

PANEL PACKET

June 2022



Employment Training Panel



PANEL NOTICE/AGENDA

MEETING TIME/PLACE

Thursday, June 30, 2022 at 9:30 a.m.
California Environmental Protection Agency, 1001 I Street
Coastal Room, Second Floor
Sacramento, CA 95814
Phone: (916) 327-5640

This is a public meeting and the public may attend in person or virtually.

IN PERSON:

The following participants will be in person:

- Panelists, Staff Representatives, and Proposal Applicants on the Agenda

VIRTUAL:

To view or provide public comment via webinar, use the link below and use the raise-hand feature during public comment to be called on.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84576594095>

Webinar ID: 867 9458 0620

One tap mobile: 888 278 0296 US Toll-free

Conference code: 1185529

(For assistance, login and raise hand or contact Mario.Maslac@etp.ca.gov or Amina.Nasufovic@etp.ca.gov)

Call to Order by Acting Chairperson

Janice Roberts

- Roll Call
- Action to Approve June Panel Meeting Agenda
- Action to Approve May Panel Meeting Minutes

Comments by Labor Secretary

Natalie Palugyai

Executive Report

- Legislative/Budget/Other
- Budget Update and Action on Allocations

Reg Javier
Peter Cooper
Tara Armstrong
Michael Cable

Panel Date: June 30, 2022

- Request Motion to Adopt Consent Calendar Projects/Action

Jaime Gutierrez

Presentation and Action Item on 2022 NAICS and ETPs Priority NAICS Expansion

Tara Armstrong
Geraldine Giron

Review, *Public Comment and Action on Proposals

Ryan Swier
Chris Hoover
Jana Lazarewicz

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

*Public Comment on Matters Not on the Agenda

Public Meeting Adjourns

*Public comment can be done in person or virtual

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. 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, June 20, 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

Alpine Corporation -----	\$107,870
Coast Packing Company -----	\$131,100
Golden Star Technology Inc. -----	\$178,250
Insurance Education Association LLC -----	\$354,000

San Francisco Regional Office

Center for Employment Training-----	\$403,300
Martinez Unified School District, Martinez Adult Education-----	\$483,960
Rightvarsity Technologies, LLC. -----	\$340,770
SOMA AEC, Inc. dba Oxman College-----	\$598,764
West Coast MediaNews LLC-----	\$499,583

Sacramento Regional Office

B-K Lighting, Inc. -----	\$140,760
Blue Diamond Growers -----	\$497,122
Haggerty Construction, Inc. -----	\$129,260
Porterville Adult School -----	\$564,620
Valmetal Tulare Inc.-----	\$103,960
Visalia Adult School, Visalia Unified School District -----	\$564,640

PROPOSALS APPROVED
BY DELEGATION ORDER FOR 05/13/22 – 06/20/22

≤ \$75,000	Approved Date	Approved Amount
<u>North Hollywood</u>		
Breakwater International (California) LLC	06/09/22	\$27,600
<u>San Diego Regional Office</u>		
Emazing Lights, LLC	06/13/22	\$49,680
Next Level Internet, Inc.	06/13/22	\$54,096
Rolls-Royce High Temperature Composites Inc.	06/16/22	\$73,899
Thinkbox Technology Group LLC	06/08/22	\$36,225
Underseas Systems International, Inc. dba Ocean Technology Systems	06/14/22	\$55,200
<u>San Francisco Regional Office</u>		
Nippon Trends Food Service, Inc.	06/14/22	\$74,750
Perez Farms, LP	06/14/22	\$65,320
<u>Sacramento Regional Office</u>		
Dialsource, Inc.	06/16/22	\$30,130
Jim Jonas, Inc.	03/23/22	\$36,225
Stanislaus Business Alliance, Inc.	06/15/22	\$21,318
T&R Communications, Inc.	06/15/22	\$56,350



State of California—Labor and Workforce Development Agency

Employment Training Panel

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REVIEW AND ACTION ON PROPOSALS

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Underseas Systems International, Inc. dba Ocean Technology Systems



M e m o r a n d u m

To: Panel Members

From: Reg Javier
Executive Director

Subject: **Directions Meeting Sites**

Date June 30, 2022

The Employment Training Panel will meet on **Thursday, June 30, 2022 at 9:30 a.m.**

California Environmental Protection Agency (Cal/EPA)
Coastal Hearing Room, 2nd Floor
1001 I Street, Sacramento, CA 95814

Telephone (916) 327-5640 (ETP Central Office)

Directions to the California Environmental Protection Agency - Sierra Hearing Room

From Sacramento International Airport:

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

From San Francisco

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



M e m o r a n d u m

To: Panel Members

Date June 30, 2022

From: Reg Javier
Director

Subject: **Future Meeting Sites**

<i>June Panel June 30, 2022</i>	CalEPA 1001 I St, Sacramento, CA 95814 Thursday 9:30 AM – 3:30 PM
<i>July Panel July 29, 2022</i>	CalEPA 1001 I St, Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM
<i>August Panel August 26, 2022</i>	CalEPA 1001 I St, Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM
<i>September Panel September 30, 2022</i>	CalEPA 1001 I St, Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting
Wednesday, May 25, 2022

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
Wednesday, May 25, 2022

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
Chris Dombrowski
Gretchen Newsom
Ernesto Morales
Rick Smiles
Douglas Tracy

Executive Staff

Peter Cooper, Assistant
Director Michael Cable, Staff
Attorney

Absent

Reg Javier, Executive Director
Gloria Bell
Madison Hull

III. AGENDA

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

ACTION: Mr. Smiles moved and Ms. Hull 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, 6 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 Mr. Tracy 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, 6 to 0.

V. FAREWELL TO STEVE DUSCHA

Acting Chairperson Roberts announced that Steve Duscha has been diagnosed with an aggressive form of cancer and will be retiring his consultation practice with ETP. He has sent out messages in a newsletter to many of his clients and friends, but the Panel wanted to take this time today to honor his achievements and his dedication to ETP. Steve was the first Executive Director with ETP in 1983. Over the last 40 years, Steve has been dedicated to the growth and stability of the California economy, through providing funds to enhance employee skills and create better jobs for all sectors in the California workplace. At times he could be challenging to work with, but through his passion and desire to make ETP stronger and viable, he gained a great deal of respect and gratitude. Acting Chairperson Roberts stated that she has personally had many interactions with Steve over the years and always came away with more knowledge and a better understanding of ETP and its complexity. Acting Chairperson Roberts thanked Mr. Duscha and wished him peace, comfort, and strength through this difficult time. ETP will always be appreciative for his contributions and dedication.

Gretchen Newsom thanked Mr. Duscha for being such a champion and carrying such a torch strongly for workers. Ms. Newsom thanked Mr. Duscha for always encouraging the Panel to take the high road for better wages and really making that impact at the local level with the local workers and lifting them up. Ms. Newsom also thanked him for being a mentor to herself and the rest of the Panel Members and Staff.

Rick Smiles thanked Mr. Duscha for everything he has done for ETP and stated that Mr. Duscha is an icon. Mr. Smiles state that he appreciates everything that Mr. Duscha brought to the table and everything he has done for ETP.

Stewart Knox thanked Mr. Duscha for all the work he has done for ETP. Mr. Knox noted that they didn't always agree on every principle or idea, but they always listened and learned from him. Mr. Knox remembered that during his five years as ETP director, many times they had coffee and conversations at Ambrosia on how to make ETP a strong and viable entity in the State of California, which Mr. Duscha always pushed for. Mr. Knox stated that the piece of what he learned from Mr. Duscha is that advocacy on his type of level pushes state government to do better and he appreciates that.

Mr. Duscha thanked the Panel Members and Staff and all of whom he has worked with for so long. He thanked everyone for recognizing that ETP is not just another job training fund. ETP is a program for people, for employees, for unions, for good wages. And that sets it apart from every other job training fund in California and almost every state. Mr. Duscha noted that he was sorry he will be missing ETP's 40th anniversary in the first week of January 2023. Mr. Duscha requested that Panel and Staff make ETP what it is today – make it better, make it stronger, make it bigger. Mr. Duscha again thanked everyone who's been involved in this program, everyone who has supported him, everyone who has argued with him on occasion and straightened him out sometimes. Mr. Duscha noted that he hopes he straightened them out sometimes, too.

Acting Chairperson Roberts thanked Mr. Duscha and wished him the best always.

VI. REPORT OF THE ASSISTANT DIRECTOR

Peter Cooper stated that on behalf of ETP Executive Leadership and all ETP Staff, he would like to thank Steve for pushing them and for always making them look to figure out how they can do things better for California's workers and for our communities and employers. Mr. Cooper wished Mr. Duscha the very best.

Mr. Cooper welcomed the Panel Members, Applicants, and Stakeholders and recognized the following persons in attendance: Kellen Hernandez, San Diego Regional Office Manager; Ryan Swier, Hollywood Regional Office Manager; Chris Hoover, Foster City Manager; and Jana Lazarewicz, Sacramento Regional Office Manager. Mr. Cooper also noted that Mario Maslac, Division Chief, will be presenting ETP's funding strategy for this coming fiscal year.

Mr. Cooper noted that this is the first in-person Panel Meeting after two and a half years. Staff is still trying to make the meetings accessible both to people online and those in person. Mr. Cooper stated that the next Panel Meeting will also be in-person and will be at the CalEPA building. Please note the June Panel Meeting will now be held on June 30 to accommodate Labor Secretary Natalie Palugyai who would like to come to the Panel and speak to everyone directly. Secretary Palugyai wants to discuss her vision for ETP as it fits within Workforce Development and what she's trying to do in the Labor Agency. She has some concerns about ETP not serving women as much as it could with its funding resources.

Regarding the apprenticeship program, Mr. Cooper stated that the window for applying for apprenticeship funding is closing and will close on May 31st. Mr. Cooper explained that this is in an effort to make the apprenticeship programs more equitable and treat small and large programs fairly. In June, Staff will be reviewing the proposals and verifying the number of trainees at the June 30 Panel Meeting. Staff will be making recommendations regarding the cap for apprenticeship. Staff plans to process all the proposals for apprenticeships following the existing guidelines for apprenticeship and bring them to the September Panel Meeting for your consideration. Mr. Cooper explained that ETP is expanding the Priority Industry list in order to support the employers most impacted by the State's recession, as well as to clarify determination of eligibility. Information has been posted on the ETP website and has been emailed to the Stakeholder list.

Mr. Cooper noted that ETP is in a period where it is significantly growing - not only in funding, but also by reaching out to new populations and doing work that ETP has never done before.

Mr. Cooper reported that at today's Panel Meeting there will be about \$7,080,000 in proposals in 24 projects. Before the Meeting today, the Panel has approved approximately \$96.6 million in projects for the year, leaving \$18.8M in contracting capacity for the remaining end of the fiscal year. Regarding general funds, the Governor's Office and Labor Agency continue to be very interested in the SEED program (Social Entrepreneurs for Economic Development) and ETP is working closely with them to keep them informed of the progress of this initiative. Mr. Cooper noted that there was \$10M in Round 1 (SEED 1) and \$20M in Round 2 (SEED 2). Mr. Cooper explained that Staff was able to get trailer bill language in the May revise to extend the term of SEED 1 contracts from one year to two years in order to make the program more successful. Mr. Cooper explained that Staff is listening to this new community of CDOs to see what kind of programs they need to have in place to make it successful.

Regarding the possible new funds for Fiscal Year 22/23, Mr. Cooper explained that proposals are being considered by the Legislature. Mr. Cooper acknowledged and thanked staff members who testified before budget subcommittees, including Jaime Gutierrez, Diana Torrez, Mario Maslac, Ilya Launitz, and Courtney Hoyt. Mr. Cooper explained that this has been a real growing experience for everybody at ETP, as Staff has been more engaged with the Legislature and educating them about ETP and what the ETP program can do.

Regarding the ETP Healthcare Workforce Advancement Fund, Mr. Cooper explained that it was originally paid at \$90M to support job entry and career advancement for entry level and other workers in healthcare and human service settings. But in the May revise, it was reduced to \$50M and that is likely where it will remain. Mr. Cooper shared that this is a great opportunity for ETP to serve new communities. Much of the healthcare sector was not able to participate in ETP, because they are not paying into the fund, being nonprofit. So this will allow ETP to reach that group of employers and workers. Another new program, the Workforce Literacy Program, is intended to expand workplace literacy training in contextualized English, digital skills, and technical skills training for incumbent workers. This will enable employers to build skilled workforces, increase employee retention, and provide pathways to higher wages and better jobs for immigrants. Mr. Cooper explained that this program will remain intact at \$20M for this next fiscal year. Mr. Cooper also explained that the Legislature now has until June 15th to pass the budget and get it to the Governor's desk for his action by June 30.

VII. UPDATE ON CAL-E-FORCE

Tara Armstrong shared an IT system update. Regarding the Cal-E-Force system, Staff is working on lots of internal and external enhancements to assist customers. Staff is working to make those amendments and create a system that can be more efficient. Additionally, there is an application workgroup working to make it easier for all customers to come in and understand what they are applying for and not to know ETP lingo. Ms. Armstrong explained that under the Cal-E-Program, Staff has added a new efficiency for concurrent enrollment. Now stakeholders can use the system to find out if they are conflicted or not, without having to go through their own manual process.

Ms. Armstrong shared that the legislative data requirement has been added. The California Community College (CCC) and Expansion Funding have legislative data requirements, which have been built into the system so that it can be collected online and added within the contract without a manual process. Now that information can be gathered and reported easily.

Regarding contract migration, Ms. Armstrong reported that next month the migration will be finished for all the contracts from 2016 through present. Stakeholders will be able to look at past contracts, as well. Ms. Armstrong explained that next year, Staff will be looking at the ability to edit applications so that any applications that don't make it through a funding cycle will have the ability to go into the system and edit or update the application and submit for the following year's funding, instead of completely starting over and resubmitting.

Regarding the Cal-E-Grants, Ms. Armstrong stated that ETP is working with the State Board and is now supporting seven grant systems within Cal-E-Grants – five of them are the State Board's and two of them are ETP's. Ms. Armstrong explained that Staff is in the fund management deployment part, and will have a large deployment coming in June.

VIII. REPORT OF STAFF ATTORNEY

Staff Attorney Michael Cable reported that he has provided a Legislative Memorandum to the Panel Members that is dated May 17th. The bills that Staff are tracking are still working their way through Committee. Regarding AB 1733, which is the State bodies: open meetings bill which would allow for teleconference meetings, Mr. Cable explained that the bill was set for Committee, but then it was postponed by Committee and is not currently on calendar. Mr. Cable also reported that this Friday, May 27, is the last day for each House to pass bills introduced in that House. Mr. Cable stated that because of that and the status of the bill, he believes that the bill will not likely be included in this session.

IX. REPORT OF THE CHIEF DEUPTY DIRECTOR

Jaime Gutierrez welcomed Panel Members and stakeholders and provided a summary of the Employment Training Panel's funding. Regarding an informal practice of returning reimbursed training funds identified as overpayment through an unofficial offset process, Mr. Gutierrez explained that over time, this informal practice has increased the workload for fiscal staff, increased ETP's outstanding financial liabilities, and instilled expectations from contractors who have come to view this process as a standard operating procedure regarding the repayment of funds to ETP. However, Mr. Gutierrez explained that this informal practice is not in alignment with ETP's regulations and therefore effective immediately ETP will stop the practice of using informal offset requests for overpayments. ETP will revert back to the official appeal process as outlined in ETP regulation 4450 for request to offset overpayments and/or waive interest.

Regarding Funding:

Today's Panel Meeting is for approximately \$7.1M, which includes two approved Delegation Orders for a total of \$81,432. Delegation Orders are Proposals capped at \$75K and approved under delegated authority by the Director on a continuous flow basis. For this fiscal year, ETP has approved a total of 30 delegation orders. If all proposals scheduled for this Panel Meeting are funded today, the Panel will be approving 24 projects. After today's Panel Meeting, the Employment Training Panel will have approximately \$18.8M left in contracting capacity for fiscal year 21/22. ETP has received 221 Pre-applications, and of those there are currently 68 applications in the Regional Offices and 153 applications are with the Application and Assessment Unit (AAU).

Regarding Demand and Allocations:

Mr. Gutierrez also shared that ETP is currently within the allocations of \$25.6M in demand for Single Employer Contracts, \$5.3M in demand for Multiple Employer Contractors (MEC) requests, \$5.6M in demand for Small Business, zero in demand for Apprenticeships and zero in demand for Critical Proposals.

Regarding the Consent Calendar:

Mr. Gutierrez stated he would like to request 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 with the exception of those proposals being pulled, which will be heard individually in order.

Acting Chairperson Roberts asked the Panel if there were any items they would like to pull from the Consent Calendar.

Ms. Newsom stated that for Tabs 3, 8, and 9, she would like to request an instruction to Staff to make sure that they are not duplicating DAS approved apprenticeship curriculum and training.

Acting Chairperson Roberts confirmed that they are not going to pull those items, but just make note of that instruction.

Acting Chairperson Roberts asked if the Panel would like to pull any more proposals from the calendar, or if the Panel or public had any questions regarding the consent calendar.

Hearing none, Acting Chairperson Roberts asked for a motion,

ACTION: Mr. Smiles moved and Ms. Newsom 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, 6 to 0.

X. PRESENTATION AND ACTION ITEMS ON FISCAL YEAR 22/23 FUNDING STRATEGIES: CAPS, REIMBURSEMENT RATES, MORATORIUMS, ALLOCATIONS

Mario Maslac presented a report on ETP's strategies for the next year. Mr. Maslac explained that at this time, Staff usually presents the strategies for next year including caps, reimbursement rates, moratoria, and allocations. This does not include anything other than ETP or core funding. Mr. Maslac explained that ETP's general funds, namely healthcare and literacy skills, have still not been approved, so they are not included in these projections yet.

Regarding project caps, Mr. Maslac explained that Staff is essentially asking that the caps remain the same for this year. Mr. Maslac offered a correction to the slide presentation, the slide states that Apprenticeships are capped at \$600,000, however, per Peter's comments, Staff would like to defer that decision to June. Mr. Maslac explained that the application window for apprenticeship project applications ends at the end of May. Staff wants to look at the totality of everything they received before coming back and making a recommendation for that cap. Mr. Maslac stated that the only difference from what is represented on the slides is that the caps are for MECs only. Mr. Maslac confirmed that the caps will remain the same at \$500,000 for Single Employer, \$600,000 for Critical Proposals and for MECs.

Regarding reimbursement rates, Mr. Maslac explained that the rates will remain largely the same except for one small change on the Apprenticeships. Mr. Maslac explained that because the Montoya funds for RSI funding have now increased and ETP is not allowed to displace those funds, Staff is making a commensurate adjustment to ETP's reimbursement rates. So, it is dropping from \$18 to \$16.

Regarding moratoriums, Mr. Maslac explained that the moratoriums are largely staying the same except for truck driving schools because there is a need, not just in the State but nationally, for truck drivers, as well as lifting the moratorium on non-priority industries. Mr. Maslac stated that ETP should be able to start funding non-priority industry projects going forward, as well.

Regarding allocations, Mr. Maslac shared that Staff is still working through the June Panel because it is one of the rare instances where the current year's funds will be used in June (usually its next year's funds that are used). So this is a conservative projection for next year. Mr. Maslac stated that next year, there will be about an \$81 million contracting capacity and Staff does anticipate that this will increase. Mr. Maslac projected it will flow about \$30M for Single Employers, about \$5M for Small Businesses and Critical Proposals, and about \$20M for MECs and Apprenticeships. Staff is expecting that this will increase as the June Panel Meeting wraps up and possibly even increase ETP's appropriation for this year.

Mr. Maslac requested Panel approval of the project caps, reimbursement rates, moratorium, and allocations with the understanding that the apprenticeship projects do not have a cap approved yet, but that will happen at the next Panel Meeting.

Acting Chairperson Roberts confirmed that the Panel will approve the apprenticeship caps at the next Panel Meeting separately. Acting Chairperson Roberts asked if the Panel had any questions regarding Mario's proposal.

Hearing none, Acting Chairperson Roberts asked for a motion,

ACTION: Mr. Smiles moved and Ms. Newsom 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, 6 to 0.

XI. REVIEW AND ACTION OF PROPOSALS

SINGLE EMPLOYER CONTRACTS

Tab No. 16: Consolidated Disposal Service, LLC dba Republic Services, Inc.

Mr. Swier presented a proposal on behalf of Consolidated Disposal Service, LLC dba Republic Services, Inc., a repeat contractor requesting \$599,978 to train approximately 434 Retraitees and 300 Job Creation trainees located statewide. Multiple Union support letters have been received for the proposed training population.

Mr. Swier stated there are representatives present to respond to any questions the Panel Members might have and introduced Christine Peterson, West Area HR Director and Judith Kriegsman, Consultant.

Acting Chairperson Roberts stated that in the past, the Panel hasn't asked for any comments from this contractor, but because the Meeting is in person again, she suggested the representative could say a few words about the project if they would like.

Ms. Peterson thanked the Panel for their consideration and stated that this is a great opportunity. Ms. Peterson stated that SB 33 is kicking off with an end date of 2025, where there's a huge launch for organics. So this is allowing them to staff up and train individuals to be able to manage through this piece of their business.

Ms. Newsom pointed out that under Development Services it says that the consultant is receiving a flat fee of \$59,000.

Ms. Peterson confirmed that was accurate and stated that they have been working on this project for two years and the fee is not coming out of the budget for training.

Acting Chairperson stated that it is usually 10%.

Acting Chairperson Roberts asked if the Panel or the public had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Mr. Morales seconded approval of the proposal submitted by Consolidated Disposal Service, LLC dba Republic Services, Inc., in the amount of \$599,978. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

Tab No. 17: Virgin Orbit, LLC

Mr. Swier presented a proposal on behalf of Virgin Orbit, LLC a repeat contractor requesting \$404,800 to train approximately 500 Retraitees, 20 Veteran Retraitees, and 50 Job Creation trainees, located in both LA and Kern County. Please note that the prior project had earnings of 69% of the past contract amount and this proposal was right-sized accordingly.

Mr. Swier stated there are representatives present to respond to any questions the Panel Members might have and introduced Johanna Kent, VP People & Culture, and Barry Menzel, Consultant.

Ms. Kent thanked the Panel and introduced Virgin Orbit as a company that designs, builds, and launches rockets that deploy satellites into orbit. Ms. Kent explained that their main point of differentiation from other satellite providers and launch providers is that they are all ground launch providers. Virgin Orbit actually launches under the wing of a 747 airplane. Mr. Kent explained that, while other providers must launch from only a couple of different locations, Virgin Orbit can launch from anywhere a 747 can take off, which opens space for countries that have never been able to put satellites into air before. These can be customers and countries that are opening communications that are fighting climate change. Ms. Kent shared that they have been working with the State of California on fire sites to help fight wildfires and climate change. Ms. Kent stated that they are also working with the government, as well, on national security. Ms. Kent shared that the responsiveness of their system allows them to be able to get a satellite up into the air to either replace one or put one there within 24 hours.

Acting Chairperson Roberts stated that she noticed on the NTMA proposal, which was just approved under the Consent Calendar, that some of their contracting employees are listed as Virgin Orbit. Acting Chairperson Roberts asked if Ms. Kent was aware that NTMA was going to do some training for them. Acting Chairperson Roberts noted that this proposal is for \$400,000 and the cap is \$500,000. So, if for some reason NTMA trains more than \$100,000 worth of

Virgin Orbit's employees, they will be over the cap. Acting Chairperson Roberts stated that there are systems in place to prevent employees from being enrolled twice, but advised the Contractor to be cautious of this.

Acting Chairperson Roberts asked if the Panel or the public had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the proposal submitted by Virgin Orbit, LLC in the amount of \$404,800. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

Tab No. 18: Lee's Accu-Tech Service, Inc.

Mr. Maslac presented a proposal on behalf of Lee's Accu-Tech Service, Inc. requesting \$272,320 to train 175 Retraitees distributed across three job numbers. Training will take place at their locations in Placer, Fresno, Madera, Tulare, and Yolo Counties. This will be Lee's second ETP contract in the last five years. Lee's prior project currently has potential earnings of \$129,168. The final payment invoice submitted on April 7, 2022, requesting valuation to earn 100% of their funding amount.

Mr. Maslac stated that representatives are present to respond to questions the Panel Members might have and introduced Jay DeHaro, HR Manager and Keith Brama, Consultant.

Acting Chairperson Roberts explained that the only thing the Panel Members see is what is presented to them on the 130 forms and on Lee's proposal the table shows 0% payment earned with some comments underneath. Acting Chairperson Roberts asked if they had enough hours in, but just haven't received payment yet.

Mr. DeHaro affirmed.

Acting Chairperson Roberts stated that she gets concerned when people come before the Panel before they get all their monies in Lee's for the statement that they are not duplicating DAS-approved apprenticeship training, but asked Mr. DeHaro to elaborate on how soon their workers can anticipate moving from Level One to Level Two in their different classifications, including HVAC installer, plumber, and service tech.

Mr. DeHaro explained that it typically happens within three to six months, and they currently have a school available. Mr. DeHaro stated that their plumbing school is a 12-week accelerated program that gives them the school training necessary to get a jumpstart on their technical, so that when they come in, they don't have the same questions and concerns that they normally would starting out fresh. And then after about three or six months after they complete the three month school training is when they typically get classified.

Ms. Newsom asked if that would be when they would get classified as a Level Two and bump up in their wages.

Mr. DeHaro confirmed.

Acting Chairperson Roberts asked if the Panel or public had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the proposal submitted by Lee's Accu-Tech Service, Inc. in the amount of \$272,320. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

Tab No. 19: Outback Contractors, Inc.

Mr. Maslac presented a proposal on behalf of Outback Contractors, Inc., a first-time contractor requesting \$244,720 to train approximately 266 Retraitees distributed across two job numbers. Outback has one location participating in this project in Tehama County. The company has maintenance staff, operation staff, and operators represented by the IBEW Local 1245. Union has submitted both a notice of intent and letter of support for this training project.

Mr. Maslac stated that representatives are present to respond to questions the Panel Members may have and introduced Trevor Hammam, General Manager, Anne Durbin, Senior Manager Safety & Compliance, and Michael Snead, Consultant.

Acting Chairperson Roberts noted that one of the projects they approved in Consent Calendar is based in enterprises and is owned by the same company.

Ms. Durbin explained that the owners are the same, but the companies do completely separate different work.

Acting Chairperson Roberts said because the two projects don't even meet the cap, it's not a problem. But Acting Chairperson Roberts stated that she just wanted to make note of that. She also asked if both companies were woman-owed.

Ms. Durbin affirmed.

Ms. Newsom added that she wanted to make sure they will not be duplicating DAS-approved apprenticeship training.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Mr. Morales seconded approval of the proposal submitted by Outback Contractors, Inc. in the amount of \$244,720. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

Tab No. 20: Cognizant Technology Solutions U.S. Corporation

Ms. Lazarewicz presented a proposal on behalf of Cognizant Technology Solutions U.S. Corporation, a first-time contractor requesting \$458,850 to train approximately 950 workers. Training will take place at their three California locations in San Francisco, Pleasanton, and Oceanside.

Ms. Lazarewicz stated that representatives are present to respond to questions the Panel Members may have and introduced Amy Dietz, HR & EVP Communications, and Rob Sanger, Consultant.

Ms. Dietz explained that Cognizant is a large global professional services organization. Ms. Dietz stated that they provide software and digital engineering consulting to a wide variety of clients, including healthcare, financial services, life sciences, etc. Ms. Dietz thanked the Panel and said they are excited about this opportunity.

Acting Chairperson Roberts stated that she normally gets worried about first-time contractors with large projects almost at the cap, but feels better with Rob Sanger as their consultant. Acting Chairperson Roberts said she wants to make sure that Cognizant understands ETP and its systems and can perform accordingly, because their project is for a lot of money.

Ms. Dietz shared that their learning and development ecosystem is really well regarded and they have a robust team that includes internal and external experts to make sure that the funds are well spent. Ms. Dietz explained that she is the lead of HR communications and her job is to know their people programs and help articulate them to their associates, including their learning and development programs.

Acting Chairperson Roberts stated that she wants to make sure that Ms. Dietz will be onboard with this project for the next two years and doesn't plan to leave.

Ms. Newsom pointed out that their wage range is very broad, between 25 – 62 or 25 – 85. Ms. Newsom asked approximately what percentage of their workforce is at the lower end of the 25 versus the upper end.

Ms. Dietz stated that she wasn't sure of the exact answer at the moment, but can get the data back to the Panel.

Ms. Newsom asked Ms. Dietz to explain how their workforce progresses in their wages and how soon they can anticipate an increase in their wages if they are receiving that kind of training.

Ms. Dietz shared that they have varied levels of careers in their company and a very clear hierarchy and a ladder. Ms. Dietz stated that the way they measure people and progress them along the career ladder is based on performance, so that when somebody joins, they have a good path in terms of what the next level would be, what their career architecture is, and then depending upon their performance, in addition to the learning and development and the skills that they are gaining and their time, they will progress them along the journey depending on their role. Ms. Dietz explained that they have a job-moves program internally that ensures that when an associate is performing for a particular period of time, say two years, they progress them along the path and open up additional opportunities for them at the next level, which includes a wage progression.

Acting Chairperson Roberts asked if the Panel or the public had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the proposal submitted by Cognizant Technology Solutions U.S. Corporation in the amount of \$458,850. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

Tab No. 21: Mountain F. Enterprises, Inc.

Ms. Lazarewicz presented a proposal on behalf of Mountain F. Enterprises, Inc., a repeat contractor with good performance requesting \$504,252 to train approximately 252 workers, including 178 new employees. There has been an update to Mountain F's number of employees, currently the 130 shows 1,200, but the actual current number of employees is closer to 1,500. This is close to double the amount of employees that they have listed on their 2020 proposal. Training will take place at their nine locations throughout California.

Ms. Lazarewicz stated that representatives are present to respond to questions the Panel Members may have and introduced Robert Ruiz, Training Coordinator; Annie Rafferty, Consultant; and Alastair Roughton, Consultant.

Mr. Ruiz thanked the Panel for the opportunity of their last project and explained that they have been able to make good strides moving forward and they have been able to incorporate their training site for the equipment operators, all doing tree work for fire restoration, making sure that they do what they can for California to prevent wildfires. Mr. Ruiz stated that the training was very helpful because they were able to go one-on-one or one-to-two, very small ratios to make sure that it was effective.

Acting Chairperson Roberts noted that the table on their 130 was incomplete.

Ms. Rafferty stated that they are at 100% and have been at 100% for a significant period of time. Ms. Rafferty noted that the last billing was based off modification and they had 56% Job Creation on their first project and they needed to switch dollars between the jobs, so they are waiting on

that to be processed within ETP. Ms. Rafferty explained that the final billing was submitted on April 12th in timing of that, but they have been at 100% performance.

Ms. Newsom commended Mountain F. for having their arborist's certification training program with that set number of hours and thanked them for getting that done. Ms. Newsom stated that it really means a lot to the workers to be able to receive that kind of certification through that training.

Acting Chairperson Roberts asked if the Panel or the public had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Tracy seconded approval of the proposal submitted by Mountain F. Enterprises, Inc. in the amount of \$504,252. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

Tab No. 22: Valdez Painting, Incorporated

Ms. Lazarewicz presented a proposal on behalf of Valdez Painting, Incorporated, a first-time contractor requesting \$249,090 to train 266 workers, including 19 new employees. Training will take place at their locations in Sacramento, San Francisco, and Yolo Counties.

Ms. Torres stated there are representatives present to respond to any questions the Panel Members might have and introduced Erik Tickler, General Manager and Michael Snead, Consultant.

Ms. Newsom asked that they confirm they are not duplicating DAS-approved apprenticeship curriculum and training.

Mr. Tickler confirmed they are not and that it is in addition to product-specific certifications.

Acting Chairperson Roberts asked if the Panel or the public had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Morales moved and Mr. Smiles seconded approval of the proposal submitted by Valdez Painting, Incorporated in the amount of \$249,090. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 6 to 0.

XI. OPPORTUNITY FOR PANEL MEMBERS TO REQUEST AGENDA ITEMS FOR FUTURE PANEL MEETINGS

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

Acting Chairperson Roberts stated that at the next subcommittee meeting she would like to have more questions regarding productive lab, because in the past, productive lab has been a certain percentage of the dollars and she's noticed that over the Pandemic it has crept up to almost 100%. Acting Chairperson Roberts said she would like to talk more about how to get it back down to a reasonable number or, alternatively, if they should lower the reimbursement rate based on productive lab.

No other comments were made.

XII. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

Phil Herrera thanked Steve Duscha for his years of service to the agency and for being his boss, mentor, and friend. Mr. Herrera gave a heartfelt recounting of his first encounter with ETP and Mr. Duscha.

Juliana Kirby, Training Planning Partners, shared that she has known Mr. Duscha for over 25 years as they have been involved in ETP work together and workforce development, federal programs, and other workforce programs in other parts of the country, but mainly through ETP. Ms. Kirby thanked Mr. Duscha for being a great advocate for the program and for providing leadership not only to her firm, but to the whole consulting community for so many years.

Acting Chairperson Roberts shared that Mr. Duscha will not be selling his business, but giving it away, which is very gracious and professional.

XIII. MEETING ADJOURNMENT

Acting Chairperson Roberts adjourned the meeting at 10:32 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: As of 06/01/2022

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

From: Michael Cable, Staff Attorney

Subject: Tracking Memorandum; California Legislature; 2021-2022 Regular Session

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I. ASSEMBLY BILLS

- **[AB-84 Employment: COVID-19: supplemental paid sick leave.](#)**

Summary: Among other things, this bill, beginning January 1, 2022, until September 30, 2022, would provide for COVID-19 supplemental paid sick leave for covered employees who are unable to work or telework due to certain reasons related to COVID-19, including that the employee is attending a COVID-19 vaccine or vaccine booster appointment for themselves or a family member, or is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster. The bill would entitle a covered employee to 40 hours of COVID-19 supplemental paid sick leave if that employee either works full time or was scheduled to work, on average, at least 40 hours per week for the employer in the 2 weeks preceding the date the covered employee took COVID-19 supplemental paid sick leave. The bill would provide a different calculation for supplemental paid sick leave for a covered employee who is a firefighter subject to certain work schedule requirements and for a covered employee working fewer or variable hours, as specified.

Status: On 02/09/2022 Re-referred to Com. on B. & F.R.

- **[AB-87 Economic relief: COVID-19 pandemic.](#)**

Summary: Among other things, this bill would create the California Emergency Relief Fund as a special fund in the State Treasury to provide emergency resources or relief relating to state of emergency declarations proclaimed by the Governor. The bill would transfer from the General Fund to the California Emergency Relief Fund \$150,000,000 for purposes relating to the COVID-19 emergency proclaimed by the Governor on March 4, 2020. The bill would appropriate \$150,000,000 from that fund to the Office of Small Business Advocate for a closed

round to fund small business grant applications waitlisted from previous rounds of the California Small Business COVID-19 Relief Grant Program.

Status: On 02/09/2022 Re-referred to Com. on B. & F.R.

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

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

Status: On 10/08/2021: Vetoed by Governor. "This bill would modify several processes related to civil service job announcements, examinations, classifications, and hiring practices. Additionally, it would require certain boards and commissions to include appointed representatives of underrepresented groups and institute new data collection requirements... While the goals of AB 105 are laudable, elements of the bill conflict with existing constitutional requirements, labor agreements, and current data collection efforts. Therefore, it may have unintended consequences that warrant further consideration. Furthermore, as AB

be considered through the annual state budget process."

- **AB-142 State agency records: Records Management Coordinator duties: personnel training.**

Summary: This bill would revise the duties of the Records Management Coordinator with respect to coordinating an agency's records management program to expressly require that this coordination be in accordance with the provisions of the State Records Management Act and applicable standards established by the Secretary of State in the State Administrative Manual. The bill would also require that each state agency ensure that all agency personnel, other than the Records Management Coordinator, who prepare, own, use, or retain public records on behalf of the agency receive records management training, using material offered by the Secretary of State, and that those agency personnel complete one hour of records management training within 60 days of employment and a 30 minute refresher records management training biennially.

Status: On 02/09/2022 Re-referred to Com. on B. & F.R.

- **(CHAPTER 577) AB-218: Change of gender and sex identifier.**

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

Status: On 10/06/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 740) AB-237: Public employment: unfair practices: health protection.**

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

Status: On 10/09/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 614) AB-473: California Public Records Act.**

Summary: This bill would recodify and reorganize the provisions of the act. The bill would include provisions to govern the effect of recodification and state that the bill is intended to be

entirely no substantive in effect. The bill would contain related legislative findings and declarations. The bill would become operative on January 1, 2023.

Status: On 10/07/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 615) AB-474: California Public Records Act: confirming revisions.**

Summary: This bill would enact various conforming and technical changes related to another bill that recodifies and reorganizes the California Public Records Act. The bill would become operative if the related bill recodifying the act is enacted and becomes operative on January 1, 2023.

Status: On 10/07/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 323) AB-628: Breaking Barriers to Employment Initiative.**

Summary: Among other things, this bill would instead provide that the initiative is intended to focus on innovative approaches to, and proven practices for, addressing racial, ethnic, and socioeconomic disparities in the labor market. The bill would require the executive director of the board to convene an advisory group, as prescribed, to make recommendations to the board on grant application criteria and parameters for eligible organizations, review and make recommendations to the board regarding grant proposals, support identification of prospective grantees, support technical assistance opportunities, and make recommendations to the board to strengthen implementation.

Status: On 09/27/2021: Approved by Governor, Chaptered by the Secretary of State.

- **(CHAPTER 746) AB-680: Greenhouse Gas Reduction Fund: California Jobs Plan Act of 2021.**

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

Status: On 10/09/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 477) AB-1273: Interagency Advisory Committee on Apprenticeship: the Director of Consumer Affairs and State Public Health Officer.**

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

Status: On 10/04/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 63) AB-1291 State bodies: open meetings.**
Summary: This bill would also require a state body, when it limits time for public comment, to provide at least twice the allotted time to a member of the public who utilizes translating technology to address the state body.

Status: On July 0, 2021: Approved by the Governor, Chaptered by the Secretary of State.

- **AB-1306 Health Professions Careers Opportunity Program.**
Summary: This bill would add to the Legislative findings that there is an urgent and growing need for California to expand its pool of talented, diverse health workers, and to connect them more effectively to jobs in all communities. The bill would authorize the Office of Statewide Health Planning and Development within the California Health and Human Services Agency to take specified actions, including funding internships and fellowships, to address identified barriers to entry in the health professions for students from underrepresented and low-income backgrounds, as specified. The bill would authorize the agency to establish pilot programs at University of California, California State University, California Community College, and private university campuses to serve 4,800 students, as specified, and to secure funding and establish infrastructure to develop, implement, and manage the pilot program.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12)

- **AB-1312 Vehicular fuels: renewable and clean hydrogen: income tax: credit.**
Summary: Among other things, this bill would require that, on a statewide basis, no less than 33.3% of the hydrogen produced or dispensed in California for motor vehicles be green hydrogen. The bill would require that the green percentage be increased to 44% by December 31, 2024, 52% by December 31, 2027, 60% by December 31, 2030, and would require that by December 31, 2045, 100% of the hydrogen produced or dispensed in California for motor vehicles be either green hydrogen or clean hydrogen.

Status: On 01/31/2022: Died pursuant to Art. IV, Sec. 10(a) of the Constitution.

- **AB-1317 Clean energy.**
Summary: This bill would state the intent of the Legislature to enact legislation to accelerate the state's progress toward having 100% of electricity provided by renewable or other zero-carbon sources while maintaining a reliable and resilient electricity grid.

Status: On 01/31/2022: Died pursuant to Art. IV, Sec. 10(a) of the Constitution.

- **AB-1319 The Cooperative Economy Act.**
Summary: This bill would require the Labor Commissioner to organize, and members to maintain, a corporation under the Nonprofit Mutual Benefit Corporation Law named the "Federation of California Worker Cooperatives" (federation) or a substantially similar name. The bill would require the federation to function as a membership organization for worker cooperatives. This bill would require the Governor to appoint the initial board of directors, to serve for one year or until the first regular meeting of the members.

Status: On 01/31/2022: Died pursuant to Art. IV, Sec. 10(a) of the Constitution.

- **AB-1369 Buy Clean California Act: eligible materials: product-specific global warming potential emissions.**
Summary: Existing law, the Buy Clean California Act, requires the Department of General Services, by January 1, 2022, to establish and publish in the State Contracting Manual, in a department management memorandum, or on the department's internet website, a maximum

acceptable global warming potential for each category of eligible materials, set at the industry average of facility-specific global warming potential emissions for that material, expressed as specified. Existing law defines eligible materials for those purposes to mean carbon steel rebar, flat glass, mineral wool board insulation, or structural steel. This bill would define eligible materials to additionally include gypsum board, insulation, carpet and carpet tiles, and ceiling tiles. The bill would also require the department, by January 1, 2024, to establish and publish a maximum acceptable global warming potential for each category of eligible materials, set at the industry average of product-specific global warming potential emissions for those materials.

Status: 6/15/2022-From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 2.) (June 15). Re-referred to Com. on APPR. From committee: Do pass and re-refer to Com. on E.Q. (Ayes 9. Noes 5.) (June 14). Re-referred to Com. on E.Q.

- **(CHAPTER 445) AB-1407 Nurses: implicit bias courses.**

Summary: This bill would require an approved school of nursing or an approved nursing program to include direct participation in one hour of implicit bias training as a requirement for graduation. The bill would prohibit that provision from being construed to require a curriculum revision or to affect the requirements for licensure or endorsement under the Nursing Practice Act. This bill would, starting January 1, 2023, require a licensee still within the first 2 years of holding their license immediately following their initial licensure to complete one hour of direct participation in an implicit bias course, as specified, offered by a continuing education provider that has been approved by the board.

Status: On 10/01/2021: Chaptered by Secretary of State - Chapter 445, Statutes of 2021.

- **AB-1417 Community colleges: providers of care for individuals with developmental disabilities: model curriculum for certification program.**

Summary: This bill would express findings and declarations of the Legislature relating to the need in this state for well-trained providers of care for individuals with developmental disabilities. The bill would require the chancellor's office to develop a model curriculum for a certification program for providers of care for individuals with developmental disabilities, designed to be offered at community college campuses where there is sufficient student interest and a properly qualified faculty to sustain such a program. The bill would require the chancellor's office, in developing the model curriculum, to consult with individuals and organizations with expertise in the provision of care for individuals with developmental disabilities and the training of practitioners for that task.

Status: On 07/14/2021-Failed Deadline pursuant to Rule 61(a)(11)

- **AB-1431 Forestry: forest carbon and resilience goals.**

Summary: This bill would establish state goals for fuels treatment, vegetation management, and wildfire risk reduction, including, but not limited to, increasing vegetation management on nonfederal lands and urging the federal government to increase vegetation management on federal lands, as provided, and increasing the pace and scale of home hardening efforts to harden at least 100,000 existing homes per year by 2025. The bill would require that the established vegetation management goals be for activities that improve fire resiliency and reduce fire spread, duration, and intensity, fuel ignitability, or ignition of tree crowns, as applicable, and would require the state to implement, or cause to be implemented, the established vegetation management and home hardening goals in a specified manner, including prioritizing the implementation of these goals in the most vulnerable communities. The bill would require the Natural Resources Agency and the California Environmental Protection

Agency, on or before January 1, 2023, and annually thereafter, to submit to the appropriate policy and budget committees of the Legislature a report on the progress made.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12)

- **AB-1432 The California Online Community College.**

Summary: This bill would make the California Online Community College Act inoperative at the end of 2022–23 academic year.

Status: On 07/14/2021-Failed Deadline pursuant to Rule 61(a)(11)

- **AB-1436 Information privacy: digital health feedback systems.**

Summary: This bill would define “personal health record information” for purposes of the act to mean individually identifiable information, in electronic or physical form, about an individual’s mental or physical condition that is collected by a product or device, commercial internet website, online service, or mobile application that is used by an individual and that is specifically designed to collect and transmit, directly or indirectly, the individual’s personal health record information through a direct measurement of an individual’s mental or physical condition or through user input regarding an individual’s mental or physical condition. The bill would provide that a business that offers a personal health record system to a consumer shall not knowingly use, disclose, or permit the use or disclosure of personal health record information without a signed authorization, as specified. The bill would also prohibit a recipient of personal health record information pursuant to an authorization from further disclosing the health record information unless in accordance with a new authorization, as specified. The bill would make a violation of these provisions subject to specified administrative fines and civil penalties.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12)

- **(CHAPTER 399) AB-1443 Mental health: involuntary treatment.**

Summary: This bill would authorize a county to develop a training relating to those procedures for designation. The bill would require a county behavioral health director who denies or revokes an individual’s designation to provide a written notification to the person who made the request for designation of the individual, and the individual who is the subject of the request for designation, describing the reasons for denial or revocation. The bill would require the County of Sacramento, if the county has adopted those procedures, to, by April 1, 2022, issue a written policy regarding those procedures. The bill would require the policy to contain specified components, including, among others, a requirement that the county behavioral health director of the County of Sacramento designate individuals employed by the City of Sacramento under certain circumstances. The bill would also prohibit a designated member of a mobile crisis team or a designated professional person from being held civilly or criminally liable, as a result of detaining or transporting a person pursuant to those provisions, for any action by the person detained or transported if they are released at or before the end of the 72-hour detention. By imposing new duties on counties, this bill would impose a state-mandated local program.

Status: On 09/29/2021: Chaptered by Secretary of State - Chapter 399, Statutes of 2021.

- **AB-1524 State Air Resources Board: zero-emission drayage trucks: Project 800 initiative.**

Summary: This bill would require the state board to extend the Project 800 initiative to provide continued financial incentives to support the ordering of an additional 1,000 to 1,600 zero-emission drayage trucks in 2022 to serve California ports. The bill would express the intent of

the Legislature that an additional 1,000 to 1,600 zero-emission drayage trucks will be ordered by December 31, 2022, and will begin operating at California ports by December 31, 2024, and that funding for the initiative come from, but shall not be limited to, the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project. The bill would prohibit Project 800 initiative financial incentives from being made available to an applicant unless that applicant attests to the state board, in writing, that the applicant does not have an applicable law violation, as defined, at the time of application, and that the applicant will not have an applicable law violation for a specified period. The bill would authorize any person to submit a report that a purchaser or entity operating a zero-emission drayage truck that has received Project 800 initiative financial incentives, defined as a “participating fleet,” has failed to provide a truthful attestation or has an applicable law violation during the specified period to the Department of Industrial Relations for investigation. If the Department of Industrial Relations determines that a participating fleet failed to provide a truthful attestation or has an applicable law violation, the bill would require the participating fleet to repay all Project 800 initiative financial incentives received, including interest, as directed by the state board. The bill prohibits a participating fleet that is on a list maintained by the Division of Labor Standards Enforcement from receiving Project 800 initiative financial incentives.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12)

- **AB-1573 Small business technical assistance: California Business Retention Program.**
Summary: This bill, among other things, would add the definition of “small business technical assistance center,” which means federal small business technical assistance centers or local governments, or tax exempt nonprofit community-based organizations with a mission that includes economic or business development that operates entrepreneurial or small business development programs that provide free or low-cost services to underserved businesses and entrepreneurs, thereby expanding the scope of those entities eligible for grants under the program. The bill would provide the funding requirements applicable to an applicant that is not a federally contracted small business technical assistance center. This bill would create, upon appropriation of the necessary funds by the Legislature, a supplemental grant program designated as the Small Business Retention Program. The bill would require GO-Biz to establish the program to provide grants to small business technical assistance centers for the purpose of supporting the retention of small businesses by leveraging the state’s economic development and small business technical assistance providers, as provided.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12)

- **(CHAPTER 756) AB-1574 Public contracts: small business liaisons and advocates and disabled veteran business enterprises: preferences.**
Summary: This bill would enact the Leveraging State Procurement for an Inclusive Economic Recovery Act of 2021, which would require the Director of the Office of Small Business Advocate to maintain, publicize, and distribute an annual list of persons serving as small business liaisons throughout state government. The bill would require the Director of the Office of Small Business Advocate to collaborate with the California Disabled Veteran Business Enterprise Program Advocate regarding the implementation of the California Disabled Veteran Business Enterprise Program, as provided. The bill would also require the small business advocate to identify potential certified small business and certified DVBE subcontracting opportunities, as well as assist certified small businesses and certified DVBEs to participate in the California multiple award schedule program. The bill would require the directors of General Services and the heads of other state agencies to make continuous efforts to expand the pool of small businesses and microbusinesses that participate in the department’s and other state agencies’ contracts by regularly seeking out and identifying small businesses and microbusinesses and including them in their solicitations.

Status: On 10/09/2021: Chaptered by Secretary of State - Chapter 756, Statutes of 2021.

- **(CHAPTER 181) AB-1585 Health care.**

Summary: This bill would revise the required qualifications for the IP to require an IP to have primary professional training as a licensed nurse, medical technologist, microbiologist, epidemiologist, public health professional, or other health care related field. The bill would also require the IP to be qualified by education, training, clinical or healthcare experience, or certification, and to have completed specialized training in infection prevention and control. By expanding existing requirements, the bill would expand an existing crime, thereby imposing a state-mandated local program.

Status: On 09/16/2021: Chaptered by Secretary of State - Chapter 181, Statutes of 2021.

- **AB-1604 The Upward Mobility Act of 2022: boards and commissions: civil service: examinations: classifications.**

Summary: Existing law provides that it is the policy of the State of California that the composition of state boards and commissions shall be broadly reflective of the general public, including ethnic minorities and women. This bill would require that, on or after January 1, 2023, all state boards and commissions consisting of one or more volunteer members have at least one board member or commissioner from an underrepresented community. The bill would define the term “board member or commissioner from an underrepresented community” as an individual who self-identifies as Black, African American, Hispanic, Latino, Asian, Pacific Islander, Native American, Native Hawaiian, or Alaska Native; who self-identifies as gay, lesbian, bisexual, or transgender; who is a veteran, as defined; or who has a disability, as defined. The bill would apply these requirements only as vacancies on state boards and commissions occur.

Status: 6/8/2022-Referred to Coms. on L., P.E. & R. and G.O.

- **AB-1634 Employment: clean economy: the Office of Just Transition.**

Summary: The California Clean Energy Jobs Act has the goal of creating good-paying energy efficiency and clean energy jobs in California. This bill would express the intent of the Legislature to enact subsequent legislation to create the Office of Just Transition in the Labor and Workforce Development Agency to help communities and workers transition to carbon neutrality jobs that build a robust clean economy.

Status: 5/6/2022 Failed Deadline pursuant to Rule 61(b)(6)

- **AB-1644 Greenhouse Gas Reduction Fund: California Jobs Plan Act of 2021.**

Summary: The California Global Warming Solutions Act of 2006, establishes the State Air Resources Board as the agency responsible for monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms in regulating greenhouse gas emissions. Existing law requires all moneys, except for fines and penalties, collected by the state board from a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available to the state upon appropriation by the Legislature. Existing law, beginning in the 2022–23 fiscal year through the 2028–29 fiscal year, continuously appropriates \$200,000,000 from the fund to the Department of Forestry and Fire Protection for healthy forest and fire prevention programs and projects, and the completion of prescribed fire and other fuel reduction projects. The California Jobs Plan Act of 2021 requires the state board to work with the Labor and Workforce Development Agency to update, by July 1, 2025, Greenhouse Gas Reduction Fund funding guidelines for administering agencies to ensure that all applicants to

grant programs funded by the fund meet specified standards, including fair and responsible employer standards and inclusive procurement policies, as provided. Existing law exempts from these standards applicants for certain types of projects. This bill would exempt from these standards applicants for healthy forest and fire prevention programs and projects, and the completion of prescribed fire and other fuel reduction projects.

Status: 6/21/2022-In committee: Hearing postponed by committee. From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on APPR.

- **AB-1651 Labor statistics: annual report.**

Summary: Existing law requires the Department of Industrial Relations to complete and publish an annual report containing statistics on state work injuries and occupational diseases and fatalities by industry classifications by December 31 of the following calendar year. This bill would require the report to include within industry classifications subcategories separated by the ethnicity, race, and gender of affected individuals.

Status: On 04/29/2021-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-1655 State holidays: Juneteenth.**

Summary: This bill would add June 19, known as “Juneteenth,” to these lists of holidays. The bill would require community colleges and public schools to close on June 19. The bill would require the California State University, and request the University of California, to close campuses on June 19. The bill would require that state employees, with specified exceptions, be given time off with pay on June 19.

Status: 6/15/2022-From committee: Do pass and re-refer to Com. on RLS. (Ayes 14. Noes 0.) (June 14). Re-referred to Com. on RLS. From committee chair, with author's amendments: RLS.

- **AB-1679 Governor’s Office of Business and Economic Development: Supply Chain Coordinator.**

Summary: Existing law, the Economic Revitalization Act, establishes the Governor’s Office of Business and Economic Development, known as “GO-Biz,” within the Governor’s office to serve the Governor as the lead entity for economic strategy and the marketing of California on issues relating to business development, private sector investment, and economic growth. This bill would require the Governor to appoint a Supply Chain Coordinator within the office to be the principal advocate in the state for supply chain participants and advise the Governor on legislation, administrative regulations, and other issues affecting the state’s supply chain. The bill would also require the Governor to establish and appoint a Supply Chain Advisory Group consisting of stakeholders from each sector that make up the supply chain. The bill would require the coordinator to oversee the advisory group, which would develop and recommend policies that improve the supply chain. The bill would require the advisory group to meet on a biannual basis and as needed to resolve issues in times of crisis or at any other time upon request of the coordinator or a majority of the members of the advisory group.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-1733 State bodies: open meetings.**

Summary: This bill would specify that a “meeting” under the act, includes a meeting held entirely by teleconference. The bill would require all open meetings to be held by teleconference, would allow for use of teleconference in closed sessions, and would remove

existing provisions of the act that require each teleconference location to be identified in the notice and agenda and accessible to the public. The bill would instead require the state body to provide a means by which the public may remotely hear, or hear and observe, the meeting and may remotely address the state body via two-way audio-visual platform or two-way telephonic service, as specified, and would require information to be provided in any notice to the public indicating how the public can access the meeting remotely. The bill would require the state body to provide an opportunity for members of the public to address the state body. The bill would require the state body to provide members of the public a physical location to hear, observe, and address the state body, and would authorize the members of the state body to participate in a meeting remotely or at a designated physical meeting location, and specify that physical presence at any physical meeting location is not necessary for the member to be deemed present at the meeting. The bill would require the agenda to be posted 10 days in advance of the meeting, or as provided in accordance with the provisions applicable to a special or emergency meeting, as well as posted on the state body's internet website and, on the day of the meeting, at any physical meeting location designated in the notice. The bill would also provide that the notice of the meeting is required to specify the means by which a meeting may be accessed by teleconference. The bill would prohibit the notice and agenda from disclosing any information regarding any remote location from which a member is participating, and require members attending a meeting from a remote location to disclose whether any other individuals 18 years of age or older are present in the room.

Status: 04/20/2022-In committee: Hearing postponed by committee

- **AB-1761 Employment: flexible work schedules.**

Summary: This bill would enact the Workplace Flexibility Act of 2022. The bill would permit an individual nonexempt employee to request an employee-selected flexible work schedule providing for workdays up to 10 hours per day within a 40-hour workweek, and would allow an employer to implement this schedule without the obligation to pay overtime compensation for those additional hours in a workday, except as specified. The bill would require that the flexible work schedule contain specified information and the employer's and the employee's original signature. The bill would also require the Division of Labor Standards Enforcement in the Department of Industrial Relations to enforce this provision and adopt regulations.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-1795 Open meetings: remote participation.**

Summary: This bill would require state bodies, subject to existing exceptions, to provide all persons the ability to participate both in-person and remotely, as defined, in any meeting and to address the body remotely.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-1854 Unemployment insurance: work sharing plans.**

Summary: This bill would extend work sharing provisions indefinitely, and would require the department to accept electronic signatures on all work sharing plan documents. The bill would, beginning September 15, 2020, require that work sharing plan applications submitted by eligible employers, upon approval by the director, be deemed approved for one year, except as specified.

Status: 6/21/2022-Read second time. Ordered to Consent Calendar.

- **AB-1864 Small business.**

Summary: This bill would state the Legislature's intent to enact legislation that would further support small businesses and local governments by incentivizing local hire, which would also retain critical revenue to assist our communities through the pandemic and onward. The bill would state related findings and declarations of the Legislature.

Status: 5/2/2022-In committee: Hearing for testimony only

- **AB-1949 Employees: bereavement leave.**

Summary: This bill would require, if an existing leave policy provides for less than 5 days of bereavement leave, a total of at least 5 days of bereavement leave for the employee, as prescribed. The bill would make it an unlawful employment practice for an employer to engage in specified acts of discrimination, interference, or retaliation relating to an individual's exercise of rights under the bill. The bill would require the employer to maintain employee confidentiality relating to bereavement leave, as specified. The bill would not apply to an employee who is covered by a valid collective bargaining agreement that provides for prescribed bereavement leave and other specified working conditions.

Status: 6/8/2022-Referred to Coms. on JUD. and L., P.E. & R.

- **AB-1966 Fossil fuel-dependent workers: California Equitable Just Transition Fund**

Summary: Would require an employer to require each person who is an employee or independent contractor, and who is eligible to receive the COVID-19 vaccine, to show proof to the employer, or an authorized agent thereof, that the person has been vaccinated against COVID-19. This bill would establish an exception from this vaccination requirement for a person who is ineligible to receive a COVID-19 vaccine due to a medical condition or disability or because of a sincerely held religious belief, as specified, and would require compliance with various other state and federal laws. The bill would require proof-of-vaccination status to be obtained in a manner that complies with federal and state privacy laws and not be retained by the employer, unless the person authorizes the employer to retain proof.

Status: 5/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-1993 Employment: COVID-19 vaccination requirements.**

Summary: This bill would require an employer to require each person who is an employee or independent contractor, and who is eligible to receive the COVID-19 vaccine, to show proof to the employer, or an authorized agent thereof, that the person has been vaccinated against COVID-19. This bill would establish an exception from this vaccination requirement for a person who is ineligible to receive a COVID-19 vaccine due to a medical condition or disability or because of a sincerely held religious belief, as specified, and would require compliance with various other state and federal laws. The bill would require proof-of-vaccination status to be obtained in a manner that complies with federal and state privacy laws and not be retained by the employer, unless the person authorizes the employer to retain proof.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-1996 State government: administrative regulations: review.**

Summary: This bill would require each state agency to, on or before January 1, 2026, review that agency's regulations, identify any regulations that are duplicative, overlapping, inconsistent, or out of date, to revise those identified regulations, as provided, and report to the Legislature and Governor, as specified. The bill would repeal these provisions on January 1, 2027.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(6)

- **AB-2095: Employment information workers metrics.**

Summary: Current law establishes within the Labor and Workforce Development Agency the Department of Industrial Relations, one of the purposes of which is to foster, promote, and develop the welfare of the wage earners of California, to improve their working conditions, and to advance their opportunities for profitable employment. This bill would establish a program in, and administered by, the agency and would require employers with more than 1,000 employees in California, as provided, to submit various statistics regarding those employees to the agency. The bill would require the agency to develop in a prescribed manner criteria and a scoring methodology to rank employers that would qualify as an employer eligible to be certified as a high-road employer.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2132 Health care: workforce training programs.**

Summary: This bill would state the intent of the Legislature to enact legislation to address the physician workforce shortage.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-2204 Clean energy: Office of Clean Energy Workforce.**

Summary: This bill would establish the Office of Clean Energy Workforce within the Labor and Workforce Development Agency with an executive director appointed by the Governor, with the consent of the Senate, for the purpose of overseeing California's transition to a sustainable and equitable carbon neutral economy. The bill would also establish the Clean Energy Workforce Board to direct and oversee the office. This bill would require the office, among other things, to coordinate with relevant state agencies to track the progress of the state moving toward 100% clean energy, as defined, create or coordinate programs with other state agencies to retrain and upskill workers for clean energy jobs, and plan and support the physical relocation of the fossil fuel-based workforce to other areas of the state with existing or new clean energy jobs, as specified.

Status: 6/8/2022-Referred to Coms. on L., P.E. & R. and E., U. & C.

- **AB-2263 Golden State Apprenticeship and Vocational Training Emergency Assistance Grant Program.**

Summary: This bill would, upon appropriation by the Legislature, establish the Golden State Apprenticeship and Vocational Training Emergency Assistance Grant Program under the administration of the commission to provide one-time grants to California residents in financial need, as determined by the commission, who meet certain requirements for purposes of paying educational-related expenses associated with the eligible recipient's state-approved apprenticeship or vocational program of participation. The bill would establish the Golden State Apprenticeship Grant Fund as the initial depository of all moneys appropriated, donated, or otherwise received for the program, and, upon appropriation by the Legislature, would require the commission to distribute moneys in the fund to eligible recipients, as provided.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2342 Community Economic Resilience Fund Program.**

Summary: Current law establishes the Community Economic Resilience Fund Program within the Workforce Services Branch of the Employment Development Department within the Labor and Workforce Development Agency. Current law requires the branch and the Inter-Agency

Leadership Team, comprised of the Labor and Workforce Development Agency, the Office of Planning and Research, and the Governor's Office of Business and Economic Development, to administer the program. Current law makes the team jointly responsible for planning, oversight, and decision-making, as specified, and sets forth the specifics of the team's composition and duties. This bill would, among other things, require the Inter-Agency Leadership Team to include policies for grant funds to fund business and workforce investments in multiple sectors, state and federal recognized apprenticeship and preapprenticeship programs, and other workforce programs that support career pathways to high road jobs, require collaborative to engage local and regional planning efforts, and require the Workforce Services Branch to make available copies of the reports on the internet websites of each agency of the Inter-Agency Leadership Team within 30 days of submitting the report

Status: 6/15/2022-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on APPR.

- **AB-2358 Alternative vehicle and vessel technologies: funding programs: commercial harbor craft.**

Summary: This bill would expand the purposes of the program to include the funding of the development, demonstration, precommercial pilot, and early commercial deployment of zero- and near-zero-emission commercial harbor craft technologies. This bill would state the intent of the Legislature to enact subsequent legislation to establish a grant program, within the Carl Moyer Program, to provide grants to ferry operators for engine repower and vessel replacement to comply with the state board's commercial harbor craft regulation.

Status: 6/14/2022-In committee: Set, first hearing. Hearing canceled at the request of author.

- **AB-2360 Climate change and public health funding working group.**

Summary: This bill would state the intent of the Legislature to enact legislation to establish a working group to, among other things, develop a framework for the Legislature to ensure that public health funds are effectively supporting disadvantaged communities or health equity goals in the face of climate change.

Status: 6/16/2022-From committee: Do pass and re-refer to Com. on APPR with recommendation: To Consent Calendar. (Ayes 9. Noes 0.) (June 15). Re-referred to Com. on APPR.

- **AB-2370 Public records: state agency retention.**

Summary: This bill would, unless a longer retention period is required by statute or regulation, or established by the Secretary of State pursuant to the State Records Management Act, require a state agency, for purposes of the California Public Records Act, to retain and preserve for at least 2 years every public record, as defined, including those transmitted by email.

Status: 6/15/2022-From committee: Do pass and re-refer to Com. on APPR with APPR.

- **AB-2425 Community colleges: Hire UP: From Corrections to Career Pilot Program.**

Summary: This bill would establish the Hire UP: From Corrections to Career Pilot Program, to be administered by the Office of the Chancellor of the California Community Colleges and the Student Aid Commission. The bill would authorize the chancellor's office to enter into agreements with up to 10 community college districts to provide funding for stipends to formerly incarcerated individuals. The bill would require the chancellor's office to develop an application for community college districts wishing to participate to apply for funding, and to

develop criteria for the selection of individual stipend recipients, as provided. The bill would make funding for the pilot program subject to an appropriation by the Legislature for these purposes, up to \$60,000,000 annually. The bill would require the chancellor's office to submit an annual report to the Legislature on the implementation of the pilot program, including key conclusions and policy recommendations.

Status: 6/13/2022-In committee: Hearing postponed by committee.

- **AB-2446 Embodied carbon emissions: construction materials.**

Summary: This bill would require the commission to develop a framework for measuring and then reducing carbon intensity in the construction of new buildings, including those for residential uses. The bill would require the commission to design the framework to achieve an 80% net reduction in the carbon intensity of construction and materials used in new construction by 2045, with interim goals of 20% below 2020 levels by 2030 and 40% below 2020 levels by 2035. The bill would require the commission to take certain actions to facilitate the achievement of these goals.

Status: 6/21/2022-Read second time and amended. Re-referred to Com. on E.Q.

- **AB-2465 Pupil instruction: third-grade literacy: literacy grant programs: multilingual and dual language immersion educators: libraries.**

Summary: This bill would, contingent on an appropriation, require the department to develop and implement a competitive grant program to award funds to local educational agencies, library districts, and public libraries for the purpose of providing a library card to every public school pupil enrolled in the local educational agency, as provided. The bill would require the Superintendent of Public Instruction to encourage all residents to use California state libraries, regardless of immigration status, and the department to provide information on its internet website about legal assistance and guidance to undocumented pupils, immigrants, and their families.

Status: 6/15/2022-6-23-2022 hearing rescheduled by committee to 6-22-2022.

- **AB-2522 Health professions development.**

Summary: Existing law establishes the Department of Health Care Access and Information. Existing law requires the department to administer various programs, including the California Registered Nurse Education Program, designed to encourage an adequate supply of health professionals. This bill would state the intent of the Legislature to enact legislation to support the recruitment and retention of public health professionals.

Status: 6/1/2022-Referred to Coms. on HEALTH and JUD.

- **AB-2539 Public health: COVID-19 vaccination: proof of status.**

Summary: This bill would require a public or private entity that requires a member of the public to provide documentation regarding the individual's vaccination status for any COVID-19 vaccine as a condition of receipt of any service or entrance to any place to accept a written medical record or government-issued digital medical record in satisfaction of the condition, as specified.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-2562 Clean Transportation Program: hydrogen-fueling stations.**
Summary: This bill would require the State Energy Resources Conservation and Development Commission, if it awards funding to hydrogen-fueling station projects under the program, to provide preference to those projects that are located at a port and are publicly accessible, are collocated at a fueling station for medium- and heavy-duty trucks, or are located along a state highway designated as a freight corridor. The Commission shall collaborate with entities that have expertise in workforce development to implement the workforce development components of this section, including, but not limited to, the California Workforce Development Board, the Employment Training Panel, the Employment Development Department, and the Division of Apprenticeship Standards

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2600 State agencies: letters and notices: requirements.**
Summary: Existing law requires, among other things, that every state agency that requests on any written form or written publication newly printed on or after July 1, 2014, or through its internet website whether a person is a veteran, to request that information only in a specified format. This bill would require that every state agency, when sending any communication to any recipient, state, in bolded font at the beginning of the communication, whether it requires action on the part of the recipient or serves as notice requiring no action.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-2627 Electronically collected personal information: state and local agencies: the California Community Colleges: memorandum of understanding.**
Summary: This bill would authorize a state or local agency, at the request of the governing board of a California Community College district, to enter into a memorandum of understanding that would allow the agency and the district to share electronically collected personal information about users, unless the user has not granted permission for that disclosure, for purposes of facilitating outreach to, and enrollment, of individuals in the California Community Colleges system and notifying the user of all available support resources.

Status: 6/15/2022-From committee: Do pass and re-refer to Com. on JUD. (Ayes 5. Noes 0.)

- **AB-2670 California Regional Initiative for Social Enterprises Program.**
Summary: This bill would require, upon appropriation by the Legislature, the Government Operations Agency to establish the California Regional Initiative for Social Enterprises Program for purposes of creating a statewide effort to support employment social enterprises, as described. The bill would declare the intent of the Legislature to enact legislation that would expand on the framework for the program.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2689 Virtual currency: payment for goods and services.**
Summary: This bill would authorize a private or public entity in the state to accept virtual currency, as defined, as a method of payment for the provision of any good or service, including any governmental service. The bill would define public entity for these purposes to include the state and every state entity, including the Legislature, the judicial branch, the University of California, and the California State University, and a political subdivision of the state, including a city, county, city and county, charter city, charter county, school district, community college district, joint powers authority, joint powers agency, and any public agency, authority, board, commission, or district.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

- **AB-2696 Electricity: renewable energy and zero-carbon resources: state policy: transmission planning.**

Summary: This bill would require the Energy Commission, in consultation with the California Infrastructure and Economic Development Bank, the Governor's Office of Business and Economic Development, the Independent System Operator, and the Public Utilities Commission (PUC), to conduct a study to review potential lower cost ownership and alternative financing mechanisms for new transmission facilities needed to meet the state's clean energy and climate targets, as specified, and to submit a report to the Governor and the Legislature, on or before September 30, 2023, with findings and recommendations related to the study.

Status: 6/21/2022-From committee: Do pass and re-refer to Com. on APPR. (Ayes 13. Noes

- **AB-2807 Transportation funding programs: eligibility: public transportation ferries.**

Summary: This bill would expand the programs and projects that are eligible to receive funding under the Clean Transportation Program to include programs and projects that accelerate the commercialization of public transportation ferries and alternative and renewable fuels and programs and projects to retrofit fleets of public transportation ferries with technologies that create higher fuel efficiencies. The Commission shall collaborate with entities that have expertise in workforce development to implement the workforce development components of this section, including, but not limited to, the California Workforce Development Board, the Employment Training Panel, the Employment Development Department, and the Division of Apprenticeship Standards.

Status: 6/21/2022-Read second time and amended. Re-referred to Com. on E.Q.

- **AB-2847 Unemployment: Excluded Workers Pilot Program.**

Summary: This bill would establish, until January 1, 2025, the Excluded Workers Pilot Program, to be administered by the Labor and Workforce Development Agency, for the purpose of providing income assistance to excluded workers who are not eligible for the state or federal benefits administered by the Employment Development Department and who are unemployed. The bill would make individuals eligible to receive \$300 per week for each week of unemployment occurring between January 1, 2023, and December 31, 2023, if the Secretary of Labor and Workforce Development makes certain findings, as defined and specified. The bill would require eligible individuals to submit an application providing specified information to the agency in such form as the secretary may prescribe.

Status: 6/8/2022-Referred to Coms. on L., P.E. & R. and JUD.

- **AB-2849 Worker cooperatives.**

Summary: Existing law authorizes the creation of cooperative corporations and prescribes requirements for their formation. Existing law defines "worker cooperative" as a corporation formed, as specified, that includes a class of worker-members who are natural persons whose patronage consists of labor contributed to, or other work performed for, the corporation. This bill would state the intent of the Legislature to enact legislation pertaining to worker cooperatives.

Status: 6/8/2022-Referred to Coms. on L., P.E. & R. and JUD.

- **AB-2851 Lithium batteries: manufacturing supply chain.**

Summary: This bill would express the intent of the Legislature to enact legislation that would support the development of infrastructure processes that support California's lithium battery manufacturing supply chain. The bill would also include related legislative findings and declarations.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2877 Water infrastructure projects: grants: tribal governments.**

Summary: Existing law, the Water Quality, Supply, and Infrastructure Improvement Act of 2014, a bond act approved by the voters as Proposition 1 at the November 4, 2014, statewide general election, authorizes the issuance of general obligation bonds to finance a water quality, supply, and infrastructure improvement program, as specified. This bill would state the intent of the Legislature to enact subsequent legislation that would create the Tribal Government Water Infrastructure Grant Fund in the State Treasury to provide grants to tribal governments for water infrastructure projects.

Status: 6/1/2022-Referred to Com. on E.Q.

- **AB-2887 Lithium batteries: labor standards.**

Summary: This bill would declare the intent of the Legislature to enact legislation that would establish labor standards and opportunities that deliver benefits to local communities in the Lithium Valley battery supply chain. This bill would also include related legislative findings and declarations.

Status: 6/8/2022-Referred to Com. on GOV. & F.

- **AB-2889 Wildfire mitigation plans: electrical infrastructure: undergrounding.**

Summary: This bill would require an electrical corporation with more than 50% of its service territory located in a high fire-threat district to additionally include in its 2023 wildfire mitigation plan, a multiyear undergrounding plan, covering at least 7 years and not more than 10 years, as specified.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2903 Lithium recovery: Salton Sea geothermal resources area: workforce agreements.**

Summary: This bill would express the intent of the Legislature to enact legislation that would establish procedures for implementing community workforce agreements for projects related to lithium recovery at the Salton Sea geothermal resources area. The bill would also include related legislative findings and declarations.

Status: On 05/20/2022-Failed Deadline pursuant to Rule 61(b)(8)

- **AB-2932 Employment: workweek.**

Summary: This bill would declare the intent of the Legislature to enact legislation that would enact a four-day-workweek.

Status: On 04/29/2022-Failed Deadline pursuant to Rule 61(b)(5)

II. **SENATE BILLS**

- **SB-33 Apprenticeship: annual report: task force.**

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

Status: On 09/10/2021-Failed Deadline pursuant to Rule 61(a)(15)

- **SB-54 Plastic Pollution Producer Responsibility Act.**

Summary: This bill would establish the Plastic Pollution Producer Responsibility Act, which would prohibit producers of single-use, disposable packaging or single-use, disposable food service ware products from offering for sale, selling, distributing, or importing in or into the state such packaging or products that are manufactured on or after January 1, 2032, unless they are recyclable or compostable.

Status: 6/16/2022-From committee with author's amendments. Read second time and
On 05/05/2022-Referred to Com. on
NAT.RES.

- **SB-58 Personal information: social security numbers: state agencies: Employment Development Department: fraud prevention.**

Summary: This bill would instead require, as soon as feasible, but not later than January 1, 2023, a state agency to stop sending any outgoing United States mail that contains an individual's social security number unless the number is truncated to its last 4 digits or in specified circumstances. The bill, commencing on or before October 1, 2021, would prohibit, with exceptions, the Employment Development Department from sending any outgoing United States mail to an individual containing the individual's social security number, unless that social security number is replaced with a modified unique identifier or the number is truncated to its last 4 digits.

Status: On 09/10/2021-Failed Deadline pursuant to Rule 61(a)(15)

- **SB-66 California Council on the Future of Transportation: advisory committee: autonomous vehicle technology.**

Summary: This bill would require the secretary to establish an advisory committee, the California Council on the Future of Transportation, to provide the Governor and the Legislature with recommendations for changes in state policy to ensure that as autonomous vehicles are deployed, they enhance the state's efforts to increase road and transit safety, promote equity, and meet public health and environmental objectives. The bill would require the council to be chaired by the secretary and consist of 23 additional members, selected by the chair or designated.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12)

- **(CHAPTER 3) SB-113 Economic relief: COVID-19 pandemic.**
Summary: Among other things, this bill would create the California Emergency Relief Fund as a special fund in the State Treasury to provide emergency resources or relief relating to state of emergency declarations proclaimed by the Governor. The bill would transfer from the General Fund to the California Emergency Relief Fund \$150,000,000 for purposes relating to the COVID-19 emergency proclaimed by the Governor on March 4, 2020. The bill would appropriate \$150,000,000 from that fund to the Office of Small Business Advocate for a closed round to fund small business grant applications waitlisted from previous rounds of the California Small Business COVID-19 Relief Grant Program.

Status: On 02/09/2022: Chaptered by Secretary of State. Chapter 3, Statutes of 2022.

- **(CHAPTER 4) SB-114 Employment: COVID-19: supplemental paid sick leave.**
Summary: This bill would give workers at least 40 hours for work lost because of COVID-19 and apply retroactively from January 1, 2022, to September 30, 2022.

Status: On 02/09/2022: Chaptered by Secretary of State. Chapter 4, Statutes of 2022.

- **SB-232 Employment Development Department: policies and practices.**
Summary: This bill would require the Employment Development Department to take various actions in response to recommendations by the California State Auditor regarding the timely issuance of unemployment insurance benefits and the reduction of fraud associated with the payment of those benefits. Among other things, the bill would require the department, on or before May 31, 2022, to identify elements of the Benefit Modernization System IT project and to prioritize implementing these elements. The bill would also require the department, on or before May 31, 2022, to implement a policy establishing a process for tracking and analyzing the reasons why unemployment insurance claimants call for assistance. On or before October 31, 2022, and every 6 months thereafter, the bill would require the department to analyze the data to improve call center performance, as specified. The bill would require the department to provide the Legislature with a plan for assessing the effectiveness of its fraud prevention and detection tools by May 1, 2022, and to provide a report to the Legislature with an update on its progress on performing this analysis by July 1, 2022.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12).

- **SB-551 California Zero-Emission Vehicle Authority.**
Summary: This bill would establish the California Zero-Emission Vehicle Authority within the Governor's Office of Business and Economic Development. The bill would require the authority to coordinate activities among state agencies to advance zero-emission vehicle infrastructure deployment, including charging stations and hydrogen refueling stations, as well as ensure related equity, workforce development, economic development, and other needs are addressed, as specified. The bill would require the authority to publish on its internet website and report to the relevant policy committees of the Legislature an update on its progress in prescribed activities, including metrics in specified areas, including vehicle sales and job training. The bill would repeal these provisions on January 1, 2029.

Status: On 08/27/2021-Failed Deadline pursuant to Rule 61(a)(12).

- **SB-625 Community development financial institutions: grant program.**
Summary: This bill would establish the California Investment and Innovation Program, administered by the I-Bank, for the purpose of providing grants to qualified community development financial institutions. The bill would establish the California Investment and

Innovation Fund and, upon appropriation, require the I-Bank to award a grant to an eligible recipient, defined as a community development financial institution that meets specified criteria under the program, as provided. The bill would specify authorized uses of grant funds, including providing loans, grants, equity investments, or technical assistance within low-income communities or for purposes that have a direct and substantial benefit to lower income households. The bill would also provide criteria for prioritization of grants, and would require the I-Bank to establish guidelines for performance and periodic reporting by grantees. The bill would also establish the California Investment and Innovation Advisory Committee, which would review and recommend for approval applications for grants, and would provide recommendations to the I-Bank on the successful implementation of the program.

Status: 6/21/2022-VOTE: Do pass as amended and be re-referred to the Committee on

- **(CHAPTER 767) SB-628 California Creative Workforce Act of 2021.**

Summary: Existing law establishes the California Workforce Development Board, which assists the Governor in the development, oversight, and continuous improvement of California's workforce investment system. The board reports to the Secretary of the Labor and Workforce Development Agency. Existing law creates various workforce development programs, including the Breaking Barriers to Employment Initiative and the Social Entrepreneurs for Economic Development Initiative. Existing law establishes an Arts Council in state government to, among other things, promote the employment of artists and those skilled in crafts in both the public and private sector. This bill would enact the California Creative Workforce Act of 2021, to be operative upon appropriation by the Legislature of sufficient funding for its purposes. The purpose of the act would be to establish creative arts workforce development as a state priority and to promote employment and "earn and learn," as defined, job training opportunities for creative workers, among other things. The bill would require the Arts Council, in collaboration with the California Workforce Development Board, to design the program pursuant to specified objectives. The bill would require the council to consult with local government, community nonprofit organizations, and educational institutions, among others, in this effort. The bill would require the council to adopt criteria, guidelines, and policies, which would be exempt from the Administrative Procedure Act, and would make this information available to the public.

Status: Chaptered by Secretary of State. Chapter 767, Statutes of 2021.

- **(CHAPTER 109) SB-657 Employment: electronic documents.**

Summary: This bill would provide that, in any instance in which an employer is required to physically post information, an employer may also distribute that information to employees by email with the document or documents attached. The bill would specify that this does not alter the employer's obligation to physically display the required posting.

Status: Chaptered by Secretary of State. Chapter 109, Statutes of 2021.

- **(CHAPTER 550) SB-753 Unemployment information: California Workforce Development Board: program outcomes.**

Summary: Existing law establishes the California Workforce Development Board as the body responsible for assisting the Governor in the development, oversight, and continuous improvement of California's workforce investment system and the alignment of the education and workforce investment systems to the needs of the 21st century economy and workforce. Existing law requires the board to assist the Governor with specified tasks, including developing and continuously improving the statewide workforce investment

system. This bill would require the board to evaluate program outcomes, including program participant outcomes for all grant programs administered by the board, regardless of funding source.

Status: Chaptered by Secretary of State. Chapter 550, Statutes of 2021.

- **SB-755 Workforce development: training-related job placement: reporting.**
Summary: This bill would require the CWDB and department to work collaboratively to measure and report on training-related job placement outcomes for individuals receiving job training services, as defined, provided through the workforce system, as provided. The bill would require, among other things, the board and department to develop policies and plans to measure and collect various data relating to job training services, wages, and employment. The bill would require the board and department to summarize and provide an initial report of their findings to specified committees of the Legislature no later than July 1, 2023. The bill would require this initial report to be annually updated and included in the annual report the department provides to the Legislature, as described above. The bill would also require the board and department to work with local workforce development boards to develop and implement a means of notifying, prior to their enrollment in a job training service, a person seeking to enroll in those services of the board's and department's findings on the efficacy of those services. The bill would make related findings and declarations and make conforming changes. By imposing additional duties on local officials, the bill would impose a state-mandated local program.

Status: On 07/14/2021-Failed Deadline pursuant to Rule 61(a)(11).

- **(CHAPTER 223) SB-779 California Workforce Innovation Opportunity Act: earn and learn programs.**
Summary: This bill would amend the list of "earn and learn" programs by specifying that an "earn and learn" program includes transitional jobs, as described in the federal Workforce Innovation and Opportunity Act, and subsidized employment with an employer of record, which may include, but not be limited to, an employment social enterprise, as defined, or a worker cooperative, as defined, particularly for individuals with barriers to employment.

Status: Chaptered by Secretary of State. Chapter 223, Statutes of 2021.

- **(VETOED) SB-805: Small nonprofit performing arts organizations: payroll and paymaster services grants: employment grants.**
Summary: This bill would, upon appropriation by the Legislature, require the council to establish and administer the California Nonprofit Performing Arts Paymaster. The bill would require the council to issue a request for proposals and award contracts on a competitive basis to 2 or more nonprofit contractors to provide payroll and paymaster services to small nonprofit performing arts organizations, as defined. The bill would require the council to establish a criteria to rate and rank applicants and establish necessary contract terms. The bill would, upon appropriation, require the council to provide a nonprofit contractor selected to provide payroll services with a grant award in an amount necessary to fund the initial startup costs. This bill would authorize a nonprofit contractor providing services to charge a fee to a nonprofit performing arts organization that receives payroll or paymaster services, provided that the fee does not exceed the cost of providing the services. The bill would require a nonprofit contractor that provides services under these provisions to submit an annual report to the council by July 31 of each year that provides specified information from the prior fiscal year, including, among other things, a detailed accounting of all fees charged and collected. This bill would establish the Performing Arts Equitable Payroll Fund, and would require the council, upon appropriation by the Legislature, to establish and administer a grant

program using moneys in the fund to award grants for the purpose of enabling small nonprofit performing arts organizations to hire and pay employees at least minimum wage.

Status: On 10/05/2021: Vetoed by the Governor. In Senate, Consideration of Governor's veto pending. “

the Budget Act.”

- **SB-947 Whistleblowers: private entities awarded no-bid contracts.**

Summary: The California Whistleblower Protection Act authorizes the California State Auditor to receive and investigate complaints about state employees or state agencies that have engaged in improper governmental activities, as defined. The act applies to state agencies, as defined, and to the University of California, the California State University, and courts, as specified. Under the act, a person who intentionally engages in acts of reprisal, retaliation, threats, coercion or similar acts against a state employee, University of California employee, California State University employee, court employee, or an applicant for such employment for having made a protected disclosure, as defined, is subject to civil liability and criminal penalties. This bill would expand these provisions to certain private entities

new crime, it would impose a state-mandated local program.

Status: 6/9/2022-June 14 set for first hearing canceled at the request of author.

- **SB-1104 Governor's Office of Business and Economic Development: Office of Freight.**

Summary: This bill would establish the Office of Freight within GO-Biz. The bill would require the office to serve as the coordinating entity to steer the growth, competitiveness, and sustainability for freight and ports across the state and to promote and assess the continued economic vitality and sustainability of the freight sector. The bill would require the office, in coordination with specified state agencies, to prepare an assessment of statewide economic growth, competitiveness, prosperity, resiliency, and sustainability for the state's ports and freight sector. The bill would require the office to submit the assessment to the Legislature on or before December 31, 2024, and an updated assessment at least once every 5 years thereafter. The bill would require the Transportation Agency to incorporate the findings of the assessment into the state freight plan, as specified.

Status: 6/21/2022-From committee: Do pass and re-refer to Com. on TRANS. with recommendation: To consent calendar. (Ayes 6. Noes 0.) (June 21). Re-referred to Com. on TRANS.

- **SB-1238 Behavioral health services: existing and projected needs.**

Summary: This bill would require the State Department of Health Care Services, in consultation with each council of governments, to determine the existing and projected need for behavioral health services for each region in a specified manner and would require, as part of that process, councils of governments to provide the department-specified data. The bill would authorize a council of governments, within 30 days following notice of the determination from the department, to file with the department an objection to the department's determination of the region's existing and projected behavioral health need. The bill would require the department to make a final written determination of the regions existing and projected behavioral needs within 45 days of receiving an object. By adding to

program.

Status: 6/21/2022-VOTE: Do pass and be re-referred to the Committee on [Appropriations] (PASS) On 05/26/2022-In Assembly. Read first time. Held at Desk.

- **SB-1251 Governor's Office of Business and Economic Development: Office of the Zero-Emission Vehicle Equity Advocate.**

Summary: This bill would create the Electric Vehicle Equity Ombudsperson in state government and would require the ombudsperson to coordinate activities among state agencies to advance light-, medium-, and heavy-duty zero-emission vehicles and zero-emission infrastructure deployment and to ensure related equity, workforce development, economic development, and other needs are addressed to grow and support the sector statewide in order to achieve specified goals relating to zero-emission vehicles.

Status: 6/20/2022-From committee with author's amendments. Read second time and amended. Re-referred to Com. on TRANS.

- **SB-1258 Clean Transportation Program: autonomous vehicles.**

Summary: This bill would authorize infrastructure and zero-emission refueling projects that promote the development and use of zero-emission autonomous vehicles, as defined, to be eligible for funding under the program. The commission shall collaborate with entities that have expertise in workforce development to implement the workforce development components of this section, including, but not limited to, the California Workforce Development Board, the Employment Training Panel, the Employment Development Department, and the Division of Apprenticeship Standards.

Status: 6/13/2022-Re-referred to Com. on TRANS. pursuant to Assembly Rule 96.

- **SB-1275 State agencies: cryptocurrency.**

Summary: Existing law establishes state agencies for various purposes, including to provide certain services to the public for which payment is required. This bill would authorize a state agency to accept cryptocurrency as a method of payment for the provision of government services.

Status: 04/29/2022-Fialed at Desk pursuant to Rule 61(b)(5).

- **SB-1351 California Youth Apprenticeship Program.**

Summary: Would establish the California Youth Apprenticeship Program for the purpose of awarding grant funds to eligible applicants to develop new apprenticeship programs or expand existing apprenticeship programs to serve a specified target population. The bill would define "target population" as individuals from 16 to 24 years of age who are unhoused, in the child welfare, juvenile justice, or criminal justice system, live in concentrated poverty, or face barriers to labor market participation, among other criteria. The bill would establish the Office of the California Youth Apprenticeship Program within the Division of Apprenticeship Standards to administer the program. The bill would require the office to solicit proposals and select grant recipients from eligible applicants, including, among others, county offices of education, regional consortia of community college districts, and local intermediaries. The bill would specify information required to be included in a grant proposal and would specify eligible purposes for use of grant funds. The bill would require the office to complete planning to implement the program by October 31, 2023, and

Status: 6/9/2022-Referred to Com. on L. & E.

III. **BUDGET BILLS**

- **AB-1624 Budget Act of 2022.**

Summary: This bill would make appropriations to support the state government for the 2022–23 fiscal year. This bill would take effect immediately as a Budget Bill.

Status: On 01/20/2022: Referred to Com. on BUDGET.

- **SB-840 Budget Act of 2022.**

Summary: This bill would make appropriations to support the state government for the 2022–23 fiscal year. This bill would take effect immediately as a Budget Bill.

Status: 1/11/22 From printer.

- **AB-147 Budget Act of 2021.**

Summary: Amendment includes: “\$600,000,000 to the Labor and Workforce Development Agency for the Community Economic Resilience Fund Program, pursuant to Chapter 259 of the Statutes of 2021.”

Status: On 02/09/2022 Re-referred to Com. on B. & F. R.

- **AB-169 Budget Act of 2021.**

Summary: This bill would amend the Budget Act of 2021 by amending and adding items of appropriation and making other changes.

Status: On 03/28/2022: Re-referred to Com. on B. & F.R.

- **(CHAPTER 2) SB-115 Budget Act of 2021.**

Summary: Amendment includes: “\$600,000,000 to the Labor and Workforce Development Agency for the Community Economic Resilience Fund Program, pursuant to Chapter 259 of the Statutes of 2021.”

Status: On 02/09/2022: Chaptered by Secretary of State. Chapter 2, Statutes of 2022.

- **SB-119 Budget Act of 2021.**

Summary: This bill would amend the Budget Act of 2021 by amending and adding items of appropriation and making other changes.

Status: On 03/14/2022: Chaptered by Secretary of State. Chapter 9, Statutes of 2022.

IV. **CANNABIS-RELATED BILLS**

- **(CHAPTER 264) AB-287: Civil actions: statute of limitations.**

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

Status: On 09/23/2021: Approved by the Governor, filed with the Secretary of State.

- **(CHAPTER 618) AB-527: Controlled substances.**

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

Status: On 10/07/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 530) AB-1138: Unlawful cannabis activity: civil enforcement.**

Summary: MAUCRSA imposes a civil penalty on a person engaging in commercial cannabis activity without a license as required by the act, of up to 3 times the amount of the license fee for each violation. This bill would impose a civil penalty on persons aiding and abetting unlicensed commercial cannabis activity of up to \$30,000 for each violation. The bill would prohibit filing an action for civil penalties brought against a person pursuant to MAUCRSA 3 years after the first date of discovery of the violation by a licensing authority or a participating agency, whichever is earlier or earliest.

Status: On 10/05/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 485) AB-292: Industrial hemp.**

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

Status: On 10/04/2021: Approved by the Governor, Chaptered by the Secretary of State.

- **(CHAPTER 384) SB-311: Compassionate Access to Medical Cannabis Act or Ryan's Law.**

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

Status: On 09/28/2021: Approved by the Governor and Chaptered.

- **(CHAPTER 547) AB-544: Cannabis testing.**

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

Status: On 10/05/2021: Approved by the Governor and Chaptered.

- **(VETOED) AB-1302 Commercial cannabis billboards: placement restrictions.**

Summary: This bill would prohibit a licensee from advertising or marketing on a billboard or similar advertising device located within a 15-mile radius of the California border on an Interstate Highway or on a State Highway which crosses the California border.

Status: On January 3, 2022: Vetoed by Governor. "AB 1302 would allow billboard-based cannabis advertising almost anywhere along any Interstate Highway or State Highway - except for within a 15-mile radius of the California border. When the voters passed Proposition 64, they enacted robust protections shielding youth from exposure to cannabis and cannabis advertising. Among other things, voters completely prohibited billboard-based cannabis advertising on all Interstate Highways, and on all State Highways that cross the California border. Allowing advertising on these high-traffic thoroughfares could expose young passengers to cannabis advertising. AB 1302 would weaken the protections passed in Proposition 64. California can refine and advance its regulation of cannabis while also remaining faithful to the will of the voters, and I will continue to work with the author to strike this balance. For these reasons, I am returning AB 1302 without my signature."

- **AB-1646 Cannabis packaging: beverages.**

Summary: This bill authorizes cannabis beverages to be packaged in clear containers.

Status: 6/6/22 From committee: Do pass and re-refer to Com. on APPR with recommendation: To Consent Calendar. (Ayes 12. Noes 0.) (June 6). Re-referred to Com. on APPR.

- **AB-1656 Cannabis: industrial hemp.**

Summary: This bill would state that MAUCRSA does not prohibit a licensee from manufacturing, distributing, or selling products that contain industrial hemp or cannabinoids, extracts, or derivatives from industrial hemp, if the product complies with all applicable state laws.

Status: 6/8/22 Read second time. Ordered to third reading.

- **AB-2188 Discrimination in employment: use of cannabis.**

Summary: This bill would amend the act to make it unlawful for an employer to discriminate against a person in hiring, termination, or any term or condition of employment, or otherwise penalize a person, if the discrimination is based upon the person's use of cannabis off the job and away from the workplace or, with prescribed exceptions, upon an employer-required drug screening test that has found the person to have nonpsychoactive cannabis metabolites in their urine, hair, or bodily fluids.

Status: 6/13/22 From committee chair, with author's amendments: Amend, and re-refer to

- **(CHAPTER 485) SB-292 Industrial hemp.**

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

Status: On 10/04/2021: Chaptered by Secretary of State. Chapter 485, Statutes of 2021.

- **(CHAPTER 547) SB-544 Cannabis testing.**

Summary: This bill would implement the above provisions of AUMA by requiring the Department of Cannabis Control, on or before January 1, 2023, to establish one or more standardized cannabinoids test methods to be used by all testing laboratories.

Status: On 10/05/2021: Chaptered by Secretary of State. Chapter 547, Statutes of 2021.

- **(CHAPTER 209) SB-1281 Cannabis taxes.**

Summary: This bill would discontinue the imposition of the cultivation tax, would reduce the excise tax to 5%, and would remove the mark-up from the definition of average market price in an arm's length transaction. The bill would remove the requirement that the distributor collect the excise tax from the cannabis retailer, and would instead require the cannabis retailer to remit the excise tax to the department. The bill would make these provisions effective beginning January 1, 2023.

Status: 9/22/21 Approved by the Governor. Chaptered by Secretary of State - Chapter 209, Statutes of 2021.

- **(CHAPTER 304) SB-1293 Cannabis: taxation.**

Summary: This bill would state the intent of the Legislature to help equity licensees obtain a personal income or corporate tax credit that would be equal, or in some proportion, to the normal business expenses that they would otherwise have been able to write off on their federal taxes, but for federal law. The bill would make related legislative findings and declarations.

Status: 9/24/21 Approved by the Governor. Chaptered by Secretary of State - Chapter 304, Statutes of 2021.

V. QUALIFIED 2022 BALLOT PROPOSITIONS

- **California Legalize Sports Betting on American Indian Lands Initiative (2022)**

The California Legalize Sports Betting on American Indian Lands Initiative has qualified for the ballot in California as a combined initiated constitutional amendment and state statute on November 8, 2022. A "yes" vote supports this ballot initiative to: (i) legalize sports betting at American Indian gaming casinos and licensed racetracks in California; (ii) tax profits derived from sports betting at racetracks at 10%; and (iii) legalize roulette and dice games, such as craps, at tribal casinos.

- **California Plastic Waste Reduction Regulations Initiative (2022)**

The California Plastic Waste Reduction Regulations Initiative has qualified for the ballot in California as an initiated state statute on November 8, 2022. A "yes" vote supports this ballot initiative to: (i) require Cal Recycle to adopt regulations that reduce the use of single-use plastic packaging; and (ii) enact a maximum one-cent per item fee on single-use plastic packaging and food ware, with revenue from the fee distributed to Cal Recycle, the California Natural Resources Agency, and local governments.



ETP: SERVING WOMEN TRAINEES

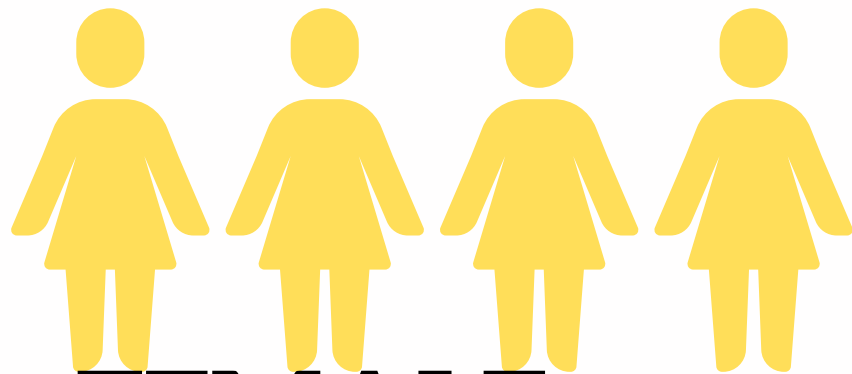
CREATING EQUITY AND INCLUSION FOR WOMEN

To better serve women in the workforce, ETP explores the disparities in training amongst ETP's male and female populations. Gathering data from FY 09-11 and from FY 18-20, ETP determined significant changes in funding prior to the Apprenticeship Pilot Program launch in 2012 as well as shifts across industries impacting women trainees.

SERVING WOMEN TRAINEES

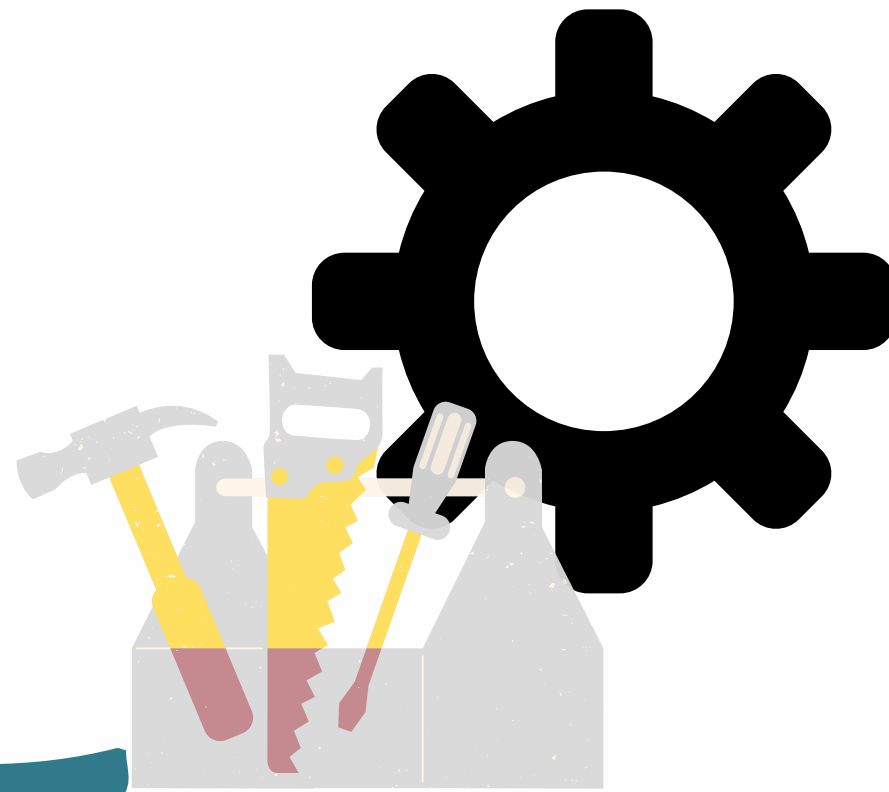
**ETP SERVED MORE WOMEN PRIOR TO THE
APPRENTICESHIP PROGRAM LAUNCH IN 2012**

FY 09-11

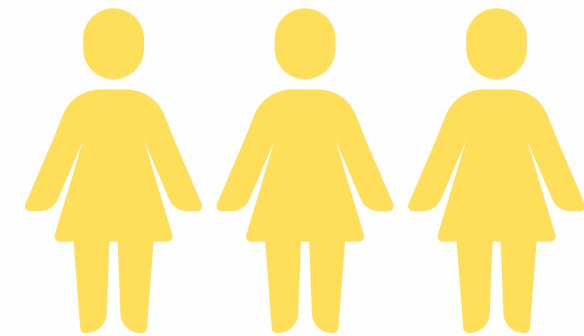


FEMALE

**91,292
40%**



FY 18-20



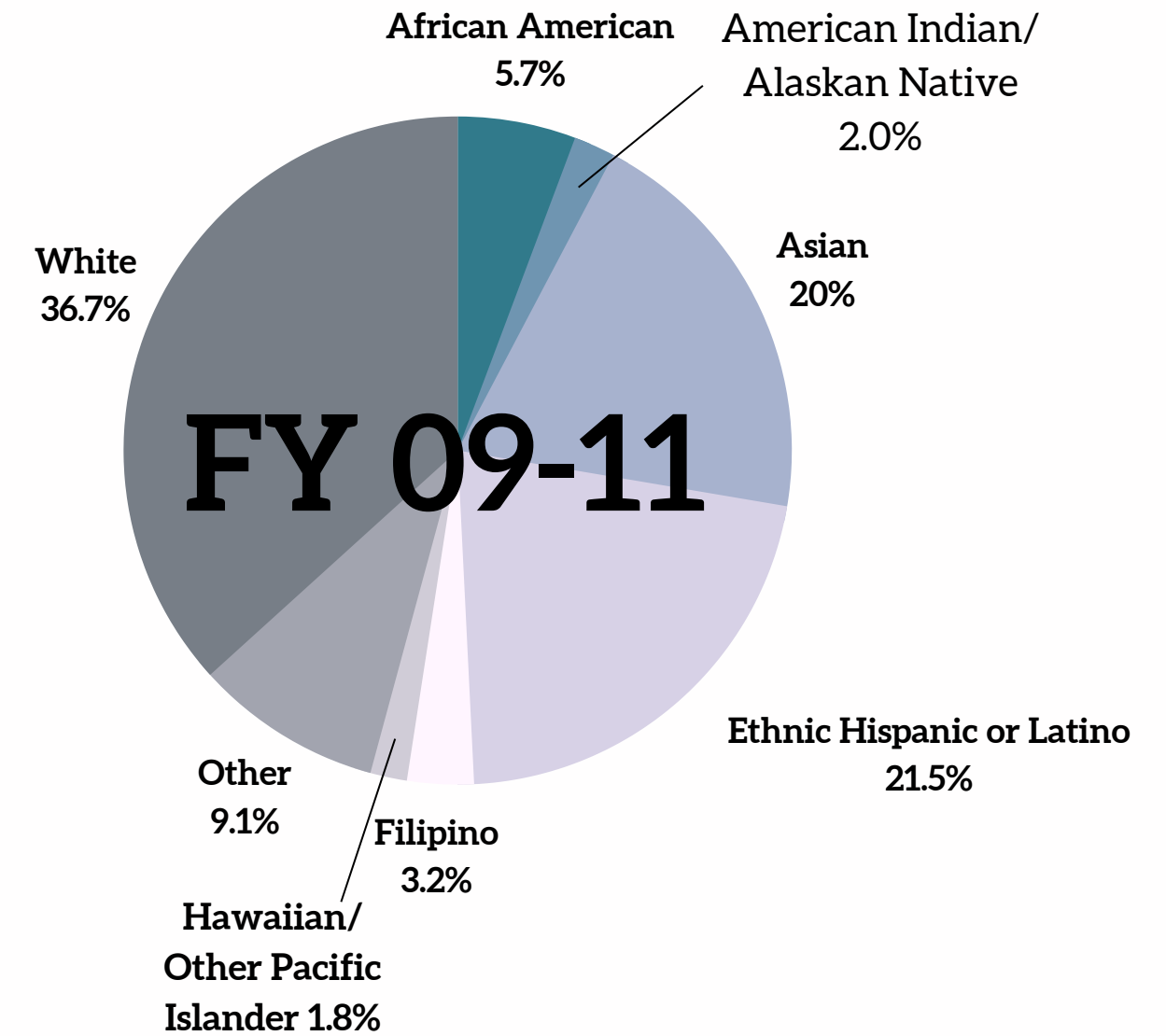
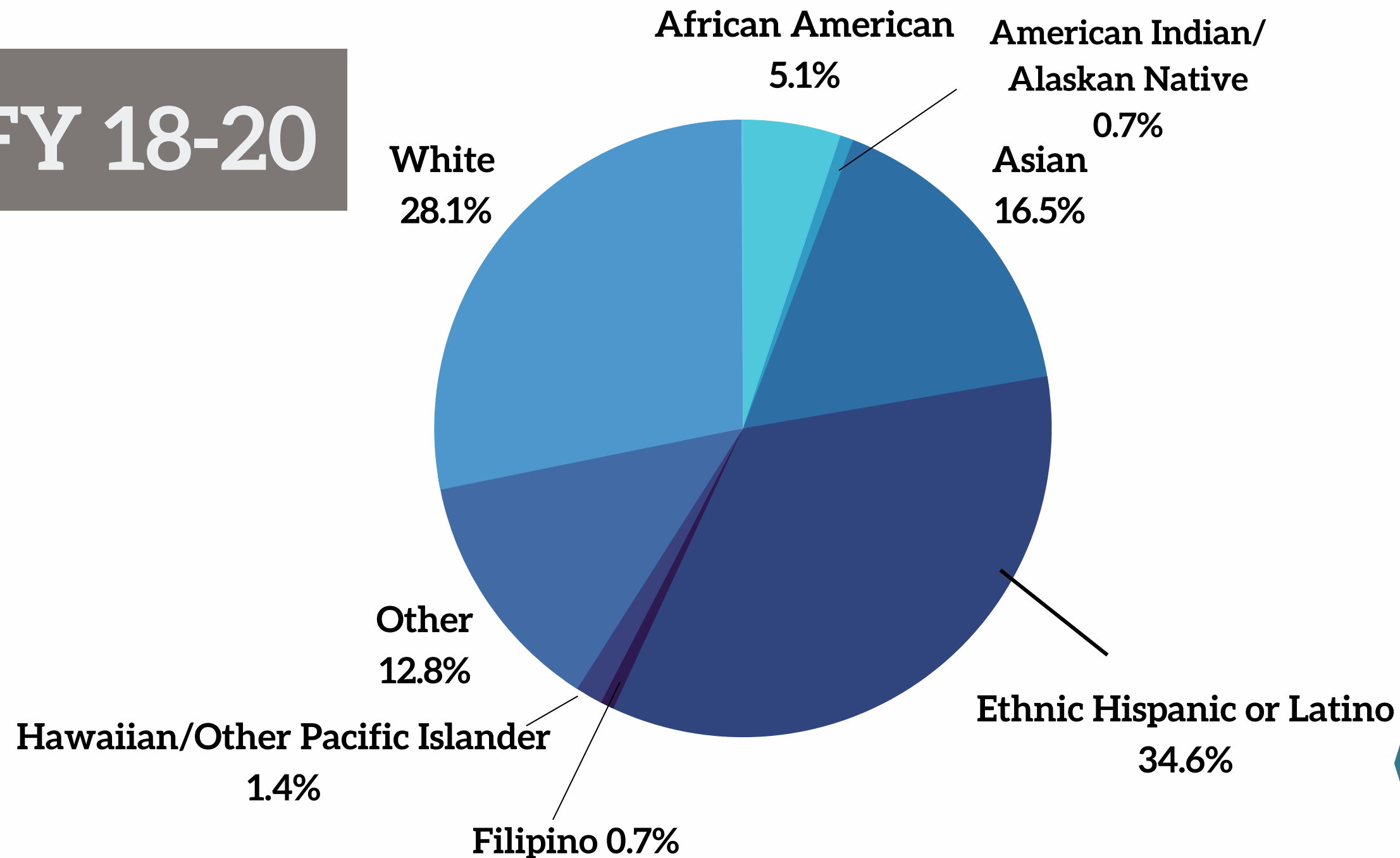
FEMALE

**137,772
31.2%**

SERVING WOMEN TRAINEES

DEMOGRAPHICS:

FY 18-20



- APPRENTICESHIP PROGRAMS INCREASED THE ETHNIC HISPANIC OR LATINO POPULATIONS SERVED
- ETP SERVES MORE ETHNIC HISPANIC OR LATINOS THAN THE GENERAL POPULATION

SERVING WOMEN TRAINEES

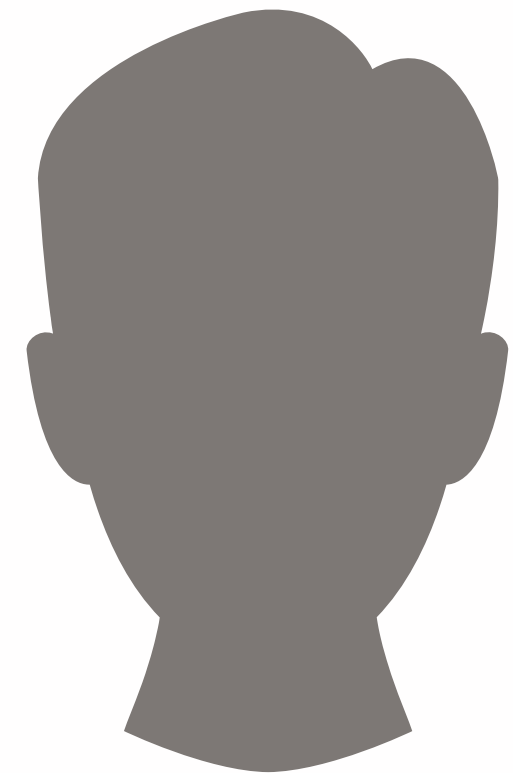
THE AMOUNT OF FUNDING AND WOMEN SERVED IS
DISPROPORTIONATE TO MALES



25%*



\$53,960,770
25%



\$159,926,860
75%

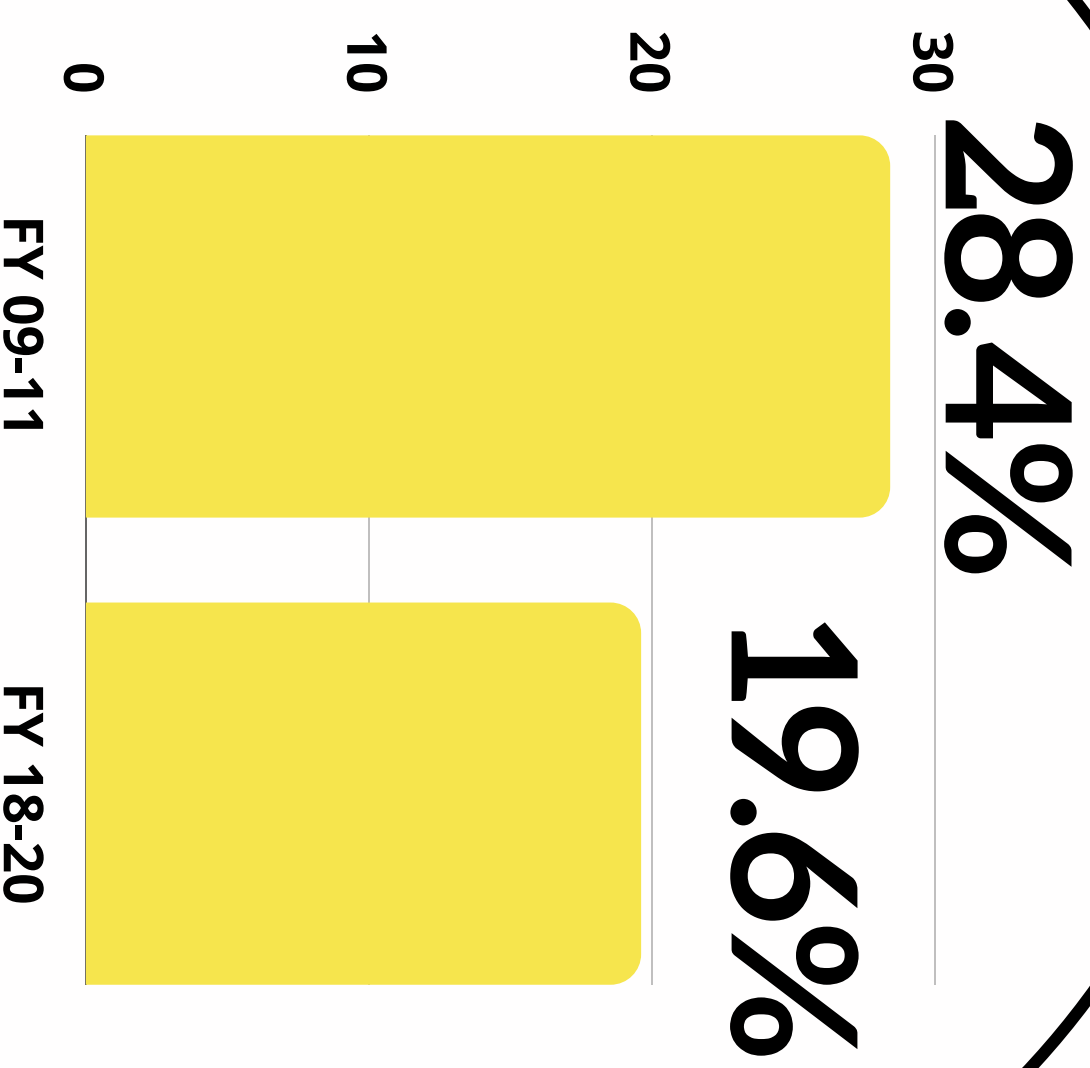
Numbers based on FY 18-20 contract performance rate with women trainees.
Metrics are calculated by dividing earned amount by total amount funded.

*Median performance rate taken due to outliers.

SERVING WOMEN TRAINEES

ALTERNATIVE FUNDING WILL INCREASE
ETP'S SERVICE TO WOMEN

HEALTHCARE



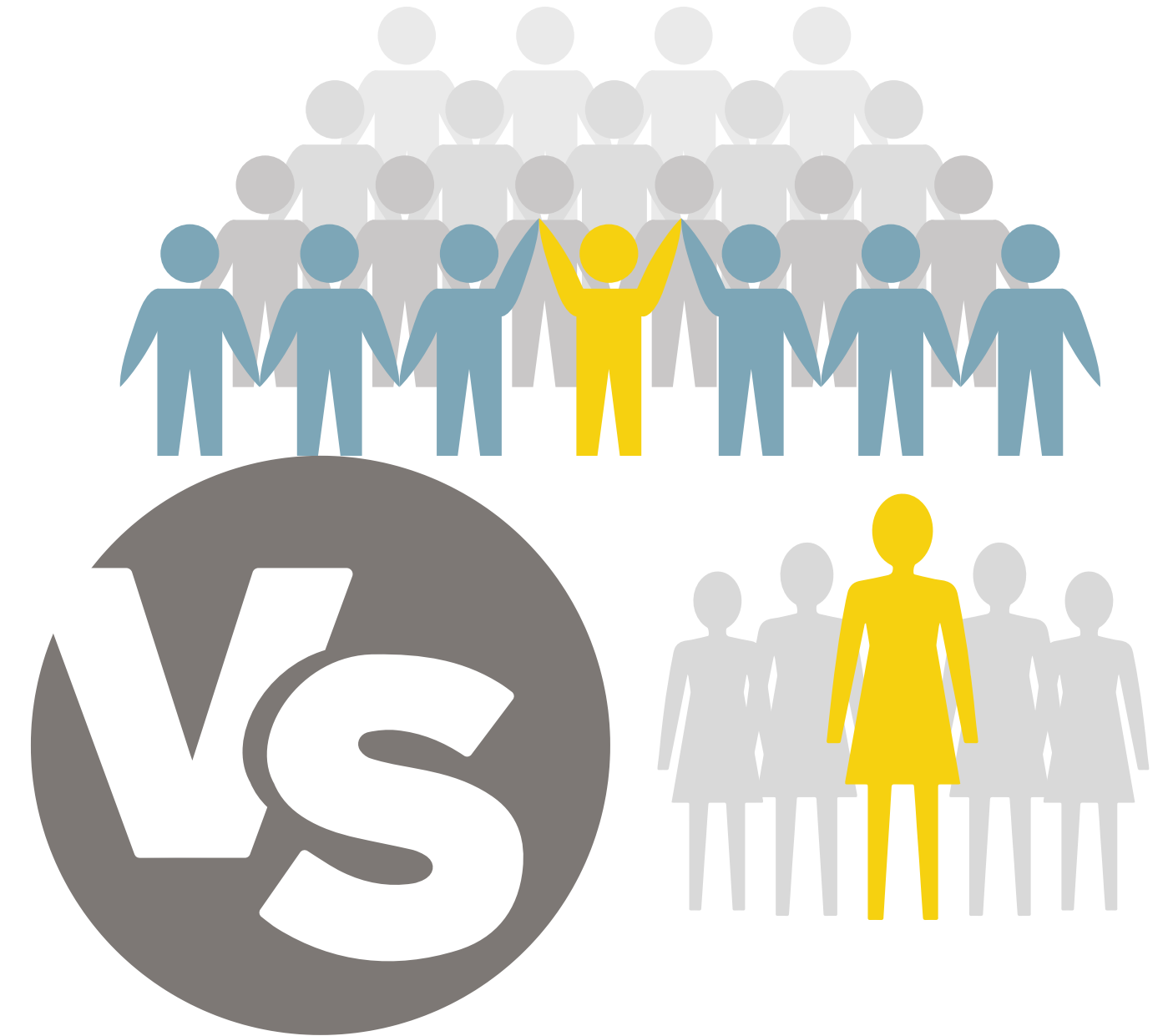
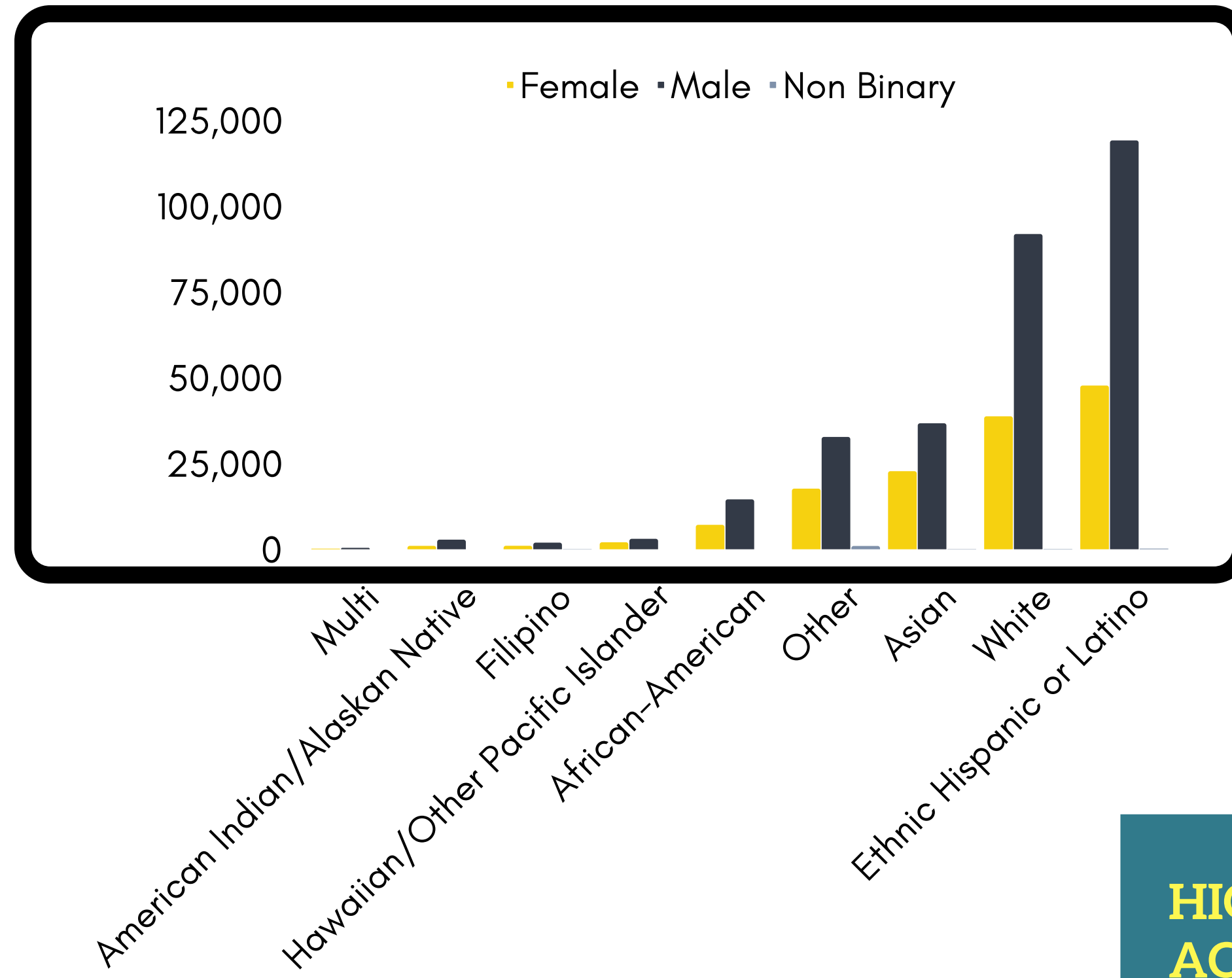
ALTERNATIVE FUNDING SOURCES

In FY 09-11, women represented approximately 28.4% of ETP's funding in healthcare. In FY18-20, that amount declined by 8.8 percentage points (45%) to 19.6%. Our research shows that in FY 09-11, ETP participated in initiatives aimed at healthcare with WIA discretionary funding, including:

- Non-Profit Nursing Skills Training (NPN), providing medical skills training for incumbent RNs and LVNs; and
- High-Wage, High-Skill Training (HWST) in support of green/clean technology and healthcare.

GENDER & ETHNICITY

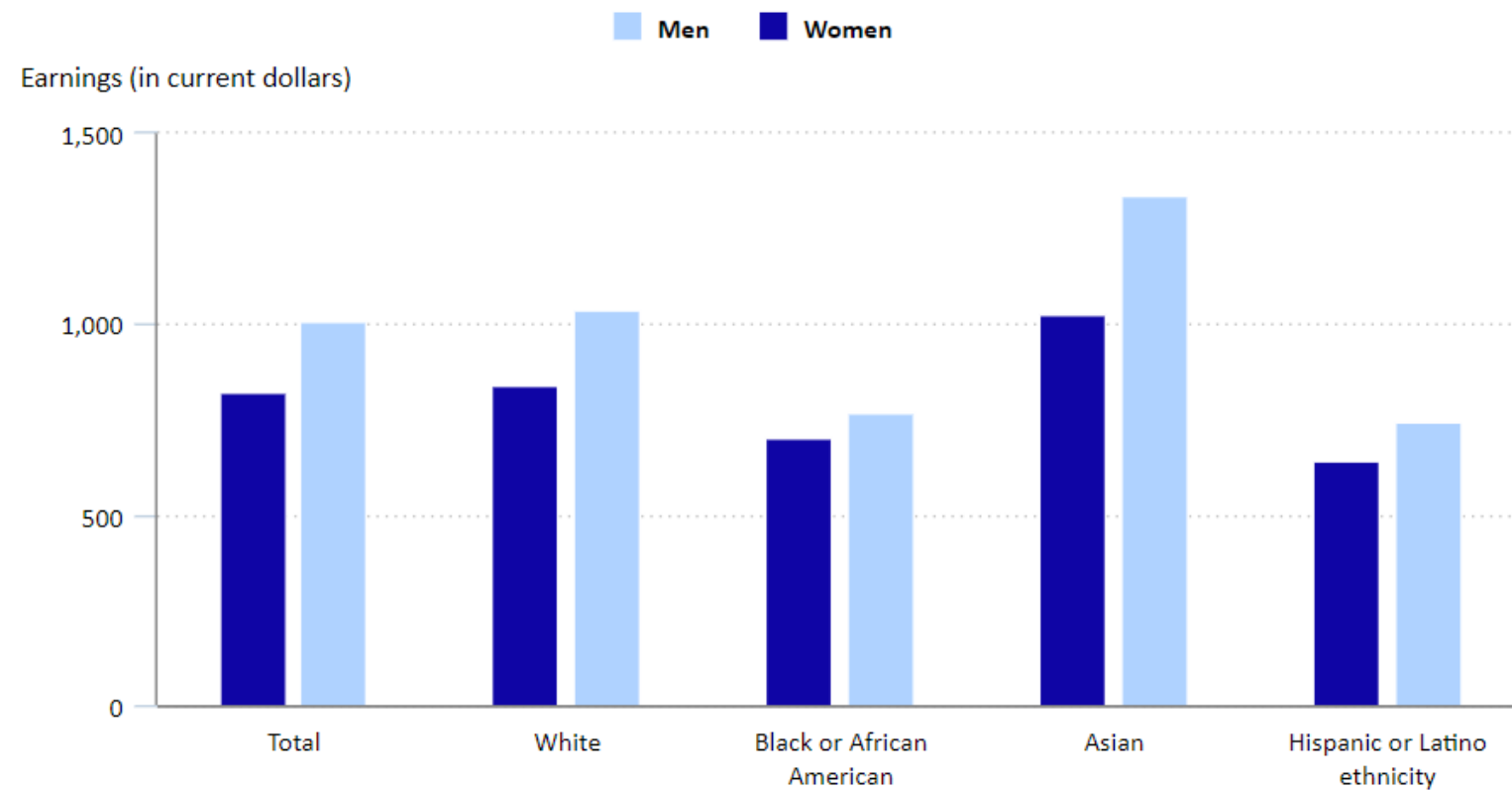
FY 18-20



**HIGHER PROPORTION OF MALE TRAINEES
ACROSS ETHNICITIES COMPARED TO WOMEN**

SERVING WOMEN TRAINEES

Chart 3. Median usual weekly earnings of women and men who are full-time wage and salary workers, by race and Hispanic or Latino ethnicity, 2019 annual averages



On a national level, women's wages continue to trail behind men's wages

2019 National Median Wages

Source: Bureau of Labor Statistics, U.S. Department of Labor

Current ETP industries funded do not parallel California's workforce trends for employed women by industry

March 2022

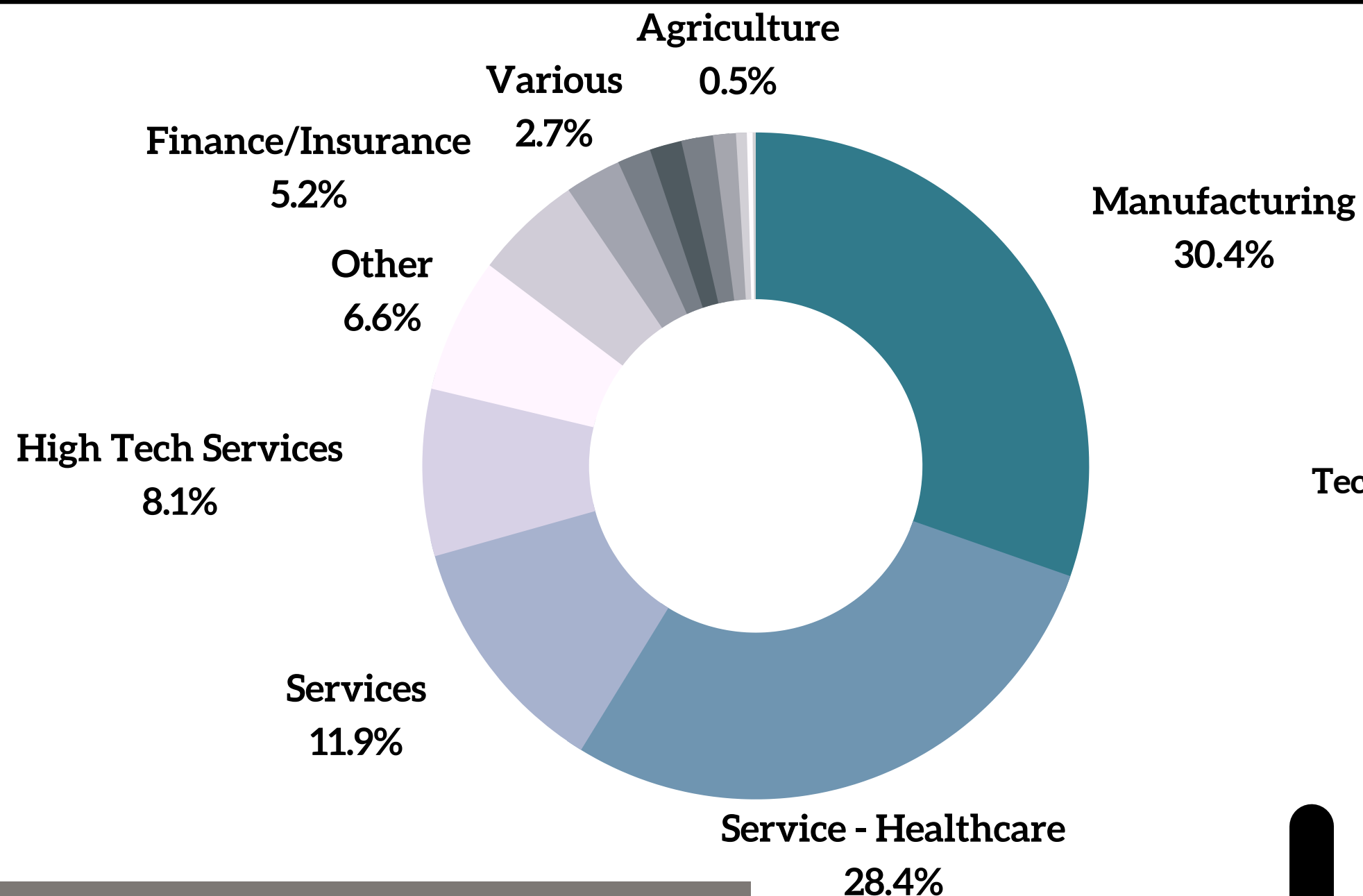
California: Employed Women by Industry

Source: US Census Bureau, Current Population of Survey Households

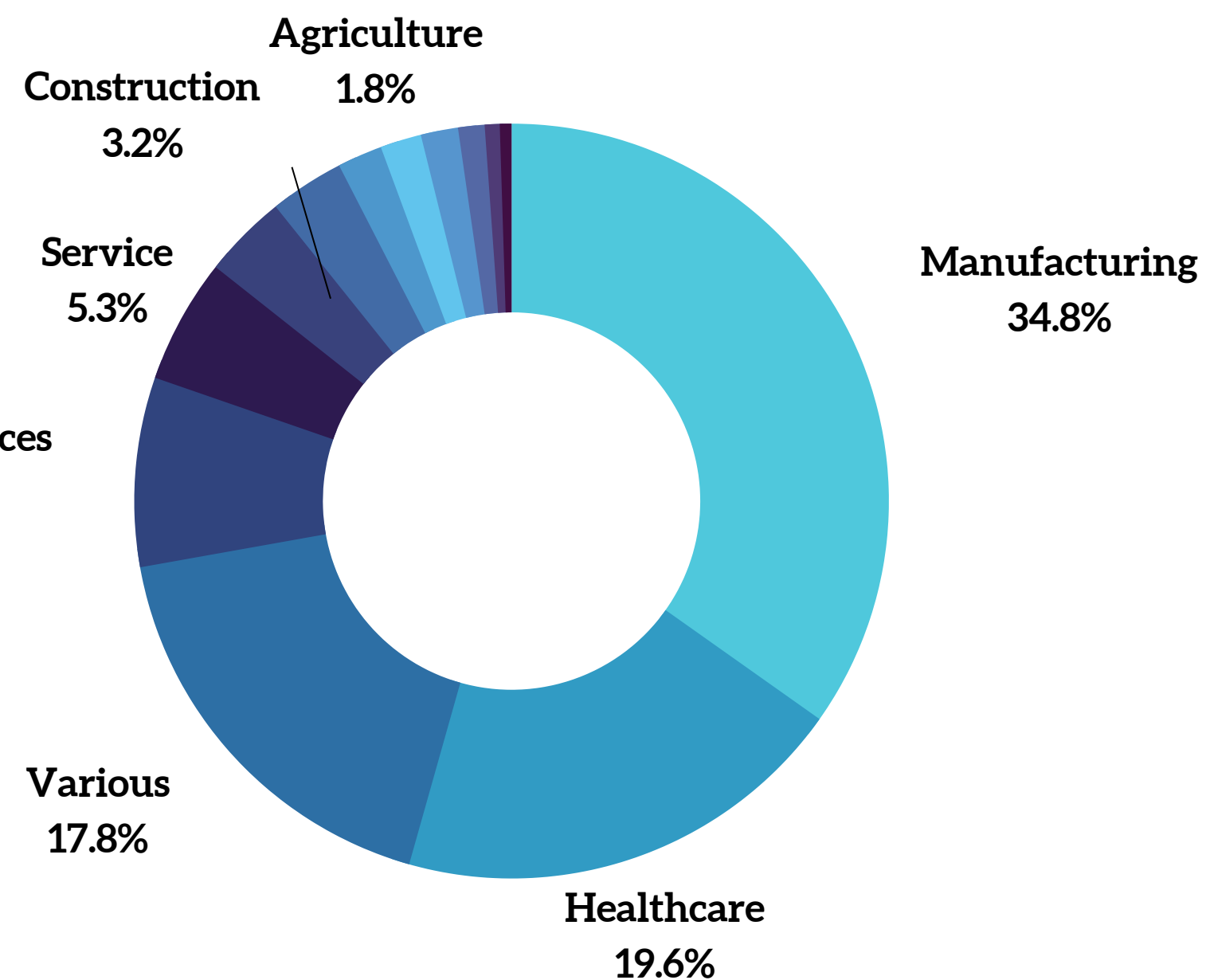


WOMEN TRAINEES BY INDUSTRY

FY 18-20



FY 09-11



SUMMARY & CONCLUSION

Disproportionate Numbers:

ETP's performance rate for women trainees centers at 25% - a highly inequitable rate in comparison to males. ETP's data shows twice as much males receive training compared to women, and the national average wages show that males earn more than women across all ethnicities. In order to provide more equity into training opportunities for women, we must look into ways to create pathways for women in the workforce.

Future Planning:

ETP seeks to make improvements on providing inclusive and equitable opportunities for women through on-going data analysis and measurement, staff workgroup formations to solicit recommendations, and discussion with Panel members regarding concrete and significant actions that can be taken. This may include new marketing efforts, encouraging/placing requirements on contractors, or creating a new Pilot program to incentive proposals.



Employment Training Panel

M e m o r a n d u m

To: Panel Members

Date: June 30, 2022

From: Geri Giron, Data Analytics Manager

File:

Subject: Action Item: New Priority NAICS Codes

I. Brief Issue Statement:

The North American Industry Classification System (also known as NAICS) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the North American Countries (U.S. Canada, and Mexico).

The Office of Management and Budget reviews the NAICS codes every 5 years for potential revisions so that the classification system can keep pace with the changing economy. The last NAICS update was in 2017, and the current revision has just come out this year, in 2022.

The Panel establishes funding priorities for the fiscal year based on the demand of employers for trained workers, and on changes in the state's economy. ETP reviews applicants' NAICS codes to determine:

- If the NAICS code is one that is designated as an industry being threatened by out-of-state competition;
- If the NAICS code is a Priority Industry code – the Priority Industry designation provides a higher reimbursement rate than the non-Priority Industry codes, and also allows companies to qualify for the lower SET Priority wage;
- In times when we have a moratorium on certain industries (for example, the recent moratorium on non-Priority Industries which is no longer in effect), to see if the NAICS code will prevent or allow a company to be eligible to apply for ETP funding.

ETP has reviewed the 2022 NAICS updates, and there were some code updates that affected our current Priority Industry codes. Accordingly, ETP would like Panel to approve some of the new codes as Priority Industry to accommodate the changes to the NAICS database.

II. Background:

The NAICS classification is like a Dewey Decimal system for industry sectors that applies for North American Countries (U.S., Canada, Mexico). They are 6 digit codes. The first two numbers of the codes designate the economic industry sector. The remaining four digits are comprised of the Industry Groupings and National Industry subsectors.

Since new revisions to the NAICS database are released every five years, the most recent 2022 updates have been released and reviewed by ETP. When we looked at changes for 2022, we found eight codes in the Information Technology Services Industry that have changed due to the consolidation of multiple codes, and therefore ETP needs Panel's approval to incorporate the new codes.

2017		2022	
Code	Title	Code	Title
511110	Newspaper Publishers	513110	Newspaper Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet periodical publishers</i>		
511120	Periodical Publishers	513120	Periodical Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - Internet periodical publishers		
511130	Book Publishers	513130	Book Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - Internet book publishers		
511140	Directory and Mailing List Publishers	513140	Directory and Mailing List Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - Internet directory and mailing list publishers		
511191	Greeting Card Publishers	513191	Greeting Card Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - Internet greeting card publishers		
511199	All Other Publishers	513199	All Other Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - all other Internet publishers		
511210	Software Publishers	513210	Software Publishers

515111	Radio Networks	516210	Media Streaming Distribution Services, Social Networks, and Other Media Networks and Content Providers
515120	Television Broadcasting - television networks		
515210	Cable and Other Subscription Programming		
519110	News Syndicates		
519130	Internet Publishing and Broadcasting and Web Search Portals - Internet broadcasting		

III. Recommendation:

Staff would like to know if Panel or stakeholders have any questions or desire for more discussion on these items. Staff also requests approval to designate the eight new NAICS codes as Priority Industry NAICS codes.

2022 Priority Industry NAICS Code Changes

**June 30, 2022
Panel Meeting**



Background

The North American Industry Classification System (also known as NAICS) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the North American Countries.

The Office of Management and Budget reviews the NAICS codes every 5 years for potential revisions so that the classification system can keep pace with the changing economy. The last NAICS update was in 2017, and the current revision has just come out this year, in 2022.

ETP reviews the 2022 codes for any revisions affecting ETP's current Priority designations.

ETP has reviewed the new 2022 NAICS revisions, and would like Panel to approve some of the new codes as Priority Industry to accommodate the changes to the NAICS database.



Background

ETP Purpose

- The Panel establishes funding priorities for the fiscal year based on the demand of employers for trained workers, and on changes in the state's economy.
- ETP reviews applicants' NAICS codes to determine:
 - If the NAICS code is one that is designated as an industry being threatened by out-of-state competition;
 - If the NAICS code is a Priority Industry code – the Priority Industry designation provides a higher reimbursement rate than the non-Priority Industry codes, and also allows companies to qualify for the lower SET Priority wage;
 - In times when we have a moratorium on certain industries (for example, the recent moratorium on non-Priority Industries which is no longer in effect), to see if the NAICS code will prevent or allow a company to be eligible to apply for ETP funding.

ETP Current Priority Industries

- Agriculture
- Healthcare
- Biotechnology and Life Sciences
- Construction
- Green/Clean Technology
- Goods Movement and Transportation Logistics
- Information Technology Services
- Manufacturing/Food Production
- Multimedia/Entertainment
- Technical Services



2022 NAICS Review

Eight codes in the Information Technology Services Industry have changed.
The new 2022 codes were the result of a consolidation of more than one 2017 NAICS Industry.

2017		2022	
Code	Title	Code	Title
511110	Newspaper Publishers	513110	Newspaper Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet periodical publishers</i>		
511120	Periodical Publishers	513120	Periodical Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet periodical publishers</i>		
511130	Book Publishers	513130	Book Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet book publishers</i>		
511140	Directory and Mailing List Publishers	513140	Directory and Mailing List Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet directory and mailing list publishers</i>		



2022 NAICS Review

Eight codes in the Information Technology Services Industry have changed.
The new 2022 codes were the result of a consolidation of more than one 2017 NAICS Industry.

2017		2022	
Code	Title	Code	Title
511191	Greeting Card Publishers	513191	Greeting Card Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet greeting card publishers</i>		
511199	All Other Publishers	513199	All Other Publishers
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>all other Internet publishers</i>		
511210	Software Publishers	513210	Software Publishers
515111	Radio Networks	516210	Media Streaming Distribution Services, Social Networks, and Other Media Networks and Content Providers
515120	Television Broadcasting - <i>television networks</i>		
515210	Cable and Other Subscription Programming		
519110	News Syndicates		
519130	Internet Publishing and Broadcasting and Web Search Portals - <i>Internet broadcasting</i>		



Action Item – Panel Approval of new NAICS codes

Staff would like to know if Panel or stakeholders have any questions or desire for more discussion on these items. Staff also requests approval to designate the eight new NAICS codes as Priority Industry NAICS codes.





Retrainee-Job Creation

Training Proposal for:

Alpine Corporation Contract

Number: ET22-0328

Panel Meeting of: June 30, 2022

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Retrainee Job Creation Initiative	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: 47	U.S.: 47	Worldwide: 47	
<u>Turnover Rate:</u>	15%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

FUNDING DETAIL

In-Kind Contribution
\$121,200

Total ETP Funding
\$107,870

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Mfg. Skills, OSHA 10/30	47	8-200	0	\$1,610	\$21.73
				Weighted Avg: 70			
2	Retrainee Job Creation Initiative SB<100 Priority Rate	Business Skills, Computer Skills, Mfg. Skills, OSHA 10/30	20	8-200	0	\$1,610	\$18.11
				Weighted Avg: 70			

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

Minimum Wage by County: Job Number 1: \$21.73 per hour in Los Angeles County
Job Number 2 (Job Creation): \$18.11 per hour in 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 \$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
Job Number 1		
Buyer		4
Shipping & Warehouse		4
		2
		6
Marketing & Graphics		3
		5
Accounting Personnel		1
		1
		2
Logistics		2
		1
		1
Executive Assistant		1
Operations/IT		1
Data Entry		1
Customer Service		1

Manager/Supervisor		5
Quality Control		1
Sales		2
Administration		2
Owner	N/A	1
Job Number 2		
Shipping & Warehouse		7
		8
		5

INTRODUCTION

Founded in 1999 and headquartered in Commerce, Alpine Corporation (Alpine) (www.alpine4u.com) designs, manufactures and distributes lawn and garden products such as fountains, pond supplies, garden décor and gift products. The Company serves many different segments in the market from mid-level retailers (such as Ace Hardware, Armstrong Garden Centers, Home Depot, Wayfair and Amazon) to a variety of independent merchants (i.e., gift shops, grocery stores, catalog companies, garden centers and pond supply stores). The Company has a locations in China and the Philippines that supports manufacturing operations and oversees the design, production and quality of its products.

Alpine has steadily grown since its inception as product demand increases. Alpine's focus on product development has expanded its product line and customer base with products available in stores and on-line. New product lines include Alpine Solar lighting and its patented Rainforest fountain. The Company has recently acquired and will open a new facility in Simi Valley which will be fully operational this year.

Veterans Program

Alpine does not currently have a specific Veterans recruitment program in place; however, several long-time employees are Veterans.

PROJECT DETAILS

This is Alpine's third ETP Contract, and first in five years. Prior training focused on upgraded employee skills in ERP business software and Office Master System (OMS). The skills gained has benefited both the employee and the Company with better performance and efficiency in the operational and distribution process. For this proposal, Alpine is upgrading employee skillset in more innovative software: Manufacturing Resource Planning (MRP), SAP and Oracle.

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 20 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. Alpine has started hiring for backfill positions at its current offices and will continue to hire within the next two years in response to product demand and continued increase in sales. With the opening of the Simi Valley facility, Alpine has created 20 new positions for shipping and warehouse occupations.

Temporary to Permanent Hiring

The Company will train five workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). Alpine 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.

Training Plan

Training will be delivered via Class/Lab and E-learning by in-house experts and vendors as needed in the following:

Business Skills: Training will be provided to all occupations to improve effective communication, deliver exceptional customer service, enhance skills in marketing, and sell and promote Alpine’s products and services. The main objective of training is to create a professional and positive mindset aimed towards growth and sustainability of the organization.

Computer Skills: Training will be provided to all occupations and include Alpine’s new software systems: OMS, MRP, ERP, SAP and Oracle and to familiarize employees with features and function. By developing a better understanding of what OMS offers and how it can grow with the Company, employees will be able to extrapolate the empirical data needed to make better operational decisions.

Manufacturing Skills: This training will be offered to Shipping & Warehouse Staff and focus on equipment operation and warehousing.

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

Alpine has an annual training budget of approximately \$75,000 for all California facilities (Commerce, City of Industry and Simi Valley) and includes new hire orientation, extensive and basic computer skills, leadership and product knowledge. Training is delivered via class/lab and GoToMeeting, and all training is both job specific and Company-wide.

ETP funds will not displace the existing financial commitment to training. After the completion of the ETP training, the Company will continue to provide its workforce the skillsets they need to develop and grow within the Company. Enhancing employee’s skills will create additional sales,

increase profits and business growth. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will begin upon Panel approval. The Controller will oversee and coordinate the administration and training of this contract and will work closely with one administrative assistant and three managers from each facility. The Company also retained a third party to assist with administrative duties.

DEVELOPMENT SERVICES

Judith's Training Services in Los Angeles assisted with development of this proposal for a flat fee of \$10,787.

ADMINISTRATIVE SERVICES

Judith's Training Services will also perform administrative services for a fee not to exceed 11% 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
- Payroll
- Marketing
- Business Planning
- Business Administration
- Merchandising
- Financial Strategy
- Inventory Control
- Product Knowledge
- The Alpine Way
- Strategic Planning
- Evaluations
- Monitoring
- Business Report Writing and Editing
- Negotiating
- Conflict Management
- Interpersonal Skills
- Customer Relations
- Identifying Customer Needs
- Telephone Skills
- Handling Customer Requests
- Resolving Complaints
- Product Knowledge
- Leadership
- Decision Making
- Motivation
- Team Building
- Coaching Procedures

COMPUTER SKILLS

- Designing and Developing Software and Applications
- Sisense
- Manufacturing Resource Planning
- ERP/SAP/Oracle
- Accounting Systems – Operating Master System
 - Sales Forecasting
 - Inventory Control
 - Purchase Order Tracking
 - Cost Accounting
 - General Accounting

MANUFACTURING SKILLS

- Warehousing
- Equipment Operation

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

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:

B-K Lighting, Inc.

Contract Number: ET22-0337

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: A. Reyes

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	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: 107	U.S.: 107	Worldwide: 107
<u>Turnover Rate:</u>	11%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

FUNDING DETAIL

In-Kind Contribution
\$160,000

Total ETP Funding
\$140,760

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. Imp., HazMat, Literacy Skills, Mfg. Skills, OSHA 10/30	87	8-200	0	\$1,380	\$16.17
				Weighted Avg: 60			
2	Retrainee Priority Rate HUA Job Creation	Business Skills, Computer Skills, Cont. Imp., HazMat, Literacy Skills, Mfg. Skills, OSHA 10/30	15	8-200	0	\$1,380	**\$15.00
				Weighted Avg: 60			

*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: \$16.17 per hour in Madera County

Job Number 2 (Job Creation): \$15.00 per hour in Madera 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
Job Number 1		
Administration		1
		2
		6
Customer Service		2
		1
		1
Engineering		2
		7
IT		5
Lighting		1
Marketing/Sales		1

Operations		1
		4
		33
		10
		10
Job Number 2 (Job Creation)		
Customer Service		1
Marketing/Sales		2
Operations		7
		5

INTRODUCTION

Founded in 1984 and located in Madera, B-K Lighting, Inc. (B-K Lighting) specializes in manufacturing specification-grade architectural and landscape lighting fixtures such as floodlights, pendants, recessed lighting and sign lights. Customers include landscape architects, lighting designers, electrical engineers and contractors. The Company's products have been installed worldwide in venues such as the Mount Rushmore National Memorial, the Four Seasons Hotel in San Francisco, the Oklahoma City National Memorial and the Royal Mirage Palace Resort in Dubai. The Company has one facility in Madera and training under this proposal will take place at this location.

Veterans Program

B-K Lighting employs Veterans, but does not actively recruit them.

PROJECT DETAILS

This is B-K Lighting's second ETP Contract and second in the last five years. Previous training focused on the Company's expansion into the television and camera industries. This Contract will focus training on new initiatives including the introduction of robotic arms and other automation into production processes in order to operate more efficiently. New automation will allow staff to shift their job functions towards more skill-intensive duties such as electrical work and machine maintenance. Training on Programmable Logic Controllers (PLC), Computer Numeric Control (CNC), and Robotics will ensure trainees have the skills and knowledge to properly diagnose and repair new automation.

In addition to new automation, B-K Lighting will train staff on Lean Manufacturing Principles in order to increase efficiency as well as reduce waste. The Company is also developing a new Value Line portal which will provide faster order processing for high-volume standard products.

B-K Lighting also plans to expand into new markets by producing new diverse products including wheel chair parts, durable medical equipment, and agricultural equipment. In addition to these new products, the Company is developing new lighting products that will replace conventional LED with laser illumination. Due to new product line expansions, the Company plans to hire new employees to help meet the anticipated demand for these new products.

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.

B-K Lighting is entering into new markets by expanding its production line to include new products. To help meet anticipated demand, the Company will hire 15 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 and E-Learning by in-house experts and vendors as needed in the following:

Business Skills: Training will be delivered to all occupations and focus on improving customer service. Training topics include Cost Control, Leadership, Negotiations and Strategic Planning.

Computer Skills: Training will be delivered to all occupations and focus on reporting software. Training includes Crystal Reports.

Continuous Improvement: Training will be delivered to all occupations and focus on process improvements. Training will include 5S, Key Performance Indicators, Lean Procedures Practice, and Product Quality and Control.

Literacy Skills: Training will be delivered to all occupations as needed and cover literacy pertaining to customer relations. Training includes Vocational English as a Second Language.

Manufacturing Skills: Training will be delivered to all occupations except, Administration and Customer Service. Training will focus on the skills and knowledge to operate and perform maintenance on production equipment. Training topics include CNC Machining, Robotics, PLC and Manufacturing Practices.

Hazardous Materials Skills: Training will be delivered to Lighting, Marketing/Sales, and Operations and focus on how to safely handle hazardous materials. Training includes Hazardous Materials Handling.

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.

High Unemployment Area

All trainees (Job Numbers 1 and 2) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company’s location in Madera 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. B-K Lighting is requesting a wage modification from

\$21.57 per hour to \$16.17 per hour for Job Number 1; and from \$17.64 per hour to \$15.00 per hour for Job Number 2 in order to serve workers in lower-wage occupations.

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 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.

Commitment to Training

B-K Lighting’s annual training budget is approximately \$90,000 per facility for safety and employee improvement. The Company is committed to improving performance and knowledge for all employees. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Human Resources Director will oversee the ETP Contract administration along with the assistance from a Human Resources Assistant. The Company has also retained the services of a third-party administrator 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 \$ %
18CS-0103	Madera	11/1/17- 10/31/19	\$129,980	\$109,181 (84%)

DEVELOPMENT SERVICES

CALBEC Group in Clovis assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

CALBEC 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**

8-200

Trainees may receive any of the following:

Business Skills

- Accounting
- Conflict Resolution
- Cost Control
- Creative Marketing
- Customer Relationship Management
- Customer Service
- Finance
- Forecasting
- Dealing with Difficult People
- Employee Coaching
- Essential Skills for the New Supervisor
- Leadership
- Marketing/Sales Techniques
- Negotiations
- Operational Skills
- Project Management
- Project Requirements Analysis and Specifications
- Strategic Planning
- Successful Selling Techniques/Sales
- Supervisory Skills
- Time Management

Computer Skills

- MS Office (Intermediate/Advanced)
- Crystal Reports

Continuous Improvement

- 5S
- Communication Skills
- Creating a Quality Organization
- Creating Continuous Flow
- Decision Making
- How to Coach and Mentor
- Kaizen Training
- Key Performance Indicators
- Lean Procedures Practices
- Meeting Management
- Process Improvement
- Product Quality and Control
- Team Building

- Teamwork Development Skills
- Understanding Waste

Hazardous Materials

- Hazardous Materials Handling

Manufacturing Skills

- Blue Print Reading and Schematics
- Computer Numeric Control Machining
- Cross-Training in Production
- Electrical and Electronics
- Equipment Operation
- Robotics
- Automation
- Conveyer
- Programmable Logic Controllers
- Fall Prevention/Protection
- Forklift Driving
- Inventory Control
- Loading
- Logistics
- Manufacturing Practices
- Measurement and Measuring Devices
- Packaging
- Warehousing
- Maintenance

Literacy Skills

- Vocational English as a Second Language

OSHA 10/30 (Certified OSHA Instructor)

- 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.



Retrainee-Job Creation
Training Proposal for:
Blue Diamond Growers
Contract Number: ET22-0344

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: C. Kaiser

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:	Sacramento, Stanislaus	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 1,571	U.S.: 1,611	Worldwide: 1,614	
<u>Turnover Rate:</u>	16%			
<u>Managers/Supervisors:</u> (% of total trainees)	4%			

FUNDING DETAIL

In-Kind Contribution
\$743,000

Total ETP Funding
\$497,122

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., HazWoper, Mfg. Skills, Mgmt. Skills, OSHA 10/30	677	8-200	0	\$414	\$21.57
				Weighted Avg: 18			
2	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Cont. Imp., HazWoper, Mfg. Skills, Mgmt. Skills, OSHA 10/30	375	8-200	0	\$414	\$16.55
				Weighted Avg: 18			
3	Retrainee Priority Rate Job Creation	Business Skills, Computer Skills, Cont. Imp., HazWoper, Mfg. Skills, Mgmt. Skills, OSHA 10/30	46	8-200	0	\$598	\$17.90
				Weighted Avg: 26			
4	Retrainee Priority Rate Job Creation HUA	Business Skills, Computer Skills, Cont. Imp., HazWoper, Mfg. Skills, Mgmt. Skills, OSHA 10/30	57	8-200	0	\$598	\$16.55
				Weighted Avg: 26			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$21.57 per hour for Sacramento County

Job Number 2: \$16.17 per hour for Stanislaus County

Job Number 3: \$17.64 per hour for Sacramento County

Job Number 4: \$15.00 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

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
Job Number 1		
Administrative Staff		12
		4
Engineers		2
Information Technology		2
Inventory Specialists		18
Laborers		110
		5
Lift Truck Drivers		40
		8
Machine Operators		211
		50
Maintenance Staff		60
Managers/Supervisors		1
Plant Manager		5
Quality Inspectors		79
		5
Sorters		40
Team Leads		25
Job Number 2 (HUA)		
Inventory Specialists		1
		2
Laborers		45
Lift Truck Drivers		5
Machine Operators		140
		44
Maintenance Staff		9
Plant Manager		2
Quality Inspectors		24
Sorters		12
		85
Team Leads		6
Job Number 3 (Job Creation)		
Administrative Staff		2
		1

Engineers		1
Inventory Specialists		1
Laborers		23
Lift Truck Drivers		7
Maintenance Staff		1
Quality Inspectors		1
Sorters		4
Team Leads		5
Job Number 4 (Job Creation/HUA)		
Laborers		29
Lift Truck Drivers		1
Maintenance Staff		1
Sorters		25
Team Leads		1

INTRODUCTION

Founded in 1910 and headquartered in Sacramento, Blue Diamond Growers (Blue Diamond), (www.bluediamond.com) is the world's largest almond processing and marketing company. Blue Diamond is a cooperative owned by half of the State's almond growers who produce more than 80% of the world's almond supply. The Company produces snack almonds, nut-based crackers, almond milk, and packaged almonds for cooking and baking. Blue Diamond's customers include Nestle, Kellogg, Mars, See's Candies and retail consumers. The Company has facilities located in Sacramento, Salida, and Turlock. All facilities will receive training under this proposal.

Veterans Program

Blue Diamond actively recruits Veterans through its Junior Military Officer Recruiting Program in partnership with Alliance. The Company recruits Junior Military Officers as the transition to civil life. In addition, Blue Diamond attends 10 Veteran Career Fairs annually.

Veteran trainees will participate in this Contract under Job Numbers 1 through 4. For ease of administration, they will not be separated into a different job number.

PROJECT DETAILS

This is Blue Diamond's fifth ETP Contract and the fourth in the last five years. Prior training focused on new blanching, roasting, drying and bagging equipment. Training also included new software, Kronos Dimension and Programmable Logic Controller. For this Contract, Blue Diamond has purchased over \$13 million in new equipment with plans to purchase additional equipment in the next year. New equipment at the Salida location include an additional flour mill for its newly added production line, a flour loader, and a new shelled almond bagger. New equipment is also being installed at the Sacramento and Turlock locations which include a new electronic sorter, a Rolls Stock, wastewater treatment system, water boilers, and integrated oil reclamation equipment. Laborers, Machine Operators, Maintenance Staff, Plant Managers, Quality Inspectors, Sorters, and Team Leads will receive in depth training on the new equipment. Training will ensure advanced knowledge on the new equipment including how to properly run

and maintain the equipment. Due to an increase in demand, the Company is adding an additional graveyard shift for the can line, packaging line, and the almond flour line. The additional shifts will create over 100 new jobs which will require a substantial amount of training for the new employees.

In addition, Blue Diamond recently formalized standardization procedures for the production department and added two new software, Ignition/Red Zone and Poka. New software training will provide all occupations with basic to advanced knowledge how to properly use and navigate through the software.

Some training topics may be repeated from prior projects and some trainees in this project participated in the previous contract. However, there will be no duplication of training in any course.

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 product demand, Blue Diamond has added additional line shifts to the Sacramento and Salida locations. The additional shifts allow for 24 hour operation for the can line and almond flour line. The Company will hire 103 new employees (Job Numbers 3 and 4) to meet demands. 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 by in-house experts in the following:

Business Skills: Training will be offered to all occupations to provide the skills to effectively and efficiently maintain business operations. Training topics include Change Management and Grower Relations.

Computer Skills: Training will be offered to all occupations to improve software skills. Training topics include Ariba and I-Maintenance

Continuous Improvement: Training will be offered to all occupations and will focus on eliminating waste and improving Company processes. Training topics include Gemba Philosophy, High Performance Teams, and Rapid Problem Solving.

Management Skills: Training will be offered to Managers/Supervisors, Plant Managers and Team Leads and focus on developing strong managerial skills. Training topics include Development Planning and Employee Relations Management.

Manufacturing Skills: Training will be offered to all occupations except Administrative Staff. Training will include proper techniques for working with equipment and the production of the product. This also includes cross training. Training topics include Machine Operation and Powered Industrial Truck (PIT) 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.

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.

High Unemployment Area

Trainees in Job Numbers 2 & 4 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Stanislaus County (Salida and Turlock) 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. Blue Diamond is requesting a wage modification from \$21.57 per hour to \$16.17 per hour (Job Number 2); and from \$17.64 per hour to \$15.00 per hour (Job Number 4) in order to serve workers in lower-wage occupations.

Commitment to Training

The current annual training budget is approximately \$450,000 for all locations and includes new hire orientation and safety training. Blue Diamond's management team including top level executives are committed to make sure training is a success.

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 Senior Manager of Organization Capabilities will oversee the ETP Contract. The Manufacturing Training Manager, the Learning and Organizational Development Manager, and three Technical Training Managers will schedule, train, collect, review, and upload rosters.

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 \$ %
ET20-0284	Salida, Sacramento, Turlock	3/10/2020 – 3/9/2022	\$566,260	\$566,260 (100%)

ET19-0322	Salida, Sacramento, Turlock	12/17/2018 – 12/16/2020	\$312,780	\$312,780 (100%)
ET17-0278	Salida, Sacramento, Turlock	10/01/2016- 9/30/2018	\$174,560	\$174,560 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

8-200

Trainees may receive any of the following:

Business Skills

- Change Management
- Coaching Skills
- Communication Skills
- Conflict Management
- Customer Service
- Grower Relations
- Leadership Skills
- Listening Skills
- Project Management
- Teambuilding
- Time Management

Computer Skills

- Adage Orientation
- Ariba
- Concur
- HighQ
- I-Maintenance
- Ignition/Red Zone
- Kronos
- Microsoft Office Intermediate and Advanced
- Poka Software
- High-Performance Analytic Application (SAP 4HANA)
- Workday

Continuous Improvement

- 5S
- 5 Why's Six Sigma
- Blue Diamond's COVID-19 Preventative Plan
- Bloodborne Pathogens
- Change Management
- Confined Spaces
- Forklift Safety
- Gemba Philosophy
- Hearing Protection
- High Performance Teams
- Key Performance Indicators
- Ladder Safety
- LEAN Training
- Lock Out, Tag Out, Try Out
- Machine Guarding
- Managing Daily Operations
- Personal Protective Equipment

- Quick Changeovers
- Rapid Problem Solving
- Slips, Trips, and Falls
- Social Distancing (COVID-19)
- Training Within Industry

Manufacturing Skills

- Allen Bradley Controls
- Allergens
- Factory Talk
- Food Safety/Food Fraud
- Good Manufacturing Practices
- Hazardous Analysis and Critical Control Points
- Heat Illness Prevention
- Human Machine Interface Training
- Line Testing
- Machine Maintenance
- Machine Operation
- Machine Sanitation
- Programmable Logic Controller Operation
- Powered Industrial Truck Training
- Preventative Controls
- Quality Assurance
- Welding

HazWoper

- HazWoper 40

Management Skills (Managers/Supervisors/Leads Only)

- Developing High Performance Teams
- Developmental Planning
- Emerging Leader
- Employee Engagement
- Employee Relations Management
- Frontline Leader
- Leadership Skills
- Shop Floor Leadership

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10

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

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:
Coast Packing Company
Contract Number: ET22-0329

Panel Meeting of: June 30, 2022

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate Job Creation Initiative	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: 85	U.S.: 85	Worldwide: 85
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	13%		

FUNDING DETAIL

In-Kind Contribution
\$145,123

Total ETP Funding
\$131,100

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills; Manufacturing Skills; Computer Skills; Continuous Impr; Hazardous Material; PL-Manufacturing Skills	80	8-200	0	\$1,380	\$21.73
				Weighted Avg: 60			
2	Retrainee Job Creation Initiative SB<100 Priority Industry	Business Skills; Manufacturing Skills; Computer Skills; Continuous Impr; Hazardous Material; PL-Manufacturing Skills	15	8-200	0	\$1,380	\$18.11
				Weighted Avg: 60			

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

Minimum Wage by County: Job 1: \$21.73 per hour and Job 2 (Job Creation): \$18.11 per hour in 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 \$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
JOB NUMBER 1:		
Production		20
		15
		15
Administration		10
		5
		5
Supervisor/Manager		2
		1
		3
		4
JOB NUMBER 2:		
Production		3
		4
		8

INTRODUCTION

Founded in 1922, Coast Packing Company (www.coastpacking.com) (Coast Packing) is a food processor, manufacturer and supplier of animal fat shortenings, lards and cooking oil widely distributed to various industries such as restaurant chains, retail food market, groceries, and baking and food industries. This is Coast Packing's second ETP Contract and the second in the last five years.

Veterans Program

Coast Packing does not currently have a specific Veterans recruitment program in place; however, several long-time employees are Veterans.

PROJECT DETAILS

Coast Packing has steadily gained a niche in the food industry by providing high quality and reliable products. To stay competitive in the food manufacturing industry, Coast Packing continuously develops and innovates its manufacturing processes. The Company recently designed and added two identical, brand new packaging lines and built a four-station weigh-filling system. The expansion has created new job positions and the need to hire additional employees and will require extensive training to fully operate machines and equipment needed to launch the new lines to full operation. Coast Packing will continue to invest in elevating the skillset of existing and new employees to ensure competitiveness in the industry.

For this proposal the Company's training goals are:

- Employees will receive training on Global Food Safety Initiative Certification which is a globally recognized, comprehensive certification, audited and certified by an independent third party. The certification covers proper GMP's, food safety, plant safety, plant defense and recall controls. This certification is required by most major retail companies, both in the United States and overseas. A substantial part of the on-going certification and annual audit requires continuous training at all levels of the company.
- Employees will be trained in the operation of various production machines and equipment in support of the new packaging lines.
- Employee will receive continuous improvement to improve efficiency, reduce costs, improve quality, and improve turnaround times.

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.

Coast Packing added and installed various high-level technology equipment. To support the full operation of these additional lines, The Company will hire 15 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 Productive Lab.

Business Skills: This training will be offered to Production, Administrative and Supervisor/Manager. Skillset gained will enable these occupation lead, motivate, and inspire others toward a common goal and effectively drive performance.

Computer Skills: This training will be offered to Production, Administrative and Supervisor/Manager so the company can remain relevant and competitive in an increasingly digital and connected world.

Continuous Improvement: This training will be offered to Production, Administrative and Supervisor/Manager in order to increase productivity & efficiencies, while decreasing cost.

Manufacturing Skills: This training will be offered to Production and Supervisor/Manager to increase efficiencies and stay to date with changing regulatory requirements in the food manufacturing space.

Hazardous Materials: This training will be offered to Production and Supervisor/Manager. Benefits from this training will ensure the safety of everyone in the plant along with being good stewards of the environment.

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. Trainees in occupations as Production and Manager/Supervisor will receive up to 40 hours of Productive Lab in Manufacturing Skills where trainees will receive 1:1 training.

Trainees will be trained on various production machines including Win Pak and Cyrovac pouching machines, Wexxar Case Erector, Pattyn Flexim-31 bag inserter, Coast Packing designed/built 4 station weigh filling system and PLC controlled case controller, Pattyn DF10 Decuffer/Closer, Loma Metal detector and checkweigh, Diagraph ink jet coder, and Top Tier Palletizer with integrated stretch wrapper. These machines are highly technical and requires hands-on training with proper supervision until employee has obtained qualified knowledge and skills to operate independently.

Temporary to Permanent Hiring

The Company will train 15 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.

Commitment to Training

The Company spends approximately \$100,000 annually on training. Ongoing training consists of new employee onboarding, job-specific tools/equipment skills and on-the-job training. ETP funds will not displace Coast Packing’s existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

Coast Packing has designated the Human Resources Manager, Plant Manager and Training Manager to oversee training. Training will be provided at the Coast Packing facility in Vernon by a combination of in-house trainers and vendors. Coast Packing retained an administrative subcontractor to assist with enrollment, uploading and invoicing training hours. All internal and third party project staff will be available to meet with ETP Staff. Coast Packing is ready to start training upon approval.

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 \$ %
ET20-0135	Los Angeles	08/10/19 – 11/09/21	\$74,290	\$74,290 (100%)

Based on ETP Systems, 3,230 reimbursable hours have been tracked for potential earnings of \$74,290 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through April 2021 of final training.

DEVELOPMENT SERVICES

Coast Packing retained Training Funding Source in Seal Beach to assist with development of this proposal for a flat fee of \$1,900.

ADMINISTRATIVE SERVICES

Coast Packing also retained Training Funding Source to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business and Phone Etiquette
- Change Management
- Coaching and Conflict Resolution
- Communication Skills
- Performance Management
- Problem Solving – Root Cause Analysis
- Product and Service Knowledge
- Project Management
- Working Successfully with Others

MANUFACTURING SKILLS

- Good Manufacturing Practices
- Gluten Free, Non GMO, Vegan, Kosher, Organic, SQF
- HACCP (Hazard Analysis & Critical Control Point)
- Production Equipment/Tools (Preventative Maintenance)
- Sanitation Procedures/Materials
- Standard Operating Procedures
- Shop Floor Data Collection

COMPUTER SKILLS

- Database Administrator Skills (Development, Performance & Tuning)
- Microsoft Office
- Materials Requirement Process (MRP)
- Process Mapping
- Financial/Accounting/Manufacturing Software

CONTINUOUS IMPROVEMENT

- Decision Making/Problem Solving
- Kaizen (Team Participation)
- Kanban Inventory System
- Line Balancing
- Leadership
- Lean Manufacturing
- Lean Waste Reduction (The 7 Wastes)
- Quality Systems
- 5S Program (Sort, Set, Shine, Standardize, Sustain)
- SMED (Single Minute Exchange of Dies)
- Teambuilding
- TPM (Total Preventive Maintenance)
- Work Procedures

HAZARDOUS MATERIAL

- Proper Handling of Hazardous Material

PL Hours

0-40

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

- Production Equipment/Tools (Preventative Maintenance)
- Sanitation Procedures/Materials
- Standard Operating Procedures
- Shop Floor Data Collection

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:
Golden Star Technology Inc.
Contract Number: ET22-0324

Panel Meeting of: June 30, 2022

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Other (J) Professional, Scientific, and Technical 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: 130	U.S.: 130	Worldwide: 142
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

In-Kind Contribution
\$197,455

Total ETP Funding
\$178,250

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr.	130	8-200	0	\$1,265	\$21.73
				Weighted Avg: 55			
2	Retrainee Priority Rate Job Creation Initiative	Business Skills, Commercial Skills, Computer Skills, Continuous Impr.	10	8-200	0	\$1,380	\$18.11
				Weighted Avg: 60			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: \$21.73 per hour for Job Number 1; and \$18.11 per hour for Job Number 2 (Job Creations) 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 \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1 and up to \$0.11 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff	*	1
		2
		7
Technician		6
		2
		102
Manager/Supervisor		1
		9
Job Number 2		
Technician		1
		1
		8

INTRODUCTION

Founded in 1985 and headquartered in Cerritos, Golden Star Technology Inc. (GST) (www.gstes.com) offers Information Technology (IT) and Audio Visual (AV) integrated services and solutions to a diverse mix of clients including enterprise commercial, public sector, and federal government. GST enterprise commercial accounts include those in the entertainment, hospitality, manufacturing, and gaming industry. GST public sector accounts include cities, counties, K-12 districts, and higher education. GST's services includes configuration, installation, designing, engineering, data storage and infrastructure and online E-Commerce tool. GST has two servicing facilities in California: Cerritos and San Diego as well as two virtual offices in Riverside and Costa Mesa. The Company also has a facility in Taiwan. All training under this proposal will target Cerritos employees only. This will be GST's fourth ETP Contract, the second in the last five years.

Veterans Program

GST 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.

PROJECT DETAILS

In the prior ETP Contract, GST focused on new security, data and Cloud applications. This Contract will focus on new hardware and software such as LiveView technology and high level IT software. The Company has increased its full-time employee headcount by 16 over the past 2 years due to a steady growth in business. Additionally, due to rapid IT and AV industry trends, GST must remain current with the latest industry trends and demands in order to continue to provide a high level customer service to clients. Therefore, GST projects to increase its workforce by at least 10% in the coming year.

Training in this proposal will allow GST to meet the high demand for product development by building the technical skills needed to ensure the effective running of the latest technologies, products and solutions. This training effectively supports the requirements of new products, processes and systems and meets productivity and quality demand. Employees will upgrade their skills and receive in-depth training in new products that are released by manufacturers every 6 months and require continuous training. VMware is an example of a new version of software application that is used by 90% of the technology companies and is regularly being updated. ETP funds will help GST implement new curriculum related to new products and technologies and expand training to its growing workforce.

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 increasing demand and product development, enhancements and new technological processes and software, GST is expanding business capacity by hiring 10 new technicians at its Cerritos facility (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 by in-house experts and vendors as needed at the Cerritos facility in the following:

Business Skills: Training will be offered to all occupations and is intended to improve business operations. Training topics include Client Relations, Equipment Operations, Marketing and Sales.

Commercial Skills: Training will be offered to Technicians and Managers to improve programming and installation. Training topics include System Design, Service Repairs, Programming/Coding and Deployment /Logistics.

Computer Skills: Training will be offered to all occupations to improve software skills and knowledge. Training topics include Cloud Applications, Enterprise Resources Planning, Networking and Wireless and Project Management System.

Continuous Improvement: Training will be offered to all occupations and will focus on process improvement. Training topics include International Standard Organization, Process Improvement, Quality Management Systems and Standard Operating Procedures.

Commitment to Training

GST has an annual training budget of approximately \$150,000 for its Cerritos facility. Training consists of employee orientation training, sexual harassment prevention, entry level computer skills and basic safety skills.

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

GST has designated the Company's Human Resources Manager to oversee ETP training and all administrative responsibilities with the assistance of a Human Resources assistant. GST has also retained a subcontractor to assist with administration. Training is scheduled to begin upon Panel approval.

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 \$ %
ET19-0267	Cerritos	10/08/18-10/07/20	\$179,400	\$179,400 (100%)
ET17-0215	Cerritos	08/18/16-08/17/18	\$93,440	\$93,440 (100%)

DEVELOPMENT SERVICES

GST retained Training Funding Source (TFS) in Seal Beach to assist with development of this proposal for a flat fee of \$1,950.

ADMINISTRATIVE SERVICES

GST also retained TFS 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

- Client Relations
- Coaching and Performance Improvement
- Equipment Operations
- Leadership & Management
- Manufacturer/Original Equipment Manufacturer (OEM)
- Marketing
- Professional and Interpersonal Communication
- Project Management
- Proposal and Business Development
- Sales
- Team Building

COMMERCIAL

- Audio Visual Integration and Solutions (Consultation, System Design, Programming & Coding, Installation & Implementation, Service Repairs)
- Managed Services (Print, Technical, Consulting, Infrastructure Services, Deployment/Logistics, B2B/e-Commerce)

COMPUTER SKILLS

- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- Applications Development & Knowledge
- AutoCAD & Line Drawings
- Audio Visual Programming
- Backup & Disaster Recovery
- Big Data and Analytics
- Cloud Applications
- Enterprise Resources Planning (ERP)
- Information Technology Programming
- Microsoft Office (Intermediate & Advance)
- Networking and Wireless
- Project Management System
- Security and Services
- Surveillance & Access Control
- System Design
- Web Design and Graphics Software
- Wiring & Cabling

CONTINUOUS IMPROVEMENT

- International Standard Organization (ISO)
- Process Improvement
- Quality Management Systems
- Standard Operating Procedures

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:
Haggerty Construction, Inc.
Contract Number: ET22-0342

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate Job Creation Initiative HUA	Industry Sector(s):	Construction (C) 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: 70	U.S.: 70	Worldwide: 70
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$205,645

Total ETP Funding
\$129,260

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 SB <100 Priority Rate HUA	Business Skills, Computer Skills, Comm'l. Skills, Cont. Imp., HazMat, HazWoper, OSHA 10/30, PL-Comm'l. Skills	67	8-200	0	\$1,380	\$16.17
				Weighted Avg: 60			
2	Retrainee Job Creation SB<100 Priority Rate HUA	Business Skills, Computer Skills, Comm'l. Skills, Cont. Imp., HazMat, HazWoper, OSHA 10/30, PL-Comm'l. Skills	20	8-200	0	\$1,840	\$16.00
				Weighted Avg: 80			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1 (HUA): \$16.17 per hour in San Joaquin County
Job Number 2 (Job Creation/HUA): \$15.00 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

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
Job Number 1		
Field Staff		3
		10
		14
Administrative Staff		1
		2
		6
Operations		18
Project Manager		10
Executive		3

Job Number 2		
Field Staff		3
		6
		1
Administrative Staff		1
		1
Operations		5
Project Manager		3

INTRODUCTION

Founded in 2010 and located in Stockton, Haggerty Construction, Inc. (Haggerty) (<https://haggertybuilds.com/>) is a general contracting company that builds, remodels, upgrades, and restores commercial, industrial and residential properties. The Company also provides fire, water and smoke restoration and building maintenance. Customers include homeowners, commercial and industrial businesses, insurance companies, developers and architects. Training will take place at its single location in Stockton. This will be Haggerty's first ETP Contract.

Veterans Program

Although there is no Veteran Job component in this project, Haggerty values and actively seeks out Veteran workers.

PROJECT DETAILS

To remain competitive in the growing construction industry, Haggerty is adding new services including a 24/7 emergency restoration service division, a maintenance division, and design services. This growth plan will make training necessary and a priority in order to succeed in new ventures and maintain the work quality that Haggerty customers expect. The 24/7 emergency restoration division specializes in restoring buildings from fire, smoke, water and damage from mold. Training in this field is highly specialized due to the vast amount situations and materials the trainee will encounter in the field. The maintenance division requires cross-training with new hires and existing staff, the goal of this division is preventive maintenance. Staff will also require training on roof inspections, electrical and mechanical systems.

In addition, Haggerty would like to increase its employee's certifications by providing Design-Build Institute of America accreditation. This would allow Haggerty to offer a design/build option under one roof.

In addition, with growth in mind, Haggerty will provide leadership training to existing and newly hired workers. The Company plans to create a "mid-management" layer to assist in the transition into a larger company with a "whole project" mindset. Haggerty will need strong leadership skills from department heads as the company grows. Haggerty will provide training and promote from within to fill these positions.

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.

Haggerty expects revenue to grow 30% due to the expansion of the restoration, maintenance and design teams. The Company will hire 20 new employees (Job Number 2) to fill these new positions. 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 Productive Lab by in-house experts and vendors as needed in the following:

Business Skills: Training will be offered to all occupations to provide staff with the skills to effectively operate and grow the business. Training topics include Budgeting, Cost Tracking Procedures and Operational Skills.

Commercial Skills: Training will be offered to all occupations and provide staff with the necessary skills to complete a project. Training topics include Construction Management, Fire and Smoke Damage Repair, Project Management and Remediation Assessment

Computer Skills: Training will be offered to all occupations and provide staff with updated software training. Training topics include CAD Software, Construction Management and Xactanalysis Software/App.

Continuous Improvement: Training will be offered to all occupations and include process improvement and customer relations. Training topics include Cross Training, Decision Making and Quality Management.

Hazardous Material Skills: Training will be offered to Field Staff, Operations and Project Managers to provide the skills necessary for a safe work environment. Training topics include Hazardous Material Handling, Hazardous Waste Cleaning and Lead Base Paint Removal.

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.

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.

Haggerty will train Field Staff and Operations in PL- Commercial Skills. PL will allow trainees to perform their duties while being able to safely develop their skills. Trainees will receive hands-on training in Lead Removal Demolition Projects, Drywall Repair & Installation, Fire and Smoke Damage Repair and Water Damage Repair. PL training will supplement the courses listed in class/lab training.

Training will be under constant supervision with a 1:3 trainer-to-trainee ratio. Production is expected to be lower during PL as the trainer will coach and mentor the trainees. This will be done to ensure the highest quality of work is done. Haggerty is requesting up to 140 hours of PL training due to the safety precautions and the specialized equipment used in Lead Removal Demolition Projects.

Commitment to Training

Haggerty's annual training budget is approximately \$150,000 per facility for safety and employee improvement. The Company is committed to improving performance and knowledge for all employees. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Company has a structured training plan in place and is ready to start training upon project approval. The Vice President of Finance and Human Resources will oversee project administration along with the Human Resources Manager, who will handle training rosters and tracking performance. A third party administrator will assist with the implementation, compliance, reporting and reimbursements for the contract.

High Unemployment Area

All trainees participating in this project work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's location in San Joaquin 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. Haggerty is requesting a wage modification from \$21.57 per hour to \$16.17 per hour for Job Number 1; and from \$17.64 per hour to \$16.00 for Job Number 2 to serve workers in lower-wage occupations.

DEVELOPMENT SERVICES

Sierra Consulting Services in Cameron Park assisted with development for a flat fee of \$12,900.

ADMINISTRATIVE SERVICES

Sierra Consulting Services 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**

8-200 Trainees may receive any of the following:

Business Skills

- Accounting
- Administration
- Budgeting
- Cost Tracking Procedures
- Dealing with Difficult People
- Essential Skills for the New Supervisor
- Operational Skills
- Project Management and Methodology
- Project Requirements Analysis and Specifications

Commercial Skills

- Applied Microbial Remediation
- Blueprint Reading
- Building Systems
- Cabinet Repair & Installation
- Change Order Negotiations
- Concrete Forming
- Construction Contract Administration
- Construction Cost Awareness and Production
- Construction Job Site Logistics/Sequencing
- Construction Management
- Construction Quality Management
- Contents Prep and Packaging
- Contents Reports & Tracking
- Contractual Risk Transfer
- Crisis Management
- Demolition Commercial
- Demolition Multiple Story Structures
- Demolition Residential
- Design
- Destructive Testing – Investigation
- Destructive Testing – Report
- Dry Out Procedures
- Drywall Repair & Installation
- Emergency Service
- Environment Impact Planning
- Equipment Placement for Drying
- Estimating
- Finish Carpentry Repairs
- Fire & Smoke Damage Repair
- Forklift/Scissor Lift
- How to Complete a Work Authorization

- Insurance
- Insurance Job Preparation
- Insurance Job Site Sequencing
- Insurance Support to Field/PM Workers
- Lien Law and Remedies
- Lock out/Tag Out
- Managing Subcontractors
- Mechanical, Electrical and Plumbing
- Metal Stud Framing Repairs
- Moisture Mapping
- Observation Report & Recommendations
- Odor Control Application
- Overhead and Cost Allocation
- Personal Protection Equipment
- Planning and Scheduling
- Product Knowledge
- Project Management
- Remediation Assessment
- Rigging and Signaling
- Rough Carpentry Repairs
- Setting Containments
- Setting Protection
- Troubleshooting
- Unit Cost Tracking
- Water Damage Repair
- Water Test
- Waterproofing Systems
- Wood Framing Repairs
- Work Order Processing

Computer Skills

- Adobe App
- Advanced Excel
- Bamboo HR
- Bluebeam
- BusyBusy -Time Tracking
- CAD Software
- Construction Job Site Logistics/Sequencing
- Construction Management
- Content Track Software
- Contractor Connection University
- Contractors Connection
- ERP Training
- Intermediate and Advanced Microsoft Office 365
- Matterport
- MICA App
- Moisture Mapper App
- Procore

- Restoration Manager
- Sage & Sage University
- Social Media – Linked in
- VM Ware
- Website Maintenance
- Xactianalysis Software / App
- Xactimate/Xactware Software / App

Continuous Improvement

- Change Management
- Communication Skills
- Creating a Quality Organization
- Cross Training
- Decision Making
- Effective Meetings for Leaders
- Estimating Process Improvement
- Hazard Communication
- Jobsite Hazards Check List
- How to Coach and Mentor
- Leadership skills
- Meeting Management
- Problem Solving and Decision Making
- Process Improvement
- Production Operations/Workflow
- Production Scheduling
- Quality Management
- Standard Operating Procedures
- Strategic Planning
- Team Building
- Time Management

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

HazWoper

- Hazwoper 40

Hazardous Materials

- Fire & Smoke Restoration
- Hazardous Materials Handling
- Hazardous Waste Cleaning
- Lead Base Paint Removal
- Lead Materials Removal
- Odor Control
- Restoration/Remediation – MOLD

Productive Lab (1:3)

0-140 Trainees may receive any of the following:

Commercial Skills

- Applied Microbial Remediation
- Baseboard & Trim Installation
- Blueprint Reading and Application
- Cabinet Repair & Installation
- Contents Prep and Packaging
- Demolition Residential
- Demolition Commercial
- Demolition Multiple Story Structures
- Drywall Repair & Installation
- Dry Out Procedures
- Emergency Service
- Equipment Placement for Drying
- Fire & Smoke Damage Repair
- Finish Carpentry Repairs
- Lath/Shear Repairs
- Rough Carpentry Repairs
- Stucco Repairs
- Lead Base Paint Removal
- Lead Removal Demolition Projects
- Lead Reporting and Tracking
- Metal Stud Framing Repairs
- Moisture Mapping
- Observation Report & Recommendations
- Odor Control Application
- Insurance Support to Field/PM Workers
- Remediation Assessment
- Setting Containments
- Setting Protection
- Tile Repair Techniques
- Troubleshooting
- Warehousing
- Water Damage Repair
- Water Testing & Reporting
- Waterproofing Systems
- Wood Framing Repairs
- Work Order Processing

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.



Retrainee-Job Creation

Training Proposal for:

Valmetal Tulare Inc.

Contract Number: ET22-0335

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative HUA SB <100	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Tulare, Stanislaus	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: 100	U.S.: 100	Worldwide: 100
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$145,000

Total ETP Funding
\$103,960

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 SB <100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, PL-Comm'l. Skills	98	8-200	0	\$920	\$16.17
				Weighted Avg: 40			
2	Retrainee Priority Rate Job Creation HUA SB<100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, PL-Comm'l. Skills	10	8-200	0	\$1,380	\$15.00
				Weighted Avg: 60			

***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 (HUA): \$16.17 per hour for Tulare and Stanislaus Counties

Job Number 2 (Job Creation/HUA): \$15.00 per hour for Tulare and Stanislaus 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 \$1.17 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
Job Number 1 (HUA)		
Administrative Staff		1
		2
		8
Engineering Staff		4
Managers/Supervisors		13
Production Staff		12
		20
		7
Sales Staff		4
Service Staff		1

		6
		20
Job Number 2 (Job Creation/HUA)		
Production Staff		1
		8
		1

INTRODUCTION

Founded in 1979 and headquartered in Tulare, Valmetal Tulare Inc. (Valmetal Tulare) (www.usfarmsystems.com) manufactures dairy farm equipment, such as, pumps, agitators and separators. Formerly known as US Farm Systems, the Company was bought out in October of 2018. Valmetal Tulare originated in Wisconsin and relocated to California in 1983. Customers include international and domestic agricultural businesses and dairy farms. The Company has two service facilities in Tulare and Stanislaus counties. Both locations will participate in training under this proposal. This is Valmetal Tulare's first ETP Contract.

Veterans Program

The Company actively recruit Veterans through online resources like Employment Development Department and Veteran job fairs for all open occupations. However, the Company did not include a Veteran component in this project.

PROJECT DETAILS

Valmetal Tulare has increased production to accommodate higher demand brought forth by COVID-19 supply chain shortages. To meet demand, the Company will train on-and-off field operations to ensure product and service deliveries are made safely and on-time. The training plan will address any deficiencies and allows Valmetal Tulare to standardize its processes and training to ensure that clients receive the highest quality service. Training in Industrial Painting, Metal Fabrication, Machine Maintenance and Production Equipment Training allows the Company to increase staffs knowledge, project efficiency and work quality.

In addition to increased production, Valmetal Tulare will train on continuous improvement initiatives to promote greater collaboration between the two company locations. Under this proposal, the Company plans to focus training on the expansion of current business services on projects, equipment and technology. All employees must learn overall processes, systems and equipment to support the Company's plan to expand its market, as well as, exceed customer expectations.

Valmetal Tulare remains committed to creating promotional growth opportunities for 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 Styles, Marketing/Sales Techniques, 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.

Valmetal Tulare has grown at a consistent pace within the past year and projects continued growth of 15% over the next couple years. This is due to the aggressive demand for farm equipment in California to support the much higher need for food production. As a result, 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 provided via Class/Lab and E-Learning by in-house experts and vendors as needed in the following:

Business Skills: Training will be provided to all occupations, except Production Staff. Training will promote administrative efficiency and provide staff with the knowledge and skills to run the business effectively. Training topics include Customer Service, Communication Styles, Purchasing Best Practices (APICS), Retaining Customers and Strategic Planning.

Commercial Skills: Training will be offered to Managers/Supervisors, Production, Service and Engineering Staff to increase knowledge of production practices, such as, welding and fabrication. Training topics include Industrial Painting, Industrial Welding and Metal Fabrication.

Computer Skills: Training will be delivered to all occupations, except Production Staff, to become more proficient in the use of software platforms. Training topics include Auto CAD/CAD 3D and Intermediate/Advanced MS Office.

Continuous Improvement Training will be offered to all occupations and include all aspects of quality improvement and customer relations. Topics include Kaizen Training, Leadership, LEAN Processes, Project Management and Team Building.

Hazardous Materials: Training will be provided to all occupations, except Administrative and Sales Staff. Training will focus on safely handling hazardous materials and risk management to ensure proper use, transport, or disposal of hazardous substances used in all operations. Topic includes Hazardous Material Handling.

Manufacturing Skills: Training will be provided to all occupations, except Administrative and Sales Staff. Trainees will gain the skills and knowledge to operate and maintain production equipment to ensure product quality. Training topics include Machine Maintenance, Manufacturing Practices, Production Equipment Training and Production Operations.

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.

PL-Commercial Skills training will be delivered to Production Staff. The trainer will demonstrate step-by-step instructions and then observe trainees perform these tasks. Training will be provided on Industrial Painting, Industrial Welding and Metal Fabrication.

Training will provide staff with the tools they need to complete their job duties. Production will be impacted because an experienced staff member will be used to train and observe trainees. Since machine operation is a hands-on task and the Company believes that it is not something that can be accomplished primarily through reading materials. Valmetal Tulare is requesting a 1:1 trainer-to-trainee ratio and is requesting up to 12 hours of PL per trainee.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Tulare and Stanislaus 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. Valmetal Tulare is requesting a wage modification from \$21.57 per hour to \$16.17 per hour for Job Number 1; and from \$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

Valmetal Tulare's annual training budget is approximately \$25,000 per facility for safety and employee improvement. The Company is committed to improving performance and knowledge for all employees. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Company has a structured training plan in place and is ready to start training upon project approval. The Chief Financial Officer will oversee project administration along with the Office Managers, who will handle training rosters and tracking performance. A third party administrator will assist with the implementation, compliance, reporting and reimbursements for the contract.

DEVELOPMENT SERVICES

Strategic Business Solutions, LLC in Visalia assisted with development for a flat fee of \$7,250.

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**

Trainees may receive any of the following:

Business Skills

- Account Development
- Business Communication
- Change Management
- Communication Styles
- Conflict Resolution
- Customer Relationship Management
- Customer Service
- Effective Communications
- Estimating
- Leadership
- Marketing/Sales Techniques
- Proposals and Contracts
- Purchasing Best Practices (APICS)
- Retaining Customers
- Strategic Planning
- Successful Selling Techniques/Sales
- Time Management

Computer Skills

- Auto CAD/CAD 3D
- Intermediate/Advanced MS Office

Continuous Improvement

- Decision Making
- Kaizen Training
- Key Performance Indicators
- Leadership
- LEAN Processes
- Meeting Management
- Process Improvement
- Product Quality and Control
- Project Management
- Quality Standards
- Team Building

Hazardous Materials

- Hazardous Materials Handling

Manufacturing Skills

- Machine Maintenance
- Manufacturing Practices
- Materials Handling Equipment
- Production Equipment Preventative Maintenance
- Production Equipment Training
- Production Operations

Commercial Skills

- Industrial Painting
- Industrial Welding
- Metal Fabrication

Productive Lab (Ratio 1:1)

0-12

Trainees may receive any of the following:

Commercial Skills

- Industrial Painting
- Industrial Welding
- Metal Fabrication

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



Training Proposal for:
West Coast MediaNews LLC

Contract Number: ET22-0333

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Services (G) Information / Multi Media (51) Manufacturing (33) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Butte, Contra Costa, Humboldt, Lake, Los Angeles, Marin, Mendocino, Orange, Riverside, San Bernardino, San Mateo, Santa Clara, Santa Cruz, Solano, Tehama, Yolo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Pacific Media Workers Guild Local 39521		
Number of Employees in:	CA: 1,097	U.S.: 1,197	Worldwide: 1,197
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	6%		

FUNDING DETAIL

In-Kind Contribution
\$560,000

Total ETP Funding
\$499,583

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills	749	8-200	0-37	\$667	\$21.57
				Weighted Avg: 29			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: \$23.53 per hour for Alameda, San Mateo, Marin, and Santa Clara counties; \$23.30 per hour for Contra Costa County; \$21.73 per hour for Los Angeles County; \$21.57 per hour for Orange County 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

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
Support Staff, Client Service, Finance Staff		17
		28
		42
Production Staff		29
		36
		55
Telemarketing, Advertising, Account Manager, Sales Staff		39
		31
		75
Technical Staff, Technician, Project Manager, IT Staff, Analyst		3
		7
		35
Manager / Supervisor		2
		3
		40
Editor, Photographer, Reporter, Circulation Staff, Artist Staff, Designer, Columnist		28
		65
		214

INTRODUCTION

Founded in 1999 and headquartered in San Jose, West Coast MediaNews LLC (West Coast Media) (www.medianewsgroup.com) is a subsidiary of Media News Group. West Coast Media is the largest publisher of daily and weekly newspapers in California. Through its statewide network of newspapers and websites, the Company provides news and information to readers as well as marketing and advertising opportunities for businesses. In this proposal, ETP training will be delivered to staff employed at three of West Coast Media's news publishing affiliates: California Newspapers Limited Partnership; Los Angeles Daily News Publishing Company; and, Monterey Newspapers, LLC. West Coast Media and its affiliates publish a variety of daily and weekly publications from approximately 32 locations statewide, all of which will participate in this project.

This will be West Coast Media's fifth ETP Contract, and third within the past five years. Previous training focused on training initiatives in response to new business acquisitions involving the Orange County Register and the Riverside Press-Enterprise. In this proposal, there may be employees who have participated in a prior ETP Contract and there may be some reoccurring curriculum topics; however, all subject matter has been updated and/or modified due to changes in business demand and media technology. There will be no duplication of past ETP training.

In the most recent ETP Contract, West Coast Media centralized operations, processes, and procedures to meet efficiency goals. Employees were trained across all departments on essential processes to improve the ability to engage content audiences through video, digital photography, audio recordings, and data visualizations. Comprehensive skills' training enhanced its ability to produce, edit, and post content on an around-the-clock basis. The Company also completed training on (and invested over \$2 million in) a new customer relationship management (CRM) technology designed to enhance productivity, customer relations and analysis, data management, sales, and marketing. In this project, it plans to upgrade staff's skills on a variety of new technologies being introduced such as software changes and new production machines following its new investment of over \$539,000 in new equipment.

Veterans Program

Although West Coast Media does not have a formal veterans' program in place for recruitment, the Company does hire and employ veterans through its normal hiring practices.

Union Support

The Reporter, Photographer, Editor, Columnist, Sales/Marketing, and Production Staff occupations are represented by Pacific Media Workers Guild Local 39521. The union has submitted a letter of intent and a union support letter for this training project.

PROJECT DETAILS

Due to the news publishing industry experiencing a continued decline in print news subscriptions and advertising dollars, the rapidly changing digital landscape requires West Coast Media to provide continuous training on new software and equipment. The Company also reports recent investments in new equipment (Insert machines), systems, products, and technology.

Based on formal training need assessments, West Coast Media is offering training for digital sales team on packaging and digital acumen. For example, its Marin publication acquired new digital advertising platforms requiring all sales team members to learn how to fulfill ad placements. Team members will also learn to create reader/client contest, vet ballots, and report results which all are done differently with the new system. ETP training will support the development of a new IT Help

Desk and new changes in its finance (Oracle) system which includes advanced features, dashboards, and report writing.

Training Plan

The following training will be conducted via Class/Lab, E-Learning, and Computer-Based Training (CBT) delivery methods:

Business Skills: Training will be offered to all occupations on product knowledge, support skills, and technical expertise to identify and resolve problems more efficiently. Topics will include product knowledge, marketing and support, presentation skills, account management, sales and product advertising.

Computer Skills: Training will be offered to all occupations to support the next generation of digital media products, while focusing on the implementation of digital media content for web and mobile-based audiences. The Company's editorial team will receive training on advanced analytic platforms, social media management, and search engine optimization to help boost news content.

Continuous Improvement: Training will be offered to all occupations on topics like customer service, communication, best practices, project management and process improvements. Members of the Company's leadership team will continue to develop new leadership and coaching skills to reduce costs, improve efficiencies, and increase productivity.

Manufacturing Skills: Training will be offered to Technicians and Circulation Staff on workflows for new and existing print products to improve the efficiency of printing and circulating products at a lower cost.

Computer-Based Training

CBT will be provided to supplement Class/Lab and E-Learning, which is a more convenient means of delivering basic training. Trainees will receive between 0–37 hours of CBT.

Impact/Outcome

- Upgrade skills in the new digital environment such as digital marketing, digital display & video, web interface, and multimedia tools to leverage technology to be more productive at growing audiences and advertisers to remain competitive.
- A new labeling system in Chico's site will help to move a significant portion of circulation into mail subscriptions.
- Marketing team is implementing a new dashboard and order form geared to increasing digital sales.
- Quality improvements in both advertising and editorial areas aim to increase efficiency and broaden advertisers and subscribers to the newspapers.

High Unemployment Area

Some trainees (Job Number 1) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Riverside, San Bernardino, Santa Cruz, Tehama, and Yolo 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 or retention modification.

Commitment to Training

West Coast Media has a training budget of approximately \$329,100 for all of its California facilities. Training includes new-hire orientation, compliance training, temporary-worker training, basic-computer skills, sexual harassment prevention, and executive development programs. 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

West Coast Media's Corporate Training Manager and its Senior HR Director (dedicated administrator) will oversee administration of this project. The Company's internal training team (including five internal trainers) will coordinate, schedule, and document training across all participating locations. As reflected by performance on prior ETP projects, the Company has a solid foundation of project personnel at each location to facilitate the successful delivery of training. A third-party subcontractor has also been retained to assist with ETP administration. Training will be delivered by in-house subject-matter experts.

Recordkeeping

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

PRIOR PROJECTS

The following table summarizes West Coast Media's performance under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0463	Statewide	6/1/16 – 5/31/18	\$743,688	\$743,688 (100%)
ET19-0343	Statewide	12/31/18 – 6/28/21	\$751,400	\$744,970 (99%)

DEVELOPMENT SERVICES

West Coast Media retained CTA in Rocklin to assist with development for a flat fee of \$2,500.

ADMINISTRATIVE SERVICES

The Company also retained California Training Administration 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:

MANUFACTURING SKILLS

- Equipment Training
- Handling Hazardous Materials
- Labeling Systems
- Mailroom Equipment Training
- Maintenance and Repair
- Material Handling & Storage Procedures
- New Equipment Training
- Process and Quality Assurance Improvements
- Shipping/Receiving Techniques
- Technical & Safety Skills
- Technical Support
- Testing/Debugging Techniques

COMPUTER SKILLS

- ADP Resource System
- Applicant Tracking Systems – Workday
- Audio for Marketing and Advertising
- Financial Reporting
- Call Center Systems & Tools
- COGNOS - Report Writer for Mactive
- Salesforce
- Computer and/or Internet Navigation
- Computer Programming
- Convertly
- Data Content Management and Analytics
- Database Management
- Database Tools
- Design and Editing
- Desktop/Online Application
- DTI (NEWSCYCLE Solutions Database)
- ECommerce
- Email, Calendars, and Document Management and Distribution
- Google Products
- Intro to Mirrorless Cameras
- JD Edwards Expense Management
- Mactive / Adbase - Advertising A/R System
- Merlin Software Application
- Intermedia and Advanced Microsoft Programs (Word, Excel, PowerPoint, Access, Publisher)
- Mobile Devices (Smartphones / Tablets)
- Multimedia Tools

- Naviga
- Network Administration
- Oracle System
- Payroll & HR System Training
- Reporting & Analytics
- SalesForce - Financial Reporting
- Saxotech
- Search Engine Marketing (SEM)
- Search Engine Optimization (SEO)
- Social Media Management and Marketing
- Stratica
- Video Tools
- Website Management
- WordPress
- Workday

CONTINUOUS IMPROVEMENT

- Advanced Writing for Journalist
- Best Practices
- Budgeting Techniques
- Communications Skills
- Conflict Management
- Creativity and Innovation
- Customer Service
- HR Processes / Procedures
- Marketing Communications
- Process Improvements
- Project Management
- Reporting with Data
- Strategic Implementation
- Strategic Planning
- Team Work
- Telephone Skills
- Writing for Journalists
- Change Management
- Coaching (non-disciplinary)
- Communication Skills
- Conflict Management
- Decision Making
- Leadership & Trust
- Leadership Skills
- Managing a Remote Workforce
- Managing Covid Processes
- Mindful Leadership
- Negotiation Skills
- Problem Solving
- Process/Quality Improvement
- Project Management

- Recruiting & Retention Processes
- Situational Leadership
- Strategic Planning and Execution
- Team Building and Development
- Time and/or Project Management

BUSINESS SKILLS

- Account Management
- Business Category Sales
- Campaign Optimization
- Challenger Sales Model – Sales Strategy
- Client Retention & Growth Strategy
- Consultative Sales Skills (Prospecting and Identifying Needs)
- Consumer Journey Sales
- Department Processes
- Digital Platforms
- Digital Skills
- Negotiations and Closing
- New Call Center Procedures
- Newspaper Processes
- Presentation Skills
- Product Knowledge
- Product Marketing and Support
- Marketing and Advertising Products
- Print
- Digital Advertising Products for Desktop, Mobile/Tablets and Applications
- Advanced Targeting
- Audio Advertising
- Chat
- Connected TV Advertising
- Digital Display and Video
- Email Marketing
- Google Advertising Products - Certifications
- Social Media
- Editorial
- Advanced Writing for Journalist
- Broadcast Techniques
- Reporting with Data
- Writing for Journalists
- Sales and Marketing Tools
- Advertising Creative Design Software
- Campaign Management Software
- Campaign Optimization Software
- CRM - Customer Relationship Management
- Google AdWords and Analytics
- Marketing & Sales Techniques
- Outreach Training – sales enablement tool

- Project and Product Management Tools
- Web Interface/Web Design/Website 101

CBT Hours

0–37

CONTINUOUS IMPROVEMENT

- Change Management (1 hr)
- Communication Skills (1 hr)
- Navigating Difficult Conversations (1 hr)
- Team Building in Remote Work Environment (1 hr)
- Team Development Leaders (1 hr)
- Leadership & Coaching (1 hr)
- Coaching for Change (1 hr)
- Driving Performance & Employee Development (1 hr)
- Managing Employees in a Remote Work Environment (1 hr)
- Onboarding Process in a Remote Work Environment (1 hr)
- Leadership and Trust (1 hr)
- Mindful Leadership (1 hr)
- Managing a Remote Workforce (1 hr)

BUSINESS SKILLS

- Attribution Marketing Training (1 hr)
- Auto Sales Training (1 hr)
- Closing Sales (1 hr)
- Digital Marketing (1 hr)
- Effective Sales Presentations (1 hr)
- How and Why Customers Buy (1 hr)
- How to Effectively Sell Video (1 hr)
- How TV Sells Advertising (1 hr)
- Needs Assessments (1 hr)
- Newsletter Advertising (1 hr)
- Outreach Training (1 hr)
- Political Advertising (1 hr)
- Research Library Use (1 hr)
- Retail Industry Outlook and Facebook (1 hr)
- Search Audits (1 hr)
- Signal Tag Training (1 hr)

COMPUTER SKILLS

- Email Marketing (1 hr)
- Convertly (1 hr)
- Google Drive Training (1 hr)
- LiveIntent Trafficking (1 hr)
- Marketing Fundamentals (1 hr)
- Programming Updates (1 hr)
- SnapChat Training (1 hr)
- Social Media (1 hr)



April 28, 2022

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members:

We understand that California Newspapers Partnership (dba "Bay Area News Group") is requesting ETP funding. The proposed training plan for the specified numbers has our support. The proposed training plan covers represented employees at the Monterey Herald, the San Jose Mercury News, and the East Bay Times. The approximated number of trainees from the following occupations will be participating in this project:

- **News Staff** (Reporter, Photographer, Editor, Columnist) – 71 positions
- **Sales/Marketing** (Advertising, Account Executive, Sales Support) – 22 positions
- **Production Staff** (Customer Service, Layout Clerk, Driver, and Mailer) – 7 positions

The Pacific Media Workers' Guild Local 39520 has received a Notice of Intent to training 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 the 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,



Michael Applegate
Executive Officer
Pacific Media Workers Guild, TNG-CWA Local 39521
michael@mediaworkers.org



Training Proposal for:
Insurance Education Association LLC
Contract Number: ET22-0323

Panel Meeting of: June 30, 2022

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate	Industry Sector(s):	MEC (H) Manufacturing (33) Biotechnology and Life Sciences (54+) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Diego	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

Program Costs	+	Support Costs	=	Total ETP Funding
\$331,200		\$22,800 8%		\$354,000
In-Kind Contribution:	50% of Total ETP Funding Required			\$260,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Mgmt. Skills, Mfg. Skills	300	8-200	0	\$1,180	\$21.57
				Weighted Avg: 48			

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

Minimum Wage by County: \$21.73 per hour for Los Angeles County; \$21.57 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 to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Administration Staff		15
		10
Clerk/Warehouse Staff		20
		20
Maintenance Staff		20
		10
		10
Manager		20
Operator		25
		20
		10
Production Staff		20
		20
		10
Supervisor		10
		20
Technician		25
		10
		5

INTRODUCTION

Founded in 1876 and located in El Segundo, Insurance Education Association LLC (IEA) (www.ieatraining.org) provides professional development and continuing education training primarily in the areas of workers' compensation, disability management, and risk management. While IEA's early years as an organization focused on the claims adjusting profession, its clients now represent a vast number of industries across the nation. IEA remains committed to providing professional development to an evolving workforce with changing needs. As such, this proposal reflects an expansion of IEA's services and includes a broad scope of training topics designed to help participating employers equip workers with the knowledge and skills to maximize productivity and operational efficiency. IEA is eligible to contract with ETP as a professional/trade association.

Veterans Program

Although IEA is not including a separate Job Number for Veterans, its participating employers regularly employ Veterans through their normal hiring practices.

PROJECT DETAILS

This will be IEA's fifth ETP Contract, and the first in the last five years. IEA's core group of participating employers represents more than 80% of the requested funding amount. Participating employers have expressed the need for more comprehensive workforce skills training, beyond IEA's traditional certification and continuing education courses. Therefore, the training outlined in this proposal is customized based on employer needs assessments and training objectives. IEA utilized employer questionnaires to develop a comprehensive curriculum that is both 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. Training will take place at participating employer worksites and via E-Learning.

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 customer service, communication skills, project management, goal setting, and business problem solving.

Computer Skills: Training will be offered to all occupations. Trainees will learn the effective use of advanced-level Microsoft Office Suite applications, remote training tools, and various enterprise management systems.

Continuous Improvement: Training will be offered to all occupations to promote process improvements and teamwork, reduce waste, enhance quality controls, and implement Lean principles. Training includes Process mapping, Lean Enterprise topics, ISO Auditor training, Root Cause Analysis, and Six Sigma.

Management Skills: Training will provide Managers/Supervisors with leadership and supervisory skills. Training will help Managers/Supervisors become more effective leaders in the workplace.

Manufacturing Skills: Training will provide Production Staff, Operators, Clerk/Warehouse Staff, Technicians, and Maintenance Staff with the knowledge and skills to operate and maintain equipment, read blueprints, and manage inventory.

Marketing and Support Costs

IEA has established relationships with a collaborative network of businesses. In addition to hosting webinars, IEA also utilizes its website and email communication to promote business opportunities, professional development news, and various networking events. IEA has staff dedicated to marketing, recruiting, assessment, scheduling, and training. IEA is requesting and staff recommends 8% support costs to fund marketing, recruitment, and assessment activities for additional participating employers.

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 training for new employees, safety training, and off-site seminar training. ETP funding will allow these companies to introduce new business practices and services to support growth and remain competitive in California.

➤ Training Infrastructure

IEA's Chief Executive Officer has prior ETP experience and will oversee administration of this project. Additional staff members will assist to coordinate marketing, recruitment, needs assessments, scheduling, and training documentation. IEA will also utilize an experienced administrative consultant to ensure that all training adheres to ETP requirements. Training will be provided by in-house subject matter experts and vendors, primarily Custom Corporate Communications. Employer recruitment is underway and training is scheduled to commence upon Panel approval.

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 and Manufacturing Skills training for a fee of approximately \$100,000. 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
- Customer Service
- Communication Skills
- Leadership
- Goal Setting
- Change Management
- Performance Management
- Problem Solving
- Project Coordination
- Team Building
- Time Management
- Project Management

Computer Skills

- Microsoft Office Suite Advanced (Word, Excel, Access, PowerPoint, SharePoint)
- Remote Training using Zoom, Teams, and Go-To-Meeting
- Enterprise and Manufacturing Management Systems

Continuous Improvement Skills

- ISO Auditor
- Quality Engineering
- Process Management
- Statistical Process Control
- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Kaizen 7S
- Process Improvement
- Process Mapping
- Problem Solving
- Root Cause Analysis
- Set-up Time Reduction
- Six Sigma
- Team Building

Management Skills (Managers/Supervisors only)

- Leadership for Managers

Manufacturing Skills

- Programmable Logic Controllers
- CNC
- Drive Systems Maintenance
- Inventory Management
- Blueprint Reading
- Advanced Measurement Tools and Techniques

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: Insurance Education Association LLC

CCG No.: ET22-0323

Reference No: 22-0517

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Axiom Technology Inc USA dba Axiomtek

Priority Industry? ☒ Yes ☐ No

Address: 18138 Rowland Street

City, State, Zip: City of Industry, CA 91748

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: 98

Total # of full-time company employees in California: 65

Company: Bentley Mills

Priority Industry? ☒ Yes ☐ No

Address: 14641 E Don Julian Rd

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

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 80

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 400

Total # of full-time company employees in California: 400

Company: California Air Tools

Priority Industry? ☒ Yes ☐ No

Address: 8560 Siempre Viva Drive

City, State, Zip: San Diego, CA 92154

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: Geoscience Support Services

Priority Industry? ☒ Yes ☐ No

Address: 620 Arrow Hwy Suite 2000

City, State, Zip: La Verne, CA 91750

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 18

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 25

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Insurance Education Association LLC

CCG No.: ET22-0323

Reference No: 22-0517

Page 2 of 2

ALPHABETIZE BY COMPANY NAME

Company: Harvest Landscape

Priority Industry? ☒ Yes ☐ No

Address: 2339 N Batavia Street

City, State, Zip: Anaheim, CA 92865

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: 460

Total # of full-time company employees in California: 460

Company: Hop Skip Drive Inc

Priority Industry? ☒ Yes ☐ No

Address: 3120 E 7th Street Suite 200

City, State, Zip: Los Angeles, CA 90021

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 60

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 118

Total # of full-time company employees in California: 73

Company: Material Holdings

Priority Industry? ☒ Yes ☐ No

Address: 1900 Ave of the Stars

City, State, Zip: Los Angeles, CA 90067

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: 1300

Total # of full-time company employees in California: 360

Company: Tecan SP Inc

Priority Industry? ☒ Yes ☐ No

Address: 14180 Live Oak Ave

City, State, Zip: Baldwin Park, CA 91706

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: 2100

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



Training Proposal for:
Center for Employment Training
Contract Number: ET22-0334

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	New Hire Ex-Offender At-Risk Youth Multiple Barriers SET Priority Rate HUA	Industry Sector(s):	MEC (H) 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$368,000		\$35,300 12%		\$403,300
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	New Hire SET Multiple Barriers Ex-Offender At-Risk Youth	Comm. Skills, Computer Skills, Job Readiness Skills, Literacy Skills, OSHA 10	100	8-260	0	\$4,033	\$17.64
				Weighted Avg: 160			

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

Minimum Wage by County: \$19.61 per hour for Alameda, Marin, San Mateo, San Francisco, Santa Clara counties; \$19.42 per hour for Contra Costa County; \$18.11 per hour for Los Angeles County; \$17.81 per hour for Orange County; \$17.89 per hour for San Diego County; and \$17.64 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

Up to \$1.97 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Construction Carpenters		10
Electrician / Electrician Helpers		12
		13
Helpers Carpenter		5
HVAC Installers		12
		13
Maintenance and Repair Workers		4
		7
Manufactured Building & Mobile Home Installers		6
		7
Welders, Cutters, Welding Fitters		5
		6

INTRODUCTION

Founded in 1967 and headquartered in San Jose, Center for Employment Training (CET) (<https://cetweb.edu/>) is an Equal Employment Opportunity employer and Vocational Training Institution that serves low-income communities with quality training that leads to employment in high-demand industries. Some industries include Construction, Green/Clean Technology, Hospitality, and Manufacturing / Food Production. CET's primary function is to promote human development and education by providing individuals with marketable skills training and supportive services that contribute to self-sufficiency. CET trains individuals throughout Northern and

Southern California. ETP-funded training will be delivered at its ten California locations in Coachella, Colton, El Centro, Oxnard, Salinas, San Diego, San Jose, Santa Maria, Soledad, and Watsonville.

This will be CET's fifth ETP Contract, and its first in the last five years. CET's trainee population resides in low-income areas plagued with various conditions of poverty. This includes (but not limit to) high unemployment areas (HUA), overcrowded/deplorable housing conditions, areas with higher incidences of crime or gang activities, polluted environments, health issues, and unsafe working conditions. It also consists of migrant and seasonal farmworkers, adult dependents farmworkers, dislocated workers, disabled persons, pregnant/parenting youth, justice-involved individuals, single parents with dependent children, and veterans.

Veterans Program

Even though CET does not have a separate Veterans' Job Number, it has a list of marketing materials through print or social platform to serve and train Veterans. Additionally, CET works with State Approving Agencies to provide educational services to Veterans and other eligible individuals. State Approving Agencies provide a review, evaluation, and approval of quality programs of education and training under State and Federal criteria.

Employer Demand

According to the Bureau of Labor Statistics, the labor force participation rate for all workers (age 16 and over) is projected to decline to 61% in 2026, due in large part to an aging population. According to the American Community Survey conducted through the U.S. Census Bureau, the median age for nearly 20% of California's population is 62 and over. As Construction and Green/Clean Technology priority industries project continuous growth in the coming years, the need for a qualified, skilled labor force will be in demand.

PROJECT DETAILS

Training will focus on the growing demand for employment in occupations requiring vocational education in the field of Electrician, Green Building Construction, HVAC and Technicians, and Welding. CET is committed to providing individuals with technical skills training which leads to career pathways in industries with a positive growth outlook, resulting in stable employment with higher wages and benefits. The training program ranges from 300 to 900 hours. ETP funds will fund for 260 hours and the remaining 640 hours will be delivered by CET at its own cost.

Training Plan

Training will be provided to all occupations via Class/Lab and E-Learning delivery methods in the following:

Commercial Skills: Training will include courses such as Basic Photovoltaics, Air Conditioning Fundamentals, Gas Metal Arc Welding & Flux Cored Arc Welding Process, and Exterior and Interior Finishing.

Computer Skills: Training will include courses such as Browsing the Internet, Developing Word Processing Skills, and Using E-mails.

Job Readiness Skills: Training will include courses such as Develop and Implement Your Job Search Strategy, Financial Literacy, Networking, and Online Applications.

Literacy Skills: Training will include courses such as Beginning ESL, Advanced ESL, Basic Math Level 1 & 2, and Intermediate ESL.

Certified Safety Training

1. OSHA 10. 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. 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.

Impact/Outcome

Upon completion of ETP training, trainees would be able to obtain employment-related certifications within the field of their choice which include the following:

- Electrician: California Electrical Trainee Card
- Green Building Construction: ESCO Green Awareness
- HVAC: BPI Energy Analyst, Envelope/Shell Pro, ESCO Green Awareness, EPA
- Welding: AWS certification
- OSHA 10 certification

Special Employment Training/New Hire

Under Special Employment Training (SET), the participating employer (PE) is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. However, these trainees are subject to the ETP New Hire Minimum Wage rather than the Statewide Average Hourly Wage. Trainees may also receive a higher portion of Job Readiness Skills and Literacy Skills (up to 50%); however, up to 50% of training hours per trainee must be vocational.

Ex-Offender/At-Risk Youth

Job Number 1 will be funded as Special Employment Training/Multiple Barriers under the Ex-Offender/At-Risk Youth Guidelines.

CET will be responsible for documenting the eligibility criteria for this program.

➤ Retention Modification

Retention may be satisfied by employment of at least 30 hours a week for at least 90 days, out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

Multiple Barriers

Trainees in Job Number 1 have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP Minimum Wage post-retention.

Note: For Multiple Barriers, Contractor pre-screens trainees to determine their eligibility prior to enrolling trainees. Barriers are identified and kept on file with the Contractor.

The Panel may also modify the retention period for these trainees, making it 90 days out of 120 consecutive days with up to three employers. For occupations in which workers are hired for

short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

High Unemployment Area

Some trainees (Job Number 1) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. CET's locations in Coachella, El Centro, Salinas, Santa Maria, Soledad, and Watsonville 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, CET is not requesting a wage modification.

Curriculum Development

Employers' need for this program was determined through direct contact with employer partners within each of the industries across CET's service areas spanning from Santa Clara to Imperial County to project their labor and industry growth outlook over the next five-year period. CET's Corporate Education department regularly monitors current labor-market trends to ensure CET is offering training programs that are relevant and up-to-date with industry standards and that are in high demand, while also assuring its training programs' class schedules/structure are widely accessible to the low-income community.

Commitment to Training

ETP funds will not displace the existing financial commitment to training from the participating employers or other funding sources. CET reports WIOA funding and all funds received from a variety of sources including federal and local government agencies will continue to support programs at CET. CET represents no overlapping of funding exists and no other entity is funding any part of the proposed ETP-training hours per trainee. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

CET's Director of Contracts, Planning, and MIS (dedicated administrator), Chief Operating Officer, and one Analyst will oversee administration. At CET's ten training facilities, there will be one Director, one Industrial Relation Specialist, and a maximum of two (in-house) trainers that will schedule training and conduct (internal) administrative duties. The Director of Contracts, Planning, and MIS, Chief Operating Officer, and Analyst will work closely with the representatives from each facility to ensure all ETP training is documented efficiently and correctly. ETP training will be delivered by subject-matter experts and by vendors on a case-by-case basis.

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.

CET is eligible as a training agency based on the following:

- BPPE licensure valid until October 22, 2023.
- Certification/accredited by the Council on Occupational Education.
- Approval for WIOA funding grant recipient.

Marketing and Support Costs

CET Admissions, Recruitment, and Outreach staff will work within the community to disseminate information about the training programs and services available to target populations across all service areas. Center staff cultivate and maintain relationships with partners from local community-based organizations, faith-based organizations, private/public sector, and educational institutions to best understand and meet the needs of unemployed/underemployed, justice involved, and other individuals with multiple barriers to employment characteristic of low-income communities.

Outreach and recruitment activities takes place in the form of presentations made directly at farm labor camps and fields to target dislocated agricultural workers, churches, American Job Centers (One-Stop Career Centers), community events, and in collaboration with other local community partners in service to the low income population. In addition to presentations, outreach, and recruitment activities, the strategic distribution of flyers describing the program and eligibility requirements within establishments known to be frequented by farmworkers, such as laundromats, restaurants, local markets, and other communal establishments will occur. Furthermore, outreach and recruitment is conducted via radio, television, internet, and social media platforms such as Facebook and Instagram. Thus, CET requests, and staff supports, 12% in support costs.

Trainer Qualifications

CET trainers are required to have a high school diploma and a minimum of 3 years of experience in the field for which they will be providing training. CET trainers exceed the minimum qualifications required by both the Bureau for Private Postsecondary Education (BPPE) and Council on Occupational Education. Each full-time and part-time trainer responsible for delivering instruction on a regular and ongoing basis in a technical field maintains external contact with employers in the technical field in addition to any Occupational Advisory committee involvement.

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.

Electronic Recordkeeping/LMS

Staff has reviewed and approved the Company's Learning Management System.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

8–260

Trainees may receive any of the following:

COMMERCIAL SKILLS**Electrician (Residential & General)**

- Basic Photovoltaics
 - Introduction to Solar Photovoltaics
 - Maintenance and Troubleshooting
 - Site Assessment
 - System Installation and Inspection
- Commercial I
 - Alternating Current
 - Conductor Installations
 - Conductor Terminations and Splices
 - Conduit Bending
 - Motors: Theory & Application
 - Pull and Junction Boxes
 - Transformers
- Commercial II
 - Circuit Breakers and Fuses
 - Commercial Electrical Services
 - Conductor Selection & Calculations
 - Control Systems and Fundamental Concepts
 - Distribution Equipment
 - Grounding and Bonding
 - Load Calculations – Branch & Feeder Circuits
 - Overcurrent Protection
- Residential I
 - Device Boxes
 - Electrical Theory
 - Introduction to Electrical Circuits
 - Introduction to the National Electrical Code
- Residential II
 - Basic Electrical Construction Drawings
 - Conductors and Cables
 - Electrical Test Equipment
 - Hand Bending
 - Raceways and Fittings
 - Residential Electrical Services
- Specialty Systems
 - Electric Lighting
 - Fire Alarm Systems
 - HVAC Controls
 - Motor Controls
 - Practical Applications of Lighting
 - Voice, Data, and Video

Green Building Construction Skills

- Basic Photovoltaics
- Electrical Skills I

- Basic Electrical Theory
- Device Boxes
- Electrical Measurements
- Electrical Safety
- Electrical Terminology
- Introduction to Electrical Circuits
- Introduction to NEC
- Electrical Skills II
 - Conductors and Cables
 - Electrical Terminology
 - Fittings (as related to EMT conduct)
 - Hand Bending
 - Residential Electrical Services
- Exterior and Interior Finishing
 - Doors and Door Hardware
 - Drywall
 - Exterior Terminology
 - Green Awareness Certification Preparation
 - Roofing Applications
 - Thermal and Moisture Protection
 - Window, Door, Floor and Ceiling Trim
 - Windows
- Introduction to Carpentry
 - Blueprint Reading
 - Building Materials, Fasteners and Adhesives
 - Carpentry Terminology
 - Hand and Power Tools
 - Safety
- Plumbing Skills I
 - Blueprint Reading
 - Fittings
 - Introduction to plumbing
 - Plumbing Safety
 - Plumbing Terminology
 - Plumbing Tools
 - Types of Pipes
 - Valves and Devices
- Plumbing Skills II
 - Installing & Testing DWV Piping
 - Installing & Testing Water Supply Piping
 - Installing Fixtures, Valves and Faucets
 - Introduction to Water Distribution Systems
- Rough Carpentry
 - Building Terminology
 - Floor Framing
 - Roof Framing
 - Wall and Ceiling Framing

HVAC Technician & Green Technology

- Air Conditioning Fundamentals
 - Compressors
 - Introduction to Cooling
 - Leak Detection, Evacuation, Recovery and Charging

- Metering Devices
 - Refrigerant & Oils
 - Troubleshoot Cooling
 - Troubleshooting Accessories
 - Vocational English Related Refrigerant Recovery
- Air Distribution Systems
 - Air Distribution Systems
 - Fiberglass and Flexible Duct Systems
 - Green Awareness Certification Preparation
 - Green Technology
 - Green Terminology
 - Indoor Air Quality
 - Sheet Metal Duct Systems
 - System Balancing
 - Title 24 for HVAC Industry
- Brazing and Soldering
 - Copper and Plastic Piping Practices
 - Soldering and Brazing
- Electricity
 - Alternating Current
 - Basic Electricity
 - Introduction to Control Circuit
 - Vocational English
- Heating Equipment
 - Chimneys, Vents and Flues
 - Heat Pumps
 - Introduction to Heating
 - Troubleshooting Gas Heating
 - Troubleshooting Heat Pumps

Welding Fabrication

- Blueprint Interpretation
- Gas Metal Arc Welding & Flux Cored Arc Welding Process
- Gas Tungsten Arc Welding & Flux Cored Arc Welding Process
- Oxy-Fuel Process
- Shielded Metal Arc-Welding Process

COMPUTER SKILLS

- Basic Computer Skills
 - Browsing the Internet
 - Developing Word Processing Skills
 - English Vocabulary Building
 - Introduction to Computers (Computer Literacy)
 - Learning Windows Basics
 - Using E-mail

JOB READINESS SKILLS

- Job Preparedness
 - Develop and Implement Your Job Search Strategy
 - Financial Literacy
 - Mock Interviews
 - Networking
 - Online Applications

- Post Interview Follow up
- Prepare Essential Job Search Documents: Assemble A Career Portfolio
- Self-Assessment (Career Planning)

LITERACY SKILLS

- Advanced ESL
 - Community Involvement
 - Success at Work
 - Time & Technology
- Assessment/Placement
- Basic Math Level 1
- Basic Math Level 2
- Beginning ESL
 - Health: Accidents
 - Transportation
 - Work: Work History & Job Skills
- Intermediate ESL
 - Community Action
 - Stressful Situations
 - Time: Time Management
 - Work: Finding a Job
- Introduction to ESL
 - Work: Jobs and Skills
 - Personal Information
 - Planning for Success

OSHA 10 (1:40 trainer-to-trainee ratio) (Certified OSHA Instructor)

- Causes and Prevention of MSD and RMD Injuries
- Dangers of Electrical Hazards
- Dangers of Unguarded Equipment
- Difference Between Chronic and Acute Health Ailments
- Fire Prevention, Protection, and Emergency Egress Safety
- Fixed and Portable Ladder Safety
- Hazards of Spray Finishing, Dipping/Coating, Combustible Liquids and Compressed Gases
- Slip, Trip and Fall Hazard Protection
- Using and Choosing Personal Protective Equipment
- Workers' Rights to Know the Chemical Makeup of Materials Found in Their Workplace

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)

Note: Reimbursement for New Hire training is capped at 260 total-training hours per trainee.



Training Proposal for:
Martinez Unified School District, Martinez Adult Education

Contract Number: ET22-0336

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	New Hire Multiple Barriers Medical Skills Training SET Priority Rate	Industry Sector(s):	MEC (H) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco, Alameda, Santa Clara, San Mateo, Contra Costa, Marin	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$441,600		\$42,360 12%		\$483,960

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	New Hire Medical Skills Training Multiple Barriers SET	Job Readiness Skills, Medical Skills-Didactic, Literacy Skills	120	8-260	0	\$4,033	\$19.42
				Weighted Avg: 160			

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

Minimum Wage by County: \$19.61 per hour for San Francisco, Marin, Santa Clara, Alameda, and San Mateo counties; \$19.42 per hour for Contra Costa 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.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Office Worker		50
		10
Medical Assistant		50
		10

INTRODUCTION

Founded in 1917 and headquartered in Martinez, Martinez Unified School District, Martinez Adult Education (Martinez Adult School) (<https://mae-martinez-ca.schoolloop.com>) operates a wide range of employment services and vocational training programs including Medical, Optical, Medical Billing and Coding, IT, CAD Design, Administrative Assistant, and more. These services help unemployed and underemployed clients with multiple barriers learn skills to acquire gainful employment in career-oriented positions. Martinez Adult School serves Bay Area participating employers (PE) from San Francisco, Marin, Contra Costa, San Mateo, Alameda, and Santa Clara counties. ETP training will be delivered out of its headquarters in Martinez.

This is Martinez Adult School's first ETP Contract. Last year, Martinez Adult School served over 125 clients and reportedly placed them in meaningful full-time jobs with an average wage of \$18.50 per hour in healthcare and non-profit sectors. Martinez Adult School continues to serve individuals with multiple barriers such as deficiencies in language skills, mathematics skills, or lack of skills required by employers. Martinez Adult School has a long, demonstrated history of recruiting employers to hire its graduates.

Veterans Program

Although this project does not include a Veteran's Job Number, Martinez Adult School continues to serve veterans and participates in veteran-outreach activities using SkillBridge, a government military agency service, to recruit applicants.

Need for Training

Many Bay Area employers have a shortage of workers for skilled, entry-level jobs due to a robust jobs market. Martinez Adult School's clients lack necessary skills to meet minimum-job qualifications in the Bay Area. To address this challenge, Martinez Adult School launched an ambitious expansion of its sector-focused programs in healthcare which are included in this proposal for ETP funding.

Panel policy acknowledges the need for more training hours (up to 260 hours per trainee) to be delivered to New Hire trainees. The proposed New Hire (Multiple Barriers) trainees will require approximately 160 hours of training per trainee to deliver the extensive training needed to get higher skilled and well-paid jobs within Healthcare Services' industries.

Healthcare Demand

Current labor market information highlights the magnitude of health-related employment opportunities. Martinez Adult School reports that information from the Employment Development Department's (EDD) Labor Market Information Division projects growth in healthcare jobs of up to 22% in the San Francisco-San Mateo metropolitan statistical area (MSA) and 25.4% in the Alameda-Contra Costa MSA by 2024, resulting in a projected total of over 300,000 healthcare jobs.

The Bay Area's population is projected to increase by 30% by 2040 with a 137% growth in the 65 and over age group, according to Plan Bay Area 2040. This demographic shift will drive significantly increased demand for care and healthcare professionals to provide it.

PROJECT DETAILS

Training Plan

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

Medical Skills: this Didactic training will be offered to all occupations on courses such as Understanding HIPPA, Frames and Lens Dispensing, Healthcare Coding Systems, and Basic Human Anatomy.

Job Readiness Skills: this training will be offered to all occupations on courses such as Interviewing, Communication, and Life Skills.

Literacy Skills: this training will be offered to all occupations on courses like Vocational English as a Second Language and Basic Math Skills.

Commitment to Training

ETP funds will not displace the existing financial commitment to training from the participating employers or other funding sources. Martinez Adult School reports WIOA funding and all funds received from a variety of sources including Federal Government and State Government funding, foundations, and private funding will continue to support its programs. Martinez Adult School

represents no overlapping of funding exists and no other entity is funding any part of the proposed ETP-training hours per trainee.

➤ **Training Infrastructure**

Martinez Adult School's Adult Education Director, Assistant Director, and Program Director will oversee administration. Training will be delivered by in-house subject-matter experts. It has also retained an administrative Subcontractor to assist with ETP administration.

Curriculum Development

Curriculum is developed by trained educators based on direct input from Martinez Adult School employer partners and from all employers who hire its graduates. Martinez Adult School is constantly adjusting programs in response to this input. Evaluations are also conducted following each training class.

Special Employment Training/Multiple Barriers (New Hire)

Under Special Employment Training, the participating employer is not required to demonstrate out-of-state competition. As New Hires, trainees are subject to the ETP New Hire Minimum Wage rather than the Statewide Average Hourly Wage. Trainees may also receive a higher portion (up to 50%) of Literacy Skills or Job Readiness Skills; however, up to 50% of training hours per trainee must be vocational.

Note: For Multiple Barriers, Contractor pre-screens trainees to determine their eligibility prior to enrolling trainees. Barriers are identified and kept on file with the Contractor.

➤ **Retention Modification**

The panel may modify the retention period for these trainees, making it satisfied by employment of at least 90 days out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment. Martinez Adult School is requesting these alternate retentions.

➤ **Full-Time Modification**

Per ETP's MS guidelines, a MS trainee will be considered as employed full-time with a minimum of 24 hours of employment a week provided that level of weekly employment qualifies the employee for a similar employee benefit plan (sick leave, vacation, health, dental, vision, retirement, etc.) on a proportionately equal basis. Thus, Martinez Adult School requests that retention may be satisfied by employment of at least 30 hours a week for its MS New Hires.

Impact/Outcome

Training delivered in this project will lead to trainees earning the following certifications:

- Optical Assistant Certification

Marketing and Support Costs

Martinez Adult School conducts targeted outreach and recruiting for its training programs. Marketing and outreach efforts include advertising within the community and non-profit partners, sharing program opportunities with government agencies such as the local Workforce Investment

Boards and human-service agencies, and by utilizing platforms including Indeed, a social media platform, to reach a wide audience. It also works closely with community-based organizations, government agencies/institutions and non-profits throughout the Bay Area. For example, Martinez Adult School has developed partnerships with local high schools, EDD's One-Stop Career Centers, Workforce Development Cultural Centers (nonprofits), Veterans Affairs, and small and large businesses in the region.

Martinez Adult School is constantly recruiting employers, while making direct contact with employers referred through its partners and while recruiting through employer associations and websites. Martinez Adult School requests, and staff recommends, 12% support costs to assist with the effective implementation of this project, which will require on-going recruitment, assessment, and oversight.

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.

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.

Martinez Adult School is eligible as a training agency based on the following:

- Certification by Western Association of Schools and Colleges, Accrediting Council for Continuing Education and Training, and California Department of Education
- Approval for WIOA funding grant recipient
- Title 22 CCR 4426 A (4) Public Adult School

Recordkeeping

Due to the current COVID-19 pandemic, an alternative recordkeeping method is requested.

DEVELOPMENT SERVICES

Martinez Adult School retained Synergy Management Consultants, LLC in Grass Valley to assist with development for a flat fee of \$12,000.

ADMINISTRATIVE SERVICES

Synergy Management Consultants, LLC will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

8–260

Trainees may receive any of the following:

MEDICAL SKILLS (DIDACTIC)

- Reception
- Scheduling Appointments
- Informing Patients of Prescription
- Checking in Prescriptions
- Corresponding with Customers via Email
- Overview of Optical Structures
- Frame and Lens Dispensing
- Lens Add-Ons
- 2nd Pair- Specific Task Rx (i.e. - Rx Sunglasses)
- Frame Repair
- Fees Presentation
- Writing Rx Lab Order
- Internet VSP Rx Lab Order
- Completed Rx Verification
- Rx Neutralization
- Communicating with Vendors/Lab
- Custom Ordering
- Frame Adjustments
- How to Use the Lenses
- Proper Prescription Use
- Initial Assessments
- Case History
- Troubleshooting to Correct Patients Problems with Prescriptions
- Assessing Visual Acuities
- Contact Lenses
- Drugs for Eye Disorders
- Medical Terminology 350
- Basic Human Anatomy
- Understanding HIPPA
- Knowledge of Insurance Policies
- Medicare/Medicaid
- Understanding International Coding of Diseases
- Current Procedural Terminology
- Healthcare Coding Systems

JOB READINESS SKILLS

- Interviewing
- Communication
- Life Skills

LITERACY SKILLS

- Vocational English as a Second Language
- Basic Math Skills
- Test Taking Skills

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

Note: Reimbursement for new hire training is capped at 260 total training hours per trainee.



Training Proposal for:
Rightvarsity Technologies, LLC.

Contract Number: ET22-0330

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	New Hire Priority Rate Retrainee SB <100 Veterans SET	Industry Sector(s):	MEC (H) Professional, Scientific, Technology (54) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$308,200		\$32,570 Job 1: 8% Job 2: 12% Job 3: 20%		\$340,770

In-Kind Contribution:	50% of Total ETP Funding Required	\$160,000
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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 SB <100	Business Skills, Computer Skills, Cont. Improv., Job Readiness Skills, Literacy Skills	20	8–200	0	\$1,722	\$21.57
				Weighted Avg: 70			
2	New Hire Priority Rate SET Multiple Barriers	Business Skills, Computer Skills, Cont. Improv., Job Readiness Skills, Literacy Skills	90	8–260	0	\$3,048	\$17.64
				Weighted Avg: 120			
3	New Hire Priority Rate Veterans SET Multiple Barriers	Business Skills, Computer Skills, Cont. Improv., Job Readiness Skills, Literacy Skills	10	8–260	0	\$3,201	\$17.64
				Weighted Avg: 120			

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

Minimum Wage by County: Job Number 1: \$23.53 per hour for Alameda, Marin, San Mateo, San Francisco, and Santa Clara counties; \$23.30 per hour for Contra Costa County; \$21.73 per hour for Los Angeles County; and, \$21.57 per hour for Orange, San Diego, and All Other Counties.

Job Numbers 2 & 3: \$19.61 per hour for Alameda, Marin, San Mateo, San Francisco, and Santa Clara counties; \$19.42 per hour for Contra Costa County; \$18.11 per hour for Los Angeles County; \$17.81 per hour for Orange County; \$17.89 per hour for San Diego County; and, \$17.64 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

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

Up to \$1.61 per hour for Job Numbers 2 & 3 may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1: (Retrainee)		
Application / Software Developers		5
Cybersecurity Technicians		5
eLearning Instructional Designer		5
Project Managers		5
Job Number 2: (New Hire)		

Application / Software Developers		20
Clinical Documentation Specialist		5
Cybersecurity Technicians		20
eCommerce Specialist		5
eLearning Instructional Designer		10
Health Technologist and Technicians		5
Help Desk Specialist		5
Information Systems Analyst		5
Project Managers		15
Job Number 3: Veterans (New Hire)		
Application / Software Developers		3
Cybersecurity Technicians		3
eLearning Instructional Designer		2
Project Managers		2

INTRODUCTION

Founded in 2016 and headquartered in Santa Clara, Rightvarsity Technologies, LLC. (Rightvarsity) (www.rightvarsity.com) is a women-owned business-management consultant service. Rightvarsity offers programs and services that help develop individuals' potential to create job opportunities and job skills for incumbent workers and individuals looking to get back into the workforce. Some of the programs and services include self-paced online courses for minors, professional skills development, general life skills, customized Informational Technology (IT) and R&D training, process optimization for businesses, and on-demand employment and workforce development. ETP-funded training will be delivered at Rightvarsity's headquarters in Santa Clara and remotely via the E-Learning delivery method to trainees throughout California. This will Rightvarsity's second ETP Contract in the last five years.

Veterans Program

In this proposal, Rightvarsity will train ten New Hire Veterans (Job Number 3). The Company actively works with the following veterans' programs: (1) Veterans Transition Employment which is an Employment Development Department (EDD) Workforce Services Branch (WSB) veterans' program at WSB's various OneStop Center locations throughout California that assists veterans to build a prosperous post-military career; and, (2) the NorCal Service Disabled Veterans Owned Business, a federal-government program for veterans to help award at least three percent of all federal contracting dollars to service-disabled, veteran-owned businesses.

Higher support costs are available to reach participants for this program.

➤ Incidental Placement

Incidental placement with public and nonprofit entities is permissible for the New Hires (Job Number 2) and Veteran trainees (Job Number 3), not to exceed 25%.

➤ Curriculum

At least 50% of total training (Job Number 3) must consist of vocational skills' training. The remaining hours may consist of literacy training, as an exception to the standard 45% limitation.

Employer Demand

According to the Bureau of Labor Statistics Occupational Outlooks' report, the IT industry is anticipated to grow by 10% from 2018 to 2028 with a median salary of \$53,470.

Available labor market information provided by EDD projects a 31% increase in technology jobs by the end of 2022 in the San Francisco-San Mateo-Marín MSA, approximately 15,000 new positions. The database-administrator roles, market-research analysts, and marketing specialists will see the most growth, with an estimated 25-40% growth and average-hourly wages in the range of \$40-\$52 per hour. The number of network and computer jobs is expected to increase 11.1% with 3,440 vacancies thru 2028.

As the ever-changing IT industry continues to present businesses with challenges around workers with the right skills' set for the emerging standards in technology, the prognosis is worse for New Hires and dislocated workers without high-level IT skills.

PROJECT DETAILS

In this proposal, Rightvarsity will train Retraitees and New Hires in business and computer literacy in workforces where IT skills are needed. ETP training will also offer New Hires entry points into careers in healthcare services.

Training Plan

Training will be delivered to all occupations via Class/Lab and E-Learning delivery methods in the following:

Business Skills: this training will include courses such as Communication Skills, Good Documentation and Recordkeeping, Teambuilding, and Presentation Skills.

Computer Skills: this training will include courses such as Computer Literacy, Technology Safety – Tips and Privacy Strategies, Virtual Meeting Best Practices, and Cybersecurity Training

Continuous Improvement: this training will include courses such as Risk Management, Lean Sigma, and Cost Management.

Job Readiness Skills: this training will include courses such as Supervised Job Search, Resume Writing, and Interview Skills.

Literacy Skills: this training will include courses such as Education Skills Improvement, English Language Study, and Financial Literacy.

Special Employment Training/New Hire/Multiple Barriers

Under Special Employment Training (SET), the participating employer (PE) is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. However, these New Hire trainees are subject to the ETP New Hire Minimum Wage rather than the Statewide Average

Hourly Wage. Trainees may also receive a higher percentage of Job Readiness Skills (up to 50%).

Trainees in Job Numbers 2 & 3 have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These Multiple Barriers (MB) trainees may receive the ETP Minimum Wage post-retention.

➤ Retention Modification

The Panel may also modify the retention period for these MB New Hire trainees, making it 90 days out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

Impact/Outcome

All trainees will receive a certificate of completion at the end of their assigned training. Some of the training will also prepare the trainees for industry certifications like PMP Certification, Agile, Lean Sigma, and A+ Certification for computers skills training, and those in medical skills receive EMR Certification.

Curriculum Development

Rightvarsity's curriculum is developed through employer needs' analysis, state and local government public health websites, and other workforce sources. PEs and trainees also complete surveys to assess and measure the effectiveness of the training. Curriculum feedback is received through trainee knowledge checks, post-training surveys, lessons learned sessions, and employer information updates.

Marketing and Support Costs

Rightvarsity has a number of methods for conducting outreach and recruitment for its training programs which includes mailing of marketing materials to advertise its programs, social media, grassroots' organizations, and working closely with past clients using employer and employee evaluations to determine training needs.

Rightvarsity partners with the Silicon Valley Black Chamber of Commerce, Black Leadership Kitchen Cabinet, and East Bay Training Council who provide referrals and recruitment support. For New Hire recruitment and outreach, Rightvarsity will utilize WSB's OneStop Centers via EDD.

Rightvarsity requests 8% in support costs for Job Number 1 (SB/Retrainee), 12% in support costs for Job Number 2 (MB/New Hire), and 20% in support costs for Job Number 3 (Veterans New Hire).

Commitment to Training

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

➤ Training Infrastructure

Rightvarsity's CEO (dedicated administrator) will oversee the ETP project. Along with the dedicated administrator, there will be two Administrative Staff who will schedule training, collect rosters, track hours and placements, conduct recruitment, and other internal administrative duties. Training will be delivered utilizing in-house trainers who are subject-matter experts and by outside training vendors on a case-by-case basis.

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.

Rightvarsity is eligible as a training agency based on the following:

- Approval for WIOA funding under the DAS program.

Tuition Reimbursement

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

Active COVID Pilot Contract

Rightvarsity has an active ETP Contract (ET21-0277) under the COVID Pilot program with a term of March 1, 2021 to February 28, 2023. Of an estimated 100 trainees, 91 have been enrolled and have received the minimum hours of training. To date, \$182,000 (91%) in potential earnings have been tracked within ETP's Cal-E-Force system.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

Job Number 1: 8–200

Job Numbers 2 & 3: 8–260

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Good Documentation and Recordkeeping
- Presentation Skills
- Teambuilding
- Time Management
- Seven Habits of Highly Effective People
- Remote Workplace Success
- Customer Relationship Management
- Proposal Writing
- Agile Development
- Project Management
- Stakeholder Management
- Leadership Skills
- Government Contracting Position
- Information Security Planning
- Succession Planning

COMPUTER SKILLS

- Computer Literacy
- Technology Safety – Tips and Privacy Strategies
- Computer Security
- Virtual Meeting Best Practices
- Microsoft Office Training (Introductory & Intermediate)
- Section 508 Accessibility Compliance Training
- Cybersecurity Training
- Cloud Security & Information Assurance
- Application / Software Development
- Blockchain Development
- Applied Artificial Intelligence (Applied AI)
- Database Management
- Game Design
- Web Design
- Digital / Social Media Marketing Design
- Augmented Reality AR Development
- Instructional Design for Virtual Learning
- User Experience Training
- EMR / HER & Instruction to Telehealth
- Medical Coding and Billing
- Health Information Technology

CONTINUOUS IMPROVEMENT

- Risk Management
- Lean Sigma
- Cost Management
- Quality Management
- Root Cause Analysis

JOB READINESS SKILLS

- Supervised Job Search
- Resume Writing
- Interview Skills
- Career Exploration

LITERACY SKILLS

- Education Skills Improvement
- English Language Study
- Financial Literacy

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

Note: Reimbursement for retraining is capped at 200 total-training hours per trainee for Job Number 1, regardless of the method of delivery. Reimbursement for retraining for Job Numbers 2 & 3 is capped at 260 total-training hours per trainee, regardless of method of delivery.



RETRAINEE-JOB CREATION

Training Proposal for:

SOMA AEC, Inc. dba Oxman College

Contract Number: ET22-0326

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Medical Skills Training Job Creation Initiative Retrainee SB <100 SET HUA	Industry Sector(s):	MEC (H) Healthcare (62) 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$559,820		\$38,944 8%		\$598,764
In-Kind Contribution:	50% of Total ETP Funding Required			\$360,000

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 SB <100	Computer Skills	21	8-200	0	\$2,460	\$21.57
				Weighted Avg: 100			
2	SET Medical Skills Training Priority Rate HUA	Computer Skills, Continuous Impr, Medical Skills (Didactic & Preceptor)	60	8-200	0	\$3,936	\$16.17
				Weighted Avg: 160			
3	Retrainee Medical Skills Training Multiple Barriers Priority Rate SET	Computer Skills, Continuous Impr, Medical Skills (Didactic & Preceptor)	60	8-200	0	\$3,936	\$21.57
				Weighted Avg: 160			
4	Retrainee Job Creation Medical Skills Training Priority Rate SET	Computer Skills, Continuous Impr, Medical Skills (Didactic & Preceptor)	19	8-200	0	\$3,936	\$17.64
				Weighted Avg: 160			

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

Minimum Wage by County: Job Number 1 (SB): \$21.57 per hour for Orange County; \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara, and San Francisco counties.

Job Number 2 (SET MS Retrainee/HUA): \$16.17 per hour for San Bernardino, Fresno, Monterey, San Joaquin, Santa Cruz, and Stanislaus counties.

Job Number 3 (SET MS Retrainee/MB): \$21.57 per hour for All Other Counties; \$21.73 per hour for Los Angeles County; \$23.30 per hour for Contra Costa County; and, \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara, and San Francisco counties.

Job Number 4 (SET MS Retrainee/JC): \$17.64 per hour for All Other Counties; \$18.11 per hour for Los Angeles County; \$19.42 per hour for Contra Costa County; and \$19.61 per hour for Alameda, Marin, San Mateo, Santa Clara, 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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Numbers 1, 3 and 4.

Up to \$0.17 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
Job Number 1: Priority/SB<100		
Architect		7
Designer		4
		2
Engineer		8

Job Number 2: HUA Retrainee		
Respiratory Technicians		3
		2
Certified Nursing Assistant		20
		20
Registered Nurse		10
Licensed Vocational Nurse		3
		2
Job Number 3: MB Retrainee		
Certified Nursing Assistant		30
		20
Licensed Vocational Nurse		5
		5
Job Number 4: Job Creation		
Respiratory Technicians		2
		2
Certified Nursing Assistant		4
		2
Registered Nurse		5
Licensed Vocational Nurse		2
		2

INTRODUCTION

Founded in 1991, SOMA AEC, Inc. dba Oxman College (Oxman College) (www.oxmancollege.com) is a private, post-secondary vocational school. Oxman College provides training in computer programming, computer applications, continuous improvement, and healthcare to employers throughout California (CA). ETP-funded training will be delivered at its approved Bureau of Private Postsecondary Education (BPPE) offices statewide.

This project will be Oxman College's seventeenth ETP Contract, and it's seventh in the last five years. This proposal continues Oxman's successful training program on Autodesk Revit software for architectural and engineering firms, as well as training in Medical Skills for long-term nursing facilities in the healthcare industry. Both industries served are designated as priorities and have strong job-growth demands in careers with strong wage-progression possibilities. This proposal features 90% of new participating employers and an estimated 140 seats with new trainees that were not a part of the previous 17 projects.

Veterans Program

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.

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 this proposal, Oxman College will train 19 new employees (Job Number 4). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. Hiring needs at long-term care (LTC) facilities is based on patient censuses and staff ratios. Due to the COVID-19 pandemic, there has been increased demand for Certified Nursing Assistants (CNA). Some facilities serve more patients that require short-term or long-term rehabilitation for recovering from COVID. To accommodate the increased demand (business-capacity growth), these facilities need to hire new staff.

Employer Demand

Participating employers in Job Number 1 have expressed a need for training because they are struggling to keep up with technology and competitors. The number of Architects is expected to grow at an average rate compared with the total for all occupations in CA. Jobs for Architects are expected to increase by 8.7% (or 1,600 jobs) between 2018 and 2028. Also, about 17,500 openings for Designers are projected each year (on average) over the next decade.

For Job Numbers 2, 3 and 4, the number of Nursing Assistants (NA) is expected to grow much faster than the average growth rate for all occupations in CA. Jobs for NAs are expected to increase by 14.3% (or 10,900 jobs) between 2018 and 2028. Jobs for Licensed Vocational Nurses (LVN) are expected to increase by 15.1 percent (or 11,600 jobs) between 2018 and 2028.

According to a recent study by UCSF, CA faces nursing shortages in part due to COVID-19 retirements. Oxman College represents a current shortage of 40,567 full-time equivalent Registered Nurses (RN), which is a 13.6% gap that is projected to persist until 2026. For allied healthcare generally CA is reportedly still facing shortages of qualified staff to meet growing healthcare demands in part due to the growing aging populations, retirements of medical professionals, and rampant career changes happening within the field.

PROJECT DETAILS

The training plan for Job Number 1 will focus on upgrading skills via training on Autodesk Revit software, which is the newest generation of Computer-Aided Design type software for engineering/architectural companies. The software is sophisticated and complex with multiple (15) modules that will require detailed training. ETP training will allow participating employees to remain competitive as the current demand for services utilizing this newest generation of Revit software has increased significantly. Trainee needs will be evaluated, and trainees will be placed in appropriate levels needed to upgrade their skills.

The training plan for Job Numbers 2, 3 and 4 will consist of Medical Skills, Computer Skills, and Continuous Improvement delivered through classroom, preceptor, and didactic training. Training will focus on establishing and maintaining a continuous quality-improvement program to promote best practices in each trainee's daily routine, while improving the overall quality of patient care at each facility and providing advanced medical skills to meet ongoing technological and Affordable Care Act requirements within the healthcare industry.

Training Plan

Training will be conducted via Class/Lab, E-Learning, and Didactic and Clinical Preceptor (Medical Skills) delivery methods in the following:

Computer Skills: this training will be offered to all occupations on topics that include Revit Architecture, Computer Programming, and Rhino Modeling.

Continuous Improvement: this training will be offered to CNAs, LVNs, and RNs on topics that include Communication Skills, Critical Thinking Skills, and Problem Analysis and Problem Solving.

Medical Skills: this training will be offered to CNAs, LVNs, and RNs on course topics like Wound Management, Respiratory Care, Infection Control, and Patient Assessment and Care. Trainees will participate in clinical skills training via both Didactic and Clinical Preceptor training. Class/Lab training will be provided by in-house subject-matter experts on understanding advanced clinical processes to ensure competency and improve overall quality of patient care.

Medical Skills' Trainer-to-Trainee Ratio for Clinical Preceptor

Per ETP's Medical Skills (MS) guidelines, preceptor training is a type of clinical training during which trainees observe hands-on skills performed by a registered nurse or practitioner (i.e. – preceptor/mentor) in a productive work environment. After observing the preceptor, trainees perform the skills under the preceptor's close supervision. Competencies and skills are integral to preceptor training. Training is designed to ensure trainees acquire specific skills/competencies. Training is typically provided using a 1:1 preceptor/trainee ratio. However, the ratio must not exceed 1:10 (per MS guidelines) even though standards issued by California Department of Public Health (CDPH) and other medical industry agencies permit training of preceptor using a ratio of up to 1:15. This higher 1:10 ratio allows flexibility and is more cost effective than adhering with lower trainer-to-trainee ratios. In most cases, the ratio used will be actually lower. A small portion of the preceptor training needs the higher trainee-to-trainee ratio of 1:10 due to the journey-level medical specialist needed to deliver the training and due to shortages of such specialists generally.

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 varies by each participating employer and is both job specific and companywide. Training includes mandatory organization-wide in-service training in such topics as elder abuse, OSHA, harassment prevention, and confidentiality. This training will continue to be provided without ETP's support.

➤ Training Infrastructure

Oxman College's President (dedicated administrator) and four dedicated staff members are responsible for scheduling training, enrolling trainees, tracking training hours, and meeting with ETP staff. These dedicated staff members are experienced in the ETP process and are administering the current ETP contract. ETP training will be delivered by highly qualified instructors who are in-house subject-matter experts with industry expertise.

Impact/Outcome

- Improved Patient Care: quality of patient care is one of the indicators for LTC facilities, which is evaluated by Medicare annually. The goal of this ETP training is to support the efforts of each participating employer to reach a higher rating by Medicare.
- Upgraded Skills: small architecture and engineering companies need to have employees proficient in Autodesk Revit for collaborative and cost effective design to remain competitive.
- Improved Customer Satisfaction: ETP training will help to enhance staff proficiency both in vital clinical skills and in-patient interaction skills, leading to increased customer satisfaction.

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).

Oxman College is eligible as a training agency based on the following:

- BPPE licensure approval for the proposed training subjects.
- Successful past performance with ETP (see Prior Project table).

Marketing and Support Costs

Oxman College's marketing program consists primarily of referrals by the Employment Development Department (EDD), County Department of Social Services, WorkSource centers, and community organizations. The school recruits prospective students using a combination of resources such as its peer referral system, flyers, brochures, and catalogs as well as direct telephone and email contacts with employers.

Oxman College is requesting the standard 8% support costs for outreach, recruitment and schedule coordination for this project. Recruitment includes trainee intake assessments to determine eligibility, job development, and job search assistance and placement. Individuals are referred to the school by One-Stop staff members through presentations, word of mouth, advertising, and displaying program flyers. Staff recommends the 8% support costs for retraining.

Special Employment Training (SET) Job Numbers 2–4

Under SET, the participating employer (PE) is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. However, ETP staff was directed to use the Standard Wages per ETP's Multiple Barriers guidelines for Job Number 3 and the Reduced Standard Wages (HUA) for trainees that work in a High Unemployment Area (Job Number 2).

➤ Wage and Retention Modifications

High Unemployment Areas

The 60 trainees in Job Number 2 work in High Unemployment Areas (HUA) with unemployment exceeding the state average by 25%. Oxman College's PE locations in San Bernardino, Fresno, Monterey, San Joaquin, Santa Cruz, and Stanislaus counties are in a HUA. These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages. Oxman College requests a wage modification for trainees in Job Number 2 from \$21.57 (Standard Wages) per hour to \$16.17 per hour (Reduced Standard Wages).

Multiple Barriers

Trainees in Job Number 3 have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills).

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages.

The Panel may also modify the retention period for these trainees, making it 90 days out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Oxman College is requesting these alternate retentions.

Medical Skills

➤ Full-time Employment Modification

Per ETP's MS guidelines, MS trainees may be considered as employed full-time with a minimum of 24 hours of employment a week provided that level of weekly employment qualifies the employee for a similar employee benefit plan (sick leave, vacation, health, dental, vision, retirement, etc.) on a proportionately equal basis. Thus, Oxman College requests that retention be satisfied by employment of at least 30 hours a week for its MS trainees in Job Numbers 2-4.

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.

Recordkeeping

Alternative recordkeeping method is requested due to the current COVID-19 pandemic.

Active COVID Pilot Contract

Oxman College has an active contract with ETP under the COVID Pilot program with a term of 10/26/20 to 10/25/22. Of an estimated 100 trainees, 115 have been enrolled and 100 have received the minimum hours of training. This (ET21-0185) contract has \$169,000 in payments (potentially earned) with the placement of 83 trainees per the Cal-E-Force (CEF) system. The \$200,000 in ETP funding will be used up once invoicing for 17 more trainees (hours already tracked) in CEF system have been completed. Thus, projected earnings to date are 100 percent.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained	Potential Earnings (Based on Tracked Hours) (\$ %)
ET22-0104 (Expansion Funds)	\$596,304	12/20/21 – 12/19/23	184	20	0	\$425,481 (71%)
ET21-0238	\$449,196	12/14/20 – 12/13/22	214	214	160	\$449,196 (100%)

PRIOR PROJECTS

The following table summarizes performances by Oxman College under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0125	Statewide	9/1/19 – 8/31/21	\$747,118	\$747,118 (100%)
ET18-0128	Statewide	9/1/17 – 8/31/19	\$943,400	\$943,400 (100%)
ET16-0402	Statewide	4/5/16 – 4/4/18	\$543,861	\$538,741 (99%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8–200

Trainees may receive any of the following:

COMPUTER SKILLS

- Adobe and Multimedia
- Advanced MS Office
- Computer Programming
- Creating & Modifying Design in Revit
- Creating Custom Families in Revit
- Creating Views of the Model in Revit Foundation
- Beams and Framing Systems in Revit
- Importing and Exporting Files in Revit
- Networking Performance Analysis in Revit
- Revit Architecture
- Revit MEP
- Revit Structure
- Revit User Interface
- Rhino Modeling
- Sketchup
- Structural Analysis in Revit
- Using Autodesk Dynamo Studio with Revit
- Visualization and Rendering Tools
- Working with Revit System Families

CONTINUOUS IMPROVEMENT

- Communication Skills
- Customer Service
- Interdepartmental Collaboration
- Interdisciplinary Team
- Problem Analysis and Problem Solving
- Quality Assurance/Performance Improvement (QAPI)
- Team Building
- Conflict Resolution Skills
- Critical Thinking Skills
- Setting Goals
- Organization and Time Management Skills
- Leadership Skills

MEDICAL SKILLS (DIDACTIC)

- Alzheimer's Disease and Related Disorders
- Antibiotics Stewardship
- Assault Crisis Management
- Bipolar Disorder
- Blood borne Pathogens
- Change in Condition Management
- COVID-19
- Dementia Care
- Depression Causes/Intervention
- Diabetic Management
- Dialectical Behavior Therapy (DBT)

- Documentation/Abbreviation
- Evaluation and Assessment Procedures/Criteria
- Infection Control
- Interdisciplinary Team Process
- Intravenous Therapy
- Medical Diagnosis
- Medical Direction in Long-Term Care
- Medication Administration Management
- Mental Health
- Nursing Assistant Skills
- Pain Management (Acute and Chronic)
- Pillars of Recovery
- PointClickCare Software
- Preventive Skin Care Measures
- Problems and Needs of the Aged
- Psychosocial Rehabilitation
- Psychotropic Medication Side Effects
- Reporting to MDs-Assessing Clients
- Resident and Family Education
- Respiratory Care
- Restorative Nurse Assistant
- Restraint and Restraint Reduction
- Safe Transfer
- Signs and Symptoms of Cardiopulmonary Distress
- Skin Assessment
- Social and Recreational Needs of the Aged
- The Wellness Recovery Action Plan
- Therapeutic Communication
- Urinary Management
- Weights, Vitals, and Immunizations
- Wound Management

MEDICAL SKILLS (PRECEPTOR) (1:10 RATIO)

- Activities of Daily Living
- Antibiotics Stewardship
- Assessing of Tube-Fed Individuals with Diabetes
- Assisting and Performing Self-Care Skills with Patients
- Assistive Devices
- Bowel and Bladder
- Training of Patients Breathing Patterns and Respiratory Function
- Cardiac Conditions
- Charting Care of Clients with COPD
- Care of Clients with Diabetes
- Care of Clients with Hypertension
- Clinical Skills Review
- Colostomy Care
- Conduct Range of Motion Exercises with Patient
- COVID-19
- Dementia Care
- Dementia/Alzheimer's Enteral Feeding Management
- Facilitating Functional Gains of Each Patient
- Feeding Tube (Insertion, Intermittent, and Continuous)
- Functional Mobility and Ambulation
- Gastrointestinal Conditions

- Identification of Patient Change in Condition
- Identification of Skin Impairments and Prevention
- Immunizations
- Incontinence Management (Colostomy Care)
- Infection Control
- Intravenous Therapy
- Isolation Techniques
- Managing Patients with Neurovascular Conditions
- Medication Management
- Monitoring of Cardiovascular Changes
- Nursing Assistant Skills
- Operate Safety Devices with Patient
- Pain Management
- Patient Assessment and Care
- Patient Care of Foot and Hand
- Patient Safety
- PointClickCare Software
- Positioning of Patients for Correct Body Alignment
- Preceptor Skills (Train-the-Trainer)
- Preventing and Identifying Complications Related to Tube Feeding
- Proper Use of Exercise Equipment
- Rehabilitation Services (Physical, Occupational, and Speech Therapy)
- Residents with Special Needs
- Respiratory Care
- Restorative Nursing Assistant Care
- Safe Patient Handling
- Setting Behavioral Program Objectives for Patients
- Signs and Symptoms of Cardiopulmonary Distress
- Skeletal/Orthopedic Conditions
- Special Program Techniques for the Mentally Disordered
- Therapeutic Activities
- Therapeutic Exercises
- Weights and Vitals
- Wound Management

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: SOMA AEC Inc dba Oxman College

CCG No.: ET22-0326

Reference No: ET22-0202

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Delta View Post Acute

Priority Industry? ☒ Yes ☐ No

Address: 1210 A Street

City, State, Zip: Antioch, CA 94509

Collective Bargaining Agreement(s): No

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 80

Company: Fard Engineers

Priority Industry? ☒ Yes ☐ No

Address: 200 Gregory Lane, Bldg A

City, State, Zip: Pleasant Hill, CA 95823

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 7

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Folio Architects

Priority Industry? ☒ Yes ☐ No

Address: 4633 Old Ironsides Dr #360

City, State, Zip: Santa Clara, CA 95054

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: 10

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

Company: Haven Post Acute

Priority Industry? ☒ Yes ☐ No

Address: 1311 E Date Street

City, State, Zip: San Bernardino, CA 92404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 60

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 110

Total # of full-time company employees in California: 110

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: SOMA AEC Inc dba Oxman College

CCG No.: ET22-0326

Reference No: ET22-0202

Page 2 of 2

ALPHABETIZE BY COMPANY NAME

Company: Lone Tree Post Acute

Priority Industry? ☒ Yes ☐ No

Address: 4001 Lone Tree Way

City, State, Zip: Antioch, CA 94509

Collective Bargaining Agreement(s): No

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 90

Total # of full-time company employees in California: 90

Company: MK Engineers

Priority Industry? ☒ Yes ☐ No

Address: 3450 3rd Street #4B

City, State, Zip: San Francisco, CA 94124

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 4

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 15

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

Company: Waterman Canyon Post Acute

Priority Industry? ☒ Yes ☐ No

Address: 1850 Waterman Ave

City, State, Zip: San Bernardino, CA 92404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 80

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 200

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



Training Proposal for:
Porterville Adult School
Contract Number: ET22-0346

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate New Hire SET Medical Skills Training Multiple Barriers	Industry Sector(s):	MEC (H) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Tulare	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$515,200		\$49,420 12%		\$564,620

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	New Hire Priority Rate Medical Skills Training SET Multiple Barriers	Computer Skills, Literacy Skills, Job Readiness, MS-Didactic	140	8-260	0	\$4,033	\$17.64
				Weighted Avg: 160			

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

Minimum Wage by County: \$17.64 per hour for Tulare 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.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Medical Assistant		50
Certified Nurse Assistant		50
Surgical Technician		20
		20

INTRODUCTION

Founded in 1954 and headquartered in Porterville, Porterville Adult School (www.adultschool.portervilleschools.org) provides educational courses and resources to adult students with multiple barriers to employment. These services help broaden skillsets so clients are able to advance in or gain employment. Porterville Adult School serves Tulare County and training will be delivered at its Porterville location. This will be Porterville Adult School's first ETP Contract.

Porterville Adult School is eligible for funding as Workforce Investment Opportunities Act (WIOA) grant recipient and accredited by the Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT).

Veterans Program

Porterville Adult School partners with SkillBridge to recruit Veterans and holds events at local bases to perform outreach activities.

PROJECT DETAILS

Due to a substantial need for entry level medical skills industry employees, due in part to COVID-19, Porterville Adult School seeks funding to serve the Central Valley population and train adult students for jobs in the medical skills field. Porterville Adult School currently provides training for Surgical Assistants, Medical Assistants and Certified Nursing Assistants (CNA). Training will prepare adult students to take on occupational roles and ultimately transfer students to high wage employment within medical skills jobs. Training under this proposal will create a pathway to living wage jobs and careers for economically hit and underserved adult populations.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning by in-house experts and vendors as needed in the following:

Computer Skills: Training will be offered to all occupations and focus on various medical software. Training topics include Siemens Software, Max Software and Omnicell Software.

Job Readiness Skills: Training will be offered to all occupations and include Job Interviewing and Life Skills.

Literacy Skills: Training will be offered to all occupations and will focus on ESL and Math Skills.

Medical Skills-Didactic: Training will be offered to all occupations and focus on program-based medical skills training. Topics include Anatomy and Physiology, Patient Education, and Rehabilitation Nursing.

Impact/Outcome

Training delivered in this project will lead to trainees earning the following certifications/licensure:

- Medical Assistant Licensure
- Certified Nursing Assistant
- Surgical Assistant

Special Employment Training/Multiple Barriers (New Hire)

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. As New Hires, trainees are subject to the ETP New Hire Minimum Wage rather than the Statewide Average Hourly Wage. Trainees may also receive a higher portion (up to 50%) of Literacy Skills or Job Readiness Skills; however, up to 50% of training hours per trainee must be vocational.

Note: For Multiple Barriers, Contractor pre-screens trainees to determine their eligibility prior to enrolling trainees. Barriers are identified and kept on file with the Contractor.

➤ Retention Modification

The panel may modify the retention period for these trainees, making it satisfied by employment of at least 90 days out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Porterville Adult School is requesting these alternate retentions.

Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

➤ Full-Time Modification

Per ETP's Medical Skills (MS) guidelines, a MS trainee will be considered as employed full-time with a minimum of 24 hours of employment a week provided that level of weekly employment qualifies the employee for a similar employee benefit plan (sick leave, vacation, health, dental, vision, retirement, etc.) on a proportionately equal basis. Thus, Porterville Adult School requests that retention may be satisfied by employment of at least 30 hours a week for its Surgical Technician, Medical Assistant, and CNA New Hires.

Marketing and Support Costs

Porterville Adult School marketing includes recruiting costs, tracking students and follow up to ensure retention with employer partners. The School recruits through job fairs, high schools and adult education programs, cultural events, and community events. The School also partners with employers along with regulatory agencies to develop and approve curriculum, clinical and didactic training. The School works with employers gaining feedback for student success and efficacy in order to determine process and learning improvements and meets with employers quarterly to assess and discuss program enhancements and needs for the continued success of program, student and employer.

Porterville Adult School requests, and staff supports, 12% support costs to assist with the effective implementation of this project, which will require on-going recruitment, assessment and oversight.

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.

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.

Porterville Adult School is eligible as a training agency based on the following:

- Western Association of Schools and Colleges
- Approval for WIOA funding

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Porterville Adult School reports WIOA funding and all funds received from a variety of sources including Federal Government and State Government funding, foundations, and private funding will continue to support programs at Porterville Adult School and represents no overlapping of funding exists and no other entity is funding any part of the proposed ETP-training hours per trainee. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Director will oversee all training aspects of the project including roster collection and tracking hours. Additionally, the School has hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

DEVELOPMENT SERVICES

Synergy Management Consultants, LLC in Grass Valley assisted with development for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

Synergy Management Consultants, LLC will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

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

8-260

Trainees may receive any of the following:

Computer Skills

- Cerner Software
- Elsevier Evolve Software
- Max Software
- Omnicell Software
- Siemens Software

Job Readiness Skills

- Communication
- Interviewing
- Life Skills

Medical Skills (Didactic)

- Administrative Assisting
- Anatomy and Physiology
- Basic Anatomy and Terminology
- Communicable Diseases
- Coping Skills
- Diagnostic Imaging
- Electrocardiograms
- Ethics and Legal Responsibilities
- Examinations
- First Aid for Surgical Procedures
- Gerontology
- Growth and Development
- Healthcare Provider BLS/CPR
- History of Medicine
- HIV/AIDS Information
- In Office Surgical Procedures
- Injections
- Intro to Phlebotomy
- Lab Safety and Guidelines
- Lab Testing
- Leadership and Supervision
- Maternity
- Medical Abbreviations
- Medical Billing and Coding
- Medical Documentation
- Medical Insurance
- Medical Office Simulation Software
- Medical Presentations

- Medical Records
- Medical Surgical-Cardiovascular
- Medical Surgical-Endocrine
- Medical Surgical-Gastrointestinal
- Medical Surgical-Genitourinary
- Medical Surgical-Integumentary
- Medical Surgical-Musculoskeletal
- Medical Surgical-Neurosensory
- Medical Surgical-Respiratory
- Medical Term 350
- Medication Administration and Dosing
- Minor Surgical Procedures
- Nursing Fundamentals
- Nursing Process
- Nutrition
- Office Surgeries
- Patient Education
- Patient Scheduling
- Pediatrics
- Pharmacology
- Psychology-Mental Health Nursing
- Rehabilitation Nursing
- Responsibility
- Technical Knowledge and Skills
- Telecommunications
- Therapeutic Communication
- Universal Precautions and Infection Control
- Vital Signs
- Written Communication

Literacy Skills

- ESL
- Math Skills

Literacy Training cannot exceed 50% of total training hours per-trainee

Note: Reimbursement for new hire training is capped at 260 total training hours per trainee.
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Training Proposal for:

Visalia Adult School, Visalia Unified School District

Contract Number: ET22-0347

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate New Hire SET Medical Skills Training Multiple Barriers	Industry Sector(s):	MEC (H) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Tulare	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$515,200		\$49,440 12%		\$564,640

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	New Hire SET Medical Skills Training Priority Rate Multiple Barriers	Computer Skills, Job Readiness, MS-Didactic	160	8-260	0	\$3,529	\$17.64
				Weighted Avg: 140			

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

Minimum Wage by County: \$17.64 per hour for Tulare 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.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Medical Billing and Coding		60
Medical Assistant		60
Certified Nurse Assistant		40

INTRODUCTION

Founded in 1935 and based in Visalia, Visalia Adult School, Visalia Unified School District (Visalia Adult School) (www.vusd.org) provides educational courses and resources to adult students with multiple barriers to employment preparing them for placement with employers in the medical field industries. Visalia Adult School serves Tulare County and training will be delivered at its Visalia location. This will be Visalia Adult School's first ETP Contract.

Visalia Adult School is eligible for funding as Workforce Investment Opportunities Act (WIOA) grant recipient and accredited by the Bureau of Vocational Nursing and Psychiatric Technicians.

Veterans Program

Visalia Adult School partners with SkillBridge to recruit Veterans and holds events at local bases to perform outreach activities.

PROJECT DETAILS

There is a substantial need for entry level medical skills industries employees, as well as upgrading skills for the Central Valley's underserved populations, specifically adults that have been long-term unemployed and displaced by COVID-19. Visalia Adult School serves these populations and trains students for jobs in the medical skills fields and pairs them with employers

creating a pathway to living wage jobs and careers for economically hit and underserved adult populations.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning by in-house experts and vendors as needed in the following:

Computer Skills: Training will be offered to all occupations and focus on various medical software. Training topics include Siemens Software, Max Software and Omnicell Software.

Job Readiness Skills: Training will be offered to all occupations and include Job Interviewing and Life Skills.

Medical Skills: Training will be offered to all occupations and focus on program-based medical skills training. Topics include Anatomy and Physiology, Patient Education and Rehabilitation Nursing.

Impact/Outcome

Training delivered in this project will lead to trainees earning the following certifications/licensure:

- Medical Assistant
- Certified Nursing Assistant
- Medical Billing and Coding

Special Employment Training

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. As New Hires, trainees are subject to the ETP New Hire Minimum Wage rather than the Statewide Average Hourly Wage. Trainees may also receive a higher portion (up to 50%) of Literacy Skills or Job Readiness Skills; however, up to 50% of training hours per trainee must be vocational.

Note: For Multiple Barriers, Contractor pre-screens trainees to determine their eligibility prior to enrolling trainees. Barriers are identified and kept on file with the Contractor.

➤ Retention Modification

The panel may modify the retention period for these trainees, making it satisfied by employment of at least 90 days out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days. Visalia Adult School is requesting these alternate retentions.

Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

➤ Full-Time Modification

Per ETP's Medical Skills (MS) guidelines, a MS trainee will be considered as employed full-time with a minimum of 24 hours of employment a week provided that level of weekly employment qualifies the employee for a similar employee benefit plan (sick leave, vacation, health, dental, vision, retirement, etc.) on a proportionately equal basis. Thus, Visalia Adult School requests that retention may be satisfied by employment of at least 30 hours a week for its Medical Assistant and CNA New Hires.

Marketing and Support Costs

Visalia Adult School's marketing includes recruiting costs, tracking students and follow up to ensure retention with employer partners. The School recruits through job fairs, high schools and adult education programs, cultural events, and community events. The School also partners with employers along with regulatory agencies to develop and approve curriculum, clinical and didactic training. The School works with employers gaining feedback for student success and efficacy in order to determine process and learning improvements and meets with employers quarterly to assess and discuss program enhancements and needs for the continued success of program, student and employer.

Visalia Adult School requests, and staff supports, 12% support costs to assist with the effective implementation of this project, which will require on-going recruitment, assessment and oversight.

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.

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.

Visalia Adult School is eligible as a training agency based on the following:

- Western Association of Schools and Colleges
- Approval for WIOA funding

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Visalia Adult School reports WIOA funding and all funds received from a variety of sources including Federal Government and State Government funding, foundations, and private funding will continue to support programs at Visalia Adult School and represents no overlapping of funding exists and no other entity is funding any part of the proposed ETP-training hours per trainee. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Principal will oversee all training aspects of the project including roster collection and tracking hours. Additionally, the School has hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

DEVELOPMENT SERVICES

Synergy Management Consultants, LLC in Grass Valley assisted with development for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

Synergy Management Consultants, LLC will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

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

8-260

Trainees may receive any of the following:

Computer Skills

- Cerner Software
- Elsevier Evolve Software
- Max Software
- Omnicell Software
- Siemens Software

Job Readiness Skills

- Communication
- Interviewing
- Life Skills

Medical Skills (Didactic)

- Administrative Assisting
- Anatomy and Physiology
- Basic Anatomy and Terminology
- Basic Human Anatomy
- Communicable Diseases
- Coping Skills
- Current Procedural Terminology
- Diagnostic Imaging
- Electrocardiograms
- Ethics and Legal Responsibilities
- Examinations
- Gerontology
- Growth and Development
- Healthcare Common Procedure Coding Systems
- Healthcare Provider BLS/CPR
- History of Medicine
- HIV/AIDS Information
- Injections
- Intro to Phlebotomy
- Lab Safety and Guidelines
- Lab Testing
- Leadership and Supervision
- Legal and Ethics
- Maternity
- Medical Abbreviations
- Medical Billing and Coding
- Medical Billing and Coding
- Medical Documentation
- Medical Insurance

- Medical Office Simulation Software
- Medical Presentations
- Medical Records
- Medical Surgical-Cardiovascular
- Medical Surgical-Endocrine
- Medical Surgical-Gastrointestinal
- Medical Surgical-Genitourinary
- Medical Surgical-Integumentary
- Medical Surgical-Musculoskeletal
- Medical Surgical-Neurosensory
- Medical Surgical-Respiratory
- Medical Term 350
- Medical Terminology 350
- Medication Administration and Dosing
- Nursing Fundamentals
- Nursing Process
- Nutrition
- Office Surgeries
- Patient Education
- Patient scheduling
- Pediatrics
- Pharmacology
- Pharmacology
- Psychology-Mental Health Nursing
- Rehabilitation Nursing
- Responsibility
- Technical Knowledge and Skills
- Telecommunications
- Therapeutic Communication
- Understanding Hippa
- Understanding International Coding of Diseases
- Universal Precautions and Infection Control
- Vital Signs
- Written Communication

<p>Note: Reimbursement for new hire training is capped at 260 total training hours per trainee.</p>



RETRAINEE-JOB CREATION
Training Proposal for:

Breakwater International (California) LLC

Delegation \leq \$75,000 Single Employer

Contract Number: ET22-0327

Approval Date: June 8, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Services (61,71,72,81,92) 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: 17	U.S.: 30	Worldwide: 33	
<u>Turnover Rate:</u>	6%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$40,531

Total ETP Funding

\$27,600

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
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Technicians, Administration, Manager/Supervisor

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 Computer Skills Continuous Impr. HazMat PL-Comm. Skills	15	8-200	0	\$1,380	\$21.73
				Weighted Avg: 60			
2	Job Creation Priority SB<100	Business Skills Computer Skills Continuous Impr. HazMat PL-Comm. Skills	5	8-200	0	\$1,380	\$18.11
				Weighted Avg: 60			

*Post-Retention Wage is the Contractual wage.

Minimum Wage by County: Job Number 1: \$21.73 per hour in Los Angeles County

Job Number 2 (Job Creation): \$18.11 per hour in Los Angeles 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 Jobs 1 & 2.

OVERVIEW

Year Company Founded:	2017	Company Headquarters: <input type="checkbox"/> Single location Wilmington, CA
Facility Locations Outside CA	<ul style="list-style-type: none"> Texas, Florida, Canada, Greece 	
Total Number of Facility locations in California	1	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Wilmington, CA 	

Nature of Business:	<ul style="list-style-type: none"> • General ship repair, maintenance and inspection of ship machinery and equipment • Inspection, repair, retrofit and sale of high-and-low pressure CO2 systems and marine fire suppression systems • Calibration and repair of portable gas monitors
Customer Base:	<ul style="list-style-type: none"> • Local and international shipping lines • Commercial and military industries • Fuel and energy industries • Military Sealift Command, US Coast Guard, Chevron, Conoco Philips, Matson Navigation, American President Lines, General Dynamics (Nassco), Crowley, Princess Cruise and Celebrity Cruise
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Breakwater must comply and adjust its service standard to constantly changing international maritime regulations as required by the maritime industry. • Maintain employee qualification and certifications in order to continue providing service to its customer base as required by the US Coast Guard and International Maritime Organization. • Train employees for job site efficiency and on industry equipment updates used in the prevention of marine and atmospheric pollution by ships. • Process improvement upgrade and equipment training needed on latest enhancement on the Ballast Water Treatment Systems used by all international shipping lines.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Business Skills: Training will be offered to all occupations to develop customer relations and specific administrative and management processes. • Computer Skills: Training will be provided to all occupations to enable employees to access and properly use the Company's computer and operating system and facilitate a real-time field and office communication and interaction. • Continuous Improvement: Training will be provided to all occupations to ensure risk, quality and improvement management is in line with in-house and regulatory requirements. Training in ISO 9001 guidelines to further improve quality and satisfy requirement of some major customers.
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	<ul style="list-style-type: none"> • Hazardous Materials: Training will be provided to Technicians, Manager/Supervisor to ensure proper handling of hazardous materials. • PL - Commercial Skills: Training will be provided to Technicians. Training will provide and upgrade necessary job specific skills to support the Company's competitiveness within the industry it serves. Technicians will also receive training in the new enhancement of Ballast Water Treatment Systems.
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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
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Certified Safety Training	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	24 PL Hours per-trainee
	Occupations Receiving PL Training: Technicians
The PL instructor must be dedicated to training, at a ratio of 1:2	
Ratio Higher than 1:1	Trainees work in pairs to train and operate equipment.

Job Creation Justification	<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	60 Hours
Breakwater is requesting 60 Hours Weighted Avg. over 45 proposed due to the extensiveness of the training that will be provided in this ETP contract required by the maritime industry.	

The following Modification(s) fall within Panel guidelines:

Out of State Training

<input checked="" type="checkbox"/> Out-of-State Training	Out-of-State Training Notification form attached
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: Chief Executive Officer (CEO) will oversee the project with the assistance of the Company's Vice President. Breakwater has a detailed training schedule in place and is ready to start training upon approval. Training will be provided by in-house experts and vendors as needed. The Company has retained an administrative subcontractor to assist with enrollment, uploading and invoicing training hours in the ETP System.
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Continuous Improvement, Hazardous Material, PL-Commercial Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> • Administration: Breakwater retained Training Funding source (TFS) in Seal Beach to assist with administration. The subcontractor will work closely with the CEO and Vice President of Breakwater. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

• Number Of Contracts in last 5 years:	1
• Training provided / focus in last Contract:	<ul style="list-style-type: none"> • Training provided in prior contract focused heavily on OSHA10/OSHA 30, Commercial Skills and ISO 9001 under Continuous Improvement.
• Difference in Training Plan:	For this ETP proposal, training will focus on employee job site efficiency, particularly for Technicians to achieve leaner procedures and more Technicians certified to perform the Breakwater's specialized services.

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	Potential Earnings (Based on Tracked Hours) (\$ %)
ET20-0236	\$20,700	12/31/19- 12/30/21	20	21	21	\$19,964 (96%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	Not to exceed 13% of payment earned.
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Budget Controls
- Customer Service
- Problem Solving – Root Cause Analysis
- Decision-Making
- Product Knowledge
- Marketing – Hubspot
- Sales/Networking
- Time Management
- Business Planning and Administration
- Financial Strategies
- Leadership
- Motivation
- Team Building and Coaching

COMPUTER SKILLS

- Financial Accounting – Quickbooks
- Laptop Interface
- Microsoft Office/Project
- Time Tracking
- Web Applications
- Computer-Aided Design

HAZARDOUS MATERIALS

- Flammable Liquids
- Compressed Gases
- Hazardous Waste Operations
- Material Safety Data Sheet

CONTINUOUS IMPROVEMENT

- ISO
- Lean Waste Reduction
- Process Quality Improvement
- Production Improvement
- Ballast Water Treatment Systems
- Davit Inspection
- Equipment & Toll Operations/Maintenance Repair
- Rigging Procedures
- Gas Detection
- Inventory Management/Materials Handling & Storage
- Lifeboat Inspection
- Marine Engines
- Materials Handling & Storage
- Seamanship
- Standard Operating Procedures/Work Procedures

- Worksite Safety
- Hydro-testing
- Fire Suppression Systems
- Fire Extinguisher Inspection
- Safety Equipment

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

Productive Lab Hours

0 - 24

COMMERCIAL SKILLS (Ratio 1:2)

- Equipment and Tool Inspection and Operation
- Estimating
- Installation Procedures
- Walk Through/Work Site Procedures

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:
Dialsource, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0343

Approval Date: June 16, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100 Job Creation Initiative	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) 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: 30	U.S.: 43	Worldwide: 43	
<u>Turnover Rate:</u>	11%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$150,000

Total ETP Funding

\$30,130

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
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Technical Support, Sales, Marketing, Developer, Customer Service, Administration

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 Comm Skills Computer Skills	30	8-200	0	\$575	\$25.00
				Weighted Avg: 25			
2	Priority Retrainee Job Creation SB<100	Business Skills Comm Skills Computer Skills	14	8-200	0	\$920	\$25.00
				Weighted Avg: 40			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: Job Numbers 1 & 2: \$21.57 per hour for Sacramento County

Health Benefits: Used to meet the Post-Retention Wage?: ☐ Yes ☒ No

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

OVERVIEW

Year Company Founded:	2005	Company Headquarters: <input checked="" type="checkbox"/> Single location Sacramento, Sacramento County
Facility Locations Outside CA	<ul style="list-style-type: none"> Reno, Nevada 	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Sacramento, Sacramento County 	

Nature of Business:	<ul style="list-style-type: none"> • Dialsource, Inc. (Dialsource) works with highly technical computer programs that includes analytics software, Advanced Excel techniques and Salesforce. • Creates and provides computer software programs • Provides services in workflow management and Customer Relationship Management automation
Customer Base:	<ul style="list-style-type: none"> • Financial Services • Education • Consumer Service • Healthcare • Sports teams
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Dialsource is continuously upgrading its products and services. • Dialsource has implemented a new software program called Cascade. • With new products, the Company is anticipating a 25% growth in revenue.

Training Plan

Need for Training:	<ul style="list-style-type: none"> • Training will focus on its new product, Cascade, which will enable the creation of highly customizable, nonlinear cadences with an intuitive drag-and-drop builder that sends emails directly from the agent's corporate Outlook or Gmail account without the need for complicated email forwarding or adoption of a new email system • Training will allow the Company to streamline workflows. • Dialsource will continuously train on technical commercial skills including software customization and enhancements to its products. Training will allow workers to remain competitive in the industry.
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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
Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or, <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift;	

	<input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: <p>Dialsource's training budget is approximately \$100,000 annually and includes state-mandated 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.</p> <p>The Senior Accountant with the assistance of the HR Manager will be responsible for overseeing all aspects of the training project. Dialsource has also hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.</p>
<ul style="list-style-type: none"> Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Commercial Skills</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<ul style="list-style-type: none"> Administration: <p><input checked="" type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

Repeat Contract

• Number Of Contracts in last 5 years:	1
• Training provided / focus in last Contract:	Training focused on utilizing open-source software and software customization.
• Difference in Training Plan:	Dialsource will primarily focus its training efforts on its new product, Cascade.
Need for Funding over Earned Amount:	Dialsource was greatly impacted by the pandemic. The Contractor has set a training plan in place to ensure successful completion of this project. The project has been right-sized down to potential earned of the previous project.

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 \$ %
ET20-0349	Sacramento	05/27/2020-05/26/2022	\$72,335	\$0.00 (0%)

Based on ETP Systems, 1,103 reimbursable hours have been tracked for potential earnings of \$25,371 (35% of approved amount). The Contractor projects final earnings of 35% based on training currently committed. Dialsource is in the process of closing out its contract. Dialsource is committed to a detailed training schedule to ensure successful completion of its new project. With operations back at full capacity, the Company has assigned management to ensure proper roster collection and training is done regularly.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Propel Consulting Group	El Dorado Hills	\$3,000
Administrative	Propel Consulting Group	El Dorado Hills	13% of payment earned
Training Vendors	To Be Determined	To Be Determined	To Be Determined

Exhibit B: Menu Curriculum**Class/Lab/E-Learning**
8-200

Trainees may receive any of the following:

Computer Skills

- Adobe Creative Cloud
- ADP
- Basecamp
- Capshare
- Cascade
- LinkedIn
- Microsoft Excel (Intermediate/Advanced)
- MS Windows
- Quickbooks
- SaaSOptics
- Salesforce CPQ
- Think HR
- Zendesk

Business Skills

- Customer Experience
- Engineering Retrospective Planning and Assessments
- Financial Planning and Reporting
- Human Resource Management
- Marketing Strategic Planning
- Problem Solving & Decision Making
- Project Management
- Sales and Revenue Planning
- Team Leadership Training

Commercial Skills

- Adaptive Insights
- Admin Advanced
- Automate Your Business Processes with Lightning Flow
- Automated Testing: How It Works
- B2B Marketing Analytics
- Build and Administer Einstein Analytics
- Build Apps Fast with Salesforce Platform Services
- Building Marketing Skills
- Datasets and Dashboards in B2B Marketing Analytics
- Drive Sales with Operational Excellence
- Get Started with Sales Cloud
- High Availability of Distributed Systems
- Learn CRM Fundamentals for Lightning Experience
- Learn to Navigate Pardot

- Mike Wheeler Administrator Certification Trailmix
- Optimize Sales Features for Lightning Experience
- Pardot
- Pragmatic Foundation and Marketing
- Protect Your Salesforce Data
- Rock Your Future with Salesforce
- Salesforce & Pardot Integration
- Salesforce Engage Basics
- Sell Lightning Fast with Sales Cloud
- Supercharge Your CRM with the Salesforce Platform
- Using Analytics to Maximize Sales Performance/Predictability

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:
Emazing Lights, LLC

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0332

Approval Date: June 13, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100 Job Creation Initiative	Industry Sector(s):	Transportation/Communication (I) 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: 26	U.S.: 28	Worldwide: 49	
<u>Turnover Rate:</u>	11%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$47,200

Total ETP Funding

\$49,680

Small Business Only:	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administration Staff, Design & Engineering, Managers, Marketing & Sales Staff, Warehouse Staff

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 Computer Skills Continuous Impr. Mfg. Skills	25	8-200	0	\$1,840	\$21.57
				Weighted Avg: 80			
2	Retrainee Priority Job Creation SB<100	Business Skills Computer Skills Continuous Impr. Mfg. Skills	2	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 in Orange County;

Job Number 2: \$17.81 per hour in Orange 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 in Job Number 1 and Job Number 2.

OVERVIEW

Year Company Founded:	2010	Company Headquarters: <input type="checkbox"/> Single location Anaheim, CA
Facility Locations Outside CA	<ul style="list-style-type: none"> Phoenix, AZ London, UK Manila, Philippines 	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Anaheim, CA 	
Nature of Business:	<ul style="list-style-type: none"> Founded in 2010 and located in Anaheim, Emazing Lights, LLC (Emazing Lights) (www.emazinglights.com) designs, manufactures and assembles LED glove sets used by light show artists for music festivals, light show competitions, and social media platforms. Emazing Lights sells online to commercial customers and directly to consumers. Emazing Lights Anaheim locations serve as the company's fulfillment centers, housing 	

	their logistics and warehousing, as well as marketing and administrative headquarters staff. This will be Emazing Lights second ETP contract in the last five years.
Customer Base:	<ul style="list-style-type: none"> Retail consumers of LED products used at music festivals and on social media platforms like TikTok.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> The COVID-19 pandemic resulted in an immediate and steep drop in sales because Emazing Lights products are primarily used at music festivals and other large public gatherings. As the economy opens and demand for its products increases, frontline staff need to improve their technical skills and utilize new collaborative tools to carry them forward to benefit from the reopening of the economy. Emazing Lights customer base is young and quick to adopt new social media platforms. Marketing & Sales Staff need to be nimble and keep up with the latest trends in order to create new products or explain how current products can be used for new popular trends.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> Customer demand is driving the need for training. The Company's training plan will provide frontline staff with the skills and knowledge to adapt to new LED technologies, computer software systems, and customer preferences. Training staff on technical skills and collaborative tools to be more productive in their jobs will create growth opportunities for them individually and the company as a whole. As the economy opens up and music festivals and other gatherings resume, the company needs to create a strategy built around training that will allow the company to keep pace with the growth in sales.
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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

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills		

Job Creation Justification	<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	80 Hours
<p>In order to rebuild and regain market share, Emazing Lights management team has committed to significant investments in training. Emazing Lights primary client base is a young demographic (primarily teens and young adults). Keeping pace with and staying on top of social media trends, and a continuous focus on innovation are key factors.</p> <p>Therefore, a higher average number of training hours is necessary to keep pace with its target market. Emazing Lights must provide its team with continuous training opportunities to ensure employee skills meet customer demands. Training for this project includes new and evolving platforms, ensuring knowledge and competence in multiple performance tools, and the ability to adapt to change quickly, continuously and seamlessly.</p>	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The Company's Director of Operations will have primary responsibility in ensuring the success of the training project. Emazing Lights staff will help coordinate training and an internal team of subject-matter experts and Managers will deliver training.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> • Administration: Emazing Lights retained an administrative subcontractor to provide support. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Emazing Lights first training project focused on increasing productivity and efficiency in order to meet increasing demand. Prior to the pandemic, the company was on a growth trajectory that necessitated lean methodologies and streamlining processes.
<ul style="list-style-type: none"> • Difference in Training Plan: 	<p>The COVID-19 pandemic highlighted the need to focus on innovation, cross-training and new technology. Training in this project will focus on ways to enhance communication, collaboration and teamwork in order to remain nimble and better meet customer requirements.</p>

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 \$ %
18CS-0200	Anaheim	12/27/2017 – 12/26/19	\$49,296	\$49,296 (100%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	California Manufacturing Technology Consulting	Torrance	\$4,968
Administrative	California Manufacturing Technology Consulting	Torrance	13%
Training Vendors	To be determined	To be determined	N/A

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

08-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service Skills
- Global Business and Exporting
- Goal Setting
- New Product Development
- Procurement
- Project Management
- Sales Skills

CONTINUOUS IMPROVEMENT SKILLS

- Collaboration and Innovation
- Communication Skills
- Leadership Skills
- Leading Change
- Lean Manufacturing
- Problem Solving
- Team Building

COMPUTER SKILLS

- CAD/CAM Software Training
- Cyber-Physical Security
- Customer Resource Management (CRM) Software - Salesforce
- Enterprise Resource Planning (ERP)
- Electronic Commerce and eBusiness
- Microsoft Office (Intermediate & Advanced)
- Apps & Platforms – including but not limited to:
 - Airtable – collaboration app
 - Gorgias – customer support app
 - Zoom – distance platform
 - Klaviyo – marketing platform
 - Sellerbench – seller platform that works with Amazon
 - Nofraud – fraud prevention software
 - Gleam.io – marketing platform
 - Aircall – cloudbased call center software
 - Shipstation – shipping platform
 - Groovepacker – online inventory management system
 - Slack – communication and collaboration platform

MANUFACTURING SKILLS

- Equipment Operation
- Logistics Management
- Workplace Safety and Manufacturing in a COVID Safe Environment
- Writing Standard Operating Procedures (SOPs)
- Safety Skills

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:

Jim Jonas, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET22-0257

Approval Date: March 23, 2022

Panel Meeting of: May 25, 2022

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SB <100 HUA SET	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Lake	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: 44	U.S.: 44	Worldwide: 44	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$100,000

Total ETP Funding

\$36,225

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
HUA Only:	Number of trainees in HUA location: 44 (Lake County)
Occupations to be Trained:	Administrative Staff, Installers, 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	Priority Retrainee HUA SB<100 SET	Business Skills Comm Skills Computer Skills	27	8-200	0	\$690	\$16.17
				Weighted Avg: 30			
2	Priority Retrainee Job Creation HUA SET SB<100	Business Skills Comm Skills Computer Skills	17	8-200	0	\$1,035	\$15.00
				Weighted Avg: 45			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: Job Number 1 (Retrainee/HUA): \$16.17 per hour for Lake County.
Job Number 2 (Job Creation/HUA): \$15.00 per hour for Lake County.
Health Benefits: Used to meet the Post-Retention Wage?: ☐ Yes ☒ No
 Although employer provides health benefits they are not being used to meet Post Retention Wage.

OVERVIEW

Year Company Founded:	1935	Company Headquarters: <input checked="" type="checkbox"/> Single location Clearlake (Lake County)
Total Number of Facility locations in California	• 1	
Facility location(s) where training will occur	• Clearlake (Lake County)	

Nature of Business:	<ul style="list-style-type: none"> Jim Jonas, Inc. (Jim Jonas) (www.jonasenergy.com) provides comprehensive HVAC, Generator, Water Heater, and Solar services to its residential and commercial customers.
Customer Base:	<ul style="list-style-type: none"> Single-family homes Property Managers General Contractors
Business / Industry Needs / Changes	<ul style="list-style-type: none"> Jim Jonas must consistently enhance and upgrade equipment and techniques in order to meet industry needs. The company anticipates 50% growth over the next two years due to the expansion of its geographical service areas. The industry has continued to evolve and develop new battery inverter systems.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> All Installers and Technicians will receive cross training in multiple areas. Training on Generator Installation, Solar Installation, Oiled Fired Systems Installation, Generator Service, Solar Service, Minisplit HVAC Service and PG&E Net Metering Process will provide trainees with in-depth knowledge of the Company's processes to ensure continued Company growth. Jim Jonas is expanding service coverage in Northern California and anticipates 50% staff growth to meet customer needs. All Occupations will receive training in Customer Service, Dispatch, Finance Processing, Inventory, Marketing, Sales and Financing. Additionally, Jim Jonas is constantly researching and developing new processes to best improve energy efficiency for single family homes, as well as, commercial properties. The Company has invested \$150k in HVAC and solar equipment improvements to further this initiative. With the push for more battery inverter systems in the industry, the Company will train Installers and Technicians on service and maintenance processes to meet customer needs. Training will include, Warranty Processing, Generator Maintenance, Solar Maintenance, Minisplit HVAC Service Maintenance, Oiled Fired System Maintenance and Ducted Systems (A/C & Furnaces) Maintenance.
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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
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Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function <input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	45 Hours for Job Creation Trainees (Job Number 2)
Newly hired trainees will receive in-depth training within the first few months of their hire date. Most training is provided as on-the-job training and can easily amount to over 200 hours within the first year of hire.	

Veterans Program

Number of Veterans	Although the Company does not currently track how many Veterans are employed, they have worked with Veterans in the past and plan to begin working with them whenever the opportunity presents itself.
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Apprenticeship Program

The Company does not have an apprenticeship program available in their immediate area of Lower Lake, CA. This is a rural area about 100 miles northeast of Sacramento. However the company is taking steps to be state certified trainers so they can ensure that all trainees become state certified at journey-level.

Training Infrastructure & Administrative Plan

- Project Oversight:**

The Company's training budget is approximately \$200,000 annually for its 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 Company has a structured training plan in place. The CEO and Vice President will oversee project administration and work with various Project Managers tracking performance. A third party administrator will assist with administrative duties. Training will be delivered by in-house experts and vendors as needed.

- **Trainers:**

- ☒ In-house – Types of Training: Business Skills, Commercial Skills, and Computer Skills
- ☒ Vendor – Types of Training by vendor: TBD

- **Administration:**

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

- ☒ In-house
- ☒ Subcontractor

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Propel Consulting Group	El Dorado Hills	\$3,000
Administrative	Propel Consulting Group	El Dorado Hills	13%
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

- Accounts Payables
- Accounts Receivables
- Agreement Processing
- Customer Service
- Dispatch
- Financing Processing
- IAQ Knowledge, Sales & Installation
- Inventory
- Marketing
- Prelien Process
- Purchasing and Receiving (Inv)
- Sales and Financing

Commercial Skills

- Generator Installation
- Solar Installation
- Minisplit HVAC Systems Installation
- Oil Fired Systems Installation
- Ducted systems (A/C & Furnaces) Installation
- Warranty Processing
- Generator Maintenance
- Solar Maintenance
- Minisplit HVAC Systems Maintenance
- Oil Fired Systems Maintenance
- Ducted Systems (A/C & Furnaces) Maintenance
- Generator Service
- Solar Service
- Minisplit HVAC Service
- Oil Fired Systems Service
- Ducted Systems (A/C & Furnaces) Service
- Generator Sales
- Solar Sales
- Minisplit HVAC Sales
- Oil Fired Systems Sales
- Ducted Systems (A/C & Furnaces) Sales
- PG&E Net Metering Process

Computer Skills

- MS Office
- AutoCad
- Field Edge
- Quickbooks

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:
Next Level Internet, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0339

Approval Date: June 13, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100 Job Creation Initiative	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) 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: 38	U.S.: 93	Worldwide: 93
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$65,438

Total ETP Funding

\$54,096

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
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Technical Support, Supervisor/Managers, Engineers, Client Services, Administration Staff

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	Business Skills Computer Skills Continuous Impr.	38	8-200	0	\$1,242	\$21.57
				Weighted Avg: 54			
2	Retrainee Priority Job Creation	Business Skills Computer Skills Continuous Impr.	5	8-200	0	\$1,380	\$17.89
				Weighted Avg: 60			

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

Minimum Wage by County: Job Number 1: \$21.57 per hour in San Diego County;

Job Number 2: \$17.89 per hour in San Diego 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 Numbers 1 & 2.

OVERVIEW

Year Company Founded:	1999	Company Headquarters: <input checked="" type="checkbox"/> Single location San Diego, CA
Facility location(s) where training will occur		<ul style="list-style-type: none"> San Diego (San Diego)
Nature of Business:		<ul style="list-style-type: none"> Founded in 1999 and located in San Diego, Next Level Internet, Inc. (NLI) (www.nextlevelinternet.com) provides an all-in-one cloud voice solution with team messaging, voice portal, mobile softphone and a complete contact center with nationwide Internet.

	<ul style="list-style-type: none"> NLI operates a fault-tolerant and multi-carrier network infrastructure that supports its client's communication and technology needs.
Customer Base:	<ul style="list-style-type: none"> NLI's clients include biotech, technology, law firms, accounting firms and manufacturing companies.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> The unified communications industry constantly releases new updates and versions of technology that requires NLI to be technical experts for its clients. As new technologies are developed, clients are expecting NLI to remain ahead of the curve and be qualified experts on providing services related to these new technologies. NLI operates in a competitive market and there are constant improvements in the current technology and software programs that NLI uses to service their clients.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> NLI employees require training focused on software and hardware updates the Company offers to clients. This training project will focus on technology training (networking, Voice over Internet Protocol installation, Linux operating system software, database programming, and SD-WAN installation), as well as numerous sales and management topics. Engineers will need training focused on Database Administration, Network Monitoring, Process Improvements, Quality Improvement, Product Knowledge and Project Management.
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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
Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or,	

Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	Job Number 1: 54 and Job Number 2: 60 Hours
NLI's Technical Support, Engineers, and Client Services staff need a significant amount of technical training in order to increase production and maximize company resources. NLI is implementing a new CRM (Customer Relationship Management) software that requires up to 20 hours of training per trainee. In addition, a new Timely Bill system, cloud product, 5G software and Net Sapien voice platform training will create up to 60 more training hours. Newly hired trainees (Job Number 2) will require the maximum number of hours. A training schedule has been developed with training commencing immediately following project approval.	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Vice President of People & Culture will oversee all aspects of the training project. The frontline staff will be responsible for internal data collection for tracking purposes. An internal team of subject-matter experts and Managers will deliver training.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> Administration: NLI has retained Training Funding Source to provide administrative support. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> The previous training focused on the implementation of a new held desk solution/ticketing system (SysAid) and a new Customer Relationship Management System (Salesforce.com). These new software applications, as well as NetSapiens voice switch and Timebill billing system, are constantly advancing which required employee training.
<ul style="list-style-type: none"> Difference in Training Plan: 	The last training plan formalized the company's overall training program. This training plan is focused on increasing the training opportunities and topics for more employees.

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 \$ %
18CS-0143	San Diego	11/7/2017 - 11/6/2019	\$33,800	\$31,975 (95%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	13%
Training Vendors	To Be Determined	N/A	N/A

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

08-200 Trainees may receive any of the following:

Computer Skills

- Adrenaline Image Processing Engine (AIPE)
- BCDR (Business Continuity Disaster Recovery)
- Cisco Routers, Switches and Firewalls
- Citrix
- Cloud backup/Storage/Services
- Database Administration
- Data Backup
- Disaster recovery
- Dot Net Framework (.Net)
- Extensible Markup Language (XML)
- GoToMeeting
- HyperText Markup Language (HTML)
- IP Phone Systems
- Manuela
- Microsoft Software (Link/Office/Project/Sharepoint/Exchange /Vizio)
- Netsapiens
- Nextmeeting
- Network Monitoring
- OpsGeneie
- Polycom
- Quickbooks
- Salesforce (CRM)
- SDWan
- Shoretel
- SuperMicro
- Sysaide
- TimelyBill
- VMware
- Veeam
- Virtualization Tools
- Windows Server
- Windows 10
- Yealink

Business Skills

- Sales/Business Development
- Coaching/Communication
- Work processes/procedures
- Leadership
- Product Knowledge
- CX/UX

Continuous Improvement Skills

- Goal setting
- Process/Quality/Productivity Improvements
- Problem Solving
- Teamwork
- Time management
- CS/UX client training

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:

Nippon Trends Food Service, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0321

Approval Date: June 14, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: A. Salinas

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Clara	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 65	U.S.: 68	Worldwide: 68
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$66,700

Total ETP Funding

\$74,750

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
Occupations to be Trained:	Accountants, Production Workers, Sales Staff, Shipping & Receiving Staff

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	Computer Skills Mfg. Skills Business Skills	55	8-200	0	\$1,150	\$23.53
				Weighted Avg: 50			
2	Job Creation Retrainee Priority SB<100	Computer Skills Mfg. Skills Business Skills	10	8-200	0	\$1,150	\$21.03
				Weighted Avg: 50			

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

Minimum Wage by County: Job Number 1: \$23.53 per hour for Santa Clara County.

Job Number 2 (Job Creation): \$19.61 per hour for Santa Clara 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

Year Company Founded:	2000	Company Headquarters: <input checked="" type="checkbox"/> Single location San Jose, CA
Facility location(s) where training will occur	<ul style="list-style-type: none"> San Jose (Santa Clara County) 	
Nature of Business:	<ul style="list-style-type: none"> Nippon Trends Food Service, Inc. (Nippon) manufactures noodles, soups, and gyoza wraps/skins for wholesale distribution. 	
Customer Base:	<ul style="list-style-type: none"> Food Service Hospitality Wholesalers 	
Business / Industry Needs / Changes	<ul style="list-style-type: none"> The Company is expanding its customer-base, increasing production, and expanding logistics. The Company also plans to expand its facility in order to serve more locations. 	

Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • The Company is adopting a new technology while learning a new software system: Fishbowl GO (barcode warehousing scanner). • Trainees will be participating in new software training for QuickBooks and Shopify. • The Company's sales volume is increasing, which requires a more efficient way to handle inventory. Training will also reduce human errors caused by manual processing. • ETP training will give incumbent and newly hired workers the ability to improve the Company's processes to streamline its manufacturing and logistic efforts.
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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

Business Skills	Computer Skills
Manufacturing Skills	

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or, <input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities.
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	50 hours
With plans to expand its facility, introduce new equipment/software, and expand customer base, Nippon will need to hire and train more employees to help facilitate this business growth.	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>The Company has assigned its Payroll & Benefits Manager as the project's primary administrator and HR Manager alongside internal consultant to assist with this effort. They will coordinate training, recordkeeping, and other functions within its only location in San Jose.</p>
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- **Trainers:**

- ☒ In-house – Types of Training: Business Skills, Manufacturing Skills, & Computer Skills.
- ☐ Vendor – Types of Training by vendor:

- **Administration:**

- ☒ In-house
- ☐ Subcontractor

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
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:

COMPUTER SKILLS

- Setup Barcode Scanner Software
- Setup Labeler Software
- Fishbowl (ERP Software)
 - Fishbowl Go (Handheld)
 - Receiving Inventory
 - Internal Transfer
 - Physical Inventory
 - Production
 - System Review Sessions
- Online Store Software Integration
- QuickBooks
- Shopify

MANUFACTURING SKILLS

- Lock Out/Tag Out (Safety Training)
- Scanners
- Labelers
- Forklift Operation
- Packaging
- Loading

BUSINESS SKILLS

- Report and Analysis for Operations
- Report and Analysis for Accounting
- Order Allocation
- Demand Forecasting
- Production Scheduling
- Line Scheduling

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:
Perez Farms, LP

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0322

Approval Date: June 13, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Francisco Bay Area

Analyst: A. Salinas

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee HUA Job Creation Initiative SB <100 SET	Industry Sector(s):	Agriculture (B) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Stanislaus	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 75	U.S.: 75	Worldwide: 75	
<u>Turnover Rate:</u>	2%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$125,000

Total ETP Funding

\$65,320

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
HUA Only:	Number of trainees in HUA location: 55
Occupations to be Trained:	Administration Staff, Ranch Leads, Shop Mechanics, Equipment Mechanics, Equipment Operators, Field Irrigators, Field Laborers, Owner

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 HUA	Business Skills Comm Skills HazMat Computer Skills	17	8-200	0	\$1,150	\$16.17
				Weighted Avg: 50			
2	Retrainee Job Creation initiative Priority Rate SB <100 HUA	Comm Skills, HazMat	2	8-200	0	\$1,380	\$15.00
				Weighted Avg: 60			
3	Retrainee Priority Rate SB <100 HUA Seasonal SET	Comm Skills HazMat	29	8-200	0	\$1,150	\$16.17
				Weighted Avg: 50			
4	Retrainee Job Creation Initiative Priority Rate SB <100 HUA Seasonal SET	Comm Skills HazMat	7	8-200	0	\$1,380	\$15.00
				Weighted Avg: 60			

***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 Numbers 1(HUA) & 3 (SET/HUA): \$16.17 per hour for Stanislaus County

Job Numbers 2 (Job Creation/HUA) & 4 (SET/Job Creation/HUA): \$15.00 per hour for Stanislaus County

Health Benefits: Used to meet the Post-Retention Wage?: ☐ Yes ☒ No

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

OVERVIEW

Year Company Founded:	1992	Company Headquarters: <input checked="" type="checkbox"/> Single location Crows Landing, CA
Facility location where training will occur	<ul style="list-style-type: none"> Crows Landing (Stanislaus County) 	
Nature of Business:	<ul style="list-style-type: none"> A grower of almonds, alfalfa, apricots, beans, broccoli, cantaloupe, cherries, corn, garlic, honeydew, peppers, tomatoes, walnuts, watermelons and wheat. Farms both conventionally and organically. Sells its products to various wholesalers and food distributors. 	
Customer Base:	<ul style="list-style-type: none"> Wholesale Food Distributors Food Processors 	
Business / Industry Needs / Changes	<ul style="list-style-type: none"> Industry need to improve water application efficiencies requires training in new irrigation procedures and irrigating equipment. New tractors and trucks being purchased to help expand production and functionality. The Company has grown in acreage and continues to diversify its crops, garnering a need for new hires and training opportunities. The Company will offer more services to customers such as custom walnut hulling operations and farming other growers' crops. 	

Training Plan:

Need for Training:	<ul style="list-style-type: none"> The Company will provide trainees the opportunity to become certified on the specific operating equipment such as forklifts, tractors, trucks, etc.) Trainees can also gain certifications in crops sciences, pesticides and fertilizations.
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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

Business Skills	Computer Skills	Commercial Skills
Certified Safety Training		<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or, <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift; <input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	50 hours for Job Numbers 1 & 3; 60 for Job Numbers 2 & 4.
Incumbent workers must be trained on the new equipment used in the more custom hulling services the Company will provide to an expanded customer base. Important certifications for operation of trucks, tractors, and forklifts will take more time to earn, and the HazMat (Certified Safety) courses for Job Numbers 1 and 2, are important to the continued proper functioning and state regulations surrounding materials handling.	

Seasonal Worker Program

Job Numbers	3 and 4
Employment retention period is not less than 500 hours within 12 months of the end-of-training with up to three employers in the crop production industry. Although the Seasonal Worker Program is funded under SET, regional wage standard applies.	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The General Manager (GM) will oversee the entire training, with help of functional leads. Human Resources (HR) will coordinate with the functional leads to ensure training delivered, rosters are gathered, and reporting to the GM. For administration, five occupations will be involved: GM, HR and three functional leads (Field, Irrigators and Equipment Operators).
<ul style="list-style-type: none"> Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> Administration: <ul style="list-style-type: none"> Propel Consulting Group <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> The prior plan focused on existing crops and their quality while maintaining costs. The training provided in the last contract helped Perez Farms meet its goals of upskilling and expansion.
<ul style="list-style-type: none"> Difference in Training Plan: 	<p>There are more Job Creation trainees and less retrainees included in this new proposal.</p> <p>Harvesting, irrigation, and planting techniques were previously included under Commercial Skills with the prior project.</p> <p>Business Skills such as communication skills, project management, and conflict resolution were previously included in the prior project.</p> <p>New training in notary, general ledgers, financial statements, irrigation safety, and tractor safety are among courses now offered in this proposal's training plan that were not previously.</p>

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 \$ %
ET19-0421	Crows Landing	2/20/19 – 8/18/21	\$36,400	\$33,095 (91%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Propel Consulting Group	El Dorado Hills	\$5,000
Administrative	Propel Consulting Group	El Dorado Hills	13%
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

- AR/AP
- Asset Record Keeping
- Deposits
- Document Scanning/Filing
- Financial Statements
- General Ledger
- Loan and Interest Calculation
- Management Communication
- Monthly Reconciliation
- Notary
- Payroll Cross
- Phone System

COMMERCIAL SKILLS

- Ag Machine Guarding
- COVID-19 Safety
- COVID-19 Safety for the Trainer
- Emergency Action Plan
- Food Borne Illness
- Food Safety
- Food Safety for the Trainer
- Food Security
- Forklift Operating
- Global Gap
- Injury Reporting
- Irrigation Safety
- Lockout Tagout
- Pesticide Training for Field Workers
- Pesticide Training for Handler
- Produce Safety/Grower
- Power Take-Off (PTO)
- Ranch Safety Plan
- Safe Transit of Farm Equipment
- Tips for Safe Driving
- Tractor Safety
- Two-Way Communication
- Warm Up Exercises

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

HAZARDOUS MATERIALS (1:40 Ratio)

- Hazardous Materials
- Hazard Communication

COMPUTER SKILLS

- Farmers Office
- Intermediate and Advanced Microsoft Office
 - Outlook
 - Access
 - PowerPoint
 - Word
 - Excel

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



Training Proposal for:

Rolls-Royce High Temperature Composites Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0338

Approval Date: June 16, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) 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: 51	U.S.: 6,000	Worldwide: 54,000
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	9%		

In-Kind Contribution

\$212,160

Total ETP Funding

\$73,899

Occupations to be Trained:	Administrative Staff, CMC Technical Staff, Managers, Manufacturing Engineer Specialists, Manufacturing Engineers, Manufacturing Services Staff, Materials Process Engineers, Non-Destructive Testing Engineers, Technicians
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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	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills, HazMat, OSHA 30, PL-Mfg. Skills	51	8-200	0-200	\$1,449	\$21.57
				Weighted Avg: 63			

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

Minimum Wage by County: Job Number 1: \$21.57/hr. in Orange County

Health Benefits: Used to meet the Post-Retention Wage?: ☐ Yes ☒ No

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

OVERVIEW

Parent Company			Rolls-Royce North America
Year Company Founded:	1992	Company Headquarters: <input type="checkbox"/> Single location Cypress (Orange County)	
Facility Locations Outside CA			<ul style="list-style-type: none"> Derby, United Kingdom Reston, VA
Total Number of Facility locations in California			1
Facility location(s) where training will occur			<ul style="list-style-type: none"> Cypress (Orange County)
Nature of Business:			<ul style="list-style-type: none"> Rolls-Royce High Temperature Composites Inc. (Rolls-Royce HTC) is Rolls-Royce North America's research and development facility responsible for providing engineering services and state of the art ceramic matrix composite (CMC) material products. These products perform at higher temperatures

	while being stronger and more lightweight than metal components. Rolls Royce HTC manufactures the engine components for jet engines and rocket thrusters such as seal segments, blades and vanes.
Customer Base:	<ul style="list-style-type: none"> Rolls-Royce HTC's primary customer is its parent company Rolls-Royce North America. However, to diversify its revenue streams the Company also provides engineering services and CMC material products to NASA, Air Force Research Labs and Civil Aerospace.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> Rolls-Royce HTC has grown its Engineering and Technology (E&T) Team responsible for conducting design of experiments to create and improve CMC materials. The E&T Team have 15 milestones to reach per year; it conducts experimentation and creates iterations to the CMC material to make the material more production ready as part of its milestones. The E&T Team then works with Manufacturing Engineers to implement a process for pre-production. Once a material iteration is set, the rest of the organization needs to know what activities are required, including, what processes, procedures and work instructions need to be created and training must be conducted. In 2021, Rolls-Royce HTC made significant modifications and investments to their equipment base to increase throughput and support the capability to move from R&D to pre-production. Each modification to equipment is tightly controlled; this process needs to be commissioned by regulators and reviewed according to a rigorous set of standards until the company can demonstrate that an equivalent product has been produced.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> The E&T Team is highly educated with PhD's in chemistry and material sciences; however, they need to continue to receive training focused on advances in material science, production processes, equipment capability, and Rolls-Royce procedures to meet the aforementioned business needs/changes.
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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

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills		
Certified Safety Training	<input checked="" type="checkbox"/> OSHA 30 <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)	
Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> Certification Standards	
	60 PL Hours per-trainee	
	Occupations Receiving PL Training: CMC Technical Staff, Manufacturing Engineers, Manufacturing Services Staff, Technicians	
The PL instructor must be dedicated to training, at a ratio of 1:3.		
Ratio Higher than 1:1	Production and/or production process requires a team of workers.	

Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	63 Hours
During the past two years, Rolls Royce-HTC has developed the framework for a quality management system but it is now in more of a production environment and needs to incorporate specific procedures and work instructions which require significant training. In addition, business needs have changed requiring cross training to create a flexible workforce with an emphasis on continuous improvement training topics. Furthermore, Black belt and Green belt training will be delivered to numerous staff and a site wide ISO 9001 and AS9100 training will be delivered in the fourth quarter of 2022. Rolls Royce-HTC has a training plan in place and will begin training upon contract approval.	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Manufacturing Quality Manager will oversee all aspects of the training project. The Site Leaders and Training Coordinators will be responsible for reports and internal data collection for tracking purposes.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, Hazardous Materials, Manufacturing, and Management Skills. <input type="checkbox"/> Vendor – Types of Training by vendor:

- **Administration:**

- Rolls-Royce HTC is ready to begin the training plan upon approval. The Company retained an administrative subcontractor to assist with administrative duties and requests alternate recordkeeping. Rolls Royce-HTC's parent company (Rolls Royce North America) will cover the cost to hire a third party consultant to assist the Company with application development and project administration.

☐ In-house

☒ Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	2
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • The previous project was focused on standardizing processes to implement new and updated software systems that required significant training. Training was to allow Production Staff to train in Project Management Software (Leankit), Manufacturing Management Software (Eyelit) and Siemens NX Software (Unigraphics- CAD, CAM, CAE, CMM) to integrate product development.
<ul style="list-style-type: none"> • Difference in Training Plan: 	<ul style="list-style-type: none"> • This project will include more training for the Company's Manufacturing Engineers. It will also include additional training on new software applications to make work their staff more efficient. Manufacturing engineers need to use the corporate database Team Center for part specifications, drawings, and standard operating procedures.

PRIOR PROJECTS

The following table summarizes performance under ETP Contracts completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0462	Cypress	5/2/2019 - 5/1/2021	\$60,580	\$60,580 (100%)
ET16-0208	Cypress	09/30/15 - 09/29/17	\$99,516	\$60,622 (61%)*

*ET16-0208: there were numerous changes in its senior leadership and a major move into a new larger facility creating a lack of focus on training. In addition, the Company completed the disruptive changes created with moving into a new production facility, and have been able to build a strong foundation for production where the team is able to focus on training and process improvement as opposed to solving production bottlenecks. The ET19-0462 project was very successful earning 100% of funding awarded because the project administration team created the training infrastructure necessary to be successful and received the commitment from its leadership team to train employees.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Linda M. Hogan Consulting	Glen Allen, Virginia	\$0
Administrative	Linda M. Hogan Consulting	Glen Allen, Virginia	0%
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:

BUSINESS SKILLS

- CMC Export License Briefing
- Build to Print License Debrief
- Annual Safety Compliance
- Bloodborne Pathogens
- BloodBorne Pathogens General Awareness
- Bloodborne Pathogens Update
- Confined Space Entry
- Conflict Handling - Virtual Classroom
- Control of Contractors - Supervising Officer Role on Rolls-Royce Sites
- Courageous Conversations - Virtual Classroom
- Covid Safety
- Earned Value Management System Business Analyst
- Earned Value Management System Control Account Manager
- eConcessions Explained
- Fire Awareness
- Fire Leader/Marshal
- Hearing Conservation
- Influence and Persuade - Virtual Classroom
- Leadership Fundamentals - Day 1 - Taking Off
- Leadership Fundamentals - Day 2 - Gaining Altitude
- Leadership Fundamentals - Line Manager Briefing
- Leadership Fundamentals - Virtual Launch
- Leadership Fundamentals - Virtual Peer Coaching Session
- Leadership Progression - Day 1
- Leadership Progression - Day 2
- Leadership Progression - Line Manager Briefing
- Leadership Progression - Virtual Launch
- Leadership Progression - Virtual Peer Coaching Session
- Leading Change
- Local Ethics Advisor
- New Hire Health Safety and Environmental
- Procurement Academy - Category Strategies
- Procurement Academy - Effective Negotiation
- Procurement Academy - Engaging Suppliers
- Procurement Academy - Persuasive Presentations
- Procurement Academy - Turning Data Into Insight, and Mastering Core Data Analysis using Excel
- Project Management Knowledge Topic - Benefits Management
- Project Management Knowledge Topic - Business Cases
- Project Management Knowledge Topic - Change Control
- Project Management Knowledge Topic - Communications
- Project Management Knowledge Topic - Contract and Claims Management

- Project Management Knowledge Topic - Governance and Methods
- Project Management Knowledge Topic - Knowledge Management
- Project Management Knowledge Topic - Quality and Assurance Management
- Project Management Knowledge Topic - Resource Management
- Project Management Knowledge Topic - Risk Management
- Project Management Knowledge Topic - Schedule Management
- Project Management Knowledge Topic - Scope Management
- Project Management Knowledge Topic - Stakeholder Management
- Nitrogen Gas User
- NSC Bloodborne and Airborne Pathogens
- Operations Leadership Academy - Induction (Step 1 & 2)
- Operations Leadership Academy - Step 3 (Operational Learning)
- Operations Stakeholder Responsibilities Refresh
- Our Journey to Zero Harm
- Our Journey to Zero Harm Team Workshop
- Significant Incident Investigation
- Senior Managers Product Safety Accountabilities
- Supervisors: Understand, Prevent and Correct Bullying, Harassment, Discrimination and Retaliation
- The Art of Estimating
- The Principles of Fire Safety Management
- The Safe Use of Ladders
- Train the Workplace Assessor
- Train the Workplace Trainer - Level 1 (One to One)
- Train the Workplace Trainer
- Understanding Legionnaires Disease and its Prevention for Responsible Person
- Understanding Legionnaires Disease and its Prevention for Responsible Persons - Refresher

COMPUTER SKILLS

- VGSTUDIO MAX Boot Camp – Porosity/Inclusion Analysis
- Inspection Basic ATOS Pro and GOM Inspect Pro Software
- Intermediate Scripting with ATOS
- (Infared) IR Level 3 Best Practices
- Ceramics Expo
- Design Space Web Application
- Grant Materials Data Management Database - Basic User
- Hertzler GainSeeker software training
- SAP Sourcing Approval
- SABRe Edition 3 Essentials
- Teamcenter Data and Document Management
- Teamcenter Document Approval
- Teamcenter Light User - Data Viewer
- Engine Room Editor Training
- Digital Signature Training
- Visual Basic Training

CONTINUOUS IMPROVEMENT

- 8D Conversion
- 8D Problem Solving Aligned with AS13000
- Agile Mindset Bootcamp
- Black Belt Learning Boot Camp - Virtual
- Black Belt Blended Learning Boot Camp Simulations
- Black Belt Launch Event
- Black Belt Teach Back Session 1 - MyCoach
- Black Belt Teach Back Session 2 - MyCoach
- Black Belt Teach back Session 3 - MyCoach
- Failure Mode & Effects Analysis (DFMEA) for Facilitators
- Green Belt - "MyCoach" Session
- Green Belt Boot Camp
- Green Belt Launch Event
- High Performance Culture Engagement (one-day)
- Improvement and Practical Problem Solving
- Kaizen Facilitation for Beginners
- Lean Continuous Development for Operations Leaders
- Master Black Belt Masterclass - Minitab Module 1 - Hypothesis Testing
- Master Black Belt Masterclass - Minitab Module 2 - ANOVA and GLM Regression Analysis
- Master Black Belt Masterclass - Minitab Module 3 - Control Charts
- Master Black Belt Masterclass - Minitab Module 4 - Reliability Methods
- Master Black Belt Masterclass - Minitab Module 5 - Design of Experiments
- Master Black Belt Academy - Minitab Module 6 - Basics I
- Master Black Belt Academy - Minitab Module 6 - Basics II
- Problem Management GP QI 2.1
- Problem Solving Coaches
- Process Excellence Leadership Academy - Part 1
- Process Excellence Leadership Academy - Part 2
- Process Excellence Leadership Academy Leadership Engagement
- Process Failure Mode and Effects Analysis for Facilitators
- Role of the Project Sponsor
- Root Cause Analysis
- Simulation Process Simulator Software Basic
- Solve It Sheet
- 8D Conversion
- 8D Problem Solving Aligned with AS13001
- Agile Mindset Bootcamp
- Black Belt Learning Boot Camp - Virtual
- Black Belt Blended Learning Boot Camp Simulations

MANUFACTURING SKILLS

- Advanced Composite Materials
- Advanced Lifting and Slings Operations
- Basic Laser Safety
- Basic Lifting
- Basic Lifting Refresher
- Basic Quality Tools for Manufacturing Engineers - Control and Capability

- Basic Quality Tools for Manufacturing Engineers - Data Collection
- Basic Quality Tools for Manufacturing Engineers - Foundation
- Basic Quality Tools for Manufacturing Engineers - Prioritization Toolset
- Ceramic Matrix Composites
- Design and Process FMEA Aligned with AS13004
- EHS-21 Safety Harness Usage (RR)
- EHS-31 Respirator Class
- Electrical Safety
- Electrical Safety Related Work Practices
- Elevating Work Platform - Boom and Scissor Lift - Refresher
- Emergency Spill Kit
- Engineered Coatings
- Geometric Dimensioning & Tolerance Advanced and Stack Up
- Geometrical Dimensioning & Tolerances
- High Voltage Operational Safety
- Holistic Gas Turbine Basic 1 Day
- Internal and Supplier Auditor
- Introduction to Gas Turbine Engines
- Introduction to Robust Design (DfPE)
- Introduction to Zero Defects
- Lifting Risk Management
- Lockout - Tagout OSHA Update
- Managing Electrical Systems Safely
- Manual Handling Techniques
- Manufacturing Engineering Quality Foundation
- Manufacturing Product Safety Assurance
- Material Handling Safe Work Practices
- Measurement System Analysis for Engineers
- National Physical Laboratory - Level 1
- National Physical Laboratory - Level 2
- Production Product Approval Process - Leaders GL
- Overhead Crane Operation
- Pedestrian Fork Lift - A3 - Refresher
- Personal Protective Equipment
- Powered Industrial Vehicle Refresher (Forklift Update)
- Principles of Failure Analysis
- Process Compliance Assessor Training
- Product Integrity
- Product Lifecycle Management for Analysts
- Product Lifecycle Management Introduction to Computer-Aided Manufacturing
- Product Lifecycle Management Model Based Definition
- Product Lifecycle Management Module 1
- Product Lifecycle Management Module 2
- Product Lifecycle Management Module 2 for Manufacturing Engineers
- Product Lifecycle Management NX and Teamcenter for Experienced Users
- Product Lifecycle Management Turning for Computer-Aided Manufacturing
- Product Lifecycle Management Vericut for Manufacturing Engineers

- Product Safety for Engineers
- Production Product Approval Process - Leaders
- Production Product Approval Process - Working
- Quality Essentials
- Quality First - Human Factor Continuation US
- Rationalized Quality Standard Component Terms and Product Features & Defects
- Respiratory Protection
- Robust Design - Define and Characterize
- Robust Design - Optimize
- Robust Design-Engineering Statistical Techniques
- Source and Method Change Control Process
- SP 4 Verify Produced Product for Leaders
- Thermal Structural Composites
- Working at Heights - the Use of Safety Harnesses
- Working in Confined Spaces
- New Employee HSE Training - HTC
- Powered Industrial Vehicles (Forklift Certification) AM
- Mobile Elevating Working Platforms AM
- Introduction to Mental Health

HAZARDOUS MATERIALS

- Compressed Gas User Safety
- EHS-18 Hazardous Waste Management 40CFR
- Globally Harmonized System - Hazard Communications
- Legionella Risk Control for Process Water Systems
- Hazard Communication
- Hazardous Waste
- Legionella Risk Control for Process Water Systems
- Lessons Learned Solution Advanced
- Area Specific Hazard Awareness Training - CVI
- Area Specific Hazard Awareness Training - MI
- Area Specific Hazard Awareness Training - Machining
- Area Specific Hazard Awareness Training - Preform
- Area Specific Hazard Awareness Training - MAD Lab
- Area Specific Hazard Awareness Training - Test Inspection
- Area Specific Hazard Awareness Training - Slurry Lab

OSHA 30 (Certified OSHA Instructor)

- OSHA 30

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

Productive Lab Hours

0-60

MANUFACTURING SKILLS (Ratio 1:3)

- Preform
- Chemical Vapor Infiltration
- Slurry Infiltration
- Surface Layer

- Melt Infiltration
- Machining
- Inspection
- Microscopy
- Test
- Engineering

CBT Hours

0-200

BUSINESS SKILLS

- Group Mandatory Learning - Travel Safe, Travel Right (0.5 hr.)
- Group Mandatory Learning: Cyber Security Awareness (0.5 hr.)
- Group Mandatory Learning: Data Privacy Awareness (0.5 hr.)
- Group Mandatory Learning: Inclusion is Everyone's Business - Part 1 (0.3 hr.)
- Group Mandatory Learning: Inclusion is Everyone's Business - Part 2 (0.7 hr.)
- Group Mandatory Learning: Introduction to Export Controls (0.5 hr.)
- Group Mandatory Learning: Living Our Values -- Your Certification to our Code (0.5 hr.)
- Group Mandatory Learning: Product Safety Annual Refresh (0.3 hr.)
- Annual Introduction to Export Controls (1 hr.)
- Certification of Understanding - Electronic Communications (0.75 hr.)
- Defense Information Security Training (1 hr.)
- Employer Support of the Guard and Reserve (ESGR) Awareness (1 hr.)
- Equality, Diversity and Inclusion in the USA (0.5 hr.)
- ETHICS: Labor Charging (1 hr.)
- FaceTime for RRNA (0.1 hr.)
- Fire Extinguishers Safe Use and Handling (0.25 hr.)
- HIPAA What Employees Should Know (0.5 hr.)
- Human Factors - Safety Management EL2 (1 hr.)
- Insider Threat (1 hr.)
- Introduction to Objective Setting (1.15 hr.)
- Labor Reporting Compliance (1 hr.)
- Ladder Safety (0.5 hr.)
- Life Saving Rules (0.5 hr.)
- Lockout/Tag out for Authorized Employees (0.5 hr.)
- Performance Management Basics (0.67 hr.)
- Special Security Agreement (0.5 hr.)
- Substance Abuse in the Workplace: What Employees Need to Know (0.2 hr.)
- Travel and Expense Reporting – Admin (1 hr.)
- Travel and Expense Reporting – Approver (1 hr.)
- Travel and Expense Reporting - Card Holders (1 hr.)
- Your Ethical Responsibilities in Rolls-Royce (0.45 hr.)
- Welding and Cutting Safety (0.5 hr.)

COMPUTER SKILLS

- VGSTUDIO MAX Basic Training (12.5 hrs.)
- VGSTUDIO MAX Boot Camp (16 hrs.)
- VGSTUDIO MAX Power Training (18 hrs.)
- Visual Basic (5 hrs.)

CONTINUOUS IMPROVEMENT

- Green Belt - Moresteam (80 hrs.)
- Black Belt - Moresteam (140 hrs.)
- Introduction to Lean (1 hr.)
- Introduction to Problem Solving (0.5 hr.)
- Yellow Belt (1.25 hrs.)
- Basic Quality Improvement Tools (1 hr.)
- An Overview of the Rolls-Royce Quality Management System (0.45 hr.)

MANUFACTURING SKILLS

- (Infared) IR Level 1 Thermography for Aerospace NDT (32 hrs.)
- (Infared) IR Level 2 Thermography for Aerospace NDT (32 hrs.)
- (Infared) IR Level 3 Best Practices (36 hrs.)
- Introduction to Digital First Article Inspection Reports (Fairs) (0.45 hr.)
- Compressed Air for Rolls-Royce Operators (.5 hr.)
- Working Safely with Water-Mix Metalworking Fluids (.5 hr.)
- Working at Height Off-Site (.5 hr.)
- Machinery Safety (.7 hr.)
- Energy Storage System Safety Awareness (1 hr.)
- Pressure Equipment Testing (1 hr.)
- Healthy High Performance (.25 hr.)
- Group Mandatory Learning - Travel Safe, Travel Right (.5 hr.)
- Driving for Work (.25 hr.)

HAZARDOUS MATERIALS

- Arc Flash Safety Unqualified Person (0.5 hr.)
- Avoiding Exposure to Bloodborne Pathogens (0.5 hr.)
- Globally Harmonized System of Classification & Labelling Chemicals (0.7 hr.)
- Hazardous Materials Transport (0.5 hr.)
- Hazardous Waste Manifests (0.5 hr.)
- Hazmat Transportation Packaging Safety (0.5 hr.)
- Laboratory Safety (0.5 hr.)
- Ionizing Radiation Safety (2 hrs.)

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



Training Proposal for:
Stanislaus Business Alliance, Inc.

Contract Number: ET22-0341

Approval Date: June 15, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee HUA SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Agriculture (11) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Merced, Stanislaus	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

Program Costs	+	Support Costs	=	Total ETP Funding
\$19,941		\$1,377 8%		\$21,318

In-Kind Contribution:	50% of Total ETP Funding Required	\$107,399
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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 HUA	Business Skills, Computer Skills, Cont. Imp., HazMat, Mgmt. Skills, Mfg. Skills, OSHA 10/30	25	8-200	0	\$418	\$16.50
				Weighted Avg: 17			
2	Retrainee Priority Rate HUA SB <100	Business Skills, Computer Skills, Cont. Imp., HazMat, Mgmt. Skills, Mfg. Skills, OSHA 10/30	26	8-200	0	\$418	\$16.50
				Weighted Avg: 17			

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

Minimum Wage by County: Job Numbers 1 & 2 (HUA): \$16.17 per hour for Merced and Stanislaus 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 employers provide health benefits, they are not being used to meet Post Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Maintenance Mechanic		3
		1
		1
Machine Operator		3
		2
Production Worker		8
		5
Supervisor		2
Job Number 2		
Maintenance Mechanic		3
		3
		2
Machine Operator		3
		5

Production Worker		5
		3
Supervisor		2

INTRODUCTION

Established in 2002 and headquartered in Modesto, Stanislaus Business Alliance, Inc. (SBA) (www.opportunitystanislaus.com) fosters workforce and economic development in Stanislaus County and is branching out to multiple counties. The organization provides business services including workforce hiring, job postings/fairs, and site selection. SBA works closely with a local training institute, VOLT Institute (VOLT), which provides unemployed and employed individuals in industries such as manufacturing, food processing, and parts fabricating with training in areas such as maintenance mechanics, business skills, communication skills, ethics, and LEAN manufacturing. ETP-funded training will primarily take place at the VOLT training institute alongside participating employer locations.

SBA maintains close working relationships with local employers, including some of the area's largest manufacturers. Through these relationships SBA is able to work with the employers to identify their workforce needs. This is accomplished through sit-down meetings as well as surveys. This will be SBA's second ETP Contract and the second in the last five years.

Veterans Program

SBA has a long time working relationship with the Stanislaus County Veteran's Center and the Employment Development Department (EDD) to help promote Veteran workforce development programs among local organizations.

PROJECT DETAILS

SBA will continue collaborating with local employers focusing on manufacturing and agriculture companies looking to improve the skillsets of their workers. Both industries are continuously changing as new technologies emerge to streamline production, increase efficiency, and keep up with customer demand. New automated machines are highly complex with computer systems that are programmed to control all of the moving parts. As a result, conventional mechanical knowledge is insufficient to service these new machines and workers need additional training in computers and digital literacy. Training will focus on topics such as Industrial Maintenance Mechanic Program and Mechanical Drive Systems will ensure workers have the knowledge to properly operate and service new automation. Training will also cover industry specific regulatory changes while improving trainee competencies and providing skills in advanced manufacturing including automation and process control systems. ETP-funded training will enable employers to bridge the skill gap of incumbent staff and respond to unique employer challenges and growth opportunities.

Supervisor training will cover Supervision 101, Conflict Resolution, and Teambuilding to help companies prepare supervisors for positive leadership qualities.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning delivery methods in the following:

Business Skills: Training will be offered to all occupations to provide the skills to effectively and efficiently maintain business operations. Training topics include Agile Project Management, Critical Thinking and Problem Solving/Root Cause Analysis.

Computer Skills: Training will be offered to all occupations to improve software skills in Advanced Microsoft Excel.

Continuous Improvement: Training will be provided to all occupations. These courses are intended to eliminate waste and improve processes. Training topics include Good Manufacturing Principles and Best Safety Practices.

Hazardous Materials: Training will be provided to all occupations. These courses are intended to focus on the proper handling of hazardous products. Training topics include Ammonia Refrigeration.

Management Skills: Training will be provided to Supervisors to become effective leaders and managers. Training topics include Teambuilding and Conflict Resolution.

Manufacturing Skills: Training will be provided to Machine Operators, Maintenance Mechanics, and Production Workers. Training is intended to increase production. Training topics include Equipment Training, Fabrication Training and Conveyor Speed Control.

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.

High Unemployment Area

All trainees (Job Numbers 1 and 2) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company’s locations in Merced and Stanislaus 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. SBA requests a wage modification from \$21.57 per hour to \$16.50 per hour for Job Numbers 1 and 2.

Commitment to Training

Participating employers will continue to provide new hire and on the job training per each employers individual training fund budget. 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 Business Services Officer will oversee the ETP Contract. The Director of Marketing and Student Engagement and the Program Services Specialist will help with scheduling the training

and obtaining the completed rosters. In addition, SBA has retained the services of a third party administrative subcontractor to assist with administrative requirements.

Impact/Outcome

The impact of the training provided by the employers will result in trainees obtaining the necessary skills to support continuous improvement. The trainees will be tested on and receive a certificate of completion once the trainee passes OSHA 10/30 courses.

Marketing and Support Costs

SBA will market the training to its membership holders and network partners. The Company also works closely with EDD, Employer Advisory Council, Chambers of Commerce, Veteran's Organizations, Valley Sierra SBDC, Small Business Administration, and Stanislaus County Workforce Development.

SBA requests support costs of 8% for the development of marketing materials, outreach to local business leaders and distribution of flyers and pamphlets. Staff recommends the 8% support costs.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0205	Modesto	9/3/2018 – 12/1/2020	\$129,838	\$7,559 (6%)

The Contract was managed by various employees throughout the Contract term due to turnover within the organization. For this Contract, SBA has a dedicated team along with a third party administrator with ETP knowledge to keep them on track to earn 100% of the rightsized amount.

DEVELOPMENT SERVICES

Consultrex in Modesto assisted with development of this proposal for a flat fee of \$1,994.

ADMINISTRATIVE SERVICES

Consultrex will also perform administrative services in connection with this proposal not to exceed 13% of payment earned.

TRAINING VENDORS

VOLT Institute of Modesto has been retained to provide Manufacturing Skills training for a fee to be determined depending on training topics.

Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

8-200

Trainees may receive any of the following:

Manufacturing Skills

- Conveyor Speed Control
- Equipment Training
- Fabrication Training
- Industrial Maintenance Mechanic Program
- LEAN
- Lock Out Tag Out
- Machine Operation
- Manufacturing Technology
- Mechanical Drive Systems
- Production Assembly
- Programmable Logic Controls
- Robotic and Mechatronic Repair
- Welding

Continuous Improvement

- Best Safety Practices
- Good Manufacturing Principles
- Quality Control methodologies

Business Skills

- Agile Project Management
- Communication
- Critical Thinking
- Problem Solving/Root Cause Analysis
- Teamwork
- Writing and Communication Best Practices

Management Skills (Managers/Supervisors Only)

- Conflict Resolution
- Supervisor Development Academy
- Supervision 101
- Teambuilding

Computer Skills

- Advanced Microsoft Excel

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Hazardous Materials

- Ammonia Refrigeration

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: Stanislaus Business Alliance, Inc.

CCG No.: ET22-0341

Reference No: 22-0425

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: AV Thomas Produce

Priority Industry? ☒ Yes ☐ No

Address: 3900 Sultana Avenue

City, State, Zip: Atwater, CA 95301

Collective Bargaining Agreement(s): N/A

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 250

Total # of full-time company employees in California: 250

Company: Jatco

Priority Industry? ☒ Yes ☐ No

Address: 4801 Stoddard Rd.

City, State, Zip: Modesto, CA 95356

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 23

Total # of full-time company employees in California: 18

Company: MorningStar Packing

Priority Industry? ☒ Yes ☐ No

Address: 13448 Volta Rd.

City, State, Zip: Los Banos, CA 93635

Collective Bargaining Agreement(s): N/A

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 500

Total # of full-time company employees in California: 500

Company: P&F Metals

Priority Industry? ☒ Yes ☐ No

Address: 301 S. Broadway Street

City, State, Zip: Turlock CA, 95380

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 16

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 80

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Stanislaus Business Alliance, Inc.		CCG No.: ET22-0341
Reference No: 22-0425		Page 2 of 2
<hr/>		
Company: Repsco	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 5300 Claus Rd.		
City, State, Zip: Modesto, CA 95357		
Collective Bargaining Agreement(s): N/A		
Estimated # of employees to be retrained under this Contract: 5	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: 25		
<hr/>		



RETRAINEE-JOB CREATION
Training Proposal for:
T&R Communications, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0345

Approval Date: June 15, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: Sacramento

Analyst: A. Reyes

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SB <100 Veterans	Industry Sector(s):	Transportation/Communication (I) 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers Local 340			
Number of Employees in:	CA: 44	U.S.: 50	Worldwide: 50	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$93,786

Total ETP Funding

\$56,350

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
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative Staff, Foremen Electrician, Journeymen Electrician, Project Manager, Sales, Engineering

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'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, PL-Comm'l. Skills	37	8-200	0-38	\$1,150	\$25.00
				Weighted Avg: 50			
2	Retrainee Priority Job Creation SB<100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, PL-Comm'l. Skills	10	8-200	0-38	\$1,150	\$25.00
				Weighted Avg: 50			
3	Retrainee Priority Veterans SB<100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, PL-Comm'l. Skills	2	8-200	0-38	\$1,150	\$25.00
				Weighted Avg: 50			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1 (Retrainee) & Job Number 3 (Veterans): \$21.57 per hour in Sacramento County

Job Number 2 (Job Creation): \$17.64 per hour in Sacramento County

Health Benefits: Used to meet the Post-Retention Wage?: ☐ Yes ☒ No

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

OVERVIEW

Year Company Founded:	2009	Company Headquarters: <input checked="" type="checkbox"/> Single location
Facility location(s) where training will occur	<ul style="list-style-type: none"> Sacramento (Sacramento) 	

Nature of Business:	<ul style="list-style-type: none"> • T&R Communications, Inc. (T&R) designs and installs low voltage equipment and cabling including network & IT infrastructure, wireless communications and security systems.
Customer Base:	<ul style="list-style-type: none"> • Home/Residential • Government Buildings • Hospitals • Colleges • Industrial
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • T&R is expanding its service area to include the Bay Area. • The Company has added new services and products including audio-visual and security systems. • T&R is also upgrading to an ERP software system.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • As part of a technological upgrade, T&R is transitioning into new software from Quickbooks to Sage 300 Business management Software. As the company has grown in complexity, a more robust and comprehensive software is needed in order to assist in growth. This will assist the Company to remove redundancy that the current software is creating. Since this software differs from its current software, many of the processes will change and training on this will be required. • With the expansion of the business into a new service area, the Company will hire additional labor to meet current demands. New employees must get certified on all of products as well as how to program the systems being used. • T&R is expanding the scope of its services which requires more certifications for the employees. The Company has widened its services to include audio-visual and security services. Staff will receive training on the installation and programming of these products including certifications from the manufacturers. OSHA certifications will allow the Company to get more bids as some jobs require various certifications that staff does not have.
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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

☒ CBT

☒ Productive Lab

Business Skills	Computer Skills	Commercial Skills
Continuous Improvement		

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input type="checkbox"/> New Equipment <input type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	100 PL Hours per-trainee
	Occupations Receiving PL Training: Foremen Electrician, Journeymen Electrician
The PL instructor must be dedicated to training, at a ratio of 1:3.	
Ratio Higher than 1:1	Production and/or production process requires a team of 3 workers.

Job Creation Justification	<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	Job Numbers 1-3: 50 Hours
As a result of new services offered, T&R will train its employees over 45 hours and include new audio-visual and security services. Training is needed on the installation of these new products requiring new certifications for staff. In addition, new employees will need also need training on existing products and installation techniques.	

Veterans Program

Number of Veterans	2 (Job Number 3)
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Company's annual training budget is approximately \$25,000 and includes safety, legal compliance, product knowledge 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.

<p>The HR Manager will oversee the Contract along with a Project Manager who will coordinate training and gather rosters. In addition to the assigned staff members, the Company has also retained the services of a third-party administrator with extensive ETP experience to assist with administration.</p>
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills, Continuous Improvement <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Carrazo LLP, Innovative Tax Solutions	Sacramento	\$5,000
Administrative	Carrazo LLP, Innovative Tax Solutions	Sacramento	13%
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

8-200 Trainees may receive training on any of the following:

Business Skills

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

Commercial Skills

- Audio Visual
- Blue Print Reading
- Bonds
- Building Systems
- Change Order Negotiations
- Confined Space
- Construction Contract Administration
- Construction Cost Awareness and Production
- Construction Job Site Logistics/Sequencing
- Construction Methodologies
- Construction Overview
- Construction Team Support

- Contract Documents and Construction Law
- Contractual Risk Transfer
- Crisis Management
- Dimmers
- Electrical Equipment
- Electrical Installation
- Electrical Programming
- Electricity Overview
- Energy & Environmental Design for Green Building
- Energy Systems
- Engineering Theory/Planning/Design
- Environment Impact Planning
- Equipment Operation
- Estimating
- Foreman's Advantage
- Forklift/Scissor Lift
- How to Complete a Work Authorization
- Insurance
- LED Systems
- LEED Building Codes/Design
- LEED Building Fundamentals
- Lien Law and Remedies
- Lighting
- Lock Out/Tag Out
- Managing Subcontractors
- Personal Protection Equipment
- Planning and Scheduling
- Product Knowledge
- Project Management
- Security Systems
- Switches
- Telecommunication Equipment
- Telecommunication Overview
- Unit Cost Tracking
- Work Order Processing

Computer Skills

- BIM-Building Information Modeling
- Bluebeam
- Computer-Aided Design software
- Intermediate and Advanced Microsoft Office
- Plangrid
- Projections
- Revit Architecture Fundamentals
- SAGE 300
- Social Media – Linked in
- Suretrack
- Website Maintenance

Continuous Improvement

- Cross Training
- Coaching Procedures
- Communication Skills
- Creating a Quality Organization
- Change Management
- Decision Making
- Effective Meetings for Leaders
- How to Coach and Mentor
- Leadership
- Meeting Management
- Process Improvement
- Production Scheduling
- Production Operations/Workflow
- Process Improvement
- Project Management
- Problem Solving and Decision Making
- Process Capability
- Supervisor Skills
- Team Building
- Time Management

OSHA 10/30 (Certified-OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training is capped at 10% of a trainee's total training hours.
This cap does not apply to OSHA 10/30

Productive Lab Hours

0-100

Commercial Skills (1:3 trainer-to-trainee ratio)

- Audio Visual
- Blue Print Reading
- Building Systems
- Construction Job Site Logistics/Sequencing
- Construction Methodologies
- Dimmers
- Electrical Equipment
- Electrical Installation
- Electrical Programming
- Energy Systems
- Equipment Operation
- Estimating
- Forklift/Scissor Lift
- LED Systems
- LEED Building Fundamentals
- Lighting
- Planning and Scheduling
- Project Management

- Security Systems
- Switches
- Telecommunication Equipment
- Work Order Processing

CBT Hours

0-38

OSHA 10

- Caught In or Between – 30 Minutes
- Cranes, Derricks, Hoists, Elevators & Conveyors – 30 minutes
- Electrocution – 1 hour
- Excavations – 30 minutes
- Falls – 1.5 hours
- Health Hazards in Construction – 30 minutes
- Introduction to OSHA – 1 hour
- Materials Handling, Storage, Use and Disposal – 30 minutes
- Personal Protective and Lifesaving Equipment – 30 minutes
- Scaffolds – 30 minutes
- Stairways and Ladders – 30 minutes
- Struck-By – 1 hour
- Tools – Hand and Power – 30 minutes

OSHA 30

- Asbestos Awareness – 30 minutes
- Asbestos for Supervisors – 2 hours
- Caught-in or Between – 1.5 hours
- Confined Spaces – 30 minutes
- Cranes, Derricks, Hoists, Elevators and Conveyors – 30 minutes
- Electrical Safety – 2 hours
- Ergonomics – 30 minutes
- Excavations – 30 minutes
- Fall Prevention – 1.5 hours
- Fire Protection and Prevention – 30 minutes
- Foundations for Safety Leadership – 2.5 hours
- Hand and Power Tool Safety – 1 Hour
- Hazard Communication – 30 minutes
- Hazardous Materials – 30 minutes
- Health Hazards in Construction – 2 hours
- Introduction to OSHA – 1 hour
- Lead Awareness – 30 minutes
- Lead Exposure – 30 minutes
- Managing Safety and Health – 2 hours
- Materials Handling, Use and Disposal – 30 minutes
- Motor Vehicles – 30 minutes
- Personal Protective Equipment – 2 hours
- Rollover Protective Structures, Signs, Signals and Barricades – 30 minutes
- Safety and Health Programs – 30 minutes
- Scaffolds – 30 minutes
- Silica Exposure – 30 minutes
- Stairways and Ladders – 1 hour

- Steel Erection – 30 minutes
- Struck-by – 1 hour
- Welding and Cutting – 30 minutes

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



January 14, 2022

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand T&R Communications, Inc. 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: approximately 40 number of employees of Journeymen Electrician and Foremen Electrician occupations.

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,
Electrical Workers IBEW Local No. 340

A handwritten signature in blue ink, appearing to read "R. D. Ward".

Robert D. Ward
Business Manager/Financial Secretary



Training Proposal for:

Thinkbox Technology Group LLC

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0325

Approval Date: June 8, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Diego

Analyst: J. Lima

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100	Industry Sector(s):	Other (J) Professional, Scientific Technology (54) 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: 35	U.S.: 35	Worldwide: 35
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$56,833

Total ETP Funding

\$36,225

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative, Supervisor/Manager, Technical Staff, Owner

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 Continuous Impr.	35	8-200	0	\$1,035	\$21.57
				Weighted Avg: 45			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: Job 1: \$21.57 (Orange 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

Year Company Founded:	2006	Company Headquarters: <input checked="" type="checkbox"/> Single location Irvine, CA
Facility location(s) where training will occur	<ul style="list-style-type: none"> Irvine (Orange County) 	

Nature of Business:	<ul style="list-style-type: none"> Thinkbox Technology Group LLC (TTG) provides IT strategy, design, planning, and project management services.
Customer Base:	<ul style="list-style-type: none"> Children's Hospital Los Angeles Amgen Warner Brothers Gensler Disney USC ESPN SpaceX

<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • Increase customer satisfaction metrics in order to elevate growth with new clients. • Stay current on variety of technology utilized in cloud, mobility, intelligence, and tech applications in order to deliver services its client base requires.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • Provide Computer, Continuous Improvement, and Business skills training to increase employee skills and knowledge of various technologies to develop a staff well versed in its services.
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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

Continuous Improvement	Business Skills	Computer Skills
Commercial Skills		

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The Human Resource Manager will oversee the project at the headquarters facility. A detailed training plan is in place and the Company is ready to begin training upon approval.
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Continuous Improvement Skills, and Computer Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: TBD
<ul style="list-style-type: none"> • Administration: TTG has retained an Administrative subcontractor to help assist in the administration of this project. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$1,900
Administrative	Training Funding Source	Seal Beach, CA	13%
Training Vendors	TBD	TBD	TBD

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Administrative Processes and Procedures
- Coaching/Communication
- Customer Relations
- Vendor Relations
- Leadership
- Marketing and Business Development/Sales
- Data Analytics for Business Dev/Market Research Planning
- Project Management
- Time Management

COMMERCIAL SKILLS

- Agile Methodology
- Angular Methodology
- Audio Visual
- Business Writing
- Cabling
- Change Management Processes
- Client Portal
- Cloud Strategy
- Data Center Services
- Disaster Recovery for Customers
- Design and Strategy
- Engineering and System Design
- Microsoft Office (Intermediate/Advanced)
- Product/Service Knowledge
- Project Management
- Quality Assurance Plan
- Request for Proposal (RFP)
- Risk Assessments – Development Estimation
- Security Awareness
- Sarbanes Oxley (SOX)
- Standard Operating Procedures (SOPs)
- Vendor Management
- Travel Management
- Systems Integration and Testing

COMPUTER SKILLS

- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- Applications
- Business Intelligence (BI)
- Cloud Solutions
- Crystal Reports
- Customer Relationship Management (CRM)

- E-Mail Marketing Tools (Act ON, Survey Monkey, GoldMine)
- Social Media Tools
- Tools Helping Customers Who Need Our Products Find Our Products
- Schools
- Hospitals
- State/Local Government Agencies
- ERP (ServiceNow)/Quickbooks/SAP
- Intelligence
- Knowledge Process Outsourcing (KPO)
- Microsoft Office
- Project/Azure/Exchange
- Mobility
- Cyber Security/NIST/NISP Training
- Sales Force
- Sharepoint
- Time tracking & Time & Billing System
- WordPress, Web Design and Graphics Software

CONTINUOUS IMPROVEMENT

- Agile (DevOps) & SCRUM
- Performance Improvement
- Process/Quality Improvement/Efficiency/Workflow
- Quality Management Office (QMO)
- SCEP (SOD Customer Excellence Program)
- Six Sigma
- Teamwork and Collaboration

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:

**Underseas Systems International, Inc.
dba Ocean Technology Systems**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET22-0331

Approval Date: June 14, 2022

Panel Meeting of: June 30, 2022

ETP Regional Office: San Diego

Analyst: J. Lima

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Retrainee	Industry Sector(s):	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: 63	U.S.: 64	Worldwide: 64	
Turnover Rate:	5%			
Managers/Supervisors: (% of total trainees)	N/A			

In-Kind Contribution

\$73,544

Total ETP Funding

\$55,200

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative Staff; Customer Service; Engineering; Manufacturing; Supervisor/Manager, Owner

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 Computer Skills Mfg. Skills Continuous Impr. PL-Mfg. Skills Management Skills	54	8 - 200	0-55	\$920	\$21.57
				Weighted Avg: 40			
2	Job Creation Priority SB<100	Business Skills Computer Skills Mfg. Skills Continuous Impr. PL-Mfg. Skills Management Skills	6	8 - 200	0-55	\$920	\$17.81
				Weighted Avg 40			

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

Minimum Wage by County: Job Number 1: \$21.57 per hour in Orange County;
Job Number 2: \$17.81 per hour in Orange 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 Numbers 1 and 2

OVERVIEW

Year Company Founded:	1984	Company Headquarters: <input checked="" type="checkbox"/> Single location Santa Ana
Facility location(s) where training will occur	<ul style="list-style-type: none"> Santa Ana (Orange County) 	
Nature of Business:	<ul style="list-style-type: none"> Underseas Systems International, Inc. dba Ocean Technology Systems (OTS) manufactures wireless and hardwire underwater communication equipment as well as full face masks. 	

Customer Base:	<ul style="list-style-type: none"> OTS's customer base includes military, professional dive teams, recreational divers, as well as the film and television industry.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> OTS's business has increased, the Company will need to manage growth by hiring six new staff, increasing efficiencies, and satisfying delivery output. OTS is upgrading an outdated Enterprise Resource Planning (ERP) system in order to use centralized data points for all departments in its business.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Training in business, manufacturing, continuous improvement and technology will be provided to all staff to improve overall business delivery and efficiencies within the company. Training on recently updated ERP system will be provided to all staff in order to function efficiently within and across departments.
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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
Management Skills	Continuous Improvement	Manufacturing Skills

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	30 PL Hours per-trainee
	Occupations Receiving PL Training: Administrative Staff; Customer Service; Engineering; Manufacturing; Supervisor/Manager
The PL instructor must be dedicated to training, at a ratio of 1:1.	

Job Creation Justification	<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"> Project Oversight: <p>The Company's President will oversee the project. The Company has a detailed training plan in place and is ready to begin ETP training upon approval.</p>
<ul style="list-style-type: none"> Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills; Computer Skills; Manufacturing Skills; Continuous Improvement Skills; PL – Manufacturing Skills; Management Skills</p> <p><input checked="" type="checkbox"/> Vendor – Types of Training by vendor: TBD</p>
<ul style="list-style-type: none"> Administration: <p>OTS has retained an administrative subcontractor to assist with the administering of training contract.</p> <p><input checked="" type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	This will be OTS' second contract in the last five years.
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> Customer Resource Management Continuous Improvement
<ul style="list-style-type: none"> Difference in Training Plan: 	<ul style="list-style-type: none"> New / Updated Technology ERP System Updated Training Business and Continuous Improvement Skills Training for new staff

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 \$ %
ET19-0476	Santa Ana	6/18/2019- 6/17/2021	\$34,320	\$32,454.50 (95%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	13% of earned funds
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/Finance
- Customer Service and Requirements
- CE (European Conformity)
- Email Communication
- Export Standards
- Interpersonal Communication
- Leadership
- Manage Time and Priorities
- Marketing
- Negotiation Skills
- Planning Events (Trade Shows)
- Product and Service Knowledge
- RF (Radio Frequency)
- Sales
- Team Development

COMPUTER SKILLS

- ERP
- CRM (TBD brand)
- MS Office
- Photoshop/Illustrator/InDesign/Adobe Premiere
- Syteline
- Social Media (Facebook, Instagram, YouTube, Twitter)

MANUFACTURING SKILLS

- Equipment/Tool Operations and Maintenance
- Inventory Control and Cycle Counting
- Standard Operating Procedures
- Preventative Maintenance

CONTINUOUS IMPROVEMENT

- 5S
- ISO 9000
- Lean Manufacturing
- Process Improvement
- Productivity & Quality Improvement
- Statistical Process Control

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

Productive Lab Hours

0-30 Trainees may receive any of the following:

MANUFACTURING SKILLS (1:1 trainer-to-trainee)

- Methods
- Drawing Interpretation
- Troubleshooting Instruction
- Safety Training
- New Product Instruction
- Schedule Adherence
- Root Cause Instruction
- Instruction Regarding Proper Use and Maintenance of Tools
- Visual Component Management
- Chemical Mixing and Handling
- ESD
- Properly Potting
- Properly Soldering
- Fabricating
- Wire Stripping

CBT Hours

0-55 Trainees may receive any of the following:

BUSINESS SKILLS

- Project Management (15 min)
- Goal Setting for Leaders (60 min)
- Business Continuity (15 min)
- Business Ethics for the Office (120 min)
- Business Etiquette (90 min)
- Business Succession Planning (90 min)
- Business Writing (90 min)
- Code of Conduct Essentials (45 min)
- Customer Loyalty (10 min)
- Excellence in Customer Service (15 min)
- Problem Solving (90 min)
- Successfully Managing Change (120 min)

MANAGEMENT SKILLS

- Leadership and Emotional Awareness (60 min)
- Drama in the Workplace (120 min)
- General Leadership (180 min)
- Clash of the Generations (60 min)
- Coaching and Mentoring (90 min)
- Communication Upward (15 min)
- Core Negotiation Skills (90 min)
- Creating a Conflict Resolution Mindset (10 min)

- Dealing With Difficult People (90 min)
- Developing High Performance Teams (90 min)
- Effective Feedback (90 min)
- Effective Supervision (33 min)
- How Do I? For Team Leaders (36 min)
- Integrated Systems – Achieving Organizational Excellence (18 min)
- Leadership and Emotional Awareness (60 min)
- Leadership Skills for Supervisors (90 min)
- Managing Difficult Conversations (80 min)
- Respect in the Workplace (90 min)
- Remote Working 101 (15 min)
- Unconscious Bias (30 min)
- Workplace Violence Prevention (45 min)

CONTINUOUS IMPROVEMENT

- Back Injury Safety (12 min)
- Cleaning Up Small Chemical Spills (14 min)
- Compressed Air Safety (28 min)
- Continuously Improve for Safety Excellence (18 min)
- Electrical Safety and Lockout/Tagout (43 min)
- Fall Protection (45 min)
- Fire Extinguisher Safety: Part 1 – Fight or Flee (10 min)
- Fire Extinguisher Safety: Part 2 – Using Extinguishers (18min)
- Fire Prevention (20 min)
- First Aid Basics (40 min)
- First Aid Medical Emergencies (33 min)
- Flammable and Combustible Liquids (20 min)
- Hand and Power Tool Safety (28 min)
- Hand, Wrist and Finger Safety (20 min)
- Hazard Communication – Labels (9 min)
- Hazard Communication – Pictograms (4 min)
- Hazard Communication – Safety Data Sheets (14 min)
- Hazard Communication for California (27 min)
- Inspections and Observations (27 min)
- Job Hazard Analysis (23 min)
- Ladder Safety (25 min)
- Lockout/Tagout (36 min)
- Machine Guarding (18 min)
- Materials Handling and Storage (17 min)
- Office Ergonomics for California (28 min)
- Office Safety (33 min)
- Order Picker Safety (11 min)
- Personal Protective Equipment (32 min)
- Preventing and Addressing Electrical Violations (25 min)
- Preventing Back Injury (13 min)
- Preventing Cuts and Puncture Wounds (19 min)
- Preventing Slips, Trips and Falls (13 min)
- Respiratory Protection (24 min)
- Safety Orientation (10 min)
- Safety Signs (9 min)

- Using Eyewashes and Emergency Showers (16 min)
- Walking/Working Surfaces (15 min)
- Warehouse Safety (39 min)
- Welding, Cutting and Brazing (37 min)

COMPUTER SKILLS

- Cyber Security (30 min)
- Excel 2016 Basic 1.0 (80 min)
- Excel 2016 Intermediate 1.0 (110 min)
- Excel 2016 Advanced 1.0 (70 min)

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