

PANEL PACKET

February 2023



Employment Training Panel



PANEL NOTICE/AGENDA

**Friday, February 24, 2023
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/87557396873>

Webinar ID: 875 5739 6873

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 For assistance, login and raise your hand or contact Ryan.Boyd@etp.ca.gov or Amina.Nasufovic@etp.ca.gov	9:00am	Ryan Boyd Amina Nasufovic
Webinar Instruction Intro Virtual: Audio-Ryan/Amina/Voice-Panel Only	9:30am	Ryan Boyd Amina Nasufovic
Call to Order by Acting Chairperson Virtual: Audio-Janice/Voice-Panel Only <ul style="list-style-type: none">• Roll Call Hand-Raise Pause for Public Comment-Alayna <ul style="list-style-type: none">• Action to Approve February Panel Meeting Agenda• Action to Approve January Panel Meeting Minutes		TBD
Executive Report Virtual: Audio-Reg/Peter/Jaime/Tara/Michael/Voice-Panel Only <ul style="list-style-type: none">• Legislative/Budget/Other• Budget Update and Action on Allocations• Request Motion to Adopt Consent		Reg Javier Peter Cooper Tara Armstrong Michael Cable Jaime Gutierrez

Panel Date: February 24, 2023

Calendar Projects/Action

Presentation and Action Item: Amending Literacy Guidelines

Ilya Launitz

Virtual: Audio-Ilya/Voice-Presenter Only

Action Item to Approve and Adopt a Conflict of Interest Code
for the Employment Training Panel (Article VII, Section (a)
of the By-Laws of the Employment Training Panel)

Michael Cable

Virtual: Audio-Michael/Voice-Presenter Only

Review and Action on Proposals

Kellen Hernandez

Virtual: Audio-Presenters/ Voice-Presenters & Panel and

Diana Torres

Contractors (if needed)

Jana Lazarewicz

Virtual: Hand-Raise Pause for Public Comment-Alayna

Phil Boyer

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

Virtual: Voice available for Panel Only

Public Comment on Matters Not on the Agenda

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

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. 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 Friday, February 17, 2023, 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

Cedarlane Natural Foods, Inc. -----	\$102,120
Cicon Engineering, Inc. -----	\$316,480
College Hospital, Inc. (Amendment) -----	\$0

San Diego Regional Office

Butte-Glenn Community College (Amendment) -----	\$0
Q C M, Inc. dba Veris Manufacturing -----	\$143,750

San Francisco Regional Office

Astra Space Operations, Inc. -----	\$397,440
City and County of San Francisco -----	\$524,320
Opportunity Junction, Inc. -----	\$544,464
True Organic Products, Inc. -----	\$498,111

Sacramento Regional Office

BFS Group of California LLC -----	\$496,800
California Imaging Institute, LLC -----	\$294,975
California Workforce Association -----	\$577,980
Franklin Ranch Pet Hospital, Inc. -----	\$197,570
Vann Brothers -----	\$292,100

Panel Date: February 24, 2023

PROPOSALS APPROVED

BY DELEGATION ORDER FOR 01/17/23 – 02/13/23

≤ \$75,000

**Approved
Date**

**Approved
Amount**

North Hollywood Regional Office

Hale Glass, Inc.

02/13/23

\$24,150



State of California—Labor and Workforce Development Agency

Employment Training Panel

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REVIEW AND ACTION ON PROPOSALS

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Delegation Orders

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Hale Glass, Inc.



M e m o r a n d u m

To: Panel Members

Date February 24, 2023

From: Reg Javier
Executive Director

Subject: **Future Meeting Sites**

<i>February Panel</i> <i>February 24, 2023</i>	Virtual – Via Zoom Friday 9:30 AM – 3:30 PM
<i>March Panel</i> <i>March 24, 2023</i>	Virtual – Via Zoom Friday 9:30 AM – 3:30 PM
<i>April Panel</i> <i>April 28, 2023</i>	In Person – CalEPA Coastal Room 1001 I St, Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM
<i>May Panel</i> N/A	No panel Meeting



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL
Friday, January 27, 2023**

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

**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL
In Person Meeting
Friday, January 27, 2023**

I. PUBLIC PANEL MEETING CALL TO ORDER

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

II. ROLL CALL

Present

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

Executive Staff

Reg Javier, Executive Director
Peter Cooper, Assistant Director
Jaime Gutierrez, Chief Deputy Director
Tara Armstrong, Deputy Director of Technical Branch

III. AGENDA

December agenda was reviewed.

ACTION: Ms. Newsom moved and Mr. Tracy seconded approval of the Agenda with no changes. All Panel Members present voted in the affirmative for approval of the Meeting Agenda.

Motion carried, 8 to 0.

IV. MINUTES

ACTION: Mr. Smiles moved and Ms. Bell seconded the approval of the Meeting Minutes with no changes. All Panel Members present voted in the affirmative for approval of the Meeting Minutes.

Motion carried, 8 to 0.

V. REPORT FROM DIRECTOR

Today's panel meeting is for 35 proposals totaling \$3.5 million in funding requests. This includes 22 Delegation Orders. Today is Chairwoman Janice Roberts and Panel Member Gloria Bell's last panel meeting with us they decided to retire as they announced last meeting. A reception and recognition will be held immediately following this panel meeting, we will adjourn the meeting, have a reception and a few presentations in recognition of them. So for those of you who are here, please stick around and celebrate with us. Because we'd love to have you celebrate their all of their achievements and contributions to ETP over their combined 27 years on the panel. Stuart Knox was appointed by the governor as the Labor Secretary of California in late December, he will be attending.

VI. REPORT FROM ASSISTANT DIRECTOR

Health Care Advancement fund and Workforce Literacy fund programs, which allow us to support employers and workers that we usually cannot serve under a core program, including nonprofit health care providers, and community based organizations. We are in the process of expanding our Cal-E-Force data system to handle them. This includes application contract maintenance, monitoring systems, and other things that need to be done to make sure the funds are going out in a way that is accountable. This has been a complicated undertaking, to translate the guidelines that all of you approved, and has taken longer than anticipated. We are planning on opening the applications for both of these programs by the end of February or early March to be brought before panel in May or June for review and action. Stakeholder notifications will be sent out and signups will be on the website, in addition informational sessions will be held for stakeholders and prospective applicants.

VII. UPDATE ON CAL-E-FORCE

Some informational updates under our Cal-E-Force program; we are working on the applications through to the contract management for the Health Care and Literacy funding programs. We are testing each piece prior to rollout. We have done the change to systems limits for the single hours file upload to make sure that there is no overlap happening. We are still working with the Department of Apprenticeship Standards on a grant. Under the California Workforce Development Board under the Labor Agency we have released their H RTP grant and the RARP grant and are working on the invoice functionality. Under enterprise support we are looking at a VoIP systems or voice over internet so our Sacramento office will have better communication with our customers, looking ahead at that hybrid environment.

VIII. REPORT OF THE CHIEF DEPUTY DIRECTOR

Regarding Funding

Today's panel meeting is for approximately \$3.5 million, which does not include 22 Delegation Orders with a total of \$927,728. Delegation Orders are Proposals capped at \$75K and approved under delegated authority by the Director on a continuous flow basis. For this state fiscal year ETP has approved a total of 52 Delegation Orders. If all proposals scheduled for this panel meeting are funded today, the Panel will be approving 34 projects. After today's panel meeting the Employment Training Panel will have approximately \$37.4 million left in contracting capacity for the fiscal year.

Regarding Demand and Allocations:

There are 183 applications currently in demand and 47 applications are with the Regional Offices in development. With 22 applications under review with the applications and assessment unit and 114 submitted applications pending review. The estimated value of the 183 applications is \$42.1 million (\$32.8 million for single employers, \$2.7 million for multiple employer contracts, \$5.2 million for small business and \$644,000 for Critical Proposals.) We are currently within our allocations for this fiscal year 2022-2023.

IX. CONSENT CALENDAR

It was requested that Tab 6 (Kana Pipeline, Inc.) and Tab 7 (Mechanical Analysis/Repair, Inc. dba Mar-Tech) be pulled from the Consent Calendar.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the Consent Calendar with Tab 6 (Kana Pipeline, Inc.) and Tab 7 (Mechanical Analysis/Repair, Inc. dba Mar-Tech) having been pulled. All Panel Members present voted in the affirmative for approval of the Consent Calendar.

Motion carried, 8 to 0.

X. PRESENTATION

A presentation was given by Civic Makers.

XI. REPORT AND ACTION ITEMS

Mario Maslac presented. ETP wants to amend the Expansion project guidelines that were approved last year and the CCCF project guidelines. The reason is that unlike our core funding, we can reinvest the unused funds into new contracts with the Expansion and CCCF there is a sunset to when we lose authority for those fund and it is June 30, 2024. In our core funding generally the performance rate is anywhere between 75% and 80% on any contract, we expect that rate to be the same for these. To maximize that performance we do not have time to take the recaptured funds and put them into new contracts. So we want to make sure that we are rearranging these funds and putting them to where they get maximum use to take advantage of as much of the \$50 million in this case as we can. There are a couple of different ways to do this, one is to allow amendments above the cap and the other is to allow those amendments to be considered phase one training so that they can be used retroactively for any contractors that have already begun training to cover the training. Another method is to allow an extension of the terms beyond 24 months but no later than March 30, 2024. That gives us about three months to close out all of the accounting. The guidelines already have clawback provisions, we have engaged will all the contractors not meeting the benchmarks and have started working on getting some of the funds back about \$2.2 million are ready to come back. We are about halfway through this process, which is happening as contracts are hitting the one year mark. The provision in both of the guidelines says that they have to be at 60% performance. We are looking forward to reinvesting into the more successful projects that are meeting benchmarks. So the draft of the amended guidelines is saying that you can amended the program project cap and that it should be considered phase one training, with the added provision that allows for an amendment of the term beyond 24 months but not to exceed

March 20, 2024.

ACTION: Ms. Bell moved and Mr. Smiles seconded the approval of the amended guidelines for the expansion fund. All Panel Members present voted in the affirmative for approval of the amended guidelines for the expansion fund.

Motion carried, 8 to 0.

ACTION: Ms. Newsom moved and Mr. Smiles seconded the approval of the amended guidelines for the CCCF fund. All Panel Members present voted in the affirmative for approval of the amended guidelines for the CCCF fund.

Motion carried, 8 to 0.

XII. SECOND LEVEL APPEAL

A second level appeal was submitted by Capital Engineering Consultants ETP Contract No. ET20-0359. A contractor has the right to appeal a final adverse decision and in this case there was a final contract close out and notice of overpayment which is being appealed. According to Section 4450 of ETP Regulations, there is a two level appeal process, the first level of appeal is to the Executive Director, Reg Javier, which must be submitted within 30 days and include a statement setting forth the issues and facts in dispute. Any documents or other writings that support the appeals or the grounds of the appeal should be forwarded with the appeal. The Executive Director will issue a written determination within 60 days of receiving that appeal. This was done in this case and included in the panel packet. The second level of appeal is to the Panel, which must be submitted within 10 days of receipt of the Executive Director's determination. The Second level appeal should include a statement setting forth appellants arguments as to why the Executive Directors determination should be reversed by the Panel, including any supporting documents or other writings. This was done in this case and are included in the panel packet. According to Section 4450 (b) (2) of ETP regulations upon receipts of the second level appeal the Panel must take one of the following actions: first, refuse to hear the matter giving the appellant written reasons for the denial, or conduct a hearing at a regularly scheduled meeting date panel meeting or delegate the authority to conduct a hearing to a subcommittee of one, or more panel members or to the Administrative Law Judge of the Office of Administrative Hearings. Therefore, we are here today for the Panel to choose one of these options. This is not going to be a day dedicated to hearing a matter on the merits, there is allowed public comment, but we are not taking testimony. We are not going to be receiving any exhibits today, the question is what to do next. In this case you can see from the panel packet documents, the appeal at issue does not present any fact or issue in dispute, but rather the appellant merely contends that they should have received additional opportunities and personal communications that are not included, not required or even allowed in their contract nor in ETP's codes or regulations. Therefore, there are no grounds to adjudicate. Staff recommendation is that the panel move to refuse to hear this matter in accordance with Section 4450 (b) (2) (a) (1), that no hearing take place as there are no grounds for appeal, no documents to review or to consider, thus instructing your legal unit, myself to prepare and serve a written denial to the contractor consistent with ETP regulations. A factual point that the communications to fiscal from the contractor was to close out the project.

Mr. Sherman with Capital Engineering stated this was his first opportunity to participate in the ETP program and they have a consultant that helped in the effort who has been involved for many years. They were told by the consultant, that this is the first time this kind of situation has occurred in his experience. He remarked that it looks that it is pretty obvious, a couple of things, were not done. One on our part, a button wasn't pushed to submit some labor, the labor was posted on the site for staff to review and also in a close out procedure that is typically used was not in our case, where this would have been discovered. So personally we would never participate in this program again. It would have to be really different, there was a lot of overhead on our part to provide the paperwork necessary to support. But from our perspective, these occurrences and then not even allowing us to get this on the table.

Response was given that there are a lot of mitigating factors regarding why you didn't perform and you did have a consultant that has been in the business for quite a long time, so this was an oversight. Thank you for your comments.

ACTION: Ms. Newsom moved and Mr. Smiles seconded the refusal to hear the matter given the appellant reasons for the denial as previously stated. All Panel Members present voted in the affirmative for refusal to hear the matter given the appellant reasons for the denial as previously stated.

Motion carried, 8 to 0.

XIII. REVIEW AND ACTION OF ITEMS PULLED FROM CONSENT CALENDAR

Tab No. 6: Kana Pipeline, Inc.

First time contractor. Funding requested \$110,492 to train 140 retrainees over two job numbers. Training will take place in Riverside California. The proposed contractor has confirmed that the productive lab is estimate at zero to nine hours with the potential reimbursable value \$20,980, which equates to 26% of the requested funding amount. This training project will provide trainees a valuable skill set and a growing industry where they will learn construction processes and the operation of numerous tools and equipment.

Questions raised: Why are you not utilizing apprenticeship? Or are you? Are there pathways for your workers to get into apprenticeship? And a little bit about the quality of the curriculum that they're receiving and how it advances them in their careers? How do they progress from pipe layer one all the way up to pipe layer four, what does the training and curriculum look like?

Comment was made that in looking at different contracts coming forward, and taking the perspective of what is best for the worker, what kind of training and curriculum are they receiving, that is going to be able to advance them in their careers so that they can go and earn higher wages and be consistent on that, that their wages continue to go up. And that they don't have this kind of roller coaster effect, not necessarily in your contract, but definitely elsewhere, where there's this dynamic of putting the workers to work on both public works projects and private works, that creates this strain in their income.

Ms. Entzminger, replied that they hire all laborers direct and of different skill sets, including zero training or experience in construction. So we don't use the state apprenticeship program. We

use our own internal training and development programs for training. Most of our work is commercial or residential, 25% of our work is public but the majority is private and they do not tend to move. A copy of manual created to introduce a worker to the curriculum, which is reviewed in a classroom setting over a period of 8-10 hours was handed out. Those without experience go through a 90 day training program and are given evaluations. At their annual review, they have the opportunity to increase their wage to the higher end of the range, and graduate to the next category if they've achieved all the competencies within the two years or whatever the period of time is for that level. The manual is not actually work instructions, but meant to be an introduction to all of the activities that they're going to perform, and to explain how we want them to approach them. It's 98% learned in the field in one on one training.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the proposal submitted by Kana Pipeline, Inc. in the amount of \$110,492. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

Tab No. 7: Mechanical Analysis/Repair, Inc. dba Mar-Tech

First time contractor. Funding requested \$151,800 to train 80 workers including 30 new employees. Training will take place in Lodi at the Mar-Tech location.

Questions raised: Why are you not utilizing apprenticeship? Or are you? Are there pathways for your workers to get into apprenticeship? And a little bit about the quality of the curriculum that they're receiving and how it advances them in their careers?

Response given by Mr. Bell was we hire people who have no skills to skilled workers. And so our goal is to bring them up to a higher wage. We try to give them competitive wages so there is not that swing. The workers figure out how to build and manufacture pumps and parts inside our shop with the CNC, machinist, and safety valve, millwrights and confined space rescue divisions so the opportunity to grow is there.

It was mentioned that there are 125 items under the productive lab even though it is at 25%.

Jill Meeuwsen explained that this was submitted several months ago but she will make sure it is paired down.

ACTION: Mr. Smiles moved and Mr. Tracy seconded approval of the proposal submitted by Mechanical Analysis/Repair, Inc. dba Mar-Tech. in the amount of \$151,800. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

SINGLE EMPLOYER CONTRACTS

Tab No. 9: Alliance Environmental Holdings, LLC

Repeat contractor. Funding requested \$261,648 to train 333 retrainees and 20 job creation trainees located in various locations statewide. Please note the prior contract had earnings of 60% of the approved amount and this proposal has been right sized accordingly.

Question regarding how soon would those under job number two advance to a higher wage?

Response by Ms. Crozat was that it is based on knowledge, technique and experience and it evaluated quarterly so they are able to advance quickly.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the proposal submitted by Alliance Environmental Holding, LLC in the amount of \$261.648. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

Tab No. 10: G & C Auto Body, Inc.

Repeat contractor. Funding requested \$393,000 to train 190 workers including 150 new employees training will take place at their 29 locations throughout California.

Clarification was requested regarding the 25 veterans and were they fit, it looks like they are making the lowest wage and how soon are they working up?

Jill Meeuwsen responded that the lowest wage on veterans is \$23 an hour not \$20. Wage adjustments on wages are made every 90 days top range every two to four year period of time.

Question was asked as to what pre post scanning is regarding productive lab.

Mr. Crozat stated that every car is different and how you hook up the tool and reading the results is very complex.

ACTION: Ms. Newsom moved and Ms. Bell seconded approval of the proposal submitted by G & C Auto Body, Inc. in the amount of \$393,000. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

Tab No. 11: Navis LLC dba NAVIS Corporation

First time contractor. Funding requested \$294,630 to train 210 workers, including 40 new employees. Training will take place at Navis's Oakland location.

ACTION: Mr. Smiles moved and Mr. Morales seconded approval of the proposal submitted by Navis LLC dba NAVIS Corporation in the amount of \$294,630. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

Tab No. 12: Niagara Bottling, Inc.

Repeat contractor. Funding requested \$299,000 to train 500 workers. Training will take place in Niagara Bottlings eight locations throughout California.

Elaboration was requested regarding the quality of the curriculum being constructed and how that's advancing those workers and their careers.

Mr. Thomas responded that most of the training was internal they promote from within.

ACTION: Mr. Morales moved and Mr. Smiles seconded approval of the proposal submitted by Niagara Bottling, Inc. in the amount of \$299,000. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

Tab No. 13: Northern California Construction Training, Inc.

Repeat contractor. Funding requested \$402,344 to train 76 new hire trainees. Training will take place in Northern California Construction training locations in Sacramento, San Joaquin, Yolo, Mendocino, Placer and Stanislaus counties.

Comment was made that 80% of trainees successfully transition into an apprenticeship program or full time employment. Training is absolutely free. Are you collecting the GI bill?

Mr. Armstrong responded that is correct. 80-85% we have a strong placement rating. There is never a cost and upon graduation if some needs a new pair of boots or a tool belt that will be provided at no cost, fee for joining a union is also covered. No we do not collect the GI bill.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the proposal submitted by Northern California Construction Training, Inc. in the amount of \$402,344. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 8 to 0.

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

Acting Chairperson Roberts provided an opportunity for Panel Members to request agenda items for future panel meetings.

No comments were made.

XV. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

Recognition was given to Janice Roberts and Gloria Bell by Annie Rafferty and Eldon Davidson for their service to ETP. Barry Broad also thanked them for their service on the Panel.

XVI. MEETING ADJOURNMENT

Acting Chairperson Roberts adjourned the meeting at 11:22 p.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.



Guidelines for: Workforce Literacy Pilot Program

Effective: October 28, 2022

These are guidelines only. If a proposal raises the need for further modifications, consistent with these guidelines, that will be accomplished on a case-by-case basis with direction from Executive Staff. **Unless modified by these guidelines, all other program criteria apply.**

BACKGROUND

The Employment Training Panel (ETP) received \$10 Million in one-time General Fund dollars, in Fiscal Year 2022-23, to launch a new Workforce Literacy Pilot Program. This program will expand workplace literacy training throughout the State.

California is home to millions of immigrants, refugees, and English Language Learners who are an integral part of our state's economic success. Individuals within these demographics face cultural, language, educational, and other barriers that limit their access to education and workforce development services including job-training programs that provide opportunities to gain skills and experience leading to sustainable wages.

Many of these individuals work in low paying jobs without opportunities for advancement. The high poverty, low skill levels, and low literacy levels of these populations cause hardships for these individuals and their families, often adding to higher unemployment in California.

California recognizes the opportunity to address the language, education, and skill needs of our immigrant, refugee, and English language-learner populations by engaging employers to build the skills of their workers to improve the competitiveness of their business. In doing so, the State and employers can ensure our workforce system is effectively working to lift people out of poverty and on a path to upward mobility.

Funding appropriated from the General Fund to ETP for the purpose of workforce training is defined as an "Alternative Funding Source" subject to Unemployment Insurance Code section 10214.6(a), and Section 4451(d) of Title 22 of the CA Code of Regulations. Under this authority, these guidelines are created to ensure the success of this Workforce Literacy Pilot Program while meeting the legislative intent of expanding workforce literacy training within the State of California through ETP's existing model.

Authorizing Legislation:

Of the amount appropriated in Schedule (5), \$10,000,000 shall be made available for the Employment Training Panel to expand Workforce Literacy training. These funds shall be available for encumbrance or expenditure until June 30, 2025, and for liquidation of encumbrances until June 30, 2027.

OVERVIEW

These funds will enable eligible contractors to create or expand workplace literacy training in English, math, digital skills, workforce preparation activities, and technical skills for eligible trainees. Employer industry sectors may include: retail, agriculture, hospitality, manufacturing, janitorial, shipping, childcare, healthcare, warehousing, food production, and other relevant industries.

Because of the low wages of the intended target population and the goals of this training program to help train in basic literacy, ETP does not want to create barriers to training for potential trainees based on low wages. Research has shown that greater English literacy skills are closely correlated with higher earnings, and workplace literacy programs that help workers to build these skills can play a powerful role in economic advancement.

Any interested party will need to complete and submit an ETP application specifically for the Workforce Literacy Pilot Program. ETP will assess applications for quality training programs to ensure the intent of this program is met. ETP will open an application window for this program. ETP ~~will require~~ **encourages** applicants to participate in an informational session prior to applying for this program. In the event the demand for this program is greater than the allocated funding, priority may be given to first-time ETP applicants or applicants with fewer existing contracts.

Applicants will need to provide a description of their training program to include the benefits of their training to their trainees, the industry sectors, occupational priorities, pathways to upward mobility, duration and intensity of the training program, and other relevant details.

Priority will be given to programs where training includes the complementing of literacy and technical skills, such as Contextualized Instruction, which refers to the use of occupationally specific materials for instruction. Priority will also be given to programs where certifications are earned by trainees who complete the training. Priority will also be given to programs that rely more on instructor led training, including for digital skills, with or without self-paced training as a complement. No program can charge trainees for any portion of the ETP funded training.

GUIDELINES

ETP will distribute these funds through the normal process and follow the standard program rules with the exceptions laid out within these guidelines.

Approved Amount

- Contractors may apply for up to \$600k under this program
 - If all funding for this program is not awarded by June 30, 2023, or if any funding is recuperated by ETP, and a contractor can demonstrate more than seventy-five percent (75%) of potential earnings based on eligible reported (tracked) hours to ETP, then a contractor may go before ETP's Panel to request an amendment to increase funding

Contractor Eligibility

- Eligible contractors include single employers, standard Multiple Employer Contractors (MECs), organized labor (unions), community based organizations (nonprofits), workforce development boards, WIOA grant administrators/recipients, professional/trade associations, pre-apprentice programs, or training agencies
- Eligibility is also open to Community-Based Organizations (CBO) with at least two years' experience providing literacy education or workforce development services to adult immigrants, refugees, or English language learners:
 - The term "community-based organization" means a 501c3 organization of demonstrated effectiveness that— (A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community
- Because this program is funded by General Funds, employers need not be subject to payment of Unemployment Insurance (UI)
- Contractors may apply for a Workforce Literacy Pilot Program funded project in addition to a core funded program and/or other alternate funded program in the same fiscal year if those programs are not also funding the intended trainee population and training types of this program
- Concurrent enrollment is allowed for trainees within this program and a core program funded project or alternate funding program, however concurrent training hours or topics between two programs are not allowed

Trainee Eligibility

- Contractors must self-certify that all trainees participating in this program meet the following criteria of:
 - Incumbent workers, newly hired workers, seasonal workers, and/or unemployed individuals who are:
 - Immigrants; or
 - Refugees; or
 - English Language Learners
 - English Language Learner is defined as an individual (at least 18 years of age at the time of enrollment) "who has limited ability in speaking, reading, writing, or understanding of the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language."

Curriculum

- At least seventy percent (70%) of training hours for each trainee under this program must include literacy skills, with a significant portion of the literacy skills dedicated to English literacy
- Only Classroom/Laboratory, Instructor Led/Distance Learning (E-learning) and Computer-Based Training (CBT) delivery methods are allowed
 - "Classroom training" is formal instruction provided in a setting removed from the trainee's usual work environment. Trainees in a classroom must meet regularly for training in a specific skill under the constant and direct guidance of a qualified trainer. The trainer must be present at the site during all hours of training and the trainer's time must be dedicated exclusively to instruction during all hours of training
 - "Laboratory training" is hands-on instruction or skill acquisition under the constant and direct guidance of a qualified trainer. Laboratory training may require the use of specialized equipment or facilities
 - "Electronic-delivery training (E-learning)" is instruction delivered by a live trainer through a web based system. As a condition of reimbursement at the classroom/laboratory rate, E-Learning training must follow a specific and standardized Curriculum for each course identified in Exhibit B: Menu Curriculum and be delivered to a fixed number of enrolled trainees. In addition, the live trainer must be available for interaction with all trainees in real-time during all hours of training, consistent with the course Curriculum
 - "Distance Education/Hybrid Learning" is defined as formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. This may include utilizing technology to assist with comprehension of the curriculum. The reimbursement rate for this training type will be ~~\$19~~ **\$23** per training hour per trainee
 - "Computer-Based Training (CBT)" is training delivered through a computer program at a pace set by the trainee. There is no requirement for delivery by a live trainer. This type of training need not be interactive. This type of training is not reimbursed at the class/laboratory rate, but at a reduced rate specific to CBT
- No training program shall consist of a majority of CBT
- Trainer-to-trainee ratio for all incumbent training will be 1 to 20 and for all new-hire training will be 1 to 15. The exception is for CBT, which will not require a trainer-to-trainee ratio
- Minimum training hours 8; maximum training hours 200
- Contractors must certify that all training under this program will only be delivered by qualified instructors. A qualified instructor is someone who is competent in the subject matter, holds a bachelor's degree, and has a minimum of two years of directly relevant teaching experience

Training Types

The only training types allowed under this program include:

- Literacy Skills: The term “literacy” means an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society. For the purpose of this program, Literacy Skills will also include the following:
 - English Literacy: means instruction designed to help individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.
 - Digital Literacy: means the skills associated with using technology to enable users to find, evaluate, organize, create, and communicate information
- Workforce Preparation Activities: means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment
- Technical Skills: are the specialized knowledge and expertise required to perform specific job related tasks and use specific tools and programs in workplace situations

MEC Support Costs

- Due to the costs of creating and supporting a program for the intended population and training types, all eligible MECs may receive twenty percent (20%) support costs for this program. An additional ten percent (10%), to a maximum of thirty percent (30%) support costs will be allowed for programs training newly hired and unemployed individuals. Support costs may be used for:
 - Training costs include
 - Salaries of instructors, instructional aides, trainers, supervisors
 - Payroll taxes
 - Fringe benefits such as health insurance, retirement plan, leave pay, etc.
 - Operating expenses
 - Equipment
 - Premises
 - Recruitment of participating employers
 - Assessment of employer-specific job requirements
 - Administrative costs
 - Software user licenses
 - Textbooks or other instructional materials
 - All other items in Regulation 4412. *Reasonable Training and Administrative Costs for Budgets*
 - Contractors are encouraged to use support costs to educate front-line managers/supervisors on the benefits of this training for their staff so they may support and encourage their staff to participate in the training

Reimbursement Rate

- All contracts will receive priority industry reimbursement rates for classroom/laboratory and instructor led/distance learning (e-learning) delivery methods (refer to current reimbursement rate tables)

- The Computer-Based Training (CBT) delivery method will continue at the standard reimbursement rate (refer to current reimbursement rate tables)

Record Keeping

- Contractors may use alternate record keeping for this program. If a contractor requests to use an alternate method of record keeping, they must get approval by their Regional Office development analyst prior to start of training
- All training hours must be reported in ETP systems within 90 days of the delivery of training

Additional Reporting Requirements

- Contractors will be required to report the start of training wages at enrollment for all trainees
- ETP may conduct a third party independent evaluation at the conclusion of this pilot program to assess the program's impact on worker retention, wages, and skills. Contractors are required to participate in any such evaluation

Wage

- The required post retention minimum wage for all trainees under this program will be the California State minimum wage or the local minimum wage for localities with a higher minimum wage than the State
- Contractors must pay trainees (at their normal wages) for all hours in which they participate in ETP funded training
- The Contractor must make In-Kind Contributions toward the cost of retraining that demonstrates a commitment to the successful outcome of the training project. This requirement does not apply to new hire training (Reference ETP Regulation 4401.1)
- In the instance where ETP cannot verify a trainee's wages through existing processes, ETP may request payroll information from the contractor. In lieu of a SSN, paystubs will be required

Retention

- All available ETP retention periods may be used under ETP Regulation 4400(v) "Retained in employment" including:
 - With a single employer for at least 90 days after the end of training unless it is not customary for a worker to be employed 90 consecutive days with a single employer; then a requirement of 500 hours of employment during a period not to exceed 272 calendar days after completion of training shall be substituted
- For Seasonal Workers:
 - Employment retention period is not less than 500 hours within 12 months of the end-of-training with up to three employers in the seasonal industry
 - Trainees need not be employed full-time during retention
- For this project, full-time will be considered 35 hours per week
- Training may include part-time workers if the training results in full-time employment by the end of the retention period

Recuperation of Funds

Any and all funds not expended in accordance with this Workforce Literacy Pilot Program shall be returned to ETP; including, without limitation, any and all Administrative Costs and Support Costs allowed herein, at a rate commensurate with expected individual trainees not actually served and enrolled as determined by ETP.

The parties will acknowledge and agree that any and all returned funds may be used to fund other contractors awarded a contract under this Alternative Funding Source program. Additionally, in order to ensure timely recuperation of funds not expended in accordance with this program, the parties acknowledge and agree that ETP shall conduct two performance assessments regarding the demand for funds as follows:

- At the end of 12 months into the Term of the Contract, ETP will conduct a performance assessment in order to measure the percentage of expected performance. In the event the foregoing assessment demonstrates less than fifty percent (50%) of potential earnings based on eligible reported (tracked) hours to ETP, then ETP may right size to the expected earnings by the end term date of the Contract based on percentage actually reached in the first 12 months of the Term for the Contract.
- At the end of 18 months ETP will conduct a second performance assessment in order to measure the percentage of expected performance. In the event the foregoing assessment demonstrates less than seventy percent (70%) of potential earnings based on eligible reported (tracked) hours to ETP, then ETP may right size to the expected earnings by the end term date of the Contract based on percentage actually reached in the 18 months of the Term for the Contract.

Conflict of Interest
Code for the
Employment Training
Panel (Article VII,
Section (a) of the By-
Laws of the
Employment Training
Panel)



Training Proposal for:
Cedarlane Natural Foods, Inc.

Contract Number: ET23-0272

Panel Meeting of: February 24, 2023

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee HUA	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: 246	U.S.: 246	Worldwide: 246
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	18%		

FUNDING DETAIL

In-Kind Contribution
\$110,255

Total ETP Funding
\$102,120

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills	68	8-200	0	\$920	\$22.66
				Weighted Avg: 40			
2	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills	43	8-200	0	\$920	\$17.00
				Weighted Avg: 40			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour for Los Angeles County
Job Number 2 (HUA): \$17.00 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

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
Job Number 1		
Administration Staff		5
		5
Production Staff		2
		36
Manager/Supervisor		10
		10
Job Number 2 (HUA)		
Administration Staff		13
Production Staff		30

INTRODUCTION

Founded in 1981 and located in Carson, Cedarlane Natural Foods, Inc. (Cedarlane) (www.cedarlanefoods.com) manufactures organic frozen and refrigerated ready meal entrees to its customers nationwide. Cedarlane offers a wide variety of healthy and convenient meals including vegan lasagnas, enchiladas, tamales, protein bowls, breakfast omelets, superfood salads, simple plant powered pasta, Thai noodle, stuffed grape leaves and wraps. Customers

include super markets and wholesale food distributors (Kroger, Costco, Walmart, Sam's, Vons, Stater Bros, Kehe Foods and Northgate Gonzalez LLC.)

Headquarters and additional facilities are located in Carson. This training proposal will target workers at its four facilities in Carson, where all training will take place. This will be Cedarlane's first ETP Contract.

Veterans Program

Although the Company does not have a separate Veterans Job Number, Cedarlane encourages and actively recruits Veterans into its workforce through Veterans Administration.

PROJECT DETAILS

Cedarlane seeks to become a long-term healthy and organic food manufacturer of the future by developing and providing satisfying and wholesome products to its customers. Cedarlane offers a simple-to-prepare and enjoyable meal product for all ages. The Company continues to evaluate consumer feedback to improve products to meet customer expectations.

To meet its customers' expectations and demands, Cedarlane is striving to provide quality products and become more efficient in its processes. The proposed training will enable the Company to develop the skills necessary to improve manufacturing capacity, implement the Food Safety Modernization Act, maintain high product quality/customer satisfaction and keep up with the industry's technological changes. ETP-funded training will assist the Company's ability to expand and grow to meet its business goals.

Training Plan

Training will be provided via Classroom/Laboratory, Videoconference, and E-Learning 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 efficiently.

Computer Skills: Training will be offered to all 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, Lean Manufacturing and Total Prevention Maintenance. Training is designed to help the Company establish and maintain flawless production processes and quality assurance measures.

Hazardous Materials: Training will be offered to Production Staff and Managers/Supervisors. Trainees will learn proper techniques, knowledge and communication on handling sanitation materials and emerging practice safety protocols.

Manufacturing Skills: Training will be offered to Production Staff and Managers/Supervisors. Training will provide upgraded job skills with a focus on good manufacturing practices, equipment operations and overall production operations to meet growing customer demands.

Alternate Recordkeeping

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

High Unemployment Area

All trainees work in Carson (Job Number 2), a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's facilities in Carson are considered HUA locations.

➤ **Wage Modification**

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. Cedarlane is requesting a 25% wage modification from \$22.66 to \$17.00 per hour for an estimated 13 trainees in Job Number 2. Some trainees will start at a minimum of \$17.00 with wage progression of \$0.20 or more by the end of the retention period.

Approximately 43 trainees in Administration and Production Staff will need the wage modification.

Professional Employer Organization

Cedarlane represents that it uses the services of Progressive Employer Management dba CoAdvantage, a Professional Employer Organization (PEO). However, funding eligibility is based on the Contractor's qualifications, and Cedarlane will be held solely responsible for performance under the ETP Contract. This Proposal has been reviewed by ETP staff to ensure compliance with all applicable guidelines, and Cedarlane has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that its PEO Agreement with Progressive Employer Management dba CoAdvantage clearly establishes the PEO as the party responsible for withholding and reporting Unemployment Insurance taxes, and that Cedarlane retains the exclusive right to direct and control the work performed by trainees, and to set the amount of their wages.

Commitment to Training

Cedarlane has a current annual training budget of approximately \$100,000 for all its four Carson facilities and includes basic safety training, introduction to good manufacturing, equipment operations, internal computer system and new-hire orientation.

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

➤ **Training Infrastructure**

Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house experts and vendors if needed. The Human Resource Manager will oversee the training project and administrative responsibilities. A team of Managers/Supervisors and trainers will travel to each location to provide training, scheduling, delivery and documentation of training and secure rosters. The Company has also retained a third party subcontractor to support project administration duties including enrollment, data tracking, invoicing, participate in ETP monitoring and ensure compliance with ETP requirements.

Impact/Outcome

Cedarlane anticipates the following outcomes as a result of training:

- Keep up with technological advances (upgrade internal software);
- Meet industry and customer requirements and expectations;
- Produce quality products;
- Industry-wide certifications on Lean Manufacturing/Waste, 5s, and Total Prevention Maintenance;
- Competent workforce;
- Attract new customers; and
- Promote company growth

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

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

Computer Skills

- Materials Requirement Planning (MRP)
- Syspro and Red Zone
- Financial/Accounting/Manufacturing (xTuple)

Continuous Improvement Skills

- Decision Making/Problem Solving
- Leadership
- Lean Manufacturing
- Lean Waste Reduction (The 7 Wastes)
- Sort, Set, Shine, Standardize, Sustain Program
- Teambuilding
- Total Preventive Maintenance

Hazardous Materials Skills

- HAZMAT (Sanitation Materials)

Manufacturing Skills

- Good Manufacturing Practices
- Hazard Analysis & Critical Control Point
- Production Equipment/Tools (Preventative Maintenance)
- Sanitation Procedures/Materials
- Standard Operating Procedures
- Work Procedures



Retrainee-Job Creation

Training Proposal for:

Franklin Ranch Pet Hospital, Inc.

Contract Number: ET23-0266

Panel Meeting of: February 24, 2023

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Job Creation Initiative Veterans SET	Industry Sector(s):	Other (J) Professional, Scientific Technology (54) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Sacramento	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 68	U.S.: 68	Worldwide: 68
<u>Turnover Rate:</u>	17%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$569,266

Total ETP Funding
\$197,570

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	Business Skills, Commercial Skills, Computer Skills	48	8-200	0	\$1,840	\$41.20
				Weighted Avg: 80			
2	Retrainee SB<100 Job Creation Initiative SET	Business Skills, Commercial Skills, Computer Skills	45	8-200	0	\$2,070	\$24.00
				Weighted Avg: 90			
3	Retrainee SB<100 Job Creation Initiative Veterans SET	Business Skills, Commercial Skills, Computer Skills	7	8-200	0	\$2,300	\$21.00
				Weighted Avg: 100			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: **Job Number 1 (Retrainee):** \$41.20 per hour for Sacramento County. **Job Number 2 & 3 (Job Creation/Job Creation Veterans):** \$18.54 per hour for Sacramento County.

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

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

Up \$1.20 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1 (Retrainee)		
Team Lead		13
Veterinarian		35
Job Number 2 (Job Creation)		
Registered Vet Tech		25
		10
Veterinarian		10
Job Number 3 (Job Creation Veterans)		
Support Staff		3
Team Lead		4

INTRODUCTION

Founded in 2003 and headquartered in Elk Grove, Franklin Ranch Pet Hospital, Inc. (Franklin Pet) (www.franklinpet.com) is a pet hospital providing on-site veterinary care and pharmacy services to both domestic and farm animal owners in the Sacramento area. Training will be for its only facility in Elk Grove. This is Franklin Pet's first ETP project.

Veterans Program

Franklin Pet actively recruits Veterans and plans on hiring seven Veterans under this project. The Company partners with "Hire a Vet" and "Troops to Trades" which are local organizations who aid in placing local veterans.

PROJECT DETAILS

Franklin Pet has experienced a surge in business due to the number of pet owners dramatically increasing during the COVID-19 pandemic. The Company has implemented a detailed training plan to train staff on valuable skilled veterinary practices. Staff must train on dynamic changing technologies, surgical tooling, and veterinary drugs. The Company will also be incorporating training on dental health and hygiene. The Company has invested over \$275k on new equipment including MRIs, therapeutic lasers, precision operating tools, dental radiology, and laser dental cleaning equipment. Training under this proposal will increase overall skillsets of its employees while meeting the demand of pet services.

Retrainee - Job Creation

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

Due to the increase in demand of pet services and shortage of veterinarians and vet techs, Franklin Pet will hire 52 new employees (Job Number 2 & 3). The Company will also hire Support Staff and Team Leads. This will allow the Company to increase the headcount to meet the increasing demand for pet services. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning in the following:

Business Skills: Training will be offered to all occupations. Training will focus on improving customer service. Training topics include Customer Service, Telephone Skills, and Dealing with Pet Owner Options.

Commercial Skills: Training will be offered to Veterinarians and Registered Vet Techs. Training will focus on pet care and equipment operation. Training topics include Surgical Room Procedure, Vaccinations, and Dental Hygiene.

Computer Skills: Training will be offered to all occupations. Training will focus on the Company's internal software. Training topics include Shepard Software, Patient Data Records, and Billing Software.

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. Job Creation trainees (Job Number 2) are subject to the Standard New Hire wages.

Temporary to Permanent Hiring

The Company will train 15 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2 & 3). Occupations include Registered Vet Techs and Support Staff. The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is three months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Trainees cannot be enrolled until after they have been hired by the Company into full-time, permanent employment. Until they are hired, retention and post-retention wage requirements cannot be met, and the Company will not receive progress payments.

Commitment to Training

Franklin Pet invests \$275,000 on training annually for its Elk Grove location including orientation and mandatory regulatory 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

Franklin Pet has assigned its HR Manager and two HR Generalists to oversee all training aspects of the project including roster collection and tracking hours. In-house subject-matter experts and vendors may be utilized to deliver training. Additionally, the Company has hired a third-party administrator with extensive ETP administrative experience to work closely with staff to complete the project successfully.

DEVELOPMENT SERVICES

Synergy Management Consultants, LLC in Grass Valley assisted with development of this proposal for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

Business Skills

- Billing
- Communication
- Customer Service
- Dealing with Pet Owner Grief
- Dealing with Pet Owner Options
- Scheduling Skills
- Telephone Skills

Commercial Skills

- 3D Printers Connected to Tomography Scanners
- Animal Safety
- Cleaning Subgingivally
- Cleaning Supragingivally
- Collecting Lab Samples/Tests
- Deep Cleaning
- Dental Cleaning
- Dental Hygiene
- Dental Medications
- Dental Radiographs
- Dressing Wounds
- Ingested Cameras
- MRI's Suction tools
- On-Site Exam
- Oral Examination
- Polishing
- Post-Operative Exam
- Product Knowledge, New Drugs
- Surgical Room Procedure
- Telemedicine
- Therapeutic Lasers
- Vaccinations
- X-ray and Diagnostic Imaging

Computer Skills

- Billing Software
- Patient Data Records
- Shepard Software
- Smartphone Apps for Patient Records
- Using Tablets
- X-ray and Diagnostic Imaging



Retrainee-Job Creation

Training Proposal for:

Q C M, Inc. dba Veris Manufacturing

Contract Number: ET23-0278

Panel Meeting of: February 24, 2023

ETP Regional Office: San Diego

Analyst: J. Lima

PROJECT PROFILE

Contract Attributes:	Priority Rate Job Creation Initiative Retrainee	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 151	U.S.: 151	Worldwide: 151
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

FUNDING DETAIL

In-Kind Contribution
\$157,225

Total ETP Funding
\$143,750

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, HazMat, Computer Skills, Cont. Impr., Mfg. Skills	145	8-200	0	\$920	\$22.66
				Weighted Avg: 40			
2	Job Creation Initiative Priority Rate	Business Skills, HazMat, Computer Skills, Cont. Impr., Mfg. Skills	10	8-200	0	\$1,035	\$18.54
				Weighted Avg: 45			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour (Orange County); Job Number 2 (Job Creation): \$18.54 per hour (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 \$1.60 per hour may be used to meet the Post-Retention Wage for Job Number 1. Up to \$1.54 per hour may be used for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		28
Production Staff		28
		72
Supervisor/Manager		7
		10
Job Number 2		
Production Staff		10

INTRODUCTION

Founded in 1987 and headquartered in Brea, Q C M, Inc. dba Veris Manufacturing (Veris) (<https://www.emeraldems.com/veris-manufacturing>) is a Southern California-based Electronic Manufacturing Services (EMS) provider with Tier I revenue capabilities coupled with the care and service of a Tier III revenue EMS partner. The Company specializes in advanced, complex, and mission-critical assembly manufacturing. It also creates specialized quality service programs that fit the exact needs of the Company's customers.

Veris's customer base consists of companies within Space, Aerospace, medical, military & defense, and telematics industries.

Training will occur at its only location in Brea. This will be Veris's fifth ETP Contract and the third within the last five years.

Veterans Program

Although this project does not include a Veterans component, the Company encourages Veterans to apply.

PROJECT DETAILS

Veris is implementing a new ERP software system (Made 2 Manage instead of the previous CSI by Infor) and all staff need training on the new system. Training will continue to occur on existing equipment as well as new equipment including the Juki smart feeder system, Juki FX-3 and Flex pick and place machines, and Airvac large board rework systems, among other capital investments planned for 2023-2025.

The funding will help Veris offset the cost of training materials, trainer expenses, and the cost attributed to the time lost in production when employees are in training. Many of Veris's new customers are in the Space Industry. Therefore, all personnel must have the necessary training to update their knowledge and skills to the latest technology along with J-STD and IPC certification renewals to comply with these customer requirements.

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. Turnover Rate penalty is not assessed for job creation. The Company will hire and train the new employees to help meet the Company's goals/demands.

Training Plan

Training will consist of Class/Lab/E-Learning in the following:

Business Skills: this training will be offered to all occupations and will consist of classes such as Coaching, Communication, Leadership, Product Knowledge, and Goal Setting.

Computer Skills: this training will be offered to all occupations and will consist of classes such as Asana, CircuitCam, Crystal Reports, MRP, and Program Management.

Continuous Improvement: this training will be offered to all occupations and will consist of classes such as 6S, AS9100, ISO 13485, Lean Manufacturing, Process Improvement, Productivity Improvement and Quality Improvement.

Manufacturing Skills: this training will be offered to Production Staff and/or Managers/Supervisors and will consist of classes such as Solder Paste Handling, Preventative Maintenance, Statistical Process Control (SPC), and X-Ray Machine Inspection.

Certified Safety Training

Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Production Staff will receive training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

Alternate Recordkeeping

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

Commitment to Training

Veris’s annual training budget in CA is \$100,000. Veris will continue to provide basic Production Skills training after the ETP project ends.

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

➤ Training Infrastructure

The HR Generalist will oversee the training coordination and administration of this project. A subcontracted third party will also assist with the administration side as well. All training will be delivered by in-house experts and vendors if needed.

Impact/Outcome

Veris continues to invest in its team members’ ongoing education and training, helping them build the skillsets to gain the experience they need to become leaders and valued partners in its customers’ success. The Company has certifications in NADCAP, AS 9100, ITAR, and ISO 13485.

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 \$ %
ET20-0167	Brea	10/4/19 to 10/3/21	\$74,865	\$57,256 (77%)
ET17-0110	Brea	7/1/16 to 6/30/18	\$75,400	\$67,159 (89%)

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

The Company 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: Curriculum**Class/Lab/E-Learning**

Trainees may receive any of the following:

Business Skills

- Coaching
- Communication
- Conflict Resolution
- Customer Relations
- Finance
- Goal Setting
- International Traffic and Arms Regulation
- Inventory Control
- Leadership
- Marketing & Business Development
- Program Management
- Product Knowledge
- Project Management
- Team Cohesiveness

Computer Skills

- Accounting
- Aegis Factory Logix MES
- Asana
- CircuitCam
- Crystal Reports
- ERP Software (Vantage by Epicor)
- Manufacturing
- Made2Manage
- MRP
- MS Office (Intermediate/Advanced)
- MS Project
- Program Management
- Purchasing
- Quote FX
- Scheduling
- Warehouse
- Infor ERP Software

Continuous Improvement Skills

- 6S
- AS9100
- Corrective/Preventive Actions
- ISO9001-2008
- ISO 13485
- Lean Manufacturing

- National Aerospace & Defense Contractors Accreditation Program Compliance Processes
- Process Improvement
- Productivity Improvement
- Quality Improvement

Hazardous Materials Skills

- HazMat Handling

Manufacturing Skills

- Airvac
- AOI Inspection and Programming
- Blueprint Reading
- DEK Stencil Printer
- Equipment Operation, Maintenance & Troubleshooting
- Flex Machines
- Hand Soldering to J-Std
- Inspection Techniques
- IPC-610
- J-STD
- Juki SMT Pick and Place Machine
- Lean Manufacturing
- Moisture Sensitive Devices
- Material Requirements Planning
- Preventative Maintenance
- Programmable Conformal Coating Machine
- Solder Paste Handling
- Surface Mount Defects—Causes and Prevention
- SMT and Stencil Operation
- Statistical Process Control
- VI Technology SPI Machine
- X-Ray Machine Inspection
- Koh Young 3D AOI
- VJ Electronix Reel Counter
- Juki ISM3600
- Procedure/Work Instruction



Retrainee-Job Creation

Training Proposal for:

Cicon Engineering, Inc.

Contract Number: ET23-0273

Panel Meeting of: February 24, 2023

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing (E) Aerospace Related 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: 320	U.S.: 320	Worldwide: 320
Turnover Rate:	16%		
Managers/Supervisors: (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution
\$330,240

Total ETP Funding
\$316,480

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., HazMat, Mfg. Skills	300	8-200	0	\$989	\$22.66
				Weighted Avg: 43			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., HazMat, Mfg. Skills	20	8-200	0	\$989	\$18.78
				Weighted Avg: 43			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour for Los Angeles County

Job Number 2 (Job Creation): \$18.78 per hour for Los Angeles County

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

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

Up to \$2.50 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
Job Number 1		
Administrative Staff		9
		4
Buyer		4
Calibration Technician		2
Engineer		2
Engineering Support		2
Estimator		3
		4
Fact Technician		10
Inventory Lead		1
Lead Technician		2
		1
Manager		7
Production Assistant		2
Production Control		4

Production Technician		153
		8
Program Manager		8
Quality Control Technician		40
		5
Receptionist		1
Sales		3
Stockroom Staff		15
Stockroom Lead		1
Supervisor		9
Job Number 2 (Job Creation)		
Production Technician		20

INTRODUCTION

Founded in 1988, Cicon Engineering, Inc. (Cicon) is a build-to-print manufacturer of cable and harness assemblies for military, aerospace, high-end industrial and space applications. Cicon is certified to AS9100 and is International Traffic in Arms Regulations compliant. The Company builds cable assemblies and flight harnesses for prime contractors such as Raytheon, Northrop Grumman, and Lockheed Martin. Cicon is headquartered in Van Nuys and has additional locations in Chatsworth and Canoga Park. All locations will participate in training. This will be Cicon's second ETP project, and the second in the past five years.

Veterans Program

Cicon has not included a separate Veterans component in this proposal; however, the Company does recruit and hire Veterans through its normal hiring practices.

PROJECT DETAILS

As an aerospace and military contract supplier, Cicon must remain up-to-date on various manufacturing and inspection industry standards. Thus, the Company's prior ETP project focused on industry standards, military specifications and customer specific processes. For this proposal, training is primarily driven by Cicon's goal to establish a more agile, people-centric organization that promotes teamwork, innovation, and enhanced employee problem solving and decision making. This project will place a heavy emphasis on cross-functional training to provide workers with the ability to perform tasks across multiple disciplines within the organization.

In addition, Cicon continues to upgrade its enterprise resource planning capability and manufacturing equipment, including new x-ray machines to enhance the product inspection process. Employee training is vital to ensure that workers are proficient in the use of new production equipment and business software tools.

Some curriculum topics are repeated from the previous contract; however, course content has been updated and many of the targeted trainees are participating in an ETP project for the first time. Therefore, there will be no duplication of training from the prior ETP Contract.

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.

Many of Cicon's customers are ramping up their post-COVID production for upcoming multi-year projects. Therefore, Cicon is expanding its business capacity to support growing demand for the Company's products and services. As a key supplier for aerospace and defense manufacturers, Cicon anticipates a steady increase in business in the coming months and plans to hire at least 20 new Production Technicians (Job Number 2) during the contract term. 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 equipping workers with the knowledge and skills to perform multiple roles across the organization. Areas of emphasis will include individual goal setting and employee empowerment.

Commercial Skills: Training will be offered to Technicians, Leads, Sales, Engineers, Managers and Supervisors. This training is designed to ensure that workers understand how export controls apply to Cicon's business.

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, inventory control and resource planning.

Continuous Improvement: Training will be offered to all occupations. This training will focus on team building concepts, leadership skills, and problem solving.

Hazardous Materials: Training will be offered to Production Staff, Technicians, Managers and Supervisors. Trainees will learn the keys to communication regarding hazardous materials specific to Cicon's manufacturing processes.

Manufacturing Skills: Training will be offered to Production, Quality Control and Calibration Technicians, Engineers and Engineering Support Staff. Training will focus on assembly procedures, quality assurance, manufacturing procedures, material handling, and soldering techniques.

Alternate Recordkeeping

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

Commitment to Training

Cicon has an estimated annual training budget of approximately \$115,000. Company-funded training includes new employee onboarding and basic on-the-job training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Cicon's Administrative Assistant of Training has prior ETP experience and will oversee project administration. The Company's Training Department, Human Resources, and Executive Team will work collaboratively in scheduling, tracking, and documenting training. Training will take place at Cicon's facilities in Van Nuys, Chatsworth and Canoga Park. Training will be delivered by in-house subject-matter experts at each location and vendors, as needed. The Company has a training schedule in place and is prepared to commence training upon contract approval.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
18CS-0163	Van Nuys, Chatsworth, Canoga Park	12/18/17 – 12/17/19	\$109,440	\$109,440 (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:

Business Skills

- Contracting in Aerospace
- Purchasing
- Accounting and Finance
- Business Analysis and Goal Setting
- Negotiations
- Semco Style Training

Commercial Skills

- ITAR/EAR Training (International Traffic in Arms Regulations/Export Administration Regulations)

Computer Skills

- Computer Application Software (MS Office Suite – Intermediate/Advanced)
- ERP System

Continuous Improvement Skills

- Creating and Building Teamwork
- Team Problem Solving
- Leadership Skills
- Implementing Solutions
- Quality Management System

Hazardous Materials Skills

- Hazardous Materials Communication

Manufacturing Skills

- Assembly Procedures
- Measurement, Analysis, Improvement - General
- Control of Work Transfers
- Corrective Action
- Age Sensitive Material
- Wire Harness Assembly
- Monitoring and Measurement - Customer Satisfaction
- Preventive Action
- Counterfeit Parts Avoidance, Detection, Mitigation and Disposition
- Material Handling
- Foreign Object Debris
- Control of Nonconforming Product
- Planning Documentation
- In-Process Rejections
- Cleaning of Manual Soldering

- Requirements for Controlled Area
- Handling Cabling
- Crimping
- Soldering Techniques
- Wire Stripping; Preparation
- Pre-Woven and Direct Applied Braiding
- Soldering Rework
- Molding
- Good Manufacturing Skills
- Solder Inspection
- Coax Assemblies
- Splicing
- Group Shielding
- Potting
- Tinning
- AS9100 - ISO 9001
- Export Compliance (ITAR)
- Controlled Clean Area
- Electro Static Discharge (ESD)
- Risk Management
- Control of Records
- Control of Documents
- Calibration; Verification
- J-STD-001+ Space Soldering
- IPC/WHMA-A-620+ Space Cable & Wire Harness
- Lugging
- Shield Termination
- Jacketing
- NASA 8739.1 Polymeric Applications
- Blueprint Reading
- Configuration Management



Critical Proposal for:
Astra Space Operations, Inc.
Contract Number: ET23-0274

Panel Meeting of: February 24, 2023

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Professional, Scientific Technology (54) Aerospace Related Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Santa Clara, Merced	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: 339	U.S.: 367	Worldwide: 367
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$691,200

Total ETP Funding
\$397,440

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	Cont. Impr., Mfg. Skills	180	8-200	0-4	\$2,208	\$38.00
				Weighted Avg: 96			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Alameda and Santa Clara County: \$24.72 per hr., All Other Counties (Merced): \$22.66 per hr.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Engineers		120
Production Staff		60

CRITICAL PROPOSAL

Astra Space Operations, Inc. (Astra) is designated as a “Critical Proposal” recommended by the Governor’s Office of Business and Economic Development. Training under this proposal will provide staff with extensive training on the Company’s space satellite and rocket engine manufacturing at its California locations. The project will include an estimated 180 Engineers and Production Staff workers in its rocket manufacturing and propulsion division.

INTRODUCTION

Founded in 2016 and headquartered in Alameda, Astra (<https://astra.com>) is an aerospace company that manufactures small rockets and spacecraft engines for the Low Earth Orbit (LEO). Astra offers one of the lowest cost-per-launch orbital launch services of any operational launch and one of the industry’s first flight-proven electric propulsion systems for satellites. Some of the Company’s products and services include spacecraft engines (Propulsion Thruster), space services, and rocket-launch services. Training will be provided at the Company’s Alameda, Sunnyvale, and Atwater locations.

This will be Astra’s first ETP-funded proposal. Astra provides its products and services to the aerospace industries such as Airbus and NASA.

Veterans Program

Even though Astra does not plan to include a separate Veteran's Job Number, the Company partners with Shift to recruit veterans. Shift is a veterans' employment network that assists current and former members of the US Military to discover and prepare for successful new career paths.

PROJECT DETAILS

ETP-funded training will focus on training current and newly hired staff to prepare for Astra's expanded services and products in the near future. Trainees will participate in an extensive training program to help prepare them to conduct each step of the product manufacturing process for Astra's ASE module and Launch System.

Astra's mission is to launch a new generation of launch services, space services, and products to improve life on Earth. Currently, Astra believes that existing launch vehicles are too large, expensive, infrequently launched, and insufficiently responsive to meet the needs of the evolving space market. As a result, the Company aims to solve this problem with the world's first mass-produced dedicated orbital launch system. The products and systems will be smaller and efficient, thus, allowing responsive and affordable alternatives for the thousands of LEO satellites planned in the coming decade.

As of December 31, 2022, Astra has signed various customer contracts for its launch services, totaling over \$100 million contracted value, which are expected to occur through 2025 and thereafter. Astra has also signed various customer contracts totaling over \$50 million for its ASE module program with delivery dates through 2024.

Training Plan

Training will be delivered to all occupations via Class/Lab, E-Learning and Computer-Based Training (CBT) delivery methods in the following:

Continuous Improvement: Training courses includes: Battery Cell Response, High Pressure, Fluids, Incident Command, and Hazard Communication.

Manufacturing Skills: Training courses includes: Thruster Assembly, Thruster Installation, Leak Testing and Proof Testing, and Mechanical Staking.

Computer-Based Training

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-4 hours of CBT.

High Unemployment Area

Some trainees (Job Number 1) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Merced are in an HUA. However, the Company is not requesting a wage modification.

Commitment to Training

Astra's annual training budget in California is \$400,000 and includes new-hire orientation, safety training, and basic job skills' training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The VP of Tax (dedicated administrator) will oversee this ETP-funded project with the assistance from the Senior Manager, Learning and Development and Director for Environment, and Health and Safety Staff. Scheduling of training sessions will be completed via Microsoft Outlook, while training hours will be documented through the Company's LMS System. Training will be delivered by in-house subject-matter experts and by outside vendors as needed.

Impact/Outcome

Upon completion of training, trainees will know how to efficiently produce Astra's products to prepare for its upcoming launches.

Electronic Recordkeeping/LMS

Staff has reviewed and approved the Company's Learning Management System (LMS) - Cornerstone.

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:

CONTINUOUS IMPROVEMENT

- Battery Cell Response
- Hazard Communication
- Cryogenic Safety
- Pyrophoric Safety
- High Pressure Fluids
- High Pressure Valves
- Spill Control and Countermeasure Plans
- Chemical Safety
- Emergency Response Plans
- Incident Command

MANUFACTURING SKILLS

- Thruster Assembly
- Thruster ATP Installation
- Ultrasonic Cleaning
- Manifold Assembly
- Fill / Drain Valve Assembly
- Leak Testing and Proof Testing
- Feed System Installation
- MLI Installation
- Thruster Installation
- Harness Installation
- Integration Testing
- Mechanical Staking
- Crating and Shipping
- IPC-610
- Check Out / Bring Up
- J Standard
- Hot Fire Testing
- Mechanical / Thermal Staking (Epoxy)
- Functional Testing
- Chassis Fit Check and Installation
- T-Vac Test
- Crane Safety
- Machine Shop Safety
- Laser Safety
- Radio Frequency Radiation
- Fall Protection
- Aerial Work Platforms
- Forklift
- Trauma/Wound Care

- Welding
- Rigging
- Ladder Safety

Computer-Based Training

CONTINUOUS IMPROVEMENT

- Incident Investigation (0.5 hrs.)
- Exposure Control Plan (0.23 hrs.)
- Personal Protective Equipment (0.25 hrs.)
- Wildfire Smoke (0.25 hrs.)
- Voluntary Respirator Program (0.08 hrs.)
- Lock Out Tag Out (0.33 hrs.)
- Electrical Safety (0.25 hrs.)
- Evacuation Safety Training (0.5 hrs.)
- Pedestrian and Traffic safety (0.33 hrs.)
- Material Handling (0.5 hrs.)
- Incident Reporting (0.25 hrs.)



Retrainee-Job Creation
Training Proposal for:
True Organic Products, Inc.
Contract Number: ET23-0284

Panel Meeting of: February 24, 2023

ETP Regional Office: San Francisco Bay Area

Analyst: A. Salinas

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Fresno, Monterey, Imperial	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: 205	U.S.: 220	Worldwide: 220	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	3%			

FUNDING DETAIL

In-Kind Contribution
\$498,752

Total ETP Funding
\$498,111

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, Mfg. Skills, Cont. Impr., OSHA 10/30	171	8–200	0	\$1,541	\$22.66
				Weighted Avg: 67			
2	Job Creation Initiative Retrainee Priority Rate	Computer Skills, Mfg. Skills, Cont. Impr., OSHA 10/30	85	8–200	0	\$2,760	\$18.54
				Weighted Avg: 120			

*Post-Retention Wage is the Contractual wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour for Fresno, Monterey and Imperial counties.

Job Number 2 (Job Creation): \$18.54 per hour for Fresno, Monterey, and Imperial 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 \$2.41 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Up to \$1.54 per hour may be used to meet the Post-Retention Wage for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1 – Retrainee		
Warehouse Staff		22
Quality Control Staff		15
		10
Research and Development Staff		13
Maintenance Staff		10
		11
Operations Staff		58
Accounting Staff		6
Marketing Staff		7
Coordinators		1
Managers		4
Supervisors		2
Logistics Staff		12

Job Number 2 – Job Creation		
Warehouse Staff		5
Quality Control Staff		3
Packaging Staff		10
Production Staff		20
Research and Development Staff		2
Operations Staff		10
Accounting Staff		2
Marketing Staff		1
Coordinators		1
Supervisors		2
Managers		3
Heavy Equipment Operators		11
Logistics Staff		15

INTRODUCTION

Founded in 2003 and headquartered in Monterey, True Organic Products, Inc. (True Organic) (www.true.ag) is a family-owned company that manufactures diverse and innovative organic fertilizers. Products range from dry, liquid, and custom blends that are designed to function in diverse geographic and environmental conditions. Customers include produce growers, nurseries, and feed stores. ETP training will be delivered to trainees at the Company's Helm, Monterey, and El Centro facilities.

This will be True Organic's second ETP-funded Contract, and it's second within the last five years. In the previous project, the Company trained staff on new software and operational processes in order to respond quickly to market trends. In this proposal, the Company is adding a number of new products, product lines, packaging, delivery systems, fleet vehicles, and a new facility along with new ERP software, Deacon. Additionally, True Organic has replaced several courses under Manufacturing Skills to accommodate new skills required for both incumbents and new hires to produce and distribute its new products as the Company is introducing new lines of plants, foods, and soils in retail packaging for retail purchase for home gardeners.

Although some training topics in this proposal are similar to those provided in prior projects, trainees will not repeat the same training courses previously received.

Veterans Program

Even though True Organic currently employs veterans, it will not be designating these veterans out into a separate Veterans' Job Number. The Company's job postings are made directly with online websites like Indeed.com. Within Indeed's company structure, there is Indeed Military which is a partner of Joining Forces that provides tools for employers to connect with veterans and military spouses seeking employment. In addition, its job postings are made within the State of California's Employment Development Department. True Organic also participates in a variety of veteran centered outreach (i.e. - veteran job fairs, Recruit Military, The American Legion, Vet Jobs).

Retrainee - Job Creation

In this proposal, the Company will hire 85 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.

As consumers have become more concerned over food safety and the impact of consumption on the environment, organic products have increased in demand. Due to business-capacity growth, True Organic is expanding its market to home gardeners by adding new products to its production line and by adding a new facility in El Centro for retail packaging and production. The Company is also expanding its facility in Helm by 20,000 square feet.

PROJECT DETAILS

True Organic is purchasing fleet vehicles and production line equipment for its expansion at its Helm facility and moving into the new facility in El Centro. Some of this new equipment will be used to create pellet and dry products from its newly developed home gardener products line. The Company is also implementing a new route delivery software, Oracle/NaVision, to streamline its delivery processes. True Organic's customers are more aware of the negative effects of synthetic chemical fertilizers on the quality of soil microbiomes and pollution of water sources, which has increased demand for its current and new organic products. Supply chain shortages as a result of the COVID-19 pandemic have spurred the company's research and development team to create these new products to help their consumers grow faster, stronger yields while following positive environmental health and safety standards.

Training Plan

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

Computer Skills: Training will be offered to Quality Control Staff, Administrative Staff, Research and Development Staff, Accounting Staff, Marketing Staff, Coordinators, Logistics Staff, and Managers in courses such as Computerized Maintenance Management System, Equipment Software and Automation, and Inventory Software.

Continuous Improvement: Training will be offered to Administrative Staff, Operations Staff, Marketing Staff, Coordinators, Logistics Staff, and Managers in courses such as Business Strategies, Team Building, and Pre-Lean.

Manufacturing Skills: Training will be offered to Warehouse Staff, Quality Control Staff, Production Staff, Research and Development Staff, Maintenance Staff, Operations Staff, and Heavy Equipment Operators in courses such as Agronomy, Biochemistry, and Environmental Standards.

Certified Safety Training

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

Commitment to Training

The Company's annual training budget in California is \$50,000. The Company trains its employees in new-hire orientation, safety health, and federally regulated 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.

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

True Organic's VP of Human Resources (dedicated administrator) has a team of managers and supervisors for each department including its Training Manager, HR Manager, Manufacturing Manager, Engineering Manager and Test Laboratory Manager who will meet regularly to review the progress of training and the collection of required documents to support the training. Training will be delivered by five in-house trainers who are subject-matter experts and by outside vendors as needed. Additionally, the Company has retained a third-party subcontractor to assist with ETP administration and systems.

High Unemployment Area

Some trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Fresno County is in an HUA. However, the Company is not requesting a wage modification.

Impact/Outcome

As a result of ETP funding, trainees will receive Weightmaster, OSHA 10, and OSHA 30 certifications.

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 \$ %
ET20-0333	Monterey	5/26/20 – 5/25/22	\$284,280	\$284,280 (100%)

DEVELOPMENT SERVICES

The Company retained Training Grants Intelligence, Inc. (TGII) in Canton, GA to assist with development of this proposal for a flat fee of \$9,840.

ADMINISTRATIVE SERVICES

TGII was also retained 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:

COMPUTER SKILLS

- Computerized Maintenance Management System
- ERP Software - Deacon
- Everyweigh Scale Software
- Equipment Software and Automation
- Intermediate / Advanced Software Systems
- Microsoft Applications Reporting
- Inventory Software
- Yardboss Inventory System
- Route Delivery Software – Oracle/NaVision

CONTINUOUS IMPROVEMENT

- Best Practices
- Business Strategies
- Communication Skills
- Conflict Resolution
- Continuous Improvement Techniques
- Customer Service Skills / Sales
- Decision Making
- Hold and Release Program
- Leadership
- Performance Management
- Pre-Lean
- Problem Solving
- Quality Concepts
- Sales & Marketing for Growth
- Team Building

MANUFACTURING SKILLS

- Advanced Techniques for New Products, Industries Clients & Processes
- New Production Lines
- New Route Delivery System
- New Fleet
- Agronomy
- Packaging – Retail Product
- Assembly Skills
- Biochemistry
- Biology
- Chemistry
- Cross Training
- Environmental Standards
- Equipment Operation

- Food Safety and Testing
- Fundamentals of Research
- Good Manufacturing Processes
- Labeling
- Material Handling Conveyor
- Microbiology
- Organic – Mixing, Label Requirements, Wash Station
- Packaging
- Product Inspection Training
- Production Skills
- Quality
- Research & Development
- Sanitation
- Shipping and Receiving
- Sustainability
- True Heat Treat Pathogen Process
- Logistics
- Warehouse Skills
- Weighmaster

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30



Retrainee-Job Creation
Training Proposal for:
BFS Group of California LLC
Contract Number: ET23-0279

Panel Meeting of: February 24, 2023

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Riverside, Sacramento, Stanislaus, Yolo	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: 3,884	U.S.: 32,100	Worldwide: 32,100
Turnover Rate:	1%		
Managers/Supervisors: (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$561,600

Total ETP Funding
\$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, Mfg. Skills, OSHA 10/30	221	8-200	0	\$460	\$22.66
				Weighted Avg: 20			
2	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Mfg. Skills, OSHA 10/30	785	8-200	0	\$460	\$18.00
				Weighted Avg: 20			
3	Retrainee Priority Rate Job Creation Initiative	Business Skills, Computer Skills, Mfg. Skills, OSHA 10/30	22	8-200	0	\$460	\$18.54
				Weighted Avg: 20			
4	Retrainee Priority Rate Job Creation Initiative HUA	Business Skills, Computer Skills, Mfg. Skills, OSHA 10/30	52	8-200	0	\$460	\$18.00
				Weighted Avg: 20			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour for Sacramento and Yolo counties
 Job Numbers 2 & 4 (HUA): \$17.00 per hour for Fresno, Riverside and Stanislaus counties
 Job Number 3 (Job Creation): \$18.54 per hour for Sacramento and Yolo counties

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$0.54 per hour for Job Number 3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		6
		3
Drivers		2
		2
Engineers		2
		18
Framers		38
		3

Operators		18
		10
Production Staff		90
		20
Sales		7
		2
Job Number 2		
Administrative Staff		9
		10
		8
Drivers		3
		2
		9
Engineers		16
		130
Framers		60
		52
		40
Operators		38
		30
		20
Production Staff		60
		200
		80
Sales		10
		5
		3
Job Number 3		
Administrative Staff		2
		1
Drivers		1
Engineers		1
Framers		5
		2
Operators		2
Production Staff		6
		1

Sales		1
Job Number 4		
Administrative Staff		6
		1
Drivers		1
Engineers		1
Framers		15
		3
Operators		5
Production Staff		14
		4
Sales		2

INTRODUCTION

Founded in 1987 and headquartered in Raleigh, North Carolina, BFS Group of California LLC (BFS) (www.bldr.com/) specializes in manufactured home building materials as well as installation of lumber, doors and windows for new home construction. The Company provides an all-inclusive delivery system from sales to manufacturing and installation. Customers include residential, mixed-use, and commercial markets in California. Training will take place at BFS's locations in Fresno, Riverside, Sacramento, Stanislaus and Yolo County. This is BFS's first ETP Contract.

Veterans Program

BFS actively recruits for Veterans however, for ease of administration, they will not be separated into a different job number. Veteran trainees will participate in this Contract under Job Numbers 1 through 4.

PROJECT DETAILS

For this proposal, majority of the training will focus on training Framers, Operators, and Production Staff to ensure they can perform their job duties efficiently and accurately. BFS hires individuals who have minimal construction experience and provides the proper training and skillset for the Framers, Operators and Production staff to excel at their jobs. By offering training, the Company invests in its staff and provides a solid career path with BFS that includes career advancements and higher wages. Framers will receive training in Installation/Carpentry, Equipment Operation, and Power Tools. Operators and Production Staff will receive training in LEAN Manufacturing, Door Installation, and Machine Operation specific to their job duties. BFS is also investing in new equipment including automated trust table assembly which will require extensive training for Production Staff, Framers and Operators.

The Company is also converting to a new in-house inventory system, Online. This system requires in depth training for all occupations. In addition, Drivers will receive training in Cargo Securement so the driver knows how to properly tie down delivery loads. Engineers will receive training on updated State and County requirements, Plan Specifications, and Truss Design software. Training will keep the Engineers apprised of requirements and allow them to accurately complete plans.

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 last year, BFS has seen an increase in customer demand and has added additional locations in California. The Company projects a 10 to 15% increase per year which will require BFS to increase employees in multiple occupations over the next two years. The Company will hire 74 new employees (Job Number 3 and 4). 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 methods by in-house experts and vendors as needed in the following:

Business Skills: Training will be offered to all occupations and include Inventory Control, Customer Service, Communication Skills and Project Management. Training will provide workers the necessary skills to improve customer service, increase effective communication and manage workload.

Computer Skills: Training will be offered to all occupations to improve overall processes and productivity. Training topics include CenterPoint Quoting and Ordering, Bid Prep and Telogis Software.

Manufacturing Skills: Training will be offered to all occupations except for Administrative Staff and Sales to the skills to improve production, processes and procedures. Training topics include Assembly Procedures, LEAN Manufacturing, Door Installation and Equipment Operation.

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.

Alternate Recordkeeping

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

High Unemployment Area

Trainees in Job Numbers 2 and 4 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least <25%>. The Company’s locations in Fresno, Riverside, and Stanislaus Counties are in an HUA.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. BFS is requesting a wage modification from \$22.66 per hour to \$18.00 per hour for Job Numbers 2 and 4 to serve workers in lower-wage occupations.

Commitment to Training

BFS budgets approximately \$1,000,000 annually for all California locations and includes new hire orientation, staff development, job specific training and safety training. ETP funds will not displace the Company'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

BFS has a detailed training plan in place and is ready to begin training upon approval. The Corporate Tax Manager located in North Carolina and the Administrative Manager located in North Highlands will oversee this training project. The California Department Managers and trainers will assist with training events and completing rosters. In addition, the Company has retained the services of a third-party subcontractor to assist with administration.

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted with development of this project for a flat fee of \$20,000.

ADMINISTRATIVE SERVICES

Propel Consulting Group will also provide 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 & Mentoring
- Communications Skills
- Customer Service
- Data Collection & Analysis
- Financial Accounting
- Inventory Control
- Leadership
- Problem Solving & Decision Making
- Product Knowledge
- Project Management
- State and County Requirements/Laws
- Teambuilding

Computer Skills

- Bid Prep
- CenterPoint Quoting and Ordering
- Computer-Aided Design Software
- Icron Software
- Installed Sales
- MS Office (Intermediate/Advanced)
- Online Expert Evaluation Tool Software
- Order Entry
- Telogis Software
- Trend Basics
- Truss Design
- WebDocs Operations Scanning

Manufacturing Skills

- Assembly Procedures
- Accident Procedures
- Air Brakes
- Arc Blast Awareness
- Arc Flash
- Blueprint
- Bucket Truck Safety
- Cargo Securement
- Assembly
- Door Installation
- Electrical
- Equipment Operation

- Fall Protection - Construction
- Forklift/Bobcat Operation
- Hand and Power tools
- Hardware Installation
- Hazmat Training
- Installation/Carpentry
- Inventory Management
- Jobsite Problem Solving
- LEAN Manufacturing
- Loading & Unloading
- Machine Operation
- Milling
- Millwork Installation
- New Process Training
- Norfield Operation
- Packaging
- Plan Specifications
- Plan Take-Offs
- Product Training
- Scaffolds for Construction
- Technical Machining
- Tool Operation
- Truss Assembly
- Warehouse Management

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30



Retrainee-Job Creation

Training Proposal for:

California Imaging Institute, LLC

Contract Number: ET23-0275

Panel Meeting of: February 24, 2023

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative SET HUA	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 230	U.S.: 230	Worldwide: 230
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	7%		

FUNDING DETAIL

In-Kind Contribution
\$495,000

Total ETP Funding
\$294,975

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 Priority Rate HUA SET	Business Skills, Commercial Skills, Computer Skills, Cont. Improv., HazMat.	198	8-200	0	\$1,150	\$17.00
				Weighted Avg: 50			
2	Job Creation Retrainee Priority Rate HUA SET	Business Skills, Commercial Skills, Computer Skills, Cont. Improv., HazMat.	45	8-200	0	\$1,495	\$17.00
				Weighted Avg: 65			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1 (SET/HUA): \$17.00 per hour for Fresno County
Job Number 2 (SET/HUA/Job Creation): \$17.00 per hour for Fresno County

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

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

Up to \$0.50 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 & 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Billing Staff		14
		8
		4
Clerical Staff		20
		20
		10
Leads/Supervisors		3
		5
Medical Specialists		3
		5
Patient Account Representatives		3
		3
		2
Radiology Technicians		80

Registered Nursing Staff		18
Job 2: Retrainee/Job Creation		
Billing Staff		3
		1
		1
Clerical Staff		8
Leads/Supervisors		2
Medical Specialists		10
Patient Account Representatives		7
Radiology Technicians		10
Registered Nursing Staff		3

INTRODUCTION

Founded in 1992 and located in Fresno, California Imaging Institute, LLC (CII) (www.caimaginginstitute.com) offers medical services to customers throughout the Central Valley. Medical services include diagnostic exams, including X-rays, Fluoroscopy, Nuclear Medicine, PET CT, Ultrasounds, CT, Magnetic Resonance Imaging (MRI), Diagnostic Angiography, Kyphoplasty, Uterine Fibroids, Varicose Vein Therapy, Vertebroplasty, Mammography, and DEXA Bone Densitometry.

CII will serve as the lead employer with a closely related affiliate, RBS, Inc. Training under this proposal will include four locations in Fresno County. This will be CII's second ETP Contract and second in the last five years.

Veterans Program

Though this project does not include a Veterans component, CII is in the process of creating a program to recruit Veterans through various job fairs and outreach programs/websites.

PROJECT DETAILS

Previous training focused on day-to-day operations for all staff, as well as, maintaining compliance regulations within the healthcare service industry. This new project will focus on continuously training medical staff on equipment upgrades, customer service and evaluation of various test results.

Training will also focus on processes to develop new strategies and improve performance to ensure operation procedures are aligned with quality customer service. CII is developing adaptive methodologies to manage costs and measure consumer needs and expectations. Training will ensure all regulatory changes are met while improving quality processes, outcomes and measures. In addition, enhancing employee skills will enable CII to remain competitive within the industry and offer higher workplace promotional opportunities.

In addition, the Company remains committed to creating promotional growth opportunities for its labor force and has created various structured training plans focused on increasing skill sets while creating a positive working environment to encourage retention and promotion. Training in Health

Skills, Medical Education, Crisis Prevention & Intervention, Value Stream and Critical Thinking will give trainees transferable skills while promoting the Company's culture.

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

Retrainee - Job Creation

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

The Company will hire 45 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.

CII is projecting a 5% increase in revenue in the next two years. To meet the growing customer needs, the Company is expanding services, adding new equipment to all its current locations.

Training Plan

Training will be delivered via Classroom/Laboratory and E-Learning by in-house experts and vendors as needed in the following:

Business Skills: Training will be offered to all occupations to provide the skills to effectively and efficiently maintain business operations. Training topics include Customer Service, Health Skills, Product Knowledge and Scheduling.

Commercial Skills: Training will be offered to Billing Staff, Clerical Staff, Radiology Technicians, Registered Nursing Staff and Medical Specialists. Training focuses on proper handling of products, compliancy, and adhering to the Company's operating procedures. Training topics include Computed Tomography (CT Equipment), Lunar DEXA Equipment, MRI Equipment, Mammography, Ultrasound Equipment and X-Ray Equipment.

Computer Skills: Training will be offered to all occupations and improve software skills. Training topics include EPIC, Imagine Software, Macro/Medicare Insurance Premium Payment, RadPayer and Optum.

Continuous Improvement: Training will be offered to all occupations. Training will focus on eliminating waste and improving Company processes. Training topics include 5S+1, Communication, Critical Thinking, Documentation, Process Improvement and Quality Improvement.

Hazardous Materials: Training will be offered to all occupations. Training will focus on handling hazardous materials. Training topics include HAZCOM and Nuclear Medicine.

Special Employment Training/HUA

Under Special Employment Training (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 SET minimum wage up to 25% below the statewide average hourly wage (from \$41.20 to \$30.90).

In addition, trainees (Job Numbers 1 & 2) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno County are in a HUA. 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. CII requests a wage modification from \$30.90 per hour to \$17.00 per hour for Job Number 1 and Job Number 2, to serve workers in lower-wage occupations.

Approximately 156 trainees within all occupations will need the wage modification.

Commitment to Training

The Company's annual training budget is approximately \$135,000 and includes updated processes, continuing employee development, safety and job specific 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

CII has designated an ETP Coordinator to work specifically with one additional staff member at each location to oversee the ETP project and collect the rosters. In addition, a Training Administrator at each location will assist with training events and ensuring data is entered correctly into the CEF system. The Company's senior management team is in full support of training and the success of the ETP project. CII has a detailed training schedule in place and is ready to start training upon approval.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0324	Fresno	12/16/2018 – 12/15/2020	\$198,120	\$192,809 (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

- Billing and Coding
- Customer Service
- Health Skills
- Insurance Eligibility
- Medical Education
- Product Knowledge
- Scheduling
- Team Building

Commercial Skills

- Computed Tomography (CT Equipment)
- Lunar DEXA Equipment
- Magnetic Resonance Imaging Equipment
- Mammography
- Nuclear Medicine Equipment
- OEC C-Arm
- Patient Monitoring Machine
- Positron Emission Tomography Equipment
- Ultrasound Equipment
- Vascular and Interventional Radiology
- X-Ray Equipment

Computer Skills

- Epic Software for Billing
- Epic Care Link
- General Electric Group Management
- Imagine Software
- Macro/Medicare Insurance Premium Payment
- Microsoft Office (Intermediate/Advanced)
- Optum
- RadPayer

Continuous Improvement Skills

- 5S + 1
- Best Practice
- Communication
- Crisis Prevention & Intervention
- Critical Thinking
- COVID Protocol
- Documentation
- LEAN Concept

- Patient Care
- Process Improvement
- Quality Improvement
- Standard Operating Procedures
- Train the Trainer
- Up and Out of the Box
- Value Stream

Hazardous Materials Skills

- HAZCOM
- Nuclear Medicine



Retrainee-Job Creation

Training Proposal for:

Vann Brothers

Contract Number: ET23-0277

Panel Meeting of: February 24, 2023

ETP Regional Office: Sacramento

Analyst: M. Sladewski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA Job Creation Initiative	Industry Sector(s):	Agriculture (B) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Colusa	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: 260	U.S.: 260	Worldwide: 260
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	6%		

FUNDING DETAIL

In-Kind Contribution
\$350,000

Total ETP Funding
\$292,100

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee HUA Priority Rate	Business Skills, Computer Skills, Literacy Skills, Manufacturing Skills	230	8-200	0	\$1,150	\$17.00
				Weighted Avg: 50			
2	Retrainee HUA Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Literacy Skills, Manufacturing Skills	20	8-200	0	\$1,380	\$17.00
				Weighted Avg: 60			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$17.00 per hour in Colusa County

Job Number 2 (Job Creation): \$17.00 per hour in Colusa 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 \$1.00 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$1.50 per hour in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1 (Retrainee)		
Operation Leads		20
		9
Orchard Staff		105
Shop Staff		24
Huller/Sheller Staff		22
Administration		40
		6
		4
Job Number 2 (Job Creation)		
Orchard Staff		9

Shop Staff		3
Huller/Sheller Staff		3
Administration		5

INTRODUCTION

Founded in 2002 and headquartered in Williams, Vann Brothers (Vann Bros) (<http://www.vannfamilyorchards.com>) is an agricultural company that grows, processes and distributes almonds and walnuts to a global customer base. Vann Bros has produced up to 30 million pounds of product in recent years. Vann Bros customers include various international retailers and large retail store chains. Training under this proposal will be delivered at the Company's facility in Williams. Vann Bros will serve as the lead employer in this proposal with a closely related affiliate: VF Marketing Corp. also located in Williams. This is Vann Bros second ETP Project and second in the last 5 years.

Veterans Program

Although there is no Veterans component to this project, Vann Bros will always consider Veterans who are interested in employment and values the Veteran Workforce.

PROJECT DETAILS

In Vann Bros's prior contract training was focused on implementing an advanced irrigation system, new water tanks, and inventory controls. In this project, the Company will focus on increasing production efficiency, implementing a new software system, and delivering an extensive training plan for newly hired employees. There will be no duplication of training for trainees who participated in the prior contract.

Vann Bros has a goal of increasing production from 40 million pounds of product to 65 million pounds of product per year. To achieve this, the Company has identified a training plan for its current staff to help increase production and efficiency. Trainees will train on processing techniques to increase production and decrease waste to help meet the Company's goals. In addition, the Company has acquired a new software program called PET-Tiger which is a comprehensive solution for Agricultural Industries that collects labor and harvest data. Vann Bros will train all staff on this software system to ensure implementation is successful. The Company has an aggressive recruiting and training program to meet the demand for production. 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 the skills needed to succeed in their positions and beyond.

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.

Vann Bros has increased the number of production lines at their facility, in order to fill these new lines the Company will hire 20 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: Training will be offered to all occupations. Training will increase proficiency and improve productivity. Training topics include Project Management, Product Knowledge, and Problem Solving & Decision Making.

Computer Skills: Training will be offered to all occupations. Training will focus on implementing new software systems. Training topics include PET-Tiger, Almond Logic, and KRONOS.

Literacy Skills: Training will be offered to all occupations except Administration. Training will improve written and verbal communication. Training topics include Basic Math, Vocational English, and English as a Second Language.

Manufacturing Skills: Training will be offered to all occupations except Administration. Training will focus on equipment processes aimed to produce higher yields of quality product. Training topics include Equipment Operations, Processing Techniques, and Harvesters.

Commitment to Training

Vann Bros has an annual training budget of approximately \$300,000 for its location. Training includes new hire orientation, staff development, job specific training 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

The Office Manager will be responsible for program oversight and communication with ETP. The Office Manager, along with two HR Staff Members 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. The Company has hired an experienced administrative subcontractor who will assist with the implementation, compliance, reporting and reimbursements for the contract. The Company has identified subject matter experts to conduct training and will hire training vendors if needed.

High Unemployment Area

Trainees (Job Numbers 1 & 2) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Colusa County is in a HUA.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. Vann Bros is requesting a modification for the trainees in Job Number 1 (HUA) from \$22.66 per hour to \$17.00 per hour and Job Number 2 (HUA) from \$18.54 per hour to \$17.00 per hour.

Approximately 250 trainees in all occupations will need the wage modification.

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 \$ %
ET20-0161	Williams	11/4/2019- 5/2/2022	\$196,742	\$173,075 (88%)

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted with development for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

Business Skills

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

Computer Skills

- AgWorld
- Almond Logic
- Ceres
- DocuWare
- FAMOUS
- High Resolution Inkjet Printer (Barcode)
- Hortau
- KRONOS
- Microsoft Office (Advanced/Intermediate)
- PET-Tiger
- PowWow
- Smart Phone/Tablets

Literacy Skills

- Basic Math
- Vocational English
- English as a Second Language

Manufacturing Skills

- Chemical & Fertilizer Application
- Chemical Identification & Handling
- COVID
- Drip Tape Management
- Equipment Operations
- Equipment Repair
- Fertilizer Injection
- Food Safety
- Forklift
- Frost Protection

- Harvesters
- Hullers
- Irrigation Management
- Nitrogen Management
- Processing Techniques
- Pollination/Bee Counts
- Sanitation
- Shaker Operations
- Tool Operations
- Weather Stations



Training Proposal for:
City and County of San Francisco

Contract Number: ET23-0282

Panel Meeting of: February 24, 2023

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Multiple Barriers New Hire SET Priority Rate	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco	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)	NA		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$478,400		\$45,920 12%		\$524,320

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	New Hire Multiple Barriers SET Priority Rate	Commercial Skills	80	8-260	0	\$6,554	\$20.60
				Weighted Avg: 260			

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

Minimum Wage by County: \$20.60 per hour for San Francisco County.

Health Benefits: ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision. Although the Company does provide Health Benefits, they are not being used to meet post retention wage.

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Construction Worker		20
		60

INTRODUCTION

Founded in 2006 and headquartered in San Francisco, City and County of San Francisco (City of SF) is a joint powers entity governed by the City Mayor and County Board of Supervisors. The City of SF's Office of Economic and Workforce Development (OEWD) operates Workforce Innovation and Opportunity Act (WIOA) programs in San Francisco. OEWD also supports Workforce Investment San Francisco. This will be City of SF's seventh ETP Contract, and the fourth in the last five years.

This proposal will fund classroom/laboratory training at CityBuild Academy (<http://oewd.org/city-build>), a program created by OEWD in partnership with construction trade unions, the City College of San Francisco, the San Francisco Construction Trades Council, and community based organizations. This program is a pipeline for trainees to get into a registered apprenticeship program designed to assist unions and private construction contractors (participating employers) in meeting their workforce needs. The program also assists private sector employers to meet city-mandated hiring requirements for large public and private construction projects. It is anticipated that trainees will complete retention after they have been accepted into an apprenticeship program for construction work in or near in San Francisco. Training is conducted at the Evans Campus of the City College of San Francisco.

Veterans Program

Although this proposal does not have a Veterans Job Number, City of SF works closely with and provides funding for Swords to Plowshares, a community-based veteran service agency that

provides wraparound services to more than 3,000 veterans in the San Francisco Bay Area each year. In the last five years, City of SF has enrolled 11 Veterans.

Employer Demand

The City of SF “First Source” ordinance (Chapter 83, City Administrative Code, eff. 1998) establishes that entities that contract with public projects valued at more than \$350,000 or require large-scale residential permits must make a good faith effort to hire from SF’s Workforce Development System. CityBuild Academy has been designated as the First Source referral entity that will assist employers in meeting this obligation.

According to City of SF, new construction is booming and the demand for construction workers is increasing. Large high-rise projects in San Francisco include the following:

- 5M Project, a four-acre development between 5th, Mission and Howard Street in downtown San Francisco
- Pier 70
- Power Station
- Central Subway
- Mission Rock
- San Francisco International Airport Harvey Milk Terminal 1

PROJECT DETAILS

As the number of major construction projects increases, the demand for local hires grows. Construction contractors (participating employers) need entry-level construction-trade workers who are ready to work safely and productively, so the employers can compete for and carry out construction projects. Program graduates will be entry-level construction workers. Classes for the 14-week construction program will begin the first quarter of 2023 with new classes starting approximately every six months.

Training Plan

While the courses appear similar in title to the last ETP program the contractor represents it is serving an entirely new cohort of trainees. Training will be delivered to all occupations via Class/Lab and E-Learning in the following:

Commercial Skills: Some course topics includes Ceiling Joists, Communications, Concrete, Construction Math, Drywall and Electrical.

Curriculum Development

The CityBuild Academy’s curriculum was developed to provide participants with a broad education in the construction trades. Training content is based on skills to ensure success as entry-level construction-trade workers. Skills include use of hand tools, power tools, job site safety, concrete, rebar, metal studs, layout, drywall, electrical systems, and interior finishes. Training includes classroom instruction and hands-on experience.

Electronic Recordkeeping

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

Special Employment Training

Under Special Employment Training (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

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

Incidental placement with public and non-profit entities is permissible, not to exceed 25% of the total number of trainees retained in employment.

The Panel may also modify the retention period for these trainees, making it 90 consecutive days with 1 or more employers as it is customary for construction workers have multiple employers. Along with this request, City of SF is also requesting for the alternative retention of 500 hours within 272 days with one or more employer (Title 22, CCR 4400 (H)).

New Hire Recruitment Plan

Trainees will be recruited through the following community agencies:

- A. Philip Randolph Institute
- Anders and Anders Foundation
- Asian Neighborhood Design
- Charity Cultural Services Center
- Mission Hiring Hall
- Young Community Developers

Marketing and Support Costs

The City of SF requests 12% in support costs to assist its staff in recruiting eligible trainees and qualifying participating employers for this program. Participating employers will be recruited from among companies that have been awarded construction contracts in San Francisco. While many participating employers have already been recruited, additional assessment activities with employers must occur to meet the specific job requests from employers sufficient to employ all successful trainees. Employers are contacted by CityBuild Academy staff with the cooperation of City departments and building trade unions participating in this project. Employer needs for specific trainees are determined by individual job orders they place with CityBuild Academy. Staff recommends 12% support costs.

Commitment to Training

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

➤ Training Infrastructure

The CityBuild Academy Director (dedicated administrator) will oversee the ETP project. Along with the dedicated administrator, there will also be four part-time Project Staff and Community

Based Organizers who will schedule training, track hours and placement, conduct recruitment, and other internal administrative duties. Training is conducted at the Evans Campus of the City College of San Francisco utilizing instructors who are journey-level trade workers. The City of SF will provide up to 260 hours of Commercial Skills training in class/lab instruction per trainee. In addition, City of SF has retained Steve Duscha Advisories to assist with administrative duties.

Impact/Outcome

A portion of graduates of CityBuild Academy become registered apprentices. Trainees also can earn construction-related certifications, Forklift Safety, Skid Steer, CPR, First Aid, Scissor lift, Confined Space, Excavation Shoring Safety, Flagging/Traffic Control, and Scaffold Safety.

Funding from Other Sources

CityBuild Academy receives funds from the WIOA program and funds from the City and County of San Francisco. These funds may be used to pay for training costs that exceed the ETP reimbursement.

Tuition Reimbursement

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

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET21-0262	San Francisco	03/01/21 – 02/28/23	\$419,892	**\$419,892 (100%)
*ET19-0112	San Francisco	7/1/18 – 6/30/20	\$592,640	\$422,806 (71%)
ET17-0923	San Francisco	1/27/17 – 1/26/19	\$514,476	\$409,777 (80%)

*ET19-0112: Poor performance was due to the difficulty in tracing trainees after the completion of training. A city system for reporting employment for large public projects where trainees work was changed, so post-training employment information was no longer posted. Since then, City of SF has strengthened its follow-up procedures for trainees.

**ET21-0262: Project has been finalized and closed out.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

City College of San Francisco of San Francisco has been retained to provide Commercial Skills Training \$400,000. Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

Trainees may receive any of the following:

Commercial Skills

- Ceiling joists
- Communications
- Concrete
- Construction Math
- Doors
- Drywall
- Electrical
- Energy Efficiency
- Excavation Shoring
- Finish Work: Tile, Paint, Finish Carpentry
- Flagging/Traffic Control
- Forklift Safety
- Formwork
- Framing
- Green Building Processes and Systems
- Hand Tools
- Hazardous Materials (non-certified)
- Interior Finishes
- Job Site Navigation
- Layout
- Metal Studs
- Photovoltaic
- Power Tools
- Promoting Teamwork
- Rafters
- Rebar
- Rigging
- Roofing Materials
- Safety on a Job Site
- Scaffold Safety
- Scaffolding
- Scissor Lift
- Skid Steer
- Windows
- Working in a Confined Space



Training Proposal for:
Opportunity Junction, Inc.

Contract Number: ET23-0281

Panel Meeting of: February 24, 2023

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	SET Multiple Barriers New Hire Priority Rate Medical Skills Training Ex Offender/ At Risk Youth	Industry Sector(s):	MEC (H) Services (61,71,72,81,92) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Contra Costa	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$496,800		\$47,664 12%		\$544,464

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	New Hire SET Multiple Barriers Medical Skills Training ExOffender/At-Risk Youth	Business Skills, Computer Skills, Job Readiness Skills, Medical Skills (Didactic)	144	8-260	0	\$3,781	\$19.66
				Weighted Avg: 150			

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

Minimum Wage by County: \$19.66 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

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
Administrative Worker		20
		52
Nursing Assistant		10
		62

INTRODUCTION

Founded in 1999 and headquartered in Antioch, Opportunity Junction, Inc. (Opportunity Junction) (www.opportunityjunction.org) is a private training agency that empowers low-income and at-risk individuals to gain the job skills to obtain sustainable employment in high-demand growth industries. ETP-funded training will be delivered out of its Antioch facility.

Opportunity Junction provides services to over 250 people each year who benefit from intensive career training, which include skills upgrades, through its Healthcare Career Pathways and Administrative Careers programs. Its trainee placement success rate is 78 percent, with trainees successfully placed reportedly still employed 18 months later. This training agency maintains support in the local business community that actively hire its graduates.

This is Opportunity Junction's fourth ETP Contract and the fourth in the last five years. In this proposal, it is requesting ETP funds to train 144 trainees (New Hires including Ex-Offenders/At-Risk Youth or individuals with Multiple Barriers) to become entry-level Administrative Support professionals, Certified Nursing Assistants (CNA) and/or allied healthcare workers.

Veterans Program

Although a Veterans component is not included in this project, Opportunity Junction partners with the Employment Development Department (EDD) to serve clients including veterans. EDD operates its main office in close proximity to Opportunity Junction's Antioch headquarters, and

EDD has a veterans program via its Workforce Services Branch (WSB) that refers eligible trainees to Opportunity Junction's programs.

PROJECT DETAILS

Administrative (Office) Support Demand

Based on Opportunity Junction's review, the California Labor Market Information provided by EDD's Labor Market Information Division (LMID) projects 12,000 new openings for Administrative Staff each year in Contra Costa County and its neighboring Alameda County. Opportunity Junction reports there is a high demand for (and low supply of) qualified workers competing for these administrative positions. This scarcity (local-candidate gap) factor was considered when designing the proposed ETP-training plan.

Certified Nursing Demand

Based on Opportunity Junction's review of the California Labor Market Information provided by EDD's LMID, California's population is aging and the demand for CNAs is high. Jobs for Nursing Assistants (NA) are expected to increase by 13.1% or 12,700 new jobs according to 2020-2030 projections.

The reflected employment demand and shortages of available workers to meet that demand, as represented by the applicant, meets the requirements for funding proposals as listed in Title 22, California Code of Regulations, Section 4406, New Hire.

Training Plan

While the topics appear similar in titles to the prior proposals, the applicant represents the trainees consist of an entirely new cohort. ETP-funded training will be delivered via Class/Lab and E-Learning in the following:

Business Skills: Training will be offered to Administrative Workers on courses like Business Math, Financial Systems, Customer Service Skills, Office Management Tools, Meeting Quality Standards for Service, and Data Management.

Computer Skills: Training will be offered to Administrative Workers on System Administration, Operating Systems, Computer and Data Security, and Application Software.

Job Readiness Skills: Training will be offered to Administrative Workers on topics such as Interview Skills, Resume Development, and Business Etiquette.

Medical Skills: Training will be offered to CNAs using the standardized CNA curriculum including topics such as Terminology, Patient Safety, Infection Control, and Measuring Vital Signs.

Special Employment Training (SET) / Multiple Barriers (New Hire)

Under SET, the participating employer is not required to demonstrate out-of-state competition. Trainees may also receive a higher portion of Literacy or Other Skills; however, up to 50% of training hours per trainee must be vocational.

Note: Contractor must pre-screen trainees to determine their eligibility prior to enrolling trainees. Barriers must be identified and kept on file with the Contractor. Contractor must demonstrate training will help trainees address the identified barriers.

Ex-Offender / At-Risk Youth (New Hire)

Training will be funded as SET/Multiple Barriers under the Ex-Offender/At-Risk Youth Guidelines. Opportunity Junction will be responsible for documenting the eligibility criteria for this program.

- For Ex-Offenders, this must include: case number from the conviction proceeding; parole or probation officer's name and phone number; and records from the institution where incarcerated.
- For At-Risk Youth, the documentation must show that the trainee is between 18 and 23 years of age. They will be deemed at-risk if they are not in school or employed full-time, and meet other criteria specified in the pilot program guidelines.

➤ **Retention Modification**

Retention may be satisfied by full-time employment for a minimum of 30 hours per week during the consecutive 90-day employment retention period. Opportunity Junction requests the following retention modifications:

Retention may also be satisfied by employment of at least 500 hours within 180 days with one or more participating employers.

➤ **Incidental Placement**

Incidental placement with public and nonprofit entities is permissible for the trainees in Job Number 1, not to exceed 25%.

Impact/Outcome

ETP funds will assist trainees to successfully complete training and gain employment, while meeting a locally established demand for skilled workers. The following industry-driven certifications will be earned as a result of ETP-funded training:

- Microsoft Office Specialist in Word
- Microsoft Office Specialist in Excel
- Microsoft Office Specialist in PowerPoint
- Microsoft Office Specialist in Access
- Microsoft Office Specialist in Outlook
- CNA Certifications

It is estimated that in total at least 144 certifications will be earned. In some cases a trainee may earn multiple certifications. These certifications and overall topics offered are held to be upward bound vocational training and soft skills topics designed to help trainees enter into secure/ stable careers with progressive wage ranges. Opportunity Junction correlates such training to improving outcomes for graduates in terms of overall quality of life, saved costs for lowering recidivism rates in California, and an overall observed return on investment for state funds in transitioning populations formerly considered at-risk to becoming successful independent contributors.

Curriculum Development

The curriculum is driven by the Bureau of Private Postsecondary Education (BPPE), industry-driven certification requirements, employer feedback regarding its specific skills and needs, and Opportunity Junction's experience of preparing candidates for career pathways. Training for

CNAs will be delivered by Opportunity Junction staff but overseen and in compliance with the California Department of Public Health.

Opportunity Junction solicits regular feedback from its graduates and employer partners to assess the quality of the curriculum. This feedback is collected through surveys, focus groups, and advisory tables. This proposal's weighted average training hours is deemed realistic based on the programs' curriculum / certification requirements for graduation.

Additionally, Opportunity Junction has two full-time (industry-expert) trainers. Where licensure is required to train, it will ensure the licensure or certifications are obtained or brought current.

Marketing and Support Costs

Opportunity Junction advertises its programs through direct mail, publishes marketing materials, and launches social media campaigns to recruit trainees. In addition, Opportunity Junction program staff conducts marketing of its programs by engaging with businesses and students throughout Contra Costa County.

Opportunity Junction markets its programs through outreach to nonprofit and community partners, including CalWorks, Los Medanos College, Loaves and Fishes, Food Bank of Contra Costa and Solano, Wardrobe for Opportunity, SparkPoint Contra Costa, and other non-profits.

Opportunity Junction request and ETP staff recommends 12% support costs.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Government funds, foundation funding, and/or private funding will be used to cover costs that exceed funding by ETP. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Opportunity Junction's Executive Director (dedicated administrator) will provide oversight. Its Career Counselors and Program Coordinator will also assist in administering the project. Two full-time (subject-matter) experts will coordinate training delivery. Opportunity Junction has also retained a third-party administrator to assist with ETP administration.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Most schools must also be licensed by the BPPE.

Opportunity Junction is eligible as a training agency based on the following:

- BPPE licensure (pending renewal.) Opportunity Junction represents that BPPE states they may operate during renewal processing. ETP staff was able to verify recent correspondence and is familiar with BPPE encountering delays at no fault of applicants.

Tuition Reimbursement

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

Electronic Recordkeeping

Opportunity Junction will use a Learning Management System (Salesforce) to document all ETP training. The system has been reviewed and approved by ETP staff.

Prior COVID Performance

Performance on ET21-0161 with a term of 10/05/2020 to 10/04/2022 was \$75,250 or 38% of potential maximum \$198,000. The CNA classes that were delayed by COVID-19 challenges and staffing turnover at Mt. Diablo Adult Education. COVID lockdowns impacted required clinical training hours which prevented certificates being earned inside the timelines needed although training was delivered in part.

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) (\$ %)
ET21-0307	\$189,050	06/28/21 – 06/27/23	50	TBD	TBD	\$189,050 (100%)

Contractor represents it has ample hours of training and anticipates earning 100% of the contract. At present Opportunity Junction has 206% in total hours (15,470) nearly double the number of hours needed to earn the full contracts amount.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET20-0265	Antioch	03/01/20 – 02/28/22	\$189,050	\$131,439 (70%)

***Performance on this contract was impacted by COVID-19 which impacted enrollments.** To help meet the needs of occupation demands, Opportunity Junction reportedly has increased the cohorts and initiated classroom protocols for safety, continuing training onsite during the pandemic. Opportunity Junction has also increased the number of Skilled Nursing Facility partners so that they have many options for the clinical training hours. This new strategy to improve performance is reflected in training hours delivered on the current contract ET21-0307 (exceeding 200%) and the adaptations should help Opportunity Junction with expanding job placements in any subsequent contracts.

DEVELOPMENT SERVICES

Hernandez Consulting in Sacramento assisted with development at no cost.

ADMINISTRATIVE SERVICES

Hernandez Consulting will also perform administrative services for a fee not to exceed 11.8% of payment earned.

TRAINING VENDORS

N/A

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

Trainees may receive any of the following:

Business Skills

- Meeting Quality Standards for Service
 - Working as a Team
 - Business Communications
 - Custom Needs Assessment
 - Customer Service Skills
 - Evaluating Customer Satisfaction
- Business Math
- Business Process Management
- Data Management
 - Data Reporting
 - Retrieving Information from Databases
 - Managing Files
- Financial Systems
 - Financial Terms
- Office Management Tools
 - Office Equipment
 - Office Management Systems

Computer Skills

- System Administration
- Operating Systems
- Application Software
 - Google Docs
 - Microsoft Office
 - Salesforce
 - Bookkeeping Software
 - Presentation Software
 - Using Database Software
- Basic Computer Literacy
 - Computer and Data Security
 - Creating Reports
 - Entering Data
 - Keyboarding
 - Retrieving Data

Job Readiness Skills

- Communication Skills & Public Speaking
- Conflict Resolution
- Critical Thinking
- Financial Literacy

- Goal Setting
- Interpersonal Skills
- Interview Skills
- Resume Development
- Time Management
- Workplace Behaviors
- Workplace Success
- Overcoming Obstacles
- Managing Change
- Business Etiquette
- Using E-mail

Medical Skills (Didactic)

- Nurse Assistant Roles and Responsibilities
- Terminology
- Patient Rights
- Reporting Suspected Abuse
- Understanding Patient Needs
- Methods for Handling Conflict
- Prevention and Management of Unusual Occurrences
- Using Restraints
- Patient Safety
- Facility Safety
- Body Mechanics
- Moving Patients
- Transporting Patients
- Assisted Transfers
- Assisted Ambulation of Patients
- Medical and Surgical Asepsis
- Infection Control
- COVID Prevention and Monitoring
- Donning and Removing Person Protective Equipment
- Weights and Measures
- Bathing
- Patient Hygiene
- Resident Care Procedures
- Reporting
- Measuring Vital Signs
- Nutrition
- Emergency Procedures
- Needs of the Long Term Care Resident
- Needs of the Rehabilitation/Restorative Care Patient
- Observation and Charting
- Death and Dying



Training Proposal for:
California Workforce Association

Contract Number: ET23-0276

Panel Meeting of: February 24, 2023

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA Medical Skills Training	Industry Sector(s):	MEC Construction (23) Healthcare (62) Manufacturing (33) 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

Program Costs	+	Support Costs	=	Total ETP Funding
\$540,400		\$37,580 8%		\$577,980

In-Kind Contribution:	50% of Total ETP Funding Required	\$390,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imprpr, Manufacturing Skills	20	8-200	0	\$984	\$22.66
				Weighted Avg: 40			
2	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Imprpr, Manufacturing Skills	270	8-200	0	\$984	\$17.00
				Weighted Avg: 40			
3	Retrainee Priority Rate SET	Business Skills, Commercial Skills, Computer Skills, Continuous Imprpr	85	8-200	0	\$984	\$30.90
				Weighted Avg: 40			
4	Retrainee Priority Rate SET HUA Medical Skills Training	Business Skills, Commercial Skills, Computer Skills, Continuous Imprpr, Medical Skills (Didactic), Medical Skills (Preceptor)	70	8-200	0	\$984	\$17.00
				Weighted Avg: 40			
5	Retrainee Priority Rate SET Medical Skills Training	Business Skills, Commercial Skills, Computer Skills, Continuous Imprpr, Medical Skills (Didactic), Medical Skills (Preceptor)	125	8-200	0	\$984	\$30.90
				Weighted Avg: 40			
6	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Imprpr	20	8-200	0	\$855	\$22.66
				Weighted Avg: 40			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: Job Numbers 1 & 6: \$24.72 for Alameda, Marin, San Francisco, San Mateo and Santa Clara Counties; \$23.59 for Contra Costa County; \$22.66 for Los Angeles, Orange, San Diego, and all other Counties.

Job Numbers 2 and 4: \$18.54 for Alameda, Marin, San Francisco, San Mateo and Santa Clara Counties; \$17.69 for Contra Costa County; \$17.00 per hour for Los Angeles, Orange, San Diego, and all other Counties.

Job Numbers 3 & 5: \$30.90 per hour Statewide.

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

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

Participating employers may use health benefits of up to \$2.50 per hour to meet the Post-Retention Wage for Job Numbers 1, 2, 4, and 6 and up to \$1.40 for Job Numbers 3 and 5.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1:		
Administrative Workers		2
		2
Managers		1
Production Workers		6
		3
Professional Support Staff		2
		2
Supervisors		2
Job Number 2:		
Administrative Workers		10
		15
Managers		15
Production Workers		100
		50
		50
Professional Support Staff		10
		10
Supervisors		10
Job Number 3:		
Administrative Workers		50
Professional Support Staff		30
Frontline Supervisors		5
Job Number 4:		
Allied Healthcare Workers		10
		25
		35
Job Number 5:		
Allied Healthcare Workers		125
Job Number 6:		
Administrative Workers		10
Professional Support Staff		10

INTRODUCTION

Founded in 1979, California Workforce Association (CWA), is a non-profit member association representing all 45 Workforce Development Boards in the State of California. It also represents over 70 other members from labor, education, industry, chambers of commerce, government, and

community-based organizations. The affiliate membership includes local non-profits, government, educational institutions, and community-based organizations involved in training, education, economic development, welfare and employment, and other workforce development partners.

CWA provides training and technical assistance crucial to the success of California's efforts in meeting the challenges of preparing the workforce for the future. Annually, CWA sponsors workshops and conferences on workforce policy, One-Stop partnerships and service delivery, and youth employment and training. This will be CWA's eighth ETP-funded project and the fifth in the last five years.

Veterans Program

This project does not contain a Veteran's component. However, participating employers do hire Veterans.

PROJECT DETAILS

In this proposal, CWA will continue collaborating with local Workforce Development Boards (WDB). Employers in the core group are primarily manufacturing companies that seek retraining to enhance skills of employees to improve productivity, eliminate waste from work processes and provide better service to their customers. Both team leaders and team members will be trained. In addition, CWA will also provide medical skills training to help medical professionals keep up with ongoing changes (such as the Affordable Care Act, improving patient care, and increasing nurses' skillset) and use of software such as the Electronic Medical Record. Training will ensure all regulatory changes are met while improving quality processes, outcomes and measures. Training will help employers meet a number of competitive challenges.

Multiple industries are experiencing significant growth and seek retraining to enhance employee skills. CWA's training plan ensures businesses have the skilled workforce required to meet the needs of their clients and compete with foreign and domestic competitors. ETP funded training will allow employers to bridge the skill gap of incumbent staff and respond to unique employer challenges and growth opportunities.

Employer demand is determined by input from training vendors and local WDBs that have employer relationships through their board members and business services outreach to employers in their local communities. Each employer will be individually assessed to determine specific needs. CWA anticipates completing enrollments of trainees after 15 months.

Training Plan

Customized training for individual employers will be provided at the employers' facilities. CWA serves companies statewide. Trainings will be provided to trainees via Class/Lab and E-Learning.

Business Skills: Training will be provided to all occupations and include Business Analysis and Goal Setting, Facilitation Skills, Financial Strategies, and Product Design. Training will provide the skills to effectively and efficiently maintain business operations.

Commercial Skills: Training will be provided to all occupations in Job Numbers 3 - 6 and include HVAC Systems and Controls, and Asbestos Operations and Maintenance.

Computer Skills: Training will be provided to all occupations and include Computer Application Software, Shop Floor Computer Basics, and Enterprise Management Systems. Training will improve software skills.

Continuous Improvement: Training will be provided to all occupations. Topics include Communication Skills/Communicating Effectively, Lean Manufacturing/Thinking, Process Improvement Methodologies, and Team Problem Solving. These courses will eliminate waste and improve processes.

Manufacturing Skills: Training will be provided to all occupations in Job Numbers 1 and 2. Topics include Equipment Operations, Manufacturing Practices, Operation & Processes, and Warehousing Operations & Distribution. Training will increase production.

Medical Skills: Training will be provided to Allied Health Workers. Didactic topics include Body Mechanics, Infection Control and Telemedicine. Preceptor topics include Patient Assessment & Care, Oncology Nursing Skills and Acute Psychiatric Care.

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 Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage from \$41.20 to \$30.90 per hour for Job Numbers 3-4. The Company requests this modification.

High Unemployment Area

Trainees in Job Numbers 2 and 4 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 pre-retention wages. CWA is requesting a wage modification from \$22.66 per hour to \$17.00 per hour for approximately 126 trainees in Job Number 2 and from \$30.90 per hour to \$17.00 per hour for approximately 22 trainees in Job Number 4.

Retention Modifications

CWA is requesting an alternate retention of 500 hours within 272 days for Allied Health Care Workers. Healthcare workers are considered to have non-customary work hours in Job Numbers 4 and 5.

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 that workweek is customary for the industry or occupation.

CWA is requesting to decrease the full-time employment hours from 35 hours per week to 30 hours per week, for Allied Health Care Workers. Employees in these occupations are considered full-time at 30 hours per week and eligible for full-time benefits in Job Numbers 4 and 5.

Alternate Recordkeeping

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

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. Training, although varies by participating employers, is job specific and companywide and includes sexual harassment prevention, safety, legal compliance, product knowledge and on-the-job training.

➤ **Training Infrastructure**

Training will be delivered primarily at participating employers' worksites, with occasional center-based classes for employers with similar training needs. Participating employers will also provide qualified trainers who will train their own employees.

CWA has three staff members, a project manager and two additional staff members, who will oversee the administration of the ETP Contract. In addition to the assigned staff members, CWA has also retained the services of a third-party administrator who has extensive ETP experience to assist with administration.

Impact/Outcome

Training is expected to develop skilled workers to produce more with less waste and aid California manufacturers and small businesses in gaining more business, which may leads to more jobs.

Marketing and Support Costs

Marketing activities include mail, email, and website marketing. Members of the WDBs will also market directly to their associates, and training vendors will conduct direct marketing. Support costs of 8% will be used to recruit additional participating employers and assess employer specific job training requirements throughout the term of the project. Staff recommends the 8% support costs.

Tuition Reimbursement

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

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 \$ %
ET21-0236	Statewide	12/21/2020– 12/20/2022	\$449,647	401,571 (90%)*
ET20-0147	Statewide	11/1/2019– 10/31/2021	\$749,884	\$749,884 (100%)
ET19-0110	Statewide	7/1/2018– 6/30/2020	\$949,894	\$947,417 (99%)
ET17-0136	Statewide	7/1/2016– 6/30/2018	\$941,298	\$930,236 (99%)

* CWA is in the process of finalizing the closeout for ET21-0236 and projects to have 100 percent of funds earned.

DEVELOPMENT SERVICES

Hernandez Consulting in Sacramento assisted with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Hernandez Consulting will also perform administrative services 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

- Accounting and Finance
- Accounting Process Improvement
- Behavior Strategies/Styles To Improve Teamwork
- Budgets
- Business Administration
- Business Analysis And Goal Setting
- Business Performance
- Business Plans
- Business Process Re-Engineering
- Business Writing And Grammar
- Billing Codes (CD-10, CD-13)
- Communication Skills
- Contract Management
- Cost Control
- Creative Problem Solving & Innovative Solutions
- Customer Service
- Effective Meeting Skills
- Facilitation Skills
- Financial Analysis And Management
- Financial Strategies
- Hazard Analysis & Critical Control Point (HACCP)
- Health Insurance Portability and Accountability Act (HIPAA) Compliance
- How to Make Medical Status Calls and Issue Bill Payments
- Implementing A Plan
- Industry Advancement Program (Claims Management)
- Internet Marketing
- Interpersonal Skills
- Inventory Control
- Marketing
- Marketing & Product Knowledge
- Negotiating
- Order Entry and Processing
- Organization and Time Management Skills
- Outsourcing Management
- Payroll Systems
- Payroll Systems, Accounting
- Presentation Skills
- Product Design
- Product Engineering

- Project Management
- Purchasing
- Relationship Building Through Sales & Service
- Sales Strategies & Skills
- Supervisor Training

Commercial Skills

- Asbestos Operations and Maintenance
- Auto Repair: Engine Repair; Body Work
- Building Image Modeling and Computer Design Platforms
- Digital Lighting Management Systems
- Electrical System Design Fundamentals
- Electrical Systems – Installation Best Practices
- Electrical Project Supervision
- Energized Electrical Work Protocol – NFPA 70E
- Environmental Engineering
- Forklift Training
- Heating, Ventilation, and Air Conditioning (HVAC) Respirators
- HVAC Safe / Good Work Practices
- HVAC Switches and Electrical Components
- HVAC Systems and Controls
- HVAC Tools
- NEXT UP – Foreman Academy – Electrical/Data
- Project Management Academy
- Technology, Innovation and Invention: Advancement in the Electrical Industry
- The Economics of Electrical Construction
- Title 24 Standards

Computer Skills

- Computer Application Software
- Electronic Medical Records Application Skills
- Enterprise Management Systems
- Enterprise Resource Planning
- Google Classroom Training
- Google G Suite
- Intermediate/Advanced MS Office (Word, Excel, PowerPoint)
- Nordin Medicare Endeavor
- Patient Billing & Accounts Receivable (PBAR)
- Quickbooks Advance
- Shop Floor Computer Basics
- Website Development
- AutoCad
- Inventory/Purchasing Software System
- JobBoss Software
- Payroll Software Systems

Continuous Improvement Skills

- Adapting to Change
- Benchmarking
- Case Management
- Coaching & Giving/Receiving Feedback
- Communication Skills/Communicating Effectively
- Conflict Resolution
- Continuous Improvement Techniques (Root Cause Analysis, Pareto Charts, Fishbone)
- Coordination of Care
- CORE Measures
- COVID 19 Return to Work Protocols
- Creating & Building Teamwork
- Crisis Prevention Intervention
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Relations / Identifying Customer Needs
- Dealing with Conflict/Difficult Attitudes
- Decision Making
- Discharge Planning
- Documentation Skills
- Implementing Solutions
- Interpreting and Analyzing Data
- ISO 9000 Overview (4-8 hours)
- Kaizen Methodology
- Kanban Principles
- Leading Others / Role of the Lead
- Leadership Skills
- Lean Manufacturing/Thinking
- Meeting for Results
- Motivating Others
- Optimal Operating Methods
- Organizing for Total Quality Management
- Organizational Roles & Personality Styles
- Organizing and Setting Goals for Workflow
- Patient and Family Centered Care Skills
- Performance and Quality Improvement
- Personal Protective Equipment (PPE)
- Planning
- Preceptor Skills
- Private Label Communication
- Problem Solving
- Procedure Skills
- Process Improvement Methodologies
- Process Mapping
- Production Workflow Improvement
- Pull System
- Quality Management Systems

- Reporting
- Setting Standards
- Six Sigma
- Social Media and the Specialty Retailer
- Statistical Process Control Concepts, Theory, Application
- Supply Chain Management
- Taking Ownership
- Team Problem Solving
- Time Management & Delegation
- Total Quality Management Principles
- Train-the-Trainer
- Using Behavior Styles
- Visual Factory
- Work Flow/Measurement

Manufacturing Skills

- Assembly Procedures
- Blueprint Reading
- Equipment Operations
- Equipment Repair and Maintenance
- Forklift Training
- Fundamentals of Lean Manufacturing
- Good Manufacturing Practices
- Hazardous Material Communication
- Hazard Analysis and Critical Control Point (HACCP) Training
- Job Instruction/Analyzing Jobs For Efficiency
- Lock Out, Tag Out
- Machine Safety/Workplace Safety
- Maintenance Procedures
- Manufacturing Practices
- Operations & Processes
- Production Operations
- Pesticides / Cross Contamination
- Shop Math
- Standard Operating Procedures
- Toyota Sewing System (TSS)
- Warehousing Operations & Distribution

Medical Skills (Didactic)

- Acute Psychiatric Care
- Acute Myocardial Infarction
- Advanced Cardiac Life Support
- Arterial Blood Gas Interpretation (ABG)
- Annual Skills Updates
- Behavioral Health Nursing Skills
- Basic Life Support (BLS)
- Biofeedback
- Body Mechanics

- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Burn Patient
- Care of the Neurosurgical Patient
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of the Stroke Patient
- Central Lines Management
- Child Development Skills
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Dementia/Alzheimer's Care
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Electronic Fetal Monitoring
- Emergency Care of the Burn Patient
- Emergency Room Nursing Skills
- Equipment Skills
- Evidence Based Practices
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Home Healthcare Skills
- Infection Control
- Intra-Aortic Balloon Pump Therapy
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous Insertion & Therapy
- Kinetic Therapy
- Labor, Delivery and Postpartum
- Nursing Skills
- Management of the Renal
- Transplant Surgical Patient
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Mobility Awareness
- Moderate Sedation
- Neonatal Advanced Life Support
- Neonatal/Infant Pain Scale
- Neonatal Intensive Care Unit
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider
- New Graduate Nursing Skills
- Nurse Orientation Training (for New Grads only)
- Nursing Diagnosis Skills
- Nursing Process Skills
- OB Trauma
- Oncology Nursing Skills

- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Passy-Muir Valve Placement (PMV)
- Patient Fall Protection and Prevention
- Pediatric Advanced Life Support
- Peri-Operative Nursing Skills
- PICC Line Insertion
- Pre and Post-Operative Care
- Pro-Act Safe Patient Handling
- Psychiatric Nursing Skills
- Psychotropic Medications
- Rapid Response Skills
- Occupational Therapy Skills
- Patient Assessment & Care
- Physical Therapy Skills
- Rehabilitative Nursing Skills
- Respiratory Care Practitioner Skills
- Speech & Language Pathology Skills
- Rehabilitation Services
- Aquatic Therapy
- Automated External Defibrillator (AED)
- Brain Injury Rehabilitation
- Cardiac Rehabilitation
- Cold Laser Therapy
- Conditioning Protocol for Therapy Patients
- Functional Capacity
- Functional Restoration
- Hyperbaric Oxygen
- Stroke Rehabilitation
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Splint Assessments & Measurements
- Surgical Nursing Skills
- Telemetry Nursing Skills
- Telemedicine
- Therapy Skills
- Transfer Techniques
- Trauma Nursing Skills
- Triage Nursing Skills
- Ventilator & Tracheotomy Care
- Wheelchair Assessment
- Wound Care

Medical Skills (Preceptor)

- Acute Psychiatric Care
- Behavioral Health/Psychiatric Acute Care Services Unit
- Behavioral Health Nursing Skills
- Care of Pediatric/Adolescent Psychiatry Patient
- Child Development Skills - (Cognitive/Problem Solving, Language & Communication, Fine Motor Skills, Gross Motor Skills)
- Electroconvulsive Therapy Skills
- General Nursing Training
- Management of the Renal Transplant Surgical Patient
- Medical/Surgical Nursing Skills
- Oncology Nursing Skills
- Orthopedic Nursing Skills
- Patient Assessment & Care
- Pre and Post-Operative Care
- Ventilator & Tracheotomy Care

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Workforce Association

CCG No.: ET23-0276

Reference No: 22-0830

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ALPHABETIZE BY COMPANY NAME

Company: Easter Seals Superior California

Priority Industry? ☒ Yes ☐ No

Address: 9812 Old Winery Place, Suite 21

City, State, Zip: Sacramento, CA 95827

Collective Bargaining Agreement(s): No

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

Small Business? ☐ Yes ☒ No

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

Total # of full-time company employees in California: 116

Company: Kokatat Inc.

Priority Industry? ☒ Yes ☐ No

Address: 5350 Ericson Way

City, State, Zip: Arcata, CA 95521

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 30

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 175

Total # of full-time company employees in California: 172

Company: Nichols Farms

Priority Industry? ☒ Yes ☐ No

Address: 13726 First Ave.

City, State, Zip: Hanford, CA 93230

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 200

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 325

Total # of full-time company employees in California: 325

Company: Sprig Electric Inc

Priority Industry? ☒ Yes ☐ No

Address: 1860 S. 10th Street

City, State, Zip: San Jose, CA 95112

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 200

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 1,120

Total # of full-time company employees in California: 1,120



Panel Amendment #1 Proposal for:
College Hospital, Inc.
Contract Number: ET22-0106

Amendment Effective Date: November 2, 2021

Panel Meeting of: February 24, 2023

ETP Regional Office: North Hollywood

Analyst: D. Tran

CURRENT PROJECT PROFILE

Contract Type:	Job Creation Priority/Retrainee Retrainee	Industry Sector(s):	Services Healthcare
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract Term:	August 23, 2021 to August 22, 2023	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$397,440

AMENDMENT FUNDING

Requested Funding	Total Funding
\$0	\$397,440

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority SET	Continuous Impr; Business Skills; Computer Skills; MS Didactic; MS Clinical W/Preceptor	298	8-200	0	\$920	\$26.08
				Weighted Avg: 40			
2	Job Creation Priority SET	Continuous Impr; Business Skills; Computer Skills; MS Didactic; MS Clinical W/Preceptor	134	8-200	0	\$920	\$15.93
				Weighted Avg: 40			

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

**Wages reflect the ETP minimum wage requirements in effect when the Contract was approved. However, no trainee will be paid less than the State or local minimum wage rate 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(SET) \$26.08/Hr SET Statewide Priority Average.

Job Number 2 (Job Creation): \$15.93/Hour for Orange County, \$16.48/Hr 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

Up to \$2.48 per hour for Job Number 1 and up to \$1.43 per hour for Job Number 2 may be used to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Actual Wage Range
Administrative Staff	
Licensed Vocational Nurse	
Mental Health Worker	
Registered Nurse	
Social Worker	
Technical Staff	
Therapist	
Wage Range by Occupation (Job Number 2)	
Administrative Staff	
Licensed Vocational Nurse	
Mental Health Worker	
Social Worker	
Technical Staff	

INTRODUCTION

Founded in 1973, College Hospital, Inc. (College Hospital) operates as a full-service for-profit, community based acute psychiatric hospital. The hospital is headquartered in Cerritos with five satellite locations in Alhambra, Anaheim, Santa Ana, Signal Hill, and Santa Fe Springs. Four of these are outpatient services, and one provides administrative support. College Hospital is accredited by the joint commissions on Accreditation of Healthcare organizations. The Hospital offers acute psychiatric services in a hospital setting which generally caters to geriatric, adolescent, and pediatric patients. Its patients primarily come from the nearby communities of Cerritos, Alhambra, Anaheim, Santa Ana and Long Beach. These patients typically have a need for psychiatric behavioral attention and behavioral disorders.

This is College Hospital's first ETP funded project. The project Training Plan was approved by the Panel at the August 2021 Panel Meeting.

AMENDMENT DETAILS

College Hospital reports that due to the pandemic, many existing employees / incumbent workers opted not return to work or left the healthcare industry. This is a common trend within health facilities due to burnout (from the height of the pandemic) and individual COVID safety concerns. Additionally, the pandemic has had a direct and lasting impact on mental health. The hospital is responding by increasing its offering for outpatient and outreach programs due to the significant increase in psychological health related issues worldwide.

Hospital representatives also report the hospital has made a substantial effort to bring in new workers and provide them with extensive training to obtain the skills needed in order to operate and expand. Additionally, in December 2021, College Hospital started a Student Nursing Program in order to attract and hire more staff. The program allows students to work and learn within the hospital setting. This program is designed to hire nursing students before they take the State Certification. Once certified these employees are eligible for LVN or RN positions, at significantly higher wages. College Hospital is recruiting new talent and currently has 75 job openings posted, mostly in the mental health category. Additionally, to remain competitive within the industry and better attract job seekers, all Mental Health Workers were recently provided an hourly wage increase of \$1.50.

The aforementioned changes has resulted in a shift between incumbent (Retainee) and newly hired (Job Creation) workforce training needs. Consequently, there is a decrease in the planned number to train in Job 1 (Retrainee), and an increase in Job 2 (Job Creation). College Hospital is requesting to transfer funds from Job Number 1 (Retrainee) to Job Number 2 (Job Creation) as follows:

DETAIL CHANGES BY JOB NUMBER:	FROM:	TO:	DIFFERENCE:
Job 1: Retrainee - Priority			
Estimated Number of Trainees	427	298	-129
Job Amount	\$392,840	\$274,160	- \$118,680
DETAIL CHANGES BY JOB NUMBER:	FROM:	TO:	DIFFERENCE:
Job 2: Job Creation			
Estimated Number of Trainees	5	134	+129
Job Amount	\$4,600	\$123,280	+\$118,680

Although the number of planned incumbent workers has decreased, there is an increased investment of ETP funding on newly hired workers.

In addition, College hospital representatives negotiated with ETP staff to meet their current training needs while maintaining the intent of the project previously approved at the August 2021 Panel meeting; leaving 70% of the overall funding intact. This request moves 30% of the total contract amount between the existing job numbers in order to address current Job Creation hiring needs, resulting in no change to the approved funding amount.

College Hospital is also requesting to shift the term date by 70 days, from August 23, 2021 to August 22, 2023 to November 1, 2021 to October 31, 2023. This is because it took longer than anticipated to get the necessary staff properly trained to follow ETP record keeping requirements.

AMENDMENT:	FROM:	TO:	DIFFERENCE: (+/-)
REVISED TERM START DATE:	08/23/21	11/01/21	+70 Days
REVISED TERM END DATE:	08/22/23	10/31/23	+70 Days

SUMMARY OF PRIOR MODS/AMDS

This contract has not had any prior modifications or amendments.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by College Hospital, Inc. under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET22-0106	\$397,440	08/23/21 – 08/22/23	486	387	0

As of 01/30/23, the contractor has currently tracked 10,328 hours in the CEF system. This represents \$212,011.24 (53%) of the overall funding amount.

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

8-200

Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Quality Control
- Service Excellence
- Standard Operating Procedures
- Team Building

BUSINESS SKILLS

- Accounting Skills
- Budget Analysis
- Strategic Planning

COMPUTER SKILLS

- Computer/Internet Applications
- Computerized Reports
- Cybersecurity Tools
- Database administration
- Electronic medical records
- Electronic prescriptions
- Medical recordkeeping system
- MS Office (intermediate and advanced)
- Order entry
- Patient billing

MEDICAL SKILLS – DIDACTIC

- Assaultive patient care
- Behavioral health treatment
- Disinfecting equipment and supplies
- Educating the patient & family
- HIPPA
- Infection control practices
- Modes of transmission of infection
- Patient assessment & care
- Patient safety
- Precautions and isolation protocols
- Preventing virus spread
- Problem solving
- Protocol and procedure review
- Safety leadership
- Sanitation
- Screening patients
- Sign of coronavirus
- Visitor restrictions

MEDICAL SKILLS – PRECEPTOR

- Addiction treatment
- Anxiety, depression, Bipolar treatment
- Case management
- Communication skills
- Conflict resolution skills
- Covid-19 procedures
- Crisis stabilization
- Culturally appropriate care
- Evidence-based treatment
- Laboratory testing procedures
- Medical documentation
- Medication administration and management
- Mental health assistance
- Patient-centered care
- Standard operating procedures
- Substance abuse treatment

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



CALIFORNIAN COMMUNITY COLLEGE FUNDS
Amendment Proposal #2 for:
Butte-Glenn Community College District
Contract Number: ET22-0199

Amendment Effective Date: December 22, 2021

Panel Meeting of: February 24, 2023

ETP Regional Office: San Diego

Analyst: J. Lima

CURRENT PROJECT PROFILE

Contract Type:	Priority/Retrainee	Industry Sector(s):	Manufacturing
	Priority/SB<100		Construction
	Medical Skills Training		Services
	Job Creation		Healthcare
	HUA - Retrainee		
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	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Current Contract Term: December 20, 2021 to December 19, 2023

Current Funding	In-Kind Contribution
\$1,511,053	\$2,000,000

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
\$19,458	-\$19,512	-\$54	\$0

Total Funding
\$1,510,999

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Medical Skills HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Management Skills, Manufacturing Skills, Medical Skills - Didactic, OSHA 10/30	497	8-200	0	\$344	\$15.50
				Weighted Avg: 14			
2	Retrainee HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Management Skills, Manufacturing Skills, Medical Skills - Didactic, OSHA 10/30	867	8-200	0	\$565	\$15.50
				Weighted Avg: 23			
3	Job Creation Initiative Priority Rate Medical Skills HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Management Skills, Manufacturing Skills, Medical Skills - Didactic, OSHA 10/30	192	8-200	0	\$4,428	\$15.50
				Weighted Avg: 180			
4	New Hire Medical Skills HUA Job Readiness Skills DELETED	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Management Skills, Manufacturing Skills, Medical Skills - Didactic, OSHA 10/30	0	8-260	0	\$0	\$0
				Weighted Avg: 0			

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

**Wages reflect the ETP minimum wage requirements in effect when the Contract was approved. However, no trainee will be paid less than the State or local minimum wage rate in effect at the end of retention, regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Numbers 1 – 2 (Retrainees): \$19.12 for Butte, Sutter, Sacramento, Glenn, Tehama, Shasta, Modoc, and Colusa Counties.
Job Numbers 1 – 2 (HUA Retrainees): \$14.34 for Glenn (partial), Plumas
Job Numbers 3 (Job Creation): \$15.65 for Butte, Sutter, Sacramento, Glen, Tehama, Shasta, Modoc, and Colusa Counties.
Job Number 3 (HUA Job Creation): \$14.00 Glenn (partial) and Plumas 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 1-3.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Accounting Staff		15
		13
		15
Administrative Staff		15
		17
		25
Accounts Payable/Clerical Book-Keeper		13
Assembler		16
		11
		11
Assistant		16
		15
Assistant Vice President		12
Business Developer		14
		12
CEO		11
Certified Nurse Assistant		151
Certified Network Manager		14
Credit Analyst		15
		11
Customer Service		55
		20
		13
Director		23
Engineer		15
Environmental Coordinator		12
		11
Front Line Employee / Production		100
		52
		35
General Foreman		19
General Manager		10
Human Resource Staff		14
		12
		13
Inventory Specialist		20
		14

Manager		56
		104
Marketing Staff		15
		18
Operator		66
		31
Product Designer		12
		11
Sales		18
		13
		12
Supervisor		33
		26
Vice President		12
Electrician		17
		14
Desktop Support Staff		13
Maintenance Staff		14
		12
Trainer		16
Logistic		15
		12
Groundsman		17
Nurse Aide		30
Replenishment Staff		16
		12
Superintendent		18
		14
Safety Staff		11
		10
Sanitation Staff		13
Project Manager		15

CALIFORNIA COMMUNITY COLLEGE FUNDS (CCCF)

Butte-Glen Community College District (Butte-Glen), as a Multiple Employer Contractor (MEC), is an eligible ETP CCCF Contractor in accordance with Governor Newsom's FY 21/22 budget, approved in SB129. Pursuant to Unemployment Insurance Code section 10214.6 (a), and Section 4451 (d) of Title 22 of the California Code of Regulations, the Panel adopted CCCF guidelines in October 2021 to expend \$15 million in general fund dollars as an Alternative Funding Source program.

INTRODUCTION

Founded in 1968 and headquartered in Oroville, Butte-Glenn is a 2-year community college providing academic instruction and workforce training. Butte-Glenn's economic workforce development center, The Training Place, works directly with businesses throughout California to provide occupational and professional development training options for employers and the general population.

This is Butte's eighth ETP funded project. The project Training Plan was approved by the Panel at the December 2021 Panel Meeting.

AMENDMENT DETAILS

Butte-Glenn reports that since the approval of the ETP Training Plan by the Panel (Job 1 & 2), the Participating Employer demand for the number of workers (Retrainees) to train in Job 1 (HUA – Priority) and Job 2 (HUA) has cumulatively increased, with a greater net increase in Job 2, which includes Arborist for Utility Line Clearance.

In addition, after commencing the various types of training Butte reassessed the actual average number of training hours needed across all trainee occupations. As a result, it determined the across average number of training hours needed for both Job 1 and Job 2 were less than planned.

Due to the aforementioned changes in the estimated number to retain, as well as the average hours of training, Butte is requesting to transfer funds between Job 1 and 2 as follows:

DETAIL CHANGES BY JOB NUMBER:	FROM:	TO:	DIFFERENCE : (+/-)
Job 1: Retrainee – Priority – Medical Skills - HUA			
Estimated Number of Trainees	290	497	+ 207
Weighted Average Hours	51	14	- 37
Cost per Trainee	\$1,254	\$322	- \$932
Job Amount	\$363,660	\$170,968	- \$192,692
DETAIL CHANGES BY JOB NUMBER:	FROM:	TO:	DIFFERENCE: (+/-)
Job 2: Retainee - HUA			
Estimated Number of Trainees	234	867	+633
Weighted Average Hours	39	23	-16
Cost per Trainee	\$959	\$529	- \$430
Job Amount	\$224,406	\$489,855	+ \$265,449

Job Numbers 3 & 4: Butte Initially planned to train healthcare trainees in both Job 3 (Job-Creation) and Job 2 (New Hire). Following the approval of the project, Butte-Glenn found employers who would hire trainees while receiving Certified Nurse Assistant certification training. As a result, the demand for training increased in Job 3, and thereby eliminated the need Job 4. Consequently, trainees previously planned as New Hires trainees would now be trained as Job Creation workers, therefore, receive wages during their training (Earn and Learn).

In addition, the shift from Job 4 to Job 3 resulted in the need to increase the training hours needed for the CNA certification training. Consequently, the estimated number to train was reduced.

DETAIL CHANGES BY JOB NUMBER:	FROM:	TO:	DIFFERENCE: (+/-)
Job 3: Job Creation – Priority / Medical Skills - HUA			
Estimated Number of Trainees	259	192	-67
Weighted Average Hours	43	180	+137
Cost per Trainee	\$1,057	\$4,140	+\$3,083
Job Amount	\$273,763	\$850,176	+\$576,413
Job 4: New Hire – Medical Sills - HUA			
Estimated Number of Trainees	142	0	-142
Weighted Average Hours	180	0	-180
Cost per Trainee	\$4,572	\$0	-\$4,572
Job Amount	\$649,224	\$0	-\$649,224

The above cumulative request moves over 50% of the total contract amount between the existing job numbers in order to address current needs, resulting in a net decrease of \$54 in funding amount.

SUMMARIZE PRIOR MODS/AMENDS

Modification Revision 1:

- Added \$2.50 Health Benefits for Job Number 4
- Added counties to receive training
- Increased P1 to 50%
- Added MS-Preceptor as a Type of Training
- Added training topics under Business, Commercial, Computer, Job Readiness & MS-Didactic
- Moved training topics under Safety Skills-General to Continuous Improvement

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Butte-Glen under the current ETP Contract(s):

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET22-0199	\$1,511,053	12/20/21-12/19/23	1,084	0	0

Based on ETP Systems, the uploaded reimbursable hours have been tracked for potential earnings of \$1,314,475 (87% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through September 2023 of final training.

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

8-200 Job Numbers 1-3

~~8-260 Job Number 4~~

Trainees may receive any of the following:

BUSINESS SKILLS

- Achieve Global Series
- Managing Difficult Behaviors and Conversations
- Achieving Stellar Service Experience Series
- Building, Motivating and Managing Teams
- Time and Priority Management
- Business Fundamentals
- Communication Skills
- Developing Yourself and Others
- Conflict Management
- Multi-Tasking for Excellence
- Product Knowledge
- Development Dimensions International Series
- Planning, Organizing, and Goal Setting
- Leadership
- Personal Effectiveness (Problem Solving, Decision Making, Taking Ownership)
- Supervisor Series
- Working Productively with Challenging People
- Strategic Planning
- Working Productively with Challenging People
- Human Performance
- Job Instruction
- Job Relations
- Leading Change
- Supervisor Series
- Understanding Personalities
- New Hire Onboarding “Your First 90 Days of Success”
- COVID19 Safety Protocols/Practices
- Warehouse & Supply Chain Management (Logistics/Inventory)
- Making Meetings Work
- Change
- Emotional Intelligence
- Customer Service and Sales Academy
- Managing Difficult Conversations
- Strategic Planning
- Setting Goals and Objectives
- Resiliency
- Emerging Leaders
- Team Leader and Supervisor Readiness
- Human Performance Improvement
- Safety Leader
- Diversity, Equity, Inclusion & Anti-Racism

COMMERCIAL SKILLS

- Arborist Training
- Flagger Certification
- BAR Smog Update
- Measurements
- Aerial Equipment Operations
- Aerial Rescue Operations
- Aerial Rescue Techniques
- Aerial Specialist
- ANSI Z133 American National Standard of Arboriculture Operations
- Certified Arborist
- Certified Tree Safety Professional (CTSP)
- Chainsaw Operations
- Chipper Mobile Equipment Operations
- Chipper Operations
- Climber Bucket Operations
- Crew Leader
- Electrical Hazard Awareness Program (EHAP)
- Fire Safety and Prevention
- Ground Operations
- Hand Tools, Ropes, Wedges, Throwlines
- Heavy Equipment Operations
- Job Site Set-Up
- Knots
- Limbing and Bucketing Operations
- Maintenance Inspection and Storage
- Minimum Approach Distance (MAD) and Drop Zone
- Mobile Equipment
- Portable Hand Tools
- Portable Power Hand Equipment
- Practical Mathematical Skills for Machine Operations
- Pruning Principles
- Safety Tailgates
- Tree Biology
- Tree Climbing
- Tree Falling (Drop Zone)
- Tree Hazard Identification
- Tree Identification
- Tree Pruning
- Tree Risk Assessment
- Tree Trimmer Operations
- Utility Line Clearance Arborist Module 1
- Utility Line Clearance Arborist Module 2
- Utility Line Clearance Arborist Module 3
- Utility Line Clearance Arborist Module 4
- Utility Line Clearance Arborist Module 5
- Commercial Driving
- Forklift
- ISA Certified Tree Worker Aerial Lift Specialist

- ISA Certified Tree Worker Climber Specialist
- ISA Certified Arborist Utility Specialist
- ISA Certified Arborist
- ISA Certified Arborist Municipal Specialist
- ISA Tree Risk Assessment Qualification
- ISA Board Certified Master Arborist
- Utility Vegetation Management Pre-Inspector
- Water Systems
- Water Treatment

COMPUTER SKILLS

- Digital Broadband Certification
- Personnel/Payroll Processing
- Managing E-mail
- Microsoft Excel/Office (Intermediate/Advanced)
- Company Specific Data Systems
- Field (GPS) Tablet Training (Data resource/Tree Inventory Management)
- Salesforce
- Slack Communication Systems
- Social Media for Business
- Software Applications
- Solid works Modeling
- World-Wide Web
- Amazon Web Service (AWS) Cloud Computing
- Cybersecurity
- Shipping Solutions and Related Logistic Software
- Adobe Applications
- Business Intelligence (BI)
- Computer Aided Drafting (CAD)
- Computer Aided Manufacturing (CAM)
- Customer Relationship Management (CRM)
- Electronic Health Records (EHR)
- Enterprise Resource Management (ERP)
- Google Suite
- Microsoft Excel (Intermediate & Advanced)
- Microsoft Office Suite (Intermediate & Advanced)
- Patient Management System (PMS)
- QuickBooks
- Search Engine Optimization (SEO)
- Virtual Collaboration Tools

CONTINUOUS IMPROVEMENT SKILLS

- A3/Plan-Do-Check-Act (PDCA): Problem Solving Practices
- Hazard Analysis & Critical Control Points (HACCP)
- SQF Quality Systems
- Business Process Mapping
- Equipment Inspection and Management
- Business Process Mapping
- Capacity Planning
- Kata Coaching

- Lean Principles & Waste Identification
- Safety Fundamentals
- Internal Auditor
- Value Stream Mapping
- Kaizen
- Preventive Maintenance
- Training Within Industry (TWI)
- Visual Management/Workplace Organization
- Food Safety
- FSMA-PCQI
- Hybrid Safety
- CPR
- First Aid/CPR
- Hazwoper
- HazWoper: General Site Workers
- HazWoper: Occasional Site Workers
- HazWoper: Management/Supervisor Training
- HazWoper: Annual Refresher Training

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Building Trust
- Facilitating Change
- Leadership
- Advanced Supervisor Development
- Coaching Series
- Communicating for Leadership Success
- Delegating
- Team Leader and Supervisor Readiness
- Effectively Managing Challenging People
- Engaging and Retaining Talent
- Performance Management
- Employee Engagement
- Employee Relations
- Interviewing
- Project Management
- New Hire Employer Orientation

MANUFACTURING SKILLS

- Electrical
- Laser Equipment
- Inventory Control
- Manufacturing Job Breakdown and Instruction
- Fluid Power
- Warehousing
- Hydraulics
- Lubrication
- Machining
- Mechatronics
- Operations

- Mechanical
- Safety Fundamentals
- Welding
- Mechanical
- Shop Math
- Safety Fundamentals (Mfg)
- Fluid Power
- Hydro
- 3D Printing
- Harvesters
- Mechanical Measurements
- MechAg
- Maintenance
- Loading
- Amatrol
- PLC
- Warehouseing

MEDICAL SKILLS-DIDACTIC

- CNA Module 1: Intro to CAN
- CNA Module 10: Vital Signs
- CNA Module 12: Emergency Procedures
- CNA Module 11: Nutrition
- CNA Module 16: Death and Dying
- CNA Module 13: Long Term Care Patient
- CNA Module 14: Rehabilitative Nursing
- CNA Module 15: Observation and Charting
- CNA Module 17: Patient/Resident Abuse
- CNA Module 5: Body Mechanics
- CNA Module 2: Patients – Rights
- CNA Module 3: Communication/Interpersonal Skills
- CNA Module 4: Prevention and Management of Catastrophe and Unusual Occurrences
- CNA Module 9: Patient Care Procedures
- CNA Module 6: Medical and Surgical Asepsis
- CNA Module 7: Weights and Measures
- CNA Module 8: Patient Care Skills
- Phlebotomy
- Intro to Preceptorship
- COVID19 Care and Prevention Practices
- Advanced Cardiac Life Support
- BLS/CPR
- Certified Nursing Assistant Skills
- EMT Training
- Intravenous Therapy Medical Office Scribe
- Medical Assistant – Ophthalmology
- Medical Office Scribe
- Pediatric Advanced Life Support
- Restorative Nursing Assistant

MEDICAL SKILLS-PRECEPTOR

- Advanced Cardiac Life Support
- BLS/CPR
- Certified Nursing Assistant Skills
- CNA Module 1: Intro to Nurse Assistant
- CNA Module 2: Patient/Resident Rights
- CNA Module 3: Communication/Interpersonal Skills
- CNA Module 4: Prevention and Management of Catastrophe and Unusual Occurrences
- CNA Module 5: Body Mechanics
- CNA Module 6: Medical and Surgical Asepsis
- CNA Module 7: Weights and Measures
- CNA Module 8: Patient Care Skills
- CNA Module 9: Patient Care Procedures
- CNA Module 10: Vital Signs
- CNA Module 11: Nutrition
- CNA Module 12: Emergency Procedures
- CNA Module 13: Long Term Care Patient/Resident
- CNA Module 14: Rehabilitative Nursing
- CNA Module 15: Observation and Charting
- CNA Module 16: Death and Dying
- CNA Module 17: Patient/Resident Abuse
- EMT Training
- Intravenous Therapy Medical Office Scribe
- Medical Assistant – Ophthalmology
- Medical Office Scribe
- Pediatric Advanced Life Support
- Restorative Nursing Assistant

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

JOB READINESS* (Job 4: New Hire)

- ~~Resume Building~~
- ~~Online Applications~~
- ~~Interviewing Skills~~
- ~~Workplace Etiquette~~
- ~~Presentation/Appearance~~
- ~~Career Planning & Assessment~~
- ~~Communication~~
- ~~Navigating Conflict~~
- ~~Diversity/Equity/Inclusion and Anti-Racism~~
- ~~Commercial Driving~~
- ~~New Hire Onboarding~~

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

~~**Job Readiness Skills cannot exceed 50% of total training hours per trainee**~~

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. Reimbursement for new hire training is capped at 260 total training hours per trainee.
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RETRAINEE-JOB CREATION
Training Proposal for:
Hale Glass, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET23-0280

Approval Date: February 13, 2023

Panel Meeting of: February 24, 2023

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	SET Priority Rate Retrainee SB <100 Job Creation Initiative	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 24	U.S.: 24	Worldwide: 24
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$26,700

Total ETP Funding

\$24,150

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	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	SET Priority Retrainee SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. OSHA 10/30	24	8-200	0	\$920	\$30.90
				Weighted Avg: 40			
2	SET Priority Job Creation SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. OSHA 10/30	2	8-200	0	\$1,035	\$18.54
				Weighted Avg: 45			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: Job Number 1 (SET Modified Wage/Statewide): \$30.90 per hour;
Job Number 2(Job Creation): \$18.54 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 Number 1 and up to \$1.54 for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		2
Production Staff		22
Job Number 2		
Production Staff		2

OVERVIEW

Year Company Founded:	1978	Company Headquarters: <input checked="" type="checkbox"/> Single location Placentia, CA
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<i>Facility location(s) where training will occur</i>	<ul style="list-style-type: none"> Placentia (Orange County)
<i>Nature of Business:</i>	<ul style="list-style-type: none"> Hale Glass, Inc. (Hale Glass) is a commercial-glass company. The Company's range of services includes construction of glass fabrication, installation, replacement, and entrance-door repair.
<i>Customer Base:</i>	<ul style="list-style-type: none"> Commercial Financial Industrial
<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> Hale Glass must keep up-to-date with industry standards and adapt to the changing and demanding construction industry trends. Changes to installation procedure requirements are ongoing.

Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> CNC machine training is needed in Hale's fabrication department, which will expand the Company's offerings and customer base. Training will also focus on the operation and handling of new power tools, equipment and hand tools (laser instrument handling, waterproofing methods, CNC machine operations) Business Skills is needed for all occupations: Accounting/Auditing, Customer Relations, Inventory Control and Product Knowledge. Computer Skills is needed for all occupations: Blue Beam, CAD, Crystal Reports, ERP/MRP Financial Accounting, Report Generation and SQL Server. Software o Quality Assurance Inspection Software, PCDMIS o Boost Software Commercial Skills is needed for all occupations: Construction Techniques, Equipment Operations/Maintenance, Green Building Techniques, Quality Control and Warehouse Procedures. Continuous Improvement is needed for all occupations: Change Management, Performance Improvement and Process/Quality Improvement. As a result of training, trainees will receive increase technical and professional skillsets which will allow Hale Glass to remain competitive.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

Business Skills	Computer Skills	Commercial Skills
Continuous Improvement	OSHA 10/30	

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30
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Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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Alternate Recordkeeping

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

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: Hale Glass's Controller/General Manager will be responsible for overseeing all training efforts with assistance from the Staff Accountant. In addition, the Company has hired a third-party administrator to assist with ETP administration.
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Continuous Improvement, and Computer Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Commercial Skills, OSHA 10/30
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Training for incumbent workers only • Updated construction regulations. • New fabricator equipment operations training.
<ul style="list-style-type: none"> • Difference in Training Plan: 	<ul style="list-style-type: none"> • Training is now needed on updated construction regulations and new product procedures. Training will also focus on the operation and handling of new power tools, equipment and hand tools (laser

	instrument handling, waterproofing methods, CNC machine operations) • New training plan includes training for new employees. Previous ETP Contract did not include Job Creation.
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PRIOR PROJECTS

The following table summarizes performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET21-0140	Placentia	9/7/2020- 9/6/2022	\$36,225	\$31,975 (88%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	13% of funding earned
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
- Quality Control
- Warehouse Procedures (Shipping, Receiving, Order Picking/Packing)

Computer Skills

- AboutTime
- Adobe
- Blue Beam
- CAD
- Crystal Reports
- Domo
- ERP/MRP Financial Accounting
- E-Mail marketing tools
- Mas 50
- Microsoft Office (intermediate)
- MS Project
- Report Generation
- SQL Server

- Timberline

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