

# PANEL PACKET

August 2022



Employment Training Panel



# PANEL NOTICE/AGENDA

## MEETING TIME/PLACE

**Friday, August 26, 2022 at 9:30 a.m.**

### VIRTUAL MEETING

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

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

**Join Zoom Meeting:**

<https://us06web.zoom.us/j/88991523525>

**Webinar ID: 860 6592 5113**

**One tap mobile: 888 278 0296 US Toll-free**

**Conference code: 1185529**

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

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

Webinar Login	9:00am	Ryan Boyd Amina Nasufovic
For assistance, login and raise your hand or contact Ryan.Boyd@etp.ca.gov or Amina.Nasufovic@etp.ca.gov		

Webinar Instruction Intro	9:30am	Ryan Boyd Amina Nasufovic
Virtual: Audio-Ryan/Amina/Voice-Panel Only		

Call to Order by Acting Chairperson		Janice Roberts
Virtual: Audio-Janice/Voice-Panel Only		
<ul style="list-style-type: none"><li>• Roll Call</li></ul>		
Hand-Raise Pause for Public Comment-Alayna		
<ul style="list-style-type: none"><li>• Action to Approve August Panel Meeting Agenda</li><li>• Action to Approve July Panel Meeting Minutes</li></ul>		

Executive Report	Reg Javier Peter Cooper
Virtual: Audio-Reg/Peter/Jaime/Tara/Michael/Voice-Panel Only	

Panel Date: August 26, 2022

- Legislative/Budget/Other
- Budget Update and Action on Allocations
- Request Motion to Adopt Consent  
Calendar Projects/Action

Tara Armstrong  
Michael Cable  
Jaime Gutierrez

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Introduce CivicMakers

Virtual: Audio-Jaime/Voice-Panel Only

Jaime Gutierrez

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Review and Action on Proposals

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

Virtual: Hand-Raise Pause for Public Comment-Alayna

Kellen Hernandez  
Ryan Swier  
Chris Hoover  
Jana Lazarewicz

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

Virtual: Voice available for Panel Only

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Public Comment on Matters Not on the Agenda

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

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Public Meeting Adjourns

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

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

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

## **REVIEW AND ACTION ON PROPOSALS**

These funding proposals are listed by Regional Offices and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, August 22, 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**

CHA Hollywood Medical Center, LP dba	
Hollywood Presbyterian Medical Center-----	\$499,997
Deltronic Corporation -----	\$76,360
Ducommun Aerostructures, Inc. -----	\$321,494
EastWestProto, Inc. dba Lifeline Ambulance-----	\$498,525
Field Fresh Foods Incorporated -----	\$192,280
Inwesco Incorporated-----	\$89,470
Northrop Grumman Systems Corporation-----	\$496,800
Scaled Composites, LLC -----	\$437,460
Workforce Development Corporation of Southeast	
Los Angeles County, Inc.-----	\$599,904

### **San Diego Regional Office**

Airspace Technologies, Inc. -----	\$196,650
Technet Partners, Inc. -----	\$193,200
TTM Technologies North America, LLC -----	\$515,200

### **San Francisco Regional Office**

Bay Ship & Yacht Co. -----	\$322,000
Ernest Ongaro & Sons, Inc.-----	\$297,804
ESL Power Systems, Inc. -----	\$75,555
Ghirardelli Chocolate Company-----	\$110,400
Herman Weissker Power, Inc.-----	\$499,675
Ingomar Packing Company, LLC -----	\$197,800
James Caccia Plumbing, Inc.-----	\$133,975

**Sacramento Regional Office**

Crystal Creamery, Inc. -----	\$285,200
J. R. Putman, Inc. -----	\$140,944
La Tapatia Tortilleria, Inc. -----	\$174,915
Mag Instrument, Inc. -----	\$225,400
Taylor Farms Pacific, Inc. (RESPOND/Critical Proposal) -----	\$599,886
U.S. Foodservice, Inc. (Critical Proposal) -----	\$96,577

Panel Date: August 26, 2022

**PROPOSALS APPROVED**  
**BY DELEGATION ORDER FOR 07/19/22- 08/15/22**

**≤ \$75,000**

**Approved  
Date      Approved  
Amount**

**San Diego Regional Office**

California Waters, LLC	08/02/22	\$41,400
Do It Right Plumbers, Inc.	08/12/22	\$35,880
JR-Tech	08/12/22	\$14,145
Woodbridge Glass, Inc.	08/15/22	\$50,600



State of California—Labor and Workforce Development Agency

# Employment Training Panel

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## SUMMARY OF DELEGATION ORDERS

### ***Delegation Orders***

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# M e m o r a n d u m

To: Panel Members

Date August 26, 2022

From: Reg Javier  
Director

Subject: **Future Meeting Sites**

<b><i>August Panel August 26, 2022</i></b>	<b><i>Virtual – Via Zoom</i></b>
<b><i>September Panel September 30, 2022</i></b>	<b>CalEPA 1001 I St, Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM</b>
<b><i>October Panel October 28, 2022</i></b>	<b><i>Virtual – Via Zoom</i></b>
<b><i>November Panel</i></b>	<b><i>No Panel Meeting</i></b>



**STATE OF CALIFORNIA  
EMPLOYMENT TRAINING PANEL**

Teleconferenced Zoom Meeting  
**Friday, July 29, 2022**

**Panel Members**

Janice Roberts  
Acting Chairperson

Gloria Bell  
Member

Dee Dee Myers  
*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

Jaime Gutierrez  
Chief Deputy Director

Tara Armstrong  
Deputy Director of  
Technical Branch/CIO

**STATE OF CALIFORNIA**  
**EMPLOYMENT TRAINING PANEL**  
Teleconferenced Zoom Meeting  
Friday, July 29, 2022

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

Acting Chairperson Janice Roberts called the meeting to order at 9:32 a.m.

**II. ROLL CALL**

Present

Janice Roberts  
Gloria Bell  
Gretchen Newsom  
Rick Smiles  
Douglas Tracy  
Madison Hull  
Aracely Campa Ramirez

Executive Staff

Reg Javier, Executive Director  
Peter Cooper, Assistant Director  
Tara Armstrong, Deputy Director of Technical Branch/CIO

Absent

Ernesto Morales  
Jaime Gutierrez, Chief Deputy Director

**III. AGENDA**

July agenda was reviewed

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the Agenda. All Panel Members present voted in the affirmative for approval of the Meeting Agenda.

Motion carried, 7 to 0.

**IV. MINUTES**

No changes to July Meeting Minutes

ACTION: Mr. Smiles moved and Ms. Bell seconded the approval of the Meeting Minutes. All Panel Members present voted in the affirmative for approval of the Meeting Minutes from the last panel meeting.

Motion carried, 7 to 0.

## **V. REPORT OF DIRECTOR**

Today's agenda is just over \$5.7 million in 22 proposals, including five delegation orders. Going forward the intent is to have one panel meeting per quarter in person and the rest done virtually. Work is being done to redesign our application processes to that end we have contracted with Civic Makers to consult and Virginia Hamilton will be the facilitator for the entire process. A slowdown in flow of application for funding this year has been noticed, in response our EDU team is expanding our outreach and marketing efforts to bring in new applicants.

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

Regarding Apprenticeship funding the demand for funding this program greatly exceeded the available funding. After reviewing the applications we are proposing a \$500,000 cap. We had nearly 70 applications with funding requests of nearly \$30 million which is more than our allocation of roughly \$23 million for this year. After some adjustments the easiest way to stay within our allocation was to cap it at \$500,000. We will fund the number submitted after applying the \$16 rate to the apprentices. We have been auditing ourselves and making corrections. Two examples are we have been reimbursing the veteran apprentice's at a \$26 per hour instead of \$18 per hour rates, which is now coming down to \$16 per hour, this is to account for the RSI. All Apprenticeship program applications will be presented at the September Panel meeting, with a handful of new apprenticeship programs. We are coordinating with DAS to ensure that the trainee's numbers provided on applications in reasonable and in determining eligibility.

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

Under our new Kelly program, we have added two additional questions to the application for union streamlining the application. In addition we added the next industry codes and did the web lookup for those approved at the last panel meeting. A new automated letter is going out from the system so the customers get their letter right away once the panel approves to cut down on staff time. Automation of job number creation areas are being looked at to help staff doing development. Under our Kelly grants program, we are still supporting seven grants with ETP and the CWDB. We have released the application for breaking barriers and the functionality for review and scoring for the prison to employment grant. Work on the fund management part should be done shortly as well as security enhancements for the audit and assessment.

## **VIII. REPORT FROM STAFF ATTORNEY**

This month's legislation memorandum was emailed separately from the panel packet with a copy posted on our website. Legislature is out for summer recess until August 1. On the legislation memorandum we have removed various bills that did not get out of their respective house by the June 4 deadline. Quick report about teleconference meeting or Zoom meetings previous authority allowing teleconference meeting expired at the end of March, so in person meeting were resumed. A trailer budget bill SB 189 was signed and chaptered and became effective on June 30 under section 20 which puts back into place a temporary measure allowing teleconference meeting only until July 1, 2023. This gives ETP authority to conduct teleconferenced meetings as an option. We are looking at having small group administrative training sessions with staff and panel members, as a refresher to go over Bagley Keene, Robert's Rules of Order, conflict of interest, general duties among other things, the legal unit is working on preparing a proposed agenda and written materials and will be reaching out in the near future.

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

Mario Maslac presented the report on behalf of the Chief Deputy Director.

### **Regarding Funding**

Today's Panel Meeting is for approximately \$5.7M, which includes five approved Delegation Orders for a total of \$235,244. Delegation Orders are Proposals capped at \$75K and approved under delegated authority by the Director on a continuous flow basis. If all proposals scheduled for this Panel Meeting are funded today, the Panel will be approving 22 projects. After today's Panel Meeting, the Employment Training Panel will have approximately \$87.3M left in contracting capacity for fiscal year 2022/2023. ETP has received 265 Pre-applications, and there are currently 84 applications in the Regional Offices in development, 64 applications are with the Application and Assessment Unit (AAU), and 117 submitted applications are pending review.

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

Total demand \$23.6 million in demand for single employer contracts. \$2.7 million for multiple employer contracts and \$10.2 million for small business, \$888,656 in demand for Critical Proposals and close to \$30 million for Apprenticeships. We are currently within all allocated funding for the fiscal year 2023. In conducting our internal audit and review of our legislation, regulations and policy process, we have changed how requests to shift funds between job numbers will be handled going forward, stakeholders have been notified starting August 1, 2022 requests to shift funds between job numbers will need to go through a revision process.

Due to an error on tab 12 Advanced Composite products and technologies, NGS was left off the Consent Calendar and should be approved together with the rest of the Consent Calendar.

## **X. CONSENT CALENDAR**

Mention was made regarding tab five Clark Rush and Mechanical, who reported that all of the funds received or payments in reference to a consultant occupations are filed on a W-2 there is no commissions and the combined positions for customer service and estimating work with customers to assess needs and match both programs and equipment to repair solutions, creating a cost pricing quote. Their regular employee and all wages are reported through EDD.

ACTION: Mr. Smiles moved and Ms. Newsom seconded the approval of the Consent Calendar. All Panel Members present voted in the affirmative for approval of the Consent Calendar.

Motion carried, 7 to 0.

## **XI. PRESENTATION FOR APPRENTICESHIP CAP**

Apprenticeship cap recommendation at \$500,000 per Apprenticeship project.

ACTION: Ms. Newsom moved and Ms. Bell seconded the approval of the new Apprenticeship cap of \$500,000 per project. All Panel Members present voted in the affirmative for approval of the new \$500,000 Apprenticeship cap.

Motion carried, 7 to 0.

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

### **SINGLE EMPLOYER CONTRACTS**

#### **Tab No. 10: B.R. Building Resources Company**

First time contractor. Funding requested \$289,800 for an estimated 170 retrainees and 40 job creation trainees, located in San Diego County. This is a set project and priority wage modification from \$39.21 per hour to \$29.41 per hour is being requested.

ACTION: Ms. Bell moved and Ms. Newsom seconded approval of the proposal submitted by B.R. Building Resources Company in the amount of \$289,800. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 7 to 0.

Tab 11 was withdrawn and Tab 12 was moved to the Consent Calendar

#### **Tab No. 13: Headway Technologies**

Repeat contractor, sixth ETP contract, third in the last five years. Veterans are hired through normal hiring process. Funding requested \$499,629 for an estimated 452 retrainees and 145 job creation trainees, delivered in five locations in Milpitas. Retrainees will be trained on new production equipment and software.

Concern and questions were raised regarding productive labs and the necessity for 200 hours at \$23 which is close to the entire project amount. It was mentioned that this many hours is no longer acceptable. Is it a one to three ratio? More explanation was requested around why 200 hours of productive lab? Production lab meaning actually on the floor making product for sale.

Lisa Douglas, California Training Administrator (subcontractor) responded people hired are not allowed to actually work independently on the equipment until they have weeks of training, 4-8 weeks. Mostly one on one, it's always been one on one. So we can always change to one on one if it is preferred with a supervisor trainer to teach the equipment come before the hire is allowed to be free and work independently. Then they become certified.

Clarification was requested as to whether productive lab is only for job creation employees.

Lisa Douglas responded that they will probably have some new hire in the job in the non-job creation group due to not meeting the wage and some in job one with some productive lab but most will be in job creation

Mention was made about how 200 hours for 100 employees, times \$23 per hour was \$460,000 and the requested funding was \$499,900. There is a level of discomfort when the contract is all productive lab, because you are making money. Unlike 100 hours or eight weeks of classroom training, going through books, and working prototypes of equipment before touching a piece of equipment and making product for sale. You are going right to the floor with three to one training ratio.



Shelley Lal responded that there is classroom training (TV) for new hires before going to the floor. This includes 10 hours of orientations.

A request was made for a reduction in productive lab, bringing it down to 75 hours on a one to one training ratio. 200 hours is too high.

Comment was made that it does appear they are almost making money off the contract. 75 hours is almost two full weeks which seems high. With one on one training a full week on the machines would be sufficient, with an emphasis on other skills. 50 hours of productive lab with one on one training is more comfortable.

It was concluded that bringing the productive lab down to not more than 50 hours with one on one training ratio was best.

Lisa Douglas replied that they could work with that.

**ACTION:** Ms. Newsom moved and Ms. Bell seconded approval of the proposal by Headway Technologies, Inc. in the amount of \$499,629 with not more than 50 hours of productive lab training and a one to one training ratio. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 7 to 0.

**Tab No. 14: Ingomar Packing Company, LLC**

Priority Industry and repeat contractor, second ETP contract in last five years. Funding requested \$487,600 for an estimated 80 trainees in job one within HUA area and 235 seasonal retrainees under job two. Training will be provided at two locations in Los Banos.

Comment was made that again 200 hours of productive lab is being requested almost the total project amount, which is way too high especially for seasonal workers, who come back season after season. Reduction to no more than 50 hours of productive lab and one to one ration training before approval.

A question was raised regarding when medical benefits are received by 235 seasonal retrainees?

Benito Martinez, Human Resources Administrator replied the seasonal employees work for 3 months, so no benefits.

A question was raised regarding if seasonal employees work only 3 months of the year but they are asking for funds to train them for 3 months and they receive no benefits. How many seasonal employees become full time?

Mr. Martinez replied maybe 5 or 6 become full time.

Concern was raised as to what is being requested is productive lab and it would mean that the company is making a profit on the seasonal employees.

The point was raised that approval should just go to full time employees. Therefore with only full time employees being funded the productive lab would fall off and ETP would be funding only the 80 retrainees in job one for 30 hours.

Lisa Douglas, California Training Administrator (subcontractor) replied that they actually have 500 seasonal employees but just put down the 235, so they could change it to the actual 500 and lower the productive lab and do the one on one training.

Comment was made that since there a quite a few more questions, unlike Headway Technologies the prior tab where it could be modified, this one should be tabled and sent back for further review to address concerns.

ACTION: Mr. Smiles moved and Ms. Bell seconded to table the proposal submitted by Ingomar Packing Company, Inc. in the amount of \$487,600 for a future panel meeting. All Panel Members present voted in the affirmative to approve the proposal be tabled as moved.

Motion carried, 7 to 0.

**Tab No. 15: Vander-Bend Manufacturing, Inc.**

Priority Industry and repeat contractor, 32<sup>nd</sup> project and third within last five year. Funding requested \$499,790 for an estimated 195 under job one and 358 retrainees, delivered at San Jose, Santa Clara, Stockton and Rancho Cordova facilities.

Question was asked regarding the 60 hours of productive lab with one to two training ratio on assembly, CNC machines fabrication, welding, surface preparation, machine operation and grinding and was it with all 530 trainees?

Matt Howell, Training Manager responded that generally less than 60 productive hours are used. The main focus is to have people become quite expert at the CNC machine, then the productive line hours are for when they are ready to operate it. The 60 productive hours are an average, in previous contracts 20-30 tops were used. The new hire generally get zero-five productive line hours due to the lower skill set.

Comment was made regarding one on one training as being preferred and that 530 trainees with productive lab will utilize the entire \$500,000 contract. Just certain employees should go through less than 60 hours of productive lab and a one to one training ratio.

A reminder was given that if all the productive labs hours are not used, you cannot move it to another job. Clarification was given that up to 40 hours with a one on one ratio using job titles as an indicator.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by Vander-Bend Manufacturing, Inc. in the amount of \$499,790 with a one to one ratio for the training and up to 40 hours on the production lab not the 530 trainees, just certain job titles. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 7 to 0.

**Tab No. 16: Crain Walnut Shelling, LP**

Repeat contractor, good prior performance. Funding requested \$226,550 to train total of 187 workers including 50 new trainees delivered at their Tehama County facility.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by Crain Walnut Shelling, LP in the amount of \$226,550. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 7 to 0.

**MULTIPLE EMPLOYER CONTRACTS**

**Tab No. 17: National Veterans Transition Services, Inc. National Veterans**

Repeat contractor, third ETP contract in five years. Proposal correction to the support cost amount and total ETP funding on page one and the estimated number of trainees and average cost per trainee on page two. . The support cost should be \$35,148. Funding requested should be \$255,258 for an estimated 87 trainees located in San Diego but works with employers statewide for training placement. Reboot is the comprehensive military to civilian transition program that they developed.

Elaboration was requested on what production staff is under job number one. What does the position entail?

Maurice Wilson, President responded that they are facilitators, educators who help with life reconstruction.

Elaboration was requested regarding how veterans are being placed? How the employers identified and what are does that look like? Can you name a few of the employers?

Mr. Wilson responded that they work with hundreds of different employers, who reach out and contact them. The challenge is to meet the demand. We are working across the state with veterans network organizations about 400-500 organizations. Some examples, General Atomics, General Dynamics, Accenture, Amazon, security companies, local organizations in San Diego, CCS, Global Tech, shipyards.

Question was raised regarding whether or not tuition or programs fees were being charged for veterans participating in the Reboot program and that any training outside ETP is being covered by donations and grants. Is the GI Bill being used for program costs?

Mr. Wilson responded that veterans or their family members pay nothing. Neither the GI Bill nor tuition assistance.

Question was raised regarding past performance of 80% at \$116,000 and now the funding request is double that, is there an explanation as to why you are asking for so much more with just a 80% performance from last time?

Mr. Wilson responded that the whole process is helping veterans deal with the challenges and barriers to reintegration and the lesson that was learned from last time was to not to put them into the program without doing the first phase to work through the Partner Network and resolve life issues first. We've got the sequencing, correct now and can enhance the numbers we think we're looking at 95 or 87.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of the proposal submitted by National Veterans Transition Services, Inc. National Veterans in the amount of \$255,645. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 7 to 0.

**Tab No. 18: American Health Education.**

Priority industry, new contractor. Funding requested \$298,800. Correction to be made under the training agency certification section on page five as the BPPE licensure is valid until 9/12/24. Estimated number of trainees are 100 for job number one new hire veterans receiving medical skills training to be delivered at their headquarters in Livermore.

Question raised regarding whether the same components as National Veterans Transition Services are being used are they the same employer group? Who are some of your employers?

Response given by Yvette Surendran, Director, they market and locate veterans for EMT training course and are approved by the bureau of post-secondary education in California. Our sister company NorCal ambulance, Royal ambulance, Bay medic, Falk ambulance which is the 911 system in the area also Falcon. There are a number of retirement communities such as Stoneridge Creeks that hire as well.

Questions as to whether NorCal ambulance had an ETP contract was asked as well if the veterans are being charges the EMT training fees in the amount of \$2,950? If ETP is providing them enough hours to complete all the training modules to receive certifications or college credits? What about the \$250 nonrefundable application fee? The \$250 course textbook fee, Brady emergency care 14<sup>th</sup> edition which includes a lab to be paid at registrations, is ETP funded program paying these? Or are they excess or paid by the GI Bill?

Yvette Surendran responded that they do not take the GI Bill and anticipate that these funds will be used for all the fees for those recruited.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by American Health Education in the amount of \$298,800. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 7 to 0.

### **XIII. 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.

Ms. Newsom suggested the topic of Productive Lab for the next policy committee meeting.

Acting Chairperson Roberts agreed that Productive Lab needs to be scrutinized to be consistent.

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

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

Robert Meyer of ETP provided a quick report and updated regarding the health care initiative.

Philip Herrera commented on the issue of Productive Lab and suggested there are ways to change the 130 proposals to better explain what is being done in terms of Productive Lab. Looking forward to discuss at the next policy committee meeting.

David Tiesdale commented on the rule of changing in between job numbers, and creating guidelines for doing so. Suggests guidelines for streamlining positive changes.

Diana Torres of ETP provided a report and update regarding the expansion funds and community college fund.

### **XV. MEETING ADJOURNMENT**

Acting Chairperson Roberts adjourned the meeting at 11:17 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 08/16/2022

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

From: Michael Cable, Staff Attorney

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

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### I. **ASSEMBLY BILLS**

- **[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.

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

**Summary:** This bill, upon appropriation by the Legislature, would require the Employment Training Panel to establish a pilot program to serve the employment training needs of small businesses. The bill would require the program to leverage the capacity of the existing statewide network of community college contract education centers operating with multiple employer contracts. The bill would require the Employment Training Panel to develop the pilot program to achieve specified purposes, including strengthening the linkages between higher education institutions and employers. This bill would require the Employment Training Panel, in developing the program, to work with key workforce and economic development partners, including the Chancellor's Office of the California Community Colleges, the Governor's Office of Business and Economic Development, the Labor and Workforce Development Agency, and the California Workforce Development Board. The bill would also authorize the Employment Training Panel to establish one or more ad hoc advisory groups of stakeholders. The bill would require all data collected from the pilot program to be inputted into the Employment Training Panel's data tracking system. The bill would require the Employment Training Panel to submit 2 reports to the appropriate legislative committees on the implementation of the program and program activities, as specified. This bill would repeal these provisions on January 1, 2026.

**Status:** On 08/11/2022: In committee: Held under submission.

- **(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.

- **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 08/26/2021: In committee: Held under submission.

- **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: On 08/11/2022: Read second time. Ordered to third reading.

- **(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 06/18/2021: In committee: Hearing postponed by committee.

- **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 08/26/2021: In committee: Held under submission.

- **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 08/26/2021: In committee: Held under submission.

- **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 08/26/2021: In committee: Held under submission.

- **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 08/15/2022: Read second time. Ordered to third reading.

- **(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: On 08/15/2022: Read second time. Ordered to third reading.

- **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: On 01/13/2022: From printer. May be heard in committee February 12.

- **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: On 08/15/2022: Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 76. Noes 0.).

- **AB-1651 Worker rights: Workplace Technology Accountability Act.**

Summary: This bill would require state agencies to periodically update their telecommuting plans to respond to changing technology and its impact on worker well-being. This bill would impose various duties on employers and their vendors regarding the ability to collect and use worker data, as defined. Specifically, the bill would confer the right to workers to know, review, correct, and secure data collected from them by their employer and would limit the ability of an employer to use that data beyond specified purposes. The bill would impose various limitations on the collection and use of data via electronic monitoring, would impose limitations on the purpose and effect of using Automatic Decision Systems, as defined, and would require employers to prepare and publish impact assessments for the use of various technology. This bill would require the Labor and Workforce Development Agency in coordination with its various departments and the Department of Fair Employment and Housing to enforce the worker data protections created by this bill.

Status: On 04/21/2022: From committee: Do pass and re-refer to Com. on P. & C.P. (Ayes 5. Noes 2.) (April 20). Re-referred to Com. on P. & C.P.

- **AB-1679 Governor's Office of Business and Economic Development: California Business Investment Services Program: Supply Chain Senior Advisor.**

Summary: This bill would require the director to appoint a Supply Chain Senior Advisor within the office to be the principal advocate in the state for the interests of business and industry related to supply chain development and operation and to advise the director on legislation, administrative regulations, and other issues affecting the state's supply chain. The bill would also authorize the senior advisor, in consultation with the director, to establish and convene one or more advisory groups consisting of stakeholders in the state's supply chain. The bill would require the senior advisor to, among other things, collaborate with state agencies with similar duties and functions or that otherwise support or impact supply chains in the state and oversee and support the work of any advisory group established and convened pursuant to the bill's provisions. The bill would also require each state agency to furnish to the senior advisor reports, documents, and information that are public records and that the senior advisor deems necessary to carry out the advisor's duties and functions.

Status: On 05/19/2022: In committee: Held under submission.

- **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-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 02/18/2022: Referred to Com. on G.O.

- **(CHAPTER 112) 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: On 07/19/2022: Chaptered by Secretary of State - Chapter 112, Statutes of 2022.

- **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: On 08/11/2022: Read second time. Ordered to third reading.

- **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 05/19/2022: In committee: Held under submission.
- **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 05/19/2022: In committee: Held under submission.
- **AB-2132 California Medical School Tuition for Medical Service Pilot Program.**  
**Summary:** This bill would establish the California Medical School Tuition for Medical Service Pilot Program under the administration of the Student Aid Commission. The bill would provide financial aid to certain students to support their undergraduate, medical school, and graduate medical educations. The bill would require these students to commit to practicing for a specified period of time in primary care or a high-needs specialty in California in medically underserved populations and areas. The bill would require the commission to begin implementing the pilot program during the 2023–24 academic year, including by developing program eligibility, outreach, and monitoring criteria. The bill would, among other things, require the commission to develop eligibility criteria, including by prioritizing students who are underrepresented in medicine based on race, ethnicity, and language.  
  
**Status:** On 03/14/2022: Re-referred to Com. on HIGHER ED.
- **AB-2204 Clean energy: Labor and Workforce Development Agency: Deputy Secretary for Climate.**  
**Summary:** This bill, upon appropriation by the Legislature, would establish the position of Deputy Secretary for Climate within the Labor and Workforce Development Agency, to be appointed by the Governor and subject to confirmation by the Senate, for the purpose of assisting in the oversight of California's workforce transition to a sustainable and equitable carbon neutral economy. This bill would require the deputy secretary to coordinate with relevant state agencies to track the progress of the state moving toward 100% clean energy, as defined, and create or coordinate programs with other state agencies to retrain and upskill workers for clean energy jobs and jobs in related fields. The bill would make the operation of the act contingent upon an appropriation by the Legislature in the annual Budget Act or another statute for its purposes. The bill would repeal these provisions on January 1, 2046.  
  
**Status:** On 08/15/2022: Read second time. Ordered to third reading.



- **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 05/19/2022: In committee: Held under submission.

- **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 collaboratives 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: On 06/28/2022: Read second time. Ordered to third reading.

- **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: On 06/14/2022: In committee: Set, first hearing. Hearing canceled at the request of author.

- **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: On 06/13/2022: 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: On 08/15/2022: Read second time. Ordered to third reading.

- **AB-2465 Pupil instruction: third-grade literacy: literacy grant program.**

Summary: This bill would create the Family and Community Literacy: Supporting Literacy and Biliteracy in Schools, Families, and Communities Grant Program for the purpose of supporting the goal of all of California's pupils reading at grade level by third grade and engaging families at every stage of that process. The bill would require the department to award competitive grants from the California Family Literacy Innovation Project to local educational agencies, as provided. This bill would establish the California Family Literacy Innovation Project, under the administration of the department, in order to support community literacy and educational enrichment by supporting local educational agencies to engage families to improve literacy and biliteracy outcomes. The bill would require the department to award grants of up to \$1,900,000 each to at least 25 local educational agencies that conduct a needs assessment and analysis, and design an evidence-based Family Literacy and Biliteracy Innovation Plan, as provided. The bill would require grant recipients to provide annual progress reports to the department, and would require the department to contract with an external evaluator to develop a final report and evaluate program effectiveness, as provided.

Status: On 08/11/2022: In committee: Held under submission.

- **AB-2522 Public Health Workforce Loan Repayment Program.**

Summary: This bill would require the department to develop and administer the Public Health Workforce Loan Repayment Program to provide loan assistance payments to qualifying public health workforce staff. The bill would require the department to commence providing loan assistance payments to individuals as of July 1, 2024. The bill would require the department, in administering the program, to establish various things, including an application process for applicants and eligibility criteria, as specified. The bill would require the department, on or before April 4 each year, to post a report on the program, as specified. The bill would authorize the department to implement, interpret, or make specific those provisions by means of policy letters, provider bulletins, or other similar instructions, without taking regulatory action. This bill would appropriate \$90,000,000 from the General Fund to the department to administer and implement those provisions, in accordance with a specified schedule.

Status: On 08/11/2022: In committee: Held under submission.

- **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 05/19/2022: In committee: Held under submission.

- **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: On 08/15/2022: Read second time. Ordered to third reading.

- **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: 05/19/2022: In committee: Held under submission.

- **AB-2696 Electricity: transmission facilities: study.**

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, 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: On 08/11/2022: In committee: Held under submission.

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

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 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 commercial harbor craft and alternative and renewable fuels and programs and projects to retrofit fleets of commercial harbor craft with technologies that create higher fuel efficiencies. This bill would expand the programs that are eligible to receive funding under the Air Quality Improvement Program to include incentives for commercial harbor craft, including low- or zero-emission commercial harbor craft. This bill would specifically provide that expenditures related to the purchase of zero-emission public transportation ferries are an eligible expenditure under the program if the expenditure would result in new or expanded waterborne transit.

Status: On 08/11/2022: In committee: Held under submission.

- **AB-2849 The Promote Ownership by Workers for Economic Recovery Act.**  
Summary: This bill would require the Secretary of Labor and Workforce Development (secretary) to organize, and members to maintain, a corporation under the Nonprofit Mutual Benefit Corporation Law named the “Association of Cooperative Labor Contractors” (association) or a substantially similar name. The bill would require the association to function as a membership organization for cooperative labor contractors, establish or grant membership to cooperative labor contractors, as defined, in specific industries, provide management and other business services to its members, and improve business conditions for member cooperative labor contractors. The bill would require the initial board of directors to be appointed by the Governor, Speaker of the Assembly, and President pro Tempore of the Senate. This bill would provide that the association is a nonpublic entity, does not constitute a public agency or state employer for any purpose, and that once the secretary organizes the association as a nonprofit mutual benefit corporation and the Governor, Speaker of the Assembly, and President pro Tempore of the Senate appoint the first initial board of directors, there shall be no further control of the operation of the association by any governmental entity. This bill would require the association to establish or grant membership to cooperative labor contractors and imbue the association with the power to suspend or expel those member cooperative labor contractors, as provided. The bill would require the member cooperative labor contractors to have and maintain democratic worker control and have certain elements in its governing documents. The bill would also set certain minimum labor standards. The bill would also provide, among other things, that the association and member cooperative labor contractors are not labor contractors.

Status: On 08/15/2022: Read second time. Ordered to third reading.

- **AB-2851 Salton Sea geothermal resource area: Lithium Valley Office of Development.**  
Summary: This bill would establish the Lithium Valley Office of Development within the Natural Resources Agency. The bill would require the office, in consultation with relevant state and local agencies, to coordinate activities related to funding, economic development, construction, manufacturing, technical development, and reclamation of lithium located in the Salton Sea geothermal resource area.

Status: On 05/19/2022: In committee: Held under submission.

- **AB-2903 California Workforce Development Board: Salton Sea geothermal resources area: Equitable Access Program.**  
Summary: This bill would establish the Equitable Access Program to be administered by the board to prioritize employment opportunities in construction, manufacturing, technical, maintenance, operations, or reclamation activities for local residents in the Salton Sea geothermal resources area.

Status: On 05/19/2022: In committee: Held under submission.

## II. **SENATE BILLS**

- **(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-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 08/26/2021: August 26 hearing: Held in committee and under submission.

- **(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.



- **SB-700 State Contract Act: High Road Employment Program.**  
**Summary:** This bill would require each bidder for a contract with the state, as a condition of eligibility for such a contract, to submit a High Road Employment Plan to the Department of General Services that includes certification, under penalty of perjury, that all workers are properly classified, as specified, and that includes certain job information, including the number of jobs created, and wage and benefit amounts by job classification for nonsupervisory workers. By expanding the scope of the crime of perjury, the bill would impose a state-mandated local program. The bill would also require each plan to demonstrate job quality standards and employment practices that include specified provisions, including, among others, offering a stable employment schedule and compliance with high road standards, as prescribed. The bill would further require the Labor and Workforce Development Agency, the Government Operations Agency, including the Department of General Services, and the Governor's Office of Business and Economic Development to establish, and be referred to as the Interagency High Road Team, and to be collectively responsible for oversight and decisionmaking related to creating High Road Employment Plan evaluation metrics and advancing other objectives relating to high road procurement. The bill would require the team to compile specified information related to high road employment requirements reported by state agencies and to report this information to the Legislature on or before January 1, 2024.

**Status:** On 08/11/2022: August 11 hearing: Held in committee and under submission.

- **(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 08/15/2022: Read second time and amended. Ordered to second reading.

- **(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.

- **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: On 08/11/2022: August 11 hearing: Held in committee and under submission.

- **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 region’s existing and projected behavioral needs within 45 days of receiving an object. By adding to the duties of councils of governments, this bill would impose a state-mandated local program.

Status: On 08/15/2022: Read second time. Ordered to third reading.

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

Summary: This bill would establish the Office of the Zero-Emission Vehicle Equity Advocate (office) within GO-Biz to steer the development of a shared, cross-agency definition of equity, and to set an equity agenda for the deployment of light-, medium-, and heavy-duty zero-emission vehicles, the supporting infrastructure, and workforce development. The bill would require the office develop and adopt an equity action plan, to publish an update of the progress on its activities on its internet website every 2 years, and to notify the relevant policy committees of the Legislature of the information provided in that update. The bill would repeal these provisions on January 1, 2028.

Status: On 08/15/2022: Read second time and amended. Ordered to second reading.

- **SB-1258 Energy Commission: electric vehicle charging infrastructure: assessment.**  
Summary: This bill would require the assessment's examination of existing and future infrastructure needs throughout California to also include emerging electric vehicle use cases such as electric autonomous vehicle fleets.

Status: On 08/11/2022: August 11 hearing: Held in committee and under submission.

- **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: On 04/05/2022: April 5 set for first hearing. Failed passage in committee. (Ayes 2. Noes 5. Page 3324.) Reconsideration granted.

- **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 would require the office to begin soliciting grant proposals by March 31, 2024.

Status: On 08/11/2022: August 11 hearing: Held in committee and under submission.

### III. **BUDGET BILLS**

- **AB-154 Budget Act of 2022.**  
Summary: This bill would make appropriations for the support of state government for the 2022–23 fiscal year. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 08/15/2022: Ordered to inactive file at the request of Senator Skinner.

- **(CHAPTER 45) AB-178 Budget Act of 2022.**  
Summary: The Budget Act of 2022 made appropriations for the support of state government for the 2022–23 fiscal year. This bill would amend the Budget Act of 2022 by amending, adding, and repealing items of appropriation and making other changes. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 06/30/2022: Chaptered by Secretary of State - Chapter 45, Statutes of 2022.

- **(CHAPTER 43) SB-154 Budget Act of 2022.**  
Summary: This bill would make appropriations for the support of state government for the 2022–23 fiscal year. This bill would declare that it is to take effect immediately as a Budget Bill.



Status: On 06/27/2022: Chaptered by Secretary of State. Chapter 43, Statutes of 2022.

- **SB-178 Budget Act of 2022.**

Summary: The Budget Act of 2022 made appropriations for the support of state government for the 2022–23 fiscal year. This bill would amend the Budget Act of 2022 by amending, adding, and repealing items of appropriation and making other changes. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 06/30/2022: Re-referred to Com. on BUDGET pursuant to Assembly Rule 97.

- **(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.

- **(CHAPTER 9) 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.

- **AB-189 State Government.**

Summary: Budget trailer bill.

Status: On 08/01/2022: Re-referred to Com. on B. & F.R.

- **(CHAPTER 48) SB-189 State Government.**

Summary: Budget trailer bill. Section 20: This bill, until July 1, 2023, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to otherwise applicable provisions, as provided. This bill would repeal those provisions as of July 1, 2023.

Status: On 06/30/2022: Chaptered by Secretary of State. Chapter 48, Statutes of 2022.



**Retrainee-Job Creation**  
**Training Proposal for:**  
**Airspace Technologies, Inc.**  
**Contract Number: ET23-0137**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** S. Phillips

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee	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: 207	U.S.: 207	Worldwide: 207
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$200,000

<b>Total ETP Funding</b>
\$196,650

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	89	8-200	0	\$1,035	\$21.57
				Weighted Avg: 45			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	101	8-200	0	\$1,035	\$17.89
				Weighted Avg: 45			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1 (Retrainee): \$21.57 per hour for San Diego County; Job Number 2 (Job Creation): \$17.89 per hour for San Diego County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administration Staff		10
		10
Operations Staff		37
R&D Staff		20
		10
Sales Staff		1
		1
<b>Job Number 2</b>		
Administration Staff		10
		10
Operations Staff		30
R&D Staff		10
		15
Sales Staff		15
		11

## **INTRODUCTION**

Founded in 2016, Airspace Technologies, Inc. (Airspace) is a logistics and delivery company that uses proprietary transportation management software system (TMSS) to monitor shipments internationally and domestically. The Airspace TMSS platform provides customers with direct visibility to drivers throughout the entire delivery process while providing customers with notifications based on location, status, and estimated time of arrival. The Company is a freight forwarder that works directly with independent contractor drivers (not included in ETP funded training).

Airspace's customer base consists of companies within the healthcare, aerospace, and technology industries. In addition, the Company works with other businesses that require international and domestic transportation of goods for business-to-business transactions. This will be the Company's second ETP project; and the second in the last five years.

### **Veterans Program**

Although there is no Veterans component in this project, Airspace is open to recruiting and hiring Veterans in the future. The Company currently works with the Veteran's Administration in an effort to seek out and recruit veterans for open positions with the company.

## **PROJECT DETAILS**

In the previous project, the Company introduced and implemented a new cloud based system to streamline internal production. For this proposal, Airspace will be training employees to improve their skills. The Company has also built a new system which requires extensive training. The Company has implemented a more streamlined training program that features a structured initial orientation process and then offers a customized approach to training needs and professional development. Airspace is therefore in the process of finalizing Airspace instructor lead certification programs for all of its service lines for its staff (continuous improvement).

Continuous improvement and development of employees' skills have been identified as key components for Airspace's continued growth and the need to remain competitive in the industry. As such, Airspace continues to invest in the development of its employees so that the Company can continue to yield high results.

Airspace has built, a brand new transportation management software system called Package Tracker. It is a cloud-based system that provides client access to a broad range of booking and order management tools including document management systems, 24/7 shipment tracking, reporting, distribution, and transportation. It also provides the team with a more efficient and streamlined system that will help to improve productivity by simplifying procedures through automation of many time-consuming internal processes. By enhancing the skills of all workers, the Company continues to innovate in the midst of rapid growth to meet customer demands. To that end, the Company must continue to develop the skills of its 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.

To substantiate the number of planned job creation trainees, Airspace is on pace to hire between 60 and 80 employees over the next twelve months and then likely an additional 60-100+ in 2023. In 2021, the Company hired 123 new employees. As of 2022, the company has hired 36 new employees and is on pace to hire an additional 30-40 employees by year's end. The hiring over

the course of this project will be spread across technical roles, sales & go-to-market roles, and general administrative and operational roles. These team members will sit across geographies primarily, but not exclusively, in Southern California, Texas, and Amsterdam (in that order of priority). Therefore, the Company will hire 101 new employees in California (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The addition of these new team members will help Airspace achieve its mission of facilitating the delivery of the world's most sensitive and critical materials, including life-saving medical supplies and treatments as well as mission-critical operational components.

## Training Plan

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

**Business Skills:** All staff will receive training in business skills. Topics will include Accounting: QuickBooks, Payroll, Excel, Package Tracker, Administrative Process Improvement, Change Management, Coaching/ Leadership, Communication Skills, Customer Relations, Planning, Sales & Marketing/ Negotiation, Time Management, Teambuilding and work processes/ procedures.

**Computer Skills:** All Staff will receive training in Computer Skills. Topics will include Package Tracker (Cloud-Based operating systems), Microsoft Office Programs (Intermediate and Advanced), Sales & Marketing Software (CRM), Payroll Reports, Script Writing for Report Generation, and TMS (Transportation Management System 3PL).

**Continuous Improvement:** All Staff will receive training in continuous improvement. Topics include Problem Solving Tools & Techniques, Process Improvement and Quality Improvement.

**Commercial Skills:** All staff will receive training in commercial skills. Training topics include Delivery, Inbound and Outbound Freight Forwarding, Distribution processes/ procedures, Domestic Shipping – Trucking, Rail, Ocean & Air, Logistics Skills, Quality Control, Sales to Operations Turnover, Shipping & Receiving – Expediting for On-Schedule, Standard Operating Procedures, and Transportation Security Administration Procedures.

## 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.

The Company currently spends \$100,000 on training annually. Training includes but is not limited to continuous improvement training and certifications.

### ➤ Training Infrastructure

This project will be overseen by the head of HR at Airspace. The Company has also enlisted the services of an administrative subcontractor to assist with project administration.

## Impact/Outcome

ETP training funds will allow the Company to continue refining its training programs and dedicate the necessary time needed to produce and lead effective training for all staff continued growth.

**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) (\$ %)
ET21-0155	\$71,645.00	8/15/2020-8/14/2022	89	0	0	\$64,676 (90%)

Based on ETP Systems, 2,973 reimbursable hours have been tracked for potential earnings of \$64,676(90% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through August 2022 of final training.

**DEVELOPMENT SERVICES**

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

**ADMINISTRATIVE SERVICES**

The Company 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**

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Accounting: QuickBooks; Payroll; Excel (Intermediate); Package Tracker
- Administrative Process Improvement
- Change Management
- Coaching/ Leadership
- Communication
- Customer Relations
- Planning
- Sales & Marketing/ Negotiation
- Time Management
- Teambuilding
- Work Processes/ Procedures

**COMPUTER SKILLS**

- Package Tracker (Cloud Based Operating System)
- Microsoft Office Programs (Intermediate & Advanced)
- Sales & Marketing Software (CRM)
- Payroll Reports
- Script Writing for Report Generation
- TMS (Transportation Management System 3PL)

**COMMERCIAL SKILLS**

- Delivery; Inbound & Outbound Freight Forwarding
- Distribution Processes & Procedures
- Domestic Shipping – Trucking, Rail, Ocean, Air
- Inspection Techniques
- International Shipping – Ocean, Air
- Logistics Skills
- Quality Control
- Sales to Operations Turnover
- Shipping & Receiving – Expediting for On-Schedule
- Standard Operating Procedures
- Transportation Security Administration Procedures

**CONTINUOUS IMPROVEMENT**

- Process Improvement
- Problem Solving Tools and Techniques
- Quality Improvement



## Retrainee-Job Creation

### Training Proposal for:

## CHA Hollywood Medical Center, LP dba Hollywood Presbyterian Medical Center

**Contract Number: ET23-0135**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Paccarelli

### PROJECT PROFILE

Contract Attributes:	Retrainee SET Priority Rate Job Creation Initiative Medical Skills Training	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU 121 RN Nurse Alliance; SEIU-United Healthcare Workers-West		
Number of Employees in:	CA: 1,500	U.S.: 1,500	Worldwide: 6,500
<u>Turnover Rate:</u>	18%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$924,000

<b>Total ETP Funding</b>
\$499,997



**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation Initiative Priority Rate SET Medical Skills Training	Computer Skills, Cont. Impr., MS-Preceptor, MS-Didactic	100	8-200	0	\$2,300	\$20.07
				Weighted Avg: 100			
2	Priority Rate SET Medical Skills Training	Computer Skills, Cont. Impr., MS-Preceptor, MS-Didactic	301	8-200	0	\$897	\$29.41
				Weighted Avg: 39			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1 (SET/Job Creation): \$18.11 per hour in Los Angeles County

Job Number 2 (SET/Priority Industry): \$29.41 per hour

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention wage in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Certified Nurse Assistant		4
		3
Licensed Vocational Nurse		4
Registered Nurse		60
Laboratory Assistant		5
Clinical Lab Scientist		2
Technician		10
Therapist		6
Case Manager		4
Pharmacist		2
<b>Job Number 2</b>		
Certified Nurse Assistant		50
Licensed Vocational Nurse		20
Registered Nurse		160
Laboratory Assistant		10

Clinical Lab Scientist		10
Technician		21
Therapist		20
Case Manager		5
Pharmacist		5

## **INTRODUCTION**

Founded in 1924, CHA Hollywood Medical Center, LP dba Hollywood Presbyterian Medical Center (HPMC) ([www.hollywoodpresbyterian.com](http://www.hollywoodpresbyterian.com)) is a 434-bed acute care hospital that provides medical services such as emergency care, orthopedic surgery, cancer care, highly-specialized fetal surgery, and comprehensive cardiac care to the residents of Hollywood, Los Angeles, and surrounding areas.

### **Veterans Program**

Although there is no Veteran component in this proposal, HPMC is firmly committed to the hiring and development of Veterans. HPMC has employees who are Veterans and may participate in the proposed training. All qualified Veteran candidates are also encouraged to apply for positions through the normal company hiring policy.

### **Union Support**

The Registered Nurses (RN) are represented by the Service Employees International Union Local 121 (SEIU-RN121). The Licensed Vocational Nurses (LVN), Therapists and Technicians are represented by the Service Employees International Union - United Healthcare Workers West (SEIU-UHW West). Both unions have provided letters of support for the proposed training.

## **PROJECT DETAILS**

This will be HPMC's seventh ETP Contract, and the third within the last five years. Prior training focused on supporting the newly-certified Stroke, Chest Pain, and STEMI Center and full utilization of the Paragon McKesson computer system. Prior training also included new equipment such as a Surgical Robotic Machine for the Surgical Department, Ventilators for the Sub Acute Unit, Central Line kits, PleurX drainage system and Wound Vac.

In this proposal, training will focus on new initiatives to improve the level of patient care and integrate core values and beliefs through shared governance. Training will upgrade employee job skills and address the shortage of trained health care workers, especially RNs and LVNs. One of the initiatives, New Grad RN Program, is for RNs with little or no experience. These RNs will go through a comprehensive training program and shadow with a preceptor until they can be deemed competent. The Transition RN program is for experienced RNs from other specialties such as Labor and Delivery who are transitioning to the Surgery department or other departments where RNs are mostly needed. The LVN Residency initiative will provide comprehensive training to inexperienced LVNs.

In addition, training will improve the medical skills of all healthcare workers in the areas of sub-acute, critical care, mother-baby, emergency and perioperative care. Although some course titles may be similar to those in prior projects, HPMC confirmed that there is no duplication of courses; topics are updated and upgraded versions.

## Retrainee - Job Creation

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

With the recent closure of two hospitals in the area, Olympia Medical Center and St. Vincent Medical Center, HPMC's patient flow has significantly increased. HPMC will hire approximately 100 new employees (Job Number 1), 40 of which are new graduate RNs. This will allow HPMC to address the increased patient volume that is impacting current hospital capacity. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## Training Plan

Training will be delivered via Class/Lab, E-Learning and Preceptor by in-house experts in the following:

**Computer Skills:** Training will be offered to all occupations and will focus on Electronic Medical Records application and HealthStream learning modules.

**Continuous Improvement:** Training will be offered to all occupations to learn current set-up procedures, improve efficiencies and increase operational cost savings. Training will also focus on quality and process improvements to reduce costs and eliminate waste.

**Medical Skills Training (Didactic & Preceptor):** Training will be offered to all RNs and healthcare professionals on new medical equipment and supplies, techniques and methodologies. Clinical Preceptor training will be provided to RNs with emphasis on bedside skills in specific units. Trainees will work with a Preceptor to validate skills, improve familiarity with patient acuity levels, and increase the level of care to meet hospital requirements.

## Special Employment Training

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

### ➤ Wage Modification

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$39.21 to \$29.41). The Company requests this modification.

## Commitment to Training

HPMC's annual training budget is approximately \$1M and includes administrative and training salaries, equipment and supplies. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

The Director of Education and Education Coordinator will oversee the administration and implementation of the project. HPMC will follow the same processes as prior contracts to effectively ensure compliance with ETP recordkeeping requirements. Training will begin upon ETP approval.

**Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0337	Los Angeles	12/10/2018-03/09/2021	\$291,680	\$291,680 (100%)
ET17-0155	Los Angeles	08/01/2016-07/31/2018	\$126,360	\$126,360 (100%)

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Computer Skills**

- Microsoft Office/Excel Skills (Intermediate and Advanced)
- Electronic Medical Records Application Skills
- HealthStream Online Learning Modules

**Continuous Improvement Skills**

- Case Management/Discharge Planning
- Charge Nurse Training
- Communications Skills
- Conflict Resolution
- CORE Measures
- Crisis Prevention Intervention
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service
- Documentation Skills
- Frontline Leadership Skills
- Organization and Time Management Skills
- Performance and Quality Improvement
- Team Building

**Medical Skills-Didactic**

- Acute Myocardial Infarction
- Advanced Cardiac Life Support
- Arterial Blood Gas Interpretation
- Basic Life Support
- Body Mechanics
- Breast Feeding & Lactation
- Care of the Cardiac Patient
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of the Stroke Patient
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Electronic Fetal Monitoring (Beginning & Advanced)
- Emergency Care of the Burn Patient

- Emergency Room Nursing Skills
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses, etc.)
- Evidence Based Practices
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Infection Control
- Intravenous Insertion & Therapy
- Kinetic Therapy
- Labor, Delivery and Postpartum Nursing Skills
- Laboratory Skills
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Neonatal Advanced Life Support
- Neonatal Infant Pain Scale
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider
- New Graduate Nursing Skills
- Occupational Therapy Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Pediatric Advanced Life Support
- Perioperative Nursing Skills
- Physical Therapy Skills
- PICC Line Insertion
- Pre and Post-Operative Care
- Radiology Skills
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Simulation
- Speech Therapy Skills
- S.T.A.B.L.E.
- Telemetry Nursing Skills
- Total Parenteral Nutrition
- Transfer Techniques
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator and Tracheotomy Care
- Wound & Skin Care

**Medical Skills-Preceptor**

- **Emergency Department Training**
  - Emergency Room Nursing Skills
    - OB Trauma
    - Triage Nursing Skills
    - Care of Pediatric Patients
    - Pain Management
    - Infection Control
- **Intensive Care Unit/Critical Care Unit Training**
  - Critical Care Nursing Skills
    - Patient Assessment & Care
    - Intra-Aortic Balloon Pump Therapy
    - Ventilator & Tracheotomy Care
    - Hemodynamic Monitoring
    - Pre and Post-Operative Care
    - Pain Management
    - Infection Control
- **Laboratory Services Unit**
  - Laboratory Skills
    - Bloodborne Pathogens
    - Venipuncture
    - Laboratory Testing Procedures
    - Infection Control
- **Long Term Care Unit (Subacute, Skilled Nursing, Transitional Care and Hospice)**
  - Patient Assessment & Care
    - Medical/Surgical Nursing Skills
    - Total Parenteral Nutrition
    - Ventilator & Tracheotomy Care
    - Pre and Post-Operative Care
    - Orthopedic Nursing Skills
    - Pain Management
    - Infection Control
- **Medical/Surgical Unit Training**
  - Patient Assessment & Care
    - Medical/Surgical Nursing Skills
    - Pre and Post-Operative Care
    - Orthopedic Nursing Skills
    - Equipment Skills
    - Infection Control
    - Medication Administration & Management
    - Pain Management

- **Operating Room & Post-Anesthesia Care Unit Training**
  - Patient Assessment & Care
    - Trauma Nursing Skills
    - Perioperative Nursing Skills
    - Pre and Post-Operative Care
    - Equipment Skills
    - Infection Control
    - Malignant Hyperthermia
    - Medication Administration & Management
    - Pain Management
- **Pediatric Services Unit**
  - Care of Pediatric Patients (Acute Care, Intensive Care)
  - Patient Assessment & Care
  - Pre and Post-Operative Care
  - Equipment Skills
  - Infection Control
  - Patient Assessment & Care
  - Pediatric Advanced Life Support
  - Medication Administration & Management
  - Respiratory Assessment & Care
  - Infection Control
- **Obstetrics Unit Training**
  - Patient Assessment & Care
    - Labor, Delivery and Postpartum Skills
    - Neonatal Nursing Skills
    - S.T.A.B.L.E .
    - Electronic Fetal Monitoring
    - Neonatal Resuscitation Provider
    - Neonatal Advanced Life Support
    - Respiratory Assessment & Care
    - Infection Control
- **Radiology Services Unit**
  - Radiology Skills
    - CT Skills
    - Ultrasound Skills
    - Equipment Skills
    - Patient Assessment & Care
    - Patient Fall Prevention
    - Infection Control
- **Rehabilitation Services Unit**
  - Physical Therapy Skills
    - Occupational Therapy Skills
    - Speech Therapy Skills
    - Patient Assessment & Care
    - Kinetic Therapy
    - Post-Operative Care



- Care of the Stroke Patient
  - Care of Cardiac Patients
  - Patient Fall Prevention
  - Equipment Skills
  - Infection Control
- **Respiratory Services Unit**
  - Respiratory Assessment & Care
    - Code Blue Response & Procedures
    - Advanced Cardiac Life Support
    - Basic Life Support
    - Patient Assessment & Care
    - Care of Pediatric Patients
    - Care of the Cardiac Patient
    - Ventilator & Tracheotomy Care
    - Neonatal Resuscitation Provider
    - Equipment Skills
    - Infection Control
- **Telemetry Unit Training**
  - Care of the Cardiac Patient
    - EKG & Cardiac Monitoring
    - Dysrhythmia Interpretation
    - Telemetry Nursing Skills
    - Pre and Post-Operative Care
    - Intravenous Therapy
    - Equipment Skills
    - Infection Control



July 28, 2022

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand the CHA Hollywood Presbyterian Medical Center 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: 300+ Registered Nurses

### 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,

  
Gil Salvador Jadloc

Lead Union Representative / Organizer



1040 Lincoln Ave Pasadena, CA 91103

E-Mail: [jadlocg@SEIU121RN.org](mailto:jadlocg@SEIU121RN.org)



UNITED HEALTHCARE  
WORKERS WEST  
SERVICE EMPLOYEES  
INTERNATIONAL  
UNION, CLC

July 27, 2022

Employment Training Panel  
Hollywood Presbyterian Medical Center  
1300 North Vermont Avenue  
Los Angeles, CA 90027

Dear Panel Members,

We understand the Hollywood Presbyterian Medical Center 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:

Occupation Titles	Estimated # of Trainees
JOB NUMBER 1: (Job Creation)	100
Certified Nurse Assistant	7
Licensed Vocational Nurse	4
Laboratory Assistant	5
Clinical Lab Scientist	2
Technician	10
Therapist	6
Case Manager	4
Pharmacist	1

## Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

For the Union,

*Mayte Paniagua*

Mayte Paniagua

Union Representative - Hospital Division

Cell: (213) 219-3488

Fax: (323) 721-3538

Email: [mpaniagua@seiu-uhw.org](mailto:mpaniagua@seiu-uhw.org)



Retrainee-Job Creation  
**Training Proposal for:**  
**Deltronic Corporation**  
**Contract Number: ET23-0129**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

**PROJECT PROFILE**

Contract Attributes:	Retrainee SB <100 Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing (E)  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: 73	U.S.: 73	Worldwide: 73
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$77,000

<b>Total ETP Funding</b>
\$76,360

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Imp., HazMat, Mfg. Skills	73	8-200	0	\$920	\$21.57
				Weighted Avg: 40			
2	Retraine SB <100 Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Continuous Imp., HazMat, Mfg. Skills	8	8-200	0	\$1,150	\$19.07
				Weighted Avg: 50			

\*Post-Retention Wage is the Contractual Wage.

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

Job Number 2 (Job Creation): \$17.81 per hour for Orange County

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Numbers 1 and 2</b>		
Administration		4
		9
Production		20
		38
		10

**INTRODUCTION**

Founded in 1955 and located in Santa Ana, Deltronic Corporation (Deltronic) manufactures pin gages, thread measuring wires, and gear wire measuring wires in inch and metric sizes. Additionally, Deltronic's Alameda thread gage line offers premium thread, ring, plug, and pipe gages. The Company's primary markets include customers in the aerospace, semiconductor, medical device, and power generation industries. This proposal is Deltronic's first request for ETP funding.

## **Veterans Program**

Deltronic has not included a separate Veterans component in this proposal. However, the Company actively recruits Veterans for various employment opportunities within its organization, and has utilized the Veterans Administration as a valuable recruitment resource.

## **PROJECT DETAILS**

As a custom manufacturer, Deltronic is continuously acquiring customers with new and demanding specifications that require the Company to adjust its processes and equipment. Related cost pressures also make it necessary for Deltronic to constantly look at ways to be more efficient. More specifically, finding ways to decrease machine set-up time, along with methods to improve product quality.

As Deltronic implements new manufacturing techniques and process improvement changes, the Company must train employees on new set-up procedures, production equipment and automation, product knowledge, error reduction methods, and hazard precautions.

### **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.

Deltronic is becoming more competitive in the industry and capturing more business along the way. Therefore, the Company must improve its ability to adapt and respond to changing customer needs. Deltronic is expanding its business capacity to accommodate a growing customer base and to support the implementation of new product and service improvements. The Company has committed to hiring 8 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 as outlined below:

**Business Skills:** Training will be offered to all occupations. Training will focus on customer service, communication, product knowledge, sales and marketing, leadership, and teambuilding.

**Computer Skills:** Training will be offered to all occupations. Training will help workers become more proficient with software solutions in the areas of project management, document control, financial accounting, computer-aided design, and resource planning.

**Continuous Improvement:** Training will be offered to all occupations. This training will focus on process improvements and problem solving methodologies that enhance productivity, lower costs, and reduce waste.

**Hazardous Materials:** Training will be offered to Production staff. Trainees will learn emergency clean up and proper handling of hazardous materials specific to Deltronic's manufacturing processes.

**Manufacturing Skills:** Training will be offered to Production employees. Training will focus on equipment operation and maintenance, quality assurance, manufacturing procedures, and inspection tools.

**Commitment to Training**

Deltronic has an estimated annual training budget of approximately \$100,000. Company-funded training includes new employee onboarding, basic on-the-job training, and career development. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Deltronic's Director of Business Development will oversee project administration. The Company's Human Resources Manager will be the project coordinator in charge of scheduling, tracking, and documentation. Deltronic has also retained an outside administrative consultant to ensure that all training meets ETP requirements. Training will be delivered by in-house subject matter experts and vendors as needed. Training will take place at Deltronic's facility in Santa Ana. The Company has a training schedule in place and is prepared to commence training upon contract approval.

**DEVELOPMENT SERVICES**

Training Funding Source in Seal Beach assisted with development for a flat fee of \$1,900.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

To Be Determined



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

Trainees may receive any of the following:

**Business Skills**

- Coaching
- Communication
- Customer Service
- International Traffic in Arms Regulations (ITAR)
- Leadership
- Facilitator
- Planning
- Product Knowledge
- Sales and Marketing
- Teambuilding
- Work Processes/Procedures

**Computer Skills**

- JobBOSS
- uniPoint
- Calibration Manager
- SolidWorks
- Electronic Document Control
- Financial Accounting
- MS Office
- Project Management

**Continuous Improvement Skills**

- Geometric Dimensioning and Tolerancing
- ISO 9001
- AS 9100
- Problem Solving
- Process Improvement
- 5S

**Hazardous Materials Skills**

- Emergency Clean Up
- Hazardous Materials Handling
- Registration, Evaluation, Authorization and Restriction of Chemical Substances

**Manufacturing Skills**

- Blueprint Reading
- Equipment Operation, Maintenance & Troubleshooting
- Quality Assurance Equipment
- Proper Inspection Tool Selection
- Industry Accepted Inspection Techniques
- Proper Care of Inspection Tools



Retrainee-Job Creation

Training Proposal for:

**EastWestProto, Inc. dba Lifeline Ambulance**

**Contract Number: ET23-0128**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

**PROJECT PROFILE**

Contract Attributes:	Retrainee SET Job Creation Initiative Veterans Medical Skills Training Priority Rate	Industry Sector(s):	Services (G) Healthcare (62)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, 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: 300	U.S.: 300	Worldwide: 300
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$779,900

<b>Total ETP Funding</b>
\$498,525

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SET Job Creation Medical Skills Training	Computer Skills, Continuous Imp., MS Didactic, MS Preceptor	250	8-200	0	\$1,955	\$18.00
				Weighted Avg: 85			
2	Retrainee SET Job Creation Medical Skills Training Veterans	Computer Skills, Continuous Imp., MS Didactic, MS Preceptor	5	8-200	0	\$1,955	\$18.00
				Weighted Avg: 85			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Numbers 1 and 2 (Job Creation): \$18.11 per hour for Los Angeles County and \$17.81 per hour for Orange County.

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

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

Up to \$0.11 per hour may be used to meet the Post-Retention Wage in Job Numbers 1 and 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Numbers 1 and 2</b>		
Billing Staff		15
		10
Dispatcher		10
Emergency Medical Technician		140
		35
Paramedic		45

**INTRODUCTION**

Founded in 2002 and headquartered in Commerce, EastWestProto, Inc. dba Lifeline Ambulance (Lifeline) ([www.lifeline-ems.com](http://www.lifeline-ems.com)) provides inter-facility ambulance services throughout Southern California. The Company operates 24/7 transport services that include Basic and Advanced Life Support, Critical Care Transportation, Neonatal and Pediatric Intensive Care Unit, and Bariatric patient transportation. Lifeline develops innovative customized internal patient transport solutions for hospital partners, which enables the Company to provide comprehensive patient movement solutions for healthcare systems. Lifeline is eligible for ETP funding under Special Employment Training (SET) for frontline workers, and qualifies for priority industry reimbursement as a healthcare employer.

## **Veterans Program**

Lifeline's CEO is a military veteran and the Company actively recruits veterans into the organization on a regular basis. The Company plans to hire and train at least 5 veterans under this training project (Job Number 2).

## **PROJECT DETAILS**

This will be Lifeline's fourth ETP Contract, the third in the last five years (See Prior Projects Table). Prior projects focused on skills training and quality improvement measures to help sustain the Company's growth.

This proposal will include 100% Job Creation trainees. Therefore, none of these new employees participated in Lifeline's prior ETP Contracts, so there will be no duplication of training. This proposal represents a continuation of Lifeline's commitment to hiring and training new employees to support the Company's rapid growth through new contract acquisitions. In addition, this proposal builds on the continued success of Lifeline's Paramedic Program.

Lifeline continues to expand its operations throughout Southern California and plans to hire hundreds of new employees over the next two years. In addition to hiring new workers to support the Company's expanding footprint of transport services, Lifeline is also experiencing an increased need for resources due to post-COVID complications resulting in higher acuity and long term care.

COVID-19 has transformed the healthcare industry and Lifeline must enhance its ability to adapt to recent changes and prepare for future medical developments. Lifeline has seen an increase in the number of transports requiring life-saving medications, equipment and/or procedures. For instance, the Company has seen post-COVID oxygen requirement levels go from 50% to 100% for ventilator-related transports. Additional changes and associated training needs include new cleaning procedures and COVID-19 decontamination processes, enhanced personal protective equipment (PPE) use, new monitors and ventilators for critical care transport, extensive Emergency Medical Technician (EMT) training, and universal precautions to prevent exposure to COVID-19.

## **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.

Lifeline is expanding its existing business capacity to meet growing demand for medical transport services that have become more complex in recent years. The Company has maintained a steady hiring pattern in 2022 and brought approximately 105 new employees onboard through the first six months alone. Lifeline expects this pace to continue and plans to hire more than 300 new employees over the next two years. To accommodate this rapid business growth, the Company has committed to hiring 255 new employees across various occupations (Job Numbers 1 and 2) during the contract term. The proposed training will provide new Lifeline employees with the product, equipment, and industry knowledge necessary to deliver the highest quality medical services to customers. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## Training Plan

Training will be delivered via Class/Lab and E-Learning at the Company's facilities in Commerce and Santa Ana. In-house subject matter experts and external training vendors may be utilized to deliver training in the following:

**Computer Skills:** Training will be offered to all occupations. Training will cover various patient care and medical transport software solutions including electronic medical records, scheduling tools, dispatch equipment, and billing software.

**Continuous Improvement:** Training will be offered to all occupations. Training will focus on industry-specific medical transport skills such as communication and dispatch protocols, emergency vehicle operation, customer service, quality improvements, leadership skills, and standard operating procedures.

**Medical Skills Didactic:** Training will be offered to EMTs and Paramedics. Trainees will learn the latest techniques and methodologies to deliver high-quality patient care. Medical knowledge training will include equipment operation, standards of care, patient assessment and pre-hospital care, medication administration, airborne pathogens, pain management, and COVID-19 mitigation.

**Medical Skills Preceptor:** Training will be offered to EMTs and Paramedics. Training will cover ambulatory patient care, advanced life support, patient transport techniques, equipment operation, patient assessment, cardiac patient care, pre-hospital trauma life support, and COVID-19 protocols. The Company's Preceptor training in an ambulance setting is conducted under the direct supervision of Lifeline's Field Training Officer and/or Field Training Supervisor. Trainees observe various hands-on patient care skills and then perform these skills under the close supervision of the Field Training Officer/Supervisor.

## Full-Time Work Week

Full-Time employment for purposes of ETP retention means at least 35 hours a week for 90 consecutive days. The Panel may approve less than 35 hours a week if said work week is customary for the industry or occupation.

Lifeline is requesting a decrease in the full-time employment hours from 35 hours per week to 30 hours per week. The Company considers employees full-time and eligible for medical benefits at 30 hours per week. This request is consistent with industry standards.

## Commitment to Training

ETP funds will not displace Lifeline's existing financial commitment to training. The Company estimates its annual training budget to be approximately \$125,000. Lifeline provides training to all occupations and departments in company policies and procedures, professionalism, situational awareness, and sexual harassment prevention. Safety training is provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

Lifeline's Regional Clinical Director will oversee administration of this project. The Human Resources department will track trainee enrollment and retention information. The Company's Training Manager and education staff will be responsible for scheduling, delivering, and documenting training. Training will primarily be provided by internal trainers, and vendors may

be used if necessary. Lifeline has a training schedule in place and is prepared to commence training upon contract approval.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0211	Montebello	12/16/19 – 12/15/21	\$397,578	\$397,578 (100%)
18CS-0112	Montebello	11/06/17 – 11/05/19	\$316,000	\$253,501 (80%)

### **DEVELOPMENT SERVICES**

California Training Administration, Inc. in Rocklin assisted with development for a flat fee of \$2,500.

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Computer Skills**

- Microsoft Office/Excel (Intermediate & Advanced only)
- Dispatch Pro
- Electronic Medical Records Application
- Patient Care record
- LifeLine App
- ICD-10 / ICD-11
- Atlas Software
- Operative IQ Software
- FirstWatch Software
- Power Bi Software
- ePro Scheduler Plus
- Client Online Portals
- Ceresoft Billing Software
- Credit Care Portal
- Zoll CAD

**Continuous Improvement Skills**

- Ambulance Operation Procedures
- Billing Techniques
- Call Center & Dispatch Protocols
- Communication Skills
- Conflict Resolution
- Crisis Prevention & Intervention (CPI)
- Critical Thinking
- Customer Service
- Documentation
- EMS Communications & Protocol
- Emergency Vehicle Operations
- FEMA
- HazMat for Patient Care Providers
- HIPPA / Patient Privacy
- Leadership Skills/Coaching Essentials
- Performance/Quality Improvements
- Preceptor Skills (Train-the-Trainer)
- Standard Operating Procedures
- Team Meetings
- Managing Workflow and Schedules
- Problem Solving/Process Innovation
- Efficiency & Quality Improvements
- Project Management Skills
- Risk Management Skills
- Managing Multiple Priorities

**Medical Skills (Didactic)**

- Basic Life Support (BLS)
- Advanced Life Support
- Airborne Pathogens
- Bloodborne Pathogens
- Body Mechanics
- Cardiac Assessment
- Care of Cardiac Patients
- Care of Bariatric Patients
- Care of Geriatric Patients
- Care of the Renal Patient
- Care of and Treatment of Shock Patients
- Care of the Stroke Patient
- Chronic obstructive Pulmonary disease (COPD)
- Code Blue Response Procedures
- Critical Care
- Decontamination Procedures
- Dysrhythmia recognition & Interpretation
- EKG & Cardiac Monitors
- Emergency Medical Technician (EMT & EMT-1)
- Equipment Operation
- Hazardous Materials/Protection
- Medical Transport of High Risk Patients
- Medication Administration & Reconciliation
- Neonatal Intensive Care Unit (NICU Transport)
- Neurological Assessment & Pre-Hospital Care
- Orthopedic Assessment & Pre-Hospital Care
- Orthopedic Stabilization & Traction
- Oxygen Administration
- Pain Management
- Patient Assessment & Pre-Hospital Care
- Paramedic Skills
- Pediatric Patient Care
- Pharmacology & Pharmacokinetics
- Pre-Hospital Trauma Life Support
- Psychiatric Patient Care
- Respiratory Arrest
- Respiratory Assessment
- Restraints
- Standards of Care
- Ventilator Operations
- COVID-19 Mitigation



**Medical Skills (Preceptor)**

- Ambulatory Patient Care
- Advanced Cardiac Life Support
- Code Blue Response Procedures
- Cardiac Patient Care
- Equipment Operation
- Trauma patient Care
- Geriatric Patient Care
- Pediatric Patient Care
- Pre-Hospital Trauma Life Support
- Respiratory Arrest
- Patient assessment/Pre-Hospital Care
- Paramedic Skills
- Patient Transport Techniques
- COVID-19 Mitigation



Retrainee-Job Creation  
**Training Proposal for:**  
**ESL Power Systems, Inc.**  
**Contract Number: ET23-0148**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** A. Salinas

**PROJECT PROFILE**

Contract Attributes:	Priority Rate SB <100 Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Riverside	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 80	U.S.: 80	Worldwide: 80	
<u>Turnover Rate:</u>	13%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$63,407

<b>Total ETP Funding</b>
\$75,555

**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, Cont. Impr. Skills, Comm. Skills, Mfg. Skills, PL- Mfg. Skills, Management Skills Computer Skills	79	8-200	0	\$920	\$21.57
				Weighted Avg: 40			
2	Job Creation Initiative Priority Rate SB <100	Cont. Impr. Skills, Mfg. Skills, PL- Mfg. Skills	5	8-200	0	\$575	\$19.07
				Weighted Avg: 25			

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

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

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Administrative Staff		3
		4
		3
Engineering Staff		1
		2
		3
Production Staff		25
		17
Supervisors/Managers		2
		3
		5
Tech/Service/Sales Staff		4
		2
		5

<b>Job Number 2: Job Creation</b>		
Production Staff		5

## **INTRODUCTION**

Founded in 1990 and located in Corona, ESL Power Systems, Inc. (ESL) (<https://eslpwr.com/>) designs and manufactures safety-interlock electrical solutions such as electrical devices for refrigerators, ship-to-shore power equipment, transfer switches for emergency power systems, and power-distribution equipment for shipyards. Its customer base includes hospitals, banks, schools, and the trucking industry. ETP training will be delivered at the Company's single location in Corona.

This will be ESL's third ETP Contract, and its third within the last five years. In the last project, company-wide training was delivered on its Quality Management Software system and on new equipment and production processes. In this proposal, the Company plans to release two new key products (Q-Module and MIL-C Receptacle) resulting in the need to train on these very different and specific product lines. Additionally, its new implementation of Dozuki (cloud system based work instructions and video instructions) is essential to keep processes updated and relevant.

### **Veterans Program**

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

### **Retrainee - Job Creation**

In this proposal, the Company will hire five new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Due to business-capacity growth, ESL is working to expand its production capacity to meet increased customer demand. ESL will expand its market by targeting sales to additional industries thereby expanding the Company's customer base. Additionally, out-of-state competition has steadily increased over the years, which has created a need for training, hiring and improvements.

## **PROJECT DETAILS**

ETP funding will help ESL upskill workers on manufacturing of its new products lines Q-Modules and MIL-C Receptacles. Continuous education and development were identified as key components for the Company's plans for growth and to remain competitive in the industry as out-of-state and global competition has increased over the years creating a need for training and improvements. R&D efforts led to the release of two new key products (Q-Module and MIL-C Receptacle) making the need to train on these very different product lines essential for success.

### **Training Plan**

The following training will be conducted using Class/Lab, E-Learning and Productive Lab (PL) in the following:

**Business Skills:** Training will be offered to Administrative Staff and Supervisors/Managers in Coaching, Finance/Accounting Procedures and Leadership.

**Commercial Skills:** Training will be offered to Tech/Service/Sales Staff and include Production Education and Competitor Education.

**Computer Skills:** Training will be offered to Administrative Staff and Supervisors/Managers and include Calibration Manager, Customer Relationship Management and Enterprise Resource Planning.

**Continuous Improvement:** Training will be offered to Supervisors/Managers, Engineering, Production and Tech/Service/Sales Staff in 5S, International Standards Organization and Process Improvement.

**Manufacturing Skills:** Training will be offered to Engineering, Production and Tech/Service/Sales Staff in Good Manufacturing Processes and Equipment Operation, Maintenance and Troubleshooting.

**Management Skills:** Training will be offered to Supervisors/Managers in Supervisory Skills and Transition Skills.

### **Productive Laboratory (Manufacturing Skills)**

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

The Company requests a PL-Manufacturing Skills trainer-to-trainee ratio of 1:1, and a maximum of 24 hours (per trainee) for Engineering and Production Staff. Due to the complexity of ESL's production line, safe use of shop equipment is necessary for efficient operation and output. Growing expectations for production capacity, worker capabilities, and systems functionality require this hands-on training.

### **Commitment to Training**

ESL's annual training budget in California is \$100,000 and includes manufacturing skills and production processes for its Production, Engineering and Tech/Service staff. ESL has continued to train its Managers and Supervisors, and internal mentorship to promote emerging leaders in topics including conflict resolution, communication skills and decisiveness. 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 HR Manager (dedicated administrator) will oversee this project's performance and procedures for recordkeeping. Training will be delivered by in-house experts. In addition, ESL has hired a third-party administrator to assist with ETP administration.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **Impact/Outcome**

ETP training funds will help ESL improve its retention rate through internal-growth opportunities. Training in Manufacturing Skills helps engineers, production, and technical staff troubleshoot and

safely operate their machinery and other equipment. Training internally promotes and encourages new applicants to its management and supervision staff pool.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0455	Corona	3/28/19 – 3/27/21	\$51,090	\$51,090 (100%)
ET17-0274	Corona	10/22/16 – 10/21/18	\$42,978	\$38,591 (90%)

### **DEVELOPMENT SERVICES**

Training Funding Source (TFS) in Seal Beach assisted with development for a flat fee of \$5,353.

### **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

N/A

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

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Coaching
- Facilitator
- Finance/Accounting Procedures
- Leadership
- Planning
- Product Knowledge
- Project/Program Management
- Sales and Marketing
- Strategy Deployment Process (X-Matrix)
- Work Processes/Procedures

**COMMERCIAL SKILLS**

- Product Education
- Competitor Education

**COMPUTER SKILLS**

- Calibration Manager
- Customer Relationship Management
- Engineering Design
- Enterprise Resource Planning
- Lean Six Sigma
- Machine Programming
- Microsoft Office
- Payroll Processing
- Project Management
- Training Manager

**CONTINUOUS IMPROVEMENT SKILLS**

- 5S
- International Standards Organization
- Lean Process Improvement/Kaizen
- Problem Solving/Six Sigma Process Controls
- Process Improvement
- Quality Improvement

**MANAGEMENT SKILLS (Managers/Supervisors Only)**

- Supervisory Skills
- Transition Skills

**MANUFACTURING SKILLS**

- Control Charts
- Design of Experiments
- Dozuki
- Daily Status Package/Operational Strategy Execution
- Equipment Operation, Maintenance & Troubleshooting
- Good Manufacturing Processes
- Inspection Techniques
- Inspection Tool Selection and Care
- Quality Assurance Equipment
- Smart Technology
- Underwriters Lab (UL) Certification

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

**MANUFACTURING SKILLS**

- Good Manufacturing Processes
- Equipment Operation, Maintenance & Troubleshooting





Retrainee-Job Creation

**Training Proposal for:**

**Field Fresh Foods Incorporated**

**Contract Number: ET23-0127**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate HUA Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	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: 512	U.S.: 536	Worldwide: 536	
<u>Turnover Rate:</u>	12%			
<u>Managers/Supervisors:</u> (% of total trainees)	15%			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$307,200

<b>Total ETP Funding</b>
\$192,280

**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. Impr., HazMat, OSHA 10/30, Mfg. Skills, PL-Mfg Skills	200	8-200	0-10	\$874	\$16.30
				Weighted Avg: 38			
2	Retrainee Job Creation Priority Rate HUA	Business Skills, Computer Skills, Cont. Impr., HazMat, OSHA 10/30, Mfg. Skills, PL-Mfg Skills	20	8-200	0-10	\$874	**\$15.00
				Weighted Avg: 38			

\*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): \$16.30 per hour for Los Angeles County;  
Job Number 2 (Job Creation/HUA): \$15.00 per hour for Los Angeles County

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Customer Service		6
Human Resource/Finance Staff		9
		4
		6
Maintenance		15
		9
Manager/Supervisor		7
		2
		19
Operations		10

		0
		5
Operator		20
Production		52
Quality Control		10
		1
Warehouse		25
<b>Job Number 2 (Job Creation)</b>		
Manager/Supervisor		5
Operations		2
Operator		2
Production		10
Quality Control		1

## **INTRODUCTION**

Founded in 1994 and located in Gardena, Field Fresh Foods Incorporated (FFF) ([www.fieldfresh.com](http://www.fieldfresh.com)) serves quality products to the Southern California market. FFF produces a wide variety of value added fruits, vegetables and specialty items for the food manufacturing, retail and food service industries. Value added products was a strategy created to reduce post-harvest losses and promote the consumption of fresh food products. These products provide the consumer with a convenient way to include partially prepared, pre-cut and minimally processed produce into a meal. Products include onions, tomatoes, carrots, celery, cucumbers, peppers, potatoes, salad, melons, apples, pineapple, mango, fruit salad mixes and ready-made meals and snacks.

FFF's business model focuses on the need for service, distribution, and manufacturing based around freshness and shelf life within the food processing industry. FFF provides customers with fresh foods that meet the highest level of specification and quality. Through the years, the Company expanded to reach customers in multiple states along the western U.S. Customers include Los Angeles Unified School District, Long Beach Unified School District, hospitals, restaurants, Trader Joes, Kroger and Whole Foods directly and through food distributors. Training will take place at its single location in Gardena.

## **Veterans Program**

Although the Company does not have a separate Veterans Job Number, FFF encourages and actively recruits Veterans into its workforce through Recruit Military and MilitaryX. The Company consistently has 2% Veterans in its workforce.

## **PROJECT DETAILS**

This will be FFF's second ETP Contract, and the second in the past five years. Previous training focused on improving productivity, basic product knowledge/manufacturing practices and general operation systems. Training under this proposal will concentrate on new manufacturing skills, Lean training, new products, services and machineries, on-board new staff, safety and sanitations precautions and enhanced processes while adhering to the safety protocols related to COVID-19. This involves extensive training to put processes and practices into place quickly, while

maintaining superior quality standards. Its main training goals and objectives include helping new workers to adjust and adapt to the new COVID-19 environment, keep up with updates and changes to their job tasks and functions, and support the Companies' growth to remain competitive in the marketplace. To support these changes and business operations, FFF recently invested approximately \$520,000 in new equipment and software programs, including vertical baggers, piston fillers, industrial sanitation washers, and Quality Assurance and Ceridian software.

To remain competitive and support current and future business needs, FFF must cross-train and develop the skill sets of its workforce to adapt to the new business environment resulting from the COVID-19 pandemic. The Company has several challenges driving the need for training: implementing an entirely new manufacturing facility; introducing new vegan/vegetarian ready-made meals and snacks; 5S organizational system; leadership development; new safety protocols; and keep up with industry requirements and customer demands. Ready-made meals and snacks are vegan/vegetarian foods, which required an entire shift in production, operations, and equipment. FFF is enhancing operations to offer new product lines, to meet changing industry trends and practices, and to meet increased customer demands while improving efficiency and quality.

ETP funding will allow FFF to lead in the manufacturing marketplace, attract new customers and provide the most cutting-edge products. ETP funds will also help the Company to implement important training programs that would go beyond compliance, safety and regulatory training. Funding will expedite FFF's ability to get new hire employees trained with the skill needed to move smoothly into their job functions. Furthermore, ETP funding will help support immediate training on an entirely new manufacturing operation, which have been implementing at the facility. FFF has developed a company-wide training program to modernize business practices and procedures. Workers will gain skills to optimize job performance, promote company growth, meet customers' demands, and improve efficiencies. Training is essential to the Company's business operations and success. Training from prior ETP Contract will not be repeated except for trainees that did not participate in prior ETP training.

### **Retrainee - Job Creation**

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

In the past year, FFF has experienced a 20% growth in business volume and a 10% growth in workforce. FFF will be expanding existing business capacity by hiring new employees. In addition, the Company has added new equipment to address an increase in demand for new and existing products. To support the increase in production, new product, and operations, FFF has committed to hiring 20 new employees (Job Number 2). These new employees will support business growth and the Company's investment in new equipment and technologies. FFF will train these new employees to learn and operate sophisticated equipment, technology systems, and computer programs. Trainees will also have a better understanding of the Company's business operations. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

### **Training Plan**

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

**Business Skills:** Training will be offered to all occupations and focus on business processes and operations, customer service and product knowledge. Training will improve and increase employee skills to work more effectively, and help lead the Company through a new business environment.

**Computer Skills:** Training will be offered to occupations to help workers become more proficient in the Company's various software applications necessary to provide efficient and effective customer services and tools to effectively perform their job functions.

**Continuous Improvement:** Training will be offered to all occupations, with emphasis on 5S, Eliminating Waste, Lean Six Sigma skills, Process Improvement, and Production Data. Training is designed to help the Company establish and maintain flawless production processes and quality assurance measures.

**Hazardous Materials:** Training will be offered to Maintenance, Managers/Supervisors, Operations, Operators, Production, Quality Control, and Warehouse staff. Trainees will learn proper techniques, knowledge and communication on handling chemicals, hazardous materials, and emerging practice safety protocols.

**Manufacturing Skills:** Training will be offered to Maintenance, Managers/Supervisors, Operations, Operators, Production, Quality Control, and Warehouse staff. Training will help trainees maintain, operate and improve highly automated equipment and systems, and best manufacturing and operational practices. It will also upgrade worker's job skills, delivery flexibility, and increase production to meet growing customer demands.

### **Certified Safety Training**

**OSHA10/30:** OSHA 10 training will be provided to Maintenance, Operations, Operators, Production, Quality Control, and Warehouse staff. OSHA 30 training will be provided to Managers/Supervisors to ensure a safe work environment.

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.

### **Computer-Based Training**

CBT will be provided to supplement Class/Lab and E-Learning which is a more convenient means of delivering basic training.

### **Productive Laboratory**

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

Certain production skills are best learned through direct observation and hands-on experience. PL training will allow for practical, hands-on instruction that cannot be adequately duplicated in a classroom setting. PL training will be provided to approximately 168 Maintenance, Operations, Operators, Production, Quality Control, and Warehouse staff. Trainees will work with a trainer who will demonstrate step-by-step instructions and then observe trainees perform these tasks.

Training will be provided in forklift operation, labeling systems; and new equipment operation including a peeler, roasting machinery, a pro-sealer, metal detection equipment and other automation equipment. Trainers must certify competency for each skill before trainees are allowed to work independently. Training will be delivered by trainers who have been in the industry and with the Company for extended periods of time. The trainers have a deep understanding of how to use the tools/equipment and are considered experts in their field.

Approximately 40 hours of PL training will be provided at a 1:1 trainer-to-trainee ratio. PL is necessary to strengthen skills and understanding the complexity of equipment and machinery operation requiring hands-on training. PL training will take place at its Gardena facility.

### **High Unemployment Area**

All trainees work in Gardena, a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's location in Gardena qualifies for HUA status.

#### **➤ 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. FFF is requesting a 25% wage modification from \$21.73 to \$16.30 per hour for trainees (Job Number 1); and from \$18.11 to \$15.00 per hour for trainees (Job Number 2).

### **Commitment to Training**

FFF has a current annual training budget of approximately \$1M and includes legal compliance training, basic safety training, new-hire orientation, skill-gap training, and continuing education professional development for finance positions.

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

#### **➤ Training Infrastructure**

Training is scheduled to begin upon Panel approval. The VP of Information Systems and Human Resources will oversee the training project and be responsible for meeting with ETP staff, as well as keeping the executive team engaged in the project's progress. The Human Resources Executive Assistant and HR Supervisor, will manage sign-in sheets and consulting with the Company's administrative support team and run necessary employee data reports and develop curriculum schedules. FFF has also retained Economic Incentives Advisory Group to support project administration duties including enrollment, data tracking, invoicing, participate in ETP monitoring activities, and ensure compliance with ETP requirements.

### **Impact/Outcome**

FFF anticipates the following outcomes as a result of training:

- Safe Quality Food certified
- Meet industry and customer requirements and expectations
- Produce quality products
- Industry-wide certifications on Lean Six Sigma, 5s, and OSHA 10/30
- Competent workforce
- Attract new customers and

- Promote company growth

### **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 \$ %
ET20-0299	Gardena	05/26/20 – 05/25/22	\$169,280	\$167,957 (99%)

### **DEVELOPMENT SERVICES**

Economic Incentives Advisory Group in Phoenix, AZ assisted with development for a flat fee of \$9,600.

### **ADMINISTRATIVE SERVICES**

Economic Incentives Advisory Group will also perform administrative services for a fee not to exceed 12% of payment earned.

### **TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Being a Successful Supervisor
- Communicating Effectively in the Workplace
- Contracts and Invoices
- Customer Relations
- Data Analysis
- Exploring the Roles and Behaviors of a Coach
- Finance and Accounting
- Leadership Development
- Marketing
- Motivation, Discipline and Goals
- Product Knowledge
- Project Management
- Report Writing
- Solving Problems at Work
- Teamwork

**Computer Skills**

- Google Workspace
- Task Management Software Training
- Seagull Software Label Training
- Operating system Functions

**Continuous Improvement Skills**

- 5S
- Eliminating Waste
- Lean Six Sigma Manufacturing
- Process Improvement
- Production Data

**Hazardous Materials Skills**

- Ammonia Training
- Chemical Storage
- Flammable and Combustible Materials
- Hazardous Communication

**Manufacturing Skills**

- Aerial Lift/Boom lift/Scissor Lift
- Basic Food Facility Defense
- Batching
- Can Manufacturing
- Compressors and Compressed Air



- COVID-19 Protocols
- Current Good Manufacturing Practices
- Effective Record Keeping
- Environmental Controls and Monitoring
- Equipment Operation, Maintenance & Troubleshooting
- Food Allergens
- Food Safety Modernization Act
- Foodborne Illness
- Fork Lift and Industrial Trucks
- General Warehouse Procedures
- Good Laboratory Practices
- Hazard Analysis Critical Control Point
- Hoist and Auxiliary Equipment
- Identity Preserve - Organic, Kosher, Halal
- Ingredient Inventory Management
- Instrument Control Training
- Intro to Food Fraud
- Intro to Food Safety and Safe Quality Food
- Labeling Systems
- Loading Food Safety
- Loma Metal Detector
- Maintenance Procedures
- Material Handling/Shipping/Receiving
- New Item Process and Procedure
- Operator Training
- Palletizing and Coding
- Pest Control
- Physical Inventory Process
- Preventing Food Contamination
- Product Packaging
- Product Recall
- Product Spills
- Proper Handling of Food Allergen
- Raw Ingredient Use Recording
- Recycling
- Rework
- Sanitation (Cleaning and Sanitizing)
- Stormwater Prevention
- Waste and Wastewater Management
- Welding/Cutting/Brazing

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

- OSHA 10
- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Equipment Operation, Maintenance & Troubleshooting
- Fork Lift
- Labeling Systems
- Welding/Cutting/Brazing

**Computer-Based Training**

Trainees may receive any of the following:

**Business Skills**

- Being a Successful Supervisor (0.32)
- Communicating Effectively in the Workplace (0.28)
- Communication and Trust (0.25)
- Effective Teamwork: How to Better the Team and Synergy (0.22)
- Leading Change (0.48)
- Management Styles and Leadership: Communication and Means of Communications (0.22)
- Management Styles and Leadership: Communication and Tone of Voice (0.26)
- Mindset of an Effective Supervisor: Positive Attitude (0.38)
- Mindset of an Effective Supervisor: Respect (0.22)
- Solving Problems at Work (0.33)
- Styles of Command and Leadership: Responsibilities of the Effective Supervisor (0.23)
- Styles of Command and Leadership: Styles of Command (0.31)
- Styles of Command and Leadership: Leadership (0.31)

**Manufacturing Skills**

- Bacteria Basics (0.23)
- Back to Work. Back to Safety. Re-Gaining Safety Habits after Time Away From Work (0.2)
- Basic Food Facility Defense (0.32)
- Basic Food Facility Defense - Distribution (0.25)
- Cleaning and Sanitizing Procedures for Food Manufacturers (0.37)
- Combustible Dust (0.28)
- Confined Space for Affected Employees (0.22)
- Confined Space for Attendants (0.35)
- Controlling Salmonella in Food Manufacturing (0.32)
- Dangerous Microorganisms in Food Manufacturing (0.4)
- Dealing With Drug and Alcohol Abuse for Managers and Supervisors (0.2)
- Driver Food Safety Standard Operating Procedures (0.17)
- Effective Pest Control Practices (0.32)

- Effective Record Keeping Practices (0.23)
- Electrical Safety (0.48)
- Electrical Safety for Everyone (0.21)
- Ethical Situations to Consider (0.34)
- Emergency Preparedness and Response (0.23)
- Environmental Monitoring Basics (0.37)
- Food Safety for Selectors - Overview (0.2)
- Foodborne Illness and Employee Reporting (0.37)
- Forklift Safety Lessons for the Safe Operator (0.15)
- GHS Hazard Communication: Pictograms and Hazards (0.43)
- GHS Hazard Communication: Pictograms and Hazards – Refresher (0.18)
- GHS Hazard Communication: Safety Data Sheets (0.42)
- GHS Hazard Communication: Safety Data Sheets - Refresher (0.18)
- GHS Hazard Communication: Standard Labels (0.35)
- GHS Hazard Communication: Standard Labels - Refresher (0.2)
- GLPs: Overview of Good Laboratory Practices (0.18)
- GMPs for Maintenance Personnel (0.28)
- GMPs: Effective Hand Washing Techniques (0.28)
- GMPs: Personal Hygiene - Distribution (0.22)
- GMPs: Personal Hygiene - Fluid Products (0.2)
- GMPs: Promoting Personal Hygiene (0.27)
- Hand and Power Tools (0.33)
- Hazardous Communication (pre-GHS) (0.35)
- High Lift Truck Review (0.27)
- Introduction to Clean in Place (0.23)
- Introduction to Food Allergens (0.28)
- Introduction to Food Fraud (0.23)
- Introduction to Food Safety Standards (0.3)
- Introduction to Food Safety Modernization Act (0.22)
- Introduction to Hazard Communication (0.25)
- Introduction to Root Cause Analysis (0.28)
- Lean Manufacturing (0.27)
- Lessons Learned from Hand Injuries (0.2)
- Lift Truck Operator Overview (0.28)
- Lift Truck Safety Awareness (0.28))
- Loading Food Safety Standard Operating Procedures - Overview (0.23)
- Lock Out Tag Out Procedures (0.33)
- Machine Guarding (0.38)
- Material Handling - Distribution (0.28)
- More High-Impact Lockout/Tagout (0.21)
- Move it Safely: Avoiding Injury While Moving Materials (0.2)
- Overview of Dangerous E.coli (0.37)
- Overview of Preventive Controls (0.28)
- Pallet Truck Review (0.22)
- Preventing Food Contamination (0.37)
- Preventing Foodborne Illness (0.27)
- Proper Handling of Food Allergens (0.3)
- Receiving Food Safety Standard Operating Procedures - Overview (0.25)

- Transportation (0.28)
- Understanding Listeria and its Danger to Food (0.35)
- Waste Management Procedures and Proper Disposal (0.22)
- Ammonia Accident Prevention (0.25)
- Ammonia Awareness (0.22)
- Asbestos Awareness (0.27)
- Overview of Hazard Analysis Critical Control Point (0.27)
- Overview of Hazard Analysis Critical Control Point for Supervisors (0.4)



**Training Proposal for:**  
**Ghirardelli Chocolate Company**

**Contract Number: ET23-0144**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** A. Salinas

**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:	Alameda	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bakers, Confectionery, Tobacco Workers and Grain Millers International Union, Local 125		
Number of Employees in:	CA: 770	U.S.: 977	Worldwide: 977
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	9%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$153,210

<b>Total ETP Funding</b>
\$110,400

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Manufacturing Skills, Continuous Improvement, Computer Skills, PL-Manufacturing Skills	120	8–200	0	\$920	\$23.53
				Weighted Avg: 40			

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

**Minimum Wage by County:** \$23.53 per hour for Alameda County.

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

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

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
Electricians/Mechanics		14
Leads/Supervisors		11
Production Staff		20
		75

**INTRODUCTION**

Founded in 1852 and headquartered in San Leandro, Ghirardelli Chocolate Company (Ghirardelli) (<https://www.ghirardelli.com/>) is a subsidiary of Lindt & Sprungli. Ghirardelli manufactures a variety of chocolate products that are sold nationwide to stores such as Costco, Safeway, and the Company's own retail store. Ghirardelli products are also sold in bulk for use in commercial baking and restaurants. Training will take place at Ghirardelli's San Leandro headquarters.

This will be Ghirardelli's fourth ETP Contract, and its second within the past five years. The previous project provided Manufacturing Skills and Continuous Improvement types of training due to the Company's installation of a new chocolate chip depositor, AMK 4000. In this proposal, Ghirardelli has added Computer Skills as it needs to implement a new SAP system, S/4HANA Cloud, which is a complete enterprise resource planning (ERP) system with built-in intelligent technologies including AI, machine learning, and advanced analytics. Additionally, the Company is offering an almost completely different curriculum across Continuous Improvement and Manufacturing Skills due to new equipment which include a Case Erector CE-31 and Bag Inserter, Syntegon Wrapper, Linear Vibratory Weighfiller, and CEPAL Robotic Paletizer.

**Union Support**

All participating occupations are represented by Bakers, Confectionery, Tobacco Workers and Grain Millers International Union, Local 125. A letter of support has been received by ETP.

## **Veterans Program**

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

## **Temporary to Permanent Hiring**

The Company will train 30 workers under Panel guidelines for the Temporary-to-Permanent program (incorporated within Job Number 1). 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 four months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums upon 60 days post-hiring 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.

## **PROJECT DETAILS**

To stay competitive, the Company needs to invest in new manufacturing equipment and ERP software, while also needing to modify internal manufacturing procedures to deliver its chocolate products with a higher quality and efficiency.

### **Training Plan**

The following types of training will be conducted using Class/Lab, E-Learning, and Productive Lab (PL) delivery methods:

**Computer Skills:** Training will be offered to Leads/Supervisors in course topics such as Cybersecurity Skills, ERP System, and Intermediate/Advanced Microsoft Office Skills.

**Continuous Improvement:** Training will be offered to Leads/Supervisors in course topics such as Six Sigma, Lean Manufacturing Skills, and Change Management Skills.

**Manufacturing Skills:** Training will be offered to Electricians/Mechanics and Production Staff in course topics such as Production and Equipment Operations, Equipment Maintenance, and Good Manufacturing Practices.

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

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

Due to the nature of Ghirardelli's business, there are many skills that need to be learned by observation and hands-on experience. The use of PL- Manufacturing Skills training will allow for practical, real-world experience that cannot be duplicated in a classroom setting. This delivery method will enable trainees to gain valuable skills in the manufacturing environment that will allow them to effectively perform their job functions. There will be approximately 100 trainees in total receiving up to 60 PL training hours per trainee, including Electricians/Mechanics and Production Staff. The trainer-to-trainee ratio for PL is 1:1.

**Impact/Outcome**

With ETP funding, Ghirardelli will have the capacity to adopt new and innovative business models, streamline orchestration of internal and external resources, and facilitate accurate forecasting reports. The expected outcomes of the curriculum is that the targeted staff gain requisite skills for product manufacturing, utilizing engineering and design directives to continue delivering products that meet the strict standards of the food industry.

**Commitment to Training**

Ghirardelli's current annual California training budget is \$200,000 which includes new-hire orientation and quality assurance 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

Ghirardelli's Training and Learning Facilitator (dedicated administrator) will primarily manage the project. The Company's Production Staffing Training Specialist and Senior Support Supervisor will assist with administration internally. Internal staff who are subject-matter experts and outside training vendors (as identified) will conduct and deliver training. The Company has also hired an experienced third-party administrator to assist it with the ETP administrative requirements.

**Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0429	San Leandro	3/4/19 – 6/1/21	\$184,470	\$146,354 (79%)

**DEVELOPMENT SERVICES**

Ghirardelli retained Training Funding Partners (TFP) in Fountain Valley to assist with development of this proposal for a flat fee of \$6,500.

**ADMINISTRATIVE SERVICES**

TFP will also perform administrative services in connection with this proposal for a fee not to exceed 11% of payment earned.

**TRAINING VENDORS**

To Be Determined



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

Trainees may receive any of the following:

**COMPUTER SKILLS**

- Ghirardelli Proprietary Systems Skills
- Cybersecurity Skills
- Enterprise Resource Planning (ERP) System
- Intermediate/Advanced Microsoft Office Skills

**CONTINUOUS IMPROVEMENT**

- Business Development Skills
- Change Management Skills
- Customer Service Skills
- Support Skills
- Leadership Skills
- Coaching Skills
- Lean Manufacturing Skills
- Six Sigma
- Process Improvement Skills
- Reengineering Skills
- Project and Program Management Skills
- Team Building Skills

**MANUFACTURING SKILLS**

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

**Productive Lab (Trainer-to-Trainee Ratio 1:1)****PL- MANUFACTURING SKILLS**

- Advanced Safety Skills
- Change Order Process Skills
- Good Documentation Practices
- Good Manufacturing Practices
- New and Updated Manufacturing Processes/Systems/Products
- Production and Equipment Operations
- Equipment Maintenance

**BAKERS UNION**  
BAKERY, CONFECTIONERY, TOBACCO WORKERS



**LOCAL No. 125**  
AND GRAIN MILLERS INTERNATIONAL UNION

14144 DOOLITTLE DRIVE, SAN LEANDRO, CA 94577  
Telephone (510) 357-3201 • FAX (510) 357-5134

February 16, 2022

Employment Training Panel  
1100 J Street  
Sacramento, Ca 95814

Dear Panel Members:

We understand that Ghirardelli Chocolate Company is requesting ETP funding. The proposed training plan for the specified members has our support.

Bakery, Confectionery, Tobacco Workers and Grain Millers International Union Local 125 has received a Notice of Intent to train Collective Bargaining Agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union workers during the period of training described above concurs with the proposal, inclusive of the specified training and the covered members in the training plan reviewed. Any restrictions to the support provided which are outside of the specifics of the training plan approved by the Panel are between the Contractor and the Union as a condition of continued support.

Sincerely,

*Luis M Amaya*

Luis Amaya  
Secretary – Treasurer- BA

LA:hw  
Opeiu29/afl-cio

LA:hw  
Opeiu29/afl-cio



Retrainee-Job Creation  
**Training Proposal for:**  
**Inwesco Incorporated**  
**Contract Number: ET23-0131**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** D. Tran

**PROJECT PROFILE**

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee SB <100	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 54	U.S.: 54	Worldwide: 54
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$105,500

<b>Total ETP Funding</b>
\$89,470

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Cont. Impr., Mfg. Skills	54	8-200	0	\$1,380	\$21.73
				Weighted Avg: 60			
2	Retrainee Job Creation Priority Rate SB<100	Business Skills, Computer Skills, Cont. Impr., Mfg. Skills	10	8-200	0	\$1,495	\$18.11
				Weighted Avg: 65			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$21.73/Hour in Los Angeles County

Job Number 2 (Job Creation): \$18.11/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 for Job Number 1; and up to \$2.11 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administration		1
		1
		8
Production		1
		1
		38
Supervisor/Manager		1
		3
Job Number 2		
Production		1
		1
		8

## **INTRODUCTION**

Founded in 1967, located in Azusa, Inwesco Incorporated (Inwesco) designs and manufactures specialty parts for utility companies such as Southern California Edison, LADWP, SDG&E, PG&E, and many other small utilities providers. This will be Inwesco's first ETP training contract.

### **Veterans Program**

The Company does not have a specific Veteran's outreach program, however, the Company does actively recruit and employs several Veterans.

## **PROJECT DETAILS**

Inwesco is a primary supplier of various components that cater to the utilities and waste water, storm water, and waste control industries. The Company is experiencing continued growth and evolving business demands in terms of new products, new designs and custom fabrication. Utilities, water waste, and water filtration industries often experience new regulations and requirements to meet new safety standards therefore, Inwesco must continuously provide updated training to all employees to ensure that they are up-to-date on the latest technologies as well as regulations and requirements for new product designs to meet new industry standards.

Inwesco is beginning to implement lean training across the entire organization to reduce waste, errors, and increase speed of development from initial concept to final production. These initiatives assist for consistent and high quality workflow across all business units. Proposed training exposes employees from various units to allow them to develop and gain new skills within the Company that will allow them to move across units to new opportunities and internal promotional opportunities within the company.

Lastly, Inwesco has recently invested approximately \$500,000 in new robotic equipment and software technology. This new equipment will aid in the development and production of various parts that are developed in large quantities for utilities companies. On the software side, the Company is working on a new development request for a product that will aid in preventing fires. In Southern California, there is an elevated risk of fires and Inwesco is currently designing and creating a new product to overhaul many of the old, aging parts of utility boxes which tend to become high risk of faults and shortages as they age.

### **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 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. The Company needs to hire to meet business demand and production needs. With new production contracts and a growing customer list, Inwesco is committed to hiring additional employees in production to meet new company goals.

Inwesco is working on prototype products to enhance environmental safety and work to prevent wildfires. These new prototype designs require extensive training and a new set of skillsets in the manufacturing process. Due to an increased demand for these products to be produced in a timely manner, Inwesco needs to hire additional personnel to meet design and production demand from its customers.

## 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 offered to all occupations and focus on developing and improving skills on internal business processes as well as improving customer relationships. Training consists of Customer Relations, Goal Setting, Leadership and Project Management.

**Computer Skills:** Training will be offered to all occupations and focus on extensive in depth training on very technical computer programs to enhance skills in product development. Training includes Adobe, a recently deployed ERP system and AutoCAD design.

**Continuous Improvement:** Training will be offered to all occupations and focus on making the overall company more efficient and productive. Training topics include Change Management, Lean Manufacturing, and Process and Quality Improvement.

**Manufacturing Skills:** Training will be offered primarily to Production and Managers/Supervisors. This training will focus on proper maintenance of equipment, complete machine operation process, and advanced robotics techniques. Training includes topics such as Quality Control, Robotics and Machine Operations Certification.

## Commitment to Training

Inwesco spends approximately \$100,000 annually on training and includes basic on-boarding, safety, and other federally mandated training. This proposed project will allow the Company to implement new in depth training curriculum, related to new processes and procedures for changing manufacturing needs and new product development on new machines.

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

### ➤ Training Infrastructure

The project will be administered and overseen by the Vice President along with an assigned Learning and Development Coordinator. Inwesco also retained the services of a third party subcontractor to help administer the project.

## Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

## DEVELOPMENT SERVICES

Training Funding Source in Seal Beach assisted with development for a flat fee of \$1,900.

## ADMINISTRATIVE SERVICES

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

## TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Accounting/Auditing
- Coaching
- Communication
- Credit & Collection Skills
- Customer Relations
- Goal Setting
- Inventory Control
- Leadership
- Product Knowledge
- Project Management
- Scheduling
- Time Management
- Writing

**Computer Skills**

- 3D CAD
- Adobe
- Auto CAD Office 365
- ERP/IQMS
- Made2Manage
- MasterCAM
- MS Office/Project
- Report Generation

**Continuous Improvement Skills**

- Change Management
- Lean Manufacturing
- Performance Improvement
- Process/Quality Improvement

**Manufacturing Skills**

- Equipment Operations/Maintenance
- Inspection Techniques
- Inventory Control-Cycle Counting
- Leadership Energy Environmental Design
- Manufacturing Techniques
- Metal Fabrication
- Machine Operations
- Production/ Manufacturing Techniques
- Product/Service knowledge
- Robotics

- Quality Control
- Shop Drawings-CAD drawings
- Standard Operating Procedures
- Warehouse procedures (Shipping, Receiving, Order picking/packing)
- Welding





Retrainee-Job Creation

**Training Proposal for:**

**J. R. Putman, Inc.**

**Contract Number: ET23-0145**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Fetsch

**PROJECT PROFILE**

Contract Attributes:	Retrainee Job Creation Initiative SB <100 Priority Rate SET Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 57	U.S.: 57	Worldwide: 57
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$184,000

<b>Total ETP Funding</b>
\$140,944

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB <100 SET Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30, PL- Commercial Skills	57	8-200	0	\$1,196	\$29.41
				Weighted Avg: 52			
2	Retrainee Job Creation Initiative SET Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30, PL- Commercial Skills	28	8-200	0	\$2,024	\$26.91
				Weighted Avg: 88			
3	Retrainee Job Creation Initiative Veterans SET SB<100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30, PL- Commercial Skills	7	8-200	0	\$2,300	\$26.91
				Weighted Avg: 100			

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

**Minimum Wage by County: Job Number 1 (SET/Priority Industry):** \$29.41 per hour in Sacramento County **Job Number 2 & 3 (SET/Job Creation):** \$17.64 per hour in Sacramento County

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
HVAC Technician		23
Plumbing Technician		12
Installer		13
Front Line Manager		4
Comfort Advisor		4
Owner		1
<b>Job Number 2 (Job Creation)</b>		
HVAC Technician		5
Plumbing Technician		13

Installer		8
Front Line Manager		2
<b>Job Number 3 (Veterans/Job Creation)</b>		
Plumbing Technician		7

## **INTRODUCTION**

Founded in 1981 and headquartered in Rancho Cordova, J.R. Putman, Inc. (J.R. Putman), ([www.jrputman.com](http://www.jrputman.com)), provides installation and repairs of heating, ventilation, air conditioning (HVAC), plumbing, solar, and insulation equipment to residential homeowners and tenants. Training under this proposal will be delivered at the Company's headquarters in Rancho Cordova.

J.R. Putman will serve as the lead employer in this proposal with one affiliate: J.R. Putman Plumbing, Inc.

This is J.R. Putman's second contract and second in the last five years.

### **Veterans Program**

J.R. Putman has assembled a marketing campaign aimed at specifically attracting Veterans. The Company partners with the organizations "Hire a Vet" and "Troops to Trades" which are local organizations that aid in placing local veterans. J.R. Putman would like to train, and provide jobs to those members of the military that have so generously served this country. The Company plans to hire 7 Veterans as a part of this project (Job Number 3).

## **PROJECT DETAILS**

J.R. Putman's previous training project focused on code changes required by California Title 24 mandates and basic HVAC training. Training under this proposal will continue training efforts on updated mandates in addition to specific utility programs, processes, and equipment for its new residential plumbing division.

Expansion of both the Company's HVAC division and new Plumbing division require a substantial amount of training. The Company plans to hire unskilled or semi-skilled workers and invest a significant amount of time to provide them the skills needed to succeed. Additionally the Company has experienced an increase in services in in-home efficiency and has implemented several training programs to certify its employees on new equipment, processes and diagnostics. The program will require extensive training on installation and retrofitting water saving heat pumps and water heaters, WiFi water metering and irrigation controllers, and trenching equipment.

### **Retrainee - Job Creation**

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

J.R. Putman recently expanded its offering to include residential plumbing. To accommodate this expansion, the Company will hire 35 new employees (Job Numbers 2 & 3). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## Training Plan

Training will be delivered via Classroom/Laboratory, E-Learning and Productive Lab (PL) by in-house experts and vendors as needed in the following:

**Business Skills:** Training will be offered to all occupations and focus on improving communication skills with training topics including Effective Customer Services, Building Strong Relationships and Innovation Tools and Processes.

**Commercial Skills:** Training will be offered to all occupations and focus on new equipment and certifications. Training topics include Heat Pump Systems, Trenchless Systems and Tooling, and Advanced A/C Systems.

**Computer Skills:** Training will be offered to all occupations and focus on the Company's internal software. Training topics include Service Titan (HVAC Management Software) Skills, Trenchless Video X-Ray, and Water Leak Video Inspection Tools.

## 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.

J.R. Putman is requesting PL-Commercial Skills training for HVAC Technicians, Plumbing Technicians, Installers and Team Leads. Training will focus on HVAC and plumbing tools, equipment, testing equipment under the direction and supervision of a trained and certified master technician. PL training will allow the Company to train staff to extend technical learning under practical working conditions without creating an excess of waste. PL training will focus on training topics such as Air Conditioning Systems, On Demand Hot Water Systems, and Heat Pump Systems.

Due to the complexity of the equipment the Company is requesting 60 hours of PL with a trainer-to-trainee ratio of 1:3.

## 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.

## Special Employment Training

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

### ➤ Wage and Retention Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$39.21 to \$29.41). The Company requests this modification for Job Number 1.

**Commitment to Training**

J.R. Putman invests \$180,900 annually on training for all its facilities. Training include new hire orientation and safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

J.R. Putman has identified two onsite Human Resource Managers, one for the HVAC site and one for the Plumbing site, who will be responsible for overseeing all aspects of the training project including scheduling training, tracking hours, and collecting rosters. Additionally, the Company has retained a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0279	Rancho Cordova	9/26/2018- 9/25/2020	\$73,632	\$73,632 (100%)

**DEVELOPMENT SERVICES**

Synergy Management Consultants, LLC in Grass Valley assisted with development of this proposal for a flat fee of \$5,890.

**ADMINISTRATIVE SERVICES**

Synergy Management Consultants, LLC will also perform administrative services for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Principles of Highly Successful Leaders
- Developing SMART Annual Goals
- Pre-Week Planning & Execution
- External Environment Analysis
- Planning and Execution
- Effective Customer Service
- Team Building
- Building Strong Relationships
- Innovation Tools and Processes
- Persuasion Strategies
- Communication Skills
- Negotiation Skills
- Customer Needs Assessment
- Presentation Skills
- Active Listening Skills
- Understanding and Managing Expectations
- Skills Builder Applications

**Commercial Skills**

- Connected Home Technology
- Heat Pump Systems
- System Sizing
- Fundamentals of Air Conditioning Systems
- Advanced A/C Systems
- Advanced Diagnosis
- Metering Devices
- Nest System Controls/Smart System
- Advanced Wiring and Schematics
- Nest Thermostats
- Maintenance Tune Up Procedures
- Field Tools/Gauges
- Air Quality Diagnostics
- Inverter Technology
- Ventilation Systems Certifications- Blower Door/ Weatherization
- Certification-Duct Testing
- Certification-Air Filtration
- Certification-NGAT (Natural Gas Application Testing)
- Certification- Home Energy Auditing
- Identifying Waste Products
- Waste Products Remediation Analytics
- Waste Remediation Planning

- Waste Removal Solutions
- Trenchless Systems and Tooling
- Wi-Fi Smart Water Meter
- Driver Safety
- Lifting Safety
- Ladder Safety
- Work Site Safety
- Equipment Safety
- Attic Insulation Safety
- Electrical Hazards Safety
- Covid Safety Factors

**Computer Skills**

- Service Titan (HVAC Management Software) Skills
- Microsoft Office and Google Suites
  - Excel (Intermediate/Advanced)
  - Word (Intermediate/Advanced)
  - PowerPoint (Intermediate/Advanced)
  - Database Systems
- Using Tablets in the Field
- Zoom
- Microsoft Teams
- Tablet Applications for Field Sales and Technician Scheduling and Installation.
- Trenchless Video X-Ray
- Water Leak Video Inspection Tools

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

- OSHA 10

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

- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:3)**

Trainees may receive any of the following:

**Commercial Skills**

- Thermal Dynamics
- Switches and Electrical Components
- Heat Pump Systems
- Air Conditioning Systems
- Metering Devices
- System Controls/STS
- Motors
- Whole Home Fans
- Inverter Type Systems
- Digital Tools

- Wiring
- Thermostats
- Tune up Procedures
- Air Quality Diagnostics and Methodologies
- Ventilation Systems
- Barriers Methodologies
- Diagnostics
- HVAC Maintenance Service
- Drawings/Plans
- Plastic Pipes and Fittings
- Copper Pipe and Fittings
- Cast Iron Pipe and Fittings
- Fixtures and Faucets
- Disposals
- Drains- Roof, Floor and Area
- Valves
- Water Heaters
- On Demand Hot Water Systems
- Pipes and Supply Lines
- Gas and Fuel Systems
- Back Flow Systems
- Sewage and Pump Systems





Retrainee-Job Creation  
**Training Proposal for:**  
**James Caccia Plumbing, Inc.**  
**Contract Number: ET23-0142**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** R. Jackson

**PROJECT PROFILE**

Contract Attributes:	Retrainee SET SB <100 Priority Rate Job Creation Initiative Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Mateo	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>	11%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$286,520

<b>Total ETP Funding</b>
\$133,975

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SET SB <100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10, PL- Commercial Skills	25	8-200	0	\$2,139	\$29.41
				Weighted Avg: 93			
2	Job Creation Initiative Retrainee SET Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, OSHA 10, PL- Commercial Skills	30	8-200	0	\$2,300	\$28.00
				Weighted Avg: 100			
3	Veterans Retrainee SET Priority Rate SB<100	Business Skills, Commercial Skills, Computer Skills, OSHA 10, PL- Commercial Skills	5	8-200	0	\$2,300	\$29.41
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Numbers 1 & 3** [Modified Statewide Average Wage SET]):

\$29.41 per hour for San Mateo County.

**Job Number 2** (Job Creation): \$19.61 per hour for San Mateo 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 \$1.41 per hour can be used to meet the ETP Post-Retention Wage in Job Numbers 1 and 3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Technicians		13
Sales Staff		8
Team Leads		4
<b>Job Number 2: Job Creation</b>		
Technicians		30
<b>Job Number 3: Veterans</b>		
Technicians		5

## **INTRODUCTION**

Founded in 1979 and headquartered in San Mateo, James Caccia Plumbing, Inc. (Caccia Plumbing) (<http://www.cacciaplumbing.com>) provides residential HVAC, insulation, and plumbing installation and repair services to homeowners and tenants within San Mateo and San Francisco counties. ETP training will take place at the Company's single location in San Mateo.

This will be Caccia Plumbing's first ETP Contract. The project includes a substantial Job Creation component. The proposed training will help the Company upgrade skills on newly purchased equipment it has invested over \$99,000 on recently. The new equipment includes heat pump water heaters, pipe fusion and connections, on demand products, energy audit equipment, testing equipment, Wi-Fi metering devices and Wi-Fi enabled water and irrigation controllers, trenching equipment, and new software such as Service Titan.

### **Veterans Program**

In this proposal, Caccia Plumbing plans to train five Veterans (Job Number 3). As a part of its regular hiring process, the Company accepts referrals from Hire a Vet and Troops to Trades, which are nonprofit organizations that consider qualified veterans for new openings.

### **Retrainee - Job Creation**

In this proposal, the Company will hire 30 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Caccia Plumbing is expanding its existing business capacity, and the Company has ample room in its existing facility to accommodate new staff. The rapid growth primarily in San Mateo County is attributed to an expanded customer base there, which is prompting the need for additional hiring and the need to deliver additional customized vocational training.

## **PROJECT DETAILS**

Caccia Plumbing's staff needs to learn to use new equipment and procedures to perform the new installation and maintenance processes. Additionally, staff must continue to meet state certification requirements such as Cal OSHA, which is a part of this new funding request. The proposed training will help Caccia Plumbing increase its competitive position by delivering an estimated 144 certifications to Technicians that are critical to qualify in contract bidding processes.

### **Training Plan**

The following training will be conducted using Class/Lab, E-Learning, and Productive Lab (PL) training delivery methods:

**Business Skills:** Training will be offered to all occupations on course topics that pertain to internal/external customer communication. Sales Staff and Team Leads will receive a higher amount of this type of training due to these occupations' increased need for communication, presentation skills, customer interaction, and problem solving.

**Commercial Skills:** Training will be offered to Technicians to increase skills and competencies on specific plumbing and brand equipment/tools and to Sales Staff to increase their knowledge of products and of the repair and installation projects that they oversee.

**Computer Skills:** Training will be offered to all occupations. Service Titan application software is used companywide to process work orders, billing, track work documentation, and more. Due to application updates, it has been determined that supplemental training on this software may improve efficiency. Tablets are also a needed training topic.

### **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 journey-level workers. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

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

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

Trainer-to-trainee ratio is 1:1 based on the delivery methods of the Company. Caccia Plumbing represents delivering at this ratio reduces the slowed productivity for the hours the expert trainers are assigned to deliver the training needed to bring the trainees to meet competency requirements. This PL- Commercial Skills’ training is targeted for the Technicians with a maximum request of up to 50 hours of PL per trainee.

PL-Commercial Skills is needed to both transfer theory to application and deepen skill sets with hands-on training best delivered thru the PL delivery method. Additionally, the 50 PL hours per trainee is requested as the variability of equipment and repair/installation issues is very broad. Thus, this is the most efficient manner to thoroughly train the Technicians’ occupation.

### **Special Employment Training**

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

#### **➤ Wage Modification**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$39.21 to \$29.41). The Company requests this modification for Job Numbers 1 and 3.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company’s request to use an alternate recordkeeping method.

### **Commitment to Training**

The Company’s annual California training budget is \$145,000. Training includes basic orientation, CPR, sexual-harassment prevention, violence in the workplace, and basic computer usage. ETP funds will not displace the existing financial commitment to training. Safety training will continue to be provided in accordance with all pertinent requirements under state and federal law.

## ➤ Training Infrastructure

Caccia Plumbing's CEO (dedicated administrator), H.R. Manager, H.R. Assistant, and H.R. Coordinator will oversee all project administration. Training will be delivered by ten in-house subject-matter experts and outside training vendors. It has also retained a third-party subcontractor to assist with ETP administration.

## **Impact/Outcome**

Caccia Plumbing has purchased new equipment and needs to train for pipe fusion and connections, excavator, trench shoring and OSHA 10 certifications. These certifications help the Company remain competitive by demonstrating commonly sought after certifications clients regularly request and by upgrading skills of workers while achieving desired industry standards that often exceed regulatory requirements. Certifications are issued by external entities including Ferguson for Pipe Fusion, IVES Training Group for Excavator, and Security Shoring for Trench Shoring that help improve quality and safety. The following will result from ETP-funded training:

- An estimated 48 Technicians will earn four certifications each (Pipe Fusion, Excavator, Trench Shoring, and OSHA 10).

## **DEVELOPMENT SERVICES**

Caccia Plumbing retained Synergy Management Consultants, LLC (Synergy) in Grass Valley to assist with development for a flat fee of \$7,000.

## **ADMINISTRATIVE SERVICES**

The Company also retained Synergy to perform administrative services for an amount not to exceed 13% of payment earned.

## **TRAINING VENDORS**

Plumbing, Heating, Cooling Contractors of Sacramento has been retained to provide Commercial Skills' training for an estimated fee of \$21,500.

Cal Steam of Vacaville has been retained to provide Commercial Skills' training for an estimated fee of \$7,500.

Osborne Company of Livermore has been retained to provide Commercial Skills' training for an estimated fee of \$5,000.

P&F Distributors of Brisbane has been retained to provide Commercial Skills' training for an estimated fee of \$3,500.

Other trainers will be identified as they are retained.

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

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Principles of Highly Successful Leaders
- Developing SMART Annual Goals
- Pre-Week Planning & Execution
- External Environment Analysis
- Planning and Execution
- Effective Customer Service
- Team Building
- Building Strong Relationships
- Innovation Tools and Processes
- Persuasion Strategies
- Communication Skills
- Negotiation Skills
- Conflict Resolution
- Customer Needs Assessment
- Presentation Skills
- Active Listening Skills
- Understanding and Managing Expectations
- Skills Builder Applications

**COMMERCIAL SKILLS**

- Driver Safety
- Lifting Safety
- Ladder Safety
- Work Site Safety
- Equipment Safety
- Electrical Hazards Safety
- Covid Safety Factors
- Connected Home Technology
- System Sizing
- Advanced Diagnosis
- Metering Devices
- System Controls/Smart System
- Schematics
- Maintenance Tune Up Procedures
- Field Tools/Gauges
- Water Quality Diagnostics
- Certification-Excavator
- Certification-Water Quality
- Certification-NGAT (Natural Gas Application Testing)
- Certification- Home Energy Auditing
- Identifying Waste Products
- Waste Products Remediation Analytics
- Fusion Technology
- Waste Remediation Planning

- Waste Removal Solutions
- Trench Shoring Systems
- Wi-Fi Smart Water Meter
- Driver Safety
- Lifting Safety
- Ladder Safety
- Work Site Safety
- Equipment Safety
- Electrical Hazards Safety

### **COMPUTER SKILLS**

- Service Titan Skills
- Microsoft Office and Google Suites (Excel, Word, Power Point, Database Systems)
- Zoom and Microsoft Teams
- Tablet Applications
- Trenchless Video x-Ray
- Water Leak Video Inspection Tools

### **SAFETY SKILLS - OSHA 10 (CERTIFIED-OSHA INSTRUCTOR)**

- OSHA 10 (maximum of 10 hours per trainee)

### **Productive Lab (Trainer-to-Trainee Ratio 1:1)**

### **PL- COMMERCIAL SKILLS**

- Thermal Dynamics
- Switches and Electrical Components
- Metering Devices
- System Controls/STS
- Digital Tools
- Wiring
- Water Quality Diagnostics and Methodologies
- Barriers Methodologies
- Diagnostics
- Drawings/Plans
- Plastic Pipes and Fittings
- Copper Pipe and Fittings
- Cast Iron Pipe and Fittings
- Fixtures and Faucets
- Disposals
- Drains- Roof, Floor and Area
- Valves
- Water Heaters
- On Demand Hot Water Systems
- Pipes and Supply Lines
- Gas and Fuel Systems
- Back Flow Systems
- Sewage and Pump Systems



Retrainee-Job Creation  
**Training Proposal for:**  
**La Tapatia Tortilleria, Inc.**  
**Contract Number: ET23-0150**

**Panel Meeting of:** August 26, 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:	Fresno, 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: 103	U.S.: 103	Worldwide: 103
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	17%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$225,000

<b>Total ETP Funding</b>
\$174,915



**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 HUA Priority Rate	Business Skills, Computer Skills, Cont. Impr., HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	99	8-200	0	\$1,495	\$16.17
				Weighted Avg: 65			
2	Retrainee Job-Creation Priority Rate HUA	Business Skills, Computer Skills, Cont. Impr., HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	15	8-200	0	\$1,495	\$15.00**
				Weighted Avg: 65			
3	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Impr., HazMat, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	3	8-200	0	\$1,495	\$21.57
				Weighted Avg: 65			

**\*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 in Fresno County

Job Number 2 (Job Creation/HUA): \$15.00 per hour in Fresno County

Job Number 3: \$21.57 per hour in Sacramento County

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

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

Up to \$1.17 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$2.47 per hour may be used in Job Number 3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administration		3
		2
Logistics		5

		2
Quality Control		4
Operations		47
		5
		6
Sales		4
		2
		1
Transportation		2
		1
Managers and Supervisors		1
		1
		13
<b>Job Number 2</b>		
Operations		6
Sales		1
Transportation		2
Administration		1
Quality Control		3
Logistics		2
<b>Job Number 3</b>		
Managers and Supervisors		1
Sales		1
Transportation		1

## **INTRODUCTION**

Founded in 1969 and headquartered in Fresno, La Tapatia Tortilleria, Inc. (La Tapatia) ([www.tortillas4u.com](http://www.tortillas4u.com)) manufactures corn and flour tortillas, tortilla chips, flavored wraps, taco shells and tostada bowls. The Company's specialty products include gluten free, non-GMO, whole wheat, high fiber and low-carb options. La Tapatia provides products to restaurants, grocery stores, school districts, and correctional facilities throughout the state. The Company has expanded to provide products overseas to China, South Korea, Indonesia and South America. Training will be delivered at its facilities in Fresno and McClellan. This is La Tapatia's fourth ETP Contract, and the fourth in the last five years.

## **Veterans Program**

Although there is no Veterans component in this project, La Tapatia actively recruits and hires Veterans and values the workforce.

## **PROJECT DETAILS**

Previous training focused on production processes and new regulations. While the Company will build on training done on the previous project, this new training project will focus on emerging initiatives including health-conscious marketing, and new product lines such as new tortilla and chip flavors and new healthier wraps. The Company also purchased new equipment including ovens, counter-stackers, packing machines, pneumatic compressors, and delivery vehicles in order to increase production capacities. These are also part of La Tapatia's lean manufacturing strategic objectives as it strive to create a leaner manufacturing environment. Training will consist on Equipment Operations, KAIZEN Training, Lean Procedures Practices, and Cross Training. As trainees work with many different types of machinery, they will gain the skills to help them be competitive in the job market.

La Tapatia also increased its efforts to reach into new markets to expand both internationally and domestically. After an initial beta test in China to gauge demand was successful, the Company was able to partner with a number of distributors in the region to increase its exporting efforts. This has resulted in new branding and process improvements to address the international demand. In addition, the Company is working to create new partnerships domestically with both WinCo and FoodCo. To meet growing demands, La Tapatia is creating new online portals and apps to allow customers to submit, research, and track orders electronically. These new efforts into new markets will require training on new products and processes, as well as give trainees valuable knowledge into how other markets operate.

Employees who received training in the prior ETP projects will not receive duplicate training.

### **Retrainee - Job Creation**

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

To meet customer needs, La Tapatia is launching new products and entering new markets, which has led to the expansion of production capacity. To help fill production needs, 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 Classroom/Laboratory and E-Learning by in-house experts in the following:

**Business Skills:** Training will be offered to all occupations to improve business operations. Training topics include Business Communication, Strategic Planning and Time Management.

**Computer Skills:** Training will be offered to all occupations to improve software skills. Training topics included Intermediate/Advanced Microsoft Office and Crystal Reports.

**Continuous Improvement:** Training will be offered to all occupations. Training will provide continuous training to sharpen skills. Training topics include Cross Training, KAIZEN Training, LEAN Procedures Practices, and Product Quality and Control.

**Literacy Skills:** Training will be offered to Logistics, Operations, Quality Control and Transportation to improve language and communication skills. Training topics include Vocational English as a Second Language.

**Hazardous Materials:** Training will be offered to Logistics, Operations, Quality Control and Transportation to provide skills in handling materials.

**Management Skills:** Training will be offered to Managers and Supervisors. and include Administration, Leadership and Supervisor Skills.

**Manufacturing Skills:** Training will be offered to Logistics, Operations, Quality Control and Transportation to increase knowledge in operations and processes. Topics include Equipment Operation, Food Processing and Manufacturing Practices.

### **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**

Some trainees (Job Numbers 1 & 2) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company’s locations in Fresno County 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. La Tapatia is requesting a wage modification from \$21.57 per hour to \$16.17 per hour (Job Number 1); and from \$17.64 per hour to \$15.00 per hour (Job Number 2).

### **Commitment to Training**

La Tapatia’s current annual training budget is approximately \$230,000 for both facilities and includes new hire orientation, general safety and production processes.

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

#### ➤ Training Infrastructure

California Business Expansions Consulting Group (CALBEC) has been retained to assist with ETP project administration. In addition, La Tapatia has designated the Human Resources Manager to be the lead administrator for the project internally and will be responsible for collecting and submitting training rosters to the administrative subcontractor for data entry into the ETP systems.

### **COVID Contract**

The Company has an active contract with ETP under the COVID Pilot Program with a term of 6/9/2021 to 6/8/2023. Of an estimated 15 trainees, 12 have been enrolled and 11 have received the minimum hours of training.

**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 \$ %
ET21-0125	Fresno, Sacramento	8/3/2020-8/2/2022	\$114,954	\$114,954 (100%)
18CS-0043*	Fresno, McClellan	9/5/2017-9/4/2019	\$170,760	\$114,109 (67%)

\*18CS-0043: This was La Tapatia's first ETP contract. The initial approach in the front end of the project did not work and was changed toward the latter end. As a result of the process change, the next contract (ET21) had good performance.

**DEVELOPMENT SERVICES**

CALBEC Group in Clovis assisted with development of this proposal for a flat fee of \$15,000.

**ADMINISTRATIVE SERVICES**

CALBEC Group will also perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

**TRAINING VENDORS**

To Be Determined

## **Exhibit B: Curriculum**

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

Trainees may receive any of the following:

#### **Business Skills**

- Business Communication
- Behavior Style Strategies
- Conflict Resolution
- Customer Relationship Management
- Customer Service
- Communication Styles
- Employee Coaching
- Essential Skills for the New Supervisor
- Interpersonal Communications
- Leadership
- Marketing/Sales Techniques
- Retaining Customers
- Relationship Building
- Strategic Planning
- Successful Selling Techniques/Sales
- Time Management

#### **Computer Skills**

- Crystal Reports
- Intermediate/Advanced Microsoft Office
- Master Accounting Series 90/SAGE 100

#### **Continuous Improvement Skills**

- Cross-Training
- Communication Skills
- Decision Making
- KAIZEN Training
- Key Performance Indicators
- LEAN Procedures Practices
- Meeting Management
- Process Improvement
- Product Quality and Control
- Project Management
- Team Building
- Time Management
- Understanding Waste

#### **Hazardous Materials Skills**

- Hazardous Materials Handling

**Literacy Skills**

- Vocational English as a Second Language

**Management Skills** (Managers/Supervisors Only)

- Administration
- Coaching Procedures
- Effective Meetings for Leaders
- Leadership
- Supervisor Skills

**Manufacturing Skills**

- Electrical and Electronics
- Equipment Operation
- Fall Prevention/Protection
- Food Processing
- Forklift Driving
- Hydraulics
- Inventory Control
- Loading
- Logistics
- Machine Maintenance
- Manufacturing Practices
- Measurement and Measuring Devices
- Packaging
- Pallet Jack Operation
- Pneumatics
- Production Operations
- Respirator Training and Fitting
- Troubleshooting
- Warehousing

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

- OSHA10

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

- OSHA 30



**Training Proposal for:**  
**Northrop Grumman Systems Corporation**  
**Contract Number: ET23-0126**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Veterans	Industry Sector(s):	Manufacturing (E) Aerospace Related  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles, Kern, San Diego, Santa Barbara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 30,000	U.S.: 97,000	Worldwide: 97,000	
<u>Turnover Rate:</u>	1%			
<u>Managers/Supervisors:</u> (% of total trainees)	8%			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$975,000

<b>Total ETP Funding</b>
\$496,800



**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Impr, HazMat., Mfg. Skills, PL-Mfg. Skills	550	8-200	0	\$828	\$21.57
				Weighted Avg: 36			
2	Retrainee Priority Rate Veterans	Business Skills, Computer Skills, Continuous Impr, HazMat., Mfg. Skills, PL-Mfg. Skills	50	8-200	0	\$828	\$21.57
				Weighted Avg: 36			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Numbers 1 & 2 (Veterans): \$21.73 per hour for Los Angeles, \$21.57 per hour for Kern, San Diego, Santa Barbara and Ventura Counties.

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

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

Up to \$1.73 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 and 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Information Technology/Engineering Staff		15
		150
Manufacturing/Production/Mechanics Staff		30
		155
Operations Staff		10
		65
Quality Staff		5
		80
Supervisor/Manager		40
<b>Job Number 2 (Veterans)</b>		
Information Technology/Engineering Staff		5
		5
Manufacturing/Production/Mechanics Staff		5
		5

Operations Staff		5
		5
Quality Staff		5
		5
Supervisor/Manager		10

## **INTRODUCTION**

Founded in 1939, Northrop Grumman Systems Corporation (NGSC) ([www.northropgrumman.com](http://www.northropgrumman.com)) is a global security company that develops innovative products and solutions for unmanned systems, cyber security and technology, C4ISR (Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance), and logistics for government and commercial customers. NGSC operates in six different business sectors: Aeronautics, Defense Systems, Enterprise Services, Mission Systems, Space Systems, and Corporate Office. This proposal represents NGSC's Aeronautics Systems Sector only. Its focus is on developing; integrating, producing, and supporting manned and unmanned aircraft; spacecraft; high-energy laser systems; microelectronics and other systems/subsystems critical to maintaining the nation's security. These systems and technologies are used in a variety of mission areas including intelligence, protected communications, surveillance, battle management, strike operations, electronic warfare, missile defense, and space science and exploration.

NGSC conducts most of its business with the U.S. Government, principally the Department of Defense, as well as other domestic and foreign governments, principally, in different mission areas including intelligence, surveillance, reconnaissance, communications, battle management, strike operations, electronic warfare, missile defense, earth observation, space science, and space exploration.

NGSC Aeronautics Systems Sector is headquartered in Palmdale and has 38 locations in California. In this proposal, NGSC Aeronautics Systems requests ETP funding to train 600 full-time employees located in Mojave, Azusa, Carson, El Segundo, Manhattan Beach, Palmdale, Redondo Beach, Camarillo, San Diego and Carpinteria locations. Fifty full-time employees are Veterans (Job Number 2) at Edwards AFB

### **Veterans Program**

NGSC is proud to employ approximately 20% military service employees worldwide. NGSC demonstrates its commitment to veterans by supporting a variety of personal and professional programs for both transitioning military and current employees as well as their families. NGSC plans to train 50 Veterans (Job Number 2) who have served on active full-time duty in the Armed Forces.

## **PROJECT DETAILS**

This will NGSC's fourth ETP Contract, and the fourth in the past five years. The previous project focused on company contracts and technologies at the time, which included Space and Military Aircraft Systems. Training under this proposal will concentrate on new stealth bomber B21-Raider, Smart Manufacturing, digital transformation and new business practices resulting from the COVID-19 pandemic. This involves extensive training to put new technologies, processes, and practices into place quickly and efficiently while maintaining superior quality standards. Workers will receive skills necessary to better understand customer requirements, deliver

sophisticated products and become more efficient. None of the training from the prior ETP Contract will be repeated except for trainees that did not participate in prior ETP training.

NGSC is operating in a highly competitive and volatile industry. The Company is continually striving to meet its customers' expectations and demands, keep up with technological advances, and improve efficiencies to meet industry requirements and adapt to a new business environment resulting from the COVID-19 pandemic. Maintaining the technical expertise of its workforce provides competitive advantages in contract bidding and acquiring new businesses. The Company has recently awarded a new project to build five next-generation stealth bombers (B-21 Raider) at its Palmdale facility. Additionally, Smart Manufacturing and digital transformation play a vital role in the future of manufacturing. Therefore, NGSC must adapt more quickly to changes in demand, supply chain, capability to respond to current and emerging needs.

To support its current and future business needs, NGSC has implemented a company-wide training program in new product and manufacturing practices, process improvements related to productivity and quality control, new technologies and systems, customer specifications, improvements in overall business operations, and promoting growth.

## Training Plan

Training will be provided via Classroom/Laboratory, E-Learning and Productive Laboratory in the following:

**Business Skills:** Training will be offered to all occupations. Training will focus on communication, negotiation, customer service and documentation skills. Trainees will also learn how to provide improved and consistent customer service throughout all business activities.

**Computer Skills:** Training will be offered to all occupations. NGSC uses a variety of complex systems to run its operations and to build and/or test its products. Employees will receive training on systems and computer applications applicable. Automation and manufacturing software are vital tools for NGSC's operations, and employees must be proficient in these systems.

**Continuous Improvement:** This training will be offered to occupations, with emphasis on Product Quality and Reliability, Process Reengineering Skills, Process Improvement and Design for Excellence. A critical component of all products delivered by NGSC Aerospace Systems is "Zero Defect". Training is designed to help the Company establish and maintain flawless production processes and quality assurance measures.

**Hazardous Materials:** This training will be offered to Manufacturing/Production/Mechanics, Engineering, Operations Staff, Quality Staff and Supervisors/Managers. This training will provide supplemental hazardous materials skills to frontline workers and lead personnel. Trainees will learn proper handling of hazardous materials and gases commonly associated with the Company's manufacturing processes.

**Manufacturing Skills:** This training will be offered to Manufacturing/Production/Mechanics, Engineering, Operations Staff and Quality Staff. This training will ensure that workers have the requisite skills to manufacture products using engineering and design directives to produce aircraft that meet strict quality, safety, and zero defect standards.

## Productive Laboratory (PL) – Manufacturing Skills:

Trainees may produce goods for profit as part of the Productive Laboratory (PL) training in the courses identified under the Curriculum. The instructor will be dedicated to training delivery during all hours of training.

Certain production skills are best learned through direct observation and hands-on experience. PL training will allow for practical, hands-on instruction that cannot be adequately duplicated in a classroom setting. PL training will be provided to approximately 300 Manufacturing/Production/Mechanics and Quality Staff. PL training will take place at various NGSC Aerospace Systems facilities in California.

Equipment to be used during the proposed PL training includes cranes, forklift, tow tractor, robotic control arm, Moen heater, light cart, air compressor, liquid coolant, hydraulic test stands, aircraft jack, cabin leakage tester, cooling air unit, and paint mixer. Training will be taught by subject-matter experts with demonstrated knowledge and expertise in the aerospace manufacturing industry.

NGSC's training consists of highly technical subject-matter that is generally delivered one-on-one setting to ensure consistency and optimal skills transfer. This setting allows the trainer to address critical questions while also achieving valuable knowledge sharing among trainees. Therefore, NGSC is requesting a PL trainer-to-trainee ratio of 1:1. Trainees will receive up to 40 hours of PL training.

### **Commitment to Training**

NGSC has a current annual training budget of approximately \$7 million for all California facilities. The Company's training consists of basic job skills training, new employee orientation, interviewing skills, diversity, performance management, anti-harassment, extensive on-the-job training, and introductory computer skills. The Company also provides a library of self-paced computer-based 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. After the completion of ETP-funded training, the Company will continue to deliver training to keep pace with business climate and goals, technology upgrades, new contracts and continuous improvement efforts.

#### **➤ Training Infrastructure**

Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house staff and vendors, if needed. NGSC has designated a Manager and a Senior Principal Training Representative to oversee ETP training and all administrative responsibilities. In addition, the Company has several Administrative Staff, Support Staff and trainers responsible for managing the scheduling, delivery and documentation of training at all California facilities. The Company has also retained a third party, Training Funding Partners, to assist with administrative duties including enrollment, data tracking, invoicing, ETP monitoring activities, and ensuring compliance with ETP requirements.

### **Electronic Recordkeeping/LMS**

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

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0201	Azusa, Camarillo, Carpinteria, Palmdale, Edwards AFB, El Segundo, Goleta Mojave, Oxnard, Manhattan Beach, Redondo Beach, San Diego, Santa Monica, Santa Rosa, Woodland Hills	12/16/19 – 12/15/21	\$642,620	\$642,620 (100%)
ET17-0400	Azusa, Camarillo, Carpinteria, San Diego, Edwards AFB, El Segundo Mojave, Oxnard, Palmdale, Manhattan Beach, Redondo Beach, Santa Rosa, Woodland Hills	06/30/17 – 06/29/19	\$862,728	\$862,728 (100%)
ET16-0228	Azusa, Camarillo, Carpinteria, San Diego, Edwards AFB, El Segundo, Goleta, Mojave, Oxnard, Palmdale, Manhattan Beach, Redondo Beach, Santa Monica Santa Rosa Woodland Hills	11/16/15 – 11/15/17	\$899,684	\$899,684 (100%)

**DEVELOPMENT SERVICES**

Training Funding Partners (TFP) in Fountain Valley assisted with development for a flat fee of \$27,500.

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Communication Skills
- Contract/Negotiation Skills
- Documentation Skills
- Finance/Accounting Skills
- Metrics/Measurement
- Presentation Skills
- Supply Chain Management
- Train the Trainer Skills

**Computer Skills**

- Adobe System Skills
- Architectural Modeling Skills
- Business Intelligence/Data Management Skills/Digital Data Overview
- Computer Aided Design Skills
- Computer Aided Production Environment
- Computer Assisted Three-Dimensional Interactive Application
- Computer Language Skills
- Computer Programming/Software Development Skills
- Computer Software/Hardware Skills
- Digital Transformation Skills
- Dynamic Object Oriented Requirements System
- Earned Value Management System
- Engineering Software Skills
- Enterprise Architecture Software/Systems
- Enterprise Export Management System Skills
- Enterprise Resource Planning System
- Information Handling System
- Information Systems Security
- Intermediate/Advanced MS Office Skills (Word/Excel/PowerPoint)
- Learning Exchange System Skills
- Parts System Skills
- PeopleSoft System Skills
- Product Data Management
- Red Hat Enterprise Linux (RHEL)
- SAP Skills
- Service Oriented Architecture
- Software Configuration Management
- Software/Hardware Skills
- System Architecture/Design Skills
- System Architecture/Design Skills
- Web Design/Content Management

**Continuous Improvement Skills**

- Change Management Skills
- Design Tools and Practices
- Design for Excellence
- Conflict Management Skills
- Global Perspectives
- ISO Standards
- Leadership/Coaching Skills
- Process Reengineering Skills
- Problem Solving Tools and Techniques
- Project/Program Management Skills
- Product Quality and Reliability
- Risk Management Skills
- Strategic Thinking Skills
- Team Building Skills
- Troubleshooting Skills

**Hazardous Materials Skills**

- Hazwaste Generator
- Hazardous Materials/Hazard Communication Skills/Gases

**Manufacturing Skills**

- Advanced Safety Skills
  - Asbestos Awareness
  - Certified Oxygen Cleanliness Instructor
  - Laser Safety and Hazard Awareness
  - Nuclear Safety Training
  - Weapon System Training
  - IAL (Integrated Assembly Line Safety)
- Aerospace Manufacturing Equipment Training
- Aerospace Manufacturing Operations Skills
- Aircraft Maintenance, Modification and Testing
- Aircraft Structural Design/Development
- Assembly/Subassembly/Fabrication Skills
- Engineering Design/Engineering Skills
- Flight Operations
- Manufacturing Automation Systems
- Manufacturing Resource Planning
- Measurement Device Skills
- Metrology
- Missile Defense Agency/Missile Systems
- Paperless Manufacturing Systems
- Process Control Lab Skills
- Production Control
- Robotic Technology
- System Test/Checkout

**Productive Lab (Trainer-to-Trainee Ratio 1:3)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Aerospace Manufacturing Equipment Training
- Aerospace Manufacturing Operations Skills
- Aircraft Maintenance, Modification and Testing
- Aircraft Structural Design/Development
- Assembly/Subassembly/Fabrication Skills
- Robotic Technology





## RESPOND

Retrainee-Job Creation

**Critical Proposal for:**

**Taylor Farms Pacific, Inc.**

**Contract Number: ET23-0149**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Fetsch

### PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate HUA	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Joaquin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 1,300	U.S.: 1,300	Worldwide: 1,300	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	8%			

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$604,075

<b>Total ETP Funding</b>
\$599,886

**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	Computer Skills, Continuous Improvement, Manufacturing Skills, Hazardous Materials, OSHA 10/30	310	8-200	0	\$1,380	\$17.00
				Weighted Avg: 60			
2	Retrainee Job Creation Initiative Priority Rate HUA	Computer Skills, Continuous Improvement, Manufacturing Skills, Hazardous Materials, OSHA 10/30	86	8-200	0	\$2,001	\$17.00
				Weighted Avg: 87			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** **Job Number 1:** \$16.17 per hour in San Joaquin County. **Job Number 2:** \$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
<b>Job Number 1 (Retrainee)</b>		
Quality Staff		10
		22
Clerk		3
Maintenance Staff		6
		12
Warehouse Staff		8
Operations		15
		20
		8
Production Staff		40
		76
		30

Manager		5
		23
Supervisor		12
		20
<b>Job Number 2 (Job Creation)</b>		
Maintenance Staff		5
		5
Operations		20
		9
Production Staff		12
		4
Accounting		4
Supervisor		7
Lead		10
		10

## RESPOND

Under its Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program, the Panel funds training for economic recovery from natural disasters, such as drought. Drought is impacting several key industry sectors (e.g. agriculture) and could lead to loss of jobs. Taylor Farms Pacific, Inc. (Taylor Farms) is mitigating the impacts of drought in the Central Valley through direct investments in water efficient equipment and training.

## INTRODUCTION

Founded in 1995 and headquartered in Tracy, Taylor Farms (<https://www.taylorfarms.com/>) is a farming company that manufactures a variety of salad and fresh produce ready-to-eat package kits. Taylor Farms customers are wholesale food distributors, such as, Sam's Club, Target, Walmart, Fresh Foods Market and other grocery store retailers. Training will take place at Taylor Farms' location in Tracy.

This is the Company's third ETP funded contract and the third in the last five years.

## **Veterans Program**

Taylor Farms actively recruits and hires Veterans by attending Military job fairs and posting job openings on sites that focus on hiring Veterans (Military.com).

## PROJECT DETAILS

In the prior ETP project, Taylor Farms focused training on operations efficiencies and processes. The training was to bring both incumbent and new trainees up to speed with updated company procedures. This training project will be focused on new food safety practices and an increased emphasis in sustainable practices such as zero waste products. Although there are similar course offerings to past projects, there will be no duplication of training for trainees who participated in prior contracts.

Taylor Farms has increased production to accommodate demand brought forth by the COVID-19 supply chain shortages. The company is at the forefront of shifting away from many of the manual operations to automate and improve efficiencies. Taylor Farms is expanding its services for many lines to become 24/7 operations to meet the production demands. Taylor Farms is also implementing a new ERP Dynamics 365 software and hardware which will touch every department of our manufacturing operations and is a massive undertaking in training for its site.

In addition, Taylor Farms has invested in a Smart Wash System for more water efficient produce cleaning during packaging. The company is challenged to maintain its superior product and also keep up with increasing demand of salads and ready to eat fruit. Staff will be required to train on this new washing and drying procedure as well as maintaining this new system to ensure it's working appropriately.

## Training Plan

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

**Computer Skills:** Training will be offered to all occupations to improve internal processes and increase employee's proficiency in the use of various business software solutions. Training topics include Dynamics 365, Microsoft Applications (Intermediate/Advanced), and Learning Management System.

**Continuous Improvement:** Training will be offered to all occupations. Staff will receive training to improve on continuous process changes within Taylor Farms in order to remain competitive within the industry. Training topics include Quality Concepts, Decision Making, and Operational Excellence.

**Hazardous Materials:** Training will be offered to Production Staff, Maintenance Staff, and Warehouse Staff. Staff will receive the skills necessary to ensure a safe work environment while working with dangerous materials. Training topics include Employee Emergency Action Plan, Classification of Hazardous Products, and Spill Prevention.

**Manufacturing Skills:** Training will be offered to all staff. Training will focus on equipment processes aimed to produce higher yields of quality product. Training topics include SmartWash System, Sustainable Production, Equipment Operation, and Product Inspection Training.

## Certified Safety Training

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

## Commitment to Training

Taylor Farms has an annual training budget of approximately \$50,000 for its location. The Company utilizes subject matter experts to conduct training. The training budget includes state-mandated safety training, equipment maintenance and installation, food safety and security, and sales training. ETP funds will not displace the existing financial commitment to training. ETP funds will support the Company's ongoing financial commitment to training. At the completion of the ETP training, Taylor Farms will continue to provide its workforce the skillsets they need to develop and grow within the Company. Safety training is, and will continue to be provided, in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

The Training Manager will be responsible for program oversight and communication with ETP. The Training Manager, along with the Training Coordinator and HR lead will oversee all administrative responsibilities, including enrollment, recording, tracking, scheduling training, securing ETP rosters, verify training and retention completion and ensure compliance with all ETP requirements. Taylor Farms has hired an experienced administrative subcontractor who will assist with the implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house experts and vendors as needed.

### Electronic Recordkeeping/LMS

Staff has reviewed and approved Taylor Farm's Learning Management System (LMS) - Alchemy for recordkeeping.

### High Unemployment Area

All trainees (Job Number 1 & 2) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%.

### ➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Taylor Farms is requesting a wage modification from \$21.57 per hour to \$17.00 per hour for Job Number 1 and from \$17.64 per hour to \$17.00 for Job Number 2 in order to serve workers in lower-wage occupations.

### 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.

Taylor Farms has opened new production lines and added 24/7 production shifts to existing job functions. To meet these demands, the Company will hire 86 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.

### COVID Contract

The Company has an active contract with ETP under the COVID Rapid Reemployment and Retraining Pilot with a term of 9/25/2020 to 9/24/2022. Of an estimated 100 trainees, 130 have been enrolled and 130 have received the minimum hours of training. Based on the hours in the system, potential earnings are 100% of contract value.

### 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 \$ %
ET20-0306	Tracy	4/6/2020- 4/5/2022	\$625,002	\$198,216* (31%)

\*Based on ETP Systems, 27,819 reimbursable hours have been tracked for potential earnings of \$625,002 (100% of approved amount). The contract has submitted Final and Closeout invoices that are awaiting approval.

## **DEVELOPMENT SERVICES**

Training Grants Intelligence Inc. (TGII), located in Canton, Georgia, was retained to development this project for a flat fee of \$11,950.

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Computer Skills**

- Supply Chain Software
- Cloud Based Computing
- Intermediate/Advanced Software Systems
- Microsoft Applications (Intermediate/Advanced)
  - Excel
  - Word
  - Access
- Proprietary Reporting & Support Systems
- Reporting
- Learning Management System
- Coach App
- Dynamics 365
- Alchemy

**Continuous Improvement Skills**

- Team Building
- Pre-Lean
- Operational Excellence
- Conflict Resolution
- Quality Concepts
- Decision Making
- Problem Solving
- Best Practices
- Communication Skills
- Business Strategies
- Customer Service Skills
- Leadership
- Performance Management
- Sales and Marketing For Growth

**Hazardous Materials Skills**

- Classification of Hazardous Products
- Hazardous Products Identification, Packing, Marking and Labeling, Documentation
- Compliance with Federal Hazardous Material Regulations
- Incident Report
- Haz/Com- Safety Data Sheets
- Spill Prevention
- Blood Borne Pathogens/Biohazards
- Small Quantity Generator of Haz/Waste
- Pesticides

- Waste Management
- Flammable/Combustible Materials
- Universal Waste
- Emergency Response Information
- Means of Egress
- Emergency Action Plan
- General Safety and Health Provisions
- Bulk Delivery and Mixing Vehicles
- Contract Employer Responsibilities
- Personal Protective Equipment
- Respiratory Protection
- Fire Protection
- Fire Brigades
- Fire Detection Systems
- Employee Alarm Systems
- Materials Handling and Storage Moving the Load Crawler Locomotives
- Truck Cranes Electrical Safety-Related Work Practices
- Confined and Enclosed Spaces Precautions Before Entering

**Manufacturing Skills**

- Advanced Techniques for New Products, Industries Clients & Processes
- Organic – Mixing, Label requirements, Wash Station
- SmartWash System
- Sustainable Production
- Solar
- Food Safety and Testing
- Environmental Standards
- Equipment Operation
- Preventative Maintenance
- Packer Machine
- Filler Machine
- Mac Machine
- Vision Verification System
- Case Sealers/Erector
- Butternut Peeler
- Splitter Machine
- Round Bowl Line
- Forklift Terminals
- New Hardware Operation
- Sanitation
- GMP (Good Manufacturing Processes)
- Product Inspection Training
- Shipping and Receiving
- Tools- Power and Hand Tools
- Cross Training
- Assembly Skills
- Warehouse Skills
- Production Skills



**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Safety Skills - OSHA 30 (Certified-OSHA Instructor)**

- OSHA 30



Retrainee-Job Creation  
**Training Proposal for:**  
**Technet Partners, Inc.**  
**Contract Number: ET23-0140**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** K. Hernandez

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee 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, 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: 140	U.S.: 160	Worldwide: 160
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$223,865

<b>Total ETP Funding</b>
\$193,200

## **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, Comm'l. Skills, Computer Skills,	140	8-200	0	\$1,150	\$21.57
				Weighted Avg: 50			
2	Retrainee Priority Rate Job Creation Initiative	Business Skills, Comm'l. Skills, Computer Skills,	28	8-200	0	\$1,150	\$17.81
				Weighted Avg: 50			

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

**Minimum Wage by County:** Job Number 1: \$21.57 per hour in San Diego and Orange Counties. Job Number 2: \$17.89 per hour in San Diego County and \$17.81 per hour in Orange County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		1
		1
		12
Technicians		1
		1
		110
Managers/Supervisors		14
Job Number 2		
Administrative Staff		1
		1
		1
Technicians		1
		1
		20
Managers/Supervisors		1
		1
		1

**INTRODUCTION**

Founded in 2011 and headquartered in Carlsbad, Technet Partners, Inc. (TechNet) (technetpartners.com) is a technology contractor with a wide range of industry and vendor-specific certifications. The Company is a single source design and build information technology contractor for building and campus technology infrastructure. The information technology infrastructure TechNet designs and builds is structured cabling systems, data center network infrastructure, and wireless access points across a range of applications. To support their growing customer base in the Southern California region TechNet has offices in Carlsbad, Mission Viejo and San Diego with employees based in these locations that will participate in training under this proposal.

TechNet's design team works to bridge the technology needs with the critical effort required during the installation process for their client's projects. The Company's infrastructure technology solutions and services are used at corporate campuses, data centers, hotels & casinos, school campuses and government facilities. TechNet works with architects, engineers, general contractors, electrical contractors and end users to design and build information technology infrastructure. The Company's customer base includes Amazon, Wyndham Hotels & Resorts, Petco Park, Chase Bank, Titleist, CBRE, University of California San Diego and the City of Oceanside.

**Veterans Program**

Although this project does not include a Veterans component, the training population of TechNet may potentially include Veterans. The Company welcomes Veteran applicants for open positions.

**PROJECT DETAILS**

A significant amount of training is required to provide services to assess, design, build, install, and maintain small to large-sized information technology infrastructure. Training is required to support new releases of products developed by IT companies. TechNet needs to keep its employees' knowledge current with advancements and changes in the industry's top products because vendors are updating products and systems frequently. The majority of training will focus on Commercial Skills for Technicians that will result in obtaining industry certifications. Likewise, Commercial Skills training for Technicians related to the installation of products developed by Cisco, Aruba, and CommScope will be delivered to enable Technicians to install the systems designed for their clients.

In addition, Administrative Staff and Managers/Supervisors require a significant amount of training to support the Technicians in the field. Business Skills and Computer Skills training focused on project management, leadership, network programming and wireless design is necessary to design and plan how the a clients' project will be executed.

**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 28 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.

TechNet currently employs over 100 Technicians primarily servicing the Southern California market. However, as the need for information technology infrastructure grows across every industry and for every organization, it is constantly expanding its customer base. With three offices across San Diego and Orange counties, the Company is adding more Technicians at each location

as its customer base grows in each region. In addition, the Company is implementing a strategy to bid more frequently on public sector projects. To win those bids TechNet needs to comply with bid specifications that require specific certifications and compliance maintenance requirements. These newly hired Technicians will receive the necessary training to install products but also receive specific certifications to work on these public sector projects.

## **Training Plan**

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

**Business Skills:** Training will be offered to all occupations. Training will promote efficiency and provide staff with the knowledge and skills to increase production.

**Commercial Skills:** Training will be offered to Technicians. Employees will receive training specific to installation requirements.

**Computer Skills:** Training will be provided to all occupations. Trainees will gain skills and knowledge to assess, design, build, and install the type of products and execute the type of services its customer base requires.

## **Commitment to Training**

In 2021, TechNet invested approximately \$150,000 in job skills training which leads to increased product knowledge and eventually higher wages. 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 Operating Officer will oversee all aspects of the training project. The Human Resources Manager will be responsible for reports and internal data collection for tracking purposes. There will be staff at each location to help coordinate training and an internal team of high-level subject-matter experts and Managers/Supervisors will deliver training. In addition, TechNet has retained an administrative subcontractor to provide additional administrative support.

## **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

## **DEVELOPMENT SERVICES**

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

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

## **Exhibit B: Curriculum**

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

Trainees may receive any of the following:

#### **Business Skills**

- Communication Skills
- Business Development
- Goal Setting
- Leadership
- Negotiation
- Product Knowledge
- Project Management
- Tax and Accounting
- Time Management

#### **Commercial Skills**

- Audio/Visual
- Cabling (Pull, Run & Terminate)
- Conduit Placement
- Copper and Fiber Wiring Installation
- Data Centers (Install Rack Servers & Fiber Optic Splicing)
- Design & Install Wireless Access Points & Servers.
- Direct Burial Trenching
- Distributed Antenna Systems
- Electrical, Electro/Mechanical
- Engineering & Design
- Installation Techniques/Procedures
- Maintenance/Tenant Improvement
- Network Design and Documentation
- Security & Access Control
- Vault Installation

#### **Computer Skills**

- Application Traffic Performance
- Sonicwall
- Cabling
- Cisco
- Citrix
- Data Backup
- Disaster Recovery
- Hyper V
- HTML
- LAN/WAN Infrastructure Design
- Microsoft Sharepoint
- Microsoft Exchange
- Network Design and Configuration

- Network Monitoring
- Network Programming
- VMware
- Virtualization Tools
- Wifi Network Programming
- Windows Server
- Windows 11
- Wireless Design & Implementation



**Critical Proposal for:**

**U.S. Foodservice, Inc.**

**Contract Number: ET23-0152**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Fetsch

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Wholesale Trade - Distribution (A) Trade Wholesale (42)  Priority Industry: <input type="checkbox"/> Yes <input checked="" 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: 1,687	U.S.:28,000	Worldwide: 28,000	
<u>Turnover Rate:</u>	0%			
<u>Managers/Supervisors:</u> (% of total trainees)	0%			

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$316,800

<b>Total ETP Funding</b>
\$96,577



**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Critical Proposal	Commercial Skills, Computer Skills, Continuous Impr	247	8-200	0	\$391	\$22.00
				Weighted Avg: 17			

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

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

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee)</b>		
Day Warehouse		21
Inventory		2
		4
Driver		81
Mechanic		1
		8
Night Warehouse		52
Sales		53
Marketing		5
		20

**CRITICAL PROPOSAL**

U.S. Foodservice, Inc. (U.S. Foods) is designated as a “Critical Proposal” recommended by the Governor’s Office of Business and Economic Development. The Company is expanding its operations in California with the recent opening of a new distribution center in McClellan. Training under this proposal will provide staff with extensive training in Manufacturing, Warehousing and Logistics.

**INTRODUCTION**

Established in 1989 and headquartered in Rosemont, Illinois, U.S. Foods ([www.usfoods.com](http://www.usfoods.com)) is a distribution company that supplies over 350,000 national, private-label, and signature brand products to more than 300,000 customers nationwide. Customers include restaurants, educational institutions, government facilities, hotels, healthcare institutions and sport stadiums. Its products range from meats, produce, and frozen foods to restaurant equipment and supplies.

The Company has divisions in Northern and Southern California, and more than 70 locations throughout the nation. Training under this Contract will only include the new distribution center in McClellan, under the Northern California division. This is U.S. Foods fifth ETP contract and third in the last five years.

## **Veterans Program**

Although there is no Veterans Job component as a part of this project, U.S. Foods values the Veteran workforce.

## **PROJECT DETAILS**

In the prior project, training was focused on process centralization, cross-training, and resource management at its distribution site in Livermore. This training project is exclusively to train staff working in the newly opened distribution center in McClellan as a part of an expansion project.

U.S. Foods has made a substantial investment in this new location which includes upgraded systems for food handling and processing. Many of the staff are new to this field so there is a substantial knowledge and experience gap. The Company is committed to training staff and providing them with skills needed to succeed in their positions and beyond. Staff will be trained on top of the line material handling, selecting systems, and power equipment training. Training will involve all aspects of the job from main functions to specialized processes.

## **Training Plan**

Training will be delivered via Class/Lab and E-Learning by in-house instructors and vendors as outlined below:

**Commercial Skills:** Training will be offered to all occupations. Staff will receive training to learn warehouse processes and procedures. Training topics include Warehouse Skills, Product Knowledge, and Food Handling.

**Computer Skills:** Training will be offered to all occupations. Staff will receive training to increase proficiency in the various software systems U.S. Foods requires. Training topics include Omni, Tableau, and SAE (Selector Software).

**Continuous Improvement:** Training will be offered to all occupations. Staff will receive training to increase skills to provide the highest level of quality service and food safety. Training topics include Food Safety, Body Mechanics, and Safety Skills- Warehouse Safety.

## **Commitment to Training**

U.S. Foods spends \$250,000 annually per facility in California. On-going training includes basic skills, employee orientation, on-boarding, and safety training. ETP funds will not displace the existing financial commitment to training. All training is mandatory. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

The Director of Finance will oversee project administration. In addition, the Tax and Finance teams will help coordinate training, collect rosters and submit data into ETP's tracking system. U.S. Foods will use subject-matter experts as internal trainers.

**PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0101	Livermore	7/1/2017- 6/30/2019	\$255,150	\$94,634 (37%)*
ET16-0373	Corona, La Miranda, Vista	3/7/2016- 3/6/2018	\$351,300	\$351,300 (100%)

\*This proposal has been right-sized due to the performance in the prior contract. This training contract is exclusively for the location in McClellan, which is a different location than the prior two contracts. Poor performance in the ET18-0101 contract was due to poor organization and record retention. The Company plans to correct these issues by having the Director of Finance take a leadership role in this project and to make recording keeping and record retention a priority. U.S. Foods is committed to earning 100% of the contract amount on this contract.

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Commercial Skills**

- Power Equipment Training
- Material Handling Equipment Certification
- Certified Natural Gas (CNG) Equipment Training
- Certified Natural Gas (CNG) Equipment Maintenance
- Driving Skills
- Warehouse Skills
- Forklift
- Pallet Jack
- Selecting
- Product Knowledge
- Food Handling

**Computer Skills**

- System Training (Tandem/POS,Omni,etc)
- Omni
- SOUS
- Microsoft Excel (Intermediate/Advanced)
- Tableau
- SAE (Selector Software)

**Continuous Improvement Skills**

- Food Safety
- Food Safety Practices
- Body Mechanics
- COVID Protocol Training
- Understand USF COVID Policies
- Leadership Skills
- Safety Skills- Warehouse Safety



## Training Proposal for:

# Workforce Development Corporation of Southeast Los Angeles County, Inc.

**Contract Number: ET23-0132**

**Panel Meeting of:** August 26, 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) Transportation and Warehousing (48-49) 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)	≤20%		

### FUNDING DETAIL

<b>Program Costs</b>	+	<b>Support Costs</b>	=	<b>Total ETP Funding</b>
\$560,920		\$38,984 8%		\$599,904
In-Kind Contribution:	50% of Total ETP Funding Required			\$855,956

**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, Comm'l Skills, Computer Skills, Continuous Imp., HazMat, HazWoper, Job Readiness, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	215	8-200	0	\$1,476	\$21.57
				Weighted Avg: 60			
2	Retrainee SB <100	Business Skills, Comm'l Skills, Computer Skills, Continuous Imp., HazMat, HazWoper, Job Readiness, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	148	8-200	0	\$1,353	\$21.57
				Weighted Avg: 55			
3	Retrainee	Business Skills, Comm'l Skills, Computer Skills, Continuous Imp., HazMat, HazWoper, Job Readiness, Literacy Skills, Mgmt. Skills, Mfg. Skills, OSHA 10/30	70	8-200	0	\$1,176	\$21.57
				Weighted Avg: 55			

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

**Minimum Wage by County:** Job Numbers 1-3: \$23.53 per hour for Alameda, Marin, San Mateo, Santa Clara and San Francisco counties; \$23.30 per hour for Contra Costa County; \$21.73 per hour for Los Angeles County; and \$21.57 per hour for all other counties.

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

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

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
Clerical Staff		12
		14
		12

Construction Laborer		2
		3
		4
Engineer		7
Engineering Support		23
		17
Glazier		1
		2
Machinist		63
Maintenance Repairer		11
		13
		14
Material Handler		3
		6
		6
Production Control		26
		12
Production Staff		46
		55
		22
Shipping/Receiving		10
		9
Supervisor/Manager		15
		22
Owner/Chief Executive (Job Number 2 Only)		3

## **INTRODUCTION**

Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO) ([www.selacowdb.com](http://www.selacowdb.com)) was formed in 1983. SELACO specializes in providing business solutions for employers seeking resources to provide upskill training for existing and new employees. SELACO provides services to businesses mainly located in the Southeast Los Angeles and Orange County areas. SELACO hosts manufacturing symposia and business/labor roundtables to maintain ongoing strategies and efforts to train California workers. SELACO also works collaboratively with employers, economic development agencies, and labor organizations to address the challenges of business growth and employee retention.

The proposed training will be provided primarily to manufacturing and logistics employers; however, companies from additional business sectors facing out-of-state competition are also expected to participate. The core group of participating employers represents more than 80% of the requested funding amount, and approximately 72% are small businesses. Training will be provided statewide; however, most of the training is expected to take place in Los Angeles and Orange Counties. This will be SELACO's twentieth ETP Contract; and the fifth in the last five years.

## **Veterans Program**

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

## **Apprenticeship**

There are numerous apprenticeship programs throughout the state for Machinists and Glaziers. These apprenticeship programs often run 24-48 months, as compared to courses and training hours specific to Machinists and Glaziers in the proposed curriculum. The proposed training is intended for journey-level Machinists, and training for Glaziers herein does not duplicate apprentice training. Therefore, training in this proposal for Machinists and Glaziers will not displace apprenticeship training programs.

## **PROJECT DETAILS**

As California companies continue to recover from the devastating effects of the COVID-19 pandemic, employers have indicated that training will be an essential part of the survival plan for companies in the process of rebounding from shutdowns and slowdowns. SELACO's business improvement and training initiatives are developed through extensive collaboration and discussions with advisory committees, focus groups and employers. SELACO relies on industry data and market trend analysis to identify key factors affecting businesses. The proposed training offers vital business recovery and growth solutions designed to increase workforce knowledge, performance skills, and upward mobility, along with improving company stability and profits.

Some core employers may have participated in at least one of SELACO's previous Contracts. Further, several topics from the proposed Curriculum are repeated from prior ETP Contracts. However, no trainees that participated in prior ETP projects will receive duplicative training in this proposed Contract.

## **Training Plan**

Training will be customized to meet the specific needs of participating employers and will be delivered via Class/Lab and E-Learning. Approximately 95% of the proposed training will be delivered at employer worksites and the remaining 5% will be provided in a center-based setting.

**Business Skills:** Training will be offered to all occupations to teach workers how to communicate more effectively with internal and external customers and provide better customer service. Training will also include project management, financial principals, and resource management.

**Commercial Skills:** Training will be offered to Construction Laborers, Engineers, and Supervisors. Training will cover construction fundamentals and industry-specific construction management skills.

**Computer Skills:** Training will be offered to all occupations to enhance their use of innovative software solutions, including database technology, logistics software, and business applications.

**Continuous Improvement:** Training will be offered to all occupations to enhance problem solving and decision-making skills. These courses will enable skilled workers to improve efficiencies that lead to lower operating costs, reduced waste, and higher profit margins.

**Job Readiness Skills:** Training will be offered to Production and Clerical Staff who may require more focused instruction in skills designed to improve the workplace success of individuals newly entering the labor force.



**Literacy Skills:** Training will be offered to Production Staff to help workers overcome language barriers that impede productivity and teamwork.

**Management Skills:** Training will be offered to Managers/Supervisors to enhance their ability to communicate, lead, motivate and plan.

**Manufacturing Skills:** Training will be offered to Production Staff, Machinists, Maintenance Repairers, Production Control, and Engineers. Courses will include Programmable Logic Control, Kaizen Methods, Machine/Power Tool usage and Manufacturing Resource Planning. This training is designed to improve production efficiency, product quality and safety.

### **Certified Safety Training**

1. OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work and 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. OSHA 10 will be provided to frontline Supervisors, Production Staff, Glaziers, Shipping/Receiving, and Construction Laborers. OSHA 30 training will be provided to Managers/Supervisors and Engineers to ensure a safe work environment.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER): This training is also a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
3. Hazardous Materials (HAZMAT): This training is also a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Machinists, Maintenance Repairers, Engineers, Supervisors, Materials Handlers, and Shipping/Receiving staff will receive up to 40 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by the certified trainers.

### **Trainer Qualifications**

SELACO utilizes a combination of its own highly skilled trainers and outside training vendors. All trainers are experienced course instructors.

### **Alternate Recordkeeping**

Staff has reviewed and approved SELACO’s request to use an alternate recordkeeping method.

## Marketing and Support Costs

SELACO maintains numerous relationships with business, labor, and economic development agencies to advertise and market its program. SELACO also promotes programs through its work with community organizations (e.g., Los Angeles Economic Development Corporation, Community Collaborative Network, Los Angeles/Orange County Regional Consortium, Aerospace and Defense Forum, Small Business Development Centers, and various other industry sector partnerships).

SELACO is requesting and staff recommends 8% Support Costs to assist with recruitment and training assessments.

## Tuition Reimbursement

Trainees 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.

### ➤ Training Infrastructure

SELACO's Deputy Director will oversee administration of this project. SELACO has three staff members in its Business Services Department dedicated to marketing, employer recruitment, scheduling, and ETP administration. Training will be delivered by in-house trainers and vendors as needed.

## **ACTIVE PROJECTS**

The following table summarizes performance by SELACO under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained	Potential Earnings (Based on Tracked Hours) (\$ %)
ET21-0333	\$512,418	06/28/21 – 06/27/23	359	47	25	\$500,265 (98%)

**PRIOR PROJECTS**

The following table summarizes performances by SELACO under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0129	Statewide	08/26/19 – 11/23/21	\$749,786	\$710,146 (95%)
ET19-0268	Statewide	10/01/18 – 09/30/20	\$611,507	\$611,507 (100%)
ET17-0284	Statewide	10/31/16 – 10/30/18	\$949,278	\$923,424 (97%)

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Project Management
- Scheduling, Budgeting, and Cost Controls
- Managing Resources
- Quality Control
- Time Management
- PERT/Critical Path Charts
- Multicultural Organizations
- Change Management
- Communication Skills
- Customer Service
- Increasing Customer Satisfaction
- Goal Setting
- Planning for Results/Decision Making
- Inventory Control
- Negotiation Techniques
- Increasing Productivity and Quality
- Finance Principals
- Sales Skills

**Commercial Skills**

- Estimating and Budgeting
- Surveying
- Land Analysis
- Entitlement Documentation
- Blueprint Reading for Building Trades
- Fundamentals of Construction
  - Estimating
  - Bidding
  - Project Management
  - Spreadsheets
- Construction Management
- Project Planning and Control
- Risk Management

**Computer Skills**

- Word Processing, Intermediate and Advanced
- Data Processing, Intermediate and Advanced
- Spreadsheets, Intermediate and Advanced
- QuickBooks, Adobe, Visual Basics, Crystal Reports
- Databases
- Search Engines
- Pivot Tables
- Content Control, Editing
- Queries and Reports

- Cyber Security Issues
- Social Media Marketing
- Address Books, Group Mailings
- Help Desk Support
- Logistics Software
- Project Management Software
- Computer Aided Design
- Enterprise Resource Planning (ERP)
- Manufacturing Resource Planning (MRP)
- Computer Skills for Construction Trades
- MS Office (Intermediate & Advanced)

### **Continuous Improvement Skills**

- Lean Manufacturing/Operations
- 5-S Work Area Organization
- Six Sigma
- Problem Solving
- Flow Charts, Process Analysis, Cause and Effect
- Decision Making
- Managing Interactions
- Standard Work and Standard Operations
- Takt Times and Cycle Times
- Setup Time Reduction
- Operation Tools and Kaizen
- Supply Chain Elements and Management
- Costs and Analyses
- Manufacturing Resource Planning
- Scheduling and Planning
- Purchasing and Inventory
- Capacity Management
- Time Management
- Basic Logistics Practices
- Logistics Documentation and Terminology
- Terms of Sale
- Import/Export Process Flow
- Frontline Leadership
- ISO9000-9001
  - Quality Management Processes
  - Resource Management Processes
  - Needs Assessment
  - Document Control
  - Communication
  - Monitoring and Measurement
  - Data Analysis
  - Planning
- Applying 5S to Safety
- Workplace Assessment for Safety
- Ergonomics
- Fire Safety
- Industry Specific Safety

**Hazardous Materials Skills**

- Hazardous Materials for Logistics and Goods Transportation
- Environmental Management of Hazardous Materials and Industrial Waste
- Blood Borne Pathogens
- Hazard Communication
- Fall Hazards
- Electrical Safety
- Emergency Action Plans
- Fire Prevention
- Protective Equipment
- Hazardous Materials

**HazWoper**

- HAZWOPER Skills

**Job Readiness Skills**

- Soft Skills
- Job Retention Skills
- Interpersonal Skills
- Responsibility
- Listening Skills
- Empathy
- Work Ethics
- Work under Pressure
- Flexibility
- Adaptability
- Decisiveness
- Critical Thinking

**Literacy Skills**

- SMART Goals
- Work Flow and Occupations
- Effective Listening Skills
- Basics of Problem Solving
- Communication Skills
- Reading, Writing, and Speaking English
- English Pronunciation
- Work Related Vocabulary and Terminology

**Management Skills (Managers/Supervisors/Leads Only)**

- The Lead/Supervisor Role
- Motivating Employees
- Coach and Counseling
- Planning and Controlling
- Decision Making and Communication Skills
- Understanding Work Group Dynamics
- Change Management
- Teambuilding
- Leadership Principles
- Cost Control
- Time Management

**Manufacturing Skills**

- Programmable Logic Control
- Manufacturing Resource Planning
- Blueprint Reading
- Gauges and Calibration
- Shop Math
- Tolerances and Variance Calculations
- GD&T
- Data Collection and Tolerances
- Operation of Tools and Kaizen Methods
- Elementary Chemical Knowledge
- Types of Materials - Fire Prevention
- Material Handling - Lifting Devices
- Walking/Working Surfaces
- Machinery and Machine Guarding
- Proper Usage of Hand Tools, Power Tools
- Welding, Cutting and Brazing
- Electrical
- Toxic and Hazardous Materials
- Equipment Maintenance

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

- OSHA 10
- OSHA 30

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO) CCG No.: ET23-0132

Reference No: 22-0421

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ALPHABETIZE BY COMPANY NAME

Company: A-Tech Consulting

Priority Industry? ☒ Yes ☐ No

Address: 1640 N. Batavia St

City, State, Zip: Orange, CA 92867

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: 72

Total # of full-time company employees in California: 72

Company: Bunzl Utah

Priority Industry? ☒ Yes ☐ No

Address: 3310 E. Miraloma Ave

City, State, Zip: Anaheim, CA 92806

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: 301

Total # of full-time company employees in California: 97

Company: Cool Pak

Priority Industry? ☒ Yes ☐ No

Address: 401 N Rice Ave

City, State, Zip: Oxnard, CA 93030

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: 45

Total # of full-time company employees in California: 45

Company: Custom Foods

Priority Industry? ☒ Yes ☐ No

Address: 14715 Anson Ave

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 59

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 62

Total # of full-time company employees in California: 59



# Participating Employers in Retrainee Multiple Employer Contracts

## *Self-reported listing of potential employers participating in the contract*

Contractor's Name: Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO) CCG No.: ET23-0132

Reference No: 22-0421

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ALPHABETIZE BY COMPANY NAME

Company: Dekra-Lite

Priority Industry? ☒ Yes ☐ No

Address: 3433 W. Harvard St

City, State, Zip: Santa Ana, CA 92704

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

Company: Destiny Packaging

Priority Industry? ☒ Yes ☐ No

Address: 9621 Citation Ct Suite D

City, State, Zip: Monterey, CA 93940

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: 23

Total # of full-time company employees in California: 23

Company: DHX

Priority Industry? ☒ Yes ☐ No

Address: 19201 S. Susana Rd

City, State, Zip: Compton, CA 90221

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: 189

Total # of full-time company employees in California: 189

Company: Earthwise Bag Co

Priority Industry? ☒ Yes ☐ No

Address: 2819 Burton Ave

City, State, Zip: Burbank, CA 91504

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: 23

Total # of full-time company employees in California: 23

# Participating Employers in Retrainee Multiple Employer Contracts

## *Self-reported listing of potential employers participating in the contract*

Contractor's Name: Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO) CCG No.: ET23-0132

Reference No: 22-0421

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ALPHABETIZE BY COMPANY NAME

Company: Hughes Brothers Aircrafters

Priority Industry? ☒ Yes ☐ No

Address: 11010 Garfield Pl

City, State, Zip: South Gate, CA 90280

Collective Bargaining Agreement(s): N/A

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

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 38

Total # of full-time company employees in California: 38

Company: Interconnect Solutions

Priority Industry? ☒ Yes ☐ No

Address: 17595 Mt. Hermann St

City, State, Zip: Fountain Valley, CA 92708

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: 270

Total # of full-time company employees in California: 270

Company: John Tillman

Priority Industry? ☒ Yes ☐ No

Address: 1300 W. Artesia Blvd.

City, State, Zip: Compton, CA 90220

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: 94

Total # of full-time company employees in California: 75

Company: Kishigo

Priority Industry? ☒ Yes ☐ No

Address: 11250 Slater Ave

City, State, Zip: Fountain Valley, CA 92708

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: 88

Total # of full-time company employees in California: 84

# Participating Employers in Retrainee Multiple Employer Contracts

## Self-reported listing of potential employers participating in the contract

Contractor's Name: Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO) CCG No.: ET23-0132

Reference No: 22-0421

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ALPHABETIZE BY COMPANY NAME

Company: Liberty Glove

Priority Industry? ☒ Yes ☐ No

Address: 433 Cheryl Lane

City, State, Zip: City of Industry, CA 91789

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: 78

Total # of full-time company employees in California: 64

Company: Mission Microwave Technologies

Priority Industry? ☒ Yes ☐ No

Address: 6060 Phyllis Dr

City, State, Zip: Cypress, CA 90630

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: 70

Total # of full-time company employees in California: 62

Company: Mitsubishi Chemical Carbon Fiber and Composites

Priority Industry? ☒ Yes ☐ No

Address: 1822 Reynolds Ave

City, State, Zip: Irvine, CA 92614

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: 370

Total # of full-time company employees in California: 310

Company: Revco

Priority Industry? ☒ Yes ☐ No

Address: 10747 Norwalk Blvd

City, State, Zip: Santa Fe Springs, CA 90670

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: 68

Total # of full-time company employees in California: 61

**Participating Employers in Retrainee  
Multiple Employer Contracts**

***Self-reported listing of potential employers participating in the contract***

Contractor's Name: Workforce Development Corporation of Southeast Los Angeles County, Inc. (SELACO) CCG No.: ET23-0132

Reference No: 22-0421

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ALPHABETIZE BY COMPANY NAME

Company: SAS Safety

Priority Industry? ☒ Yes ☐ No

Address: 1031 Gardenia Ave

City, State, Zip: Long Beach, CA 90807

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: 61

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

Company: World Energy

Priority Industry? ☒ Yes ☐ No

Address: 14700 Downey Ave

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 90

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 106

Total # of full-time company employees in California: 106



**Training Proposal for:**  
**Ducommun Aerostructures, Inc.**

**Contract Number: ET23-0136**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** J. Romero

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 986		
Number of Employees in:	CA: 734	U.S.: 2,500	Worldwide: 2,565
<u>Turnover Rate:</u>	14%		
<u>Managers/Supervisors:</u> (% of total trainees)	6%		

**FUNDING DETAIL**

In-Kind Contribution
\$443,440

Total ETP Funding
\$321,494

**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	482	8-200	0	\$667	\$21.73
				Weighted Avg: 29			

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

**Minimum Wage by County:** \$21.73 per hour (Los Angeles County) and \$21.57 per hour (Orange County) in Job Number 1.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Administrative		10
		20
		10
Engineering		15
		29
Shipping/Receiving		8
		10
		10
Manager/Supervisor		30
Operations		90
		100
		100
Quality Assurance Staff		10
		20
		20

**INTRODUCTION**

Founded in 1849, Ducommun Aerostructures, Inc. ([www.ducommun.com](http://www.ducommun.com)) (Ducommun) has evolved from a hardware supply store opened by Charles Ducommun in Los Angeles during the

California Gold Rush, to a global provider of innovative manufacturing solutions for customers in the aerospace, defense and industrial market. The Company assisted in the birth of the aerospace industry in Southern California by providing aircraft aluminum to early aerospace pioneers like Lindbergh, Douglas and Lockheed.

Presently, Ducommun specializes in two core areas: Electronic Systems, and Structural Systems producing complex products and components for commercial aircraft platforms, mission-critical military and space programs, and sophisticated industrial applications. Some of their customers include Boeing, Airbus, Embraer, Carson Helicopters, Rolls Royce, Sikorsky, Bell Helicopters, Ericson, Middle River, GKN, Bombardier and Short Brothers.

Ducommun is headquartered in Santa Ana and currently operates four other locations in California (Monrovia, Gardena, Carson and Orange) and two international locations in Thailand and Mexico. For the purpose of this ETP proposal, only employees from the Company's five locations in California will participate in this ETP Contract.

### **Veterans Program**

Ducommun does not currently have a specific Veterans recruitment program in place; however, the Company employs long-time Veteran employees.

### **Union Support**

Operations staff are represented by Teamsters Local Union No. 986. A letter of support for this training project has been provided to ETP.

## **PROJECT DETAILS**

This is Ducommun's third ETP Contract, the second in the last five years. In its last Contract, training focused on its second phase of Lean Manufacturing. Recently, Ducommun launched new product segments (solenoids, actuators and RF matrix switches) which expanded its business venture, creating additional business from current customers and gaining new customers in the market. The Company also invested 11M in new equipment (Vibe and Thermal Chamber, CNC grinder, CNC mill and Air pollution control system) which has added a new sub-assembly production line for the support and manufacture of these new products.

For this proposal, the Company plans to provide training on new products and equipment, and manufacturing processes. The training will require major product and tooling development efforts for the new product lines, equipment, and manufacturing techniques to support the production of safe and efficient products for its industry.

The Company also invested in Cybersecurity Maturity Model Certification (CMMC) Training due to constant change in the requirements defined in the defense industry. Ducommun employees are required this industry to provide current Cybersecurity certification when providing service or performing a job in customers facilities to comply with a unified cybersecurity control. This training is essential for Ducommun employees to be fully trained in this curriculum to continue servicing current and future clients in this industry.

### **Training Plan**

Training will be delivered via Class/Lab in-house trainers

**Business Skills:** This training will be offered to all occupations. Employees will be trained on leadership principles, customer service, inventory control and project management skills. Trainees will learn effective ways to identify and resolve problems in a manner that is timely and

improve customer satisfaction. Trainees will also receive updated procedures in ITAR/EAR Compliance.

**Computer Skills:** This training will be offered to all occupations. CMMC Level 1, 2 and 3 will be provided to all employees based on the level of security their job requires. The training will provide and address the protection of Federal Contract Information (FCI) and comprise the basic safeguarding requirements for FCI as specified in Federal Acquisition Regulation. The training provides assurance to the DoD the adequate protection of Controlled Unclassified Information at a level commensurate with the risk, accounting for information flow with its subcontractors in a multi-tier supply chain.

**Continuous Improvement:** This training will be offered to all occupations to equip workers with the knowledge and skills to manage projects using higher level of Lean concepts and principles, Ducommun performance essentials, 5S and Six Sigma principles. These modules are intended to minimize waste while improving production flow and product quality.

**Manufacturing Skills:** This training will be offered to Manager/Supervisor, Operations, Engineering and Quality Assurance staff. Training will familiarize and equip employees in the proper use, operation, maintenance and troubleshooting of equipment used in the manufacturing process. The training will allow them to work at the highest level possible, continue competing in this highly demanding market and exceed our benchmark metrics.

### **Commitment to Training**

The Company spends approximately \$15,000 annually on training for its California facilities. Ongoing training consists of new employee onboarding, job-specific tools/equipment skills and on-the-job training. ETP funds will not displace Ducommun'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

The Senior Operations Manager in Monrovia will be responsible for overall project management, including project administration on site with the assistance of Senior Human Resources Business Partner and four Department Heads from each facility. The Company has also retained an administrative contractor to ensure that training administration and documentation procedures adhere to ETP requirements.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0224	Monrovia	10/03/16 – 10/02/18	\$444,736	\$323,507 (73%)

According to Ducommun, it fell short of delivering the planned training for the following reasons:

1. It overestimated its training capability by including a large number of trainees in each of its four locations.
2. Lack of support for the other three sites (Carson, Gardena and Orange).
3. As a result of the above most of the training was not recorded properly



Ducommun has addressed the above issues as follows:

1. For this project, Ducommun involved five additional personnel (1 Human Resources and 4 Department Heads) to coordinate training and gather rosters to submit to the Abbott Consulting Group who will provide between five locations, Administrative services to Ducommun.
2. Proposal has been right-sized accordingly, with an average of 29 hours of training per trainee delivered within 21 months and the funding amount is below 75% of the previous Contract.

### **DEVELOPMENT SERVICES**

The Company retained Abbott Consulting in Fairfield, Connecticut to assist with development of this proposal for a flat fee of \$7,500.

### **ADMINISTRATIVE SERVICES**

Abbot Consulting will also perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

### **TRAINING VENDORS**

N/A

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

Trainees may receive any of the following:

**Business Skills**

- Change Management
- Customer Service Excellence
- Effective Leadership & Management Skills
- Fundamental Savings Strategy
- Inventory Control
- Inventory Management
- Leadership Principles
- Project Management
- Purchasing/Procurement
- Ethics/Code of Conduct
- Interviewing Techniques
- Performance Management
- Information Systems Technology- Usage/Compliance
- Core Business Skills Training
- ITAR/EAR Compliance

**Computer Skills**

- CMMC Level 1 Training - Cybersecurity Maturity Model Certification 1
- CMMC Level 2 Training - Cybersecurity Maturity Model Certification 2
- CMMC Level 3 Training - Cybersecurity Maturity Model Certification 3

**Continuous Improvement Skills**

- 5's
- Six Sigma
- Lean Management
- Lean Six Sigma Black Belt
- Lean Principles - in a COVID environment
- Ducommun Performance Essentials

**Manufacturing Skills**

- Coordinate-Measuring Machine
- Resin Transfer Molding
- Mechanical Assembly
- Handling of Electrostatic (ESD) Devices
- Lockwire Installation
- QMS (NCR) Training

# TEAMSTERS LOCAL UNION NO. 986

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

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



July 27, 2022

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

Dear Sir or Madam:

I am writing on behalf of Teamsters Local Union No. 986 in Covina, California. We support the proposal being submitted to the Employment Training Panel from Ducommun, Inc.

A positive response to this application will enable our organization to increase training and remain competitive in our market and region. Our training strategy will be to develop the knowledge, skills, and abilities of our people and build capability within our organization. This will help with attraction, retention, and development. Our current union members at the Monrovia, California Performance Center includes:

- Shipping/Receiving (8 employees)
- Operations (106 employees)
- Quality Assurance (22 employees)

We will work together with the company to achieve the training goals and recognize an investment in training of our people. The proposed training will assist our union members in developing new skills.

Sincerely,

Chris Griswold  
Secretary-Treasurer





Retrainee-Job Creation  
**Training Proposal for:**  
**Scaled Composites, LLC**  
**Contract Number: ET23-0130**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** North Hollywood

**Analyst:** D. Tran

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 282	U.S.:282	Worldwide: 282
<u>Turnover Rate:</u>	16%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

**FUNDING DETAIL**

In-Kind Contribution
\$545,367

Total ETP Funding
\$437,460

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Computer Skills; Business Skills; HazMat.; Continuous Improvement; Manufacturing Skills; PL-Manufacturing Skills	277	8-200	0	\$1,380	\$21.57
				Weighted Avg: 60			
2	Job Creation Initiative Priority Rate	Computer Skills; Business Skills; HazMat.; Continuous Improvement; Manufacturing Skills; PL-Manufacturing Skills	40	8-200	0	\$1,380	\$17.64
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job 1 (Retrainee) – \$21.57/hour in Kern County. Job 2 (Retrainee – Job Creation) - \$17.64 in Kern County

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job 1 and up to \$1.64 for Job 2.

Wage Range by Occupation – Job 1		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Administrative		1
		1
		30
Manufacturing		1
		1
		217
Supervisor/Manager		1
		25
Wage Range by Occupation – Job 2		
Production		1
		1
		38

## **INTRODUCTION**

Founded in 1982, Scaled Composites, LLC (Scaled Composites), is an Aerospace and specialty composites development company that specializes in designs and fabrication of air and spacecraft structures and builds prototypes for developmental flight testing. Scaled Composites is a subsidiary of Northrop Grumman and this will be their second contract within the last five years.

Scaled Composites provides services to the U.S. Government, Aerospace companies, and Military groups to develop and test a variety of flight vehicles and structures. The Company focuses on rapid prototype designs and builds. This means working on concepts to prove an idea, oftentimes under a rapid timeframe.

### **Veterans Program**

Although the Company does not have a specific veteran's outreach program, they do hire veterans and several veterans are currently employed at the Company.

## **PROJECT DETAILS**

Scaled Composites is proposing to significantly build on its previous contract. The Company is now expanding and taking on new prototype concept contracts, driving the need for extensive training across the entire company. Since the Company is focused on a rapid prototype-to-concept model, the need for cross training to ensure staff can effectively communicate across all business units will allow for consistency and proficiency across all parts of the business including contracts, leadership, program business, and manufacturing/production staff.

The Company recently invested approximately \$310,000 in new equipment and software which includes Metrology equipment, FARO equipment, and a GERBER II machine. These new machines require extensive training to ensure all employees are familiar with them to effectively operate the machinery and fully utilize the software for drafting and working with design concepts.

Lastly, the Company is committed to hiring 40 new employees (Job Number 2). This hiring need is to address their increased demand in business and hire for additional skillsets that specialize in new materials and drafting. The Company has seen an increased need for hands-on training due to the constant changing of materials and specifications within each project. The Company will be training extensively in specialty areas where traditional employees have little to no experience working with these new materials in the production phase.

### **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 40 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.

These newly hired staff will help address the increased demand for business and new project contracts. These new employees will also have unique skillsets required to work on some new projects involving materials never before used in production.

**Training Plan:**

**Business Skills:** This training will be offered to all occupations. Training will focus on leadership and communication skills. Training will be provided to enhance cross unit communication and increasing efficiency between units in a rapid prototype and deployment industry.

**Computer Skills:** this training will be offered to all occupations. Training will be focused on ensuring all employees have the necessary skills to run new software that was recently implemented. Training includes topics such as AutoCAD, MasterCam, and Microsoft project management applications.

**Continuous Improvement:** this training will be offered to all occupations. This training will be focused on improving operating efficiencies in a prototype environment. Training topics include project resource planning, team management and project management.

**Manufacturing Skills:** this training will be offered to primarily manufacturing and production employees. This training will improve the knowledge and skillsets between both units to ensure that teams can communicate complex ideas and turn them into prototypes for testing and deployment.

**Hazardous Materials Skills:** This training will be offered primarily to Manufacturing, Production, and Supervisor/Manager employees. This training will focus on safety in the workplace, especially when working with new materials and chemicals. Topics include Chemical hazards, and Hazard Communication programs.

**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 receiving manufacturing skills may receive up to 40 hours of productive lab training at a 1:1 trainer-to-trainee ratio.

Trainees will be trained on various production machines and new software that was recently implemented. These machines and software programs are highly technical and requires extensive hands-on training with proper supervision until employees have obtained sufficient knowledge and skills to operate independently.

**Commitment to Training**

The Company spends approximately \$300,000 annually on training. This training typically covers basic on-boarding, safety training, and other federally mandated training. This proposed project will allow the Company to implement new in depth training curriculum, related to new processes and procedures with recently invested and installed new equipment and software.

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

**➤ Training Infrastructure**

The project will be administered and overseen by the Company's Manufacturing Development Administrator. The Company has also retained the services of a third party administrator who will assist in the collection, verification, and reporting of training to ETP.

**Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**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 \$ %
ET20-0318	Mojave	05/02/20 – 05/01/22	\$22,448	\$22,448 (100%)

**DEVELOPMENT SERVICES**

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

**ADMINISTRATIVE SERVICES**

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

**TRAINING VENDORS**

To Be Determined



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

Trainees may receive any of the following:

**Business Skills**

- Time and Attendance
- Communication
- Leadership
- Workplace procedures

**Computer Skills**

- Auto Cad
- Maintenance Connection
- Fleet Maintenance
- MasterCam
- Insight
- Intelli-Max
- Excel
- Microsoft Project
- Microsoft Office
- Accounting Principles & Tools
- CATIA CAD
- Information Security
- IADS (mission control software)
- ADP
- Computer Skills (MS Office, Adobe, etc.), Spreadsheets, IT
- Computer Awareness
- CUI
- Information Technology
- Account Access
- Admin Rights

**Continuous Improvement Skills**

- Understanding Contracts
- Understanding Terms and Conditions
- Understanding Scope of Work
- Scope Management
- Schedule Planning
- Resource Management
- Project Performance Management
- Budget Management
- Risk Management
- Team Development
- Quality Assurance
- Customer Relationships

**Hazardous Materials Skills**

- Alodine
- Chemical hazards
- Communication standard
- Hazard Communication Program

**Manufacturing Skills**

- Aerospace/Aircraft fabrication
- Air conditioning and Refrigeration systems
- Equipment operations/installation
- Electronics
- Material Handling
- Tooling
- Wet Layup/Pre-preg/Assembly
- Heating/cooling system efficiency
- Maintenance
- Machining
- Mechanical energy conservation
- Electrical energy conservation
- Shop procedures
- Welding
- Medical Records & Personal Exposure Monitoring
- Bloodborne Pathogens Awareness
- Injury and Illness Prevention Program
- Emergency Action Plan
- Fire Prevention Awareness
- Fire Extinguisher Training
- Trash Prohibitions & Proper Disposal
- Lock Out / Tag Out / Block Out Awareness
- Lead Exposure Awareness
- Personal Protective Equipment Awareness
- Fall Protection Awareness
- Confined Space Awareness
- Heat Stress Awareness
- Flight Line Awareness / FOD AwarenessNeighborhood Electric Vehicles
- Hazard Communication Program
- Global Harmonization System
- Pallet Jack Training
- Ladder Safety Training
- Isocyanate/Chromium Awareness
- Scaled Safety Manual Review
- Forklift Training:
  - scissor Lift
  - Aerial lift
- Respiratory Program
- Hearing conservation
- Material Handler
- Blood borne Pathogens

- Silica
- First Aid/CPR/AED Training (16 employees per class, 3 classes per year)
- Fall Protection
- Toolbox talks
- EH&S Team Training (courses on various EH&S subjects)
- Flutter (1:1 tutoring with expert and or/ specialized training)
- Flight Test Telemetry
- Conceptual Design
- Structural Design
- Composites Design
- Systems & Subsystems
- Ground Testing
- Flight Test
- Control Room Training
- Crew Resource Management
- Test Planning

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Aerospace/Aircraft fabrication
- Air conditioning and Refrigeration systems
- Equipment operations/installation
- Electronics
- Material Handling
- Tooling
- Wet Layup/Pre-preg/Assembly
- Heating/cooling system efficiency
- Maintenance
- Machining
- Mechanical energy conservation
- Electrical energy conservation
- Shop procedures
- Welding
- Composite 2 Stamp Training(Inspections)
- Advanced Testing/Load Testing/Proof Testing
- Airworthy Aircraft
- Person Responsible for High-Risk Composite Repairs and Rework
- Canopy Work/Transparencies
- Person Responsible for a Successful Major Closeout
- Surface Protection
- Problem Solving/Trouble Shooting
- Custom Part Fabrication
- Tooling
- Aircraft Structure: Material Practices, Inspection, Repair, Testing, and Finishing

- Plastics/Transparencies: Material Practices, Inspection, and Repair
- Aircraft Hardware: Identification, Installation and Inspection
- Propulsion- Engines, Motors, and Propellers: Installation, Inspection, Adjustment and Repair
- Aircraft Systems: Fabrication, Installation, Testing, Maintenance and Repair
- Hydraulic Systems
- Flight Control Systems
- Fuel Systems
- Exhaust Systems
- Pressurization Systems
- Fire Detect/Suppression Systems
- Landing Gear Systems
- Pitot/Static and Instrument Vacuum Systems
- Oxygen and Life Support Systems
- Electrical Systems
- Paint Systems
- Avionics: Maintenance, Ground Operational Checks, and EMI Testing
- Drawings/MOT's/Schematics
- Advanced Testing/Troubleshooting
- Weight and Balance: Terminology and Procedures
- Nondestructive Inspection (NDI): Types and Practices
- Corrosion: Inspection, Identification, Removal, and Preventive Measures
- Personal Development: Regulations/Airworthiness, Flight Line Operations, Leadership, Program Management
- Fundamentals
- Reading Blueprints
- Reading Schematics and Symbols
- Making / understanding measurements
- Hand tools
- Portable Power tools
- Power tools
- Industrial safety and Health
- Trouble shooting skills
- Mechanical Systems
- Basic Mechanics
- Lubricants and Lubrication
- Power transmission equipment
- Bearings
- Pumps
- Piping systems
- Basic pneumatics
- Pneumatic troubleshooting
- Electrical Systems
- Basic Electricity and Electronics
- Batteries and DC circuits
- Transformers and AC circuits
- Electrical measuring instruments
- Electrical safety and protection

- Single –Phase motors
- Three –Phase systems
- Ac control equipment
- Electrical troubleshooting
- Electrical understanding NFPA 70E
- Access control systems
- Energy Conservation
- Energy Conservation basics
- Energy losses in buildings
- Heating/cooling system efficiency
- Mechanical energy conservation
- Electrical energy conservation
- Industrial hazard control
- Chemical hazards / OSHA's hazard
- Communication standard
- Material Handling Systems
- Trash Bailer system
- Mechanical Maintenance
- Mechanical drive maintenance
- Mechanical and fluid drive systems
- Bearing and shaft seal maintenance
- Pump installation and maintenance
- Maintenance pipefitting
- Tubing and hose systems and maintenance
- Valve maintenance / piping system maintenance
- Air conditioning and Refrigeration systems
- The refrigeration cycle
- Refrigeration & refrigerant oils
- Compressors
- Evaporators and metering devices
- Condenser's and cooling towers
- Piping
- Control systems
- Air-handling systems
- System troubleshooting
- Absorption chillers
- Heat pumps
- Heating systems basics
- Heating system equipment
- Building & Grounds Maintenance
- Carpentry
- Constructing the building shell
- Finishing the building interior
- Flat roof maintenance
- Plumbing system maintenance
- Locks and key system
- Landscaping maintenance
- Wood shop tools understanding and maintenance

- Custodial Maintenance
- Cleaning chemicals
- Floors and floor care equipment
- Maintaining floors and other surfaces
- Restroom care
- Carpet and upholstery care
- Electronics
- Semiconductors
- Power supplies
- Amplifiers
- Oscillators
- Digital logic systems
- Ovens understanding and maintenance
- Vacuum pumps understanding and maintenance
- Freezers understanding and maintenance
- Reordering data
- Programing understanding
- Rigging and Equipment installation
- Industrial rigging
- Reach lift scissor lift Training
- Equipment installation
- Machine shop
- Machine shop practices
- CNC Milling
- CNC Turning
- Manual Machining
- Water Jet
- 3D printer
- Weld shop
- Blueprint reading for welders
- Welding principles
- Oxyfuel operations
- Arc welding operations
- MIG welding
- TIG welding
- Stick welding
- Dual/self-shielded flux core welding
- CNC
- Foams
- Aluminum
- Carbon Fiber
- Fiberglass
- Wood
- Nomex and aluminum honey comb core
- Plastics
- Sandwich panels
- HAAS cutting
- CMS Poseidon

- Software
- Auto Cad
- Maintenance Connection
- Fleet Maintenance
- MasterCam
- Insight
- Intelli-Max
- Excel



Retrainee-Job Creation

Training Proposal for:

**TTM Technologies North America, LLC**

**Contract Number: ET23-0139**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

**PROJECT PROFILE**

Contract Attributes:	Job Creation Initiative Retrainee Priority Rate	Industry Sector(s):	Wholesale Trade - Distribution (A) Manufacturing (33)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Santa Clara, 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		
Number of Employees in:	CA: 1,325	U.S.: 5,320	Worldwide: 19,222
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	3%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$827,517

<b>Total ETP Funding</b>
\$515,200



**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. Impr., HazMat, Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	500	8-200	0-50	\$552	\$21.57
				Weighted Avg: 24			
2	Job Creation Priority Rate	Business Skills, Computer Skills, Cont. Impr., HazMat, Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	260	8-200	0-50	\$920	\$17.81
				Weighted Avg: 40			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$23.53 per hour in Santa Clara County; \$21.57 per hour in Orange and San Diego counties

Job Number 2(Job Creation): \$19.61 per hour in Santa Clara County; \$17.89 per hour in San Diego County; \$17.81 per hour in Orange County

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Administrative/Business/Finance/Support Staff		15
		20
Production Staff/Operators		230
		70
Technician/Lead/Machinist/Inspector		35
		50
Supervisor/Manager		20
Engineering Staff/IT Project Manager		55
Technical Director		5
<b>Job Number 2</b>		
Production Staff/Operators		100
		50
Technician/Lead/Machinist/Inspector		60
		35
Administrative/Business/Finance/Support Staff		15

## **INTRODUCTION**

Founded in 1999 and headquartered in Costa Mesa, TTM Technologies North America, LLC (TTM) ([www.ttm.com](http://www.ttm.com)) manufactures printed circuit boards and backplane assemblies for both original equipment manufacturers and electronic manufacturing services providers. Customers include manufacturers of networking and communications infrastructure products, personal computers, touch-screen tablets and mobile media devices (cellular phones and smart phones). The Company has facilities in the U.S., Canada, China, and Hong Kong. TTM has six locations in California: three in Santa Ana, one in Anaheim (Orange County); one in San Diego (San Diego County); and one in San Jose (Santa Clara County) that will be included in this project.

### **Veterans Program**

While the Company doesn't have a formal targeted Veterans program, TTM encourages Veterans to apply.

### **Retrainee - Job Creation**

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

The Company will hire 260 new employees (Job Number 2) to help stay competitive and meet customer needs. TTM will train new employees on area certifications, cross training, and project procedures to help with efficiency and increased demand. Training is necessary for new employees so they can retain skill sets for quality work and product knowledge.

In the last 4 years TTM hired 500 employees, some of which participated in the previous ETP contract, and it continues to grow as a company as it aims to hire more new staff to help meet demand. With the increase in company growth it is important for TTM to train its new staff so they excel within the company and gain opportunity for more responsibility and skill sets. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

## **PROJECT DETAILS**

This will be TTM's fifth ETP Contract, and the third in the last five years. Prior training focused on changing the Company culture into a learning organization. Training included Productive Lab-Manufacturing Skills and Computer Skills training for Production Staff; Leadership Skills for Managers and Supervisors. Since the previous project TTM has hired 500 employees.

Currently, TTM is including new automation training and Lean manufacturing principals. Although there are same training topics listed from the previous contract, they are either more advanced or the trainee did not receive the training in the past project. These new skills have not been available to TTM employees in the past and are different in content and format than the Company's ongoing training. The proposed training will be more in depth and will focus on a variety of new technologies. Funds will be used in cross training employees to prevent downtime, improve line efficiency, reduce defects and implement new production skill.

### **Training Plan**

Training will be delivered via Classroom/Laboratory, Productive Lab and Computer-Based in the following:

**Business Skills:** Training will be given to all occupations and will include business development, client communication skills, effective presentations and negotiation skills.

**Computer Skills:** Training will be given to all occupations and will include adobe, PeopleSoft, SharePoint, FastTrak training and dynamics tools.

**Continuous Improvement:** Training will be given to all occupations and will include lean principles, customer service, quality alert system and team process meetings.

**Manufacturing Skills:** Training will be given to Production Staff/Operators, Technician/Leads/Machinist/Inspectors, Engineering Staff/IT Project Manager and Supervisors/Managers whose job tasks specify the need for these skills and responsibilities and will include cleanroom certification, final inspection and machine shop process.

### **Computer-Based Training**

CBT will be provided to all trainee occupations and will include supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-50 hours of CBT.

### **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-Manufacturing Skills will be delivered to 80-100 Production Staff/Operators, Technician/Leads/Machinist/Inspectors, Engineering Staff/IT Project Manager and Supervisors/Managers whose job tasks specify the need for these skills and responsibilities for approximately 60 hours, with a majority being newly hired staff for cross-training. The ratio will usually be 1:1 but may be 1:3 dependent on company needs in order to help with cross-training and/or to ensure product quality.

In many of the trainee's job functions, the only way to stay proficient and current with changes is to receive consistent, effective and efficient PL training. At the completion of PL training the trainees will be able to: operate equipment safely; repair and inspect products effectively; handle hazardous materials safely; assemble products per customer specifications; demonstrate all steps required for each specific task; and troubleshoot if problems are detected.

### **Certified Safety Training**

- OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
- Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from "first responder" to "incident commander." It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

## Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

## Temporary to Permanent Hiring

The Company will train 20 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). TTM 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

TTM has estimated training budget of \$250,000 in CA. Training includes quality processes and product knowledge for all new hires. Its commitment to training includes driving to a certification goal of over 400 certifications by the year end as well as cross training goals, and keeping training consistent and current. 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 Corporate Training Manager and Quality Manager will oversee training and administration, with assistance from five Training Coordinators located at each site. TTM will utilize an administrative subcontractor, California Training Administration, Inc. for assistance with administration under this project.

## Impact/Outcome

Training will allow TTM to implement cross-training and advanced curriculum, related to processes described herein. This will allow the Company to expand the amount of training it can provide its incumbent workforce to enable TTM to continue to meet the increasing needs of its clients and provide excellent customer service and solutions. Training will be delivered by in-house experts and vendors as needed.

## 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 \$ %
ET19-0162	Various	8/6/18- 11/3/2020	\$520,600	\$520,600 (100%)
ET16-0367	Various	3/6/16- 3/5/18	\$428,400	\$416,034 (97%)

**DEVELOPMENT SERVICES**

California Training Administration, Inc. in Rocklin assisted with development for a flat fee of \$2,500.

**ADMINISTRATIVE SERVICES**

California Training Administration, Inc. will also perform administrative services for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Business Development / Marketing
- Client Communication Skills
- Configuration Management
- Effective Presentations
- Finance / Accounting Processes
- TTM Product Training
- Negotiation Skills
- Strategic Implementation / Strategic Planning
- Support Skills (Customer, Supplier, Sales)
- Leadership
- Coaching
- Feedback
- Setting Goals
- Effective Communications

**Computer Skills****All Employee Systems & Tools**

- Adobe
- DCS – Document Control System
- Microsoft Tools (Word, Excel, PowerPoint – Int. & Adv only)
- PeopleSoft
- SharePoint

**Engineering Systems & Tools**

- JMP / SAS (software / programming languages)
- CAD (Computer Aided Design)

**Manufacturing Tools**

- Fastrak Training

**Finance / Accounting Systems & Tools**

- Outlook
- PeopleSoft
- AST – Applicant tracking system (CareerBuilder)
- Dynamics Tools
- ADP Payroll tools
- PlanSource Portal

**Continuous Improvement Skills**

- Lean Principles
- APICS – Supply Chain & Inventory Certification

- (PPU) TTM Company Process / Policy Updates
- (ASQ Certification / AS9100) Quality Audit Processes
- Effective Communications (Internal/External)
- Efficiency / Quality Improvements
- Customer Service (CS)
- GMP – Good Manufacturing Practices
- IPC 600 / 6012 - Institution for Printed Circuit Boards
- HPWT - High Performance Work-Teams
- Managing Multiple Priorities / Time-sensitive Deadlines
- PFMEA – Process Failure Mode Effects Analysis
- ZDM – Zero Defect Methodology
- 8D Corrective Action
- 6S Manufacturing
- Jidoka/Andon Principals
- DOE - Design of Experiments
- TPM – Total Productive Maintenance
- Quality Alert System
- Problem Solving / Process Improvement / Process Innovation
- Project Management Skills
- SPC
- Team Process Meetings

**Leadership/Coaching**

- Coaching
- Feedback
- Setting Goals
- Effective Communications

**Hazardous Materials Skills**

- HazMat Process
- Confined Space
- HALT Operation
- DOT (Dept. of Transportation process)
- RCRA (Transporting Haz. Materials)
- IATA (Handling Haz Waste Certificate)
- Incident Commander
- Radiation / Cyanide
- Respirator / Hearing

**Manufacturing Skills****Manufacturing Cross Training**

- MPI - Manufacturing Process Instruction
- AOI - Automated Optical Inspections
- Cleanroom Certification
- Document Control / Work Change Orders
- Final Inspection
- Material / Product Handling

- TTM Processes
- WI – Work Instruction /Job Skills Update
- Machine Shop Process
- ESD (electrostatic discharge)
- Shipping / Receiving Techniques
- Test / Reliability
- Warehouse / Inventory Processes

**Maintenance / Equipment Engineering Manufacturing**

- CSI - Critical Scrap Investigation
- Industrial Electronics
- Lock Out/Tag Out (LOTO)
- Manufacturing Parameter

**Engineering Manufacturing**

- Design Techniques
- EPI - Engineering Process Instruction
- Process Review (Reader / Writer)
- Product Development
- AOI System Programming (Automated Optical Inspection)

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Safety Skills - OSHA 30 (Certified-OSHA Instructor)**

- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:3)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Manufacturing Process Instruction
- Equipment Certification
- Equipment Maintenance
- Material Handling
- Operating Production Equipment
- Testing / Troubleshooting

**Computer-Based Training**

Trainees may receive any of the following:

**Computer Skills**

- Advanced Customization in Excel (2 hr)
- Advanced Data Management in Excel (1.5 hr)
- Advanced Formatting in Excel (2 hr)



- Analyzing Data in Excel (3.5 hr)
- Excel Charts, Pictures, Themes and Styles (1.5 hr)
- Excel Formulas and Functions (2 hr)
- Exchanging Data with Excel (3 hr)
- Protecting and Sharing Excel Workbooks (2 hr)

**Hazardous Materials Skills**

- Confined Space 2 hrs
- Cyanide Handling 1 hr
- ERT Technician Core (2 hrs)
- HazCom – Global Harmonization System (2 hrs)
- HazCom Annual (2 hrs)
- Incident Commander (8 hrs)
- Laser Safety (8 hrs)
- LOTO (lockout/tagout) (1 hr)
- Machine Shop Annual Safety (1 hr)
- Radiation (1 hr)
- Stormwater (1 hr)
- Supervisory Safety (1 hr)
- Wastewater Operations (2 hr)



Retrainee-Job Creation  
Training Proposal for:  
**Bay Ship & Yacht Co.**

**Contract Number: ET23-0147**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** A. Salinas

**PROJECT PROFILE**

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Contra Costa	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: 300	U.S.: 300	Worldwide: 300
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	1%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$378,000

<b>Total ETP Funding</b>
\$322,000

**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	Mfg. Skills, Comm'l. Skills, HazMat, HAZWOPER, OSHA 10/30 PL-Mfg. Skills	300	8–200	0	\$920	\$23.30
				Weighted Avg: 40			
1	Job Creation Retrainee Priority Rate	Mfg. Skills, Comm'l. Skills, HazMat, HAZWOPER, OSHA 10/30 PL-Mfg. Skills	50	8–200	0	\$920	\$19.42
				Weighted Avg: 40			

\*Post-Retention Wage is the Contractual wage.

**Minimum Wage by County:** Job Number 1: \$23.53 per hour for Alameda County; \$23.30 per hour for Contra Costa County

Job Number 2 (Job Creation): \$19.61 per hour for Alameda County; \$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 for Job Number 1; and up to \$1.61 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1:</b>		
Shipyard Workers		50
		250
<b>Job Number 2:</b>		
Shipyard Workers		15
		10
		25

**INTRODUCTION**

Founded in 1977 and headquartered in Alameda, Bay Ship & Yacht Co. (Bay Ship) ([www.bay-ship.com/](http://www.bay-ship.com/)) is a subsidiary of Bay Maritime Group. Located close to the Port of Oakland, Bay Ship provides dry-docking, maintenance, and repair services for vessels of different types of ships-tugboats, ferries, cruise ships, pilot boats, yachts and research vessels. The Company also provides the designing, engineering, painting, fabrication, hydraulic, machine shop, welding and

electrical services for these ships. Bay Ship will act as the lead employer, seeking funding to train employees at its headquarters and at its affiliate, Bay Marine Boatworks, located in Richmond. ETP-funded training will only be delivered at the Alameda and Richmond facilities.

### **Veterans Program**

Although there is not a separate Veterans' Job Number in this proposal, Bay Ship is committed to veteran inclusion and encourages Veterans to apply for positions within the Company. The United States Coast Guard separation class is used by its shipyard.

### **PROJECT DETAILS**

This will be Bay Ship's sixth ETP Contract, and its third within the last five years. Prior training included COVID hygiene training and HazMat handling which helped the Company adapt to the pandemic. Prior training also delivered new technical skills' training for Bay Area projects. In this proposal, Bay Ship has added HAZWOPER and Commercial Skills classes, while expanding its Manufacturing Skills class offerings. Training will also focus on proper use of personal protection equipment, forklift operations and safety processes, and hands-on manufacturing training. Even though some of the training curriculum will be the same, training topics have been modified. Trainees who participated in the prior training plan will not repeat any courses.

Safety training is critical towards avoiding injuries to Bay Ship's workers and to avoiding lost time in its workforce production. In-house training is required to operate new technology safely and effectively, and improve skillsets for workers to advance in their trade. This new training project will include HAZWOPER training, and it will focus on personnel upskilling.

### **Retrainee - Job Creation**

In this proposal, the Company will hire 50 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Due to business-capacity growth, new equipment with new technology was recently procured for Bay Ship's Welding and Rigging Departments. This new equipment is both safer and more efficient, but requires training to meet customer demands and growth. Bay Ship is the only full service shipyard in the Bay Area, and its customer base has expanded with more ship repair business and construction projects.

### **Training Plan**

The following types of training will be conducted using Class/Lab, E-Learning, and Productive Lab (PL) by in-house experts in the following:

**Commercial Skills:** Training will be offered to all Shipyard Workers in Shipyard Safety Training, Power Tool Safety and PPE Safety.

**Manufacturing Skills:** Training will be offered to all Shipyard Workers and include Welding Procedures, Welding Safety and PPE and Aluminum Welding.

## Productive Laboratory

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

PL- Manufacturing Skills training is critical for improving safety skills and for the understanding of safety protocols related to shipyard processes and procedures. This will allow entry-level workers to advance to the journeyworker level and acquire more advanced safety certification. PL will be delivered on craft-specific equipment that trainees must learn to use, including ten welding booths and blast/paint aids. In this proposal, approximately 120 (Shipyard Workers) trainees will be participating in this PL (hands-on) training while receiving up to 28 hours of PL per trainee. The trainer-to-trainee ratio being requested for this proposal is 1:1.

## 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 up to 40 hours of classroom/laboratory, for workers stationed at the hazard site; and 8-24 hours for workers who visit the site (e.g., shipyard engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. Trainees will not receive 40 hours unless they work full time onsite at the clean-up location.
3. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Shipyard Workers will receive up to 40 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity is internal, through the contract representative, as it was in the previous proposals.

## Temporary to Permanent Hiring

The Company will train 50 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). Bay Ship 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 one month. 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.

### **Impact/Outcome**

As a result of ETP training, HAZWOPER, HazMat, and OSHA 10/30 certifications will be attained through the training's curriculum. These training certifications will improve the overall safety and functionality of the shipyard, ensuring compliance with OSHA regulations and improving efficiency and safety of complex shipyard equipment.

### **Commitment to Training**

Bay Ship's annual training budget in California is \$55,000 and includes craft, safety, manufacturing, and management training. Based on the Company's 18 departments, a total of 7,464 hours of training must be delivered to ensure staff obtains the necessary 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**

The Safety and Training Manager and Training Coordinator (dedicated administrators) will be dedicated to planning, coordinating, and tracking training. They will plan monthly training schedules for each of its two facilities within the project.

### **Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **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 \$ %
18CS-0086-000	Alameda	10/2/17 – 10/1/19	\$94,548	\$94,548 (100%)
ET19-0431	Alameda, Richmond	3/4/19 – 8/30/21	\$253,760	\$209,253 (83%)

### **DEVELOPMENT SERVICES**

N/A

### **ADMINISTRATIVE SERVICES**

N/A

### **TRAINING VENDORS**

N/A

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

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Shipyard Safety Training
- PPE Safety
- Power Tool Safety
- Housekeeping
- Electrical Safety
- Hazardous Atmospheres
- Lock Out/Tag Out Procedures
- Scaffolding Building and Inspection
- Hot Work Permit Procedures
- Atmospheric Testing
- Rigging Training
- Aerial Man-Lift
- Forklift Training
- Mobile Crane Operator Training
- Overhead Crane Operator Training
- Small Boat Operator

**HAZARDOUS MATERIALS**

- Hazardous Material Handling

**HAZWOPER**

- HazWoper 8
- HazWoper 24
- HazWoper 40
- Hazardous Communication
- COVID-19 Procedures/Safety
- Spill Response

**MANUFACTURING SKILLS**

- Safety Training
- Covid Hygiene
- Production Support
- Welding Procedures
- Welding Safety and PPE
- Aluminum Welding
- Steel Welding
- Pipe Welding
- OXY-Fuel Procedures/Operator
- Boat Painting Procedures
- Coatings
- Paint Storage

- Sand Blasting Procedures
- Spray Painting Safety and Procedures
- Pipe Install/Removal
- Valve Install/Removal
- Tools and Equipment Use
- Shop Safety Procedures
- Vessel Equipment Set-Up Procedures
- Forklift and Crane Spotter
- Tool Issue and Inspections
- Working at Heights
- Confined Space
- Respirator
- Fire Watch
- Emergency Procedures
- First AID, CPR and AED
- Emergency Equipment Use
- Reporting Injuries
- Office Safety
- Power Line Safety
- Airline Safety
- Water Line Safety

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

- OSHA 10
- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

**Manufacturing Skills**

- Welding
- Rigging/Staging
- Painting/Blasting





**Retrainee-Job Creation**  
**Training Proposal for:**  
**Ernest Ongaro & Sons, Inc.**  
**Contract Number: ET23-0143**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** R. Jackson

**PROJECT PROFILE**

Contract Attributes:	SET Priority Rate Retrainee Job Creation Initiative Veterans	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sonoma, Marin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 123	U.S.: 123	Worldwide: 123
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$386,520

<b>Total ETP Funding</b>
\$297,804

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SET Priority Rate	Business Skills, Commerical Skills, Computer Skills, OSHA 10, PL- Commercial Skills	100	8-200	0	\$1,380	\$29.41
				Weighted Avg: 60			
2	Job Creation Initiative Retrainee SET Priority Rate	Business Skills, Commerical Skills, Computer Skills, OSHA 10, PL-Commercial Skills	71	8-200	0	\$2,024	\$21.00
				Weighted Avg: 88			
3	Veterans Retrainee SET Priority Rate	Business Skills, Commerical Skills, Computer Skills, OSHA 10, PL-Commercial Skills	7	8-200	0	\$2,300	\$29.41
				Weighted Avg: 100			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Numbers 1 & 3** [Modified Statewide Average Wage (SET)]: \$29.41 per hour.

**Job Number 2** (Job Creation): \$17.64 per hour for Sonoma County and \$19.61 per hour for Marin 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 Numbers 1 and 3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: Retrainee</b>		
Technicians		60
Sales Staff		12
Tech Installers / Logistics		20
Team Leads		8
<b>Job Number 2: Job Creation</b>		
Technicians		5
		28
Sales Staff		8
Tech Installers / Logistics		3
		20
Team Leads		7
<b>Job Number 3: Veterans</b>		
Technicians		7

## **INTRODUCTION**

Founded in 1932 and headquartered in Santa Rosa, Ernest Ongaro & Sons, Inc. (Ongaro & Sons) ([www.ongaroandsons.com](http://www.ongaroandsons.com)) provides residential and commercial HVAC, insulation, electrical and plumbing installation and repair services within the Bay Area. ETP training will take place at the Company's locations in San Anselmo, Santa Rosa, and its two locations in Petaluma.

### **Veterans Program**

In this proposal, Ongaro & Sons plans to train seven Veterans (Job Number 3). The Company accepts referrals from Perfect Technician Academy and Troops to Trades, which are nonprofit organizations that consider qualified Veterans for new openings as a part of their regular hiring process.

## **PROJECT DETAILS**

This will be Ongaro & Sons' second ETP Contract, and its second in the last five years. In the previous contract, training focused heavily on maintaining pace with changes resulting from new Title 24 rules and new efficiency standards that residential customers needed to meet by 2020. ETP funds helped provide a skills-upgrade training to remain current with changing technologies and systems. In this proposal, new training topics are proposed to help the Company further upgrade skills on newly purchased equipment. Its staff will receive customized coursework that was not previously delivered, and any similarly worded course titles are represented to be refreshed with updated content.

Ongaro & Sons' staff need to learn new equipment and procedures to perform its installation and maintenance processes. The new equipment includes Trane and Mitsubishi products- heat pump water heaters, mini split systems, and Wi-Fi enabled water-mitigation technology. Additionally, the Company's staff must continue to meet state-certification requirements such as Nat Gas Appliance Testing (NGAT) and Cal OSHA. The proposed training will help Ongaro & Sons increase its competitive position by delivering training that results in certifications to Technicians and Tech Installers that are critical to qualifying for many contract-bidding processes.

### **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 business-capacity growth, Ongaro & Sons is opening a new facility in Petaluma. The Company's rapid growth primarily in Sonoma County is attributed to its expanded customer base in that region, which is reportedly prompting the need for additional hiring and the need to deliver additional customized vocational training. The Company will hire 71 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**

The following will be conducted using Class/Lab, E-Learning, and Productive Lab (PL) training delivery methods:

**Business Skills:** Training will be offered to all occupations on course topics such as Team Building and Conflict Resolution. Sales Staff will receive a higher amount of this training due to increased need for communication, presentation skills, customer interaction, and problem solving.

**Commercial Skills:** Training will be offered to Technicians, Tech Installers / Logistics, and Sales Staff on topics such as Nest Thermostats and Inverter Technology to increase skills and competencies with the work on HVAC specific and plumbing specific brand equipment and tooling. Sales Staff will also receive this training to increase product knowledge as it pertains to repair and installation projects that they oversee.

**Computer Skills:** Training will be offered to all occupations. Specifically, Service Titan application software is used companywide to process work orders, conduct billing, and document work, billing, and more. New staff will need to become proficient in using these tools and periodic updates to this software requires refresher training for incumbent workers. From a technical level, Tablets are also a needed training topic due to their increased use in the field to perform job functions across all occupations.

### **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 journey-level workers. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

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

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

PL- Commercial Skills will have a trainer-to-trainee ratio of 1:2 based on the delivery methods of the Company as delivering it at this ratio reduces productivity. The expert trainers assigned to deliver this PL training need this ratio as some tasks require teamwork to complete. PL will bring trainees up to meet competency requirements. Incumbent Technicians and Tech Installers / Logistics occupations will receive up to 40 hours of PL training per trainee. However, newly hired staff need up to 50 PL hours due to the intensive skills needed to become competent in an expanding variety of equipment.

### **Special Employment Training (SET)**

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

#### **➤ Wage Modification**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$39.21 to \$29.41). The Company requests this modification for Job Numbers 1 & 3.

### **Commitment to Training**

The Company’s annual California training budget is \$155,000. Training includes basic orientation, CPR, sexual-harassment prevention, violence in the workplace, and basic-computer usage. ETP funds will not displace the existing financial commitment to training. Safety training will continue to be provided in accordance with all pertinent requirements under state and federal law.

### ➤ Training Infrastructure

Ongaro & Sons' H.R. Manager (dedicated administrator) will oversee all project administration. Twelve in-house trainers (Leads) and one Site Manager are assigned to assist at each of the four participating facilities. Training will be delivered by in-house subject-matter experts and vendors. The Company has also retained a third-party subcontractor- Synergy Management Consultants, LLC (Synergy) to assist with ETP's administrative duties.

### Impact/Outcome

Technical skills' certifications such as those offered by North American Technician Excellence including Blower Door, Weatherization, Air Duct Testing, and Home Energy Auditing are provided to Technicians and/or Tech Installers. These certifications help the Company remain competitive by demonstrating commonly sought after certifications that clients regularly request. The certifications are developed to help upgrade skills of workers and to achieve desired industry standards that often exceed regulatory requirements. These certifications are issued by external entities that help improve quality and safety. ETP training will result in the following:

- Technicians and Tech Installers (143 staff) are getting an estimated five certifications each including OSHA 10, which is an estimated 715 certifications total.

### Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

### **PRIOR PROJECTS**

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0370	Santa Rosa	12/14/2018– 12/13/2020	\$60,060	\$60,060 (100%)

### **DEVELOPMENT SERVICES**

Ongaro & Sons retained Synergy in Grass Valley assisted with development for a flat fee of \$15,500.

### **ADMINISTRATIVE SERVICES**

The Company also retained Synergy to perform administrative services for an amount not to exceed 13% of payment earned.

### **TRAINING VENDORS**

PHCC of California in Sacramento, Trane in Sacramento, and Mitsubishi in San Francisco have been retained to provide Commercial Skills training for an estimated fee of \$57,500. Other trainers will be identified as they are retained.

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

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Principles of Highly Successful Leaders
- Developing SMART Annual Goals
- Pre-Week Planning & Execution
- External Environment Analysis
- Planning and Execution
- Effective Customer Service
- Team Building
- Building Strong Relationships
- Innovation Tools and Processes
- Persuasion Strategies
- Communication Skills
- Negotiation Skills
- Conflict Resolution
- Customer Needs Assessment
- Presentation Skills
- Active Listening Skills
- Understanding and Managing Expectations
- Skills Builder Applications

**COMMERCIAL SKILLS**

- Connected Home Technology
- Heat Pump Systems
- System Sizing
- Fundamentals of Air Conditioning Systems
- Advanced A/C systems
- Advanced Diagnosis
- Metering Devices
- Nest System Controls/Smart System
- Advanced Wiring and Schematics
- Nest Thermostats
- Maintenance Tune Up Procedures
- Field Tools/Gauges
- Air Quality Diagnostics
- Inverter Technology
- Ventilation Systems Certifications- Blower Door/Weatherization
- Certification-Duct
- Certification-Air Filtration
- Certification-NGAT (Natural Gas Application)
- Certification- Home Energy Auditing
- Identifying Waste Products
- Waste Products Remediation Analytics

- Waste Remediation Planning
- Waste Removal Solutions
- Trenchless Systems and Tooling
- Wi-Fi Smart Water Meter
- Driver Safety
- Lifting Safety
- Ladder Safety
- Work Site Safety
- Equipment Safety
- Attic Insulation Safety
- Electrical Hazards Safety
- COVID Safety Factors

### **COMPUTER SKILLS**

- Service Titan
- Intermediate Microsoft Office and Google Suites (Excel, Word, PowerPoint, Database Systems)
- Using Tablets in the Field
- Zoom and Microsoft Teams
- Tablet Applications
- Trenchless Video x-Ray
- Water Leak Video Inspection Tools

### **SAFETY SKILLS - OSHA 10 (CERTIFIED-OSHA INSTRUCTOR)**

- OSHA 10 (maximum of 10 hours per trainee)

### **Productive Lab (Trainer-to-Trainee Ratio 1:2)**

#### **PL- COMMERCIAL SKILLS**

- Thermal Dynamics
- Switches and Electrical Components
- Heat Pump Systems
- Air Conditioning Systems
- Metering Devices
- System Controls/STS
- Motors
- Whole Home Fans
- Inverter Type Systems
- Digital Tools
- Wiring
- Thermostats
- Tune-Up Procedures
- Air Quality Diagnostics and Methodologies
- Ventilation Systems
- Barriers Methodologies
- Diagnostics
- HVAC Maintenance Service
- Drawings/Plans

- Plastic Pipes and Fittings
- Copper Pipe and Fittings
- Cast Iron Pipe and Fittings
- Fixtures and Faucets
- Disposals
- Drains- Roof, Floor, and Area
- Valves
- Water Heaters
- On Demand Hot Water Systems
- Pipes and Supply Lines
- Gas and Fuel Systems
- Back Flow Systems
- Sewage and Pump Systems





**Retrainee-Job Creation**  
**Training Proposal for:**  
**Herman Weissker Power, Inc.**  
**Contract Number: ET23-0133**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** R. Jackson

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate SET Veterans Job Creation Initiative	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers (IBEW) Local 47		
Number of Employees in:	CA: 122	U.S.: 122	Worldwide: 122
<u>Turnover Rate:</u>	19%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$507,500

<b>Total ETP Funding</b>
\$499,675

**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 SET	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, OSHA 10/30, PL- Commercial Skills	95	8–200	0-11.5	\$1,725	\$29.41
				Weighted Avg: 75			
2	Job Creation Initiative Retrainee Priority SET	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, OSHA 10/30, PL- Commercial Skills	130	8–200	0-11.5	\$2,530	\$23.00
				Weighted Avg: 110			
3	Veterans Retrainee Priority SET	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, OSHA 10/30, PL- Commercial Skills	5	8–200	0-11.5	\$1,380	\$29.41
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Numbers 1 & 3:** \$29.41 per hour statewide.  
**Job Number 2:** \$18.11 per hour for Los Angeles County; \$17.81 per hour for Orange County.  
**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.  
**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No ☐ Maybe  
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 & 3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1 (Retrainee):</b>		
Administrative Support Staff, Accounting Staff		5
Laborer, Yard Worker, Field Worker*		26
Engineer		21
General Foreman*, Foreman*, Estimator, Electrician		26
Project Manager, Project Engineer, Project Coordinator		11
Superintendent		6
<b>Job Number 2 (Job Creation):</b>		
Administrative Support Staff, Accounting Staff		2
		3
Laborer, Yard Worker, Field Worker*		25
		50
Engineer		3
		12

General Foreman*, Foreman*, Estimator, Electrician		10
		10
Project Manager, Project Engineer, Project Coordinator		5
		10
<b>Job Number 3 (Veterans):</b>		
Laborer, Field Worker*		3
Electrician, Foreman*		2

\*Occupations represented by a union will meet wages listed in the CBA, which are represented by HWP to exceed ETP's minimum wages.

## **INTRODUCTION**

Founded in 2011 and headquartered in Anaheim, Herman Weissker Power, Inc. (HWP) ([www.hwpowerinc.com](http://www.hwpowerinc.com)) specializes in electrical underground system installation and provides planning, construction, engineering, design, and management services for large-scale projects serving the electric industry. Its parent company- Meruelo Enterprises, Inc. is not participating in this project. HWP's customer base includes both private and public sector companies. ETP training will be delivered at HWP's Anaheim and Long Beach facilities.

This will be HWP's second ETP Contract, and its second in the last five years. In the previous Contract, the Company primarily focused on upskilling workers related to 5G changes impacting the industry. For this proposal, as a major partner in the installation and maintenance of California's power grid due to its expanded contracts, HWP is requesting to train frontline workers to replace and repair electrical-power poles and related equipment across the state to help in preparation for fire season. Incumbent workers will receive customized coursework that was not delivered under any previous ETP Contracts, and any similarly worded course titles previously included consist of updated content to be delivered now.

### **Veterans Program**

In this proposal, HWP has committed to include five Veterans (Job Number 3). Concerning recruitment for filling open positions within HWP, the Company actively works with a local union that utilizes programs like Helmet to Hardhats and Hire a Vet to identify and offer fast-track processes to become an apprentice. HWP also lists open job announcements with EDD, which has veteran-based referral programs that give veterans priority opportunities to apply for its recently listed positions.

### **Retrainee - Job Creation**

In this proposal, the Company will hire and train 130 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage.

Due to business-capacity growth by adding newly-hired employees to an existing function, HWP meets the Job Creation guidelines. The Company has been experiencing increased out-of-state competition, but it has persevered in hiring plans to nearly double its full-time employees in California over the next two years. This rapid growth in both Los Angeles and Orange Counties is attributed to expanded contracts with Southern California Edison, a major client.

## Union Support

General Foreman, Foreman, and Field staff are represented by IBEW Local 47. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

ETP training will help HWP increase its competitive position by delivering an estimated 160 newly certified employees with key heavy-equipment operation Smith Driver certifications and with Cal-OSHA certifications critical in many contract-bidding processes. Training will improve efficiency as a result of customized training designed to transform HWP's workplace into a high-performance company with cross-trained workers.

Additionally, HWP staff will need to learn new customer equipment and procedures to perform the installation process of California's power grid. It must also continue to meet certification requirements such as California Public Utility Commission and Department of Transportation.

## Training Plan

None of the proposed training is duplicative of Apprentice training. The training is customized and tailored to the Company's needs. Training will be conducted using Class/Lab, E-Learning, and Productive Lab (PL) training delivery methods in the following:

**Business Skills:** Training will be offered to Engineers, Administrative Staff, Support Staff, and Accounting Staff on courses including Accounting & Finance Processes, Contract Management, and Client Relationship Management to enhance customer service and to develop business.

**Commercial Skills:** Training will be offered to Foremen, Field Workers, Electricians, Estimators, Laborers, Superintendents, and Project Managers on courses including Conductor in Conduit, Power Tool Operation, and Silica Awareness. Training will be focused on all aspects of construction, planning, and design while also emphasizing workplace safety when working in hazardous conditions.

**Computer Skills:** Training will be offered primarily to Engineers, Project Managers, and Project Coordinators on courses like AutoCAD Design Tools, Effective Delivery Workflow, and Google Applications to address the technical needs identified in training need assessments to reinforce the Company's proprietary technologies and marketing strategies.

**Continuous Improvement:** Training will be offered to all occupations on courses like Problem Solving, Customer Service, and Leading Through Change to increase the skills of frontline workers in a high-performance workplace.

## 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.

## Computer-Based Training (CBT)

CBT will be provided to supplement Class/Lab, which is a more convenient means of delivering basic training. Trainees will receive between 0–11.5 hours of CBT.

**Productive Laboratory (PL– Commercial Skills)**

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum.

Laborers, Yard Workers, Field Workers will receive PL- Commercial Skills. While the majority of employees will receive 10-30 hours in PL, approximately 15 leads among the Field Workers will need up to 50 hours of PL training to become competent using heavy equipment, power tools, and understanding wildfire procedures.

PL training will use an experienced trainer to specify the scope of work, explain the process and needed equipment, and verify that the trainee understands standards and specifications. The trainer will observe trainees perform the task, provide feedback, assist with re-work efforts (if necessary), and ensure that the task has been performed correctly to ensure that the employee understands the process while reaching competency.

PL's trainer-to-trainee ratio will not exceed a 1:3 ratio. This ratio is necessary as it is common for tasks to be performed in teams of three at worksites to safely use equipment. However, the majority of PL training will be delivered using a trainer-to-trainee ratio of 1:1.

**Special Employment Training (SET)**

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

**➤ Wage and Retention Modifications**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$39.21 to \$29.41). The Company requests this modification.

**Commitment to Training**

Annually, the Company invests approximately \$96,250 on training in California. Training includes introductory computer skills, manager skills, company policies and procedures, new-hire orientation, personal roles and responsibility, out-of-state employee training seminars and conferences, and anti-harassment training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

**➤ Training Infrastructure**

HWP's Director of Safety (dedicated administrator) and its Site Coordinator will administer the project. The Company has 8–12 (in-house) Foreman trainers who are subject-matter experts to deliver ETP training. It has also retained a third-party administrator- California Training Administration to assist with administrative duties and to assist with ETP's online system.

**Impact/Outcome**

ETP training will reinforce HWP's market position and growth strategies while assisting with the following goals: 1. 160 plus frontline staff will become certified or recertified in OSHA 10/30 and or Smith Driver (Heavy Operating Equipment) over next 24 months for increased cost-savings, improved workplace safety; improved bidding capabilities; 2. employees will cross train to broaden skills to reduce downtime and lower operating costs while increasing construction schedules as a

result of a more skilled and flexible workforce; and 3. training will support the rapid expansion of HWP as a result of recent new contracts and provide staff customized supplemental training for specialized jobs.

**Alternate Recordkeeping (ARK)**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**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 \$ %
ET21-0115	Anaheim	7/1/20 – 6/30/22	\$215,625	\$215,625 (100%)

**DEVELOPMENT SERVICES**

HWP retained California Training Administration (CTA) in Rocklin to assist with development of this proposal for a flat fee of \$2,500.

**ADMINISTRATIVE SERVICES**

The Company also retained CTA 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: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Contracts - Advanced Skills
- Managing Multiple Task in a Timely Manner
- Managing Multiple Priorities
- Workplace Communications Skills
- Support Skills and Updates
- Customer, Supplier, Sales
- Budgeting Techniques / Financial Reports
- Accounting & Finance Processes
- Marketing Techniques
- Account Management
- Client Relationship Management
- Contract Management

**COMMERCIAL SKILLS**

- Underground Construction Best Practices
- Conductor in Conduit
- Conduit Rodding and Cleaning
- Concrete Sawing
- Fiber Placement, Testing, and Splicing Skills
- Industrial Electrical / Construction Skills
- Aerial Lift
- Arc Hazard/ Arc Flash Awareness
- Chainsaw Operation
- Company Procedures, APM Manual, Communication
- Confined Space, Vaults (Respiratory Air Monitoring)
- Electrical Gloves and Tools
- Grounding – Inspections of Grounding
- Hazard Communications
- Heavy Equipment Operator Training
- High Voltage Construction & Maintenance
- Hoisting and Rigging Training
- Hydraulic Systems / Backing Collision Avoidance
- Insulate / Isolate Techniques
- Line of Fire, Struck-By, Struck-Against, Electrocution Hazards
- Load Securement
- Minimum Approach Distance
- New Employee Operation / Job Skills
- Pinch Points & Suspended Loads
- Points of Contact for climbing
- Power Tool Operation
- Rescue Techniques (Confined Space, Pole Top, Bucket, & Trenches)

- Second Point of Contact
- Step and Touch Potential
- Tailboards – Pre-Job Briefing
- Traffic Control Assessment & Short Duration Traffic Control
- Trailer Connections
- Veriforce / Operator Quality Training
- Wood Pole Inspection & Use of Outdoor Spotters
- Work Area Assessment – Pre-Job Walk – Hazard Analysis
- COVID-19 Mitigation Procedures
- Competent Driver & Equipment Operator Skills.
- Lift Trucks / Boom & Aerial Operation
- New Hire Job Site Training
- Powered Industrial Trucks
- Proper Lifting – Heavy Equipment and Tools
- MECHANICS and MAINTENANCE Skills
- Abrasive, Sanding, Grinding, Welding, Cutting, Brazing
- Aerial and Scissor Lift
- Compressed Gas (Storage and Use)
- Confined & Enclosed Spaces/ Entry / Monitor
- Electrical Hazards Awareness
- Fleet Vehicle Maintenance (Oil, Transmission fluid, Wiper fluid)
- Lifting Devices (Hoist, Chain, Sling)
- Lockout / Tag / Block Potential Energy
- Machine Guarding
- Silica Awareness

**COMPUTER SKILLS**

- AutoCAD / Design Tools
- Computer and/or Internet Navigation
- Effective Delivery Workflows
- Google Applications
- Intuit Quick Base
- Intermediate Microsoft Office (Word, Excel, PowerPoint, Access, Publisher)
- Spectrum Workday System

**CONTINUOUS IMPROVEMENT**

- Building a Positive Work Environment
- Problem Solving/Process Innovation
- High Performance Team Training
- Office Safety Skills
- Customer Service
- Project Management Skills
- 5 Characteristics of Quality Behind the Wheel (non-licensed based training)
- Managing Multiple Priorities
- Leadership/Coaching Essentials
- Giving/Receiving Feedback
- Leading through Change
- Motivating and Inspiring Others



- Hazard Communication Skills
- Communication: Recordkeeping, Reporting, Follow Up
- Incident Investigations, Root Cause Analysis, Corrective Actions
- Risk Assessment Process

**SAFETY SKILLS - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**SAFETY SKILLS - OSHA 30 (Certified-OSHA Instructor)**

- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:3)**

Trainees may receive any of the following:

**PL- COMMERCIAL SKILLS**

- Construction Skills
- Job Skills Updates
- Dangerous Material Handling
- Equipment Maintenance
- Inspection Techniques
- Installing New Equipment
- Repairing Techniques

**Computer-Based Training**

Trainees may receive any of the following:

**COMMERCIAL SKILLS**

- Arc Hazard Awareness (.5 hr)
- Asbestos Awareness (.5 hr)
- Barricading Vehicles (.5 hr)
- Confined & Enclosed Spaces / Entry (.5 hr)
- Control of Hazardous Energy (.5 hr)
- Electrical Hazards & Basic Safety (.5 hr)
- Emergency Action Plans (.5 hr)
- Fall Protection (.5 hr)
- Fire Prevention (.5 hr)
- Hazard Communications (.5 hr)
- Hearing Protection (.5 hr)
- Heat Illness Prevention Program (.5 hr)
- Hot Line Tools (.5 hr)
- Job Hazard Analysis / Pre-Job Tailboards (.5 hr)
- Line of Fire (.5 hr)
- Minimum Approach Distance (.5 hr)
- Personal Protective Equipment (.5 hr)
- Protective Grounding (.5 hr)
- Rigging (.5 hr)

- Rubber Protective Cover (.5 hr)
- Silica Awareness (.5 hr)
- Traffic Control (.5 hr)
- Trench & Shoring Competent Person (.5 hr)



IBEW LOCAL #47

Colin Lavin  
Business Manager/  
Financial Secretary

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June 21, 2022

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Dear Panel Members,

We understand the HW Power, 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:

occupation y- number  
General Foreman-5  
Foreman-10  
Field-67

(Exhibit language must be included in the Union letter of support)  
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.

Yours truly,

Colin Lavin  
Business Manager/Financial Secretary

Sincerely,



## Training Proposal for:

**Ingomar Packing Company, LLC**

**Contract Number: ET23-0116**

**Panel Meeting of:** August 26, 2022

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

**Analyst:** R. Jackson

### PROJECT PROFILE

Contract Attributes:	Retrainee	Industry Sector(s):	Manufacturing (E)	
	Priority Rate		Agriculture (11)	
	Seasonal		Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	SET			
	HUA			
Counties Served:	Merced	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: 145	U.S.: 145	Worldwide: 145	
<u>Turnover Rate:</u>	4%			
<u>Managers/Supervisors:</u> (% of total trainees)	3%			

### FUNDING DETAIL

<b>In-Kind Contribution</b>
\$200,000

<b>Total ETP Funding</b>
\$197,800

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continous Impr, Manufacturing Skills,	85	8–200	0	\$1,380	\$16.17
				Weighted Avg: 60			
2	Seasonal Retrainee Priority Rate SET HUA	Business Skills, Computer Skills, Continous Impr, Manufacturing Skills,	70	8–200	0	\$1,150	\$16.17
				Weighted Avg: 50			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Number 1:** \$16.17 per hour for Merced County (HUA Wage).

**Job Number 2:** \$16.17 per hour for Merced County (HUA Wage).

**Health Benefits:** ☒ Yes ☒ No This is employer share of cost for healthcare premiums – medical, dental, vision. (Yes for Job Number 1, No for Job Number 2)

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: HUA Retrainee</b>		
Administrative Staff / Support Staff / Finance Staff / Clerks		5
Marketing Staff / Sales Staff		10
Production Staff / Operators		30
Technicians / Leads / Mechanics		20
		10
IT Professionals / Engineers		4
Supervisors / Managers		6
<b>Job Number 2: HUA Seasonal Workers</b>		
Production Staff / Operators		40
		30

**INTRODUCTION**

Founded in 1983 and headquartered in Los Banos, Ingomar Packing Company, LLC (Ingomar) ([www.ingomarpacking.com/](http://www.ingomarpacking.com/)) manufactures industrial tomato products such as tomato paste and diced tomatoes. Ingomar supplies tomato products to companies such as Heinz, Campbell Soup, Barilla, and Del Rosino. Training will be provided at the Company's two facilities in Los Banos.

## Veterans Program

Although Ingomar does not have a formal veterans' program in place for recruitment, the Company does hire and employ veterans through its normal hiring practices. Additionally, Ingomar posts open positions onto EDD's employment website that reportedly links to America's Job Bank and is accessible to potential veteran candidates.

## PROJECT DETAILS

This will be Ingomar's third ETP project, and it's second in the last five years. Remaining competitive is driving changes, while prompting the need for supplemental training such as responding to climate change, rapid changes in prices (industry wide) for tomato products, and responding to supply and demand challenges. Trainees will receive customized coursework that was not delivered under any previous ETP Contract, while any similarly worded course titles are represented to be refreshed with updated content.

Additionally, the Company recently invested over \$1,150,000 in new production and packaging equipment. Staff will be cross-trained on operations of new equipment and new procedures to support upward mobility efforts, while decreasing downtime and waste to become more efficient and to meet future hiring plans for workers acquiring advanced skills.

## Training Plan

The following training will be conducted via Class/Lab, E-Learning, delivery methods:

**Business Skills:** Training will be offered to Administrative Staff / Support Staff / Finance Staff / Clerks and Marketing Staff / Sales Staff occupations on course topics like Customer Service, Finance / Accounting Processes, Ingomar Product Training, and Project Management.

**Computer Skills:** Training will be offered to Supervisors / Managers, IT Professionals / Engineers, Administrative Staff / Support Staff / Finance Staff / Clerks, and Marketing Staff / Sales Staff occupations on course topics like Maintenance Management System, Document Control System, and Microsoft Tools (Intermediate & Advanced).

**Continuous Improvement:** Training will be offered to all occupations on course topics like Coaching Effective Teams, Quality Techniques / Lean Quality Improvements, and Good Manufacturing Practices to improve processes, deliver products efficiently, and reduce waste.

**Manufacturing Skills:** Training will be offered to Production / Operation Staff and Technicians / Leads / Mechanics on course topics that include Manufacturing Process Instruction (MPI), Maintenance / Installation, Material Handling, and Operating Production Equipment.

## High Unemployment Area

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

### ➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. The Company is requesting the 25% wage modification, from \$21.57 per hour to \$16.17 per hour for Job Numbers 1 & 2.

## Special Employment Training (SET) HUA Seasonal Worker (Job Number 2)

Under SET, the participating employer is not required to demonstrate out-of-state competition.

➤ **Retention Modification:**

The Panel may modify the retention period for Seasonal trainees, making it 500 hours within 12 months with up to three employers within terms.

**Commitment to Training**

The Company invests \$33,500 annually per facility in California for training on introductory computer skills, safety skills, company policies and procedures, and newly hired 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**

Ingomar has a detailed training plan in place. The Company's HR Department will coordinate with Supervisors to oversee all training efforts and to ensure recordkeeping requirements are met. An estimated 25 internal trainers who are in-house subject-matter experts are delivering training. The Company has also retained a third-party subcontractor, California Training Administration (CTA), with extensive ETP administration experience to work with ETP and its staff to administer the project.

**Impact/Outcome**

- Reduce waste by increasing efficiency
- Reduce carbon footprint by implementing solar powered options into production processes
- Conserve wetlands and water usage by utilizing new drip irrigation technologies
- Upskill workforce to better satisfy customer driven production requirements and meet the Company's growth goals

**Alternate Recordkeeping**

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.

**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 \$ %
ET18-0231	Los Banos	5/25/2018– 5/24/2020	\$215,280	\$215,280 (100%)

**DEVELOPMENT SERVICES**

Ingomar retained California Training Administration in Rocklin to assist with development of this proposal for a flat fee of \$2,500.

**ADMINISTRATIVE SERVICES**

The Company also retained California Training Administration to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

N/A

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

Trainees may receive any of the following:

**Business Skills**

- Business Development / Marketing
- Client Communication Skills
- Customer Service (CSI)
- Finance / Accounting Processes
- Ingomar Product Training
- Project Management
- Strategic Implementation / Strategic Planning
- Supply Chain Improvements
- Support Skills (Customer, Supplier, Sales)

**Computer Skills**

- DCS – Document Control System
- Alchemy Platform
- AMMS – Maintenance Management system
- Microsoft Tools (Word, Excel, PowerPoint – Int. & Adv only)
- Canopy System
- NOVAtimes
- Paylocity
- Social Media Tools for Marketing & Sales

**Continuous Improvement Skills**

- Coaching Effective Teams
- Customer Communications (Internal/External)
- Effective Communications
- Efficiency / Quality Improvements
- GMP – Good Manufacturing Practices
- SQF – Quality Management
- High Performance Work-Teams HPWT
- Managing Multiple Priorities / Time-Sensitive Deadlines
- New Lead / Supervisor Techniques
- Problem Solving / Process Improvement / Process Innovation
- Quality Techniques / Lean Quality Improvements
- SPC / ISO
- Team Building / Team Meetings / Work Group Objective
- Situational Leadership
  - Managing & Leading Change
  - Floor Leader Skills
  - Coaching / Motivating Others to Excellence
  - Motivating Employees in the Work Place
  - Improving Job Performance
  - Handling Difficult Situations
  - Advanced Communication Skills
  - Train the Trainer



**Manufacturing Skills**

- Manufacturing Process Instruction (MPI)
  - Bins, Drums, Pallets
  - Boilers, Control Room, Hydraulic Equipment
  - Split Flume System, Dual Finishers
  - Pomace Auger, Seed Separator
- Calibration, Repair, Testing
- CIP (Clean in Place) Procedures and Standards
- Clarification: Critical Scrap Investigation (CSI)
- Cleanroom / Sterile Equipment
- Ecolab Chemicals
- Field Management (Solar, irrigation, waste water)
- Handling Hazardous Materials
- Hydraulic / Fork Lift
- Ingomar Manufacturing Techniques (IMT)
- Job Skills Update / Work Instructions WI
- Maintenance / Installation
- Material Handling
- Operating Production Equipment
- Sanitation Processes
- Shipping / Receiving Techniques
- Shop Floor Hazards and Protection
- Tomato Truck Operation
- Vacuum Theory / Vacuum Equipment
- Warehouse & Inventory Processes



**Training Proposal for:**  
**Crystal Creamery, Inc.**

**Contract Number: ET23-0146**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** Sacramento

**Analyst:** J. Dongallo

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate Veterans HUA	Industry Sector(s):	Manufacturing (E)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Fresno, Humboldt, Kern, Monterey, San Joaquin, Shasta, Stanislaus, Yolo	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No General Teamsters Local Union No. 386		
Number of Employees in:	CA: 853	U.S.: 853	Worldwide: 853
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	3%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$559,000

<b>Total ETP Funding</b>
\$285,200

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Continuous Improvement, Manufacturing Skills, Manufacturing Skills - Advanced Technology, OSHA 10/30, PL - Manufacturing Skills - Advanced Technology	240	8-200	0	\$920	\$20.05
				Weighted Avg: 40			
2	Retrainee Priority Rate	Continuous Improvement, Manufacturing Skills, Manufacturing Skills - Advanced Technology, OSHA 10/30, PL - Manufacturing Skills - Advanced Technology	60	8-200	0	\$920	\$21.57
				Weighted Avg: 40			
3	Retrainee Veterans HUA	Continuous Improvement, Manufacturing Skills, Manufacturing Skills - Advanced Technology, OSHA 10/30, PL - Manufacturing Skills - Advanced Technology	10	8-200	0	\$920	\$20.05
				Weighted Avg: 40			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County: Job Numbers 1 and 3 (HUA):** \$16.17 per hour in Fresno, Kern, Monterey, San Joaquin, and Stanislaus Counties.

**Job Number 2:** \$21.57 per hour in Humboldt, Shasta and Yolo Counties; \$23.53 per hour in Alameda County.

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

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

Up to \$1.51 per hour may be used to meet the Post-Retention Wage for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
<b>Job Number 1: HUA/Retrainee</b>		
Maintenance Mechanics		27
Truck Drivers		50
Machine Operators		40
Quality Control Technicians		9

Production Workers		109
Office Clerks		5
<b>Job Number 2: Retrainee</b>		
Maintenance Mechanics		2
		3
Truck Drivers		2
		15
Quality Control Technicians		3
Production Workers		35
<b>Job Number 3: HUA/Veterans</b>		
Maintenance Mechanics		1
Machine Operators		7
Production Workers		2

## **INTRODUCTION**

Founded in 1901 and headquartered in Modesto, Crystal Creamery, Inc. (Crystal Creamery), produces, packages and distributes a variety of dairy products. These products include ice cream, butter, milk, sour cream, cottage cheese, yogurt, juice and other specialty items. Customers include large and small grocery retailers, such as, Safeway, Albertsons, Kroger Foods and direct-to-customer sales via its website. Crystal Creamery has 23 facilities throughout California (Modesto (9), West Sacramento (1), Stockton (2), Fortuna (4), Bakersfield (1), Fresno (3), Salinas (1), Hayward (1) and Redding (1)). ETP training will be delivered at all of these locations.

This is Crystal Creamery's first ETP Contract.

### **Veterans Program**

Crystal Creamery will train 10 Veterans (Job Number 3). A portion of the Veteran population participating in this project may include transitioning active duty Veterans who are within one year prior to their anticipated separation date from service.

### **Union Support**

Maintenance Mechanics, Truck Drivers, Machine Operators, Quality Control Technicians, Production Workers and Office Clerks are represented by General Teamsters Local Union No. 386. The union has submitted a letter of support for this training project.

## **PROJECT DETAILS**

To remain competitive, Crystal Creamery has structured its existing training plan to focus on increasing productivity and enhancing customer service. The Company has identified the need to cross-train and develop the skills of its staff on workflow processes including proactive communication to ensure the Company can meet and exceed customer expectations from start to finish. Training will also focus on on-and-off field operations to ensure delivery of products are made on time and safely. The training plan will address any deficiencies and allow the Company to standardize its processes and training so that it can assure its clients will receive the highest quality product.

In addition, Crystal Creamery continuously improves all aspects of its business to provide customers with the best service. The Company has recently invested in innovative technological equipment involving more robotics to coincide with manual production. This upgrade in equipment will require enhanced staff skill sets supported by an advanced technology manufacturing training plan focused on Kuka Robotics and Federal Filler Operations, to ensure they exceed industry needs.

Crystal Creamery is expanding the use of its existing manufacturing systems to all locations to trainees of various occupations to complete tasks related to their responsibilities. This will improve the overall service with a higher concentration of staff having the knowledge to assist with its churning, evaporation and freezing operations. Training will improve internal processes and increase staff's proficiency in the use of various manufacturing applications.

Training will also be used to assist staff on determining needs for improvement and set up a career path for each trainee. Establishing a career path for trainees will enable the Company to promote internally from a pool of experienced employees.

### High Unemployment Area

Trainees in Job Numbers 1 and 3 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Stanislaus, San Joaquin, Fresno, Kern and Monterey County are in a HUA region.

#### ➤ 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. Crystal Creamery is requesting a wage modification from \$21.57 per hour to \$20.05 per hour for Job Numbers 1 and 3.

### 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:

**Continuous Improvement:** Training will be offered to all occupations. Staff will receive training to improve on continuous process changes and/or updates within Crystal Creamery to remain competitive within the dairy product industry. Training topics include Bloodborne Pathogens, Good Manufacturing Practices, Hazard Analysis Critical Control Points, Microbiological Testing and Storm Water Awareness.

**Manufacturing Skills:** Training will be offered to Machine Operators, Production Workers and Quality Control Technicians. Training will focus on equipment processes aimed to produce higher yields of quality product. Training topics include Churn Operations, Condensed Solids, Freezer Operations, Moisture Specifications, Pasteurizer/Cheese Maker Processes and Temperature Set Points.

**Manufacturing Skills – Advanced Technology:** Training will be offered to Machine Operators, Production Workers and Quality Control Technicians. Training will focus on advanced equipment robotics aimed for increased production. Training topics include Ammonia RITA Certification, Federal Filler Operations and Kuka Robotics.

**Certified Safety Training**

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

**Productive Laboratory (PL)**

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

Training will be delivered to Machine Operators, Production Workers and Quality Control Technicians. The trainer will demonstrate step-by-step instructions and then observe trainees perform these tasks. Training will be provided on Federal Filler Operations and Kuka Robotics.

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. Crystal Creamery is requesting a 1:3 trainer-to-trainee ratio and up to 55 hours of PL per trainee.

**Alternate Recordkeeping**

Staff has reviewed and approved the Company’s request to use an alternate recordkeeping method.

**Commitment to Training**

Crystal Creamery’s annual training budget is approximately \$100,000 for all facilities 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**

Crystal Creamery has a structured training plan in place and is ready to start training upon project approval. The HR and Payroll manager will oversee project administration along with the Site Managers in each facility, who will handle training rosters and tracking performance. A third party administrator will assist with the implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house experts and vendors as needed.

**DEVELOPMENT SERVICES**

Consultrex, Inc. in Modesto assisted with development for a flat fee of \$5,000.

**ADMINISTRATIVE SERVICES**

Consultrex, Inc. will also perform administrative services for a fee not to exceed 12% of payment earned.

**TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Continuous Improvement Skills**

- Ammonia Operations
- Bloodborne Pathogens
- Confined Space
- Good Manufacturing Practices (GMPs)
- Hazard Analysis Critical Control Points (HACCP)
- Internal Auditing
- Microbiological Testing
- Lock Out Tag Out (LOTO)
- Storm Water Awareness

**Manufacturing Skills**

- Churn Operations
- Condensed Solids
- Evaporator/Dry operations
- Freezer Operations
- Machine Operation
- Moisture Specification
- Pasteurizer/Cheese Maker Processes
- Sanitation PPE/GMP
- Temperature Set Points

**Manufacturing Skills - Advanced Technology**

- Ammonia RITA Certification
- Federal Filler Operations
- Kuka Robotics

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

- OSHA 10
- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:3)****Manufacturing Skills - Advanced Technology**

- Federal Filler Operations
- Kuka Robotics





Jeff P. Berdion  
Secretary-Treasurer

**Executive Board**

Bryan Ronngren  
President

Bill Stewart  
Vice President

Carlos Ortega  
Recording-Secretary

**Trustee's**

Rene Leyva  
Greg Amador  
Alejandro Ibarra

**Business Agents**

Jeff Berdion  
Rene Leyva  
Bryan Ronngren  
Michelle Aldridge  
Emiliano Chavez

Wendel J. Kiser  
Memorial Building  
1225 13th Street  
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Phone (209) 526-2755  
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# GENERAL TEAMSTERS LOCAL UNION NO. 386

The Counties of Stanislaus, Merced Mariposa, and Yosemite National Park California

Affiliated with the International Brotherhood of Teamsters

July 19, 2022

Crystal Creamery Inc  
529 Kansas Ave  
Modesto, CA 95351

To Whom it May Concern:

The Union has received Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulations 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 application.

By way of this letter of support, the undersigned, as an authorized labor representative of the covered union worker 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.

The jobs that are covered under the contract are as follows:

Maintenance Mechanics	35
Truck Drivers	135
Machine Operators	154
Quality Control Technicians	15
Production Workers	146
Office Clerks	20

Sincerely,

Emiliano Chavez, Sr  
Business Representative



**Training Proposal for:**  
**Mag Instrument, Inc.**

**Contract Number: ET23-0151**

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** Sacramento

**Analyst:** K. Mam

**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:	San Bernardino	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 200	U.S.: 200	Worldwide: 200
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

**FUNDING DETAIL**

<b>In-Kind Contribution</b>
\$421,500

<b>Total ETP Funding</b>
\$225,400

**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Impr., Mfg. Skills, PL-Mfg. Skills	196	8-200	0	\$1,150	\$21.57
				Weighted Avg: 50			

\*Post-Retention Wage is the Contractual Wage.

**Minimum Wage by County:** Job Number 1: \$21.57 per hour for San Bernardino County

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Admin		1
		1
		18
Production		1
		1
		158
Supervisor/Manager		1
		15

**INTRODUCTION**

Founded in 1979 and headquartered in Ontario, Mag Instrument, Inc. (Mag Instrument) ([www.maglite.com](http://www.maglite.com)) manufactures flashlights and accessories. Flashlights are available nationwide to the general public at hardware and home improvement stores. Training will be for the Company's only location in Ontario. This is Mag Instrument's first ETP project.

**Veterans Program**

Mag Instrument does actively recruit and employ Veterans. The Company posts its job openings on Veteran job sites.

**PROJECT DETAILS**

Mag Instrument has developed an extensive training plan focused on becoming more efficient while increasing productivity. The Company has implemented International Standards Organization (ISO) standards as well as Lean Six Sigma. Staff will train on improving quality of products while reducing waste. Training will allow the Company to improve its manufacturing processes in order to efficiently produce the highest quality products in order to remain competitive.

Mag Instrument has also invested over \$500k on new software including Vantage ERP and SolidWorks. Training will provide front line workers the tools they need to produce higher quality

products with maximum efficiency. Training under this proposal will ensure the Company can meet product demands while delivering quality products.

## **Training Plan**

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

**Business Skills:** Training will be provided to all occupations and focus on project management. Training topics include Product Knowledge, Retail Merchandising and Project Management.

**Computer Skills:** Training will be provided to all occupations and focus on the Company's internal software. Training topics include Vantage ERP, Ceridian and Visio.

**Continuous Improvement:** Training will be provided to all occupations and focus on improving workflow processes. Training topics include ISO and Workflow/Process Improvement.

**Manufacturing Skills:** Training will be provided to Production and Supervisors/Managers. Training will focus on equipment operation. Training topics include Lean Production Practices, Computer Numerically Controlled (CNC) Machining, and Lean Six Sigma.

## **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.

Mag Instrument requests 40 hours of PL-Manufacturing Skills training with a trainer-to-trainee ratio of 1:1 for Production staff. Training will focus on equipment operation. PL training will allow the Company to train staff to extend technical learning under practical working conditions without creating an excess of waste. PL training will focus on training topics such as Computer Aided Design/Computer Assisted Machining, Geometric Dimensions and Tolerance and CNC Machining.

## **Commitment to Training**

The Company invests over \$250,000 annually on training and includes new hire orientation, basic safety and sexual harassment prevention. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **➤ Training Infrastructure**

The Human Resource Manager will be responsible for overseeing all project training including communicating with managers, scheduling training, and tracking training hours. The Company has also retained a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

## **DEVELOPMENT SERVICES**

Training Funding Source in Seal Beach assisted with development for a flat fee of \$1,950.

## **ADMINISTRATIVE SERVICES**

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

## **TRAINING VENDORS**

To Be Determined

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

Trainees may receive any of the following:

**Business Skills**

- Budget Management
- Business Writing
- Communication
- Export/Import Processes and Procedures
- Performance Measurement
- Planning & Scheduling
- Product Knowledge
- Project Management
- Retail Merchandising
- Up Sales

**Computer Skills**

- Access
- Ceridian
- Crystal Reports
- Microsoft Office (Intermediate/Advanced)
- Microsoft Project
- Office XP
- TGPro (Time Keeping System)
- Vantage (ERP)
- Visio

**Continuous Improvement Skills**

- Front Line Leadership
- International Standards Organization
- Problem Solving
- Quality Control
- Team Building
- Time Management
- Workflow/Process Improvement

**Manufacturing Skills**

- Computer Aided Design/Computer Assisted Machining
- Computer Numerically Controlled Machining
- Equipment Operations
- Geometric Dimensions and Tolerance
- Good Manufacturing Practices
- Lean Production Practices
- Lean Six Sigma
- Material Handling

- Printed Circuit Board
- Product Data Management

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Manufacturing Skills**

- Computer Aided Design/Computer Assisted Machining
- Computer Numerically Controlled Machining
- Equipment Operations
- Geometric Dimensions and Tolerance
- Printed Circuit Board



Employment Training Panel

**LIST OF PROPOSALS  $\leq$  \$75,000 APPROVED  
BY DELEGATION ORDER FOR 07/19/22 – 08/15/22**

<b><i>Project</i></b>		<b><i>Approved Date</i></b>	<b><i>Approved Amount</i></b>
ET23-0124	California Waters, LLC	08/02/22	\$41,400
ET23-0107	Do It Right Plumbers, Inc.	08/12/22	\$35,880
ET23-0138	JR-Tech	08/12/22	\$14,145
ET23-0141	Woodbridge Glass Inc.	08/15/22	\$50,600

**Total -----\$142,025**

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

8-200 Trainees may receive any of the following:

**Business Skills**

- Coaching/Mentor
- Communication (Verbal and Writing)
- Job Procedures
- Risk Management

**Commercial Skills**

- Bidding
- Construction Procedures
- Contract Management
- Estimating
- Equipment Utilization
- Splashpads
- Special Effects
- Subcontractor Analysis
- Themed Environments
- Water Features and Aquatics

**Computer Skills**

- AutoCad3D
- Agtek
- Financial/Accounting
- Global Positioning System (GPS)
- Microsoft Office (Intermediate, Advanced)
- Plangrid

**Continuous Improvement Skills**

- Process/Quality Improvement

**Hazwoper****OSHA 10/30**

- OSHA 10
- OSHA 30

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

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
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**Training Proposal for:**  
**California Waters, LLC**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET23-0124**

**Approval Date:** August 2, 2022

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

**PROJECT PROFILE**

Contract Attributes:	SB <100 SET Priority Rate Retrainee	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange County	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: 40	U.S.: 40	Worldwide: 40
<u>Turnover Rate:</u>	11%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**In-Kind Contribution**

\$75,934

**Total ETP Funding**

\$41,400

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Occupations to be Trained:</b>	Administrative Staff; Production 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 SET SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. OSHA 10/30 HAZWOPER	40	8-200	0	\$1,035	\$29.41
				Weighted Avg: 45			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job 1: \$29.41 (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 1.

### OVERVIEW

<b>Year Company Founded:</b>	1999	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> Single location Yorba Linda, CA
<b>Facility location(s) where training will occur</b>		<ul style="list-style-type: none"> <li>Yorba Linda (Orange County)</li> </ul>

<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>California Waters, LLC (California Waters)(<a href="http://californiawaters.com">californiawaters.com</a>) designs, engineers, constructs, renovates, repairs, and assists in maintenance of high-end commercial and municipal recreational water features such as: waterscapes, fountains, interactive splash pads, commercial swimming pools, aquatic facilities, artificial rockwork, water parks, lakes, ponds, and streams.</li> </ul>
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>Developers</li> <li>Architects</li> <li>Engineers</li> <li>General Contractors</li> <li>Property Managers</li> <li>Public Entities</li> </ul>

<b><i>Business / Industry Needs / Changes</i></b>	<ul style="list-style-type: none"> <li>• Increase customer satisfaction metrics in order to elevate growth with new clients and stay competitive.</li> <li>• The Company need all employees to be up-to-date with the latest regulations to stay competitive within its industry and deliver services its client base requires.</li> </ul>
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**Training Plan:**

<b><i>Need for Training:</i></b>	<ul style="list-style-type: none"> <li>• To increase customer satisfaction, the Company will 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.</li> <li>• The growth in business has expanded its customer base. Therefore, employee training demands vary by client project description and scope of responsibility. The Company will train employees on specialized commercial, business, and safety training procedures to sustain symbiotic relations with client protocol.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

<b>OSHA 10/30</b>	<b>Business Skills</b>	<b>Computer Skills</b>
<b>Commercial Skills</b>	<b>Continuous Improvement</b>	<b>Hazwoper</b>

<b>Certified Safety Training</b>	<input checked="" type="checkbox"/> OSHA 10/30 <input checked="" type="checkbox"/> HAZWOPER
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**Training Infrastructure & Administrative Plan**

<ul style="list-style-type: none"> <li>• <b>Project Oversight:</b></li> </ul> <p>The Company's President and Chief Financial Officer will oversee the project. The Company has a detailed training plan in place and is ready to begin ETP training upon approval.</p>
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- **Trainers:**

- ☒ In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, Hazwoper and OSHA 10/30
- ☒ Vendor – Types of Training by vendor: TBD

- **Administration:**

California Waters, LLC has retained an administrative subcontractor to assist with the administering of the training contract.

- ☐ In-house
- ☒ Subcontractor: Training Funding Source

## **SUBCONTRACTORS**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City</b>	<b>Cost / %</b>
Development	Training Funding Source	Seal Beach, CA	\$1,900
Administrative	Training Funding Source	Seal Beach, CA	13%
Training Vendors	TBD	TBD	TBD



## RETRAINEE-JOB CREATION Training Proposal for:

**Do It Right Plumbers, Inc.**

**Delegation  $\leq$  \$75,000 Single Employer**

**Contract Number: ET23-0107**

**Approval Date:** August 12, 2022

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** S. Phillips

### PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate Job Creation Initiative SET	Industry Sector(s):	Construction (C)  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: 19	U.S.: 19	Worldwide: 19	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

**In-Kind Contribution**

\$50,600

**Total ETP Funding**

\$35,880

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Occupations to be Trained:</b>	Technicians, Plumbing Technicians, Plumbing Apprentices

**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 SET	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat	19	8-200	0	\$920	\$29.41
				Weighted Avg: 40			
2	Retrainee Job Creation SB<100 SET	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat	20	8-200	0	\$920	\$17.81
				Weighted Avg: 40			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$29.41 per****Job Number 2 (SET/Job Creation): \$17.81 per hour for 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 &amp; 2.

**OVERVIEW**

<b>Year Company Founded:</b>	2014	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> Single location Orange, CA
<b>Facility location(s) where training will occur</b>	<ul style="list-style-type: none"> <li>Orange, CA</li> </ul>	
<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>Do It Right Plumbers, Inc. (Do It Right Plumbers) (<a href="https://doitrightplumbers.com/">https://doitrightplumbers.com/</a>) specializes in the installation and repair of water heaters, plumbing and drains.</li> <li>The Company also provides maintenance, plumbing inspections and drain clearing services.</li> </ul>	
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>Do It Right Plumbers' customer base includes both private and public clients in both Los Angeles and Orange County.</li> </ul>	

<b><i>Business / Industry Needs / Changes</i></b>	<ul style="list-style-type: none"> <li>• As a result of increased demand for services, the Company continues to experience steady growth. As such, there is a need to increase and maintain the skill of its workforce. This will ensure that the Company can continue to meet demand while maintaining efficiency and productivity.</li> <li>• While the Company has utilized apprenticeship programs for training in the past, it has found that the local Plumbing, Heating, Cooling Contractors (PHCC) Journeyman program is best suited for plumbers wanting to focus on commercial or institutional work. The Company's business focuses solely on residential services and repair work. As such, the vast majority of the PHCC programs do not fulfill the training needs of Do It Right Plumbers. So the Company has opted to implement its own customized training program to ensure that all of its staff can provide the services the Company specifically offers.</li> <li>• Do It Right Plumbers is also seeking to rapidly hire and expand its team in order to meet this demand. This is due in part to the nearly 3,000 service call cancellations the company experienced last year as a result of not having enough staff to keep up with the increase in service call volume.</li> </ul>
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### Training Plan:

<b><i>Need for Training:</i></b>	<ul style="list-style-type: none"> <li>• As the Company expands, so too must the skills of its workforce. Training will include, business skills, commercial skills, continuous improvement, computer skills and HAZMAT training.</li> <li>• This training will ensure that workers gain the skills necessary to meet company demands as well as problem solve in the field all while maintaining efficiency and productivity.</li> <li>• Due to increased demand for current services, the Company has hired 9 employees in the last 6 months. After review, Do It Right Plumbers has determined that the Company must rapidly hire in order to keep up with demand as the company has had to repeatedly turn down service calls due to lack of staff. As such, the Company is committed to hiring 20 new hires (Job number 2), over the two year period. These trainees will receive the training necessary to acquire the skills to keep abreast with company demands as well as effectively respond to customers in the field.</li> <li>• To ensure success with all new hires, the Company has hired a Technician trainer who is specifically tasked with training and preparing technicians for the field. The new technician trainer has also created a new 4 month training program to ensure that all</li> </ul>
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	Technicians reach certified level in the future through the acquisition of the correct skill set for the job.
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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

<b>Business Skills</b>	<b>Computer Skills</b>	<b>Continuous Improvement</b>
<b>Commercial Skills</b>	<b>HazMat</b>	

<b>Certified Safety Training</b>	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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<b>Job Creation Justification</b>	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or,  <input checked="" type="checkbox"/> The recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the company is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition
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### Veterans Program

<b>Number of Veterans</b>	Although Do It Right Plumbers is not currently seeking a separate job number specifically for Veterans, the Company does work with the Veterans Administration to offer jobs to Veterans within the company.
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### Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li><b>Project Oversight:</b>  The Project will be overseen by the HR Manager who will be responsible for project administration (collecting and reviewing training documentation). Further, the Company has hired an administrative 3<sup>rd</sup> party to assist with project administration.</li> </ul>
<ul style="list-style-type: none"> <li><b>Trainers:</b>   <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Continuous Improvement, Commercial Skills, and HAZMAT Training.  <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: TBD           </li> </ul>



- **Administration:**

Training Funding Source will assist with project administration.

☐ In-house

☒ Subcontractor

## **SUBCONTRACTORS**

<b>Subcontractor Type</b>	<b>Subcontractor Name</b>	<b>City</b>	<b>Cost / %</b>
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	Up to 13% of payment earned
Training Vendors	TBD	TBD	

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

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Budgeting
- Coaching Skills
- Communication Skills
- Contracts
- Conflict Management
- Customer Service Skills
- Developing New Opportunities
- Leadership Skills
- Performance Management Planning
- Product Knowledge
- Risk Management
- Schedule Coordination

**COMPUTER SKILLS**

- Customer Relationship Management
- Service Titan
- GPS Software
- Microsoft Office (Intermediate/Advanced)
- QuoteWerks
- QuickBooks
- Time Tracking
- Website Management

**COMMERCIAL SKILLS**

- Drains & Sewer
- Equipment and Operations
- Installation Techniques
- Job Cost Analysis
- Materials Handling and Storage
- Painting
- Power Tool Use and Guarding
- Product and Service Knowledge
- Prepping/ Protecting Property
- Refinishing/ Renovate Techniques
- Respiratory Protection
- Site Logistics
- Standard Operating Procedures
- Water Heating and Filtration
- Work Procedures

**CONTINUOUS IMPROVEMENT**

- Process Improvement
- Problem Solving/Decision Making
- Productivity Management

- Quality Systems and Procedures
- Team Building

**HAZARDOUS MATERIALS SKILLS**

- Hazard Communication
- Material Safety Data Sheet
- Toxic Substances



## RETRAINEE-JOB CREATION

Training Proposal for:

**JR-Tech**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET23-0138**

**Approval Date:** August 13, 2022

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

### **PROJECT PROFILE**

Contract Attributes:	SB <100 Priority Rate Retrainee 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:	Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 9	U.S.: 9	Worldwide: 9
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**In-Kind Contribution**

\$44,259

**Total ETP Funding**

\$14,145

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Occupations to be Trained:</b>	Administrative Staff; Technicians; Managers

### 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	Business Skills Computer Skills	9	8-200	0	\$1,265	\$21.57
				Weighted Avg: 55			
2	Job Creation SB<100 Priority	Business Skills Computer Skills	2	8-200	0	\$1,380	\$17.64
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job 1: \$21.57 (Riverside County) Job 2: \$17.64 (Riverside County)

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

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

### OVERVIEW

<b>Year Company Founded:</b>	2012	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> Single location Lake Elsinore
<b>Facility location(s) where training will occur</b>	<ul style="list-style-type: none"> <li>Lake Elsinore (Riverside County)</li> </ul>	

<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>JR-Tech (<a href="http://www.jr-tech.com">www.jr-tech.com</a>) manages information technology support and services for its' clients. JR-Tech builds and maintains complex IT systems to keep customers' operations running smoothly.</li> </ul>
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>Employers that use technology such as J&amp;R Environmental, Inc., J Ginger Masonry, Miles Preservation, Duane Loose Design, World Harvest Church, Prosper Industries, and Cera Inc.</li> </ul>
<b>Business / Industry Needs / Changes</b>	<ul style="list-style-type: none"> <li>Increase customer satisfaction metrics in order to elevate growth and stay competitive.</li> <li>All employees needs to be up-to-date in the latest regulations in order to deliver required services.</li> </ul>

### **Training Plan:**

<b><i>Need for Training:</i></b>	<ul style="list-style-type: none"> <li>To increase customer satisfaction, the Company will provide Computer and Business Skills training to increase employee skills and knowledge of various technologies to develop a staff well versed in its services</li> <li>Due to business growth, employee training has changed due to specific demands (client project descriptions and scope of responsibilities). The Company will train employees on specialized business and computer skills training to sustain symbiotic relations with client protocol.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

<b>Computer Skills</b>	<b>Business Skills</b>	
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<b>Job Creation Justification</b>	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function;
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### Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	Job Number 1: 55 weighted avg.; Job Number 2: 60 weighted avg.
JR-Tech has a rigorous training program in order to keep employees up-to-date with the newest technology advancements and customer relations. It also offers training to help its staff advance to positions with more responsibility.	

### Temp-to-Perm

Average days to convert temporary workers to full time permanent employment.	30
Employer-paid healthcare premiums while on temporary status.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is expected that these workers will receive employer-paid health benefits immediately upon hire.

### Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.
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## Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li>• <b>Project Oversight:</b></li> </ul> <p>The Company's CEO 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"> <li>• <b>Trainers:</b></li> </ul> <p> <input checked="" type="checkbox"/> In-house – Types of Training: Business and Computer Skills  <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: TBD         </p>
<ul style="list-style-type: none"> <li>• <b>Administration:</b></li> </ul> <p>JR-Tech has retained an administrative subcontractor to assist with the administering of the training contract.</p> <p> <input type="checkbox"/> In-house  <input checked="" type="checkbox"/> Subcontractor: Training Funding Source         </p>

## SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$900
Administrative	Training Funding Source	Seal Beach, CA	13%
Training Vendors	TBD	TBD	TBD

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

Trainees may receive any of the following:

**Business Skills**

- Customer Acquisition / Sales
- Customer Interaction/Quality Control
- Office Equipment Operations
- Proposal Procedures
- Standard Business Operating Procedures
- Workplace Privacy
- Accounting
- Leadership & Supervision
- Data Analysis & Reporting
- Research & Development
- Budget
- Process design and management
- Project Management
- Contract Management
- Quality Assurance
- Purchasing / Inventory / Vendor management
- Sales engineering

**Computer Skills**

- Backup Disaster Recovery (BDR) Systems
- Cybersecurity
- Databases
- Email Providers and Services
- File Sharing
- Firewalls
- Hardware – Configuration and Troubleshooting
- Networking
- Powershell Scripting
- Software – Configuration, Use and Troubleshooting
- Storage Solutions (SAN, NAS, etc)
- Security Products (AV, Encryption, etc)
- Servers – Loading, Configuring, and Troubleshooting
- Service Standards and Technical Operating Procedures
- Surveillance
- Telephony and Paging
- Uninterruptible Power Supply (UPS)
- Wiring
- Virtualization
- Website Hosting
- Workstations - Loading, Configuring, and Troubleshooting





**RETRAINEE-JOB CREATION**  
**Training Proposal for:**  
**Woodbridge Glass Inc.**

**Delegation ≤ \$75,000 Single Employer**

**Contract Number: ET23-0141**

**Approval Date:** August 15, 2022

**Panel Meeting of:** August 26, 2022

**ETP Regional Office:** San Diego

**Analyst:** J. Lima

**PROJECT PROFILE**

Contract Attributes:	SET SB <100 Job Creation Initiative Retrainee Priority Rate	Industry Sector(s):	Construction (C)  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Union of Painters & Allied Trades, AFL-CIO Local 636			
Number of Employees in:	CA: 52	U.S.: 52	Worldwide: 52	
<u>Turnover Rate:</u>	11%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

<b>In-Kind Contribution</b>
\$52,500

<b>Total ETP Funding</b>
\$50,600

<b>Small Business Only:</b>	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
<b>Occupations to be Trained:</b>	Production (Glazier); Project Lead; Estimating/Sales; Supervisor/Manager; 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 SET SB<100	Business Skills Continuous Impr. Comm Skills OSHA 10/30 PL-Comm. Skills Computer Skills	52	8-200	0	\$920	\$29.41
				Weighted Avg: 40			
2	Job Creation Priority SET SB<100	Business Skills Continuous Impr. Comm Skills OSHA 10/30 PL-Comm. Skills Computer Skills	2	8-200	0	\$1,380	\$17.81
				Weighted Avg: 60			

\*Post-Retention Wage is the Contractual Wage

**Minimum Wage by County:** Job Number 1: \$29.41 (SET) Job Number 2: \$17.81 (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 and 2.

### OVERVIEW

<b>Year Company Founded:</b>	1981	<b>Company Headquarters:</b> <input checked="" type="checkbox"/> Single location Tustin
<b>Facility location(s) where training will occur</b>	<ul style="list-style-type: none"> <li>Tustin</li> </ul>	
<b>Nature of Business:</b>	<ul style="list-style-type: none"> <li>Woodbridge Glass Inc. (<a href="http://www.woodbridgeglass.com">www.woodbridgeglass.com</a>) is a family-owned contract glazing company specializing in the design, engineering, fabrication, assembly, glazing and installation of glass panels for medium and high-rise buildings.</li> </ul>	
<b>Customer Base:</b>	<ul style="list-style-type: none"> <li>Woodbridge Glass Inc.'s customer base consists of both public sector organizations and private sector businesses. The Company's clients span all industries. Some examples include: Pacific Beacon,</li> </ul>	

	Pacific Visions, Southwest Airlines LAX, St. Jude Medical Center, and UCI Medical Center.
<b>Business / Industry Needs / Changes</b>	<ul style="list-style-type: none"> <li>The Company aims to increase customer satisfaction, grow its client base, and stay competitive.</li> <li>The Company has a need for all employees to be up-to-date in the latest regulations to stay competitive within its industry and in order to deliver services to its client base.</li> </ul>

**Training Plan:**

<b>Need for Training:</b>	<ul style="list-style-type: none"> <li>To increase customer satisfaction, the Company will provide Computer and Business Skills training to increase employee skills and knowledge of various technologies to develop a staff well-versed in its services</li> <li>The types of training the Company's employees require will depend upon customer demands and the employee's scope of work. The Company will train employees on specialized Business and Computer Skills based on the needs of each project.</li> </ul>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab☒ E-Learning☒ Productive Lab

<b>Commercial Skills - PL</b>	<b>Business Skills</b>	<b>Continuous Improvement</b>
<b>Commercial Skills</b>	<b>Computer Skills</b>	

<b>Certified Safety Training</b>	<input checked="" type="checkbox"/> OSHA 10/30
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<b>Productive Laboratory</b>	<b>Justification:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> New Equipment</li> <li><input checked="" type="checkbox"/> New Production Procedures</li> <li><input checked="" type="checkbox"/> Certification Standards</li> </ul>
	32 PL Hours per-trainee
	<b>Occupations Receiving PL Training:</b> Production (Glazier); Project Lead; Estimating/Sales; Supervisor/Manager; Administration Staff
The PL instructor must be dedicated to training, at a ratio of 1:1.	

<b>Job Creation Justification</b>	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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### Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	60 weighted average hours for Job 2.
In order to help train new Production (Glazier) staff, more training hours must be implemented to ensure quality and safety.	

The following Modification(s) fall within Panel guidelines:

### Alternate Recordkeeping

Staff has reviewed and approved the Company's request to use an alternate recordkeeping method.
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### Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> <li><b>Project Oversight:</b></li> </ul> <p>The Human Resources department 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"> <li><b>Trainers:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills; Commercial Skills; Computer Skills; Continuous Improvement Skills; Commercial Skills (PL)</li> <li><input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><b>Administration:</b></li> </ul> <p>Woodbridge Glass Inc. has retained an administrative subcontractor to assist with the administering of the training contract.</p> <p><input type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor: Training Funding Source</p>

### Repeat Contract

<ul style="list-style-type: none"> <li><b>Number Of Contracts in last 5 years:</b></li> </ul>	1
<ul style="list-style-type: none"> <li><b>Training provided / focus in last Contract:</b></li> </ul>	<ul style="list-style-type: none"> <li>Quality Standards</li> <li>Customer Service</li> </ul>
<ul style="list-style-type: none"> <li><b>Difference in Training Plan:</b></li> </ul>	There are new standards in the industry and current as well as new employees must become versed in these standards. New projects may include a variety of intricate solutions that require additional training for 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 \$ %
ET19-0187	Tustin	8/6/18 to 8/5/20	\$82,472	\$82,012 (99%)

**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: Curriculum****Class/Lab/E-Learning**

Trainees may receive any of the following:

**Business Skills**

- Accounting/Auditing
- Coaching
- Communication
- Credit & Collection Skills
- Customer Relations
- Goal Setting
- Inventory Control
- Leadership
- Marketing/Sales
- Product Knowledge
- Project Management
- Time Management
- Writing

**Commercial Skills**

- Blueprint Reading
- Construction Techniques
- Equipment Operations/Maintenance
- Glass Fabrication & Installation
- Green Building Techniques
- Inspection Techniques
- Inventory Control-Cycle Counting
- Job Site Procedures
- Leadership Energy Environmental Design (LEED)
- Quality Control
- Warehouse Procedures (Shipping, Receiving, Order Picking/Packing)

**Computer Skills**

- Adobe
- Auto CAD
- Blue Beam
- ERP/MRP Financial Accounting
- E-Mail Marketing Tools
- Mas 500
- MS Project
- Office 365
- Report Generation

**Continuous Improvement Skills**

- Change Management
- Hazard Analysis and Critical Control Points (HACCP)

- Performance Improvement
- Process/Quality Improvement

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**

- OSHA 10

**Safety Skills - OSHA 30 (Certified-OSHA Instructor)**

- OSHA 30

**Productive Lab (Trainer-to-Trainee Ratio 1:1)**

Trainees may receive any of the following:

**Commercial Skills**

- Caulking
- Equipment Operations & Maintenance
- Field/ Site Operational Procedures
- Glass Handling and Glass Storage
- Identification of Glass Types, Symbols and Isometric Drawings
- Installation Procedures
- Layout Procedures
- Materials Handling and Storage
- Mock-Ups
- Product Knowledge
- Tool Identification



International Union of Painters & Allied Trades, AFL-CIO  
**Local 636** *Affiliated with District Council #36*

Luis F. Robles  
Business Manager



July 18, 2022

Employment Training Panel  
1100 J Street  
Sacramento, CA 95814

Re: Union Support for ETP Funding

Dear Panel Members,

We understand Woodbridge Glass, 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: 30 to 35 union glaziers

### Exhibit E

The Union with respective Local 636 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,

Sammy Alvarez  
Business Representative  
District Council 36  
Glaziers, Architectural Metal and Glass Workers  
Local Union 636