Management (dedicated administrator), Manager of Talent Acquisition and Organizational Development, Sr. Organizational Development Specialist and Organizational Development Specialist will administer the ETP program. Training will be delivered by in-house subject-matter experts and by outside-training vendors as needed. The Company has also retained a third-party subcontractor to help with project administration and ETP staff/systems.

## Impact/Outcome

Hunter offers internal-certification programs based on curriculum designed by internal teams and deployed through the Learning Management System (LMS). These certifications make the employees' skills more desirable and are industry-standards pertinent to career growth. Additionally, the certifications enable the Company to competitively bid on projects that such certifications are required for making it more competitive overall.

## Temporary to Permanent Hiring

Hunter will train 45 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is six months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

## Learning Management System

The Company will utilize electronic recordkeeping. ETP staff has reviewed and approved its LMS.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0413	Los Angeles / San Marcos	3/4/19 – 6/1/21	\$458,640	\$216,818 (47%)

Hunter reports the Company was unable to implement Productive Lab training as planned in its last Contract, but the largest impact was due to the COVID-19 pandemic. Many of the courses were designed to be in-person and all in-person courses were put on hold and then cancelled effective March 16, 2020 until June 2021. Content has been redesigned for a virtual setting to deliver training in a new format, if needed. This effort has taken some time and pushed back training plans significantly. Hunter has also added a full-time staff member to assist with training delivery and improve administration for the next round.

### **DEVELOPMENT SERVICES**

California Manufacturers & Technology Association (CMTA) in Sacramento has been retained and assisted with the development of this proposal for a flat fee of \$6,800.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

Red Truck Fire and Safety Co. in San Diego has been retained to provide (Fire Extinguisher) training for a fee of \$1,800.

SafetyNet, Inc. in Riverside has been retained to provide (OSHA 10/30) training \$5,000.

Other trainers will be identified as they are retained.

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

8–200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Marketing & Selling Skills
- Communication Skills
- Writing Skills
- Conflict Resolution
- Accountability
- Emotional Intelligence
  - Creating High-Performance Teams
- Thriving in Hybrid Teams
- Presentation Skills
- Predictive Index
- Productivity
- Emerging Leaders Program
- IS Security Training
- Learning Agility
- Coaching Skills
- Project Management
- Administrative Assistant Skills
- Business Essentials

**COMPUTER SKILLS**

- MS Office Skills (Intermediate and Advanced)
- Computer Security
- Business of Software
- ANSYS Finite Element Analyses (FEA)
- Solid Works World
- Mastercam Certification Training
- CT Scanning Equipment Training
- ANSYS CFD Software Program Training
- Solid Professor Self-Led
- Microchip/Si-Labs Training
- Microchip Masters
- Leader-Led Firmware MicroLearning
- Power BI Summit Tasks & Certification
- Planning Analytics
- Power BI Training
- NOVATime Software
- 2022 Salesforce CRM Refresher Training
- 2023 Salesforce CRM Refresher Training

**COMMERCIAL SKILLS**

- Irrigation Association Certification Course
- Internal Safety Items (subject to 10% max training hours per trainee)

**CONTINUOUS IMPROVEMENT**

- Lean 6 Sigma
- KPI Overview & Application
- Lean Manufacturing Overview
- Agile Management
- Agile Software Development
- Measurement Uncertainty

**MANAGEMENT SKILLS (management trainees only)**

- Leadership Development Training
- Situational Leadership II
- Established Leaders
- Leading Hybrid/Remote Teams

**MANUFACTURING SKILLS**

- Assembly
- Machining
- Production Lines
- Inventory Controls
- Multi-Jet Fusion Plastics 3-D Printing Training
- Plastic Failure Analysis Training
- Injection Molding Process Training
- Forklift Certification
- Crane Operation
- Moisture Analyzer Equipment Training
- MP Molded Component Water Test
- General Purging Guideline
- FimmTech Principles of Scientific Molding
- Molding 1 Database Mold Location
- Motoman Robot Extrusion Line Training
- MP Rotator Bagging Robot Operation
- Esprit Programming
- Denso Robot
- Advanced PLC Training
- Aim Spring Winder Training
- Fanuc Robot Training
- MP Bagger Improvement
- Shipping/Handling Lithium Batteries

**CBT Hours**

0-75

**BUSINESS SKILLS**

- Crucial Lessons They Don't Teach You in Business School-1.75



- Foreign Corrupt Practices Act Training-0.13
- Accountability in Action-0.62
- Accounting for Investments-4.00
- Achieving Focus and Productivity at Work-0.58
- Achieving Your Goals and Dreams-4.50
- Adding and Subtracting Fractions-0.37
- Anatomy of a Cyber Attack-3.73
- Become a SuperLearner-4.65
- Business Writing Skills Made Easy-1.70
- Coaching at Work-1.53
- Cost Reduction Cut Costs and Maximize Profits-2.52
- Email Etiquette- 1.37
- How to Speak to Business Leaders-1.00
- Trello Project Management-1.13
- Managing Conflict with Skill and Confidence-1.18
- Networking Concepts and Protocols-5.43
- Public Speaking and Communicating-4.52
- Recognition Initiative Training-1.18
- Salesforce Administration-1.15
- The Complete Product Management Course-5.37
- Time Management-1.55

### **COMMERCIAL SKILLS**

- ACC2 Controller Product Guide IA Show-0.12
- Responsible Irrigation Practices to Support Sustainable Landscapes-1.00
- Luminaire Product Technician Program-How Lighting Works slides 1-38 - 1.17

### **COMPUTER SKILLS**

- Computer Troubleshooting-0.50
- Ignition Home Window-0.83
- Ignition Molding HMI-0.55
- Ignition Overview Training-0.17
- UltiPro Learning-0.52
- 2D Game Programming in Unity-4.07
- 3D Experience-1.00
- 3D Programming with WebGL and Babylon JS for Begin-1.82
- 3D Experience Tutorials-1.00
- A+ 2016 Networking Fundamentals-4.68
- Access 2019-4.22
- Adobe XD CC Fundamentals-2.15
- Advanced JavaScript-2.50
- Advanced Microsoft Excel-3.22
- Amazing JavaScript Code Examples From Scratch DOM-1.68
- Angular Best Practices-1.68
- Angular CLI Basics-1.00
- API Introduction use JavaScript AJAX JSON Social C-1.88

- Architecting for Reliability on AWS-1.63
- Automating AWS with CloudFormation-1.50
- AWS Certified Developer Associate Tutorial Ste-5.37
- AWS DynamoDB - From Beginner to Pro-4.17
- AWS DynamoDB Deep Dive-1.75
- AWS DynamoDB Fundamentals-2.28
- AWS Elastic Beanstalk Tutorial-1.00
- Azure Functions Fundamentals-1.05
- Beginner to Pro in Excel- Financial Modeling and Valuation-5.38
- Building Scalable APIs with the AWS API Gateway-1.00
- Excel 2016 Intermediate-4.03
- Excel 365 Intermediate-4.53
- Expert Programming in C and NET-2.98
- Front-End Web Development Quick Start With HTML5 CSS and JavaScript-3.07
- Fundamentals of Angular-13.00
- Getting Started with Asynchronous Programming in NET-1.50
- Getting Started with AWS Athena-1.25
- Getting Started with Dependency Injection in NET-2.00
- Getting Started with OAuth 2.0-1.72
- Global Reporting Initiative GRI -20.00
- Illustrator - You Tube-1.00
- Introduction to Xamarin Forms-3.62
- Java Programming for Beginners-7.65
- JavaScript Design Patterns-2.03
- JavaScript for Beginners-2.40
- JavaScript From Fundamentals to Functional JS-7.15
- JavaScript Functions-1.00
- JavaScript Fundamentals-3.00
- JavaScript Getting Started-3.58
- JD Edwards Scrap Entry Modification-0.07
- KPI Application Overview-0.07
- Make 3D Icon-Part2-1.00
- Making a 3D icon-1.00
- Managing Windows 10 Devices and Data-4.43
- Mastering Windows PowerShell 5 Administration-3.82
- Message Queuing with Amazon Simple Queue Service SQS - 1.50
- Microsoft Teams-1.28
- Mocking with Moq and xUnit-1.35
- Modern Web Layout with Flexbox and CSS Grid-1.23
- NET for Beginners-7.23
- Object Oriented Programming in JavaScript ES6-2.45
- Office 365 Power BI-3.25
- Office 365 Service-21.00
- Office 365 Teams-2.55
- Outlook 2016 Advanced-4.10
- Play by Play Visual Studio Code Can Do That-2.00

- Plural Sight-2.00
- Plural Sight Course-1.00
- Plural Sight Coding Videos-25.00
- PowerBI Essentials-1.43
- Qwiklabs Introduction to AWS Internet-of-Things IoT-1.00
- RESTful Web Services with Node JS and Express-1.50
- Risk Management for CompTIA Security Plus-3.35
- RxJS-2.00
- RxJS Getting Started-2.00
- R Angular Reactive Development-3.80
- The Big Picture-1.03
- Server Maintenance-20.00
- Solid Professor - 3D Model Mayhem- 10.00
- Solid Professor - Real World Mini-Challenges-2.00
- Solid Professor - SolidWorks Retention Challenges-1.00
- SOLIDWORKS PDM Professional- 1.25
- SolidWorks Sheet Metal - 2018 -1.62
- SOLIDWORKS Visualization and Appearances -1.43
- Solidworks Weldments-1.17
- Solidworks Workgroup PDM-1.73
- Speed Up Your Sketch Workflow - Symbols Libraries Plugins-2.00
- The Complete Android Marshmallow Development Cours-14.57
- Troubleshooting Wireless Client Connectivity-1.00
- Understanding Machine Learning with R-1.37
- Unit Testing in Angular-1.60
- VB NET Fundamentals-1.98
- Windows 10 Administration-1.52
- Windows 10 Internals - Threads Memory and Security-4.02
- Windows 10 Troubleshooting-4.45
- WordPress Beyond the Basics-2.93
- Xamarin The Big Picture-2.25
- XD Enterprise Live Favorites XD Plugins to Help Accelerate Any Design Workflow-2.00

### **MANUFACTURING SKILLS**

- Intron Machine-0.95
- ABS Material Regrind-0.67
- Water Temperature Controller Training-0.45
- Barcode Scanner Training-0.33
- Drier Bins A30/A60-0.52
- Dry Air Generator-0.62
- Extrusion Acceptable Line Driller Regions-0.42
- G85 Assembly Certification-0.75
- Gammaflux 12 Zone Mold Temp Controller Training-0.65
- Gammaflux 24 Zone Mold Temp Controller Training-0.48
- Geometric Dimensioning & Tolerancing Training (GD&T)-1.50
- Harrington Electric Hoist Training-1.05

- Home Depot - Picking UPS Shipments-1.00
- Home Depot LTL Shipments-1.00
- Husky 12 Zone Mold Temperature Controller Training-0.50
- LANTECH Product Pallet Wrapper Training-0.33
- Machine Part Tag Training-0.17
- MasterControl Creator Revisor UPK's-0.08
- MasterControl Reader UPK's-0.08
- Math for Molders Part 1-2.48
- Math for Molders Part 2-3.10
- Math Videos-3.12
- Mold Protection Training-0.50
- Mold Pull & Setup Training of Level 1 Molds-2.22
- Mold Pull Training of Level 2 Molds-1.17
- Motan System Controller Training-0.43
- MP Machine Certification-2.67
- MP Machine Training-2.50
- Nissei MPR Deflector Mold Setup Instructions-0.53
- Nissei TACT III Controller Training-3.30
- Nissei TACT IV Controller Training-1.62
- ORION Product Pallet Wrapper Training-0.33
- Burst Test Training-0.17
- Label Printer 1-0.42
- Label Printer 2-0.30
- Part Knowledge Assessment-2.00
- Pre-Insert Machine Training-0.83
- Retail Training-0.25
- Sub Assembly Shutdown Procedures-0.37
- Plastic Resin Blender-0.58
- Plastic Resin Loader-0.45
- Power Counter: Lift Stacker Operations Training-0.33
- Process Training - Fill Only-0.42
- PS Label Machine Training-0.33
- Quality Inspections for Molding-0.58
- Sailor Sprue Picker Training-0.45
- Sailor RX-8 Sprue Picker Training-0.83
- SMED Training-0.23
- Spanco Industrial Gantry Training-0.27
- SPC Analytics-0.17
- SPC Setup-0.75
- Bi-Cutter Granulator Training-0.62
- Solidoworks Essentials for Assembly Design-4.50
- 6 Barcode Machine Fault Messaging-0.42
- Barcode Machine Training-0.25
- Spring Diverter Training-0.17
- Material Regrind Process-0.50
- Regrind Material Collection Process-0.17
- Add Subtract and Multiple Decimals-0.20
- Mold Cleaning Process-0.07

- Motan System Controller Overview-0.07
- Personal Protective Equipment PPE Overview-0.07
- PGP Part Knowledge Assessment-1.00
- PGP Part Study Guide-1.00
- Plastic Resin Blender Overview-0.07
- PowerShell Getting Started-3.07
- PPE Ear Protection-0.07
- Robotics Technician-8.00
- Robotics Technician Module 2-8.00
- Roller and Guide-0.07
- RX8 Sailor Sprue Picker Operations-0.07
- RX8 Sailor Sprue Picker Overview-0.07
- Scheduling Application Completions-0.07
- Scheduling Application Creating Ignition Work Ord-0.07
- Scheduling Application Navigation-0.07
- SPC Setup Attributes-0.07
- SPC Setup Signals-0.07
- Station 112 Shaft Installation-0.07
- Rotors Overview-2.00
- Water Purge Builtin Waterlines Phase 2-0.07
- Case Erector-0.17
- 1840 Fire Sprinkler System Shut off Procedure-0.08
- 1940 Instron Fixtures and Fixtures Guide-0.25
- 1940 Instron Hill 3 Software-0.08
- 1940 Instron Introduction-0.05
- 1940 Instron Pull Test-0.13
- 1940 Instron Push and Pull Test-0.30
- 1940 Instron Q A Area-0.05
- 1940 Instron Safety features-0.08
- 1940 Resin Delivery-0.08
- Advanced Solidworks Parts-4.50
- Troubleshooting-0.07
- Alarm Response-0.07
- Drier Bin Operation-0.07

### **MANAGEMENT SKILLS**

- Ideas Portal-0.18
- Leadership Courses -2.57
- First Time Management Success-2.10
- How to Lead a Remote Team-1.05
- 10 Day Leader Challenge-0.38
- 2019 The Complete Management Skills Certification-8.62
- A Conversation on Leadership with Simon Sinek-1.25
- Corporate Leadership and People Management-1.47
- Managing Technical Professionals-2.50

### **CONTINUOUS IMPROVEMENT**

- CSTR Training Videos-0.13

- Distribution Center: Receiving Procedures-2.25
- Distribution Center: Shipping Procedures-3.75
- Introduction and Principles of Lean-0.67
- KPI Application Training-0.70
- KPI Employee Training-0.73
- KPI Manager Training-0.72
- Split Shipments (Partials)-0.42
- 5 Whys-0.17
- 5S-0.33
- 6S for Hunter-0.17
- 8 Types of Waste-0.17
- Agile Leadership and Team Skills-1.70
- Agile Management and Adaptive Planning-1.78
- Agile Planning Agile Projects-1.00
- Agile Problem Resolution and Quality Management-2.47
- Minimum Viable Product-10.92
- Second Generation Lean Product Development Flow-1.45
- Agile Problem Resolution and Quality Management-2.47
- Minimum Viable Product-10.92
- Second Generation Lean Product Development Flow-1.45
- 3 Points of Contact Verification-0.25
- Acetal Burn Response Training-1.00
- New Hire HAZCOM Program-0.43
- Personal Protective Equipment (PPE) Training-0.50
- PIT Program: Distribution Center Module 3-0.50
- Powered Industrial Trucks (PIT) Training-1.42

Note: Reimbursement for retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Safety training cannot exceed 10% of total-training hours for any individual trainee.



## EXPANSION FUNDS

### Retrainee-Job Creation

### Training Proposal for:

**Nibbi Bros. Associates, Inc.**

**Contract Number: ET22-0215**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** S. Wang

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco and Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Northern California Carpenters Local 22 and Carpenters 46 Northern California Counties Conference Board		
Number of Employees in:	CA: 300	U.S.: 300	Worldwide: 300
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$500,000

<b>Total ETP Funding</b>
\$483,000

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commerical Skills, Computer Skills, OSHA 10/30, HazMat, Hazwoper	271	8–200	0–4.25	\$1,380	\$30.00
				Weighted Avg: 60			
2	Retrainee Priority Rate Job Creation Initiative	Business Skills, Commerical Skills, Computer Skills, OSHA 10/30, HazMat, Hazwoper	79	8–200	0–4.25	\$1,380	\$19.61
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** **Job Number 1:** \$23.53 per hour for Alameda and San Francisco counties. **Job Number 2:** \$19.61 per hour for Alameda and San Francisco counties.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retraining</b>		
Administrative Staff		15
Carpenters		88
Engineers		12
Estimators		6
Laborers		74
Project Manager		70
Safety Staff		6
<b>Job Number 2: Job Creation</b>		
Administrative Staff		2
Carpenters		30
Engineers		8
Estimators		3
Laborers		5
		15
		10
Project Manager		5
Safety Staff		1



## **INTRODUCTION**

Founded in 1950 and headquartered in San Francisco, Nibbi Bros. Associates, Inc. (Nibbi) (<https://www.nibbi.com/>) is a general contractor in Northern California that builds some of the iconic structures in the Bay Area. The Company also works on projects ranging from commercial buildings, educational structures, multi-family and mixed-use buildings, and historical and waterfront properties.

Nibbi's customer base includes real estate developers, building owners, and city and county officials. Some of the Company's projects include the South San Francisco Ferry Terminal, The Exploratorium at Pier 15, restoration of the Cliff House, a 28-acre housing complex in Richmond, and the reproduction of St. Francis of Assisi – La Porziuncola Nuova Chapel. This will be Nibbi's first ETP contract. ETP training will be delivered at its headquarters and facility in Alameda.

### **Veterans Program**

Even though Nibbi does not plan to include a separate Veteran's Job Number, the Company recruits veterans through referral sources and considers applicants based on their work experience.

### **Union Support**

Carpenters and Laborers are represented by Northern California Carpenters Local 22 and Northern California Laborers Local 261, respectively. Northern California Carpenters Local 22 has submitted a letter of support for this training project. Northern California Laborers Local 261 is in the process of submitting a support letter. The trainees supported by the Laborers Local 261 cannot begin training until the support letter is received and approved by ETP staff.

## **PROJECT DETAILS**

ETP training in this proposal will focus on adhering to the ever-changing safety and regulatory rules in the construction industry in order to remain competitive and win new projects within the Bay Area. Additionally, Nibbi has committed to achieving internal workforce goals in attracting more minority employees to diversify the workplace. The Company has a community-outreach plan in place to inform local leaders and individuals of the opportunities at Nibbi. It has created a team to establish a mentoring program for minority employees to ensure individualized success.

Even though Nibbi has approximately 15 Apprentices within the Company, they will not be included in this project.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Nibbi's business-capacity has recently expanded into "self-perform" work, providing construction services in the wood-framing sector. The Company also expanded into drywall services, whereas previously, they provided concrete services. In this proposal, the Company will hire 79 new employees (Job Number 2) due to an increase in business capacity. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## Training Plan

Training will be provided to trainees in Class/Lab, E-Learning, and CBT in the following:

**Business Skills:** Training will be offered to all occupations in course topics that includes Accounting Practices, Business Writings, Client Relationships, and Contract Management.

**Commercial Skills:** Training will be offered to Carpenters, Engineers, Estimators, Laborers, Project Managers, and Safety Staff. Some of the course topics include Aerial Lift Operators, Code of Safe Practices, Confined Space Competent, and Construction Health and Safety.

**Computer Skills:** Training will be offered to Administrative Staff, Engineers, Estimators, Project Managers, and Safety Staff. Some of the course topics include ADP, Briq, Elations, and Email Cyber Security.

**Hazardous Materials (HazMat):** Training will be offered to all occupations in course topics that includes Hazard Communication, Hazardous Material Handling, and Hazardous Waste Removal. Per the Company Representative, HazMat training does not lead to a formal certification (nor constitutes as certified-safety training) but meets the standard HazMat training above OSHA requirements. Thus, a 1:20 trainer-to-trainee ratio will apply.

## Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom 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. Trainees will not receive 40 hours unless they work full time onsite at the clean-up location.

## Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0–4.25 hours of CBT.

## Commitment to Training

Nibbi’s training budget is approximately \$500,000 per year. The ETP curriculum will build on, but not overlap, training already provided by the Company. Nibbi funds all orientation and basic job skills training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

Nibbi's Controller (dedicated administrator), CFO, and Director of HR will oversee all ETP-funded training. The Company will also be hiring a Training Coordinator to better ensure delivery on all training topics. Training will be delivered by internal subject-matter experts, and there will be several internal staff at each office who will assist with project management. It has also retained a third-party subcontractor, Propel Consulting Group, to assist with ETP-administrative duties.

**Impact/Outcome**

Training will allow trainees to adhere to updated safety and regulatory rules in the construction industry, while also leading to trainees earning OSHA 10/30 and HASWOPER certificates.

**DEVELOPMENT SERVICES**

Nibbi retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal for a flat fee of \$15,000.

**ADMINISTRATIVE SERVICES**

The Company also retained Propel Consulting Group to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

## **Exhibit B: Menu Curriculum**

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

8–200

Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Accounting Practices
- Business Writing
- Client Relationships
- Contract Management
- Cost Management & Change Orders
- Crisis Management
- Financial Reporting
- Project Management
- Problem Solving & Decision Making
- Sales Skills
- Teambuilding

#### **COMMERCIAL SKILLS**

- Aerial Lift Operator
- Code of Safe Practices
- Confined Space Competent
- Construction Health & Safety
- Covid Safety
- Electrical NFPA 70E
- Equipment Operation
- Excavation Competent
- Fall Protection & Ladders
- Flagger/Traffic Control
- Forklift Operator
- Heat Illness Prevention
- OSHA 500
- OSHA 510
- Rigging and Crane Signal
- Scaffold Competent
- Scaffold User
- Scheduling
- Scissorlift Operator
- Silica Awareness

#### **COMPUTER SKILLS**

- ADP
- Briq
- Buildr
- Cosential
- Elations
- Email Cyber Security

**HAZARDOUS MATERIALS (HazMat) (1:20 Ratio)**

- Hazard Communication
- Hazardous Material Handling
- Hazardous Material Cleaning
- Hazardous Waste Removal
- Hazardous Waste Operations

**OSHA 10/30 (OSHA-Certified Trainer) (1:40 Ratio)**

- OSHA 10
- OSHA 30

**HAZWOPER (1:40 Ratio)**

- Hazwoper 24
- Hazwoper 40

**CBT Hours**

0–4.25

**COMPUTER SKILLS**

- Enterprise Awareness Training (0.75 hr.)
- Procore Certification for Project Managers (Project Management) (3.5 hrs.)

Safety training cannot exceed 10% of total-training hours for any individual trainee. This 10% safety training cap does not apply to HAZWOPER or OSHA 10/30 training.

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

# CARPENTERS

46 Northern California Counties Conference Board

## CHRIS PEDROZA

Executive Director

September 29, 2021

Laura Guilfoyle  
Nibbi Brothers Associates, Inc.  
1000 Brannan Street, Ste. 102  
San Francisco, CA 94103

### RE: Employment Training Panel (ETP) Funding

Dear Ms. Guilfoyle:

I am writing to you regarding the request made by Nibbi Brothers Associates, Inc. for support of the Employment Training Panel Program, State Funded by the California Labor and Workforce Development that Nibbi Brothers Associates, Inc. wants to administer in their facility. The approximate number of trainees from the following occupations will be participating in this program: 22 Apprentice Carpenters; 46 Carpenters; 10 Carpenter Foreman; 3 Journeyman Carpenters; and 7 Lead Carpenters.

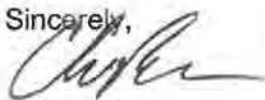
The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Please be advised that Carpenters 46 Northern California Counties Conference Board is in full support of additional training for our membership which compliments the multi-faceted and comprehensive training provided by the Carpenters Training Committee for Northern California with the understanding and assurance that affected employees will be compensated as per our collective bargaining agreement.

Should you have any questions regarding this matter, please feel free to contact this office.

Sincerely,



Chris Pedroza  
Executive Director

CP:jm



Retrainee-Job Creation

**Training Proposal for:**

**Balanced Comfort**

**Contract Number: ET22-0238**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** A. Reyes

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative SB <100	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 68	U.S.:68	Worldwide: 68
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

In-Kind Contribution
\$289,000

Total ETP Funding
\$213,210

**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, Commercial Skills, Computer Skills, OSHA 10/30	62	8-200	0	\$1,035	\$21.57
				Weighted Avg: 45			
2	Retrainee Job Creation SB <100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	108	8-200	0	\$1,380	\$17.64
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1 (Retrainee):** \$21.57 per hour in Fresno County;

**Job Number 2 (Job Creation):** \$17.64 per hour in Fresno County

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1 and \$1.64 per hour may be used to meet the Post-Retention Wage for Job number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Administrative Staff		20
		6
		2
Customer Service Representative		3
HVAC Installer		6
		4
HVAC Technician		6
Weatherization Staff		15
<b>Job Number 2 (Job Creation)</b>		
Administrative Staff		18
		5
		5
Customer Service Representative		10
HVAC Installer		20
		10



HVAC Technician		15
Plumbing Technician		10
Weatherization Staff		15

## **INTRODUCTION**

Founded in 2012 and headquartered in Fresno, Balanced Comfort ([www.balancedcomfort.com](http://www.balancedcomfort.com)) provides HVAC and weather proofing services to commercial and residential customers. These services include energy audits, energy modeling, as well as a full suite of HVAC services. Training will be delivered at its location in Fresno. This will be Balanced Comfort's first ETP Contract.

### **Veterans Program**

Balanced Comfort does not actively recruit Veterans, however the Company is actively seeking ways to proactively hire veterans.

## **PROJECT DETAILS**

Balance Comfort is experiencing an increase in customer demand for HVAC services. In March 2020, Balanced Comfort began to pivot towards the HVAC business due to weatherproofing operations not being considered essential by the State. In order to stay in business and save jobs, the Company made a pivot towards HVAC services. To ensure staff are able to meet HVAC demands, current employees will receive training in HVAC Installation & Maintenance and electrical basics in order to upgrade staff's skills. In addition, the Company is implementing new equipment, trucks, and new software, Energy Insight and Service Titan, to its HVAC units. New equipment and software are specialized and training is needed in order for the employees to become proficient.

In addition, the Company is expanding business operations into Visalia, Madera, and Oakhurst. As the Company opens these new offices, it plans to hire local talent in order to supplement its existing staff. Balanced Comfort is committed to training staff to ensure that new and incumbent workers meet company standards and gain new and updated skills to increase its capabilities in order to succeed.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Since the introduction of HVAC services, Balanced Comfort is experiencing an increase in demand for its services. In addition to the new services, Balanced Comfort is opening three new locations in Visalia, Madera, and Oakhurst. The Company will hire 108 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training will provide skills to effectively and efficiently maintain business operations. Training topics include Accounting Techniques, Project Management, and Leadership & Coaching.

**Commercial Skills:** Training will be offered to all occupations except Administrative Staff and Customer Service Representatives. Training focuses on proper handling of product, compliancy, and adhering to operating procedures. Training topics include Building Regulations, HVAC Installation & Maintenance, and Handling of Hazardous Materials.

**Computer Skills:** Training will be offered to all occupations. Training will improve software skills. Training topics include Energy Insight, MS Office (Intermediate/Advanced), and Service Titan.

### **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.

### **Commitment to Training**

The current annual training budget is approximately \$150,000 for all facilities. Most of the training is for new hire orientation, general safety, efficient processes, and food safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

Training will be provided by qualified in-house trainers. The Company has designated the CEO to oversee the ETP Contract along with assistance from the Accountant and Supervisors. The Company has also retained the services of a third-party administrator with extensive ETP experience to assist with administration.

### **DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development of this proposal for a flat fee of \$5,000.

### **ADMINISTRATIVE SERVICES**

Propel Consulting Group will also perform administrative services in connection with this proposal 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**

- Accounting Techniques
- Budgeting Time
- Customer Service
- Financial Analysis
- Leadership & Coaching
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Sales Presentation
- Written Communications

**Commercial Skills**

- Blue Print Interpretation
- Building Regulations
- Disposal of Hazardous Materials
- Electrical Basics
- Equipment Operation
- Handling of Hazardous Materials
- Home Performance Techniques
- HVAC Installation & Maintenance
- Plumbing Skills
- Project Estimation
- Quality Control
- Solar Installation & Maintenance
- Tool Operation
- Water Heater Installation & Maintenance
- Weatherization

**Computer Skills**

- Energy Insight
- Google Docs
- Google Ppt
- Google Sheets
- MS Office (Intermediate/Advanced)
- Quickbooks Online
- Service Titan
- Tablets

**OSHA**

- OSHA 10
- OSHA 30

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



## EXPANSION FUNDS

### Training Proposal for:

## Conagra Foods Packaged Foods, LLC

**Contract Number: ET22-0251**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** C. Kaiser

### PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Expansion Funds (Alt/Gen)	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 948		
Number of Employees in:	CA: 800	U.S.: 17,725	Worldwide: 18,489
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$415,740

<b>Total ETP Funding</b>
\$385,020

**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, Continuous Impr, HazMat, Hazwoper, Literacy Skills, Manufacturing Skills, OSHA 10/30	372	8-200	0-100	\$1,035	\$22.44
				Weighted Avg: 45			

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

**Minimum Wage by County:** Job Number 1: \$21.57 per hour for Stanislaus 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	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Maintenance Staff		6
		76
Production Staff		183
Quality Department Staff		20
		23
Sanitation Staff		11
Warehouse Staff		1
		52

**INTRODUCTION**

Founded in 1919 and headquartered in Chicago, Illinois, Conagra Foods Packaged Foods, LLC (Conagra) ([www.conagrabrands.com](http://www.conagrabrands.com)) manufactures canned goods for consumer consumption. Training under this proposal will be for Company's only California location in Oakdale. The location in Oakdale manufactures tomato sauce and fried beans for Hunts and Rosarita Beans. This is Conagra's third ETP Contract and the first in the last five years.

**Veterans Program**

Conagra currently employs 115 Veterans at the Oakdale location. Veteran trainees will participate under Job Number 1. The Company does not have an active recruiting option at this time.

**Union Support**

Maintenance Staff, Production Staff, Quality Department Staff, Sanitation Staff, and Warehouse Staff are represented by Teamsters Local Union No. 948. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

Conagra is in the process of implementing Autonomous Manufacturing Development (AMD) and manufacturing improvements to the facility. Thus, the majority of training will focus on Total Productive Maintenance (TPM) for all trainees. Training all occupations will help the Company decrease quality defects, packaging and material losses, and lost production time. During weekly equipment downtime, Conagra will use the equipment as classrooms to help train and expand trainees' knowledge of the overall manufacturing process and how their role is vital in the Company's success. This training is in depth and has been broken down into seven blocks or what the Company calls, Steps. Each Step is four hours per week and, depending on the Step, can be between eight to 12 weeks. Once the trainee passes a Step, the trainee receives a step-up card of completion so they can begin the next training Step. Training will help trainees become more knowledgeable in equipment maintenance, production, and the need to maintain high quality products.

In addition, all trainees will be cross-trained to better understand equipment operation, maintenance, and storage requirements for each product. Maintenance Staff will receive training on all aspects of plant maintenance to help maintain all equipment in the plant. All trainees will receive new and updated laws, regulations, and company policy and procedure.

### **Training Plan**

Training will be delivered via Classroom/Laboratory, E-Learning, and Computer-Based Training (CBT), methods. In-house subject matter experts and external training vendors will be utilized to deliver training in the following:

**Computer Skills:** Training will be offered to all occupations. Training will provide all staff with the ability to operate new software and devices accordingly. Training topics include EPICOR and Infinity Quality Control Software (InfinityQS).

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on improving production operations and Lean procedures. Training topics include Root Cause Analysis and Focused Improvement.

**Literacy Skills:** Training will be offered to all occupations. Training will focus on improving English and Math skills. Training topics include Basic Math and English as a Second Language (ESL).

**Hazardous Materials:** Training will be offered to all occupations. Training will allow staff to operate in an appropriate manner when handling hazardous materials and conditions. Topics include Bloodborne Pathogens and Respiratory Safety.

**Manufacturing Skills:** Training will be offered to all occupations. Training will provide staff knowledge on operating equipment the proper way and producing product for human consumption. Training topics include Shipping, Food Allergens, and Thermal Process.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom 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. Trainees will not receive 40 hours unless they work full time onsite at the clean-up location.
3. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Maintenance Staff, Production Staff, Quality Department Staff, Sanitation Staff, and Warehouse Staff will receive up to 30 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

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

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-100 hours of CBT.

### **Impact/Outcome**

Training is expected to develop skilled workers and provide certifications in at least one of the following: OSHA 10/30, Thermal Process, HAZWOPER, Forklift, and HazMat.

### **Commitment to Training**

Conagra's training budget is approximately \$1,749,501 annually for the Oakdale location. Training includes state-mandated training, legal compliance training, and new-hire orientation. 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**

Conagra has a training plan in place. The Plant Manager will oversee project administration. In addition, the Human Resources Manager, Human Resources Generalist, Safety Manager, and six trainers have been assigned to schedule training, handle training rosters and track performance. Training will be delivered by in-house experts and vendors as needed.



## **DEVELOPMENT SERVICES**

N/A

## **ADMINISTRATIVE SERVICES**

N/A

## **TRAINING VENDORS**

- Lion Technology in Sparta, New Jersey has been retained to provide OSHA 10 and OSHA 30 training for a fee to be determined.
- Volt Institute in Modesto has been retained to provide Manufacturing Skills training for a fee to be determined.
- Forklift Train-the-Trainer in Newark, Ohio has been retained to provide Manufacturing Skills training for a fee to be determined.
- Other trainers will be identified as they are retained.

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

8-200            Trainees may receive any of the following:

**COMPUTER SKILLS**

- EPICOR
- Infinity Quality Control Software (InfinityQS)
- Microsoft Office
- System Applications and Products in Data Processing (SAP)

**CONTINUOUS IMPROVEMENT**

- Autonomous Manufacturing Development (AMD)
- Continuous Skill Development (CSD)
- Focused Improvement
- Quality Assurance
- Root Cause Analysis

**HAZARDOUS MATERIALS**

- Bloodborne Pathogens
- Emergency Response
- Hazardous Chemical Cleaning/Handling
- Respirator Safety
- Waste Water Training

**HAZMAT** (Certified Instructor)

- HAZMAT

**HAZWOPER** (Certified Instructor)

- HAZWOPER 40

**MANUFACTURING SKILLS**

- Confined Space
- Electrical
- Equipment Operations
- Food Allergens
- Forklift
- Mechanical
- Processing Control
- Quality Assurance
- Shipping
- Thermal Process
- Warehouse
- X-Rays (Food metal detector)

**LITERACY SKILLS**

- English as a Second Language (ESL)
- Basic Math

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

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

- OSHA 10
- OSHA 30

**CBT Hours**

0-100

**CONTINUOUS IMPROVEMENT**

**Mins:**

• Air Hose Safety	10
• Alchemy Communications: Overview	4
• Ammonia Awareness	11
• Arc (Environmental Health and Safety) XRay Training	10
• Arc (Environmental Health and Safety) XRay Training Ops	10
• Arc Flash Awareness	9
• Asbestos Awareness	16
• Back Injury	11
• Bacteria Basics	16
• Bacteria Basics (Metric)	15
• Basic Continuous Improvement Aid	21
• Basic Food Defense – Distribution	15
• Basic Food Defense for Drivers	2
• Being a Successful Supervisor	19
• Bloodborne Pathogens	14
• California Oak (Environmental Health and Safety) Radiation Awareness EN 2019	10
• California Oak Food Safety Quality Food Allergens EN 2015 0002	30
• Chemical Safety: Introduction	13
• Cleaning In Place (CIP): Introduction	14
• Cleaning and Sanitizing: Dry Environment	20
• Cleaning and Sanitizing: Wet Environment	22
• Cold Stress	14
• Communication and Trust	15
• Compressed Gas Cylinders	10
• Confined Spaces: Basics	11
• Confined Spaces: For Attendants	12
• Conveyor Safety	10
• COVID-19: Emergency Temporary Standard	4
• COVID-19: Introduction	14
• COVID-19: Overview	13
• Dangerous Microorganisms in Food Manufacturing (Fahrenheit)	24
• Dangerous Microorganisms in Food Manufacturing (Metric)	29
• Deep Cleaning Procedures for Leaders	40
• Driver Food Safety Standard Operating Procedure - LTL Delivery Stops	4

• Driver Food Safety Standard Operating Procedure – Maintaining Proper Temperature	2
• Driver Food Safety Standard Operating Procedure – Pre-chilling Procedures	2
• Driver Food Safety Standard Operating Procedure - Trailer Maintenance	2
• E. Coli: Overview	24
• Effective Record Keeping Practices	14
• Electrical Safety	20
• Enterprise (Continuous Sill Development) Foundations of Leadership for Production Employees Module 7 Conagra Values EN 2017	60
• Enterprise (Continuous Sill Development) Foundations of Leadership for Production Employees Module 8 Conagra Performance System EN 2017	60
• Enterprise (Continuous Sill Development) Updating Validation Continuous Improvement	10
• Enterprise (Environmental Health and Safety) Environment Policy Overview EN 2016	5
• Enterprise (Environmental Health and Safety) Environment: DOT General and Security Awareness Training EN 2015	60
• Enterprise (Environmental Health and Safety) Environment: Environmental Awareness EN 2015	20
• Enterprise (Environmental Health and Safety) Environment: General SPCC Awareness EN 2015	15
• Enterprise (Environmental Health and Safety) Environment: Hazardous Waste Awareness EN 2015	15
• Enterprise (Environmental Health and Safety) Environment: Spill Prevention Awareness EN 2015	10
• Enterprise (Environmental Health and Safety) Environment: Storm Water Awareness EN 2015	15
• Enterprise (Environmental Health and Safety) Environment: TIER II Reporting Overview EN 2017	10
• Enterprise (Environmental Health and Safety) Environment: Universal Waste Awareness EN 2015	15
• Enterprise (Environmental Health and Safety) Environment: Used Oil Awareness EN 2015	15
• Enterprise (Environmental Health and Safety) Environment: Wastewater Awareness EN 2015	15
• Enterprise (Environmental Health and Safety) Radiation Safety Awareness Training EN2020	10
• Enterprise (Environmental Health and Safety) Safety Bloodborne Pathogens EN 2017	20
• Enterprise (Environmental Health and Safety) Safety Compressed Gas Cylinders EN 2017	20
• Enterprise (Environmental Health and Safety) Safety Hazcom Overview EN 2017	30
• Enterprise (Environmental Health and Safety) Safety Hot Work Permits EN 2016	5
• Enterprise (Environmental Health and Safety) Safety LOTO Affected Employees EN 2021	20

• Enterprise (Environmental Health and Safety) Safety: Access to Records EN 2015	10
• Enterprise (Environmental Health and Safety) Safety: Accident Reporting EN 2015	5
• Enterprise (Environmental Health and Safety) Safety: Combustible Dust Awareness EN 2016	10
• Enterprise (Environmental Health and Safety) Safety: Fall Protection Enterprise (Environmental Health and Safety) Safety: Knife Safety Basics (Product Knives)	15
• Enterprise (Environmental Health and Safety) Safety: : Lock Out Tag Out (LOTO) Affected Refresher EN 2021	15
• Enterprise (Environmental Health and Safety) Safety: Lock Out Tag Out (LOTO) Authorized Employees EN 2021	45
• Enterprise (Environmental Health and Safety) Safety: Lock Out Tag Out (LOTO) Authorized REFRESHER EN 2021	30
• Enterprise (Environmental Health and Safety) Safety: Lock Out Tag Out (LOTO) Supervisor Training EN 2021	15
• Enterprise (Environmental Health and Safety) Safety: Respiratory Protection EN 2016	10
• Enterprise ENG Air Dryer Technologies	35
• Enterprise ENG Ammonia Refrigeration Systems Module 1 EN 2015	35
• Enterprise ENG Ammonia Refrigeration Systems Module 2 EN 2015	30
• Enterprise ENG Ammonia Refrigeration Systems Module 3 EN 2015	25
• Enterprise ENG Ammonia Refrigeration Systems Module 4 EN 2015	25
• Enterprise ENG Boiler Operations Guidelines	30
• Enterprise ENG Combustion Safety Part One: Top Safety Issue Awareness	30
• Enterprise ENG Compressed Air	10
• Enterprise ENG Cooling Tower Preparation for Operation	20
• Enterprise ENG Waste Water	30
• Enterprise Food Safety Quality (Food Safety Quality) Product Hold Procedure EN DEC 2020	5
• Enterprise Food Safety Quality (A) Importance of Sanitation	30
• Enterprise Food Safety Quality (F) Drain Cleaning (Dairy style and Trench)	30
• Enterprise Food Safety Quality (G) Sanitizing	30
• Enterprise Food Safety Quality (H) Sanitizing Tools	30
• Enterprise Food Safety Quality (I) Post Sanitation Inspections	30
• Enterprise Food Safety Quality (J) Documentation	30
• Enterprise Food Safety Quality (K) Do's and Don'ts of Sanitation	30
• Enterprise Food Safety Quality 7 Principles of Sanitary Design EN 2014 00001	25
• Enterprise Food Safety Quality Air Hose Safety EN 2016 00001	9
• Enterprise Food Safety Quality Allergen Refresher EN	

Sept 2020	13
• Enterprise Food Safety Quality Call Transfers Refresher EN 2017 0002	30
• Enterprise Food Safety Quality Case Merge Refresher EN 2017	30
• Enterprise Food Safety Quality Chapter (0) Hazzard Analysis Critical Control Point	10
• Enterprise Food Safety Quality Chapter (1) Hazzard Analysis Critical Control Point and Food Safety	20
• Enterprise Food Safety Quality Chapter (2) Good Manufacturing Procedures and Standard Operating Procedure	20
• Enterprise Food Safety Quality Chapter (3) Control Hazards	20
• Enterprise Food Safety Quality Chapter (4.1) Principles of Hazzard Analysis Critical Control Point	20
• Enterprise Food Safety Quality Chapter (4.2) Principles of Hazzard Analysis Critical Control Point	20
• Enterprise Food Safety Quality Chapter (4.3) Principles of Hazzard Analysis Critical Control Point	20
• Enterprise Food Safety Quality Chapter (5) Implementing Hazzard Analysis Critical Control Point	20
• Enterprise Food Safety Quality Chapter (6) Maintaining Hazzard Analysis Critical Control Point	20
• Enterprise Food Safety Quality Chapter (7) Regulatory Impact	20
• Enterprise Food Safety Quality Chapter (8) Class Room Training	9
• Enterprise Food Safety Quality Consumer Affairs Subject Code GO EN 2016	30
• Enterprise Food Safety Quality Contamination Training EN 2014 0001	15
• Enterprise Food Safety Quality Corrections, Corrective and Preventative Actions Procedures EN 2020	8
• Enterprise Food Safety Quality Document and Record Keeping EN 2020	13
• Enterprise Food Safety Quality Continuous Improvement Line of Food Defense Video and Quiz EN 2015 0001	30
• Enterprise Food Safety Quality Foreign Material Control & prevention EN 2020	11
• Enterprise Food Safety Quality FSMA and the Omaha Pilot Plant EN 2016	1 hr
• Enterprise Food Safety Quality Hygienic Restoration Procedure EN 2015	30
• Enterprise Food Safety Quality Ingredient Training Refresher EN 2016	30
• Enterprise Food Safety Quality Labeling Requirements for experiment & Sample Product EN 2015	15
• Enterprise Food Safety Quality Palm Oil 101 EN 2017 00001	30
• Enterprise Food Safety Quality Potable Water Module- Sample Manager WebEx	30
• Enterprise Food Safety Quality Quality Index Overview	

EN 2017	6
• Enterprise Food Safety Quality Receiving and Inspection of Incoming Materials	11
• Enterprise Food Safety Quality Regulatory Inspection Tools EN 2020	15
• Enterprise Food Safety Quality Rework Handling EN 2020	13
• Enterprise Food Safety Quality Sanitation EN 2020	14
• Enterprise Food Safety Quality Seamer Sanitation Training EN 2014	10
• Enterprise Food Safety Quality SPC Level II Process Capability 2016	20
• Enterprise Food Safety Quality Storage, Inventory Control and Protection	10
• Enterprise Food Safety Quality Water Hose Safety EN 2016 00001	15
• Enterprise Food Safety Quality Water Quality Basics EN 2015	15
• Enterprise Food Safety Quality Water Quality Procedure Revision	15
• Enterprise Food Safety Quality What does FSMA mean EN 2017 00001	6
• Enterprise Food Safety Quality What Does Good Look Like in Sanitation EN 2014 0001	15
• Enterprise Research Quality Innovation Chapter (1) Hazzard Analysis Critical Control Point and Food Safety	20
• Enterprise Research Quality Innovation Chapter (2) Good Manufacturing Procedures and Standard Operating Procedure	20
• Enterprise Research Quality Innovation Chapter (3) Identify and Control Hazards	20
• Enterprise Research Quality Innovation Chapter (4.1) Principles of Hazzard Analysis Critical Control Point	20
• Enterprise Research Quality Innovation Chapter (4.2) Principles of Hazzard Analysis Critical Control Point	20
• Enterprise Research Quality Innovation Chapter (4.3) Principles of Hazzard Analysis Critical Control Point	20
• Enterprise Research Quality Innovation Chapter (5) Implementing Hazzard Analysis Critical Control Point	20
• Enterprise Research Quality Innovation Chapter (6) Maintaining Hazzard Analysis Critical Control Point	20
• Enterprise Research Quality Innovation Chapter (7) Regulatory Impact	20
• Enterprise Zero Loss Analysis Line Even Data System (LEDS - EPICOR) IFA Introduction EN	10
• Enterprise Zero Loss Analysis Line Even Data System (LEDS - EPICOR) IFA Scorecard EN	10
• Enterprise Zero Loss Analysis Line Even Data System (LEDS - EPICOR) IFA Special Scenarios	10
• Enterprise Zero Loss Analysis Line Even Data System (LEDS - EPICOR) IFA Tagging EN	10
• Environmental Monitoring Basics	26

• Masks	16
• Face Masks	9
• Face Masks (GBT – Player 6)	9
• Fall Protection	11
• Food Allergens: Introduction	17
• Food Allergens: Proper Handling	19
• Food Allergens: Refresher – Introduction	7
• Food Allergens: Refresher - Proper Handling	8
• Food Fraud: Introduction	14
• Food Safety for Selectors – Overview	12
• Food Safety for Selectors - Safe Pallet Building Practices	6
• Food Safety Standard Operating Procedure - Pre-load Temperature Checks	4
• Food Safety Standards: Introduction	13
• Food Safety Standards: Introduction and BRC	15
• Food Safety Standards: Introduction and FSSC 22000	18
• Food Safety Standards: Introduction and SQF	16
• Foodborne Illness and Employee Reporting	23
• Foreign Material Exclusion: Overview	11
• FSMA (Food Safety Modernization Act) : introduction	15
• Globally Harmonized System of Classification and Labelling of Chemicals (Globally Harmonized System): Introduction	9
• Globally Harmonized System of Classification and Labelling of Chemicals: Labels	13
• Globally Harmonized System of Classification and Labelling of Chemicals: Pictograms and Hazards	17
• Globally Harmonized System of Classification and Labelling of Chemicals: Refresher - Pictograms and Hazards	9
• Globally Harmonized System of Classification and Labelling of Chemicals: Refresher - Safety Data Sheets	9
• Globally Harmonized System of Classification and Labelling of Chemicals: Refresher – Labels	7
• Globally Harmonized System of Classification and Labelling of Chemicals: Safety Data Sheets	15
• Good Laboratory Practices: Overview	11
• Group Training: Learner Basics (RF Remotes)	5
• Hazzard Analysis Critical Control Point: Overview	17
• Hand and Power Tools	12
• Hand Washing: Effective Techniques	15
• Hearing Protection	15
• Heat Exhaustion	16
• High Lift Truck Review	16
• Hoists and Slings	12
• Hot Work	10
• How Diseases Spread	8
• Knife Safety Basics (Product Knives)	14
• Ladder Safety	12
• Lean Manufacturing	20
• Lift Truck Operator Overview	14
• Lift Truck Safety Awareness	14



• Lift Truck Safety Awareness: Refresher	9
• Loading Food Safety – Overview	14
• Lockout/Tagout Procedures	18
• Lockout/Tagout Procedures- Refresher	8
• Machine Guarding	16
• Maintaining the Cold Chain	18
• Maintenance Personnel Good Manufacturing Procedures (Good Manufacturing Process)	18
• Marshl (Environmental Health and Safety) Powered Industrial Lift Truck (Forklift) Training (TEST ONLY) EN	10
• Marshl (Environmental Health and Safety) Powered Industrial Lift Truck (Forklift) Training EN	45
• Material Handling – Distribution	21
• Oak – Good Manufacturing Procedures Handbook 2019	5
• Oak - Radiation Awareness	10
• Oak (Continuous Sill Development) 7 Defects EN 2020	15
• Oak (Continuous Sill Development) 7 Steps of Sanitation EN 2021	30
• Oak (Continuous Sill Development) Alvey / Currie #1 EN 2021	45
• Oak (Continuous Sill Development) Bean Batch Deck EN 2021	35
• Oak (Continuous Sill Development) Bean Blancher EN 2021	35
• Oak (Continuous Sill Development) Bean Railcar Unloader EN 2021	35
• Oak (Continuous Sill Development) Bean Whallon EN 2021	45
• Oak (Continuous Sill Development) Bin Continuous EN 2021	30
• Oak (Continuous Sill Development) Boil and Continuous Cook EN 2021	32
• Oak (Continuous Sill Development) Box Maker EN 2021	30
• Oak (Continuous Sill Development) Bulk Paste T-60, T-120, & T-200 EN 2021	96
• Oak (Continuous Sill Development) Case Sealer EN 2021	40
• Oak (Continuous Sill Development) Chlorinator EN 2021	45
• Oak (Continuous Sill Development) Cooker Cooler Operator EN 2021	45
• Oak (Continuous Sill Development) Cryovac System EN 2021	45
• Oak (Continuous Sill Development) Currie 2 EN 2021	30
• Oak (Continuous Sill Development) Depal Operators EN 2020	20
• Oak (Continuous Sill Development) Depal Operators EN 2021	45
• Oak (Continuous Sill Development) Distributor Operator EN 2021	60
• Oak (Continuous Sill Development) Douglas Operators EN 2020	40
• Oak (Continuous Sill Development) Dud Detector EN 2021	30

• Oak (Continuous Sill Development) Continuous Improvement Roaster Control Room Operator EN 2021	45
• Oak (Continuous Sill Development) Food Service Crew Leader EN 2021	35
• Oak (Continuous Sill Development) Formulation Cook , EN 2021	32
• Oak (Continuous Sill Development) General Labor EN 2021	30
• Oak (Continuous Sill Development) General Sanitation EN 2021	30
• Oak (Continuous Sill Development) Hot Breaks Operator EN 2021	45
• Oak (Continuous Sill Development) Kisters Operators EN 2021	30
• Oak (Continuous Sill Development) Kronos Operators EN 2021	10
• Oak (Continuous Sill Development) Kronos Troubleshooting EN 2021	10
• Oak (Continuous Sill Development) Membership Alvey EN 2021	60
• Oak (Continuous Sill Development) Membership Whallon EN 2021	45
• Oak (Continuous Sill Development) PECO EN 2021	30
• Oak (Continuous Sill Development) Production Driver EN 2021	40
• Oak (Continuous Sill Development) PSA EN 2021	15
• Oak (Continuous Sill Development) QA Process Checker EN 2021	20
• Oak (Continuous Sill Development) Raw Material Driver EN 2021	30
• Oak (Continuous Sill Development) Raynbow Color Sorter EN 2021	27
• Oak (Continuous Sill Development) Rayvolution Color Sorters EN 2021	32
• Oak (Continuous Sill Development) Receiving Supervisor EN 2021	35
• Oak (Continuous Sill Development) Retorts EN 2021	45
• Oak (Continuous Sill Development) Rotel Topping Juice EN 2021	40
• Oak (Continuous Sill Development) Rotel Whallon EN 2020	40
• Oak (Continuous Sill Development) Scholle EN 2021	40
• Oak (Continuous Sill Development) Seamer Operator EN 2021	30
• Oak (Continuous Sill Development) Seams EN 2021	30
• Oak (Continuous Sill Development) SmartFlow EN 2021	50
• Oak (Continuous Sill Development) Standard Knapp Labeler 14-15 EN 2020	40
• Oak (Continuous Sill Development) Thiele EN 2020	45
• Oak (Continuous Sill Development) Topping Juice Cook EN 2021	25
• Oak (Continuous Sill Development) Vacuum Pan Operator EN 2021	40

• Oak (Continuous Sill Development) Vision System EN 2021	30
• Oak (Continuous Sill Development) Warehouse Driver EN 2021	30
• Oak (Continuous Sill Development) Wilson Whallon EN 2021	30
• Oak (Continuous Sill Development) X-Ray EN 2021	27
• Oak (Environmental Health and Safety) Universal Waste Training, Gen. EN 2021	10
• Oak (Environmental Health and Safety) Universal Waste, Key Training EN 2021	10
• Oak (Environmental Health and Safety) Universal Waste, Maint./Sanit. EN 2021	12
• Oak (Environmental Health and Safety) PPE Inspection EN 2021	5
• Oak Quality Assurance (QA) Food Safety Quality Pillar Onboarding	7
• Oak Quality Assurance (QA) Halal Training	3
• Oak Quality Assurance (QA) Internal Audit and Foreign Material Prevention Training	5
• Oak Quality Assurance (QA) pH Measurement Procedure	5
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• Pasteurization: Introduction	4
• Patience, Consistency and Getting the Job Done	13
• Preventing Food Contamination – Food	29
• Preventing Food Contamination - Meat and Poultry	28
• Preventing Foodborne Illness	19
• Protection des machines	18
• Raw Milk Receiving: Process Overview	19
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• Respirators: Introduction	16
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• Slips, Trips, and Falls	12
• Slips, Trips, and Falls - Distribution	18
• Solving Problems at Work	20
• Transportation	17
• Waste Management Procedures and Proper Disposal	16
• Water Hose Safety	14

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.

# TEAMSTERS LOCAL UNION NO. 948

TEAMSTERS, CANNERY WORKERS, FOOD PROCESSORS & HELPERS UNION  
GENERAL JURISDICTION IN TULARE AND KING COUNTIES AND CANNERY AND FOOD  
PROCESSING JURISDICTION IN FRESNO, MERCED AND STANISLAUS COUNTIES, CALIFORNIA

Affiliated with the International Brotherhood of Teamsters

2354 W. Whitendale Avenue Visalia, California 93277  
Phone (559) 625-1061 Fax (559) 625-9269

1222 I Street Modesto, California 95354  
Phone (209) 522-9006 Fax (209) 523-3323

October 5, 2021

**LUIS DIAZ**  
Secretary Treasurer

**LUPE JUAREZ**  
President

**TIM PAROLINI**  
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**ROBERT HOUGH**  
Trustee

**JUAN IBARRA**  
Trustee

Mr. Reg Javier  
Executive Director  
Employment Training Panel  
1100 J Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

Dear Mr. Javier:

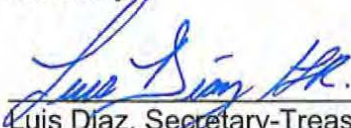
I am writing on behalf of The Teamsters Local Union 948. We support the proposal being submitted to the Employment Training Panel from ConAgra Brands, Oakdale, CA.

This application will assist 372 trainees to participate on the ETP contract for Maintenance, Production, QA, Sanitation & Warehouse Department at ConAgra Brands, Oakdale, CA., in meeting our goals. This proposed training will assist our union members in developing new skills to help meet operational demands.

## EXHIBIT E

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

Sincerely,



Luis Diaz, Secretary-Treasurer  
Teamsters Local Union #948

Lr



## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Elica Health Centers**

**Contract Number: ET22-0231**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Fetsch

### PROJECT PROFILE

Contract Attributes:	Retrainee	Industry Sector(s):	Services (G)
	Priority Rate		Healthcare (62)
	Expansion Funds (Alt/Gen)		Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Job Creation Initiative		
	Medical Skills Training		
Counties Served:	Sacramento	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 444	U.S.: 444	Worldwide: 444
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

### FUNDING DETAIL

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

<b>Total ETP Funding</b>
\$289,800

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Medical Skills Training	Cont. Imp., MS-Didactic MS - Preceptor	89	8-200	0	\$2,760	\$21.57
				Weighted Avg: 120			
2	Retrainee Job Creation Initiative Priority Rate Medical Skills Training	Cont. Imp., MS-Didactic MS - Preceptor	16	8-200	0	\$2,760	\$21.00
				Weighted Avg: 120			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1 (Retrainee):** \$21.57 per hour in Sacramento County; **Job Number 2 (Job Creation):** \$17.64 per hour in 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

Up to \$0.57 per hour may be used to meet the Post-Retention Wage in Job Number 1

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Medical Assistant		63
		21
Back Office Supervisor		5
<b>Job Number 2 (Job Creation)</b>		
Medical Assistant		16

**INTRODUCTION**

Founded in 1989 and headquartered in Sacramento, Elica Health Centers (Elica Health) ([www.elicahealth.org](http://www.elicahealth.org)) is a health care and dental service provider emphasizing in prevention, wellness, health education, and disease management. Elica Health has 13 locations in the Greater Sacramento area dedicated to serving the needs of low-income and multi-ethnic populations. Training will be conducted at Elica's headquarters and facilities throughout Sacramento. This is Elica Health's first ETP Contract.

**Veterans Program**

Although there is no Veterans component in this project, Elica Health values the Veteran work force and encourages all Veterans to apply through standard personnel recruitment efforts.

## **PROJECT DETAILS**

Elica Health has developed a training plan that emphasizes a Patient First model through collaboration and team-based delivery of healthcare services. The Company has grown from two to thirteen locations during the past six years along with launching a mobile medicine program, primary dental care program, and behavioral health to their array of services. Elica Health is committed to extensive training as a critical component of its business growth.

This project focuses on training Medical Assistants. The healthcare training outlined will enable staff to change the culture of the organization to a Patient First model. Patient First is an expected practice within the industry which in itself breaks down silos within the organization and everyone will be working as a team to enhance the patient's experience. The training will enhance employee skill sets and allow them the opportunity to move upward and perform duties at a higher level, thereby allowing them to perform their tasks more efficiently and effectively.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

To maintain quality of service while healthcare demands continue to increase, the Company will hire 16 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Continuous Improvement:** Training will be offered to all occupations and focus on building good teamwork qualities. Training topics include Individual Communication, Active Schedule Management, Electronic Health Record System, and Leadership and Communication Skills.

**Medical Skills:** Training will be delivered via didactic and preceptor training to Medical Assistants focusing on clinical skills training. Training topics include Clinic Procedures and Processes, Patient Care, CAIR (Immunization) Knowledge, and Specialized Clinical Skills.

### **Commitment to Training**

Elica Health's training budget is approximately \$50,000 annually on training per facility and includes basic skills updates, new-hire classroom and preceptor-led training, safety training and mandated compliance training.

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

#### **➤ Training Infrastructure**

The Controller, Manager of Workforce Development, and Human Resource Director will oversee contract administration which include enrolling trainees, collecting training rosters and entering hours into the ETP system for tracking. Training will be delivered by six consultants from Jeanne Reaves Consulting.



**Impact/Outcome**

Elica Health will provide internal certifications to employees for training completion. The employees who complete the training are prepared for career advancement opportunities and compensation increases within the organization.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

Jeanne Reaves Consulting in Sacramento has been retained to provide training in Health Coaching and Structure/Caring Science for \$290,500.

Other trainers will be identified as they are retained.



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

8-200

Trainees may receive any of the following:

**CONTINUOUS IMPROVEMENT SKILLS**

- Active Schedule Management
- Administrative and IT Systems and Processes
- Administrative Processes
- Electronic Health Record System
- Individual Communication
- Inventory Management
- Leadership and Communication Skills

**MEDICAL SKILLS-DIDACTIC**

- Basic Clinical Skills
- CAIR (Immunization) Knowledge
- Clinic Workflows
- Clinic Procedures and Processes
- Communicating with Patients
- Communicating with Providers and Healthcare Team
- Medication Knowledge
- Patient Intake
- Provider Reports
- Patient Care
- Specialized Clinical Skills

**MEDICAL SKILLS-PRECEPTOR**

- Basic Clinical Skills
- Clinic Procedures and Processes
- Patient Care
- Specialized Clinical Skills

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.



## EXPANSION FUNDS

### Retrainee-Job Creation

### Training Proposal for:

## Kozy Shack Enterprises, LLC

Contract Number: ET22-0242

Panel Meeting of: January 27, 2022

ETP Regional Office: Sacramento

Analyst: K. Mam

### PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative Expansion Funds (Alt/Gen)	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Joaquin, Stanislaus, Madera	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: 746	U.S.: 8,628	Worldwide: 8,892
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$410,982

<b>Total ETP Funding</b>
\$409,400

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Computer Skills, Cont. Improv., Manufacturing Skills	220	8-200	0	\$1,495	\$21.57
				Weighted Avg: 65			
2	Retrainee Priority Rate Job Creation Initiative	Computer Skills, Cont. Improv., Manufacturing Skills	35	8-200	0	\$2,300	\$19.40
				Weighted Avg: 100			

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

**Minimum Wage by County: Job Number 1 (Retrainee):** \$21.57 per hour for Stanislaus, San Joaquin, and Madera counties. **Job Number 2 (Job Creation):** \$17.64 per hour for Stanislaus, San Joaquin, and Madera counties.

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

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

Up to \$2.17 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainees)</b>		
Customer Service/Accounts Staff		5
Engineering Staff		11
Maintenance Staff		7
		5
Manager		23
Operators		39
		19
Production Staff		20
		20
Quality Staff		8
		6
Safety Specialist		6
Sanitation Staff		6
Supervisor		20
		10
Warehouse Staff		15
<b>Job Number 2 (Job Creation)</b>		
Engineering Staff		5
Packaging Staff		15
Production Staff		10
Supervisor		5

## **INTRODUCTION**

Founded in 1967 and headquartered in Minneapolis, MN, Kozy Shack Enterprises, LLC (Kozy Shack) ([www.kozyshack.com](http://www.kozyshack.com)), a subsidiary of Land O' Lakes, produces rice and tapioca pudding. Kozy Shack operates under the Land O' Lake's product umbrella for retailers and grocery stores such as Costco, Walmart, Amazon and Sam's Wholesale. This will be Kozy Shack's first ETP project, and Land O'Lakes third in the last five years.

Kozy Shack seeks training funds on behalf of itself and three affiliates. Each location houses a specific brand under the Land O'Lakes product umbrella, which operate independently from one another but exist all under the same CEAN number. Land O' Lake's Tulare location will not be participating under this proposal and Kozy Shack will act as the lead employer. The participating locations include:

- Kozy Shack in Turlock;
- Calva Products, LLC in Acampo which manufactures animal feed products for calves;
- Nutrablend, LLC in Madera, which manufactures animal feed for livestock and pets; and
- Purina Mills Inc. in Turlock, which manufactures animal feed products for livestock and pets.

## **Veterans Program**

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

## **PROJECT DETAILS**

Due to the ongoing pandemic, the Company has experienced operational overloads as production demands continuously increase. The Company has developed an extensive training plan focused on maximizing operational adaptiveness. Training will allow employees to gain valuable transferrable skills across the plant while improving speed, accuracy, and precision in the manufacturing of products. The Company has also invested over \$6.9 million on a new automation packaging line including bagger equipment, packing systems, and fillers. This will require operational and interface training for the upgraded line technology.

Training will also focus on streamlining processes. The Company has strengthened its supply chain by monitoring ingredients and packaging inventory levels to ensure adequate supply. Nutrablend has also developed a new enterprise resource planning software called NBi (NutraBlend Intelligence) which has the capability of tracking the whereabouts of its ingredients and premixes. Training under this proposal will allow the Company to meet and exceed the demands and expectations from its customers.

## **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

With the increase in demand for products and the packaging line expansion, the Company plans to hire 35 new employees (Job Number 2). Newly hired employees go through a five-week training program of up to 200 hours of training which focuses on safe use of machinery/equipment, operation of computerized modules on equipment, and routine maintenance and basic

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

## **Training Plan**

Training will be delivered via Class/Lab, E-Learning, and Videoconferencing. Training will be delivered by in-house experts and vendors as needed in the following:

**Computer Skills:** Training will be offered to all occupations. Training will focus on the Company's internal software. Training topics include NBI Enterprise Resource Planning Software, Electronic Data Interchange Software, and Intermediate/Advanced Microsoft Office.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on streamlining processes. Training topics include Run Right Processes, Six Sigma Tools/Lean Six Sigma (LSS)/Kaizen Initiatives/Event, and Decision Making.

**Manufacturing Skills:** Training will be offered to all occupations. Training will focus on equipment operation. Training topics include Cross-Training Equipment and Processes, Equipment Operation and Troubleshooting, and Packer and Nutrient Automation.

## **Active COVID-19 Pilot Project**

Kozy Shack has an active contract under its parent company, Land O' Lakes, with ETP under the COVID-19 Pilot, ET21-0302, with a term of 5/17/2021 – 5/16/2023 for \$200,000.

## **Commitment to Training**

The Company invests over \$40,000 annually on training for each location. Training includes new hire orientation, basic safety, and sexual harassment prevention. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

The Training Manager with the assistance of the Training Coordinator and Human Resources at each location will be responsible for overseeing all training aspects of the project including communicating with managers, scheduling training, and tracking training hours. The Company has also retained a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

## **Record Keeping**

Due to stringent COVID-19 safety protocols, Kozy Shack will be using an ETP approved alternative recordkeeping process for this project.

**ACTIVE PROJECTS**

The following table summarizes the Contractor's parent company's (Land O'Lakes) performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0117	\$649,911	07/01/2020 – 06/30/2022	621	234	234

**ET21-0117** – Based on ETP Systems, 29,475 reimbursable hours have been tracked for potential earnings of \$649,911 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through April 2022.

**DEVELOPMENT SERVICES**

Training Grants Intelligence, Inc. in Suwanee, GA assisted with development of this proposal for a flat fee of \$8,188.

**ADMINISTRATIVE SERVICES**

Training Grants Intelligence, Inc. will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

8-200

Trainees may receive any of the following:

**MANUFACTURING SKILLS**

- Assembly Procedures
  - o Shipper Assembly
- Best Practices
- Changeovers
- Cross-Training Equipment and Processes
- Environmental Sustainability / Energy Conservation
- Equipment Operation and Troubleshooting
- Good Manufacturing Practice (GMP)
- Inventory Control
- Maintenance Training
- New Packaging Line
- Packaging Equipment
- Packer and Nutrient Automation
- Palletizer
- Production Operations
  - o Food Processing
  - o Packaging
- Quality Systems Assurance
  - o Testing
  - o Inspection
  - o Lab Equipment Trace Gains
- Reliability Processes
  - o Bar Code Scanning System
  - o Part Management
  - o Predictive Maintenance
  - o Preventive Maintenance
  - o Reporting
  - o Running Preventive Maintenance
  - o Work Order Management
- Sorters
- Warehousing

**CONTINUOUS IMPROVEMENT SKILLS**

- Budgeting
- Business Plans Aspect-Oriented Programming (AOP)
- Coaching
- Conflict Resolution
- Decision Making
- Leadership Skills
- Operational Excellence
- Problem Solving Team
- Project Management
- Quality
- Quality Control

- Run Right Processes
- Safety Stand Downs
- Six Sigma Tools/Lean Six Sigma (LSS)/Kaizen Initiatives/Event
- Team Building
- Team Development
- Time Management
- Train the Trainer

### **COMPUTER SKILLS**

- Data Entry/Keyboarding/Interface
- Electronic Data Interchange Software
- Intermediate/Advanced Microsoft Office
- NBI Enterprise Resource Planning Software
- Productivity
- Software Skills

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.
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## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Michaels Stores Procurement Company, Inc.**

**Contract Number: ET22-0233**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** C. Kaiser

### PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative Expansion Funds (Alt/Gen)	Industry Sector(s):	Services (G) Transportation Warehousing (48-49)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Joaquin	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 1,200	U.S.: 3,500	Worldwide: 3,500
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	9%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$271,637

<b>Total ETP Funding</b>
\$269,928

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Hazardous Materials, Management Skills	102	8-200	0-2	\$989	\$21.57
				Weighted Avg: 43			
2	Retrainee Priority Rate Job Creation	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Hazardous Materials, Management Skills	98	8-200	0-2	\$1,725	\$17.64
				Weighted Avg: 75			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$21.57 per hour for San Joaquin County. Job Number 2: \$17.64 per hour for San Joaquin County.

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1 and up to \$0.14 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administrative Staff		12
		2
		1
Facilities Maintenance		1
		1
		1
Loss Prevention		15
Management		15
Operators		54

<b>Job Number 2</b>		
Administrative Staff		3
Facilities Maintenance		2
		1
Loss Prevention		3
Management		3
Operators		86

## **INTRODUCTION**

Founded in 2003 and headquartered in Irving Texas, Michaels Stores Procurement Company, Inc. (Michaels) ([www.michaels.com](http://www.michaels.com)) is a merchant wholesale supplier of toys and hobby goods for hobby retailers. Michaels has two locations in California, Lancaster and Tracy. Training under this proposal will be provided to the Tracy location only. This is Michaels first ETP Contract.

### **Veterans Program**

The Company currently employs 19 Veterans. Of the 19 Veterans, three will participate in training under Job Number 1. Although Veterans will participate in the training, Michaels will not track training in a separate job number. Michaels actively recruits Veterans through hiring companies such as local Military Recruiting Offices, DAK Resources, Global Disability Inclusion, and VA Offices.

## **PROJECT DETAILS**

In July 2021, Michaels opened a new distribution center in Tracy. To train newly hired staff to effectively complete their job functions, the Company implemented a structured training program focused on the beginning skills needed to perform their job duties. Training will also focus on improving operational efficiencies, tracking shipments, and vendor compliance. Michaels will also cross train employees to provide trainees with new competencies and a broader knowledge of Company operations. Management trainees will receive in depth training on coaching and loss prevention to become better leaders and manage projects with ease. In addition, Facilities Maintenance and Operators will receive training on forklifts, lifts, and palletizers.

Over the next two years, Michaels plans to hire additional employees who will each receive a hands-on four week training course related to the trainee's occupation. All training under this proposal will increase output and efficiency while maintaining overall product quality.

### **Training Plan**

Training will be delivered via Classroom/Laboratory, E-Learning, and Computer-Based Training (CBT), methods. In-house subject matter experts and external training vendors may be utilized to deliver training in the following:

**Business Skills:** Training will be offered to all occupations. Training will focus on strengthening customer service skills and improving workflow processes. Training topics include Loss Prevention and Policies and Procedures.

**Commercial Skills:** Training will be offered to all occupations. Training will focus on cross-training new and incumbent staff on multiple trades. Training topics include Cross Dock, Floor Picking, Palletizing, and Yard Driver.

**Computer Skills:** Training will be offered to all occupations. Training will provide all staff with the ability to operate new software and devices accordingly. Training topics include Workday, Warehouse Management Software, and Dematic Conveyor Software.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on improving production operations and lean procedures. Training topics include Train the Trainer and Vendor Compliance.

**Hazardous Materials:** Training will be delivered to Facilities Maintenance, Management, and Operators. Training will allow staff to operate in an appropriate manner when handling hazardous materials and conditions. Training topics include Handling Hazardous Materials and Safety Data Sheets.

**Management Skills:** Training will be offered to Management. Training will focus on improving management skills. Training topics include Directed Work Coach and Picking Coach.

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

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-2 hours of CBT.

### **Commitment to Training**

Michaels training budget is approximately \$420,000 annually for the Tracy location. Training includes state-mandated training, legal compliance training, and new-hire orientation. 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 Tracy California Human Resources Manager and the Corporate Human Resources Director will oversee project administration. In addition, two Recruiters, two Trainers and one Training Coach have been assigned to handle training rosters and tracking performance. A third party administrator will assist with administrative duties. Training will be delivered by in-house experts and vendors as needed.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Michaels' location in Tracy opened in July 2021 and is currently hiring for unfilled positions. The Company also has plans to expand positions in the next two years due to projected revenue increases. The Company will hire 98 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Temporary to Permanent Hiring**

The Company will train 10 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 12 weeks. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

### **DEVELOPMENT SERVICES**

The Company retained Ryan LLC in Dallas, Texas to assist with development of this proposal for a flat fee of \$27,462.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

## **Exhibit B: Menu Curriculum**

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

8-200            Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Behavior Style Strategies
- Business Communication
- Communication Styles
- Conflict Resolution
- Dealing with Difficult People
- Develop Employee Accountability
- Employee Coaching
- Goal Setting
- Interpersonal Communications
- Leadership
  - Coach in Training
  - Leadership Excellence Series/360/Coach Training
  - Operation Coordinator Development Program
  - Talent Advancement Program for Hourly Team Members to Grow into Leadership Positions
- Loss Prevention
- Operational Skills
- Outbound Clerk
- Planning and Organization
- Policies and Procedures
- Relationship Building
- Supervisor Skills
- Time Management

#### **COMMERCIAL SKILLS**

- Cross Dock
- Distribution Center Operations
- Directed Work Training
- Equipment Operations
- Floor Picking
- Forklift
- Handheld Tools
- Inbound Seasonal Training
- Inbound Sorter Lane Mapping Training
- Induction
- Inventory Control
- Jackpot (Lost Items) Training
- Label Picking
- Lifts
- Loading
- Maintenance
- Material Handling
- Palletizers

- Palletizing
- Personal Protective Equipment (PPE)
- Power Equipment
- Prelabeling
- Resolving Items with Allocation Issues
- Seasonal Event Pallet Placecard
- Seasonal Operations Coordinating
- Seasonal Repack Decanter
- Seasonal Repack Putwall
- Seasonal Product Training
- Shipping and Receiving
- Standard Basic Assortment Picking – Cluster Picking
- Standard Basic Assortment Receiving
- Trailer Control
- Yard Driver

### **COMPUTER SKILLS**

- Allocation History Report Software
- Dematic Conveyor Software
- James Donald Armstrong (JDA)/Blue Yonder Training
- Radio Frequency Gun Software
- Microsoft Office (Intermediate and Advanced)
- Receivers Reporting Software
- Shipping and Receiving Software
- Ti-Hi Software
- Trailer Control Software
- Warehouse Management Software
- Workday

### **CONTINUOUS IMPROVEMENT**

- Distribution Center Assessment
- Sarbanes-Oxley Act (SOX) Compliance
- Train the Trainer
- Vendor Compliance

### **HAZARDOUS MATERIALS**

- Handling Hazardous Materials
- Labeling Hazardous Materials
- Safety Data Sheets

### **MANAGEMENT SKILLS** (for manager trainees only)

- COVID-19
- Directed Work Coach
- Directed Work Operations Coordinator
- Dominance, Influence, Steadiness, and Conscientiousness (DISC) Training
- Inbound Inventory Control Support Coach
- Inbound Seasonal Coach
- Inventory Control Clerical
- Loss Prevention Inventory Control
- Loss Prevention Manager Inventory Control

- Mohr Retail Leadership Training
- Operations Manager Training
- Picking Coach
- Training Support Coach

**CBT Hours**

0-2

**BUSINESS SKILLS**

- Distribution Center (DC) Safety Essentials 30 mins
- Getting Started in Warehouse Management System 30 mins
- Housekeeping Expectations Review- Loading and Induction 15 mins
- How to Load a Trailer at a Michaels Distribution Center 15 mins

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.





## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Pitman Farms**

**Contract Number: ET22-0247**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** C. Kaiser

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Priority Rate HUA Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Fresno, Kern, Kings, Madera, Merced, San Bernardino, Tulare	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 1,250	U.S.: 1,950	Worldwide: 1,950	
<u>Turnover Rate:</u>	15%			
<u>Managers/Supervisors:</u> (% of total trainees)	2%			

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$380,500

<b>Total ETP Funding</b>
\$402,040

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Improvement, HazMat, Management Skills, Manufacturing Skills, PL-Mfg Skills	766	8-200	0	\$460	\$16.17
				Weighted Avg: 20			
2	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement, HazMat, Management Skills, Manufacturing Skills, PL-Mfg Skills	18	8-200	0	\$460	\$21.57
				Weighted Avg: 20			
3	Retrainee Priority Rate HUA Job Creation	Business Skills, Computer Skills, Continuous Improvement, HazMat, Management Skills, Manufacturing Skills, PL-Mfg Skills	30	8-200	0	\$1,380	\$16.00
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$16.17 per hour for Fresno, Kern, Kings, Merced, and Tulare Counties; Job Number 2: \$21.57 per hour for Madera and San Bernardino Counties; and Job Number 3: \$15.00 per hour for Fresno, Kern, Kings, Merced, and Tulare Counties.

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

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

Up to \$0.17 per hour for Job Number 1 and up to \$2.50 per hour for Job Number 2 may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Administrative Staff		18

		15
		2
Breeder		20
Farm Management		16
		16
Farm Workers		19
		1
Feed Mill Processors		17
		8
Frontline Managers		4
		8
		2
Maintenance Mechanics		10
		20
		5
Production		287
		93
Quality Control		18
		7
Sanitation Staff		65
Shipping Staff		30
Supervisors		18
		22
Warehouse Staff		45
<b>Job Number 2</b>		
Farm Management		6
		2
Farm Workers		8
		2
<b>Job Number 3</b>		
Production		20
Sanitation Staff		5
Warehouse Staff		5

## **INTRODUCTION**

Founded in 1954 and headquartered in Sanger, Pitman Farms (Pitman) ([www.pitmanfarms.com](http://www.pitmanfarms.com)) farms free range organic, Non-GMO, heirloom whole chickens, turkeys, and ducks. The Company also processes, packages, and ships its products to retail and wholesale companies such as Whole Foods, California Organics, Mollie Stones Markets, Bristol Farms, and Barons Markets. Products include portioned organic chicken, lunchmeat, chicken strips, nuggets, and ground chicken and turkey. Training will take place at Pitman's locations in Fresno (25), Kern (1), Kings (10), Madera (10), Merced (3), San Bernardino (1), and Tulare (9) counties.

Pitman will serve as the lead employer in this proposal with its two affiliates, Pitman Family Farms and Western Grain & Milling, Inc.

This is Pitman's first ETP Contract.

### **Veterans Program**

Pitman does not actively track the amount of Veteran employees or actively recruit for Veterans at this time. The Company does however, give preference to a Veteran if qualifications are equal to a non-veteran.

## **PROJECT DETAILS**

Pitman implemented a new software program, TheApp, to help keep up with demand and allow all departments to coordinate on one system instead of multiple systems. Since TheApp will be used company wide, Pitman will focus on training all staff on the basics of the software at the beginning then staff will receive additional training to become skilled users of the software. Training will provide staff the knowledge to utilize the software successfully.

In addition, Pitman will cross train all occupations so staff will become knowledgeable in multiple areas of the Company. Training will create a more flexible workforce and provide additional competencies for trainees within the Company.

To maintain and improve Company standards, Pitman will provide training on Quality Control and Food Product Safety. The Company will provide competency benchmarks for trainees to adhere to. Training will also be provided to Production, Quality Control, Frontline Managers, Feed Mill Processors, Breeders, Farm Workers, and Farm Management occupations on new food safety laws and regulations and updated Company standards. Training will ensure trainees are adept in food safety and quality control requirements.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training will provide the skills to effectively and efficiently maintain business operations. Training topics include Account Development, Information Workflow, and Production Planning Scheduling.

**Computer Skills:** Training will be offered to all occupations. Training will improve software skills. Training topics include Inventory Management System and TheApp Software.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on eliminating waste and improving Company processes. Training topics include Quality Control Systems and Teambuilding.

**Management Skills:** Training will be offered to Management. Training will focus on improving management skills. Training topics include Strategic Planning.

**Manufacturing Skills:** Training will be provided to Breeder, Farm Management, Farm Workers, Feed Mill Processors, Maintenance Mechanics, Production, Quality Control, Sanitation Staff, Shipping Staff, Supervisors, and Warehouse Staff. Training topics include Food Product Safety, LEAN, and KAIZEN/Visual Factory.

### **Certified Safety Training**

Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, all occupations except Administrative Staff will receive up to 30 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

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

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

Due to the nature of the Company's services, certain training cannot be replicated in a class/lab environment. PL training will enable practical, hands-on experience in a working environment to develop the skillsets for trainees to be able to perform the multiple trades such as growing, farming, production, and operating equipment.

Pitman is requesting PL training for all occupations except Administrative Staff. Equipment to be used during PL includes farm, hatchery, sanitation, and production equipment. Training will be provided by in-house subject matter-experts with demonstrated knowledge and expertise in the field. The Company is requesting a trainer-to-trainee ratio of 1:2. Due to specific tasks for production, it can take up to two employees to complete one task. Instructors will monitor trainee competencies before the trainee is deemed competent for each trade skillset. Pitman is requesting 10 hours of PL training.

### **Commitment to Training**

Pitman's training budget is approximately \$180,000 annually for all locations. Training includes state-mandated training, legal compliance training, and new-hire orientation. 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 Chief Financial Officer will oversee project administration. In addition, two Human Resource staff along with four Plant Managers, 14 Front Line Managers, and 40 Supervisors have been assigned to handle and collect training rosters and track performance. A third party administrator will assist with administrative duties. Training will be delivered by in-house experts and vendors as needed.

**High Unemployment Area**

Trainees in Job Number 1 and 3 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno, Kern, Kings, Merced, and Tulare Counties are in an HUA.

**➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Pitman is requesting a wage modification for trainees in Job Number 1 from \$21.57 per hour to \$16.17 per hour, and in Job Number 3 from \$17.64 per hour to \$16.00 per hour.

**Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Due to consumer demand, Pitman saw a 10 percent increase in the last year and is projecting a five percent increase annually for the next two years. The Company will hire 30 new employees to meet anticipated demand (Job Number 3). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

**DEVELOPMENT SERVICES**

The Company retained Strategic Business Solutions, LLC in Visalia to assist with development of this proposal for a flat fee of \$10,500.

**ADMINISTRATIVE SERVICES**

Strategic Business Solutions, LLC will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

8-200            Trainees may receive any of the following:

**BUSINESS SKILLS**

- Account Development
- Contracts
- Customer and Vendor relations
- Effective Communications
- Information Workflow
- Interpreting and Generating Reports/Data
- Production Planning Scheduling
- Purchasing Best Practices (APICS)

**COMPUTER SKILLS**

- Administrative Operating System
- Inventory Management System
- Microsoft Office (Intermediate and Advanced)
- TheApp Software

**CONTINUOUS IMPROVEMENT**

- Coaching and Mentoring
- Cross Training
- Leadership Training
- Quality Control Systems
- Teambuilding

**HAZMAT**

- HAZMAT

**MANAGEMENT SKILLS** (for manager trainees only)

- Strategic Planning

**MANUFACTURING SKILLS**

- 5 "S" Training
- Computer Assisted Machinery Operation
- Farm Equipment
- Food Product Safety
- Hatchery Equipment
- Hazard Analysis Critical Control Point (HAACP) Training
- KAIZEN/Visual Factory
- LEAN
- Maintenance
- Production Equipment Operation
- Radio Frequency (RF) Scanning Systems
- Shipping/Packaging
- Warehouse

**Productive Lab Hours** Ratio 1:2

0-10

**MANUFACTURING SKILLS**

- Farm Equipment
- Hatchery Equipment
- Maintenance
- Production Equipment Operation

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

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





## EXPANSION FUNDS

Retrainee-Job Creation

Training Proposal for:

**Vino Farms, LLC**

**Contract Number: ET22-0205**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** A. Reyes

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative Expansion Funds (Alt/Gen) HUA	Industry Sector(s):	Agriculture (B)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Napa, San Joaquin, San Luis Obispo, Santa Barbara, Sonoma	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: 356	U.S.:356	Worldwide: 356
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$500,000

<b>Total ETP Funding</b>
\$313,260

**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, Hazardous Materials	246	8-200	0	\$1,035	\$21.57
				Weighted Avg: 45			
2	Retrainee Priority Rate Job Creation	Business Skills, Commercial Skills, Computer Skills, Hazardous Materials	17	8-200	0	\$1,380	\$17.64
				Weighted Avg: 60			
3	Retrainee Priority Rate HUA	Business Skills, Commercial Skills, Computer Skills, Hazardous Materials	34	8-200	0	\$1,035	\$16.17
				Weighted Avg: 45			

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

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

**Minimum Wage by County: Job Number 1 (Retrainee):** \$21.57 per hour for Napa, San Joaquin, Santa Barbara, and Sonoma Counties; **Job Number 2 (Job Creation):** \$17.64 per hour for Napa, San Joaquin, Santa Barbara, and Sonoma Counties; **Job Number 3 (Retrainee/HUA):** \$16.17 per hour for San Luis Obispo 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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Administrative Leads		7
Administrative Staff		4
		5
Field Leads		27
		15
Field Staff		80
		63

Shop Leads		6
		2
Shop Staff		12
		11
Viticulture Leads		4
Viticulture Staff		5
Safety Personnel		5
<b>Job Number 2 (Job Creation)</b>		
Administrative Leads		1
Field Leads		4
Field Staff		5
Shop Leads		1
Shop Staff		2
Viticulture Staff		4
<b>Job Number 3 (HUA)</b>		
Administrative Staff		2
Field Leads		8
Field Staff		20
Shop Staff		3
Viticulture Staff		1

## **INTRODUCTION**

Founded in 2008 and headquartered in Lodi, Vino Farms, LLC (Vino), plants, harvests, and delivers wine grapes for wineries, investment companies, and individual vineyard owners. Vino has over 100 vineyards throughout California. The Company also provides customized services such as consulting and managing of winery's existing vineyards. Training will take place at the Company's five locations in Lodi, Healdsburg, Napa, Los Alamos, and San Miguel. This is Vino's third ETP Contract, and third in the past five years.

## **Veterans Program**

Vino employs Veterans but does not actively recruit Veterans or keep an active census on how many employees are Veterans.

## **PROJECT DETAILS**

Vino's previous contracts focused training on processes to harvest and grow wine grapes more efficiently. For this Contract, the Company will focus on the implementation of new equipment. Vino is moving toward utilizing autonomous tractors which provide accurate seed placement, collect soil information, and determine progress of the planting and harvesting operations. Autonomous tractor training includes equipment programming, as well as identifying data based changes. Training ensures employees can correctly and efficiently utilize the equipment for better crop yield.

In addition, Vino is continually adding new ranches for farming operation. Training will be provided to address the challenges and new environments that each new ranch possesses; such as weather patterns, water issues, and soil quality. Vino has also implemented a plan to build a career ladder to train employees to promote new supervisors from within. These trainees will receive significant training on techniques and tasks until they become experts in their field.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Vino Farms has experienced growth in past few years in its customer base and demand for products. Due to this growth and addition of new ranches, the Company will hire 17 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training will provide skills to effectively and efficiently maintain business operations. Training topics include Communication Skills, Leadership, and Project Management.

**Commercial Skills:** Training will be offered to all occupations except Administrative Staff and Administrative Leads. Training focuses on proper handling of product, compliancy, and adhering to operating procedures. Training topics include Forklift Operation, Soil Probes, and Vineyard Regulatory Updates.

**Computer Skills:** Training will be offered to all occupations. Training will improve software skills. Training topics include AgCode, Bamboo HR Software, and Weather Station Software.

**Hazardous Materials:** Training will be offered to all occupations except Administrative Leads and Administrative Staff. Training will focus on the proper handling and safety when dealing with hazardous materials. Training topics include Fueling Equipment, Spill Prevention, and Transporting.

### **Commitment to Training**

The current annual training budget is approximately \$500,000 for all facilities. Most of the training is for new hire orientation, general safety, efficient processes, and food safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

Training will be provided by qualified in-house trainers. The Company has designated the Director of Human Resources to oversee the ETP Contract along with assistance from the Human Resources Administrator, and one administrator per location. The Company has also retained the services of a third-party administrator with extensive ETP experience to assist with administration.

**COVID Pilot Project**

The Company has an active contract with ETP under the COVID 19 Pilot Project, with a term of 12/14/2020 to 12/13/2022. Of an estimated 45 trainees, 30 have been enrolled and 29 have received the minimum hours of training.

**High Unemployment Area**

Some trainees (Job Number 3) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in San Luis Obispo County are in an HUA.

➤ **Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Vino is requesting a wage modification from \$19.12 per hour to \$15.00 per hour for Job Number 3.

**ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET20-0134	\$175,030	8/1/2019 - 1/27/2022	379	0	0

\*Based on ETP Systems for ET20-0134, 8,647 reimbursable hours have been tracked for potential earnings of \$216,881.03 (123% of approved amount).

**DEVELOPMENT SERVICES**

Propel Consulting Group in El Dorado Hills assisted with development of this proposal for a flat fee of \$15,000.

**ADMINISTRATIVE SERVICES**

Propel Consulting Group will also perform administrative services in connection with this proposal not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

8-200

Trainees may receive any of the following:

**Business Skills**

- Communication Skills
- Company Learning & Development
- Conflict Resolution
- Customer Service
- Employee Management
- Financial Analysis & Reporting
- Leadership
- Networking
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- Project Planning
- Recordkeeping & Retention
- Sales Skills

**Commercial Skills**

- ATV Operation
- Chemical & Fertilizer Application
- Driver Training
- Equipment Operation
- Fertilizer Injection
- Forklift Operation
- Harvester Operation
- Integrated Pest Management
- Irrigation Management
- Lockout/ Tagout
- Nitrogen Management
- Processing Techniques
- Pesticide Handling & Applications
- Respirator Use
- Soil Probes
- Tool Operation
- Tractor Operation
- Vineyard Management
- Vineyard Regulatory Updates
- Weather Stations

**Computer Skills**

- AgCode
- AlertMedia
- ArcMaps
- ArcGIS
- Bamboo HR Software
- Ceres Imaging
- CMMS/Fiix (Cloud-based Computerized Maintenance Management System)
- Concur
- Famous Software
- Farm Data System
- Intermediate/ Advanced MS Office
- iPhone/ iPad Devices
- Tule Technologies
- Weather Station Software

**Hazardous Materials Skills**

- Handling
- Cleaning/ Disposal
- Fueling Equipment
- Spill Prevention
- Transporting

Safety Training is capped at 10% of a trainee's total training hours

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

Retrainee-Job Creation

Training Proposal for:

**Cepheid**

**Contract Number: ET22-0218**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** C.Hoyt

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Santa Clara, San Joaquin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 3,000	U.S.: 3,750	Worldwide: 4,750
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$930,000

<b>Total ETP Funding</b>
\$391,000



**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Job Creation Initiative	Computer Skills Cont. Imp.  HazMat  PL-Mfg. Skills	500	8-200	0-60	\$782	\$20.36
				Weighted Avg: 34			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1 (Retrainee-Job Creation):** \$17.64 per hour for San Joaquin County and \$19.61 per hour for Alameda and Santa Clara counties

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee-Job Creation)</b>		
Administrator		25
Production Worker		375
Engineer		75
Supervisor		25

**INTRODUCTION**

Founded in 1996 and headquartered in Sunnyvale, Cepheid ([www.cepheid.com](http://www.cepheid.com)) is a subsidiary of Danaher Corporation, however, only Cepheid will participate in the contract. Cepheid develops, manufactures, and markets molecular testing systems for the detection of organisms and genetic-based diseases. Products are sold to clinical and non-clinical markets such as hospitals, health clinics, research labs, and other healthcare institutions. By automating its highly complex and time-consuming manual procedures, Cepheid's solutions deliver an improved way for institutions of any size to perform sophisticated genetic testing. This allows these institutions to achieve fast and actionable test results where they are needed most, such as in the treatment of infectious diseases like COVID-19. ETP-funded training will be delivered to trainees at the company's Sunnyvale, Newark and Lodi facilities. This will be Cepheid's sixth ETP Contract, and its fifth in the last five years. Cepheid's prior ETP project was designated as a "Critical Proposal" by the Governor's Office of Business and Economic Development based on the Company's expansion and continued commitment to adding jobs in California.

Cepheid is on track to open its new advanced biotech manufacturing plant in Lodi by Spring 2022, with a projection to add over 1,000 manufacturing jobs over the next several years. Hiring has already started for many of the front-line manufacturing positions for the new location, with Lodi employees working off site at other locations while new buildings are prepared for occupancy. The Company represents that all trainees in this proposal are new to the ETP program and it will not enroll any employees who have participated in previous ETP Contracts. Further, while some curriculum topics are similar to the prior project, no training will be duplicated for any trainee.

### **Veterans Program**

Cepheid works with a third-party, Orion Talent, to recruit and hire veterans into the Production Worker occupations. The company reports it has approximately 50 veterans currently. While Cepheid will continue its commitment to hire veterans, it is not requesting a Veteran's Job Number at this time.

### **Retrainee - Job Creation**

Cepheid will include 500 Job Creation Trainees (Job Number 1) in this project. These trainees will be located at the Company's Lodi site. Cepheid's goal is to hire, retain, and employ an experienced, well-trained workforce that can efficiently implement specific quality protocols while providing efficient products. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

### **PROJECT DETAILS**

Training in this proposal will focus on new product manufacturing technologies, certifications, safety, and continuous improvement techniques for Administrators, Supervisors, Engineers, and Production Workers occupations. The manufacture of Cepheid's products is a highly exacting and complex process, due in part to strict regulatory requirements. All of the proposed training in this proposal is designed to improve efficiency in work processes across the Company resulting in less scrap and rework, fewer accidents, and increased job satisfaction.

The need for training is also brought on by the company expanding its global-manufacturing capacity of its rapid diagnostic COVID-19 test kits to detect new variants, mutations and viruses. Cepheid reports its most recently manufactured Xpert Xpress plus testing kits were authorized in September 2021 by United States Food and Drug Administration (FDA) for emergency use during the pandemic. As a result, the Company must provide training to improve the skills of its front-line manufacturing workforce. Additionally, the company reports through computer-based analysis testing that the Xpert Xpress COVID-19 tests are well prepared to detect the new Omicron variant and will be ready for distribution to help aid in virus detection.

Further, Cepheid is committed to workforce development and growth of its staff and has broadened its manufacturing certification programs for production workers at all three California locations. These updated skills certifications include Valve Body Assembly, Regents On Board All Line, and Consumable Manufacturing. Each certification has been designed to develop basic stability and understanding of standard manufacturing and work processes across platforms. This training will provide workers with valuable job skills that directly translate to other high-skill, high-wage jobs anywhere in the advanced manufacturing industry.

### **Training Plan**

Training will be delivered via Class/Lab, E-Learning, Productive Lab and Computer-Based Training (CBT) in the following:

**Computer Skills:** Training will be offered to all occupations and include topics such as Management and Manufacturing Control Systems, Materials and Logistics Software Development, and Desktop Business System Processing. Training will teach trainees ways to keep track of all manufacturing information in real time, while receiving up-to-the-minute data from robots, machines, and monitors.

**Continuous Improvement:** Training will be offered to all occupations and include topics such as Advanced Product Quality and Productivity, Corrective and Preventive Action Policy and Clean Room Procedures to ensure process ownership carries through to the end users.

**Hazardous Materials:** Training will be provided to Production Workers and Engineers in Chemical Hazards Communication Standards, Risk Management, and Waste Management to ensure proper use, transport, or disposal of hazardous substances used in all manufacturing processes.

### **Certified Safety Training**

Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” Generally, it is a minimum of 24 hours, with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Production Workers will receive up to 16 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 other regulatory agencies. There are various certification entities for the coursework and instructors. In this proposal, the certification entities include ISO 9001; 12485; 14001; and ISO27001.

### **Productive Laboratory (PL – Manufacturing Skills)**

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

Approximately 60 hours of PL Manufacturing Skills will be delivered to 200 Production Workers. PL training will ensure that trainees acquire the critical skills needed to perform their jobs at a quality standard acceptable by the FDA and other regulatory bodies. Rather than create classroom-training sessions for each new production standard and/or piece of equipment, Cepheid will use PL training in conjunction with using new or improved biotech tools and equipment to deliver the high volume of the critical-manufacturing skills required for its production employees.

PL training at Cepheid is an interactive process, directly supervised by a qualified trainer. The trainer’s time is dedicated to the delivery of PL and the trainer-to-trainee ratio is 1:1 for all sessions. Production Staff are certified as competent only after completing all PL assignments and passing a skills-competency test. Upon certification of competency, the trainee can independently produce goods that are for sale.

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

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-60 hours of CBT.

## COVID-19 Pilot Project

Cepheid had one prior contract with ETP under the COVID-19 Pilot. This \$200,000 contract had a 100% success rate. The term was 11/02/20 – 11/01/22 for 100 trainees. 100 were enrolled and received training.

### Commitment to Training

The Company's annual statewide training expenditures is in excess of \$1,000,000 and includes OSHA and FDA-mandated safety regulations, rudimentary job skills, new hire orientation, ethics, compliance and management and executive development. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

Training will be administered and overseen under Cepheid's training and HR department, which oversees the workforce training across the organization and operates under the direction of a Vice President. Training Supervisors at each facility will work with the respective Training Coordinator to administer training. All training attendance will be recorded in the Learning Management System (LMS). ETP training will be delivered by approximately 25 full-time trainers who are in-house experts ranging from Managers/Supervisors, Engineers, and Technicians. Additionally, there will be six full-time administration training staff within Cepheid and three management employees assigned to this project who will work with its third-party administrator, Herrera & Company, and with ETP.

### Electronic Recordkeeping/LMS

Staff has reviewed and approved the Company's learning-management system, ComplianceWire, which was been approved and used by Cepheid in subsequent ETP contracts.

### Impact/Outcome

Trainees will receive certifications in: Institute for Printed Circuits "Acceptability of Electronic Assemblies"; Institute for Printed Circuits "Rework, Modification, and Repair of Electronic Assemblies"; Torque Test, Flaring and Bonding, Fillet Lap Point, Plasma Treatment Centrist, Clean Room Environment Operations, Lot History Record Recording, Line Clearance Authority, Drive Shaft Lamination Operations/Calibration, and Hydrophilic Coating Machine Operations.

## ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0338	\$399,280	6/28/21 – 6/27/23	434	0	0

Based on ETP Systems, 23,030 reimbursable hours have been tracked for potential earnings of \$399,280 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through Contract Closeout.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0208	Sunnyvale, Newark and Lodi	12/23/19 – 12/22/21	\$506,000	\$506,000 (100%)
18CS-0039	Lodi and Sunnyvale	9/5/17 – 9/4/19	\$749,580	\$501,808 (70%)

18CS-0039: The 70% earning rate was attributed to high-production demands at Cepheid's Lodi location. Lodi manufacturing employees were not able to complete training assignments due to extreme production needs. The parent company's senior management team is highly supportive of the ETP and regardless of high production, the proposed training will be delivered. Cepheid now also uses a sophisticated training administration/scheduling program available through its LMS to reduce the impact on departments and workers during high-production times.

**DEVELOPMENT SERVICES**

Herrera & Company in Stockton assisted with development of this proposal for a flat fee of \$8,750.

**ADMINISTRATIVE SERVICES**

Herrera & Company 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:

**Computer Skills**

- Desktop Productivity Applications
- Management and Manufacturing Control Systems
- Materials and Logistics Software Development
- Business System Processing

**Continuous Improvement Skills**

- Advanced Product Quality and Productivity
- Corrective and Preventive Action Policy
- Clean Room Procedures
- Danaher Business Systems
- Design Tools and Practices
- Leadership/Coaching Skills

**Hazardous Materials Skills**

- Chemical Hazards Communication Standards
- Restricting of Hazardous Substances
- Risk Management and Waste Management

**PL Hours (1:1)**

(0-60) Trainees may receive any of the following:

**Manufacturing Skills**

- Biotech Machine Operations, Calibration and Maintenance
- Cartridge Automated Assembly Procedure
- Component Part Processing
- Control Charts Entry and Interpretation
- Dimensional Method of Inspection for Plastics
- Drill Press, Lathes, Milling and Grinders
- Frame and Tube Defects Visual Testing
- GeneXpert Cartridge Inspection Procedures
- GeneXpert Valve Automation Table Assembly
- Herman Welder Trigger and Scan Procedures
- Hydraulic Pneumatic Operations
- In Process Cartridge Integrity Test Procedure
- Injection Molding Machine Maintenance
- Manufacturing Execution Systems
- Manufacturing Line Clearance
- Mold Installation, Setup and Removal

- Most Press and Auxiliary Equipment Set Up
- Numerical Controlled Machines
- Open Cartridge Automated Assembly Procedures
- Overmold Part Processing
- Pre-Filter Assembly
- Production Label Control Procedures
- Reaction Tube Pressure Operations
- Reagents on Board Assembly Line
- Valve Body Operating Procedures

**CBT Hours**

(0-60)

Trainees may receive any of the following:

**Continuous Improvement Skills**

- Advanced Customer Communications and Awareness (2 hrs.)
- Effective Teams (6 hr.)
- Leadership/Coaching Skills (4 hrs.)
- Marketing Promotion and Strategy (1.5 hrs.)
- Multi-Cultural Customer Service Relationships (4 hrs.)
- Process Improvement Training (4 hrs.)
- Problem Solving Tools and Techniques (4 hrs.)
- Process Improvement Training (8 hrs.)
- Product Marketing for Engineers (6 hrs.)
- Technical Presentation Skills (4 hrs.)

**Computer Skills**

- Advanced Project Management Software (4 hrs.)
- Advanced CAD/CAM (4 hrs.)
- Computer Assisted Design (1 hr.)
- Database Design (2 hrs.)
- Electronic Record Management (.5 hrs.)
- Manufacturing Resources Planning (1 hrs.)
- SAP Management and Manufacturing Control Systems (4 hrs.)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. Safety Training is capped at 10% of a trainee's total hours. (This cap does not apply to Hazmat)
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## EXPANSION FUNDS

Training Proposal for:

**Los Angeles Metropolitan Transportation Authority**

**Contract Number: ET22-0244**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** C. Hoyt

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee	Industry Sector(s):	Transportation/Communication (I)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amalgamated Transit Union Local 1277		
Number of Employees in:	CA: 10,600	U.S.: 10,600	Worldwide: 10,600
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	3%		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$1,200,000

<b>Total ETP Funding</b>
\$497,168



**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	Commercial Skills; PL-Commerical Skills	386	8-200	0	\$1,288	\$41.56
				Weighted Avg: 56			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** \$21.73 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	Actual Wage Range	Estimated # of Trainees
Supervisor		10
Mechanic		320
Master Mechanic		36
Warranty Equipment Mechanic		20

**INTRODUCTION**

Founded in 1993 and formed out of a merger of the Southern California Rapid Transit District and the Los Angeles County Transportation Commission, the Los Angeles County Metropolitan Transportation Authority (LA Metro) is the third largest transit agency in the nation, serving nearly 40 million passengers per month over an area of 1,433 square miles. LA metro is a state chartered regional transportation planning and public transportation operating agency for the county of Los Angeles. The agency is supported by approximately 10,600 employees at 17 major bus and rail divisions across Los Angeles (LA). LA Metro serves as transportation planner and coordinator, designer, builder and operator for one of the State's largest, most populous counties. The agency develops and oversees transportation plans, policies, funding programs, and both short-term and long-range solutions that address LA County's increasing mobility, accessibility and environmental needs. LA Metro has participated in ETP AB-118 projects in the past, however, this is the first time the agency is holding an ETP contract.

**Union Support**

Supervisors and Mechanics are represented by Amalgamated Transit Union Local 1277. LA Metro will not commence training for any represented employees until respective union support letters have been provided to ETP.

## **PROJECT DETAILS**

LA Metro set a goal of being an all-electric fleet by 2030, 10 years before the state's mandate to phase out gas powered vehicles by 2040. Training in this proposal will focus on alternative and renewable fuel and vehicle technology and maintenance, while also training workers to continue to update, maintain, and run the agencies' current transit systems. Training will focus on the maintenance and repair of energy efficient equipment, technical documentation and specifications, test equipment and procedures, and sustainability management systems that will capture industry-wide best management practices in planning, operations, procurement, administration, construction, and human resources under one system. Trainees will transition from standard petroleum-based transportation to an all-electric fleet. Further, it is mandated that every mechanic, bus operator, and field service mechanic or personnel be trained on the operation, maintenance and safety aspects of operating and maintaining zero-emission buses prior to the phasing out of gas-powered vehicles.

Additionally, ETP training funds will support skills upgrading for workers. Due to the nature and complexity of energy efficient technologies, workers must be trained on tools, equipment, software, maintenance and diagnostics. Training will provide workers the ability to share information within an agency which requires training on advanced communication systems. Further, the need for training is also brought on by the need for a skilled workforce pipeline for transit workers, as the aging workforce is leaving a skills gap and retirement of workers has created a shortage of workers. Finally, trainees in this project will be working on three new or expanded rail stations in LA to serve more residents by allowing a new connection and more ride options into the downtown LA Core.

### **Training Plan**

Training will be delivered via Class/Lab in the following:

**Commercial Skills:** Training will be offered to all occupations. Training will focus on change management in the transition to new technology operations. Training topics include High Voltage Procedures, Preventive Maintenance Inspections, and Next Network All Electric Professional Passenger Service.

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

Productive Laboratory training will be offered to all occupations. Trainees may produce goods for profit as part of the Productive Lab training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. PL training includes operational procedures, diagnostics and repair work that can only be taught on the actual vehicles and/or in field conditions.

Additionally, LA Metro is subject to multiple federal/state regulations governing transit operation. It faces high liability, including operations shutdown, if its employees are not proficient when working on their own in the field. The LA Metro transit system is a highly technical network of sub-systems, all of which must function at near-perfect levels to ensure regulatory compliance. LA Metro invested heavily in its capacity to deliver state-of-the-art training to employees to upgrade their skills in their current occupations, and to move up the career ladder, thus creating openings for new entry level positions. Productive Laboratory training is necessary to assist with the above.

During PL, there is active hands-on training by a Trainer/Subject Matter Expert (SME). Trainees will receive approximately 60 PL hours per trainee with a trainer-to-trainee ratio of between 1:1 and 1:3. A 1:3 ratio is required for some PL training as some equipment requires a team of 3 to operate.

**Commitment to Training**

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

➤ Training Infrastructure

Training will be overseen by the Senior Bus Equipment Maintenance Instructor, who will oversee administration of this project with assistance from an administrative subcontractor. LA Metro has 14 staff dedicated to marketing/recruitment, needs assessments, scheduling, and tracking of training hours.

**Green/Clean Operations**

LA Metro is dedicated to training its workforce to help California create local hire workforce pipelines in low income neighborhoods, reduce CA's carbon footprint by strengthening its public transit agencies, improving the air quality in disadvantaged communities, and keeping workers trained in highly technical skills. This results in increases in the number high road jobs contributes to CA's green economy while helping LA Metro remain a model of energy efficiency and clean air for the rest of the country.

**Impact/Outcome**

Mechanics will receive skills necessary to transition into Electro Mechanics occupations.

**DEVELOPMENT SERVICES**

Strategy Workplace Communications, in Oakland, assisted with development of this proposal at no cost.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

N/A

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

8-200

Trainees may receive any of the following:

**Commercial Skills**

- AC Power and Motor Fundamentals
- Advanced Compressed Natural Gas (CNG) Engine Diagnostics
- Amerex Gas/Fire Detection Systems (AFSS)
- Allison GEN-4 Operations
- Amerex – Safety Net Systems – Programming and Diagnostics
- British Aerospace (BAE) Accessory Power System
- Build Your Dreams (BYD) High Voltage Electronic Controls
- Compressed Natural Gas (CNG) High Pressure Fitting & Line Training
- Communication System Maintenance
- Cummins – Compressed Natural Gas (CNG) Bravo Phase III Engine Diag.
- Cummins Insite Software (PowerUser)
- Cummins ISL G Exhaust Gas Recirculation (EGR) Engine Familiarization
- Digital Volt Ohm-Meter (DVOM) Operations
- Division Compressed Natural Gas (CNG) Cylinder Inspector Training (SCI & Lincoln)
- Electrical/Electronic Diagnostic Essentials 1
- G3 I/O Control Electronic Systems NABI 8100-8499 Buses
- High Voltage Procedures
- Hybrid and GNC Bus Digital Volt Ohm Meter (DVOM)
- Hybrid Bus Charging, Starting & Electrical Troubleshooting & Repair
- Hybrid Component Orientation
- Hybrid Electrical Safety
- Hybrid ISE Remote Diagnostics & Troubleshooting
- Kidde, Gas & Fire Detections System
- Maintenance of Traction Power Substations
- Mobile Climate Control Electric HVAC
- NABI 60 – Cummings G-Plus Eng. Trouble Shooting & Diagnostics
- NABI 60 IO Multiplex Systems, V-SCAN, Program, & Test Equipment
- National Futures Association High Voltage HV Electronic Controls
- Overhead Catenary System Maintenance
- Preventive Maintenance Inspections
- Programmable Logic Controls
- Programmable Logic Controls New Flyer Electronic Control Systems
- Refrigerant Recovery Systems 608, aka Recovery/Reclaim Systems
- Refrigerant Recovery Systems 609, aka Recovery/Reclaim Systems
- Sauer-Danfoss Programming and Diagnostics
- Schematic Reading-Electrical Troubleshooting & Repair
- Selective Catalytic Reduction (SCR) Doosan Engine Familiarization and Theory

- Series 50G Engine Overhaul
- Series 50G Tune-up & Troubleshooting Procedures
- Thermo King Intellegaire I & II Control and Diagnostics
- Thermo King Intellegaire III Control and Diagnostics
- ThermoKing Electric HVAC
- Track Maintenance Training
- Train Control System Maintenance
- Tuning and Service Tool
- World Technology Evaluation Center (WTEC) Retarder Diagnostics

**PL Hours (1:3)**

0-60

**PL-Commercial Skills**

- All Electric HVAC Systems Familiarization and Troubleshooting

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

Tel: (323) 222-1277  
Fax: (323) 222-1335



*Union - Local 1277*

1744 North Main St.  
Los Angeles, California 90031-2517

January 10, 2022

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand that Los Angeles County Metropolitan Transportation Authority (LA Metro) is requesting ETP funding. The proposed training plan for the specified members has our support. Approximately 386 trainees from the following occupations will be participating in this project:

- Mechanic C
- Mechanic B
- Mechanic A
- Master Mechanic

We have received the draft Training Proposal Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

We believe the proposed plan will create a training program that will expand our members' skills to meet newly developed green industry standards. We believe that the ETP-funded training will help Amalgamated Transit Union Local 1277 employees attain the skills needed to position them for advancement and secure employment in the transit industry. We are enthusiastic about the program's potential and look forward to assisting you in any way necessary.

Sincerely,

Arturo E. Aguilar

President/Business Agent



## EXPANSION FUNDS

Training Proposal for:

### Building Skills Partnership

Contract Number: ET22-0221

Panel Meeting of: January 27, 2022

ETP Regional Office: North Hollywood

Analyst: L. Vuong

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Multiple Barriers Job Creation Initiative	Industry Sector(s):	MEC (H) Services (61,71,72,81,92)  Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Service Employees International Union - United Service Workers West (SEIU-USWW Local 1877)		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$448,320		\$30,898 8%		\$479,218
In-Kind Contribution:	50% of Total ETP Funding Required			\$554,944

**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 Multiple Barriers	Commercial Skills	482	8-200	0	\$684	\$21.73
				Weighted Avg: 32			
2	Retrainee Job Creation Initiative Multiple Barriers	Commercial Skills	190	8-200	0	\$787	\$18.11
				Weighted Avg: 32			

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

**Minimum Wage by County:** Job Number 1: \$21.73 per hour for Los Angeles.

Job Number 2 (Job Creation): \$18.11 per hour for Los Angeles.

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

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

Participating employers may use health benefits up \$2.50 per hour for Job Number 1 and up to \$1.11 per hour for Job Number 2 to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Airport Services Staff (Cargo Staff, Catering Staff, Janitorial Staff, Baggage Staff, Passenger Service Staff, Cabin Staff, Security Staff)		482
Job Number 2 (Job Creation)		
Airport Services Staff (Cargo Staff, Catering Staff, Janitorial Staff, Baggage Staff, Passenger Service Staff, Cabin Staff, Security Staff)		190

**INTRODUCTION**

Building Skills Partnership (BSP) ([www.buildingskills.org](http://www.buildingskills.org)) is a statewide non-profit collaboration between the Service Employees International Union-United Service Workers West (SEIU-USWW) Local 1877, building service employers, and community leaders from California. SEIU-USWW represents approximately 40,000 property service workers throughout California, most of whom are immigrants. BSP provides services to six regions in California-Alameda, Los Angeles, Orange County, San Diego, Santa Clara, San Francisco and Sacramento. Occupations include Janitors, Security Officers, Maintenance and Custodial Workers, Airport, Arena and Stadium Workers. This will be BSP's seventh ETP Contract, and the seventh in the last five years.

Approximately 80 Janitorial employers contribute to the BSP's trust fund and over 50 building service providers, building owners and corporate and government facility managers have donated training space for BSP's on-site classes. To support and manage an increasing demand for training, BSP has collaborated with Building Owners Management Association of Greater Los



Angeles and over 15 community-based and educational organizations, such as the Street Level Health Project, local community colleges and adult schools, and the UCLA Center for Labor Research and Education. BSP's mission is to: improve the quality of life for low-wage building service workers by increasing their skills, education, leadership and opportunities for career advancement; help California employers meet the state's 100% renewable & zero-carbon energy goals; protect workers from infectious diseases while safeguarding public health; and assist unionized building service employers to develop a stronger workforce to remain competitive. Currently under its trust fund obligations, BSP offers services to approximately 12,000 union janitors and service workers in California covered by a collective bargaining agreement.

### **Veterans Program**

Although there is not a Veteran component, BSP's participating employers encourage and actively recruit veterans for training.

### **Retrainee – Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

BSP reported that 50% of the Airport Service Staff were laid off by June of 2020, and only 30% of those workers have been retained by September 2020. However, as the traveling industry recovers and LAX reopens with increases in travelers, participating employers have expressed a need for training in order to maintain a healthy increasing workforce. Additionally, participating employers are focused on speeding up the hiring process and quickly prepare new staff working in the new COVID-19 environment. Training in this Contract will focus on clean production, on-boarding new staff, safety and sanitation precautions, and enhanced processes to prevent workers and equipment exposure to COVID-19.

Participating employers will hire 190 new Job Creation employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. Retrainee Job Creation can include backfilled positions and are not required to be "net" new hires.

## **PROJECT DETAILS**

The COVID-19 pandemic has affected public health safety and welfare of travelers moving through LAX airport. BSP partners and participating employers have assessed and addressed the necessary training need at LAX while adhering to the current guidelines from the Centers for Disease Control and California Department of Public Health. Additionally, as LAX reopens, training is essential for Airport Passenger Service Workers while maintaining public safety.

Under this proposal, BSP will continue to implement its Infectious Disease Certification (IDC 12-Hour) program to adapt to rapidly evolving health and safety measures, as well as provide customized training for LAX Airport Passenger Service Workers. BSP has collaborated with subject matter experts from UCLA Labor Occupational Safety and Health Program, UC Berkeley Labor Occupational Health Program and The Ashkin Group to create the comprehensive IDC 12-Hour program. These training programs focus on development skill sets in emergency responses; help restore operations to normalcy; address concerns such as confusion about evacuation routes, rally points and accounting for co-workers; and protect worker safety and public health. The core group of participating employers (three large) are LAX employers currently served by BSP and represent 100% of requested funding. The proposed trainees are those covered under SEIU-USWW.

To date, 500 workers have been certified in the Infectious Disease Certification Program; and BSP's goal is to certify at least 878 workers under this ETP Contract. Training will include some individuals who may have participated in prior BSP Contracts but require additional instruction, particularly in new Infectious Disease Certificate courses. BSP estimated that approximately 40% of the proposed trainees would be new to the program, while the remaining 60% require continued Infectious Disease Certificate course. No trainees from the prior ETP project will receive duplicate training in any subject matter under this proposal.

ETP funding will provide workers with the necessary skills to keep travelers safe and improve efficiencies and quality of services. In addition, BSP is committed to providing training opportunities to these hard working employees, certifying workers as they return to work, and supporting companies that typically do not have funding available to train their employees. BSP anticipates 100% of training will be conducted at participating employer worksites/LAX airport. The proposed training will be offered to employers located in Los Angeles County.

### **Training Plan**

Training will be provided via Class/Lab, Video Conference and E-Learning in the following:

**Commercial Skills:** Training will be offered to all occupations and include the role of airport service workers in emergencies. Trainees will learn proper evacuation procedures, observation techniques suspicious package handling, updates on clean room, sanitary standards and requirements, and operating and maintaining equipment.

### **E-Learning/Alternate Recordkeeping**

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

### **Curriculum Development**

The proposed curriculum is specifically designed to provide emergency response training and the impact of COVID-19 to workers who have received minimal classroom instruction on this content in the past. The training program is focused on emergency preparedness and infectious disease awareness to protect worker safety and public health in the property service industry. The proposed curriculum was developed by participating employers, airport managers, service employees, and SEIU-USWW representatives. In addition, local emergency personnel has provided customized course material for the specific requirements of LAX. The course content has been compiled from longer training courses developed for security guards, police officers, FEMA and fire department personnel. BSP will also adapt Shortman Fund and Local 615 emergency response course materials. Surveys, focus groups, and testimonials from all of the parties above have been used to determine the appropriate content for the classes. ETP assistance will allow participating employers to meet the need during COVID-19 pandemic for its Airport Passenger Service Workers, keep LAX airport safe and healthy for travelers and workers, and avoid layoffs.

### **Multiple Barriers**

Since its inception, BSP is focused on helping underserved individuals in entering the workforce and improving their opportunities for career advancement. BSP serves approximately 5,500 underserved individuals annually and provides opportunities to fully address the unique barriers these workers and their families face in social, civic and economic integration. It is expected that

the trainees in Job Numbers 1 & 2 will have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills).

### **Impact/Outcome**

Upon completion of training, trainees will receive an Infectious Disease Certification and a badge attached to their uniforms. The certificate will help trainees seek better paying jobs, become competitive job candidates, and improve opportunities for career advancement.

### **Commitment to Training**

The participating employers lack the resources and funding to conduct formal and structured training, especially during the COVID-19 crisis. They provide new hire orientation, informal one-on-one job skills training, and basic safety training. However, they rely on BSP to meet their Commercial Skills training needs.

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

#### **➤ Training Infrastructure**

The Executive Director will oversee project training administration. A team of three full-time staff members will coordinate marketing, recruitment, needs assessments, and the scheduling and tracking of training. In addition, BSP has retained an outside administrative consultant to ensure that all training records adhere to ETP requirements.

### **Marketing and Support Costs**

BSP has surveyed, interviewed, and given presentations to service employers, and other members of its Joint Labor-Management Board. BSP works closely with SEIU-USWW Local 1877, Building Owners and Management Association, local emergency personnel and airport service employers. BSP's relationships with these stakeholders contribute to the development of concise program objectives and play an important role in the recruitment of employers and trainees.

BSP's marketing efforts consist of newsletters, presentations, contacting new employees through onsite visits, and meetings with each new employer to discuss the program in detail. BSP has nine employees dedicated to marketing, recruitment, assessment, and scheduling training. BSP seeks 8% Support Costs to fund extensive marketing efforts and the recruitment of additional participating employers.

### **Trainer Qualifications**

Training will be delivered by BSP's trainers, who consist of one full-time and 16-18 part-time subject-matter experts and speaks Spanish to provide training to Spanish speaking trainees.

### **Tuition Reimbursement**

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

## **ACTIVE PROJECTS**

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0209	\$499,662	12/15/20 – 12/14/22	974	TBD	TBD

Based on ETP Systems, 12,078 reimbursable hours have been tracked for potential earnings of \$258,348 (52% of approved amount). Approximately 803 trainees have been enrolled and is currently training. BSP anticipates and projects final earnings of 100% based on training currently committed to by employers and in progress through September 2022.

## **PRIOR PROJECTS**

The following table summarizes BSP's performances under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0432	Statewide	03/01/19 - 2/28/21	\$607,172	\$607,070 (99%)
ET19-0178	Los Angeles	07/01/18 - 06/30/20	\$1,798,200	\$1,798,200 (100%)
ET17-0469	Statewide	04/03/17 - 04/02/19	\$381,500	\$310,570 (81%)
ET16-0397	Statewide	06/30/16 - 06/29/18	\$58,176	\$58,176 (100%)
ET15-0409	Statewide	04/06/15 - 04/05/17	\$385,975	\$351,679 (91%)

## **DEVELOPMENT SERVICES**

California Labor Federation in Orangevale and Strategy Workplace Communications in Alameda assisted with development at no charge.

## **ADMINISTRATIVE SERVICES**

Strategy Workplace Communications will also perform administrative services for a fee not to exceed 6% of payment earned.

## **TRAINING VENDORS**

N/A

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

8 - 200      Trainees may receive any of the following:

**Commercial Skills****Module 1**

- Active Shooter
- Airport Overview
- Assisting People With Disabilities
- Available Communication Platforms at Los Angeles World Airports (LAWA)
- Company Continuity of Operations Planning (COOP)
- Developing Observation And Reporting Skills
- Emergency Preparations
- Emergency Responses -- Earthquakes
- Emergency Responses -- Fire
- Evacuation/Repopulation Procedures
- Hazards:
- ICS/NIMS/SEMS (Incident Command System/National Incident Management System/Standardized Emergency Management System)

**Module 2**

- Infectious Disease Certification (Part 1)
- Covid Guidelines
- Airport Workers As Frontline Workers And Essential Workers To The CA Economy
- Role Of Airport Workers As Essential Workers During The Pandemic
- Corona Virus And Airborne & Infectious Diseases
- Working At The Airport During COVID-19

**Module 3**

- Infectious Disease Certification (Part 2)
- Practices And Equipment
- Bloodborne Pathogens & Prevention Strategies
- Injury Prevention: Ergonomics
- Cleaning Vs. Disinfecting
- Hazardous Materials
- Severe Weather
- Aircraft Incident
- Power Failure
- Bomb Threats
- Suspicious Article

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

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



## EXPANSION FUNDS

### Training Proposal for:

## California Manufacturing Technology Consulting

**Agreement Number: ET22-0232**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccarelli

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA Expansion Funds (Alt/Gen)	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$560,832		\$38,862 8%		\$599,694

In-Kind Contribution:	50% of Total ETP Funding Required	\$590,000
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Management Skills, Mfg. Skills, Literacy Skills OSHA 10/30	500	8-200	0	\$787	\$21.57
				Weighted Avg: 32			
2	Retrainee Priority Rate Job Creation	Business Skills, Computer Skills, Continuous Imp., Management Skills, Mfg. Skills, Literacy Skills OSHA 10/30	132	8-200	0	\$787	\$17.64
				Weighted Avg: 32			
3	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Imp., Management Skills, Mfg. Skills, Literacy Skills OSHA 10/30	130	8-200	0	\$787	\$16.17
				Weighted Avg: 32			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:**

Job Number 1: \$23.53 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$23.30 for Contra Costa, \$21.73 for Los Angeles County; \$21.57 for Orange County, San Diego and all other counties.

Job Number 2: \$19.61 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$19.42 for Contra Costa, \$18.11 for Los Angeles County; \$17.81 for Orange County, \$17.89 for San Diego and \$17.64 for all other counties.

Job Number 3: \$17.64 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$17.48 for Contra Costa, \$16.30 for Los Angeles County; \$16.17 for Orange County, San Diego and all other counties.

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

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

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post-Retention Wage in Job Numbers 1 and 2; and up to \$1.17 per hour in Job Number 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Administrative Staff		15
		20
		40

Technical Staff		14
		40
		71
Production Staff		25
		60
		55
Sales Staff		5
		15
		25
Supervisor		10
		25
		20
Manager		20
		15
Owner (for Small Business Only)		25
<b>Job Number 2:</b>		
Administrative Staff		5
		8
		6
Technical Staff		2
		18
		13
Production Staff		12
		16
		16
Sales Staff		2
		4
		4
Supervisor		6
		8
Manager		2
		10
<b>Job Number 3:</b>		
Administrative Staff		10
		15
Technical Staff		12
		23



Production Staff		18
		42
Sales Staff		2
		7

## **INTRODUCTION**

Established in 1992, California Manufacturing Technology Consulting (CMTC) ([www.cmtc.com](http://www.cmtc.com)) is a private non-profit corporation affiliated with the U.S. Department of Commerce, National Institute of Standards and Technology's Hollings Manufacturing Extension Partnership Program to assist small and medium-sized California manufacturers improve their operational efficiencies and global competitiveness. Its mission is to create solutions for manufacturing growth and profitability supporting a thriving California's manufacturing sector. Participating employers are from all manufacturing sectors. Training provided to employers supports increased sales, investment and profits, creates and retains jobs, and improves productivity for business growth.

Since manufacturing plays a key role in providing high-paying jobs and contributing to the economy's productivity and growth, its health and well-being should be of major concern to policy makers. CMTC has strong partnerships with regional and state organizations and work with key industry associations to assure an effective and efficient program.

### **Veterans**

As part of CMTC's Small Business Technical Assistance Program (SBTAEP), Veteran-owned manufacturing firms are one of the target small business communities served, which provide services to 13 Veteran-owned businesses and outreach with the Veterans Business Outreach Centers (VBOCs) in California. Although there is no Veterans component in the proposed training, participating employers have veterans on their staff and Veterans may be included in the proposed trainee population.

### **Retrainee-Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage. Participating employers will hire at least 132 new employees across all occupations (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Employee recruitment and retention had previously been in the low 20th percentile range in the counties that CMTC serves, but the impact of the COVID-19 pandemic has significantly increased identified needs from participating employers. Based on the most recent EDD Labor Market Information Division (LMID) statistics, there are currently 70,000 manufacturing job openings in California. Assistance in recruiting and developing new talent will be an ever-expanding need among California businesses, but especially in the manufacturing sector where so many baby boomers are leaving the workforce, and in some instances, further expedited by the pandemic.

Several participating employers also have open positions, either because they are growing their team or backfilling key positions, and seeking to ensure that new team members are well versed in job-related technical skills as well as business acumen to best interact with and be successful within their teams.

## **PROJECT DETAILS**

### **Employer Demand**

This will be CMTC's 22nd ETP Contract, and the seventh within the last five years. CMTC has conducted surveys of small and mid-size manufacturers in California to identify key barriers to improving growth. The survey results were used by CMTC to develop programs to assist employers specifically in the manufacturing industry so that they can better address priorities during the COVID-19 recovery and operation as well as controlling the key issues for their growth, prosperity, and sustainability.

CMTC is committed to providing innovative training services to businesses impacted by the COVID-19 pandemic. The proposed training will allow participating employers to design and implement broader, more robust training that will lead to a more impactful change, upgrade the skills of their workers, and improve internal processes. CMTC's oversight and project management will allow employers to stay focused on achieving training outcomes rather than diverting limited resources for administration.

In this proposal, participating employers are primarily small businesses that represents a cross section of manufacturing sectors. The "core" group of employers consists of those in the priority industries and represents 60% of the requested funding. Training will be customized based on the overall company improvement goals and assessments, and will address specific needs for improvement of employees' productivity and efficiency. Training will also build in-house expertise and formal structures to support ongoing training efforts.

### **Professional Employer Organization**

CMTC represents that the following participating employers are using Professional Employer Organization (PEO):

- Bergsen, Inc. (PEO: Insperity/Administaff)
- Santec, Inc. (PEO: Emplicity)

Funding eligibility is based on the Contractor's and Participating Employer's qualifications, and Bergsen and Santec will be held solely responsible for performance under the ETP Contract. This proposal has been reviewed by ETP staff to ensure compliance with all applicable guidelines, and CMTC has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that the applicable PEO Agreement with Insperity/Administaff and Emplicity clearly establishes the PEO as the party responsible for withholding and reporting Unemployment Insurance taxes, and that Bergsen and Santec retains the exclusive right to direct and control the work performed by trainees, and to set the amount of their wages.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations for goal setting, conflict resolution, and to provide quality customer service.

**Computer Skills:** Training will be offered to all occupations to become more proficient in word processing, spreadsheets, and other software. Cyber-Physical security and cyber awareness will address participating employers' potential risks for physical security and cybersecurity that can disrupt operations and compromise sensitive and proprietary information.

**Continuous Improvement:** Training will be offered to all occupation in Six Sigma, Statistical Process Control (SPC), environmental management system, continuous energy improvement, teamwork, process improvements, ISO standards, problem solving, and related skills.

**Management Skills:** Training will be offered to Managers, Supervisors and Owners in implementing changes and become more effective leaders in high performance workplaces.

**Manufacturing Skills:** Training will be offered to Production Staff in shop math, geometric dimensions and tolerances, blueprint reading, additive manufacturing, smart manufacturing sensors, and flexible-hybrid electronics. Training will improve productivity, product quality, plant efficiencies and reduce waste.

**Literacy Skills:** Training will be offered to trainees who are not proficient in English. Training will help employers meet the ongoing need to improve written and verbal communication skills for individuals for whom English is their second language. Production Staff must possess literacy skills to comprehend processes and procedures to ensure quality.

**OSHA 10/30:** This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 or 30 hours of classroom training geared to 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.

### **Curriculum Development**

CMTC surveys California manufacturers to identify key barriers to growth, and the results are used to develop its curriculum. As part of the Manufacturing Extension Partnership (MEP) system, CMTC has the benefit of securing national and regional data on industry trends and needs. Most updates to its curriculum come from the feedback and efforts of the national system.

Training is customized based on overall company improvement goals and assessments to address each employer's specific needs for improvement and employees' job duties. Employer and trainee feedback is obtained regularly. Trainees submit course evaluations to trainers, while CMTC account managers meet with clients to review evaluations and ensure that program goals are being met. As a MEP Center, all clients are surveyed by an independent third party within six to twelve months after training ends to quantify impact from CMTC services and measure customer satisfaction.

### **Marketing and Support Costs**

CMTC is solely responsible for marketing. It has built strong relationships with many partners including City, County, regional economic development agencies, Chambers of Commerce, Industry Associations, Community Colleges and Universities, Small Business Development Centers and Workforce Investment Boards. CMTC also works with many groups throughout the state including the Los Angeles Economic Development Corporation's Jobs Defense Council to focus efforts on maintaining the aerospace industry in Southern California; and AMP SoCal Innovative Manufacturing Communities Partnership to bring advanced manufacturing technologies and additive manufacturing to A&D supply base.

CMTC's marketing activities also include hosting workshops, new program development and expansion, promoting each other's services, and cross referrals to ensure employers are able to access all available resources. By leveraging these partnerships, CMTC expands the resources available to its customers.

CMTC is requesting 8% support costs, and staff supports, for employer assessment and recruitment. Its program success is based on spending a significant amount of upfront time doing needs assessments, creating action plans, customizing training programs, and ensuring that company leadership is committed to realizing the plan. It will also help ensure that CMTC can invest the time needed to design well-developed training plans so that goals are achieved.

### **Impact/Outcome**

CMTC assists manufacturers to prepare for certification programs that are typically awarded on the basis of training, internal improvement, and certification by a third party. Participating employers could eventually achieve ISO, CE Mark, Continuous Energy Improvement, Cyber Security Compliance and Safe Quality Food certifications of completion. These certifications and/or product diversification often lead to new markets and increased sales, which ultimately help companies grow and provide workforce stability.

### **High Unemployment Area**

Some trainees (Job Number 3) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. Participating employer locations in Los Angeles, Kern, San Bernardino, and Riverside Counties are in an HUA.

#### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. CMTC is requesting a 25% wage modification from the ETP Standard minimum wages of the aforementioned counties to the HUA minimum wage of \$16.17 per hour.

### **Commitment to Training**

ETP funds will not displace the existing financial commitment to training. The proposed training will vary widely in the types of training initiatives which participating employers, especially among the very small employers, have previously undertaken such as job-specific skills, informal on-the-job training and mandated safety skills training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### **➤ Training Infrastructure**

CMTC's Training Manager and three dedicated full-time staff members will oversee the training implementation and project administration. As a repeat ETP contractor, CMTC has established a robust system for administering its contracts. CMTC will also be using an ETP approved alternative recordkeeping process for this project.

Training will be conducted at participating employers' worksites or via E-Learning platform due to the current COVID restrictions (i.e., social distancing) and client needs. CMTC trainers will deliver 75% of the training and 25% will be delivered by training vendors with extensive manufacturing expertise. Trainers have extensive manufacturing expertise and most have a

minimum of 15 years' experience working in a variety of manufacturing environments, including food, aerospace, automotive and other industries.

### **Tuition Reimbursement**

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

### **ACTIVE PROJECTS**

CMTC has a COVID Pilot project (ET21-0193) running concurrently to the proposed project.

The following table summarized performance by CMTC under an active ETP Contract:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
**ET21-0221	\$450,164	12/14/20 - 12/13/22	572	101	61

\*\*ET21-0221: Based on ETP Systems, 11,798 reimbursable hours have been tracked for potential earnings of \$290,738 (65% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through March 2022.

### **PRIOR PROJECTS**

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET19-0336	Statewide	12/10/18 - 03/09/21	\$1,799,699	\$1,799,699 (100%)
ET18-0145	Statewide	12/11/17 - 12/10/19	\$949,690	\$949,690 (100%)
ET17-0254	Statewide	11/01/16 - 10/31/18	\$949,850	\$949,850 (100%)
ET15-0139	Statewide	07/07/14 - 07/06/16	\$1,249,990	\$1,242,803 (99%)

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

## **TRAINING VENDORS**

The following vendors have been retained to provide training:

The Branding Hive (Murrieta) - Business Skills

FLEX LLC (Carlsbad) - Computer Skills

M.R.S. OSHA Safety, Inc. (Lake Elsinore) - OSHA 10/30 and Manufacturing Skills

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

8-200

Trainees may receive any of the following:

**Business Skills**

- Business Writing
- Conflict Management
- Effective Meeting Skills
- Financial Analysis Skills
- Global Business and Exporting
- Goal Setting
- Innovation Engineering Management Systems
- Marketing Skills
- Negotiation Skills
- New Product Development
- Presentation Skills
- Project Management
- Providing Quality Customer Service
- Sales Skills
- Technology Driven Market Intelligence
- Time Management Skills

**Computer Skills**

- CAD/CAM Software Training
- Cyber-Physical Security
- Cyber Awareness
- Database Management
- Enterprise Resource Planning (ERP)
- Electronic Commerce and eBusiness
- Word Processing (Intermediate & Advanced Level)
- Spreadsheets (Intermediate & Advanced Level)
- Presentation Software
- SolidWorks

**Continuous Improvement Skills**

- Communication Skills
- Continuous Energy Improvement (CEI)
- Design of Experiments (DOE)
- Environmental Management System (EMS) Implementation
- Failure Mode and Effects Analysis (FMEA)
- Implementing ISO 9001
- Implementing TS16949
- Implementing AS9100

- Implementing ISO 14001
- Leadership Skills
- Leading Change
- Lean Manufacturing
- Problem Solving
- Production and Inventory Management
- Quality Function Deployment (QFD) and New Management & Planning Tools
- Quality Management Systems
- Quality Inspection
- Risk Management
- Root Cause Analysis
- Safe Quality Food (SFQ)
- Six Sigma
- Statistical Process Control (SPC)
- Supply Chain Optimization
- Teams and Team Building

### **Management Skills (Managers/Supervisors/Owners Only)**

- Family Business Management
- Management/Supervisory Skills
- Strategic Planning and Policy Deployment

### **Literacy Skills**

- Vocational English as a Second Language (VESL)

### **Manufacturing Skills**

- Additive Manufacturing
- Blueprint Reading
- Clean Room Technology
- CNC Programming
- Equipment Operation
- FDA Good Manufacturing Practices (cGMP)
- Flexible-hybrid electronics
- Manufacturing Logistics Management
- Printed Wiring Board Repair
- Product Submissions: Getting to Market
- Productions Skills
- Programmable Logic Controllers
- Quality System Requirements, Good Manufacturing Practices & Inspections
- Requirements for Device Safety
- Robotics
- Safety
- Sewing
- Shop Math and Geometric Dimensioning & Tolerancing
- Smart Manufacturing Sensors



- Soldering
- Surface Mount Technology: Manufacturing & Rework
- Through Hole Technology: Rework and Repair
- Value Energy Stream Mapping
- Workplace Safety and Manufacturing in a COVID Safe Environment
- Writing Standard Operating Procedures (SOPs)

**Safety Skills - OSHA 10**

- OSHA 10

**Safety Skills - OSHA 30**

- OSHA 30

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
Page 1 of 7

ALPHABETIZE BY COMPANY NAME

Company: A&R Tarpaulins Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 16246 Valley Blvd.	
City, State, Zip: Fontana, CA 92335-7831	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 16	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 29	
Total # of full-time company employees in California: 29	
Company: Adura LED Solutions, LLC	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 511 Princeland Court	
City, State, Zip: Corona, CA 92879	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 12	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 19	
Total # of full-time company employees in California: 19	
Company: Applied Cavitation, Inc. dba ACI Materials	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 44 Castilian Dr.	
City, State, Zip: Goleta, CA 93117	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 10	
Total # of full-time company employees in California: 10	
Company: Aveox, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2265-A Ward Ave.	
City, State, Zip: Simi Valley, CA 93065	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 7	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 37	
Total # of full-time company employees in California: 37	

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
Page 2 of 7

ALPHABETIZE BY COMPANY NAME

Company: Bergsen, Inc. (PEO: Insperity/Administaff)	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 12241 Florence Avenue	
City, State, Zip: Santa Fe Springs, CA 90670	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 19	
Total # of full-time company employees in California: 19	
Company: Blue Pacific Flavors & Fragrances, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1354 Marion Ct.	
City, State, Zip: City Of Industry, CA 91745-2418	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 32	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 49	
Total # of full-time company employees in California: 32	
Company: Carbon by Design	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1491 Poinsettia Avenue, Unit 136	
City, State, Zip: Vista, CA 92081	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 6	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 72	
Total # of full-time company employees in California: 72	
Company: Copp Industrial Manufacturing Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2837 Metropolitan Place	
City, State, Zip: Pomona, CA 91767	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 12	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 15	
Total # of full-time company employees in California: 15	

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
Page 3 of 7

ALPHABETIZE BY COMPANY NAME

Company: CustomFab USA, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 7345 Orangewood Ave.	
City, State, Zip: Garden Grove, CA 92841	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 340	
Total # of full-time company employees in California: 340	
Company: Earthlite Massage Tables, LLC	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 990 Joshua Way	
City, State, Zip: Vista, CA 92081-7855	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 233	
Total # of full-time company employees in California: 105	
Company: EverBrands, Inc. dba EverSmile	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 401 N Oak St.	
City, State, Zip: Inglewood, CA 90302-3314	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 53	
Total # of full-time company employees in California: 38	
Company: Gardner Manufacturing Solutions dba GMS Molds	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 729 E. 223 <sup>rd</sup> St.	
City, State, Zip: Carson, CA 90745	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 1	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 10	
Total # of full-time company employees in California: 10	

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
Page 4 of 7

ALPHABETIZE BY COMPANY NAME

Company: Hayden Products, LLC	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1393 E. San Bernardino Ave.	
City, State, Zip: San Bernardino, CA 92408	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 55	
Total # of full-time company employees in California: 50	
Company: Heinz Engineering LLC	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1345 W 166 <sup>th</sup> St.	
City, State, Zip: Gardena, CA 90247	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 1	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 25	
Total # of full-time company employees in California: 25	
Company: Intertrade Industries, LTD dba Tru-Form Plastics	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 14600 Hoover St.	
City, State, Zip: Westminster, CA 92683-5346	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 64	
Total # of full-time company employees in California: 64	
Company: M&R Engineering Co.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 227 E. Meats Ave.	
City, State, Zip: Orange, CA 92865-3311	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 63	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 63	
Total # of full-time company employees in California: 63	

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
Page 5 of 7

ALPHABETIZE BY COMPANY NAME

Company: McKenna Labs, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Address: 1601 E Orangethorpe Avenue

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 90	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Total # of full-time company employees worldwide: 172

Total # of full-time company employees in California: 172

Company: Melfred Borzall Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Address: 2712 Airpark Drive

City, State, Zip: Santa Maria, CA 93455-1418

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 7	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Total # of full-time company employees worldwide: 44

Total # of full-time company employees in California: 43

Company: Pacific Barcode, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Address: 27531 Enterprise Circle West

City, State, Zip: Temecula, CA 92590

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Total # of full-time company employees worldwide: 32

Total # of full-time company employees in California: 32

Company: Photosonics, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Address: 9131 Independence Avenue

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 4	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Total # of full-time company employees worldwide: 70

Total # of full-time company employees in California: 68

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
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ALPHABETIZE BY COMPANY NAME

Company: Quady South Winery, LLC	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 13181 Rd. 24	
City, State, Zip: Madera, CA 93637	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 28	
Total # of full-time company employees in California: 27	
Company: Race Crafters, LLC dba Laserworx MFG	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2201 Celsius Ave, Suite B	
City, State, Zip: Oxnard, CA 93030	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 3	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 3	
Total # of full-time company employees in California: 3	
Company: Rache Corporation	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1160 Avenida Acaso	
City, State, Zip: Camarillo, CA 93012	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 8	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 9	
Total # of full-time company employees in California: 8	
Company: Santec, Inc. (PEO – Emplicity)	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3501 Challenger Street	
City, State, Zip: Torrance, CA 90503	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 12	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 26	
Total # of full-time company employees in California: 26	

**Participating Employers in Retrainee  
Multiple Employer Contracts**  
***Self-reported listing of potential employers participating in the contract***

Contractor's Name: California Manufacturing Technology Consulting  
Reference No: 22-0327

CCG No.: ET22-0232  
Page 7 of 7

ALPHABETIZE BY COMPANY NAME

Company: Sidus Solutions LLC

Priority Industry? ☒ Yes ☐ No

Address: 7352 Trade St.

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 18

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 18

Company: Spectrum Scientific Inc.

Priority Industry? ☒ Yes ☐ No

Address: 16692 Hale Ave. Ste. A

City, State, Zip: Irvine, CA 92606-5052

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 6

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 20

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

Company: Tampico Spice Co., Incorporated

Priority Industry? ☒ Yes ☐ No

Address: 5901 S Central Ave, #5941

City, State, Zip: Los Angeles, CA 90001

Collective Bargaining Agreement(s): No

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 49

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





## EXPANSION FUNDS

### Training Proposal for:

## The Chamber of the Chino Valley

**Agreement Number: ET22-0240**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccarelli

### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Expansion Funds (Alt/Gen)	Industry Sector(s):	MEC (H) Manufacturing (33) Construction (23) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Bernardino, 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)		≤20%	

### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$233,795		\$16,050 8%		\$249,845

In-Kind Contribution:	50% of Total ETP Funding Required	\$335,460
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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, Commercial Skills MST Didactic	455	8-200	0	\$467	\$21.57
				Weighted Avg: 19			
2	Retrainee Job Creation	Business Skills, Computer Skills, Commercial Skills MST Didactic	80	8-200	0	\$467	\$17.64
				Weighted Avg: 19			

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

**Minimum Wage by County:** *Job Number 1:* \$21.73 for Los Angeles County; \$21.57 for Orange County, San Bernardino, and Riverside Counties.

*Job Number 2:* \$18.11 for Los Angeles County; \$17.81 for Orange County, and \$17.64 for San Bernardino, and Riverside Counties

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

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

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post-Retention Wage in Job Numbers 1 and 2.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Administrative Staff		5
		15
Production Staff		120
		120
		75
Field Staff		10
		45
		35
Healthcare Staff		5
		15
		10
<b>Job Number 2:</b>		
Administrative Staff		5
Production Staff		15
		20
Healthcare Staff		5
		20
		15

## **INTRODUCTION**

Established in 1913, The Chamber of the Chino Valley (CCV) ([www.chinovalleychamber.com/](http://www.chinovalleychamber.com/)) is a professional membership association that provides assistance to businesses for legislative updates and advocacy and information on current business issues. It is also a general resource center for its members.

Historically, its membership comprised of small local businesses; however, it has grown to include companies from around Southern California as the economic influence of the Inland Empire has flourished. Embracing a belief that business has no borders, CCV serves as a chamber of commerce without geographic borders supporting economic success, promoting a skilled workforce, providing opportunities for women and minority-owned enterprises, and serving as an advocate for businesses.

### **Veterans**

Although there is no Veterans component in the proposed training, participating employers have veterans on their staff and may be included in the proposed trainee population.

### **Retrainee-Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

In Job Number 2, participating employers will hire 80 new employees in administration, production, and healthcare. The date-of-hire for trainees will be within the three-month period before contract approval or within the term of contract.

## **PROJECT DETAILS**

### **Employer Demand**

This will be CCV's first ETP Contract. CCV intends to bring ETP-funded training to its members in multi-industry businesses. Employers are looking to improve employee skills particularly in the areas of communications, problem solving, computer proficiency, and leadership. When trainees upgrade their skills and capabilities, it will also increase productivity and profits for their employers.

Employee efficiency and retention are the key goals of the employers. With the current trend in the global economy, there are competitive pressures from employers when pricing their products. This competition comes from companies outside California and internationally. To keep their share in the market, employers must be able to provide their products and services competitively. This means that they have to combine pricing with customer service to present an acceptable value proposition. When participating employers' workforce becomes more efficient from training, then they can produce at a lower cost which translates into lower prices and greater demand.

Employers are also recognizing that employee turnover is expensive. With the recent extremely low unemployment rate, there are few competent people to hire for most positions. To address employee retention, training will focus on providing job skills to new employees. For incumbent workers, the proposed training will upgrade their skills to meet internal and external customer needs. Training will also prepare them for leadership roles with their employers.

In this proposal, participating employers represent a cross section of healthcare, manufacturing, and construction sectors. CCV submitted a listing of “core” group of participating employers representing 89% of the proposed funding. CCV will conduct an assessment of each participating employer and will customize training based on their business goals and needs.

## Training Plan

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

**Business Skills:** Training will be offered to all occupations in communication, negotiation, team building, product knowledge, and leadership. Trainees will learn to interact more effectively with internal and external customers and enhance business performance.

**Commercial Skills:** Training will be offered to Field and Production Staff in accounting, blueprint reading, engineering, and project management to improve productivity and efficiency.

**Computer Skills:** Training will be offered to all occupations to be proficient in various software in Microsoft Office, accounting, case management, and electronic medical records. Training will improve the computer skills of trainees through more advanced usage of various software.

**Medical Skills (Didactic):** Training will be offered to Healthcare Staff covering relevant medical topics such as bloodborne pathogens, behavioral health, infection control, and patient care.

## Curriculum Development

During the recruitment process, CCV will conduct a pre-training assessment, in which employers are asked to review their training plan for the past two years. This foundation is the starting point to develop the training topics employers need to improve the skills of their employees. A customized training plan will be created for each employer to meet their training needs and improvement goals. Once training is completed, CCV will conduct a survey of the trainees and participating employers. The curriculum is continually revised based on the results of the survey.

## Marketing and Support Costs

CCV will utilize its website, flyers, social media, and announcements during meetings to recruit its members. It will also work with community partners to promote the ETP-funded training. CCV requests 8% support to cover costs and outreach efforts required to market and recruit additional participating employers, assess specific training needs, create job-specific curricula, develop training schedules, and conduct necessary follow-up during retention. This will be an ongoing activity throughout the duration of the Agreement.

## Commitment to Training

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

### ➤ Training Infrastructure

CCV's President will oversee the training implementation and project administration with two dedicated staff assisting (one for employer recruitment and one for administration). A vendor has also been retained to assist with administration and ensure that all training records meet ETP compliance. Training will be conducted at the participating employer sites by training

vendors with extensive expertise in the subject matter. Contracts with the training vendors will be finalized upon contract approval.

**Tuition Reimbursement**

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

**DEVELOPMENT SERVICES**

CCV retained Training Refund Group (TRG) in Anaheim to assist with development of this proposal at no cost.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

Training in various topics across all types of training will be provided by the following vendors for an amount to be determined:

Leadership Dimensions (Redlands)  
Rancho Santiago Community College District (Santa Ana)

## **Exhibit B: Menu Curriculum**

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

8-200

Trainees may receive any of the following:

#### **Business Skills**

Client Service  
Communication Skills  
Compliance Management  
Customer Relations  
Effective Meetings  
Estimating Skills  
Job Costing & Accounting  
Leadership  
Marketing  
Mentoring and Coaching  
Negotiation Skills  
Presentation Skills  
Problem Solving  
Product Knowledge  
Sales Skills  
Supervisory Skills  
Team Building  
Work Relationship

#### **Computer Skills**

Audit Software  
Accounting Software  
Case Management Software  
Customer Relationship Management (CRM)  
Microsoft Office (Intermediate)  
Electronic Medical Records (EMR)  
Enterprise Resource Planning (ERP)

#### **Commercial Skills**

Accounting and Tax Best Practices  
Arches (Types, Hands-On Project)  
Asbestos Awareness  
Autodesk  
Blocks  
Blueprint Reading  
Blue Beam  
Bricklaying Terminology & Techniques  
Brick Paving  
Building Best Practices  
Commercial Math  
Complete a Masonry Wall  
Components and Shell Bricks  
Concrete  
Confined Space/Safety  
Construction Best Practices

Custom Residential Work  
Elevator Training  
Employer Benefit Plans  
Emergency Response Training  
Engineering Best Practices  
Equipment Operation & Movement  
Fall Protection  
Field Operation Procedures  
Forklift  
Glass  
Glazed Tile  
Heat Exchanger Systems  
Hilti Training  
Insurance Best Practices  
Job Layouts  
Masonry  
Materials Safety  
Metal Stud and Drywall  
Pipe Joining  
Plumbing Best Practices  
Power Tools  
Project Management  
Project Administration  
Project Budget Control  
Prolog Essentials  
Pull Scheduling  
Pump  
Rigging  
Risk Management  
Scaffold Training & Safety  
Silica Awareness  
Site Work Models  
Stones  
Switches and electrical components  
Utility Marking Trenching Excavation  
Veneer

**Medical Skills (Didactic)**

Advanced Cardiac Life Support  
Application Skills  
Basic Life Support  
Bloodborne Pathogens  
Behavioral Health  
Diabetes Care & Management  
Evidence-Based Practices  
Infection Control  
Patient Care Best Practices  
Patient Fall Prevention  
Patient Safety

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
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## Participating Employers in Retrainee Multiple Employer Contracts

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

Contractor's Name: The Chamber of the Chino Valley

CCG No. ET22-0240

Reference No: 22-0323

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Diversified Communications Services

Priority Industry? ☒ Yes ☐ No

Address: 1260 Pioneer St

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 65

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 85

Total # of full-time company employees in California: 85

Company: EPAC Flexible Packaging

Priority Industry? ☒ Yes ☐ No

Address: 5475 Daniels Street

City, State, Zip: Chino, CA 91710

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 75

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 125

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

Company: Follow Your Heart

Priority Industry? ☒ Yes ☐ No

Address: 21825 Sherman Way

City, State, Zip: Canoga Park, CA 91303

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 120

Small Business? ☐ Yes ☒ NO

Total # of full-time company employees worldwide: 250

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

Company: GMP Nutrition Enterprises

Priority Industry? ☒ Yes ☐ No

Address: 13653 Central Avenue

City, State, Zip: Chino, CA 91710

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 150

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 250

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



**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: The Chamber of the Chino Valley

CCG No. ET22-0240

Reference No: 22-0323

Page 2 of 2

ALPHABETIZE BY COMPANY NAME

Company: Pacific Masonry Walls

Priority Industry? ☒ Yes ☐ No

Address: 1007 W. Grove Avenue. STE J

City, State, Zip: Orange, CA 92865

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 65

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 120

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



## EXPANSION FUNDS

Training Proposal for:

### Sacramento Employment & Training Agency

Contract Number: ET22-0255

Panel Meeting of: January 27, 2021

ETP Regional Office: Sacramento

Analyst: R. Meyer

#### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Retrainee Job Creation Initiative Priority Rate SB <100	Industry Sector(s):	MEC (H) Healthcare (62) Construction (23) Information / Multi Media (51)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento, San Joaquin, Santa Clara, Solano	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

#### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$527,160		\$36,590 8%		\$563,750

In-Kind Contribution:	50% of Total ETP Funding Required	\$573,000
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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, Commercial Skills, Computer SKills, Continuous Improvement, OSHA10/30, Literacy SKills	410	8-200	0	\$787	\$21.57
				Weighted Avg: 32			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Commercial Skills, Computer SKills, Continuous Improvement, OSHA10/30, Literacy SKills	245	8-200	0	\$984	\$17.64
				Weighted Avg: 40			

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

**Minimum Wage by County:** Job Number 1: \$23.53 per hour for Santa Clara County; and \$21.57 for Sacramento, San Joaquin and Solano Counties. Job Number 2: \$19.61 per hour for Santa Clara County; and \$17.64 for Sacramento, San Joaquin and Solano Counties.

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

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

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1 (Retrainee)		
Patient Service/Health Administration		30
		75
Clinic Manager		10
Administrative Staff		20
		20
HVAC Service Tech		25
		15
Plumbing Service Tech		25
		15
Solar Service Tech		20
		10
Managers/Supervisors		30

Mechanics		50
Warehouse/Facility		30
Delivery		10
		20
Fleet		10
IT Staff		10
<b>Job Number 2 (Job Creation Retrainee)</b>		
Administrative Staff		5
		15
		5
HVAC Service Tech		5
		15
		10
Plumbing Service Tech		5
		15
		10
Solar Service Tech		5
		10
		5
Managers/Supervisors		10
Mechanics		10
		15
Warehouse/Facility		10
		15
Delivery		10
		10
		5
Fleet		5
		3
		2
IT Staff		20
		25

## **INTRODUCTION**

Established in 1978, Sacramento Employment & Training Agency (SETA) (<https://www.seta.net>) is a joint-powers agency of the City and County of Sacramento. Sacramento Works, Inc. and the local Workforce Development Board operate in conjunction with SETA providing workforce services throughout Sacramento. Sacramento Works, Inc. is comprised of regional businesses, labor and education organizations, public assistance agencies, community-based organizations and local economic development entities. Sacramento Works, Inc. serves over 25,000 youth and adults annually through the Sacramento Works Job Centers and serves over 1,000 employers annually through Sacramento Works Employer Services. Sacramento Works prepares job seekers to be successful in a high-wage job that leads to a successful career.

This will be SETA's third ETP Contract in the last five years. The Agency's first ETP proposal was part of the new Career Workforce Education (CWE) pilot program funded with WIOA discretionary funds. SetA's most recent core funded project was a medical skills program serving a Sacramento area, for-profit healthcare company. Training in this proposal will build upon SETA's ongoing work serving traditionally underserved communities and employers in Healthcare, and include training for similar businesses in the Information Technology (IT) and Construction industries located Sacramento, San Joaquin, Santa Clara and Solano Counties

### **Veterans Program**

Although a Veterans' Job Number will not be included in this proposal, SETA's participating employers regularly employ Veterans through their normal hiring practices. SETA also administrates grant funding and works with organizations to assist homeless and unemployed Veterans transition into the workforce.

### **PROJECT DETAILS**

SETA's ongoing engagement efforts have linked training providers to employers to help foster a workforce pipeline of skilled employees to meet labor demand. The collaboration with employer partners in healthcare, construction and IT industry sectors helps identify ways to address employee skill gaps, understand job forecasts, and improve awareness of evolving employer needs. SETA works with participating employers in addressing workforce challenges facing these industries.

As rapid industry changes require the need for reskilled and/or upskilled workers, SETA is helping employers identify and fill skill gaps to access talent through pipeline programs. The proposed training will allow participating employers to equip frontline workers with the knowledge and skills necessary to maximize productivity and operational efficiency. The core group of participating employers represents 100% of the demand for training.

### **Training Plan**

Training will be delivered to all occupations using Class/Lab and E-Learning delivery methods in the following:

**Business Skills:** Training will be provided to all occupations. Training will focus on communication, customer service, time management, business fundamentals, project based accounting and budgeting, communication, and sales/marketing.

**Commercial Skills:** Training will be provided to all healthcare occupations only. Training will focus on team and clinical service delivery models, healthcare ethics and healthcare specific patient support training aimed at improving teamwork skills to optimize patient outcomes. DAS recognized training for Construction workers in the curriculum was not included for HVAC Tech, Solar Tech or Plumbing Service Techs to insure there is no duplication of DAS recognized training for any of these occupations.

**Computer Skills:** Training will be provided to all occupations. Training will help healthcare workers become more proficient with proprietary electronics medical records software applications designed for healthcare environments. IT staff, network administrators and application developers may receive networking, cloud computing, and programming applications focused on professional IT certifications. All HVAC Tech, Solar Tech or Plumbing Service Techs will received use level training in SAP, Microsoft Office and Apple device applications such as Pillar and Dozuki to address digital literacy skills gaps of existing workers and as essential to

delivery technology related communication skills needed for new workers.

**Continuous Improvement:** Training will be provided to all occupations. This training will focus on process improvement and problem solving methodologies that enhance productivity through employer specific lean process training, project management, and quality control.

**Literacy Skills:** Training will be provided to workers in the HVAC Tech, Solar Tech or Plumbing Service Techs. Vocational English as a Second Language training will help workers improve their job-related reading, writing and comprehension. This training will improve trainees' communication skills and help them perform their jobs with greater confidence and proficiency.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey 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. Training will be provided to all Technicians, Mechanics and Warehouse workers.

### **Trainer Qualifications**

Participating employer's in house staff will provide up to 90% of the total training outlined in this proposal. Participating employer in-house trainers are subject-matter experts in the field of which they are providing training, and have years of experience in the topics of instruction as related to the participating employer. SETA will reimburse the ETP fixed fee reimbursement, minus the maximum allowable administrative cost, to participating employers directly for all training provided by the participating employer internal trainers for training costs.

### **Commitment to Training**

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

#### **➤ Training Infrastructure**

SETA's Workforce Development Manager will oversee project administration, and a SETA Workforce Analyst will assist with recruitment, scheduling, tracking, and documentation. SETA has worked directly with each of the participating employers who are all providing staff responsible for assisting with ETP administration requirements. At least one of these employers serves on the SETA Governing Board, which underscored their commitment to the success of their project. SETA anticipates that the proposed training will take place at employer worksites. Training will be delivered by in-house (employer and center-based) subject matter experts and vendors as needed.

### **Impact/Outcome**

OSHA 10/30 certifications will be provided. IT training will result in industry recognized credentials, including Microsoft Office. Training provided will increase promotional opportunities for trainees.

## **Marketing and Support Costs**

SETA markets its programs to reach targeted areas with employer brochures, listing services provided by SETA and on-line. SETA also works with Sacramento Works Employer Services to market its services to both employers and job seekers. Sacramento Works Employer Services markets the opportunities provided by the ETP program as a part of its programs/services to employers acting as a connector for employers to apply for their own ETP application or work with SETA as part of a Multi-Employer contract to train employees from multiple industries. Additionally, SETA/Sacramento Works Employer Outreach Committee, comprised of Workforce Board members and other key business leaders and partners, meets on a regular basis to identify best practices to serve employers in the Greater Sacramento region.

SETA is requesting and staff recommends 8% support costs for program marketing and training related activities, including the recruitment of participating employers and assessment of employer-specific job requirements for retrainees.

## **Tuition Reimbursement**

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

## **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0407-000	Sacramento	2/1/2019 – 5/1/2021	\$98,932	\$85,900 (87%)
ET17-0476-000	Sacramento	4/3/2017 – 4/2/2019	\$528,000	\$90,880 (17%)*

\*ET17-0476 was part of a new Career Workforce Education (CWE) pilot program funded with WIOA Discretionary Funds. Trainees represented in this pilot faced several barriers to employment and training outlined in this project was to help mitigate those barriers. Training had been limited due to the complexity of tracking the employment of this population. The subsequent project (ET19-0407-000) was developed to the amount earned and performance was much higher, despite the impact of the COVID-19 on the participating employers.

## **DEVELOPMENT SERVICES**

N/A

## **ADMINISTRATIVE SERVICES**

N/A

## **TRAINING VENDORS**

Jeanne Reeves Consulting of Sacramento has been retained to provide Business Skills and Commercial Skills training specific to healthcare occupations for the amount of for \$121,440.

Other trainers to be determined as needed.

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

8-200 Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Writing
- Communication Skills and Strategies
- Conflict Resolution
- Professionalism/Workplace Ethics
- Time Management
- Problem Solving
- New Start Professionalism and Communication
- Teambuilding
- Coaching/Train the Trainer
- Business Etiquette
- Transition Readiness Training
- Demonstrating Compassion
- Accounting/Budgeting
- Finance
- Project Management
- Proposal Framework

**COMMERCIAL SKILLS - (Healthcare)**

- Teamlet Training
- Team Strategies and Tools to Enhance Performance and Patient Safety (TeamSTEPPS)
- Implementing Caring Science into Clinics
- Healthcare Ethics and HIPAA
- Empathy Caring Behaviors
- COVID cleaning protocols

**COMPUTER SKILLS**

- Employer Specific Software
- Electronic Health Records Software – EPIC
- IT Infrastructure Library Framework (ITIL)
- Cybersecurity/Security
- Enterprise Applications
- SAP
- Microsoft Office (Advanced/Intermediate)
- Pillar
- Dozuki
- Networking Fundamentals and Platforms
- Cloud Computing
- AWS
- Azure
- Google Cloud
- Snowflake
- Infrastructure/Implementation/Configuration
- Platform Development - Flow Designer



- HTML5
- CSS3
- JavaScript
- JQuery
- Bootstrap
- Express.js
- React.js
- Node.js
- Database Theory
- Bookshelf.js
- MongoDB
- MySQL
- Command Line
- Git
- Java

**CONTINUOUS IMPROVEMENT**

- Process Improvement
- Agile/Scrum Framework
- Best Practices
- Problem Solving and Solutions
- Quality Control
- Lean Processes

**OSHA 10/30 (OSHA-Certified Trainer)**

- OSHA 10 (maximum of 10 hours per trainee)
- OSHA 30 (maximum of 30 hours per trainee)

**LITERACY SKILLS**

- Vocational English

Literacy Training cannot exceed 45% of total training hour's per-trainee.

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 training delivery method.

## Participating Employers in Retrainee Multiple Employer Contracts

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

Contractor's Name: Sacramento Employment Training Agency	CCG No.: ET22-0255
Reference No: 21-1067	Page 1 of 1

ALPHABETIZE BY COMPANY NAME

Company: Elica Health Centers	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1860 Howe Avenue, Suite 455	
City, State, Zip: Sacramento, CA 95825	
Collective Bargaining Agreement(s): None	
Estimated # of employees to be retrained under this Contract: 110	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 449	
Total # of full-time company employees in California: 449	
Company: Veteran Enhanced Technology Solutions	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3140 Peacekeeper Way	
City, State, Zip: McClellan Park, California 95652	
Collective Bargaining Agreement(s): None	
Estimated # of employees to be retrained under this Contract: 45	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 7	
Total # of full-time company employees in California: 7	
Company: Villara Corporation	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4700 Lang Avenue	
City, State, Zip: McClellan, CA 95652	
Collective Bargaining Agreement(s): None	
Estimated # of employees to be retrained under this Contract: 500	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 1,400	
Total # of full-time company employees in California: 1,398	



## CALIFORNIA COMMUNITY COLLEGE FUNDS (CCCF)

Training Proposal for:

**Riverside Community College District**

**Contract Number: ET22-0252**

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

### PROJECT PROFILE

Contract Attributes:	CCCF (Alt/Gen) Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing (E) Transportation and Warehousing (48-49) Services (61,71,72,81,92) Retail (44-45) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside, San Bernardino, San Diego, Orange, Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

### FUNDING DETAIL

<b>Program Costs</b> <div style="border: 1px solid black; padding: 5px; text-align: center;">\$207,092</div>	+	<b>Support Costs</b> <div style="border: 1px solid black; padding: 5px; text-align: center;">\$14,403 8%</div>	=	<b>Total ETP Funding</b> <div style="border: 1px solid black; padding: 5px; text-align: center;">\$221,495</div>
In-Kind Contribution:	50% of Total ETP Funding Required		\$8,211,536	

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills Commercial Skills Computer Skills Continuous Improvement Skills HazMat HazWoper Literacy Skills Manufacturing Skills OSHA 10 OSHA 30	282	8 - 200	0	\$738	\$16.62
				Weighted Avg: 30			
2	Retrainee HUA	Business Skills Commercial Skills Computer Skills Continuous Improvement Skills HazMat HazWoper Literacy Skills Manufacturing Skills OSHA 10 OSHA 30	17	8 -200	0	\$787	\$16.62
				Weighted Avg: 32			

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

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

**Minimum Wage by County:**

Job 1 & 2: \$21.73 in Los Angeles County; \$21.57 in San Diego County; \$21.57 in Other Counties  
 Job 1 & 2 (HUA): \$16.30 in the Los Angeles County cities of Inglewood, Commerce and La Mirada.

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job 1 and 2 to meet wages in areas not in a HUA location.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Maintenance/Technicians Staff		26
		5
		5
Frontline Staff		6
		4
		3
Warehouse Distribution/Staff		8
		3
		1
Managers/Supervisors		40
Administrative Staff		10
		4
		3
Manufacturing Staff		131
		24
		10

## **CALIFORNIA COMMUNITY COLLEGE FUNDS (CCCF) PROPOSAL**

Riverside Community College District, as a Multiple Employer Contractor (MEC), is eligible for CCCF in accordance with Governor Newsom's FY 21/22 budget, approved in SB129. Pursuant to Unemployment Insurance Code section 10214.6 (a), and Section 4451 (d) of Title 22 of the California Code of Regulations, the Panel has adopted CCCF guidelines to expend \$15 million in general fund dollars as an Alternative Funding Source program.

## **INTRODUCTION**

Founded in 1916, Riverside Community College District (RCCD), ([www.rccd.edu](http://www.rccd.edu)) is a Western Association of Schools and Colleges approved public training agency that provides academic instruction leading to a degree, certificate or transfer to a four-year college, serving 1.2 million residents in its service area. RCCD is comprised of three colleges: Moreno Valley College, Norco College and Riverside City College. RCCD's Office of Economic Development (OED) and Customized Training Solutions Center, located in Riverside, creates and markets customized, vocational training to incumbent workers employed by local businesses across Southern California. The OED works primarily with manufacturing, transportation and logistics, distribution, aerospace, and engineering companies. This proposal will reach large and small priority and non-priority businesses. Participating employers located in Riverside, San Bernardino, San Diego, Orange, and Los Angeles Counties.

This is RCCD's tenth ETP Contract, the fourth in the last five years.

## **Veterans Program**

The Participating Employers that RCCD works with may recruit Veterans, however RCCD is not requesting a Veteran Job Number.

## **CCCF PROJECT DETAILS**

### **Partnerships & Collaboration**

The CCCF is intended to leverage and expand existing workforce programs. In addition, the Panel's vision and goals are to support future-oriented and sustainable economic development, as well as quality job training that is equitable and inclusive through strategic partnerships with business and labor.

RCCD plans to collaborate with Cerritos College as part of its proposed plan and will also serve as a partner in the San Bernardino Community College District proposal as a subcontractor.

San Bernardino Community College District has held multiple ETP contracts in the past. RCCD have partnered with both organizations on previous contracts and have been successful in working with them to provide training to employees across the Inland Empire, gateway cities between the Inland Empire and the Ports of Los Angeles, Long Beach, and the San Diego region.

Employers are struggling to retain and build a qualified workforce in many sectors given the impacts of COVID-19, strain on the supply chain, "great resignation", and the costs of both doing business and living in Southern California. They seek to provide skill development for both new workers and incumbent workers in a variety of sectors including, but not limited to, the manufacturing and goods movement sectors. RCCD will work with its partners and subcontracts to provide technical and professional skills development to companies located over 30+ cities and communities in Southern California, including work in the San Diego region to address the needs of manufacturers in that area. While the proposed plan is small it represents the solid commitment of the two partners to engage in quality work to engage and train employees in Southern California.

RCCD will provide administrative support and coordination above and beyond this proposed plan that will include opportunities for employers to participate in apprenticeship programs and provide noncredit coursework to their employees. RCCD will highlight a variety of credit-bearing programs that employers can offer their employees at no-cost through the RCCD colleges tuition-payment programs for qualified participants and provide the necessary support for employers to offer these "value-add" services as an attraction and retention tool for their workforce. This will leverage funding from RCCD's Adult Education Consortium, Strong Workforce Funding, and Apprenticeship program funding.

RCCD will work with San Bernardino Community College District (SBCCD) to strengthen RCCD's overall capacity in working with other potential sectors for upskilling and reskilling. RCCD's partnership with SBCCD allows it to share opportunities for training, identify quality trainers, and assess regional needs and opportunities in a collaborative manner, resulting in better services and broad access to service for the region's employers. RCCD also plans to work with the Academy for Grassroots Organizations, a nonprofit collective that offers training for regional nonprofit leaders and staff. These nonprofit organizations work in partnership with equity-based collaborative in the region to ensure that the most marginalized and underserved residents that have been disproportionately impacted by the pandemic are connected to skill development that will lead them to good and quality jobs. RCCD will provide training to build the capacity of relevant nonprofits for serving those populations.

**Employer Demand**

RCCD will work regularly with employer partners to provide training designed to meet their needs. RCCD recognizes that consistent performance is key in fully expending training dollars available and will work with RCCD's partners, to ensure that RCCD set and achieve quarterly training goals for this project.

RCCD has extensive experience working with a variety of public and private partners to include nonprofits, government agencies, and community-based organizations on education and training projects. RCCD plans to include nonprofit organizations in this agreement and will market to them through 1:1 contact via phone, e-mail, and through the Academy for Grassroots Organizations, a collective of nonprofits in the Inland Empire.

RCCD will conduct outreach through new established relationships with the region's workforce agencies, nonprofit and community organizations, and professional organizations. RCCD anticipates that as COVID-19 restrictions allow for in-person training that RCCD will have an increase in the overall numbers of employers seeking training on site. The core group of employees consist of Manufacturing and Maintenance/Technician Staff.

**Small Business Needs**

ETP's Legislative intent is to meet the unique needs of Small Businesses.

RCCD will attend industry association events, employer forums, job fairs, and will collaborate with local SBDCs and workforce development agencies to engage small businesses impacted by the pandemic, especially those companies that have applied for COVID relief funds; these are companies that are able to demonstrate a need for support and can prove that they were impacted by the pandemic. RCCD also continues to do targeted mail and email marketing and marketing via social media to connect with local companies. These include San Diego regional partners such as the East County Economic Development Corporation (EDC), Santee Chamber of Commerce, North County EDC, San Diego EDC and San Diego Connect. 89% of RCCD's anticipated core employers are small business.

**Wage Progression and Career Advancement Opportunities**

The Panel supports training that will provide workers with secure jobs that pay good wages, and have opportunities for advancement.

Wage progression and career advancement opportunities are discussed with employers when scheduling a training as potential outcomes for upskilling incumbent workers. Previous trainings have qualified incumbent workers to advance to higher-level positions and to receive wage increases during and beyond the 90-day retention period.

**Licensing and Certifications.**

Trainees enrolled in these programs will receive applicable industry certifications including, but not limited to: Safety certifications (OSHA 10/30, HAZWOPER 24, and HAZWOPER 40), Soldering certifications (J-Standards and IPC); Food safety certifications including Hazard Analysis Critical Control Point (HACCP), Safety Quality Food (SQF), and Integrated Food Security Phase Classification (IPC); Lean/Six Sigma certifications (white, green, yellow, and black belts); and ISO Auditor training certification.

**Apprenticeship**

RCCD managed both traditional trades and new and innovative apprenticeship programs. As a result, RCCD can offer training under this proposed plan to employers participating with RCCD in

these programs, including work in manufacturing, automotive, logistics/goods movement, and IT/Cybersecurity.

## **PROJECT DETAILS**

RCCD OED partners with other colleges; workforce development agencies (such as the Riverside Workforce Board); local chambers of commerce in Riverside, Corona and Moreno Valley; and the Inland Empire Economic Partnership, to stay attuned to the needs of employers in the community. RCCD OED uses employer surveys to gauge training need. RCCD OED also meets with each participating employer to perform a training needs assessment.

### **Training Plan**

RCCD OED projects that approximately 95% of the proposed training will be delivered at the participating employer sites and the remaining 5% will be center-based at college facilities. Training will be delivered via class/lab in the following:

**Business Skills:** Trainees will be offered courses in Business Fundamentals, Coaching Skills, Cost Control, Marketing, Sales Skills, Managing Change, Effective Meetings etc.

**Commercial Skills:** Trainees will be offered courses in Building & Construction Trade Skills and Restaurant Wine Training

**Computer Skills:** Trainees will be offered courses in Accounting Software, Adobe Acrobat, CAD Cam Engineering, Software Training, E-Commerce, and Design Software etc.

**Continuous Improvement:** Trainees will be offered courses in Eight Disciplines Problem Solving, Analyzing and Interpreting Data, Lean Office, Root Cause Analyst, SixSigma etc.

**Literacy Skills:** Trainees will be offered courses in Basic Math, Basic Workplace Terminology, English as a Second Language, and Introduction to Process Technology etc.

**Manufacturing Skills:** Trainees will be offered courses in Advanced Measurement Tools & Techniques, Electrical Troubleshooting, Electronic Fundamentals, Food Safety etc.

### **Certified Safety Training**

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journeyworkers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom 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.
3. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with



an 8-hour annual refresher, and may be delivered by classroom or CBT. 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.

### **High Unemployment Area**

Some trainees (Job Number 1 & 2) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Inglewood, Commerce, and La Mirada in Los Angeles County are in an HUA.

#### **➤ Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. RCCD requests a wage modification to no lower than \$16.62. Health Benefits will not be used to meet this wage.

### **Marketing and Support Costs**

Employer marketing and recruitment are conducted by RCCD's OED Customized Training Solutions staff, which maintains a database of partners in the industry that include manufacturers, distribution businesses and other eligible organizations. Its marketing strategies include email campaigns, social media marketing and multi-college communication at regional consortia meetings. In addition, staff will also attend trade shows and other events attended by prospective Participating Employers.

RCCD OED requests 8% in Support Costs for marketing and recruiting additional participating employers; assessing training needs; developing job-specific curricula and training schedules; and conducting necessary follow-up during retention. This will be an on-going activity throughout the duration of the Contract.

### **Training Agency Certification**

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

RCCD is eligible as a training agency based on the following:

- Certification by Western Association of Schools and Colleges

### **Commitment to Training**

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

RCCD OED reports that most employers do not have the training budgets to provide the needed training to their employees nor the internal personnel to function as subject-matter experts. Employers look to Riverside CCD to provide specific, job-related training in subjects that are outside of a company's expertise. The proposed training is not intended to duplicate training that may have been provided in the past rather will help upgrade the job skills of workers by training in new technologies to increase overall efficiencies and improve frontline worker leadership skills.

### ➤ Training Infrastructure

This project will be overseen by RCCD OED's Executive Director with assistance from the Business Development Assistant. These staff will coordinate with participating employers and trainers to schedule and manage training. Further, an Administrative Assistant and Office Assistant will assist with the administration of the project including data entry and tracking of training rosters.

### Tuition Reimbursement

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

### Impact/Outcome

Some of the trainees included in this project may receive OSHA 10/30 certifications and improve or grow in their job skill sets.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0401	So. California	3/4/19 to 11/28/21	\$688,534	TBD*
ET17-0428	So. California	4/3/17 – 4/2/19	\$537,890	\$420,636 (78%)
ET16-0217	So. California	10/26/15 – 10/25/17	\$948,900	\$860,537 (91%)

\*ET19-0401: Based on ETP Systems, 10,318 reimbursable hours have been tracked for potential earnings of \$281,427 (41% of approved amount). The final closeout has been submitted. ET19-0401 performed lower than expected due to a change in administration staff focused on coordinating the project, and the unexpected need to change various training plans for COVID safety. RCCD has made changes to make sure its future project is successful with the increased management of the training plan implementation and administrative staff with experience in the ETP program and its requirements

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

Trainers will be identified for ETP record-keeping purposes, as they are retained.

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

8-200 Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Fundamentals
- Business Grammar & Writing Business Reporting & Presentations
- Coaching Skills
- Communicating Skills
- Conflict Resolution
- Cost Control
- Customer Service Excellence
- Delegating for Productivity & Employee Development
- Effective Meetings
- Finance for Non-Finance
- Professionals Goal Setting
- Leadership Skills
- Managing Change
- Marketing
- Negotiating Strategies
- Performance Management Skills
- Planning & Organizing
- Presentation Skills
- Problem Solving
- Project Management
- Sales Skills
- Strategic Planning and Execution
- Supervisory Skills
- Team Building
- Time Management
- Train-the-Trainer/Team Lead
- Strategic Execution Plan
- Transform Your Business
- Working Remotely from Home

**COMMERCIAL SKILLS**

- Building & Construction Trade Skills
- Restaurant Wine Training

**COMPUTER SKILLS**

- Accounting Software
- Adobe Acrobat
- CAD Cam Engineering
- Software Training
- Computer Skills for Production & Inventory Cyber Security
- E-Commerce
- Enterprise and Manufacturing Management Systems

- Microsoft Office 365
- Microsoft Office Beginning -Small Business Only
- Microsoft Office-Intermediate/Advanced (Excel, Word, & PowerPoint)
- Microsoft Power Business Intelligence
- Microsoft Power Pivot for Excel
- Microsoft Power Query for Excel
- Microsoft SharePoint Foundation Structured Query Language
- Project Management & Application
- Solid Works, Design Software

### **CONTINUOUS IMPROVEMENT SKILLS**

- Eight Disciplines Problem Solving
- Analyzing and Interpreting Data
- American Production & Inventory Control
- Society Certification
- Design of Experiments
- Frontline Leadership Auditor Training
- International Standardization Organization Certification
- Kaizen Methodology
- Leadership for Lean Transformation
- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Process Improvement
- Process Management
- Process Mapping
- Quality Control
- Root Cause Analyst
- Quality Control
- Root Cause Analyst
- Eight Disciplines Problem Solving
- Set-Up Time Reduction
- SixSigma
- Statistical Process Control

### **HAZARDOUS MATERIALS SKILLS**

- Hazardous Chemical Cleaning
- Hazardous Materials
- Hazardous Waste
- Hazardous Waste Cleaning

### **HAZWOPER**

- HazWoper

### **LITERACY SKILLS**

- Basic Math
- Basic Workplace Terminology

- English as a Second Language
- Introduction to Process Technology
- Locating Information on Charts and Graphs
- Understanding Manuals and Reports

**MANUFACTURING SKILLS**

- Advanced Measurement Tools & Techniques  
Blueprint Reading Distribution Systems Electrical Fundamentals
- Electrical Troubleshooting
- Electronic Fundamentals
- Equipment Operation, Troubleshooting & Maintenance
- Food Safety
- Forklift Geometric Dimension & Tolerances Industrial Maintenance
- Inventory Management
- Logistics & Shipping Machine Shop Fundamentals Manufacturing & Assembly Numeric Control Functions
- Pneumatics Product Handling Production Manufacturing & Operating Skills Program Logic Controllers
- Prop Making Fundamentals
- Prototyping Fundamentals
- Sewing and Textiles Fundamentals
- Shop Measurement Warehousing Control and Tracking
- Welding and Fabrication Fundamentals Woodworking Fundamentals

**OSHA10/30**

- OSHA 10
- OSHA 30

Literacy Training cannot exceed 45% of total training hours per-trainee  
Safety Training cannot exceed 10% of total training hours per-trainee (This cap does not apply to Hazmat, OSHA 10/30 or HAZWOPER)

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: Riverside Community College District

CCG No.: ET22-0252

Reference No: 22-0396

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ALPHABETIZE BY COMPANY NAME

Company: DeveloPlus

Priority Industry? ☒ Yes ☐ No

Address: 1575 Magnolia Avenue

City, State, Zip: Corona, CA 92879

Collective Bargaining Agreement(s): No

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 140

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

Company: Empower RF Systems, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 316 W. Florence Avenue

City, State, Zip: Inglewood, CA 90301

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 23

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 91

Total # of full-time company employees in California: 85

Company: Flux Power

Priority Industry? ☒ Yes ☐ No

Address: 2685 S. Melrose Drive

City, State, Zip: Vista, CA 92081

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 70

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 82

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

Company: Fuse Integration

Priority Industry? ☒ Yes ☐ No

Address: 4863 Shawline Street, Suite D

City, State, Zip: San Diego, CA 92111

Collective Bargaining Agreement(s): No

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 63

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: Riverside Community College District

CCG No.: ET22-0252

Reference No: 22-0396

Page 2 of 3

ALPHABETIZE BY COMPANY NAME

Company: NicoNat Manufacturing

Priority Industry? ☒ Yes ☐ No

Address: 2624 Yates Avenue

City, State, Zip: Commerce CA 90040

Collective Bargaining Agreement(s): No

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 35

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

Company: Planck AeroSystems

Priority Industry? ☒ Yes ☐ No

Address: 2065 Kurtz Street

City, State, Zip: San Diego, CA 92110

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 23

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 23

Total # of full-time company employees in California: 23

Company: Vektrex Company

Priority Industry? ☒ Yes ☐ No

Address: 10225 Barnes Canyon Road, Suite A213

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 16

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Vinatech Engineering

Priority Industry? ☒ Yes ☐ No

Address: 7747 Formula Place

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 35

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 35

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

**Participating Employers in Retrainee  
Multiple Employer Contracts**

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

Contractor's Name: Riverside Community College District

CCG No.: ET22-0252

Reference No: 22-0396

Page 3 of 3

ALPHABETIZE BY COMPANY NAME

Company: Wesanco Manufacturing

Priority Industry? ☒ Yes ☐ No

Address: 16404 Knott Avenue

City, State, Zip: La Mirada, CA 90638

Collective Bargaining Agreement(s): No

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 30

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





## EXPANSION FUNDS

Training Proposal for:

**California Labor Federation, AFL-CIO**

**Contract Number: ET22-0253**

**Panel Meeting of:** January 27, 2022

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

**Analyst:** C. Hoyt

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Retrainee	Industry Sector(s):	MEC (H) Transportation and Warehousing (48-49)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Contra Costa, San Francisco, Marin, Santa Clara	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amalgamated Transit Union Local 1575, Amalgamated Transit Union Local 265, and Amalgamated Transit Union Local 192		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$432,768		\$30,016 8%		\$462,784
<b>In-Kind Contribution:</b>	<b>50% of Total ETP Funding Required</b>			<b>\$600,000</b>

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Commercial Skills, Continuous Impr., PL-Commerical Skills	448	8-200	0	\$1,033	\$23.53
				Weighted Avg: 42			

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

**Minimum Wage by County:** \$23.53 per hour for Alameda, Contra Costa, San Francisco, Marin and Santa Clara Counties

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

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

Up to \$1.36 per hour may be used to meet the Post-Retention Wage in Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Mechanic		4
		104
Operator		40
		300

**INTRODUCTION**

Founded in 1901, The California Labor Federation, AFL-CIO (CALFED) is an organization dedicated to promoting and defending the interests of working people and their families for the betterment of California's workforce. CALFED is comprised of more than 1,200 AFL-CIO unions, representing 2.1 million employees working in the manufacturing, retail, construction, hospitality, public sector, health care, entertainment, green technology and transit industries.

CALFED is dedicated to helping support California's climate and emissions initiatives through transitioning away from petroleum-based transportation to alternative and renewable fuels and transportation by 2040. To help meet these goals, CALFED supports a joint labor-management training program made up of public transit agencies dedicated to reducing the State's carbon footprint through the procurement and transition to zero-emissions fleets. Training will be provided to three regional public transit authorities in Alameda, Contra Costa, San Francisco, Marin, and Santa Clara Counties. The following three agencies will participate in the ETP-funded training: Santa Clara Valley Transportation Authority (SC VTA), Alameda-Contra Costa Transit (ACT) and Golden Gate Transit (GGT). The respective unions include Amalgamated Transit Union Local 1575, Amalgamated Transit Union Local 265, and Amalgamated Transit Union Local 192.

CALFED has participated in ETP's AB118 alternative funding in the past and will be utilizing ETP expansion funds for this project. Further, CALFED's public transit project also receives grant funding from the California Workforce Development Board on its High Road Training Partner (H RTP) program. This will be CALFED's fourteenth project with ETP and eighth in the last five years.

## **PROJECT DETAILS**

Training in this proposal will focus on alternative and renewable fuel, vehicle technology, and maintenance, while also training workers to continue to update, maintain, and run the agencies' current transit systems. To remain compliant with state regulation to phase out gas powered vehicles by 2040, it is mandated that every mechanic, operator, and field service mechanic or personnel be trained on the operation, maintenance and safety aspects of operating and maintaining zero-emission buses. Additionally, training will provide skills needed for trainees to transition away from standard petroleum-based transportation to all-electric fleets. Occupations trained in this proposal include Mechanics and Operators.

Additionally, training funds will support skills upgrading for workers to initiate and maintain service on expanded rail lines. This includes training to transition to all electric fleets and away from petroleum gas powered fleets. Due to the nature and complexity of energy efficient technologies, workers need will need training on tools, equipment, software, maintenance and diagnostics. Finally, the need for training is also brought on by the need for a skilled workforce pipeline for transit workers, as the aging workforce is leaving a skills gap and retirement of workers has created a shortage of skilled labor.

### **Training Plan**

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

**Commercial Skills:** Training will be offered to all occupations. Training will focus on change management in the transition to new technology operations. Training topics include Legal Requirements for Public Mass Transit, and Next Network All Electric Professional Passenger Service.

**Continuous Improvement:** Training will be offered to all occupations and will focus on change management in the transition to new technology operations. Training topics include Process Improvement, Performance Reliability Cost Control, and Zero Emissions Buses.

### **Productive Laboratory**

Productive Laboratory (PL) training will be offered to all occupations. Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. This training includes operational procedures, diagnostics and repair work that can only be taught on the actual vehicles and/or in field conditions.

Additionally, the transit agencies are subject to multiple federal and state regulations governing transit operation. They face high liability (including operations shutdown) if employees are not proficient when working individually out in the field. The transit system is a highly technical series of interlocking sub-systems, all of which must function at near-perfect levels to ensure regulatory compliance. The transit agencies have invested heavily in their capacity to deliver state-of-the-art training to employees to upgrade their skills in their current occupations, while moving up the career ladder, thus creating openings for new entry level positions. PL training is necessary to assist with these transitions.

During PL, there is active hands-on training by a Trainer/Subject Matter Expert. Trainees may receive up to 60 PL hours per trainee with a trainer-to-trainee ratio of between 1:1 and 1:3. A 1:3 ratio is required for some PL training as some equipment requires a team of 3 to operate.

**Prior Clean Transportation Program (CTP) Contracts & Active COVID-19 Pilot Project**

CALFED has had two prior contracts with ETP under the CTP/AB118 Program. The most recent is ET20-0804, with a term of 1/1/20 to 12/30/20. Of the estimated 966 trainees, 96 were enrolled and received training. Additionally, CALFED had a prior contract with ETP under the CTP/AB118 program ET16-0800, with a term of 8/13/15 – 8/02/17. Of an estimated 1,700 trainees, 920 were enrolled and received the minimum hours of training.

CALFED has an active contract with ETP under the COVID-19 Pilot, ET21-0273, with a term of 3/01/21 – 2/28/23 for \$200,000.

**Commitment to Training**

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

**➤ Training Infrastructure**

The President of CALFED will oversee administration of this project with assistance from Strategy Workplace Communications. There are 53 staff dedicated to marketing/recruitment, needs assessments, scheduling, and tracking of training hours across the three transit agencies. As a repeat contractor, these staff members have experience with ETP's administration and recordkeeping requirements.

**Impact/Outcome**

Transit Mechanics will receive skills necessary to transition into Electro Mechanics occupations.

**Marketing and Support Costs**

Ongoing direct marketing to technicians and mechanics is a vital part of the outreach plan. Each agency's in-house marketing department will design posters and updates for newsletters, while Intranet sites will advertise and promote the training opportunities.

CALFED maintains an ongoing relationship with Santa Clara Valley Transportation Authority (SCVTA), Alameda-Contra Costa Transit (ACT) and Golden Gate Transit (GGT) to establish workforce development goals. Each agency developed its training goals with the support of its joint labor-management group and training specialists. Each transit agency submitted a training plan along with a commitment to ensure its workers attend the proposed training. Agency management will be responsible for making sure workers attend the training by scheduling additional workers for coverage to maintain workflows.

CALFED has a program administrative team dedicated to project marketing, employer recruitment, needs assessments, trainer selection, scheduling, and records administration. CALFED requests 8% support costs for this project.

**Trainer Qualifications**

The instructors selected for this project have years of professional experience, specializing in training associated with transportation systems.

**Tuition Reimbursement**

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

## Union Support

The occupations in this proposal are represented by Amalgamated Transit Union Local 1575, Amalgamated Transit Union Local 265, and Amalgamated Transit Union Local 192.

## ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET21-0955	\$190,640	10/5/2020 – 10/4/2022	112	0	0
**ET20-0946	\$375,320	12/23/2019 – 12/22/2022	252	217	0

\*ET21-0955: Based on ETP Systems, 0 reimbursable hours have been tracked for potential earnings of \$0. Once training hours are uploaded and invoices submitted, the Contractor expects to earn the full award amount.

\*\*ET20-0946: Based on ETP Systems, 19,085 reimbursable hours have been tracked for potential earnings of \$371,624 (99% of total \$375,320). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through contract closeout.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0916	Statewide	08/06/2018– 11/03/2020	\$1,736,738	\$1,560,798 (90%)
ET17-0913	Statewide	11/01/2016- 10/31/2018	\$949,144	\$874,935 (92%)

## DEVELOPMENT SERVICES

Strategy Workplace Communications, in Oakland, assisted with development of this proposal at no cost.

## ADMINISTRATIVE SERVICES

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

## TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

**Commercial Skills****Alameda-Contra Costa Transit**

- Alexander Dennis Double Decker 6200-Series QT
- Bus Rapid Transit (Tempo)
- Clever Devices CAD/AVL Training
- DL 170 Certification
- Local Bus Roadeo
- Maintenance Coach QT/DL 170
- New Flyer 2200 QT
- New Flyer 2300 QT
- New Service Employee QT
- Senior Body Mechanic (Bus Operations)
- STC Tours
- Stores/Parts Truck Qualification Training
- Gillig Hybrid 1550 QT
- ADI-Double Decker Training
- Adv Diagnostics - HDCMAP
- Air Brake Systems Class - HDCMAP
- Allison Transmission
- Amerex Fire Suppression System
- Cummins After-Treatment Troubleshooting
- Cummins ISL Troubleshooting
- Foundation Disc Brakes
- Foundation Disc Brake-Troubleshooting
- Foundation Drum Brakes
- Foundation Drum Brakes- Troubleshooting
- HVAC ThermoKing
- Intro to Air Brake System & ABS
- Journey Level Mechanic Guide Orientation
- Maintenance Roadeo Orientation Training
- Mechanic Helper
- New Flyer Acceptance Inspection
- New Flyer Air System Maintenance
- New Flyer Artic-Joint
- New Flyer Bus Body
- New Flyer Electrical/Vansco Multiplex
- New Flyer HVAC & A/C maintenance
- New Heavy Duty Coach Apprentice Mechanic (PAT)
- Preventive Maintenance Inspection
- Regulatory Compliance Training
- Roadeo Preparation
- Gillig Multiplex Electrical Systems
- I/O Controls

- BAE Hybrid System Advanced IDS Level 2
- BAE Hybrid System Familiarization Level 1
- Zero Emission Buses (ZEB)
- BAE A123 Battery Training
- Ballard Fuel Cell
- High Voltage Electrical Safety
- New Flyer BEB Orientation
- New Flyer BEB Service/Maintenance
- New Flyer FC Bus Orientation
- New Flyer FC, Electric Bus Safety & PM
- New Flyer FC/Electric Bus Maintenance
- Siemens ELFA Training
- ZEB (Zero Emission Buses)
- New Flyer 8001-8005 Battery Electric Bus (BEB) QT
- New Flyer Fuel Cell 17-26

#### Santa Clara Valley Transit Authority

- All Electric HVAC Systems Familiarization and Troubleshooting
- Arbaris Composite Repair (Proterra)
- BAE Hybrid Powerpack Familiarization and Troubleshooting
- Catalyst Bus Maintenance and Repair (Proterra)
- Depot Charger Maintenance and repair (Proterra)
- Eberspacher (Proterra)
- Electronic Emission Control Systems Troubleshooting Diagnostics (per CARB)
- EMP Electric Cooling Fan System Familiarization and Troubleshooting
- ESS Rebuild and Overhaul (energy storage system, battery pack)
- Fire Suppression System Familiarization and Troubleshooting
- Gillig Hybrid Electrical and Multiplex System
- Gillig Hybrid Propulsion for Service Mechanics
- Gillig Hybrid Propulsion for Service Mechanics Apprentices
- Gillig Hybrid Propulsion System Troubleshooting
- Gillig Hybrid Safety & Troubleshooting
- Gillig Hybrid Safety & Troubleshooting for Service Mechanics
- Gillig Hybrid Safety & Troubleshooting for Supervisors
- Gillig Hybrid Safety and Familiarization
- Gillig Technical Troubleshooting and Diagnostics
- Hybrid Propulsion System Safety and Familiarization for Supervisors
- Hybrid Propulsion System Troubleshooting
- Hybrid Propulsion System Troubleshooting, Advanced
- Intelligaire Climate Control System
- Legal Requirements for Public Mass Transit
- Multiplex Systems for Service Mechanic Apprentices
- Multiplex Systems Troubleshooting: I/O Controls
- Multiplex Systems
- Troubleshooting: Vansco
- Next Network Hybrid Electric/All Electric Professional Passenger Service
- Perator Proterra Training
- Programmable Logic Controls
- Schematic Low Floor
- Strategic Deployment Of Gillig Hybrid Coach Operations

- Tools and Fasteners (for Service Mechanic Apprentices)
- Ventura Door (Proterra)

### Light Rail

- Aerial Lift Vehicle Operation
- AFTEC II
- AVO Electrical Safety for Industrial Facilities (High Voltage)
- AVO Electrical Safety for Non-Electricians
- Constant Tensioning Devices
- Distribution, Overhead Construction, Feeders and Rail Return Surge Arrestors
- Electrical and Railway Safety Electrical Basics
- Electronic Troubleshooting
- Energized Catenary Work Practices
- FRA Continuous Welded Rail (CWR) Certification Class
- Grounding
- Harmon Advanced Wayside Knowledge Recording System (HAWK)
- High Voltage Cables and Cable Splicing
- HyRail Vehicle Operation
- Insulation Maintenance
- Isolation Switches, Overlaps, Section Insulation and Insulators
- KI LRV Auxiliary Power Supply Equipment (APSE)
- KI LRV Battery
- KI LRV Car Control and System Interface Circuits
- KI LRV Friction Brake System
- KI LRV Pantograph
- KI LRV Propulsion
- KI LRV Trucks
- Preventive Maintenance
- Principles of Track Maintenance
- Signal Training Solutions Basic Signal for New Signal Maintainer
- Stray Current Problems
- Substation Operation
- Surge Arrestors
- TWC Wayside Communication Systems
- Union Switch & Signal Model 95 Gate
- Western-Cullen-Hayes Model 10 lan

### Continuous Improvement Skills

- Process Improvement
- Performance Reliability Cost Control
- Workforce Issues with
- Leadership Skills for Hybrid Technology Transit System



**PL Hours (1:3)**

Trainees may receive any of the following:

**Commercial Skills**

- All Electric HVAC Systems Familiarization and Troubleshooting
- Aerial Lift Vehicle Operation
- AFTEC II
- AVO Electrical Safety for Industrial Facilities (High Voltage)
- AVO Electrical Safety for Non-Electricians
- Constant Tensioning Devices
- Distribution, Overhead Construction, Feeders and Rail Return Surge Arrestors
- Electrical and Railway Safety
- Electrical Basics
- Energized Catenary Work Practices
- FRA Continuous Welded Rail (CWR) Certification Class
- Grounding
- Harmon Advanced Wayside Knowledge Recording System (HAWK)
- High Voltage Cables and Cable Splicing
- HyRail Vehicle Operation
- Insulation Maintenance
- Isolation Switches, Overlaps, Section Insulation and Insulators
- KI LRV Auxiliary Power Supply Equipment (APSE)
- KI LRV Battery
- KI LRV Car Control and System Interface Circuits
- KI LRV Friction Brake System
- KI LRV Pantograph
- KI LRV Propulsion
- KI LRV Trucks
- Preventive Maintenance
- Principles of Track Maintenance
- Signal Training Solutions Basic Signal for New Signal Maintainer
- Stray Current Problems
- Substation Operation
- Surge Arrestors
- TWC Wayside Communication Systems
- Union Switch & Signal Model 95 Gate
- Western-Cullen-Hayes Model 10 Gate

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

# Participating Employers in Retrainee Multiple Employer Contracts

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

Contractor's Name: California Labor Federation, AFL-CIO

CCG No.: ET22-0253

Reference No: 22-0349

Page 1 of 1

ALPHABETIZE BY COMPANY NAME

Company: Golden Gate Bridge Highway & Transportation District

Priority Industry? ☐ Yes ☒ No

Address: 1011 Andersen Drive

City, State, Zip: San Rafael, CA 94901-5318

Collective Bargaining Agreement(s): ATU Local 1575

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 854

Total # of full-time company employees in California: 854

Company: Santa Clara Valley Transportation Authority

Priority Industry? ☐ Yes ☒ No

Address: 3331 North First Street

City, State, Zip: San Jose, Ca 95134

Collective Bargaining Agreement(s): ATU Local 265

Estimated # of employees to be retrained under this Contract: 175

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 2,100

Total # of full-time company employees in California: 2,100

Company: Alameda-Contra Costa Transit

Priority Industry? ☐ Yes ☒ No

Address: 1600 Franklin St.

City, State, Zip: Oakland, CA 94612

Collective Bargaining Agreement(s): ATU Local 192

Estimated # of employees to be retrained under this Contract: 400

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 2,300

Total # of full-time company employees in California: 2,300



# AMALGAMATED TRANSIT UNION

LOCAL DIVISION NO. 1575

Affiliated with the AFL-CIO

165 North Redwood Dr. Suite 285  
San Rafael, CA 94903-1980

Office: (415) 479-5090 Fax: (415) 479-5095

Dear Panel Members,

The California Labor Federation is requesting ETP COVID-19 funding to train 448 Transit Mechanics and Coach Operators (including 40 of our ATU Local 1575 members) and the proposed training plan for the specified members has our support. Trainees from the following occupations who will be participating in this project will help the Santa Clara Valley Transportation Authority (SC VTA), Alameda-Contra Costa Transit (ACT) and Golden Gate Transit (GGT) transition over to Zero Emission Bus Fleets. We have read and agree to the below statement:

Amalgamated Transit Union (ATU) Local 1575 have received a Notice of Intent to train Collective Bargaining Agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

ATU Local 1575 represents over 250 hard working women and men working at the Golden Gate Transit Agency. By way of this letter of support, ATU Local 1575, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Thank you for the training funding that will help to support our workers as we work to develop more energy efficient ways to get riders to their destinations.

Sincerely,

*Shane Weinstein*

Shane Weinstein  
President / Business Agent  
ATU Local 1575



# AMALGAMATED TRANSIT UNION LOCAL 265

1590 La Pradera Drive  
CAMPBELL, CALIFORNIA 95008-1533  
PHONE (408) 874-0900  
FAX (408) 874-0907



AFL-CIO

January 13, 2022



1902 Charter Seal

Dear Panel Members,

The California Labor Federation is requesting ETP COVID-19 funding to train 448 Operators and Mechanics (including 150 of our ATU Local 265 members) and the proposed training plan for the specified members has our support. Trainees from these occupations who will be participating in this project will help the Santa Clara Valley Transportation Authority (SC VTA), Alameda-Contra Costa Transit District (ACT) and Golden Gate Transit (GGT) transition over to Zero Emission Bus Fleets. We have read and agree to the below statement:

Amalgamated Transit Union (ATU) Local 265 have received a Notice of Intent to train Collective Bargaining Agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

ATU Local 265 represents 1,500 hard working women and men working at the Santa Clara Valley Transportation Authority. By way of this letter of support, ATU Local 265, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Thank you for the training funding that will help to support our workers as we work to develop more energy efficient ways to get riders to their destinations.

Sincerely,

John Courtney  
President / Business Agent  
ATU Local 265





# *Amalgamated Transit Union*

## *Local 192*

8460 Enterprise Way  
Oakland, CA 94621-1318

Chartered 1901  
AFL-CIO/CLC

Dear Panel Members,

January 12, 2022

The California Labor Federation is requesting ETP COVID-19 funding to train 448 Transit Mechanics and Coach Operators (including 258 of our ATU Local 192 members) and the proposed training plan for the specified members has our support. Trainees from the following occupations who will be participating in this project will help the Santa Clara Valley Transportation Authority (SCVTA), Alameda-Contra Costa Transit (ACT) and Golden Gate Transit (GGT) transition over to Zero Emission Bus Fleets. We have read and agree to the below statement:

Amalgamated Transit Union (ATU) Local 192 have received a Notice of Intent to train Collective Bargaining Agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

ATU Local 192 represents over 1,900 hard working women and men working at the Alameda-Contra Costa Transit Agency. By way of this letter of support, ATU Local 192, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Thank you for the training funding that will help to support our workers as we work to develop more energy efficient ways to get riders to their destinations.

Sincerely,

  
Robert Coleman

President / Business Agent

ATU Local 192

Tel: (510) 635-0192

Fax: (510) 635-6539

**Robert L. Coleman**  
*President/  
Business Agent*

**Eric Brazier**  
*Vice President*

**Josette Moss**  
*Financial Secretary-  
Treasurer*

**James Jackson**  
*Asst. Business Agent  
Transportation*

**Eric Darby**  
*Asst. Business  
Agent/ Maintenance  
Clerical & Stores*

**Patricia Lock**  
*Recording  
Secretary*



Employment Training Panel

**LIST OF PROPOSALS  $\leq$  \$75,000 APPROVED  
BY DELEGATION ORDER FOR 12/07/21 – 01/14/22**

<b><i>Project</i></b>		<b><i>Approved Date</i></b>	<b><i>Approved Amount</i></b>
ET22-0212	Arrow Sign Co.	12/30/21	\$22,425
ET22-0222	Bandy Manufacturing, LLC	01/12/22	\$29,095
ET22-0214	Diamond Technologies, Inc.	12/30/21	\$59,800
ET22-0216	Emergency Restoration & Cleaning Inc.	12/30/21	\$43,700
ET22-0213	Tait & Associates, Inc.	12/30/21	\$74,382

**Total -----\$229,402**



**EXPANSION FUNDS  
RETRAINEE-JOB CREATION  
Training Proposal for:  
Arrow Sign Co.**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET22-0212**

**Approval Date:** December 30, 2021

**Panel Meeting of:** January 27, 2022

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

**Analyst:** R. Jackson

**PROJECT PROFILE**

Contract Attributes:	Expansion Funds (Alt/Gen) Job Creation Initiative Retrainee SB <100 Priority Rate	Industry Sector(s):	Manufacturing (E) Construction (23)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Joaquin and Alameda	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:		CA: 70	U.S.: 70	Worldwide: 70
<u>Turnover Rate:</u>		8%		
<u>Managers/Supervisors:</u> (% of total trainees)		N/A		

**In-Kind Contribution**

\$32,425

**Total ETP Funding**

\$22,425

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Occupations to be Trained:</b>	Manager, Installation, Production, Engineering, Sales, Contract Control, Project Manager, Project Coordinator

### 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 SB<100	Mfg. Skills Business Skills Continuous Impr. Comm Skills Computer Skills	30	8–200	0	\$345	\$19.12
				Weighted Avg: 15			
2	Job Creation Retrainee SB<100	Mfg. Skills Business Skills Continuous Impr. Comm Skills Computer Skills	35	8–200	0	\$345	\$16.00
				Weighted Avg: 15			

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

**Minimum Wage by County:** Job Number 1: \$19.12 per hour for San Joaquin County; \$20.86 per hour for Alameda County.

**Job Number 2:** \$15.65 per hour for San Joaquin; \$17.39 per hour for Alameda County.

**Health Benefits: Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

Up to \$2.50 per hour in Health Benefits may be used for Job Number 1.

Up to \$1.39 per hour in Health Benefits may be used for Job Number 2.

### OVERVIEW

<b>Year Company Founded:</b>	1952	<b>Company Headquarters:</b> <input type="checkbox"/> Single location Oakland, CA
<b>Total Number of Facility locations in California .</b>	2	
<b>Facility location(s) Cities &amp; (Counties) where training will occur</b>	<ul style="list-style-type: none"> <li>• Oakland (Alameda)</li> <li>• Stockton (San Joaquin)</li> </ul>	



<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>For over 60 years, Arrow Sign Co. (Arrow Sign) has manufactured electric and architectural signs for major hotels, property management companies, building owners, shopping centers, and general contractors who build structures such as stadiums, airport facilities, and hospitals. As a full-service sign company, Arrow Sign provides initial design concepts up to detailed plans. The Company also provides fabrication, installation, and maintenance. Its products are used primarily for brand identification and visibility of a store, outlet, or location.</li> </ul>
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>General Contractors, Property Managers, Hospitals, City Municipalities, Retail Stores, Architects, Banks, and more.</li> </ul>
<b>Business / Industry Needs / Changes</b>	<ul style="list-style-type: none"> <li>Arrow Sign aims to expand the Company's existing business capacity by adding/hiring 35 employees to meet its existing functions.</li> <li>Arrow Sign reports that it's investing \$225,000 in new equipment such as Altec Book Truck to expand recruitment capabilities, upgrade its fleet, adhere with safety regulations, and to make an anticipated beneficial impact on its business.</li> <li>Anticipated increases in contracts in 2022-2023.</li> </ul>

### Training Plan:

<b>Need for Training:</b>	<ul style="list-style-type: none"> <li>The goal of training is to have each worker fully trained on all safety, regulations, and procedures when operating commercial vehicles using different tools and heavy machinery. ETP-funded training will provide the opportunity for staff to earn certifications: aerial lift, skid steer and bobcat, crane, rigging, and welding. The goal for Sales Staff is to get upgraded skills involving Interior Signage to increase the platform and revenue in this field.</li> <li>To meet increased business demands, hiring more workers that are just starting in the industry and training them in the field to grow the Company's workforce for the future is imperative to remaining competitive and fulfilling its customer orders.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

☐ CBT

☐ Productive Lab

☐ MS Preceptor

☐ MS Didactic

<b>Commercial Skills</b>	<b>Business Skills</b>	<b>Computer Skills</b>
<b>Manufacturing Skills</b>	<b>Continuous Improvement</b>	

<b>Job Creation Justification</b>	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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### Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li><b>Project Oversight:</b>  Arrow Sign's Director of Corporate Establishment (dedicated administrator) and Administration Personnel will oversee project administration/coordination and with ETP staff for all locations. The Director of Corporate Establishment will also conduct periodic meetings with department heads to ensure training is on schedule and compliant with ETP guidelines as Arrow Sign has developed a detailed month-by-month ETP-training plan. ETP training will be delivered by approximately five in-house trainers and by outside training vendors.</li> </ul>
<ul style="list-style-type: none"> <li><b>Trainers:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> In-house</li> <li><input checked="" type="checkbox"/> Vendor – TBD</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><b>Administration:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> In-house</li> </ul> </li> </ul>

### Repeat Contract

<ul style="list-style-type: none"> <li><b>Number Of Contracts in last 5 years:</b></li> </ul>	The will be Arrow Sign's fourth ETP Contract, and its third in the last five years.
<ul style="list-style-type: none"> <li><b>Training provided / focus in last Contract:</b></li> </ul>	The last ETP Contract focused on new equipment including: 2632 Genie Scissor Lift, new trucks (2019 Peterbilt with 100-foot crane, and 2011 Peterbilt Dump Truck). PL training to ensure Production Staff, Installers, and Crane Lifters are adequately skilled on use of machinery and equipment.
<ul style="list-style-type: none"> <li><b>Difference in Training Plan:</b></li> </ul>	The current proposal will deliver updated curriculum on new equipment such as Altec Boom Truck, while also training newly hired workers that make up the majority of Arrow Sign's proposed trainees. Additionally, certifications in aerial lift, skid steer and bobcat, crane, rigging, and welding are being offered to upgrade its employees' skills. These certifications have transferable value to employees, and they will help the Company remain competitive in its bidding processes.

**ACTIVE PROJECTS**

The following table summarizes performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET20-0244	\$9,338	12/23/19 – 12/22/21	47	TBD	TBD

Based on ETP's CEF system, 484 hours are tracked with an estimated 100% earnings potential.

**PRIOR PROJECTS**

The following table summarizes performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0387	Oakland	12/31/16 – 12/30/18	\$21,476	\$10,154* (47%)

\*Earnings were reportedly lower than expected due to a priority on increased business demands which made releasing employees for training less frequent than originally planned. Additionally, Arrow Sign reported several training needs were associated with licensing requirements, which were outside the purview of ETP-eligible training and (therefore) were excluded. The Company has subsequently adjusted its request to ETP based on a better understanding ETP's program requirements.

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

8–200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Professional Selling Techniques
- Effective Communication
- Contract Management
- Project Coordination
- Project Management
- Accounting
- Interior Signage

**COMMERCIAL SKILLS**

- Crane Operations
- Scissor Lift Operation
- Neon Installation and Service
- Installation Skills
- Commercial Vehicle Operation
- Field Electrical
- Blueprint Reading
- Americans with Disabilities Act (ADA) Codes
- Interior Signage Installation

**COMPUTER SKILLS**

- Information Technology (IT) Management
- Microsoft Office (Intermediate / Advanced)
  - Outlook
  - PowerPoint
  - Word
  - Teams / Skype
  - Excel Core
  - Excel Advanced
  - Project
  - Power BI
  - SharePoint
  - Dynamics 365
- Zoom
- Google Drive
  - Google Sheets
  - Google Docs
  - Google Slides
  - Google Forms
- RingCentral Desk Phone Systems

**CONTINUOUS IMPROVEMENT**

- Product Knowledge and Regulations
- Solar Technology
- Light-Emitting Diodes (LEDs)

**MANUFACTURING SKILLS**

- Welding
- Fabrication
- Sign Assembly
- Interior Signage Fabrication and Manufacturing Skills

Note: Reimbursement for retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Safety training may not exceed 10% total training hours, per trainee.



**Training Proposal for:**  
**Bandy Manufacturing, LLC**

**Delegation  $\leq$  \$75,000 Single Employer**

**Contract Number: ET22-0222**

**Approval Date:** January 12, 2022

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** D.Tran

**PROJECT PROFILE**

Contract Attributes:	SB <100 Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 65	U.S.: 65	Worldwide: 65
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**In-Kind Contribution**

\$99,000

**Total ETP Funding**

\$29,095

**Small Business Only:**

	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Out-of-State Competition:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Occupations to be Trained:</b>	Clerical Staff, General Labor 1, General Labor 2/Machine Operator, Supply Chain Staff, Warehouse Staff, Quality Inspector 1, Maintenance Technicians, Manufacturing Engineers, Managers, Quality Inspector 2, Clerical Staff 2, Maintenance Technician 2, Machinist/CNC, Lead

### 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	SB<100 Priority Retrainee	Business Skills Continuous Impr. Computer Skills HazMat Literacy Skills Mfg. Skills	55	8-200	0	\$529	\$19.77
				Weighted Avg: 23			

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

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. \*ETP Required Wage floats down to a High Unemployment Area wage modification if trainees in Job number are located in an HUA, regardless if they are requesting a wage modification.

**Minimum Wage by County:** Job Number 1: Los Angeles County: \$19.77/Hour

**Health Benefits: Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

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

### OVERVIEW

<b>Year Company Founded:</b>	1953	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> Single location
<b>Facility location(s) where training will occur</b>	<ul style="list-style-type: none"> <li>Burbank, CA (Los Angeles County)</li> </ul>	
<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>Manufactures complex, tight tolerance hinges used on numerous commercial and military aircraft and equipment.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Products include military spec (mil-spec) hinges, cargo and passenger door hinges, aerial deployment system rails, line kitting, and assemblies.</li> </ul>
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>• Aircraft and Aerospace Industry</li> <li>• Commercial and Military installations and industries.</li> <li>• Customers include Boeing, Saab, and Lockheed Martin.</li> </ul>
<b>Business / Industry Needs / Changes</b>	<ul style="list-style-type: none"> <li>• Bandy has secured new production purchase orders for both commercial and government military contracts.</li> <li>• Recent installation, and deployment of the new ERP system throughout the organization</li> <li>• Recently installed \$200,000 in new equipment including Axis and Spindles, CNC, and 3 SNK vertical milling machines for new product currently in development and testing.</li> <li>• Succession plan for retiring workforce on specialized machines.</li> </ul>

### Training Plan:

<b>Need for Training:</b>	<ul style="list-style-type: none"> <li>• Increase production to meet the demand for new commercial and military contracts will require training for new employees to acquaint with the production equipment. This training will be provided to all production and manufacturing employees.</li> <li>• Recent installation and launch of companywide ERP system will require training for all occupations to enhance workflow and cross training.</li> <li>• Recently purchased and installed equipment will drive training to all production and manufacturing employees. Training will enhance skills so that employees can complete the entire production cycle from start to finish.</li> <li>• The succession plan includes training and development of mid-level staff for career advancement and serve as senior staff roles.</li> <li>• Training will pick up and continue some key critical topics from the previous contract designed for the new employees that are coming onboard. Training will not repeat for any of the incumbent trainees.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☒ E-Learning
 ☐ CBT
 ☐ Productive Lab  
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Computer Skills	Literacy Skills
HazMat	Continuous Improvement	Manufacturing Skills

**Literacy Skills training:** This will be provided to general labor and warehouse staff. These employees are typically hired with little or no experience and will be trained to meet basic business level English and math skills in order to calculate dimensions and understand common vocabulary related to the aerospace industry.

### Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li>• <b>Project Oversight:</b></li> </ul> <p>The Human Resources Manager will oversee the project with the assistance of Company President. Bandy Manufacturing has also retained the administrative services of Judith's Training Services for the administration of this project.</p> <p>The company is ready to begin training immediately upon approval and has created a robust training schedule in line with their production plans to ensure consistent training is delivered to meet production and company customer demands.</p>
<ul style="list-style-type: none"> <li>• <b>Trainers:</b></li> </ul> <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills; Continuous Improvement; Computer Skills; Commercial Skills; Hazardous Materials; Literacy Skills; Manufacturing Skills</p> <p><input checked="" type="checkbox"/> Vendor – Types of Training by vendor: TBD</p>
<ul style="list-style-type: none"> <li>• <b>Administration:</b></li> </ul> <p>Bandy has retained the third party services of Judith's Training Services (JTS) to assist with administration of this project. JTS will be responsible for enrollment, uploading, and invoicing training hours in the ETP systems.</p> <p><input type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

### Repeat Contract

<ul style="list-style-type: none"> <li>• <b>Number Of Contracts in last 5 years:</b></li> </ul>	1
<ul style="list-style-type: none"> <li>• <b>Training provided / focus in last Contract:</b></li> </ul>	<ul style="list-style-type: none"> <li>• Launch of the "Bandy Way" and the Bandy 6 processes for all divisions.</li> <li>• Advanced additional skillsets for production employees preparing for advancement</li> </ul>

	<ul style="list-style-type: none"> <li>Implementation of the lean process improvements across the organization to reduce waste and improve productivity.</li> </ul>
<ul style="list-style-type: none"> <li><b>Difference in Training Plan:</b></li> </ul>	<ul style="list-style-type: none"> <li>Focus on core skill development for newly purchased and installed equipment. Also continuing with some critical training topics from previous contract due to disruptions from COVID 19.</li> </ul>

## **ACTIVE PROJECTS**

The following table summarizes performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET20-0143	\$60,375	10/28/19 – 01/25/22	77	56	51

According to the ETP CAL E FORCE system, Bandy's records indicate there are 1,218 total reimbursable hours, which equates to \$27,628 (45%) of the contract amount. Bandy has indicated that due to the impacts of COVID 19, their training plan was significantly disrupted which caused training to pause during company shut downs. This current proposal has been right sized to reflect performance on the current contract.

**SUBCONTRACTORS**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City</b>	<b>Cost / %</b>
Development	Judith's Training Service	Los Angeles	\$3,000
Administrative	Judith's Training Service	Los Angeles	Not to exceed 10% of payment earned
Training Vendors	TBD	TBD	TBD

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

8-200            Trainees may receive any of the following:

**Business Skills:**

- Accounting – Internal process
- Business planning
- Financial strategy
- Inventory control – Internal process/cross training
- Product knowledge
- Strategic planning, evaluating and monitoring
- Development Plans
- Communication: business report writing and editing
- Negotiating
- Conflict management
- Interpersonal skills
- Customer relations
- Estimating – Internal process
- Refunds and exchanges (RMA – Return Material Authorization)
- Leadership
- Decision making
- Motivation
- Team building
- Administration
- Coaching/Mentoring

**Continuous Improvement:**

- QMS – Quality management systems
- Problem solving – RCCA – Root Cause Corrective Action
  - Fishbone diagrams
- Quality concepts – Monitoring and Measurement (GD&T)
- ISO – 2015 – AS 9100 revised
- Production scheduling
- Production operations/workflow
- Process improvement
- The Bandy way
- Bandy – focus 6
- Lean manufacturing
- Active shooter
- Creating/Interpreting charts and graphs

**Computer Skills:**

- Microsoft office
- CRM - Customer Relationship Management System
- Customer portals – transfer large file (Boeing, Lockheed, etc...)
- CMM –Coordinate Measuring Machine – MCOSMOS - software

- CAD – CATIA – 3D Imagery viewing – create programs/cost and motion
- FTP – file transfer protocol
- Graphic representations
- Auxiliary hardware
- Network management
- Integrated material management
- Sales forecasting
- Material resource planning
- Inventory control
- Purchase order tracking
- Cost accounting
- Engineering/document control/Revision Control
- HRIS
- Payroll
- General accounting

**Hazardous Materials:**

- Hazardous waste handling - Hazardous chemical cleaning/handling/disposal

**Literacy Skills:**

- Vocational English as a second language (VESL) – writing, reading, and comprehension
- Basic math

**Manufacturing Skills:**

- Parts and products manufacturing
- Assembly procedures
- Inventory control – Process Related
- Warehousing
- Manufacturing practices
- Cross training in production equipment/skills
- Equipment repair/maintenance
- Automatic Slotter operation
- MS –Military spec manufacturing
- CNC machine operations
- Line Drills
- Deburring process
- CNC programming
- Computer assisted drafting/manufacturing (CAD & CAM)
- Forklift

Literacy Training cannot exceed 45% of total training hours per-trainee  
Safety Training cannot exceed 10% of total training hours per-trainee  
(This cap does not apply to Hazmat)

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



**EXPANSION FUNDS**  
**RETRAINEE-JOB CREATION**  
**Training Proposal for:**  
**Diamond Technologies, Inc.**

**Delegation  $\leq$  \$75,000 Single Employer**

**Contract Number: ET22-0214**

**Approval Date:** December 30, 2021

**Panel Meeting of:** January 27, 2022

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

**Analyst:** C.Hoyt

**PROJECT PROFILE**

Contract Attributes:	Expansion Funds (Alt/Gen) SB <100 Retrainee HUA Job Creation Initiative	Industry Sector(s):	Other (J) Professional, Scientific Technology (54)  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: 23	U.S.: 23	Worldwide: 23
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**In-Kind Contribution**

\$46,800

**Total ETP Funding**

\$59,800

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Out-of-State Competition:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HUA Only:</b>	Number of trainees in HUA location: 10
<b>Occupations to be Trained:</b>	Administration Staff, Accounting Staff, Sales Staff, Service Technicians, Management

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Priority Retrainee SB<100	Business Skills Continuous Impr. Computer Skills	10	8-200	0	\$1,840	\$19.12
				Weighted Avg: 80			
2	HUA Retrainee SB<100	Business Skills Continuous Impr. Computer Skills	10	8-200	0	\$1,840	\$17.00*
				Weighted Avg: 80			
3	Retrainee Job Creation SB<100 HUA	Business Skills Continuous Impr. Computer Skills	10	8-200	0	\$2,300	\$15.00*
				Weighted Avg: 100			

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

\*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. ETP Required Wage floats down to a High Unemployment Area wage modification if trainees in Job number are located in an HUA, regardless if they are requesting a wage modification.

**Minimum Wage by County: Job Number 1:** \$19.12 per hour for Kern County

**Job Number 2 (HUA):** \$14.34 per hour for Kern County

**Job Number 3 (Retrainee-Job Creation):** \$14.00 for Kern County

**Health Benefits: Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

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

**OVERVIEW**

<b>Year Company Founded:</b>	1997	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> <i>Single location</i>
<b>Facility location(s) where training will occur</b>		<ul style="list-style-type: none"> <li>Bakersfield, CA</li> </ul>
<b>Nature of Business:</b>		<ul style="list-style-type: none"> <li>Diamond Technologies, Inc. (Diamond Tech) is an Information Technology (IT) services and solutions provider.</li> <li>Diamond Tech contracts with companies to provide customized IT consulting, support/training, as well as personalized business solutions based on company need.</li> </ul>
<b>Customer Base:</b>		<ul style="list-style-type: none"> <li>Government entities, medical facilities, school districts, healthcare industries, agriculture companies, and law firms.</li> </ul>
<b>Business / Industry Needs / Changes</b>		<ul style="list-style-type: none"> <li>Diamond Tech is rapidly changing and expanding to accommodate new industry demands, new standards for services, and increasing customer need for data security. These changes are a result of businesses moving to 100% remote work which has increased the need for IT services and solutions. As a result, workload for Diamond Tech's staff for existing customers and added new clients has increased significantly as staff must provide more support and troubleshooting.</li> <li>The changing needs of customers has required Diamond Tech to become a "one-stop shop" for all IT solutions to help businesses not only online, but with all technology needs and services including phones, computers, and email.</li> <li>Further, Diamond Tech is shifting away from a yearly-subscription model to a monthly-subscription based model. This shift has required the company to modernize, update, and improve software and technology for its customer subscription base requiring training on new products and software applications.</li> <li>Finally, cyber-security threats and data breaches have increased significantly in the last few years as businesses move processes and data online. Diamond Tech must work to combat viruses and data hostage situations while incorporating new and updated software.</li> </ul>



**Training Plan:**

<b><i>Need for Training:</i></b>	<ul style="list-style-type: none"> <li>• Training will allow workers to remain competitive in the industry by providing upskill training in new and updated IT solution services. As the Company transitions into a “one-stop’ shop” concept, staffs training will include new services such as phones, email, and standard online software, programs, and data security.</li> <li>• To prepare staff for subscription based model of service, training will be provided on new software and technology including topics to provide competencies in CISCO Certified Network Administrator, Certified Network Engineer, and Connect Wise.</li> <li>• To ensure customers are protected against security and data breaches, training will be provided on new software programs such as CheckPoint, NovaSoc, Sentinel One Cyber Security Software, and Acronis. These updated software and technology systems help manage IT service solutions for clients as well as help with data back up and security monitoring to protect data from threats.</li> <li>• Training will also be provided in Business Skills, Computer Skills, and Continuous Improvement to improve worker skills and standardize processes to further align training needs across all departments within the company.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab☒ E-Learning☐ CBT☐ Productive Lab☐ MS Preceptor☐ MS Didactic

Business Skills	Computer Skills	Continuous Improvement
<b>Job Creation Justification</b>		<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.

## Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	80 - 100 Hours
<p>Diamond Tech is requesting an increased weighted average of training to provide sufficient training to meet industry demand and changing technology. The Company request to exceed the average weighted training hours is brought on by the companies shift in its business processes to include additional IT tasks to be a “one-stop shop”, new standards of service towards the monthly subscription based model, and continuous improvement training to keep up with updating technology and standards. This requires extensive training to provide workers the skills needed to ensure products and services are updated, customers’ needs met and Diamond Tech is able to meet unique individual businesses needs for cybersecurity safety and solutions. The company has a training plan in place with regularly scheduled training for all trainees on a weekly basis. It expects to provide over 2,898 hours of training in total after 21 months of the contract.</p>	

## Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li><b>Project Oversight:</b></li> </ul> <p>The ETP project will be overseen by the Company's Controller, who will manage implementation and administration of this Agreement. The Controller will work alongside the third party administrator, Judith's Training Services, LLC, to complete enrollment, track training hours, perform data entry, and manage the invoice process.</p>
<ul style="list-style-type: none"> <li><b>Trainers:</b> All training will be delivered by in-house instructors and leadership, who are subject matter experts in their respective fields.</li> </ul> <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills; Computer Skills; Continuous Improvement Skills</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<ul style="list-style-type: none"> <li><b>Administration:</b></li> </ul> <p><input type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

## Repeat Contract

<ul style="list-style-type: none"> <li><b>Number Of Contracts in last 5 years:</b></li> </ul>	1
<ul style="list-style-type: none"> <li><b>Training provided / focus in last Contract:</b></li> </ul>	<ul style="list-style-type: none"> <li>Prior ETP Contract focused on upskill training to better provide workers with skills needed to combat IT security threats, combat viruses, back-ups and training in new and updated software.</li> <li>Training focused on software such as Next Generation Improvement Prevention Systems (NGIPS), Source Fire, and other anti/spam software.</li> </ul>

<b>Difference in Training Plan:</b>	<ul style="list-style-type: none"> <li>ETP funded training in this proposal will be different than previous ETP contracts. It will be geared towards new and improved processes and business needs. Additionally, the company is training on new software such as CheckPoint, NovaSoc, Sentinel One Cyber Security Software, and Acronis.</li> </ul>
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## **PRIOR PROJECTS**

The following table summarizes performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0230	Bakersfield	8/30/18 – 8/29/20	\$28,080	\$28,080 (100%)

## **SUBCONTRACTORS**

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Judith's Training Services, LLC	Los Angeles	\$7,000
Administrative	Judith's Training Services, LLC	Los Angeles	11%
Training Vendors	N/A	N/A	N/A

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

8-200            Trainees may receive any of the following:

**Business Skills**

- Accounting/Presales Engineer Accounting
- Business Admin/Planning
- Business Writing
- Compliance
- Credit Card Sales/Transactions,
- Customer Service
- Dispatching Services
- Financial Strategy/Forecasting
- Interpersonal Skills – Cross Cultural Comprehension
- Inventory Control
- Leadership/Coaching
- Marketing
- Monitoring
- Negotiating
- Payroll
- Project Management Professional (PMP) Training
- Pricing Methodology
- Product Knowledge
- Sales
- Service Development
- Telecommunications
- Telephone Skills
- Time/Vendor Management

**Computer Skills**

- Acronis
- Advanced Adobe Design
- Advanced Microsoft Excel (Macros, PivotTables, Charts and More).
- Advanced Quick Books
- Alert Logic Software
- Advanced Malware Prevention
- Auto Cad Training (CAD/CAM)
- Back-ups, Firewalls
- Certified Novell Assistance (CAN)
- Certified Network Engineer (CNE)
- Checkpoint
- CISCO Certified Network Administrator (CCNA)
- Competency

- Connect Wise
- Datto
- Dell Cisco Software
- Document Management Training DRIVE – MFILES
- E Set
- Firepower
- Hypervisors
- Local Area Networks (LAN)
- Metropolitan (MAN)
- Microsoft Certified Systems Administrator (MCSA)
- My IT Process
- Network Management
- Next Generation Intrusion Prevention Systems
- NovaSoc
- Ransom Software
- Scripting
- Sentinel
- Share Point
- Source Fire
- Storage Craft
- True Methods
- Virtualization
- Voice Over IP
- Watch Guard
- Wide (WAN)
- World Wide Web (WWW)

### **Continuous Improvement Skills**

- Decision Making
- Executive Incentives
- Leadership Skills
- Operations/Workflow
- Process/Procedure Improvement
- Production/Project
- Production/Project Scheduling
- Professional Services Automation – Tool Training
- Project Delivery Methodology
- Quality Concepts
- Team Building
- The Diamond Way (Process Improvement)
- Total Quality Management

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



## EXPANSION FUNDS

### RETRAINEE-JOB CREATION

Training Proposal for:

**Emergency Restoration & Cleaning, Inc.**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET22-0216**

**Approval Date:** December 30, 2021

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** Sacramento

**Analyst:** C. Kaiser

#### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SB <100 Expansion Funds (Alt/Gen)	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 20	U.S.: 20	Worldwide: 20
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

#### In-Kind Contribution

\$90,000

#### Total ETP Funding

\$43,700

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Occupations to be Trained:</b>	Administrative Staff, Estimators, Project Managers, Technicians

**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 SB<100	Business Skills Comm Skills Computer Skills HazMat	20	8-200	0	\$1,265	\$19.12
				Weighted Avg: 55			
2	Retrainee Priority SB<100 Job Creation	Business Skills Comm Skills Computer Skills HazMat	10	8-200	0	\$1,840	\$18.00
				Weighted Avg: 80			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Number 1: \$19.12 per hour in Sacramento County; Job Number 2: \$15.65 per hour in Sacramento County.

**Health Benefits: Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

Up to \$1.12 per hour may be used to meet the Post-Retention Wage for Job Number 1.

**OVERVIEW**

<b>Year Company Founded:</b>	2010	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> Single location Rancho Cordova (Sacramento County)
<b>Facility location(s) where training will occur</b>	<ul style="list-style-type: none"> <li>Rancho Cordova, Sacramento County</li> </ul>	
<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>Restoration for water damage, fire/smoke damage, and mold remediation.</li> <li>Emergency cleaning services.</li> </ul>	
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>Insurance Companies</li> <li>Residential Homeowners</li> <li>Commercial Property Owners</li> </ul>	
<b>Business / Industry Needs / Changes</b>	<ul style="list-style-type: none"> <li>Emergency Restoration &amp; Cleaning, Inc. (ERC) has lost experienced employees due to COVID concerns. The Company will train current staff to promote from within and gain the experience needed.</li> <li>ERC implemented a new software system, Mitigation Industry Control Application (MICA) and all staff will be trained on the system.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Company is expanding into additional services including Construction Repair Techniques such as carpentry finishing.</li> </ul>
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**Training Plan:**

<b><i>Need for Training:</i></b>	<ul style="list-style-type: none"> <li>All occupations will be working in and receive training for MICA and Salesforce Professional Services Automation software systems. Training ensures all trainees will become knowledgeable in both systems and will be able to complete job duties.</li> <li>Project Managers and Estimators training will focus on proper techniques, remediation, and estimation skills. Training will provide trainees the knowledge to proficiently perform tasks correctly and in a timely manner.</li> <li>Technicians are responsible for multiple job functions. Training will focus on all equipment and tools, Institute of Inspection Cleaning and Restoration Certification (ICRC), Home Repair Techniques, and Construction Repair Techniques. Training will ensure technicians are competent and fully certified in all job functions.</li> <li>Administrative Staff will receive training on Financial Management and additional training in Salesforce Professional Services Automation. Training will focus on the occupation becoming proficient on the software.</li> <li>Cross training will be provided to all occupations due to the impact each department has on the other.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

Business Skills	Commercial Skills	Computer Skills
Hazardous Materials		

<b>Job Creation Justification</b>	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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## Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	Restoration is requesting an average of 80 hours for Job Creation (Job Number 2)
ERC is requesting 80 hours of training for newly hired trainees. Most employees are hired with no prior remediation experience; therefore the Company must train in all areas for the trainee to become knowledgeable. ERC teams the newly hired trainee with a subject matter expert for the first two weeks for focused training - training mode only. Once the trainee is in the field, additional training is provided on a weekly and quarterly bases. In addition, all technicians will receive Institute of Inspection Cleaning and Restoration Certification which is up to 60 hours of training.	

## Veterans Program

<b>Number of Veterans</b>	ERO currently employs one Veteran. Training will be provided under Job Number 1.
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## Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li>• <b>Project Oversight:</b></li> </ul> <p>The current annual training budget is approximately \$75,000. Most of the training is for new hire orientation and safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.</p> <p>➤ Training Infrastructure</p> <p>Training will be provided by qualified in-house trainers. The Company has designated the CEO to oversee the ETP Contract. In addition, there will be designated Administrative Staff who will assist with scheduling training and obtaining rosters. In addition to the assigned staff members, the Company has also retained the services of a third party subcontractor with extensive ETP experience to assist with administration.</p>
<ul style="list-style-type: none"> <li>• <b>Trainers:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills, Hazardous Materials</li> <li><input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Administration:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> In-house</li> <li><input checked="" type="checkbox"/> Subcontractor</li> </ul> </li> </ul>

## SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Propel Consulting Group	El Dorado Hills	\$1,500
Administrative	Propel Consulting Group	El Dorado Hills	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

8-200            Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Ethics
- Business Practices
- Communication Skills
- Customer Service
- Estimation Skills
- Financial Management
- Leadership Skills
- Problem Solving & Decision Making
- Project Management Development
- Sales Skills

**COMMERCIAL SKILLS**

- Air Removal Equipment
- Building Standards
- Construction/Repair Techniques
- Home Repair Techniques
- Institute of Inspection Cleaning and Restoration Certification (ICRC) Training
- Mold Remediation
- Regulatory and Law Requirements
- Smoke Remediation
- Tool Operation
- Water Mitigation Equipment

**COMPUTER SKILLS**

- Microsoft Office (Intermediate/Advanced)
- Mitigation Industry Control Application (MICA) Software
- Salesforce Professional Services Automation
- Servicemonster
- Xactimate

**HAZARDOUS MATERIALS**

- Category 3 Sewage Backups
- Cleaning/Handling
- Crime Scene Biohazard
- Waste Disposal

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.



## EXPANSION FUNDS

Training Proposal for:

**Tait & Associates, Inc**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET22-0213**

**Approval Date:** December 30, 2021

**Panel Meeting of:** January 27, 2022

**ETP Regional Office:** San Diego

**Analyst:** K. Hernandez

### PROJECT PROFILE

Contract Attributes:	Expansion Funds (Alt/Gen) Priority Rate Retrainee	Industry Sector(s):	Services (G) Construction (23) Professional, Scientific Technology (54)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange, San Diego, Riverside and Sacramento	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: 141	U.S.: 193	Worldwide: 193	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	5%			

#### In-Kind Contribution

\$137,222

#### Total ETP Funding

\$74,382

<b>Out-of-State Competition:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Occupations to be Trained:</b>	Architect/Engineering/Technology Staff, Development/Technician Staff, Support Staff, Managers/Directors

### 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	Comm Skills Computer Skills Continuous Impr. OSHA 10/30 HAZWOPER	98	8-200	0-100	\$759	\$19.12
				Weighted Avg: 33			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** \$19.12 per hour in Orange, San Diego, Riverside and Sacramento Counties.

**Health Benefits: Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

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

### OVERVIEW

<b>Year Company Founded:</b>	1964	<b>Company Headquarters:</b> <input type="checkbox"/> Single location Santa Ana
<b>Total Number of Facility locations in California</b>	4	
<b>Facility location(s) where training will occur</b>	<ul style="list-style-type: none"> <li>• Santa Ana (Orange)</li> <li>• San Diego (San Diego)</li> <li>• Riverside (Riverside)</li> <li>• Rancho Cordova (Sacramento)</li> </ul>	
<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>• Tait &amp; Associates, Inc. (Tait) is a civil engineering/surveying company. Tait also provides architectural, environmental consulting, and land development services to its customer base.</li> </ul>	
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>• Tait's customer base includes utility and energy companies, big box retailers, aerospace companies, government agencies, and land developers.</li> </ul>	
<b>Business / Industry Needs / Changes</b>	<ul style="list-style-type: none"> <li>• Tait is experiencing changes driven by a combination of customer and industry demands.</li> <li>• The Company continues to increase its public sector work in California, adding several new cities,</li> </ul>	

	<p>counties, and ports to its client list over the last several years. Public sector projects require a different skill set and software skills than private sector development projects.</p> <ul style="list-style-type: none"> <li>Industries served by Tait continue to evolve, requiring a skills upgrade to stay current in water quality and environmental regulations.</li> </ul>
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### Training Plan:

<b>Need for Training:</b>	<ul style="list-style-type: none"> <li>Tait recently achieved ISO certification and will need to provide extensive training to the entire frontline workforce. ISO training will enable Tait employees to effectively design and develop projects to meet the growing needs of its clients and allow the Company to continue growing its competitive edge in the engineering and construction industry.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

☒ CBT

Commercial Skills	Computer Skills	Continuous Improvement
<b>Certified Safety Training</b>	<input checked="" type="checkbox"/> OSHA 10/30 <input checked="" type="checkbox"/> HAZWOPER	

### Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li><b>Project Oversight:</b> <p>The Director of Human Resources will administer the project. The Company's training staff will work with an administrative subcontractor to coordinate enrollment, update ETP systems, verify retention, and ensure compliance with all ETP requirements. Each location has a staff person assigned to help coordinate training.</p> </li> </ul>
<ul style="list-style-type: none"> <li><b>Trainers:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> In-house – Types of Training:</li> <li><input type="checkbox"/> Vendor – Types of Training by vendor:</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><b>Administration:</b> <p>Tait retained an administrative subcontractor to provide administrative support.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In-house</li> <li><input checked="" type="checkbox"/> Subcontractor</li> </ul> </li> </ul>

### Repeat Contract

<ul style="list-style-type: none"> <li><b>Number Of Contracts in last 5 years:</b></li> </ul>	1
<ul style="list-style-type: none"> <li><b>Training provided / focus in last Contract:</b></li> </ul>	Tait's previous ETP training project focused on the implementation of several new civil engineering software applications such as AutoCAD and Civil3D. In addition, Tait had major upgrades to its internal SharePoint software TECSONline that created a significant need for training.
<ul style="list-style-type: none"> <li><b>Difference in Training Plan:</b></li> </ul>	Tait's new training plan focuses more on design and construction philosophy that aims at creating aesthetically and environmentally harmonious projects. Tait's training plan will focus on Continuous Improvement Skills to deliver on the company's promise of quality-finished products, state-of-the-art design elements, and low costs.

### **PRIOR PROJECTS**

The following table summarizes performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0296	Santa Ana	11/15/2016– 11/14/2018	\$86,944	\$67,967 (78%)

### **SUBCONTRACTORS**

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Partners	Huntington Beach	\$4,370
Administrative	Training Funding Partners	Huntington Beach	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

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

8-200 Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Business Acumen/Business Management
- Business Process Skills
- Confined Space
- Communication/Collaboration Skills
- Customer Service/Support Skills
- Equipment Operations Skills
- Finance/Accounting Skills
- Negotiation Skills
- Marketing/Sales Skills
- Meeting Management Skills
- Presentation Skills
- Risk Assessment/Risk Management
- Train-the-Trainer

**COMPUTER SKILLS**

- 3DS Max Design
- ACAD 2012 Civil 3D
- Adobe
- Advanced Engineering Software (AES)
- Architectural Desktop
- AutoCAD 2012 Civil 3D
- Autoturn 2D & 3D
- Bluebeam
- Civil View
- Enercalc
- gINT (GeoEnvironmental & GeoTechnical Software)
- Google Earth / Mapping Tools
- HEC-HMS (Hydraulic software)
- Infrastructure Modeler
- Microstation In Roads
- Mobile Applications
- NavisWorks-ACAD (Helps develop site plans)
- Retain Pro
- Revit
- SharePoint Development
- Simplex
- SiteOPs (Helps develop site plans)
- SMARTS system
- CSMARTS system
- Storm Water Management Pollution Prevention Plan (SWPPP)
- StormCAD
- Surfer (Conturing Program)
- SWMM
- TECS Online III (new version)

- Water Quality Management Plan (WQMP)
- WaterCAD
- WSPG (Water surface profile gradient)
- xpSWMM
- xpSWMM (Hydraulic software)

### **CONTINUOUS IMPROVEMENT**

- 5S/Lean Six Sigma/Design for Six Sigma
- Change Management
- Decision Making
- Energy/Environmental Design Skills
- Engineering/Product Design Skills
- ISO Skills
- Leadership Skills
- Problem Solving Skills
- Process/Performance Improvement/Management Skills
- Project/Program Management
- Quality Assurance/Quality Control
- Team Development
- Troubleshooting/Root Cause Analysis

### **HAZWOPER**

- HAZWOPER Training

### **OSHA 10/30** (OSHA certified instructor)

- OSHA 10
- OSHA 30

### **CBT Hours**

0-100

### **COMMERCIAL SKILLS**

- American Chemistry Council's Responsible Care Program (1 hours)
- Ammonia Safety (1 hours)
- Arc Flash Hazard Analysis (1 hours)
- Asbestos Awareness in General Industry (0.5 hours)
- Asbestos Management (3 hours)
- Asbestos: What Is It and Who Should Remove It? (3 hours)
- Assessing Occupational Exposure (0.5 hours)
- Benzene: Safe Handling & Storage (1 hours)
- Combustible Dust - Things That Go Boom (1 hours)
- Confined Spaces in Construction (1 hours)
- Corrosion Control: Transportation of Natural and Other Gases by Pipeline (1 hours)
- Crane Safety (2 hours)
- Crystalline Silica: Understanding the Hazards (1 hours)
- Developing an Employee Safety Training Program (1 hours)
- Developing and Implementing an EPA RMP (2 hours)
- Electrical and Arc Flash Hazards (1 hours)
- Electrical General Requirements (1 hours)



- Electrical Safety (0.5 hours)
- Electrical Safety for Qualified Employees (1 hours)
- Electrical Safety for Unqualified Employees (1 hours)
- Electrical Wiring Methods (2 hours)
- Emergency Management Guide (4 hours)
- Emergency Plans and Response Training for Gas Pipelines (1 hours)
- Emission Controls (1 hours)
- Environmental Risks in Construction (2 hours)
- Environmental Safety (2 hours)
- Ethylene Oxide Safety (1 hours)
- Exit Routes, Emergency Action Plans & Fire Prevention Plans (1 hours)
- Explosive and Flammable Chemicals (1 hours)
- Fire and Smoke Dampers Simplified (1 hours)
- Fire! Designing Means of Escape (2 hours)
- Flammable and Combustible Liquids (1 hours)
- Fleet Program Adjusting to Changing Conditions (1 hours)
- Fuel and Combustion Systems Safety - Business Contingency Planning (1 hours)
- Fuel and Combustion Systems Safety - Combustion Basics (2 hours)
- Fuel and Combustion Systems Safety - Controlling Combustion Risks: Equipment (1 hours)
- Fuel and Combustion Systems Safety - Controlling Combustion Risks: People (1 hours)
- Fuel and Combustion Systems Safety - Controlling Combustion Risks: Policies (2 hours)
- Fuel and Combustion Systems Safety - Gas Piping Repairs and Cleaning (2 hours)
- Fuel and Combustion Systems Safety - Gas Supply System Issues (1 hours)
- Fuel and Combustion Systems Safety - Global Perspective on Fuel and Combustion System Risks (1 hours)
- Fuel and Combustion Systems Safety - Natural Gas Piping Basics (1 hours)
- Fuel and Combustion Systems Safety - Understanding Boilers and Their Special Risks (1 hours)
- Fuel and Combustion Systems Safety - What You Don't Know Can Kill You! (1 hours)
- Gas Pipelines - Public Awareness (1 hours)
- General Electrical Hazard Awareness and NFPA 70E® 2018 (1 hours)
- Globally Harmonized System Overview (BBGHS00CEN) (1 hours)
- Hand & Power Tool Safety (1 hours)
- Hazardous Waste Essentials (1 hours)
- Hazardous Waste: Treatment (1 hours)
- HAZWOPER 8 Hour Refresher (8 hours)
- HAZWOPER: Awareness (1 hours)
- HAZWOPER: Operations (1 hours)

- Health Effects Caused by Mold (1 hours)
- Heat Safety Awareness (0.5 hours)
- Hydrogen Sulfide Safety (1 hours)
- IICRC 7 Hour General Mold Program (7 hours)
- IICRC 7 Hour Mold Health Effects and Science Program (7 hours)
- IICRC 7 Hour Mold Remediation Program #1 (7 hours)
- Incident Reporting and Investigation (1 hours)
- Ionizing Radiation (0.5 hours)
- Irritants, Corrosives and Sensitizers (1 hours)
- Job Hazard Analysis (JHA) Safety Task Review (0.5 hours)
- Job Safety Analysis (1 hours)
- Laboratory Safety (BBLASA0CEN) (1 hours)
- Lead Safety (5 hours)
- Lead Safety Awareness (0.5 hours)
- Lead Safety in Construction: Keeping You Safe and Compliant (1 hours)
- Legionella Prevention and Control (0.5 hours)
- Machine Guarding (1 hours)
- Material Handling: Tank Trucks (2 hours)
- Medical Waste Stream: Identification and Handling (1 hours)
- Mold Remediation (1 hours)
- Montana Electrician 4 Hour Industry Related Program 1 (4 hours)
- More Than Mold - Health Effects Associated With Mold and Water Damage (3 hours)
- Nitrogen Safety Awareness (1 hours)
- Occupational Safety Training: Electrical Safety (1 hours)
- Occupational Safety Training: Fall Protection (0.75 hours)
- Occupational Safety Training: Fire Safety and Prevention (0.75 hours)
- Occupational Safety Training: Flammable and Combustible Liquids (0.5 hours)
- Occupational Safety Training: Hazard Communication (0.5 hours)
- Occupational Safety Training: Hazardous Materials (0.75 hours)
- Occupational Safety Training: Introduction to Industrial Hygiene (0.75 hours)
- Occupational Safety Training: Machine Guarding (1 hours)
- Occupational Safety Training: Personal Protective Equipment (0.75 hours)
- Occupational Safety Training: Respiratory Protection (0.5 hours)
- Occupational Safety Training: Safety and Health Programs (0.75 hours)
- Occupational Safety Training: Walking and Working Surfaces (1 hours)
- Oil Spill Responses in Facilities (1 hours)
- Operating an AED (1 hours)
- OSHA 10 Hour Construction Program (10 hours)

- Personal Protective Equipment (1 hours)
- Personal Protective Equipment For Mold Remediation Contractors and Consultants (1 hours)
- Personal Protective Equipment Selection and Proper Usage (1 hours)
- Powered Industrial Trucks (1 hours)
- Preventing and Investigating Accidents (2 hours)
- Process Safety Management (PSM): 1910.119 Overview and Auditing (1 hours)
- Process Safety Management (PSM): An Overview (1 hours)
- Process Safety Management (PSM): Compliance Audits (1 hours)
- Process Safety Management (PSM): Contractors (1 hours)
- Process Safety Management (PSM): Emergency Planning & Response (1 hours)
- Process Safety Management (PSM): Employee Participation (0.5 hours)
- Process Safety Management (PSM): Hot Work Permits (1 hours)
- Process Safety Management (PSM): Incident Investigations (1 hours)
- Process Safety Management (PSM): Management of Change (0.5 hours)
- Process Safety Management (PSM): Mechanical Integrity (0.5 hours)
- Process Safety Management (PSM): Operating Procedures (1 hours)
- Process Safety Management (PSM): Pre-Startup Safety Review (1 hours)
- Process Safety Management (PSM): Process Hazard Analysis (0.5 hours)
- Process Safety Management (PSM): Process Safety Information (0.5 hours)
- Process Safety Management (PSM): Trade Secrets (0.5 hours)
- Process Safety Management (PSM): Training (1 hours)
- R & D Chemical Hygiene (1 hours)
- R & D Waste Management (1 hours)
- Residential Safety Essentials (1 hours)
- Resource Conservation Recovery Act (RCRA): Hazardous Waste Training Requirements (1 hours)
- Respirator Fit Testing (BBRFT00CEN) (1 hours)
- Respiratory Protection (0.5 hours)
- Safe Forklift Operation (0.5 hours)
- Safe Work Permits (1 hours)
- Safety for Office Personnel (1 hours)
- Safety Management (1 hours)
- Safety: Electrical Part 1 - Fundamentals, Materials & Equipment Grounding (2 hours)
- Safety: Electrical Part 2 - Hazardous Location, Clearances & Safety Practice (RV-10744) (2 hours)

- Safety: Fire Part 1 - Workplace Fire Hazards & Preventing Fires (3 hours)
- Safety: Fire Part 2 - Fire Protection Equipment & Techniques (2 hours)
- Safety: Machine Operation (4 hours)
- Safety: Material-Handling (2 hours)
- Safety: Trades (3 hours)
- Safety: Welding Part 1 - Gas Cylinders & Oxy- fuel Systems (3 hours)
- Safety: Welding Part 2 - Equipment Use & Welder Protection (2 hours)
- Safety: Working with Chemicals (3 hours)
- Smart Workplaces: Designing Safe Workspaces & Preventing Injury (1 hours)
- Smart Workplaces: Preparing for a Pandemic Flu Outbreak (1 hours)
- Spill Prevention Control and Countermeasure (SPCC) Plans (0.5 hours)
- Storm Water Management: Storm Water Pollution Prevention Plan (SWPPP) (1 hours)
- Strategies for Implementing NFPA 70E® (1 hours)
- The Hazards of Oxygen and Oxygen Enrichment (1 hours)
- Toxic Mold: Managing the Legal & Insurance Risks (3 hours)
- Transporting Hazardous Materials (0.5 hours)
- Triethylaluminium Safety Awareness (1 hours)
- Understanding Forklifts (BBUFL00CEN) (1 hours)
- Unstable, Reactive, and Energetic Compounds (0.5 hours)
- Vinyl Chloride: Safe Handling & Storage (1 hours)
- Work Zone Safety and Traffic Control (2 hours)

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