

PANEL PACKET

April 2023



Employment Training Panel



PANEL NOTICE/AGENDA

MEETING TIME/PLACE

Friday, April 28, 2023 at 9:30 a.m.
California Environmental Protection Agency, 1001 I Street
Sierra Room, Second Floor
Sacramento, CA 95814
Phone: (916) 327-5640

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

IN PERSON:

The following participants will be in person:

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

VIRTUAL:

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/82994693713>

Webinar ID: 829 9469 3713

One tap mobile: 888 278 0296 US Toll-free

Conference code: 1185529

(For assistance, login and raise hand or contact Ryan.Boyd@etp.ca.gov or Christina.deLeon@etp.ca.gov)

Call to Order by Acting Chairperson

Rick Smiles

- Roll Call
- Action to Approve April Panel Meeting Agenda
- Action to Approve March Panel Meeting Minutes

Executive Report

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

Reg Javier
Peter Cooper
Tara Armstrong
Erich Shiners
Jaime Gutierrez

Panel Date: April 28, 2023

Policy Committee Report	Gretchen Newsom
Action Item on Collecting Occupation Titles at Enrollment for All Trainees	Mario Maslac
Action Item and Presentation on the 23/24 Funding Allocations and Project Caps	Mario Maslac
Presentation on NAICS Industries/Priority Industries – Economic Highlights	Brandon Hooker
Action Item and Presentation on ETP Priority Industry Recommendations	Geri Giron
Action Item to Approve Revisions to Out-of-State Competition Regulation (22 CCR 4416)	Erich Shiners
Action Item to Rescind the Bylaws of the Employment Training Panel	Erich Shiners
Presentation on Apprenticeship Funding for FY23/24	Heather Miguel
CivicMakers Presentation and Recommendation	Judi Brown Virginia Hamilton
Review, *Public Comment and Action on Proposals	Ryan Swier Phil Boyer
Opportunity for Panel Members to Request Agenda Items for Future Panel Meetings	
*Public Comment on Matters Not on the Agenda	
Public Meeting Adjourns	

*Public comment can be done in person or virtual

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

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

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

REVIEW AND ACTION ON PROPOSALS

These funding proposals are listed by Regional Offices and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, April 24, 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

Best Formulations LLC-----	\$411,240
Butte Glenn Community College District (Amendment) -----	\$150,552
California Manufacturing Technology Consulting -----	\$599,694
Chaffey Community College District (Amendment) -----	\$151,536
El Camino Community College District (Amendment) -----	\$151,554
El Clasificado -----	\$155,250
Fujifilm Irvine Scientific, Inc. -----	\$590,640
Hi-Temp Insulation, Inc.-----	\$232,875
Kern Community College District (Amendment) -----	\$151,116
Los Angeles Trade Technical College -----	\$599,970
Nowhere Commissary, LLC-----	\$199,134
Riviera, Inc. dba The Enterprise U -----	\$590,100
Trojan Battery Company, LLC-----	\$499,468

San Diego Regional Office

iBASEt, Inc. -----	\$109,710
Orange Coast Title Company -----	\$176,115

San Francisco Regional Office

United Facilities, Inc.-----	\$198,835
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Sacramento Regional Office

Folsom Ready Mix, Inc. -----	\$91,655
George Reed, Inc.-----	\$496,800
Harris & Bruno International -----	\$175,720
Kings Healthcare & Wellness Center, LP -----	\$499,560
Producers Dairy Foods, Inc. -----	\$499,560

Panel Date: April 28, 2023

Sacramento Regional Office (continued)

Sensient Flavors LLC dba Sensient Dehydrated

Flavors Company----- \$443,900

Warren G. Bender Co. dba Bender Insurance Solutions ----- \$80,040

PROPOSALS APPROVED

BY DELEGATION ORDER FOR 03/14/23 – 04/18/23

≤ \$75,000	Approved Date	Approved Amount
<u>North Hollywood Regional Office</u>		
Johanson Technology, Inc.	03/21/23	\$57,040
Solarponics, Inc.	04/18/23	\$41,860
TDI Signs	04/12/23	\$24,380
<u>San Diego Regional Office</u>		
Katie Wagner Social Media Inc.	03/13/23	\$7,820
RSI Systems, Inc.	04/13/23	\$11,730
Vets 4 You, Inc.	03/28/23	\$30,360



State of California—Labor and Workforce Development Agency

Employment Training Panel

TABLE OF CONTENTS

Panel Meeting of April 28, 2023

PRELIMINARY MATTERS

Directions to Meeting Site
Future Meeting Sites
Prior Meeting Minutes
Key Program Elements
Legislative Memo

OTHER MATTERS

Memo and Action Item regarding Collecting Occupation
Titles at Enrollment for All Trainees

PowerPoint Presentation and Action Item re: the 23/24
Funding Allocations and Project Caps

PowerPoint Presentation on NAICS Industries/Priority Industries

PowerPoint Presentation and Action Item re: ETP Priority
Industry Recommendations

Memo and Action Item to Approve Revisions to Out-of-State
Competition Regulation (22 CCR 4416)

Memo and Action Item to Rescind the Bylaws of the Employment
Training Panel

Memo re: Apprenticeship Funding for FY 23/24

CivicMakers PowerPoint Presentation

REVIEW AND ACTION ON PROPOSALS

Consent Calendar

Tab

Best Formulations LLC -----	1
California Manufacturing Technology Consulting -----	2
El Clasificado-----	3
Folsom Ready Mix, Inc. -----	4
Harris & Bruno International-----	5
Hi-Temp Insulation, Inc. -----	6
iBASeT, Inc. -----	7
Nowhere Commissary, LLC -----	8
Orange Coast Title Company -----	9
Riviera, Inc. dba The Enterprise U-----	10
Trojan Battery Company, LLC -----	11
United Facilities, Inc. -----	12
Warren G. Bender Co. dba Bender Insurance Solutions-----	13

Amendments for CCCF Contractors

Tab

North Hollywood Regional Office

Butte Glenn Community College District -----	14
Chaffey Community College District -----	15
El Camino Community College District -----	16
Kern Community College District -----	17

Proposals for Single-Employer Contractors

Tab

North Hollywood Regional Office

Fujifilm Irvine Scientific, Inc.-----	18
---------------------------------------	----

Sacramento Regional Office

George Reed, Inc. -----	19
Kings Healthcare & Wellness Center, LP -----	20
Producers Dairy Foods, Inc.-----	21
Sensient Flavors LLC dba Sensient Dehydrated Flavors Company -----	22

Proposals for Multiple-Employer Contractors

Tab

North Hollywood Regional Office

Los Angeles Trade Technical College -----	23
---	----

SUMMARY OF DELEGATION ORDERS

Delegation Orders

Tab

Johanson Technology, Inc.
Katie Wagner Social Media
Inc. RSI Systems, Inc.
Solarponics, Inc.
TDI Signs
Vets 4 You, Inc.



M e m o r a n d u m

To: Panel Members

From: Reg Javier
Executive Director

Subject: **Directions Meeting Sites**

Date April 28, 2023

The Employment Training Panel will meet on **Friday, April 28, 2023 at 9:30 a.m.**

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

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

Directions to the California Environmental Protection Agency - Sierra Hearing Room

From Sacramento International Airport:

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

From San Francisco

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



M e m o r a n d u m

To: Panel Members

Date April 28, 2023

From: Reg Javier
Executive Director

Subject: **Future Meeting Sites**

<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> <i>N/A</i>	No Panel Meeting
<i>June Panel</i> <i>June 9, 2023</i>	Virtual – Via Zoom Friday 9:30 AM – 3:30 PM
<i>July Panel</i> <i>July 21, 2023</i>	In Person – CalEPA Coastal Room 1001 I St, Sacramento, CA 95814 Friday 9:30 AM – 3:30 PM



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Friday, March 24, 2023

Panel Members

Rick Smiles
Acting Chairperson

Dee Dee Myers
Ex-Officio Member

Ernesto Morales
Member

Gretchen Newsom
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

Erich Shiners
Assistant Director/Chief Counsel

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL
Teleconferenced Via Zoom Meeting
Friday, March 24, 2023

I. PUBLIC PANEL MEETING CALL TO ORDER

Acting Chairperson Rick Smiles called the meeting to order at 9:31 a.m.

II. ROLL CALL

Present

Gretchen Newsom
Rick Smiles
Douglas Tracy
Aracely Campa Ramirez
Ernesto Morales

Not in attendance

Madison Hull

Executive Staff

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

III. AGENDA

The March Agenda was reviewed.

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

Motion carried, 5 to 0.

IV. MINUTES

The February Meeting Minutes were reviewed.

ACTION: Mr. Morales moved and Mr. Tracy seconded the approval of the February Meeting Minutes with no changes. All Panel Members present voted in the affirmative for approval of the February Meeting Minutes.

Motion carried, 5 to 0.

V. REPORT FROM DIRECTOR

Today's panel meeting is for 22 proposals totaling \$6.5 million in funding requests. This includes five Delegation Orders and two action items. The governor's office has made some appointments: Erich Shiners our new Assistant Director and Chief Counsel, Rebecca Bettencourt our new ETP Panel chairperson, and lastly our new Panel member Mike Hill.

VI. REPORT FROM ASSISTANT DIRECTOR

Applications for both the Health Care Workforce Advancement fund (\$25 million) and Workforce Literacy pilot program (\$10 million) opened Monday, February 27th and closed March 20th. The applications are in the review process. The Health Care Workforce Advancements fund received 40 or so applications for \$36 to \$40 million in demand. The Workforce Literacy Program received 42 applications with a requested \$12.3 million demand. Panel will see proposals at the June 9th and July 21st Panel meetings.

VII. UPDATE ON CAL-E-FORCE

Adding ongoing enhancements to the Cal-E-Force programs to streamline the developments process inside ETP. ETP 130 documents, which is our panel proposal is looking to see how that can export from the system to have efficiencies within the development areas under the Regional Offices. Looking at applications efforts that will come out of Civic Makers. Under Cal-E-Grants we are continuing to work with the California Workforce Development Boards, so CWDB and the Division of Apprenticeships Standards working on the grants application and management processes. Lastly under enterprise support security measures are being increased, there will be an addition for a confidentiality statement going in the registration process.

VIII. LEGISLATIVE UPDATE AND ACTION TO APPOINT ACTING COMMITTEE MEMBER TO POLICY COMMITTEE

Two topics. First you should have received an updated Legislation Memorandum of pertinent bills that have been identified as those we are currently tracking for this 2023-2024 legislative session (a copy will be posted on the website). The last day for bills to be introduced was February 17. Bills are moving through committees now. Calendar wise, the Legislature begins Spring Recess on March 30th and will reconvene on April 10th. One bill to bring to your attention, as Bagley-Keene and the ability to hold teleconferenced meetings has been a previous topic of interest to the Panel (continues until July 1, 2023), is SB 544, which would essentially provide a more permanent fix, amending the Bagley-Keene code sections so that teleconferenced meetings could continue indefinitely without having a deadline. We are going to continue to monitor and update the Panel as SB 544 progresses and moves through the legislative session.

Second is an action item for our Acting Chairperson to appoint an Acting Committee Member to our Policy Committee. According to ETP Bylaws, the Chairperson is the person designated for establishing committees and appointing committee members with the consultation of the Panel. Knowing we need a third Policy Committee Member given Jan's departure, staff requests that our Acting Chairperson appoint an Acting Policy Committee Member to our Policy Committee.

It was suggested that incoming Chairperson Rebecca Bettencourt be appointed to the position.

Acting Chairperson Smiles agreed and appointed incoming Chairperson Rebecca Bettencourt as the third Policy Committee Member.

IX. REPORT OF THE CHIEF DEPUTY DIRECTOR

Regarding Funding

Today's Panel Meeting is for approximately \$6.4 million, which does include five Delegation Orders with a total of \$229,540. 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 58 Delegation Orders. If all proposals scheduled for this Panel Meeting are funded today, the Panel will be approving 17 projects. After today's panel meeting the Employment Training Panel will have approximately \$27.2 million left in contracting capacity for the fiscal year.

Regarding Demand and Allocations:

There are 160 applications currently in demand and 80 applications are with the Regional Offices in development. With 64 applications under review with the applications and assessment unit and 16 submitted applications pending review. The estimated value of the 160 applications is \$30.1 million (\$23.7 million for single employers, \$2.0 million for multiple employer contracts, \$3.8 million for small business and \$454,776 for Apprenticeship Proposals and zero demand for Critical Proposals). We are currently within our allocations for this fiscal year 2022-2023.

X. CONSENT CALENDAR

Tab 4 (Doty Bros. Equipment Co.) was pulled from the consent calendar.

ACTION: Mr. Tracy moved and Ms. Newsom seconded the approval of the Consent Calendar with the exception of Tab 4 (Doty Bros. Equipment Co). All Panel Members present voted in the affirmative for approval of the Consent Calendar as moved.

Motion carried, 5 to 0.

XI. ACTION ITEM REALLOCATING FUNDS

We were prioritizing our core funding, we want to get all of those funds out by the end of this fiscal year. Briefly on the expansion recapture and amending up funds, an amendment to the guidelines to allow us to amend up above the cap for those projects. We're currently in a process of recapturing the funds. No amendment requests for those funds are being made until we know how much money we have to reinvest into the currently active contract, we will eventually open a window and have performance criteria. We will essentially go based on the locations from which these are recovered. (MECs, single employers, Apprenticeships) Whatever's recovered will be reinvested into those individual locations. Revisions to the term of the agreements were also approved by Panel all the way to 3/31/24 on any contract, which are being processed now. The only caveat to that is that if you are planning on amending up your contracts. SET funding, statutory limit is 15% of ETP available training funds, currently with 4.5 million dollars left in allocation. RGOs have between \$8 and \$9 million in demand. We are planning on funding what we have available, with the remainder being funded in the next fiscal year. Further, we have

\$12.5 million in additional SET demand in our applications and assessment unit. And that is likely going to be deactivated as we move into the next fiscal year because that would essentially wipe out the demand for SET funding for next year. We would like to reset and start a new clock on that. We're trying to meet the current demand at ETP by closing the application intake at 5pm on March 30th. Set funding is already maxed out with over 12.5 million that will likely be deactivated. Applications will be reopen May 1st for the next fiscal year. We'll consider all applications and everything from that point on OSC and SET for next year.

Regarding our action item, we are seeking to maximize the use of ETP funds for the rest of this year by moving funds around to meet the demand, we have over \$30 million in demand, we have 27.2 million available, the demand is just not in the right places. We're almost maxed out on the allocation for small businesses. But we are short on allocations and under demand for locations for MEC and Critical Proposals for the remaining fiscal year. We are seeking approval from the Panel to move the funding around in order to meet all of the demand that we have in the pipeline right now. Staff is requesting the Panel approve the reallocation of funds between the contract categories that have demand to help maximize the utilization of the remaining fiscal year 2022-2023 funds.

ACTION: Mr. Tracy moved and Ms. Newsom seconded adoption and approval reallocation of funds between the contract categories that have demand to help maximize the utilization of the remaining funds. All Panel Members present voted in the affirmative to adopt and approve the funding reallocation request.

Motion carried, 5 to 0.

XII. 2023 ANNUAL REPORT

Nancy Tran conducted a presentation of the 2023 Annual Report.

ACTION: Mr. Morales moved and Ms. Newsom seconded approval of the 2023 Annual Report. All Panel Members present voted in the affirmative to approve the 2023 Annual Report.

Motion carried, 5 to 0.

XIII. REVIEW AND ACTION ON PROPOSALS

SINGLE EMPLOYER CONTRACTS

Tab No. 4: Doty Bros. Equipment Co.

Acting Chairperson Smiles recused himself.

Repeat contractor. Funding requested \$496,800 to train 285 retrainees and 50 job trainees. Training will take place in LA and Kern counties and union support letters for these proposed occupations have been received.

ACTION: Ms. Newsom moved and Ms. Campos-Ramirez seconded approval of the proposal submitted by Doty Bros. Equipment Co. in the amount of \$495,800. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 4 to 0.

Tab No. 11: Simpson Strong-Tie Company, Inc.

Priority industry and a repeat contractor. There is a union involved it's sheet metal Air Rail transportation, local 170 Communication Workers of America, AFL CIO local 9415. Funding requested \$499,560 to train 443 retrainees over two job numbers. Headquarters in Van Nuys, additional facilities in Canoga Park and Chatsworth. Project emphasis is on cross functional training to provide ability to perform tasks across multiple disciplines. Investment in manufacturing equipment necessitating training on assembly procedures, manufacturing procedures and soldering techniques. Prior project earned \$109,440 which was 100% of their awarded funding amount.

ACTION: Ms. Newsom moved and Ms. Campa-Ramirez seconded approval of the proposal submitted by Simpson Strong-Tie Company, Inc. in the amount of \$499,560. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

Tab No. 12: Mariani Nut Company

First time contractor. Funding requested \$463,680 to train 252 workers, including 36 new workers. Training will take place at their company location in Winters.

ACTION: Mr. Morales moved and Ms. Newsom seconded approval of the proposal submitted by Mariani Nut Company in the amount of \$463,680. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

MULTIPLE EMPLOYER CONTRACTS (MEC)

Tab No. 13: Chaffey Community College District, Chaffey College

Repeat contractor. Tenth ETP contract sixth in the last five years. Funding requested \$599,752 to train 468 retrainees over three job numbers. Recruiting participating employers statewide with a focus on Riverside, San Bernardino, San Diego, Los Angeles and Orange counties. Core group of employers include two small businesses and eight single employers. Training will allow employers to provide the technical skills training to create high performance workforce that will stimulate and support growth. Job Number two, to increase transparency, the maintenance staff slash technicians, industrial electrical technicians, equipment operators, production and manufacturing staff retrainees have been separated from job number one retrainees. Chaffey College is requesting to increase the maximum training hours for job number two from 200 to 300 hours. The complete training course requires 472 hours of instruction, it is delivered at an intermediate to advanced level and covers numerous topics. This specialized training program

focuses specifically on electrical and industrial mechanical training. Chaffey colleges for most recent prior projects have earned 58% 100% 96% and 97% of their awarded funding amount. And their active project has potential earnings of \$540,007 which is 61% of their awarded funding amount

ACTION: Ms. Newsom moved and Ms. Campa-Ramirez seconded approval of the proposal submitted by Chaffey Community College District, Chaffey College in the amount of \$599,752. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

Tab No. 14: South Orange County Community College District, Saddleback College

Repeat contractor. Second ETP contract and second in the last five years. Funding requested \$264,696 to train 269 retrainees over two job numbers. Recruiting employers statewide with a focus on Orange, Riverside, San Diego and Los Angeles counties. Core group includes three small businesses and two single employees. Training will collaborate with employers from the manufacturing, transportation and logistics industries that are experiencing consistent year after year growth but facing a shrinking skilled workforce. Saddleback College's prior project earned \$133,036, 33% of awarded funding amount.

ACTION: Ms. Newsom moved and Ms. Campa-Ramirez seconded approval of the proposal submitted by South Orange County Community College District, Saddleback College in the amount of \$264,696. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

Tab No. 15: The Corporation for Manufacturing Excellence (Manex)

Priority Industry and serve priority industries as a MEC. Repeat contractor. Funding requested \$599,256 to train 609 trainees under job one retrainees. Eighth ETP contract and fifth in last five years. Training will take place at participating employer's facilities.

Request was made to elaborate on the engineers wage range from \$27 up to \$65. What kind of engineer is coming in at \$27 and what is the process for them to achieve the higher wage.

Walt Tarpley responded that some of the positions that are titled as engineering positions don't necessarily have degrees, so the wage ranges may be lower, some are engineering interns so again the wages may be lower.

ACTION: Ms. Newsom moved and Ms. Campa-Ramirez seconded approval of the proposal submitted by The Corporation for Manufacturing Excellence (Manex) in the amount of \$599,256. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

Tab No. 16: California Manufacturers and Technology Association

Repeat contractor. Funding requested \$599,570 to train 1114 trainees. Training will take place at participating employer's worksites throughout California.

ACTION: Ms. Campa-Ramirez moved and Mr. Tracy seconded approval of the proposal submitted by California Manufacturers and Technology Association in the amount of \$599,570. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

Tab No. 17: California Workforce Association

Repeat contractor. Funding requested \$577,980 to train 590 trainees. Training will take place at participating employer's worksites throughout California.

ACTION: Ms. Campa-Ramirez moved and Mr. Morales seconded approval of the proposal submitted by California Workforce Association in the amount of \$577,980. All Panel Members present voted in the affirmative to approve the proposal as moved.

Motion carried, 5 to 0.

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

Acting Chairperson Smiles 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

Public comment by Phillip Herrera was made welcoming the two new Panel members.

XVI. MEETING ADJOURNMENT

Acting Chairperson Smiles adjourned the meeting at 10:51 a.m.

Single Employer Contractor

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

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

These features apply to core program funding.

Multiple Employer Contractor

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

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

Retraining

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

New Hire Training

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

These features apply to core program funding.

Delegation Order Process

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



MEMORANDUM

To: Panel Members Date: April 28, 2023

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

From: Erich Shiners, Assistant Director/Chief Counsel

Subject: Pertinent Legislation; California Legislature; 2023-2024 Regular Session

I. ASSEMBLY BILLS

- **AB-86 Homelessness: lead entity.**

Summary: Existing law establishes various programs to address homelessness, including requiring the Governor to create an Interagency Council on Homelessness. Existing law requires the council to, among other things, identify mainstream resources, benefits, and services that can be accessed to prevent and end homelessness in California and promote systems integration to increase efficiency and effectiveness to address the needs of people experiencing homelessness. This bill would state the intent of the Legislature to enact legislation to establish a single entity to serve as the lead for ending homelessness, who would perform specified duties.

Status: On 4/19/2023-From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 8. Noes 0.) (April 19).

- **AB-227 State employment: social media platforms.**

Summary: This bill, except as specified, would prohibit a person from installing an application for a social media platform on a state-owned or state-issued electronic device if specified conditions are met, including that the social media company that owns the application is domiciled in, has its principal place of business in, has its headquarters in, or is organized under the laws of, a country of concern. The bill would also prohibit a person from installing an application for a social media platform owned or controlled by specified companies from being installed on a state-owned or state-issued electronic device. The bill would define various terms for these purposes.

Status: On 02/17/2023: Referred to Coms. on P. & C.P. and P.E. & R.

- **AB-241 Clean Transportation Program: Air Quality Improvement Program: funding.**

Summary: This bill would expand the purpose of the Clean Transportation Program to include developing and deploying innovative technologies that transform California's fuel and vehicle types to help reduce criteria air pollutants and air toxics. The bill would no longer require the commission to provide certain project preferences. The bill would provide that the goals of the program shall be to advance the state's clean transportation, equity, air quality, and climate emission policies and would require the commission to ensure program investments support specified requirements. The bill would require the commission, on and after January 1, 2025, to

expend at least 50% of the moneys appropriated to the program on programs and projects that directly benefit or serve residents of disadvantaged and low-income communities and low-income Californians, and would require at least 50% of funding for tangible location-based investments to be expended in disadvantaged and low-income communities.

Status: On 4/18/2023-From committee: Do pass and re-refer to Com. on NAT. RES. (Ayes 11. Noes 3.) (April 17). Re-referred to Com. on NAT. RES.

- **AB-437 State government: equity.**

Summary: This bill require state agencies to ensure that their policies, allocation of resources, and systemic practices are equitable and would define various terms for this purpose.

Status: On 4/19/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 0.) (April 19). Re-referred to Com. on APPR.

- **AB-469 California Public Records Act Ombudsperson.**

Summary: This bill would establish, within the California State Auditor's Office, the California Public Records Act Ombudsperson. The bill would require the California State Auditor to appoint the ombudsperson subject to certain requirements. The bill would require the ombudsperson to receive and investigate requests for review, as defined, determine whether the denials of original requests, as defined, complied with the California Public Records Act, and issue written opinions of its determination, as provided. The bill would require the ombudsperson to create a process to that effect, and would authorize a member of the public to submit a request for review to the ombudsperson consistent with that process. The bill would require the ombudsperson, within 30 days from receipt of a request for review, to make a determination, as provided, and would require the state agency to provide the public record if the ombudsperson determines that it was improperly denied. The bill would, if requested by the ombudsperson, require any state agency determined to have improperly denied a request to reimburse the ombudsperson for its costs to investigate the request for review. The bill would require the ombudsperson to create a process through which a person whose information is contained in a record being reviewed may intervene to assert their privacy and confidentiality rights, and would otherwise require the ombudsperson to maintain the privacy and confidentiality of records, as provided. The bill would require the ombudsperson to report to the Legislature, on or before January 1, 2025, and annually thereafter, on, among other things, the number of requests for review the ombudsperson has received in the prior year.

Status: On 4/11/2023-From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 11. Noes 0.) (April 11). Re-referred to Com. on APPR.

- **AB-518 Paid family leave.**

Summary: This bill would expand eligibility for benefits under the paid family leave program to include individuals who take time off work to care for a seriously ill individual related by blood or whose association with the employee is the equivalent of a family relationship. The bill would make conforming changes to the definitions of the terms "family care leave" and "family member."

Status: On 4/12/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 10. Noes 0.) (April 12). Re-referred to Com. on APPR.

- **AB-735 Workforce development: utility careers.**

Summary: Among other things, this bill would establish the High Road Utility Careers (HRUC) program, to be administered by the board, to connect existing resources with individuals interested in careers in the utility sector and ensure a continued reliable **workforce** for California utilities. The bill would require the board to administer the HRUC program through partnerships with statewide water, wastewater, and energy utility associations and to coordinate the program with

existing and future programs and initiatives administered by the board, including high road training partnerships, in order to align interested individuals with available resources. The bill would require the HRUC program, upon appropriation by the Legislature, to dedicate funding and resources toward accomplishing specified goals, including connecting workers to high-quality jobs or entry-level work with defined routes to advancement and increasing skills and opportunities while expanding pipelines for low-income populations.

Status: On 02/23/2023: Referred to Com. on L. & E.

- **AB-749 State agencies: information security: uniform standards.**

Summary: This bill would require, by January 1, 2025, every state agency, as defined, to implement specified actions relating to data, hardware, software, internal systems, and essential third-party software, including multifactor authentication for access to all systems and data owned, managed, maintained, or utilized by or on behalf of the state agency. The bill would require state agencies to implement a Zero Trust architecture, as defined, and prioritize the use of solutions that comply with, are authorized by, or align to federal guidelines, programs, and frameworks. This bill would require the office's chief, no later than January 1, 2024, to develop uniform technology policies, standards, and procedures for use by all state agencies in Zero Trust architecture, including multifactor authentication, as defined, on all systems in the State Administrative Manual and Statewide Information Management Manual. The bill requires the chief to update requirements for existing annual reporting activities to collect information relating to the progress state agencies are making to increase internal defenses of agency systems. The bill would authorize the chief to update existing annual reporting activities to include how a state agency is progressing with respect to specified goals. The bill would also make related legislative findings and declarations.

Status: On 4/19/2023-VOTE: Do pass as amended, and be re-referred to the Committee on [Appropriations] with recommendation: To Consent Calendar (PASS)

- **AB-823 Clean Transportation Program: eligible projects.**

Summary: Existing law establishes the Clean Transportation Program, administered by the State Energy Resources Conservation and Development Commission, to provide funding, upon appropriation by the Legislature, to certain entities to develop and deploy innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. Existing law requires the commission to give preference to those projects that maximize the goals of the program based on specified criteria and to fund specified eligible projects, including, among others, alternative and renewable fuel infrastructure, fueling stations, and equipment. This bill would expand the list of eligible projects to include, among other things, roadway integrated fueling and parking surface integrated fueling projects.

Status: On 4/19/2023-In committee: Set, first hearing. Referred to suspense file.

- **AB-1050 Online Jobs and Economic Support Resource Grant Program.**

Summary: Among other things, this bill would require the Employment Development Department, upon appropriation of funds by the Legislature, to administer the Online Jobs and Economic Support Resource Grant Program, which the bill would create for the purpose of funding inclusive, cross-jurisdictional, and innovative online platforms that support employment and earnings opportunities. The bill would specify the goals of the program, which would include reducing digital infrastructure gaps in employment and training services for individuals who face barriers to employment. The bill would also require the department, before awarding grants under these provisions, to develop and adopt guidelines and policies for the program, including a competitive award process with funding only awarded to applicants meeting specified requirements and conditions. These conditions would include the grant applicant having demonstrated experience serving underresourced populations and individuals with employment barriers.

Status: On 4/19/2023-In committee: Set, first hearing. Referred to suspense file.

- **AB-1163 State forms: gender identity.**

Summary: This bill would require specified state agencies and departments to revise their public-use forms, by January 1, 2025, to be more inclusive of individuals who identify as transgender, gender nonconforming, or intersex. This bill would require the agencies to revise their forms to allow individuals to provide their accurate gender identification. This bill would also require the impacted agencies and departments to collect data pertaining to the specific needs of the transgender, gender nonconforming, or intersex community, including, but not limited to, information relating to medical care, mental health disparities, and population size.

Status: On 4/19/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 4. Noes 0.) (April 19). Re-referred to Com. on APPR.

- **AB-1224 Workforce development: green jobs survey.**

Summary: This bill would require the Labor Market Information Division of the Employment Development Department to conduct, upon appropriation by the Legislature, a green jobs survey, as specified, to gather information about statewide green job industry strengths. The bill would require the division to create a standard operating definition of “green job” based on the results of the survey for the purpose of employment in California, as described. The bill would require the California Workforce Development Board to incorporate the survey’s findings into education outreach, as specified, and would require the Workforce Services Branch of the Employment Development Department to incorporate the survey’s findings into appropriate communications or educational materials relating to job opportunities for persons seeking employment.

Status: On 03/20/2023: Re-referred to Com. on L. & E.

- **AB-1365 Workforce development: grocery industry.**

Summary: This bill would require the Labor and Workforce Agency to develop a labor-management training partnership to identify workforce training methods appropriate for the grocery industry.

Status: On 03/13/2023: Re-referred to Com. on L. & E.

- **AB-1370 California Community Colleges Economic and Workforce Development Program.**

Summary: This bill would revise and recast several provisions of the California Community Colleges Economic and Workforce Development Program. The bill would extend operation of the program indefinitely and would repeal the Job Development Incentive Training Program. The bill would revise and recast the principles governing the Economic and Workforce Development Program, provisions on the duties and membership of the program’s advisory committee, the decision criteria for allocating program funds to colleges, and the definitions that apply to the program’s provisions.

Status: On 4/12/2023-From committee: Do pass and re-refer to Com. on L. & E. with recommendation: To Consent Calendar. (Ayes 12. Noes 0.) (April 11). Re-referred to Com. on L. & E.

- **AB-1766 Division of Occupational Safety and Health: Regulations.**

Summary: Among other things, the bill would update statutory references within ETP’s Enabling Legislation relating to the federal Workforce Innovation and Opportunity Act of 2014, the California Workforce Development Board, and local workforce development boards. Additionally, this bill would delete the statutory language declaring the intent of the Legislature that programs developed pursuant to these provisions not replace, parallel, supplant, compete with, or duplicate in any way already existing approved apprenticeship programs.

Status: On 04/17/2023: Re-referred to Com. on L. & E.

II. **SENATE BILLS**

- **SB-84 Clean Transportation Program: Air Quality Improvement Program: funding.**
Summary: Among other things, this bill would expand the purpose of the Clean Transportation Program to include developing and deploying innovative technologies that transform California's fuel and vehicle types to help reduce criteria air pollutants and air toxics. The bill would no longer require the commission to provide certain project preferences. The bill would provide that the goals of the program shall be to advance the state's clean transportation, equity, air quality, and climate emission policies and would require the commission to ensure program investments support specified requirements. The bill would require the commission, on and after January 1, 2025, to expend at least 50% of the moneys appropriated to the program on programs and projects that directly benefit or serve residents of disadvantaged and low-income communities and low-income Californians, and would require at least 50% of funding for tangible location-based investments to be expended in disadvantaged and low-income communities.

Status: On 4/14/2023-Set for hearing April 26.

- **SB-322 Zero-Emission Vehicle Battery Manufacturing Block Grants Program.**
Summary: This bill would require the State Energy Resources Conservation and Development Commission, or an entity it contracts with, to administer its Zero-Emission Vehicle Battery Manufacturing Block Grant Program, and would impose eligibility, application scoring, workforce, and reporting requirements on the program. The bill would authorize the commission, or an entity it contracts with, to adopt procedures and criteria to supplement these requirements.

Status: On 4/18/2023-Read second time and amended. Re-referred to Com. on L., P.E. & R.

- **SB-382 California Workforce Pay for Success Act.**
Summary: This bill would establish the California Workforce Pay for Success Program to assist workers facing economic, social, and structural barriers to employment and career advancement, upon appropriation by the Legislature for these purposes. The bill would require the program to enter into workforce pay for success contracts, as defined, with eligible organizations that serve qualified participants. The bill would require the California Workforce Development Board to establish a selection process for the program and solicit proposals from eligible organizations. The bill would also require the Labor and Workforce Development Agency and CWDB to convene a workgroup to advise the board on program design. Upon appropriation of funds by the Legislature, the bill would create the Workforce Pay for Success Program Fund for purposes of the program, and would require the board, on or before January 1, 2026, to submit a report to the Department of Finance and the Legislature regarding the implementation of the program. The bill would include related legislative findings.

Status: On 4/18/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on L., P.E. & R.

- **SB-447 GO-Biz.**
Summary: This bill would authorize the GO-Biz to establish a program to promote social equity, civil rights, and anti-discrimination through marketing and advertising campaigns. The bill would also make nonsubstantive changes to these provisions.

Status: On 4/17/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 10. Noes 3.) (April 17). Re-referred to Com. on APPR.

- **SB-525 Minimum wage: health care workers.**

Summary: Among other things, this bill would require a health care worker minimum wage of \$25 per hour for hours worked in covered health care employment, as defined, subject to adjustment, as prescribed. The bill would provide that the health care worker minimum wage constitutes the state minimum wage for covered health care employment for all purposes under the **Labor** Code and the Wage Orders of the Industrial Welfare Commission. The health care worker minimum wage would be enforceable by the Labor Commissioner or by a covered worker through a civil action, through the same means and with the same relief available for violation of any other state minimum wage requirement. By establishing a new minimum wage, the violation of which would be a crime, the bill would impose a state-mandated local program.

Status: On 4/17/2023-Read second time and amended. Re-referred to Com. on APPR.

- **SB-534 Equitable Access to Job Opportunity Pilot Program.**

Summary: This bill would establish the Equitable Access to Job Opportunity Pilot Program, to be operative from January 1, 2024, to January 1, 2025, inclusive, to provide individuals without postsecondary education degrees from rural or low-income communities with financial aid for workforce development training and education to gain employment in key industries. The bill would require the board and the office to administer the pilot program, including identifying key industries and developing partnerships, pathways, and opportunities to ensure local development of those industries, as specified. The bill would require the board and the office to use existing resources for purposes of the pilot program, subject to the availability of funding in this act or the annual Budget Act, and would require the board and the office to work with local stakeholders, including local workforce development boards, in securing job opportunities and building pathways and partnerships, as specified. The bill would require the board and the office, on or before January 1, 2026, to report to the Legislature on the effectiveness of the program, as specified. The bill would repeal the bill's provisions on January 1, 2027.

Status: On 4/13/2023-Set for hearing April 26.

- **SB-544 Bagley-Keene Open Meeting Act: teleconferencing.**

Summary: This bill would amend existing law that will remain operative after July 1, 2023, to remove indefinitely the teleconference requirements that a state body post agendas at all teleconference locations, that each teleconference location be identified in the notice and agenda of the meeting or proceeding, and that each teleconference location be accessible to the public. The bill would require a state body to provide a means by which the public may remotely hear audio of the meeting, remotely observe the meeting, or attend the meeting by providing on the posted agenda a teleconference telephone number, an internet website or other online platform, and a physical address for at least one site, including, if available, access equivalent to the access for a member of the state body participating remotely. The bill would require any notice required by the act to specify the applicable teleconference telephone number, internet website or other online platform, and physical address indicating how the public can access the meeting remotely and in person. The bill would revise existing law to no longer require that members of the public have the opportunity to address the state body directly at each teleconference location, but would continue to require that the agenda provide an opportunity for members of the public to address the state body directly. The bill would require a member or staff to be physically present at the location specified in the notice of the meeting.

Status: On 4/13/2023-Set for hearing April 25.

- **SB-595 Covered California: data sharing.**

Summary: This bill would specifically apply that prohibition to the disclosure of personal information by the California Health Benefit Exchange to a certified insurance agent or a certified employment counselor. The bill also would make a technical change to a related provision.

Status: On 4/18/2023-Set for hearing April 24.

- **SB-822 Workforce development: Interagency High Road Team.**

Summary: This bill would require the Labor and Workforce Development Agency, the Government Operations Agency, including the Department of General Services, and the Governor's Office of Business and Economic Development to establish, and be referred to as, the Interagency High Road Team. The bill would require the team to collectively be responsible for oversight and decision-making, including, among other duties, creating high road evaluation metrics and developing technical assistance and evaluation infrastructure. The bill would require the team, upon request by a state agency and approval by the team, to establish interagency agreements that advance the objectives of high road procurement, contracting, and incentive programs. The bill would require, by November 1, 2024, each state agency to report to the team the agency's plan to incorporate high road employment requirements in that state agency's procurement processes, contracts, and incentives programs. The bill would require the team to compile specified information related to high road employment requirements reported by state agencies and to report this information to the Legislature by January 1, 2025.

Status: On 4/18/2023-Read second time and amended. Re-referred to Com. on G.O.

- **SB-864 Workforce development: workplace rights curricula.**

Summary: Among other things, this bill would require the California Workforce Development Board to assist the Governor with partnering with the Labor Commissioner and other subject matter experts in developing workplace rights curricula to be provided to all individuals receiving individualized career services, supportive services, or training services through the California workforce system. The bill would require each local workforce development board to ensure the provision of workplace rights training consistent with that workplace rights curricula. The bill would require the comprehensive 4-year local plan to include a description of how the local board plans to comply with this requirement. By imposing additional duties on local workforce development boards, the bill would impose a state-mandated local program. The bill would require the California Workforce Development Board to partner with the Employment Development Department and the Labor and Workforce Development Agency to ensure that local workforce development boards and one-stop career center providers are complying with those requirements.

Status: On 4/18/2023-Set for hearing April 24.

III. BUDGET BILLS

- **AB-221 Budget Act of 2023.**

Summary: This bill would make appropriations for the support of state government for the 2023–24 fiscal year. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 01/26/2023: Referred to Com. on BUDGET.

- **SB-72 Budget Act of 2023.**

Summary: This bill would make appropriations for the support of state government for the 2023–24 fiscal year. This bill would declare that it is to take effect immediately as a Budget Bill.

Status: On 01/11/2023: From printer.



Memorandum

Employment Training Panel

To: ETP Panel Members

Date: April 28, 2023

CC: Executive Staff
Reg Javier, Executive Director
Peter Cooper, Assistant Director
Erich Shiners, Assistant Director
Jaime Gutierrez, Chief Deputy Director
Tara Armstrong, Chief Information Officer

From: Mario Maslac, Chief of Program Operations

Subject: ETP Panel Meeting Agenda Item
Collecting Occupation Titles at Enrollment for All Trainees

I. Brief Issue Statement:

While applicants for ETP funds provide a list of occupations they intend to train, individual trainees are not associated to occupations at enrollment of trainees. This prevents ETP from tracking any career progression that may be occurring as a result of ETP funded training, as well as precluding the ability to conduct any level of analysis of trainee delivery to approved occupations.

II. Background Information:

Currently, applicants for ETP funding provide a listing of occupations they intend to train as part of their training project. Once a training proposal is developed, these occupations are kept at a job number level and individual trainees as they are enrolled are not associated to those approved occupations.

The disconnect between the occupations held at the job number level and individual trainees makes it impossible to track any kind of career progression that may be occurring as a result of ETP funded training. Furthermore, this disconnect precludes ETP staff from being able to perform any level of analysis around occupations and any other trainee level data provided. For example, ETP is unable to produce reports on how many trainees from each occupation have been trained on a project since job numbers can include multiple occupations. ETP is unable to cross-reference individual trainee wages with job level occupation data.

The Panel has already approved the collection of occupations per trainee at enrollment and final payment as part of the Healthcare Workforce Advancement Funds guidelines and this action would expand this practice to the whole program.

III. Recommendation

Staff recommends that Panel approve the addition of occupation titles at enrollment and at final invoice for all trainees.

Presentation & Action Item on FY 23/24 Funding Strategies:

Caps, Reimbursement Rates, Moratoriums, Allocations



Background

- Each year, we review our funding strategies for the coming fiscal year in mid to late spring, including project caps, reimbursement rates, moratoriums, and allocations.
- Please note that this year's presentation does not include information regarding any potential alternative/General Funds ETP may receive for next FY.



Project Caps

- Staff would like to keep our caps the same for FY 23/24 as they were this FY, except increasing the MEC and Critical proposal caps to \$750k:

	FY 22/23 Caps*	Proposed FY 23/24 Caps*
Single Employers (including Small Business)	\$500K	\$500K
Critical Proposals	\$600K	\$750K
MECs	\$600K	\$750K
Apprenticeship Proposals	\$500K	\$500K

- * Caps apply per contractor per FY



Reimbursement Rates

- Staff is recommending keeping our reimbursement rates the same for FY 2023/24.

Category	Reimbursement Rate
CBT	\$9
Apprenticeship	\$16
Non-Priority Industry	\$20
Retraining – all remaining populations and delivery methods	\$23

Moratoriums

- Staff is recommending a continuation of the moratorium on our traditional “lowest funding priority” projects.

Proposed FY 23/24 Moratoriums

Adult Entertainment

Commission on Retail Trades

Gambling

Mortgage Banking

Multi-Level Marketing

Training for Employees of Training Agencies

Partners & Principles in Professional Firms

Car Dealerships

Revision Requests to Increase Funding



Allocations

- Staff is recommending the following allocations, based on an estimated \$86.4M in contracting capacity for FY 23/24.

Category	Allocation
Single Employer	\$32,395,605
Small Business	\$5,399,268
MEC	\$21,597,070
Apprenticeship	\$21,597,070
Critical Proposal	\$5,399,268
Total	\$86,388,281



Request

- Staff is requesting approval to the following items, as described above:
 - Project Caps
 - Reimbursement Rates
 - Moratoriums
 - Allocations – With the allowance for staff to rebalance allocations at the end of the FY based on demand.
- Questions/Comments?



Thank you!



ETP Priority Industry Designation Analysis 2023

Brandon T. Hooker

Senior Research Program Specialist

EDD-Labor Market Information Division



Overview of the Report

- The California industry research conducted by the EDD-LMID in this report was in response to a request from California's Employment Training Panel (ETP) to provide labor market information and recommendations on which industries the ETP should consider designating as a priority industry.
- The Labor Market Information Division (LMID) is the official source for California Labor Market Information. The EDD-LMID promotes California's economic health by providing information to help people understand California's economy and make informed labor market choices.

Agriculture, Forestry, Fishing, and Hunting

- The Agriculture, Forestry, Fishing and Hunting sector comprises establishments primarily engaged in growing crops, raising animals, harvesting timber, and harvesting fish and other animals from a farm, ranch, or their natural habitats.

Farm Jobs

Industry	July 2017	July 2022	Net Change
Agri., For., Fish., and Hunt. Sector	469,400	465,800	-3,600
Crop Production	188,100	182,400	-5,700
Animal Production and Aquaculture	29,200	29,100	-100
Forestry and Logging	400	300	-100
Fishing, Hunting and Trapping	500	500	0
Support Activities for Agriculture and Forestry	251,200	253,600	2,400

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Agriculture, Forestry, Fishing & Hunting Sector	\$786
Crop Production	\$843
Animal Production	\$984
Forestry and Logging	\$1,265
Fishing, Hunting and Trapping	\$923
Agriculture & Forestry Support Activity	\$720

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Total Farm	1.9%

Agriculture, Forestry, Fishing, and Hunting cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector and average weekly wages earned by its respective workforce, the EDD-LMID would recommend that the ETP take into consideration adding the following industry to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Crop Production (NAICS: 111)	39.2%	\$843	n/a

- Crop Production (NAICS: 111):** Industries in the crop production subsector grow crops mainly for food and fiber. The subsector comprises establishments, such as farms, orchards, groves, greenhouses, and nurseries, primarily engaged in growing crops, plants, vines, or trees and their seeds.

Mining and Logging

The Mining, Quarrying, and Oil and Gas Extraction sector comprises establishments that extract naturally occurring mineral solids, such as coal and ores; liquid minerals, such as crude petroleum; and gases, such as natural gas.

Nonfarm Jobs

Industry	December 2017	December 2022	Net Change
Mining and Logging Sector	22,300	19,200	-3,100
Mining	20,400	16,900	-3,500
Logging	1,900	2,300	400
Oil & Gas Extraction	5,100	3,700	-1,400
Mining, except Oil & Gas	5,700	6,300	600
Support Activities for Mining	9,600	6,900	-2,700

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Mining	\$2,193
Logging	\$1,329
Oil and Gas Extraction	\$3,721
Mining (except Oil and Gas)	\$1,879
Support Activities for Mining	\$1,799

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Mining and Logging Sector	1.6%
Oil and Gas Extraction	-5.4%
Mining (except Oil and Gas)	4.8%
Support Activities for Mining	2.9%

Mining and Logging cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector, average weekly wages earned by its respective workforce, and employment outlook over the next few years, the EDD-LMID would recommend that the ETP take into consideration adding the following industry to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Mining (except Oil and Gas) (NAICS: 212)	32.8%	\$1,879	4.8%

- Mining (except Oil and Gas) (NAICS: 212):** Industries in the mining (except oil and gas) subsector primarily engage in mining, mine site development, and beneficiating (e.g., preparing) metallic minerals and nonmetallic minerals, including coal.

Construction

- The construction sector comprises establishments primarily engaged in the construction of buildings or engineering projects (e.g., highways and utility systems).

Nonfarm Jobs

Industry	December 2017	December 2022	Net Change
Construction Sector	833,100	915,800	82,700
Construction of Buildings	188,600	206,700	18,100
Heavy & Civil Eng. Construction	88,500	98,800	10,300
Specialty Trade Contractors	556,000	610,300	54,300

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Construction Sector	\$1,525
Construction of Buildings	\$1,579
Heavy and Civil Engineering Construction	\$2,082
Specialty Trade Contractors	\$1,419

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Construction Sector	2.6%
Construction of Buildings	2.1%
Heavy and Civil Engineering Construction	2.4%
Specialty Trade Contractors	2.8%

Construction cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector, average weekly wages earned by its respective workforce, and employment outlook over the next few years, the EDD-LMID would recommend that the ETP take into consideration adding the following industries to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Construction of Buildings (NAICS: 236)	22.6%	\$1,579	2.1%
Specialty Trade Contractors (NAICS: 238)	66.6%	\$1,419	2.8%

- Construction of Buildings (NAICS: 236):** the construction of buildings subsector comprises establishments primarily responsible for the construction of buildings.
- Specialty Trade Contractors (NAICS: 238):** The specialty trade contractors subsector comprises establishments whose primary activity is performing specific activities (e.g., pouring concrete, site preparation, plumbing, painting, and electrical work) involved in building construction or other activities that are similar for all types of construction, but that are not responsible for the entire project.

Manufacturing

- The Manufacturing sector comprises establishments engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.

Nonfarm Jobs

Industry	December 2017	December 2022	Net Change
Manufacturing Sector	1,316,200	1,313,900	-2,300
Durable Goods	839,900	846,800	6,900
Nondurable Goods	476,300	467,100	-9,200

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Manufacturing Sector	\$2,315

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Manufacturing Sector	1.5%
Durable Goods Manufacturing	1.8%
Nondurable Goods Manufacturing	0.9%

Manufacturing cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector, average weekly wages earned by its respective workforce, and employment outlook over the next few years, the EDD-LMID would recommend that the ETP take into consideration adding the following industries to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Beverage and Tobacco Manufacturing (NAICS: 312)	5.1%	\$1,243	5.5%
Chemical Manufacturing (NAICS: 325)	6.5%	\$2,217	1.7%
Computer and Electronic Product Manufacturing (NAICS: 334)	22.6%	\$4,865	1.9%

- Beverage and Tobacco Manufacturing (NAICS: 312):** Industries in the beverage and tobacco product manufacturing subsector manufacture beverages and tobacco products.
- Chemical Manufacturing (NAICS: 325):** The chemical manufacturing subsector is based on the transformation of organic and inorganic raw materials by a chemical process and the formulation of products.
- Computer and Electronic Product Manufacturing (NAICS: 334):** Industries in the computer and electronic product manufacturing subsector group are establishments that manufacture computers, computer peripherals, communications equipment, and similar electronic products, and establishments that manufacture components for such products.

Trade, Transportation, and Utilities (TTU)

- The trade, transportation, and utilities sector is comprised of the wholesale trade, retail trade, transportation and warehousing; and utilities industries.

Nonfarm Jobs

Industry	December 2017	December 2022	Net Change
Trade, Transp., and Utilities Sector	3,144,700	3,235,100	90,400
Wholesale Trade	699,400	661,700	-37,700
Retail Trade	1,767,600	1,686,900	-80,700
Transp., Ware. & Utilities	677,700	886,500	208,800

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Wholesale Trade	\$1,782
Retail Trade	\$896
Transp. and Ware.	\$1,284
Utilities	\$2,698

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Trade, Transp., and Utilities Sector	1.9%
Wholesale Trade	1.7%
Retail Trade	0.9%
Transp., Ware., and Utilities	4.1%

Trade, Transportation, and Utilities (TTU) cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector, average weekly wages earned by its respective workforce, and employment outlook over the next few years, the EDD-LMID would recommend that the ETP take into consideration adding the following industries to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Merchant Wholesalers, Durable Goods (NAICS: 423)	10.6%	\$1,905	1.2%
Truck Transportation (NAICS: 484)	4.6%	\$1,194	2.5%
Support Activities for Transportation (NAICS: 488)	3.8%	\$1,507	6.0%
Warehousing and Storage (NAICS: 493)	8.4%	\$1,088	7.2%

- Merchant Wholesalers, Durable Goods (NAICS: 423):** Industries in the merchant wholesalers, durable goods subsector sell capital or durable goods to other businesses.
- Truck Transportation (NAICS: 484):** Industries in the truck transportation subsector provide over-the-road transportation of cargo using motor vehicles, such as trucks and tractor trailers.
- Support Activities for Transportation (NAICS: 488):** Industries in the support activities for transportation subsector provide services which support transportation.
- Warehousing and Storage (NAICS: 493):** Industries in the warehousing and storage subsector are primarily engaged in operating warehousing and storage facilities for general merchandise, refrigerated goods, and other warehouse products.

Information

- The Information sector comprises establishments engaged in the following processes: producing and distributing information and cultural products, providing the means to transmit or distribute these products as well as data or communications, and processing data.

Nonfarm Jobs

Industry	December 2017	December 2022	Net Change
Information Sector	546,600	607,300	60,700
Publishing Industries	110,600	134,200	23,600
Motion Picture & Sound Record.	168,800	173,100	4,300
Broadcasting	45,500	36,500	-9,000
Telecom.	73,900	58,500	-15,400
Data Processing, Hosting & Related Services	44,300	59,100	14,800
Other Information Services	103,500	145,900	42,400

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Information Sector	\$4,031
Motion Picture & Sound	\$2,038
Publishing Industries	\$4,286
Internet Publishing	\$5,016
Telecom.	\$2,604
ISPs, Search Portals	\$4,701
Other Information Services	\$7,485

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Information Sector	1.5%
Publishing Industries (except Internet)	2.3%
Motion Picture and Sound Recording Industries	2.5%
Broadcasting	-1.4%
Telecommunications	0.2%
Data Processing, Hosting, and Related Services	-2.8%
Other Information Services	2.5%

Information cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector, average weekly wages earned by its respective workforce, and employment outlook over the next few years, the EDD-LMID would recommend that the ETP take into consideration adding the following industries to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Motion Picture and Sound Recording Industries (NAICS: 512)	28.5%	\$2,604	2.5%
Software Publishers (NAICS: 5132)	18.9%	\$4,787	3.3%

- Motion Picture and Sound Recording Industries (NAICS: 512):** Industries in the motion picture and sound recording industries subsector group includes establishments involved in the production and distribution of motion pictures and sound recordings.
- Software Publishers (NAICS: 5132):** This industry comprises establishments primarily engaged in software publishing.

Financial Activities

- The financial activities sector is comprised of the finance and insurance; and real estate and rental and leasing sectors.

Nonfarm Jobs

Industry	December 2017	December 2022	Net Change
Financial Activities Sector	841,300	846,400	5,100
Finance & Insurance	550,600	546,700	-3,900
Real Estate & Rental & Leasing	290,700	299,700	9,000

Average Weekly Wages

Industry	2022: Quarter 2
Total All Industries	\$1,565
Finance and Insurance	\$2,696
Real Estate and Rental and Leasing	\$1,523

2022-2024 Industry Employment Projections

Industry	2022-2024 Industry Forecast (Percent Change)
Total, All Industries	2.8%
Financial Activities Sector	1.0%
Finance and Insurance	0.4%
Real Estate and Rental and Leasing	2.1%

Financial Activities cont.

Potential Priority Industry

- Based upon a review of the following industry's concentration within the sector, average weekly wages earned by its respective workforce, and employment outlook over the next few years, the EDD-LMID would recommend that the ETP take into consideration adding the following industry to its priority industry designation list:

Potential Priority Industry	Share of Major Industry Sector (December 2022)	Average Weekly Wage (Statewide Avg: \$1,565)	Industry Forecast: Percent Change (Statewide: 2.8%)
Securities, Comm. Contracts, and Other Fin.Invest. and Related Activities (NAICS: 523)	12.1%	\$4,639	3.7%

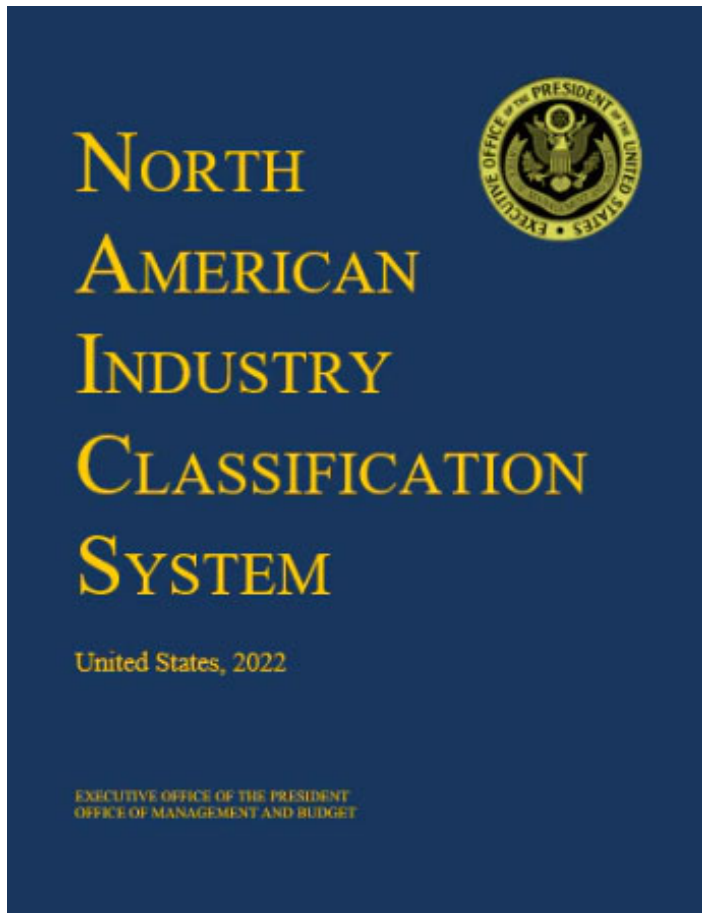
- Securities, Commodity Contracts, and Other Financial Investments and Related Activities (NAICS: 523):** Industries in the securities, commodity contracts, and other financial investments and related activities subsector group include establishments that are primarily engaged in specialized financial activities.

ETP Priority Industry Recommendations
Fiscal Year 23/24

April 28, 2023
Panel Meeting



NAICS and ETP Priority Industries



June 2022 Panel

- Background on the North American Industry Classification System (NAICS)
- ETP current process and how NAICS are utilized
- 2022 NAICS codes revisions
- Requested panel to approve new codes in current designations as priority



Panel - NAICS and ETP Priority Industry

- The 2022 revisions analysis prompted
 - Re-evaluation of ETP's current Priority Industry Designation process
 - Goal is to adapt to industry changes
 - Benefit California Businesses and Employees
- Ways to approach
 - Collaborate with sources outside of ETP
 - Identify industries key to the State's economic health
 - Return back to panel with new recommendations



What is North American Industry Classification System (NAICS)?

- Developed as the standard for use by Federal statistical agencies
 - Designed to classify businesses when collecting, analyzing, and publishing statistical data about the United States economy.
- It's a numerical coding system where the first two numbers of the codes designate the economic industry sector. The remaining digits are comprised of the Industry Groupings and National Industry subsectors.
 - Meaning that it groups business establishments into industries according to similarity in the processes used to produce goods or services.
- Every 5 years there are potential revisions to keep pace with the changing economy.
 - Most recent NAICS revision was released in 2022.



ETP Current Priority Industries

The Panel designates certain industry sectors as Priority Industries.

Employers that are determined to be within a designated Priority Industry may obtain benefits such as a higher reimbursement rate or a lower wage requirement, with Panel approval on a case-by-case basis.

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

* NAICS groups establishments into industries according to similarity in the processes used to produce goods or services. These are identified in 2-digit codes, 3-digit subsectors, and 4-6-digit industries.



Background

- ETP reviews applicants' NAICS codes to determine:
 - If the NAICS code is designated as an industry being threatened by out-of-state competition;
 - If an Employers' NAICS code is a Priority Industry code:
 - May be provided a higher reimbursement rate than the standard rate
 - May be provided a lower required wage for SET projects as mentioned in the previous slide
- Or when ETP has a moratorium on specific industries, the NAICS code will determine an employer's eligibility to apply for ETP funding.



ETP Legislation and Regulation Statutes

Under the Unemployment Insurance Code, the Legislature finds and declares that the panel must identify priority industries to promote a healthy labor market in a growing, competitive economy.

ETP Legislation

- ❖ 10205(b)(2)
- ❖ 10205(d)
- ❖ 10214.5(b)

ETP Regulations

- § 4405(a)(4) Funding Limitations
- § 4409(a)(3) Special Employment Training Projects
- § 4409(a)(6)(A) Special Employment Training Projects
- § 4451(f) Alternative Funding Source



<https://etp.ca.gov/legislation-regulations/>



What we know?

- ETP priority designations have had an informal process and have remained unchanged over the years
- Designations were based on executive level review of the current state of CA and Governor's Office Administration initiatives
- ETP Industry Names do not match Bureau of Labor Statistics (BLS) NAICS classifications due to some of those Governor's Office Administration initiatives
 - ETP 'Multimedia/Entertainment' priority initiatives includes some 'Information' NAICS industry sector codes
 - ETP 'Green/Clean Technology' priority initiatives encompass various NAICS sectors



Collaboration Efforts

ETP is collaborating with EDD's Labor Market Information Division (LMID)

- Gain insight on labor market information and trends
- Enhance ETP's ability to categorize industry sectors throughout the State.

Analyses to include:

- Economic summaries on business establishment and job trends within NAICS major 2-digit sectors and 3-digit subsectors

EDD-LMID Presentation - Brandon Hooker



ETP Factors to Consider

- ETP Legislation and Regulation statutes
 - Manufacturing
 - Keeping pace with ebbs and flows of economy
- California Governor/Administration Initiatives
 - Climate Change, Clean Energy, Mining, Gun Control
- LMID qualitative and quantitative analyses and insight of NAICS industries and codes
 - Industry Employment Trends - job growth patterns
 - Business establishments and wage trends



ETP Current Priority Industry NAICS codes compared to recommended NAICS Codes

2 Digit	Current ETP Priority Sectors	NAICS Industry Name	ETP Current PI Codes	Recommended Changes	Industry Business Establishment Types	Total number of code changes
11	Agriculture	Agriculture, Forestry, Fishing and Hunting	111110-111998		Crop Production	0
21		Mining, Quarrying, and Oil and Gas Extraction	None	212210-212390	Mining (except Oil and Gas)	12
22	Green/Clean Technology	Utilities	All		Utilities	0
23	Construction	Construction	All	237120	Oil and Gas Pipeline and Related Structures Construction	-1
31-33	Manufacturing/Food Production Biotechnology and Life Sciences Green/Clean Technology	Manufacturing	All	332992-332994	Small Arms Ammunition Manufacturing	-3
42	Goods Movement and Transportation Logistics Green/Clean Technology	Wholesale Trade	423860 423930	423110-423990 423610-423850 423910-423920 423940 423990	Merchant Wholesalers, Durable Goods	34
44-45	Retail	Retail Trade	None	None		0
48-49	Goods Movement and Transportation Logistics Green/Clean Technology	Transportation and Warehousing	481112 481212 482111-482112 483111 483113 483211 486110-486990 488111-488390 488510-488991 492110 493110-493190	484110-484230 486110 486910	Truck Transportation Pipeline Transportation of Crude Oil Pipeline Transportation of Refined Petroleum Products	9 -2
51	Information Technology Services Multimedia Entertainment	Information	512110-512120 512191-513210 516210-518210 519290	512131-512132	Motion Picture and Sound Recording Industries	2
52		Finance and Insurance	None	523150-523999	Securities, Commodity Contracts, and Other Financial Investments and Related Activities	7
53		Real Estate and Rental and Leasing	None	None		0
54	Technical Services	Professional, Scientific, and Technical Services	541310 541330-541340 541360-541370 541380 541511-541513 541614 541620-541715	541320 541350 541519 541720	Architectural, Engineering, Computer Systems Design, Scientific Research and Development Related Services	4
55		Management of Companies and Enterprises	None	None		0
56	Green/Clean Technology	Administrative and Support and Waste Management and Remediation Services	562910-562920			0
61		Educational Services	None	None		0

ETP Current Priority Industry NAICS codes compared to recommended NAICS Codes

2 Digit	Current ETP Priority Sectors	NAICS Industry Name	ETP Current PI Codes	Recommended Changes	Industry Business Establishment Types	Total number of code changes
62	Healthcare	Health Care and Social Assistance	621410-621910 622110-623990	621111-621399 621991-621999 623110 624110-624190	Ambulatory Health Care Services Nursing Care Facilities Individual and Family Services	13
71		Arts, Entertainment, and Recreation	None	711110-711510	Performing Arts, Spectator Sports, and Related Industries	11
72		Accommodation and Food Services	None	722310-722515	Food Services and Drinking Places	8
81	Technical Services Green/Clean Technology	Other Services (except Public Administration)	None	812111-812199 813311-813319	Personal Care Services, Social Advocacy Organizations	8
92		Public Administration	None	None		0
Total			526	102		102

Industries

ETP Industry Names do not match NAICS classifications (BLS)

Recommendation: Adopt NAICS database named definitions when designating any industry as an ETP priority industry

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

Sector	NAICS Definition
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration



Summary

Recommendation:

1. Keep ETP's current Priority Industries, and adopting LMIDs recommendations, minus some codes that don't align with ETP legislation or Governor Office Initiatives
 - ❑ 102 NAICS code changes
 - Adding 109 to Priority Industries
 - Removing 7 existing Priority Industry designations
2. Renaming ETP Priority Industry names consistent with NAICS database names

Future: Keep this process each year and refine to continue to target key industries in CA.



Questions/Comments

Staff would like to know if the Committee Panel or stakeholders have any questions or desire for more discussion on these items. Staff also requests approval to move this discussion item to panel for approval to adopt new NAICS codes as Priority Industry NAICS codes and Industry name change.





Memorandum

To: Panel Members

Date: April 28, 2023

From: Erich Shiners, Assistant Director & Chief Counsel

Subject: Revision of Out-of-State Competition Regulation (22 C.C.R. § 4416)

Subdivision (i) of ETP's Out-of-State Competition (OSC) regulation, Title 22, California Code of Regulations, Section 4416, provides that employers under certain North American Industrial Classification System (NAICS) codes are exempt from the requirement to demonstrate they face out-of-state competition in order to receive ETP funding. Subdivision (i)(3) lists NAICS codes for certain industry subsectors that automatically qualify for the OSC exemption. One of the listed subsectors is "511 Publishing Industries (except Internet)."

In revising the NAICS codes for 2022, the federal Office of Management and Budget combined 511 Publishing Industries (except Internet) with internet-only publishing from subsector 516 to create the new 513 Publishing Industries code. The first proposed revision to 22 C.C.R. § 4416(i) would change "511 Publishing Industries (except Internet)" to "513 Publishing Industries" to match the current NAICS code. This would have the practical effect of expanding the OSC exemption to a new group of employers—internet publishers—that are not exempt under the current regulation.

The second proposed change would delete the year "2002" from before "North American Industrial Classification System (NAICS)" in the first paragraph of Section 4416(i) to avoid any confusion over whether ETP is relying on the most recent version of the NAICS, which is updated every five years.

The text of 22 C.C.R. § 4416 showing the proposed revisions is attached to this memorandum; bold underlined text indicates proposed additions and strikethrough text indicates proposed deletions.

Recommendation: Approve the attached proposed revised text of 22 C.C.R. § 4416 governing out-of-state competition. Authorize the Legal Unit to initiate the formal rulemaking process based on the approved text and further authorize the Legal Unit to review, evaluate, and respond to public comments after the 45-day comment period without further Panel approval unless the Legal Unit suggests making substantive changes from the previously approved text; in that case, the Legal Unit must bring the proposed changes to the Panel for approval.

§ 4416 Out-of-State Competition

[Sections (a) through (h) - No Changes]

(i) NAICS Industries. As an exception to the discretionary Determination process at subsections (d)-(h), any employer that finances liability for unemployment insurance benefits will be deemed to meet the out-of-state competition requirement based on industry classifications. The pertinent industries are classified into Sectors by the federal Office of Management and Budget under the 2002 North American Industrial Classification System (NAICS). The Employment Development Department (EDD) routinely assigns NAICS classifications to all businesses in California.

For the purpose of meeting the out-of-state competition requirement, the Panel will accept the EDD assignment of NAICS classifications for the Sectors identified in both (1) and (2) below:

(1) Any NAICS classification in:

Sectors 31-33. Manufacturing Industry

(2) Designated NAICS classifications in:

Sector 11. Agriculture, Forestry, Fishing & Hunting Industry

Sector 21. Mining Industry

Sector 51. Information Industry

Sector 54. Professional, Scientific & Technical Services Industry

(3) A detailed definition of each industry classification is set forth in the "NAICS Manual" published by the U.S. Census Bureau under the Office of Management and Budget. All of these classifications may be viewed online free of charge at www.census.gov. The particular classifications designated by the Panel in Sectors 11, 21, 51 and 54 are shown in the following chart:

NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM	
Sector 11. Agriculture, Forestry, Fishing & Hunting Industry	
111	Crop Production
112	Animal Production
113	Forestry and Logging
114	Fishing, Hunting & Trapping
Sector 21. Mining	
211	Oil & Gas Extraction
212	Mining
Section 51. Information	
511	Publishing Industries (except Internet)
51211	Motion Picture and Video Production
512191	Teleproduction and Other Postproduction Services
513	Publishing Industries

Sector 54. Professional, Scientific and Technical Services	
541330	Engineering Services
54138	Testing Laboratories
541511	Custom Computer Programming Services
541512	Computer System Design Services
54171	Research & Development in the Physical, Engineering and Life Sciences

Authority cited: Section 10205(m), Unemployment Insurance Code. Reference: Sections 10200(a), 10200(b)(1) and 10201(b), Unemployment Insurance Code.



Memorandum

To: Panel Members

Date: April 28, 2023

From: Erich Shiners, Assistant Director & Chief Counsel

Subject: Repeal of ETP Bylaws

Unemployment Insurance (UI) Code section 10205(/) requires the Panel to “[a]dopt by regulation procedures for the conduct of panel business, including the scheduling and conduct of meetings [and] the disclosure of contacts between panel members and parties at interest concerning particular proposals, contracts or cases before the panel or its staff.” ETP has never adopted formal regulations on these issues.¹ Instead, the Panel has adopted bylaws to govern these subjects (among others).

A “regulation” is any “rule, regulation, order, or standard of general application . . . adopted by any state agency to implement, interpret, or make specific the law enforced or administered by it, or to govern its procedure.” (Gov. Code, § 11342.600.) Under the California Administrative Procedure Act (APA), such regulations may only be adopted through the formal rulemaking process that includes initial review by the Office of Administrative Law, public notice and a 45-day comment period, and filing of the final regulations with the Secretary of State. (Gov. Code, § 11340.5(a).) This formal rulemaking process applies unless the Legislature explicitly says otherwise. For instance, UI Code section 10214.6(b) allows the Panel to adopt regulations governing guidelines for alternative fund programs without going through the formal APA rulemaking process. The absence of a similar exemption in Section 10205(/) strongly indicates the Legislature intended for regulations governing Panel meetings and disclosures to be adopted pursuant to the formal APA rulemaking process. Because the Panel’s Bylaws were not adopted pursuant to the APA’s formal rulemaking process, they do not satisfy the statutory requirement that the Panel adopt regulations for the scheduling and conduct of meetings, and disclosure of contacts with interested parties.

Recommendation: Repeal the existing Panel bylaws effective immediately. Staff will then prepare draft regulations for the scheduling and conduct of Panel meetings, and disclosure of contacts with interested parties, to be reviewed and approved by the Panel prior to initiating the formal APA rulemaking process. In the meantime, the Panel may proceed according to Robert’s Rules of Order, its governing statutes, and its regulations.

¹ ETP’s regulations are found at sections 4400-4451 of Title 22 of the California Code of Regulations.



Memorandum

To: Panel Members

Date: April 28, 2023

CC: Reg Javier, Executive Director
Peter Cooper, Assistant Director
Erich Shiners, Assistant Director
Jaime Gutierrez, Chief Deputy Director

From: Heather Miguel, Manager, Program Projects Unit

Subject: ETP Policy Committee Meeting Agenda Item 4.a.
Discussion Item: Apprenticeship Funding for FY 23/24

I. Brief Issue Statement:

Over the last three years, ETP staff have been working to implement improvements to the Apprenticeship Program. These improvements have included an annual application window, changing the way projects are funded, and partnering more closely with other state agencies that work with these programs. Staff are seeking to further refine the program and this memo provides an update on the funding for fiscal year 23/24.

II. Background Information:

As discussed when the recommendations were brought to Committee last year, ETP's demand for apprenticeship programs continues to increase. As demand increases, staff are working to improve partnerships and the funding mechanisms for these projects to create more equity in the program.

Creating Partnerships: ETP staff is working with partner agencies including the Division of Apprenticeship Standards (DAS) and the California Community Colleges Chancellor's Office (CCCCO). This represents an effort to diversify the types of apprentice programs that are funded, including supporting registered apprentice programs that work in non-traditional industries. Partnering with these agencies allows ETP to align with other statewide apprentice funding mechanisms on best practices as we work toward Governor Newsom's goal of registering 500,000 Apprentices by 2029.

Funding per Trainee Methodology: This was brought to the committee and panel last year but staff is working to refine the methodology. Funding under this proposed method factors in the total trainees requested to train, total allocated funding to the apprenticeship program for the fiscal year, and the total overall demand received during the annual application period. This ensures that ETP is equitably funding all apprentice program applications received.

Proposed Implementation Timeline:

May 1, 2023 – Application Window Opens
May 9, 2023 – Apprenticeship Informational Session
June 9, 2023 – Application Window Closes
June 2023 – August 2023– Development of Proposals by ETP Staff
September 29, 2023 – Apprentice Projects heard at Panel

Outreach Efforts:

April 25, 2023 – Interagency Advisory Committee on Apprentice - Presentation by ETP
May 3, 2023 – California Apprenticeship Committee - Presentation by ETP

ETP staff will be presenting an overview of the Apprenticeship Program to the DAS committees in the coming weeks. In addition, staff expect other presentation opportunities later in the year as we work closely with our statewide partners.

III. Discussion

No action beyond soliciting and receiving any feedback from the Policy Committee, contractors, stakeholders, and public regarding the Apprenticeship Program for FY 23/24.

CivicMakers

Final Recommendations - April 2023



The CivicMakers Team



Judi Brown (she / her)
Co-founder & Managing Partner



Virginia Hamilton (she / her)
Facilitator / Human Centered Design



Brittany Henry (she / her)
Designer



Leah Tremblay-Adams (she / her)
Design Researcher



Scope of Work

Review ETP application process

- Generate actionable discussion around the ETP application processing system of “First-in, First- out” including its merits and challenges.

Capacity-building and training for ETP managers and staff

- Build on the knowledge and skills of all ETP members through a focus on Human-Centered Design (HCD).
- Deepen internal staff’s capacity for Design Thinking and its application.



Project Roles & Responsibilities

CivicMakers (Consultant)

- Lead the process of assessing the ETP application process through stakeholder engagement and applied design thinking.
- Support internal staff training and capacity building at ETP.

Design Team (Internal ETP Working Group)

- **Primary Purpose:** to learn and understand the process of Human-Centered Design. Understanding how and why design decisions will be made to improve the current application process.
- Stay informed on the process and give input when necessary

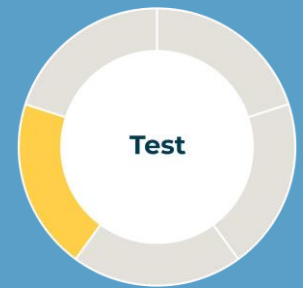
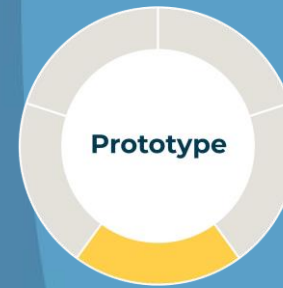
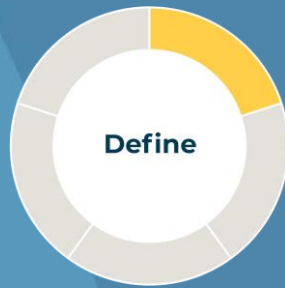


Final Deliverables

- **Prioritized List of 18 Process Improvement Ideas** - a detailed description of the 18 potential process improvements that were prioritized from the Ideation Session (*5 of which will be presented today*)
- **Summary of Engagement** - an outline of the project's engagement activities with both internal and external stakeholders
- **Proposed Next Steps** - recommendations for work planning around an implementation phase

Agenda

1	Recap of Approach To Date
2	Summary of Phases <ul style="list-style-type: none">• Ideation/Evaluation• Prototyping & Testing
3	ETP Prototypes (5 Recommendations)
4	Next Steps



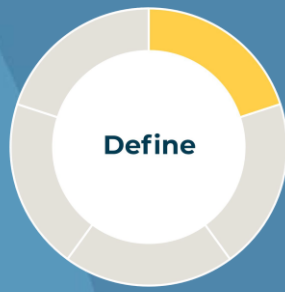
Approach/Method

Human Centered Design At ETP



Timeline & Activities

Focus	Month
Stakeholder Interviews <i>Empathize with stakeholders</i>	September - October
Data Analysis <i>Define the challenge</i>	November - January
Ideation <i>Explore ways to address the challenge</i>	February - March
Prototyping and Testing Ideas <i>Feedback through a transparent and open public process</i>	April
Process Recommendations <i>Culmination of design activities presented to key stakeholders</i>	Present on April 28th



Empathize/Define

Empathy interviews & Data
Analysis/Synthesis



Stakeholder Groups

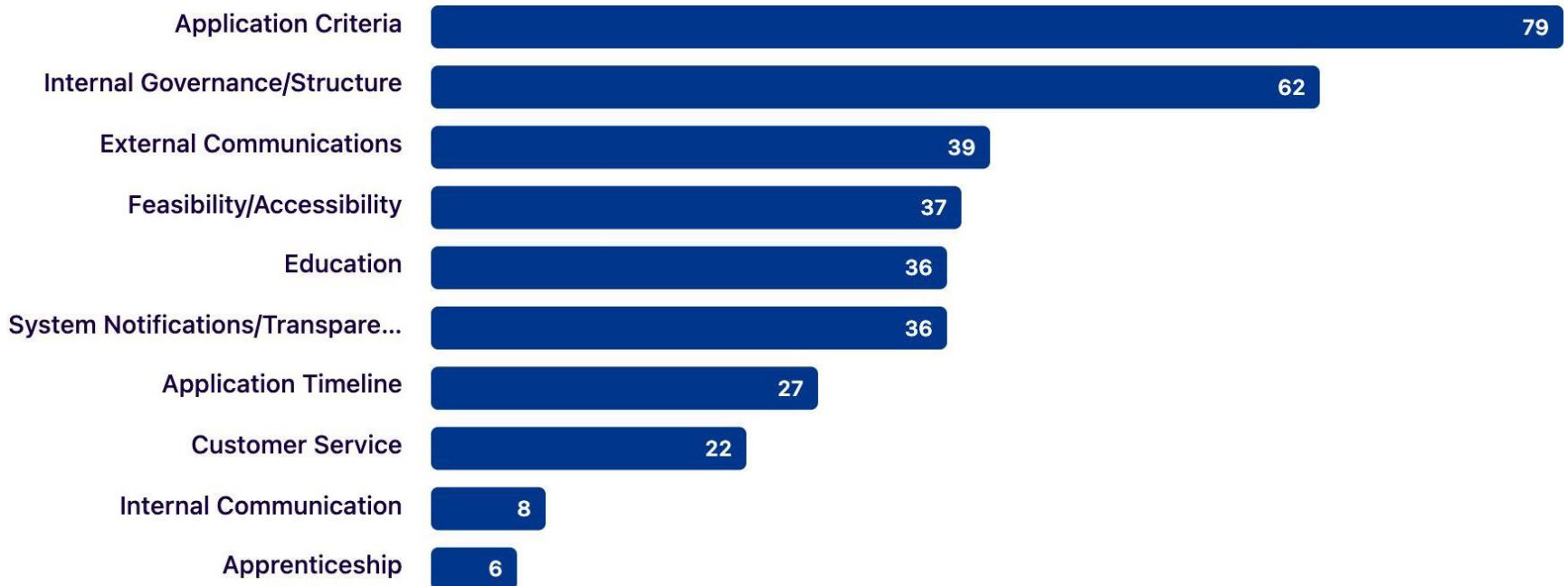
- **ETP Team Members** (Internal Stakeholders)
 - *Panel Members
 - Management Team Members
 - Department Team Members
 - Field Office Team Members (from various regional offices)
- **Consultants** (External Stakeholders)
 - Priority Industry Consultants
 - Single Employer Consultants
 - MEC Consultants
- **Applicants** (External Stakeholders)
 - Applicants
 - Applicants with the support of consultants

**Note: Even though we have listed Panel Members as an internal stakeholder, they are not actually employed directly by ETP. The Panel is an integral body to the processing of applications.*



Common Themes

Data Analysis Tool = Dovetail: good for qualitative data analysis through coding data with specific “Tags” (i.e. themes)



Key Themes

- Current perception across stakeholder groups is that the current ETP application **process does not follow a “First-In-First-Out”** methodology.
- **Lack of transparency into the application timeline.** Both applicants and many ETP staff wanted a way to see where an application was in the process, particularly around how much time it would take for an application to be approved.
- **There is low awareness of ETP as a program.** Familiarity with the application process appears to be limited to those who have been through the process, or know other businesses/consultants who have been through the process. As a result, new applicants primarily come to the program through word of mouth.

****Research Note:** The above themes are taken from the aggregated insights of stakeholder groups we interviewed during our discovery phase (September 2022 - October 2022)*



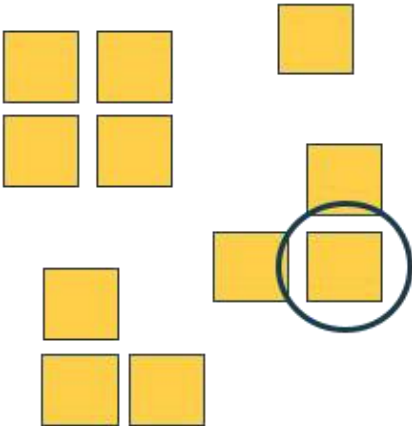
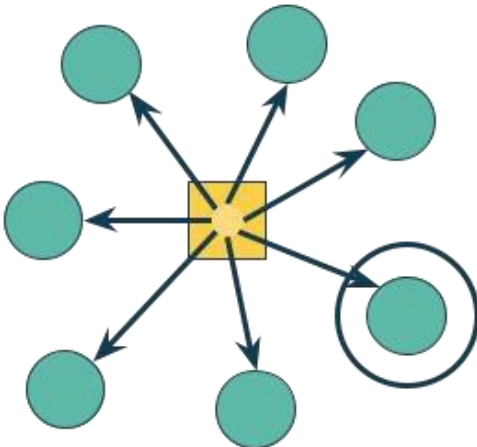
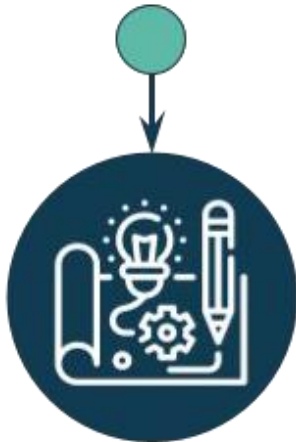


Ideation/Evaluation

Exploring Potential Solutions
and Evaluating.



Process Recap

Challenge Definition	Ideation & Evaluation	Prototyping & Testing
<i>Identified 6 challenge opportunities</i>	<i>Generated 250+ ideas with ETP Staff (prioritized 18)</i>	<i>Shortlisted 5 ideas for immediate prototyping/testing</i>
		

Evaluation - CivicMakers' Approach

Purpose:

To ensure that the proposed ideas are **Desirable**, **Viable**, and **Feasible**.

Activities:

- Ideation Session with internal ETP staff members - Desirability ✓
- Impact + Effort Mapping - Design Team + CivicMakers ✓
- Meeting with Executive level staff - (Evaluate Feasibility and Viability) ✓



Evaluation - Outcomes

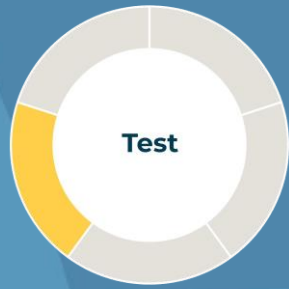
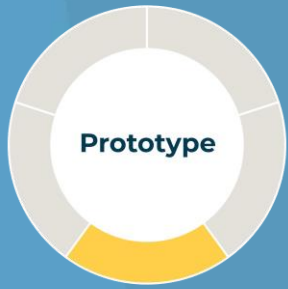
Considerations:

- What ideas are currently the most viable (can it be funded?)
- What ideas are currently the most feasible (can it be built?)

Results:

- **5 prioritized ideas** for immediate prototyping.
 - 1) Video tutorial on how to complete applications
 - 2) Public List that shows submitted applications + development status
 - 3) Push Notifications - for status changes/updates (via CAL-E)
 - 4) Translate a submitted application directly into a proposal
 - 5) ETP Training Department Unit





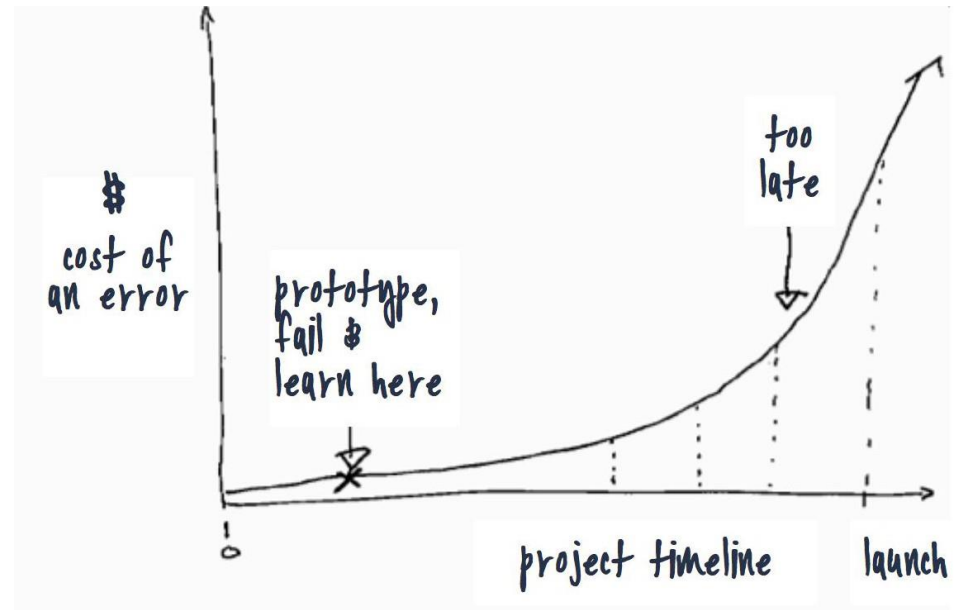
Prototyping & Testing

Building and Testing Potential
Solutions



Why Prototype?

- Build to think
- Build to learn
- Opportunity to fail before emotional, financial, or time investment is too high



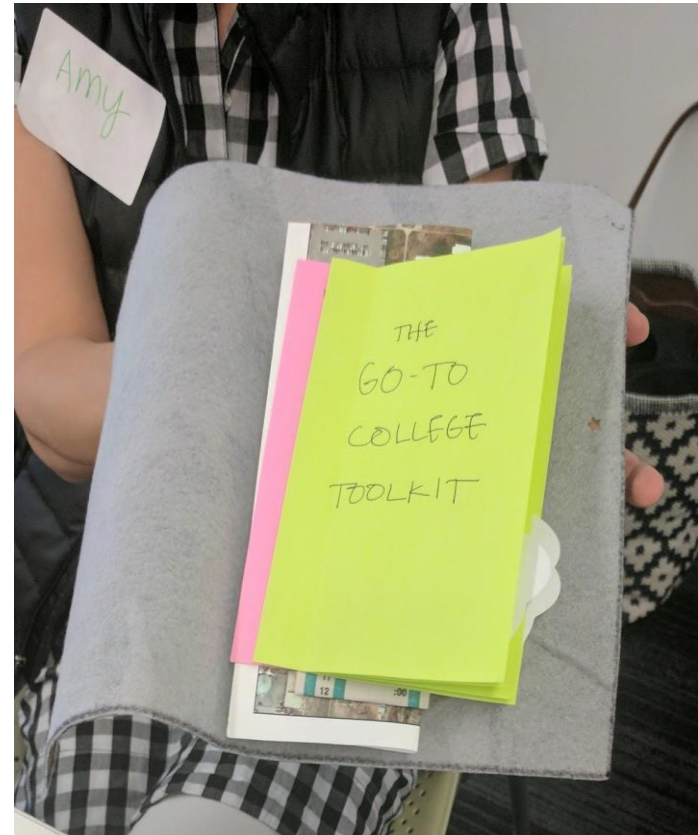
Example Prototype: Building

Challenge Statement

To overcome institutional barriers to higher education, high school students in Stockton, CA need more information and resources about college opportunities.

Low-Fidelity Prototype

This prototype represents a simple and low to no-tech representation of what might actually be included in a “Go-To-College Toolkit.”



Prototyping/Testing - CivicMakers Approach

Purpose:

- **Visualize desired ideas** via creating low-fidelity prototypes
- **Test** with specific *external* audience segments for iteration considerations.

Activities:

- CivicMakers w/ support from Design Team - Build Low-Fidelity Prototypes
✓
- Share Prototypes with External Stakeholders (Testing)✓



Prototyping/Testing - Outcomes

Generated 5 low-fidelity prototypes and presented to a sample of external stakeholders.

Implications:

- Feedback given can be incorporated into another iteration of the prototype and considered for high-fidelity prototyping and testing (*implementation*).

ETP Prototypes

For Immediate Prototyping &
Testing



List of Prioritized Ideas for Immediate Prototyping

High Impact Low Effort

1. Video tutorial - support with the below
2. Public List that shows submitted applications + development status
3. Push Notifications - for status changes/updates (via CAL-E)

High Impact High Effort

1. Translate a submitted application to a 130
2. ETP Training Department Unit



Impact - Effort Matrix

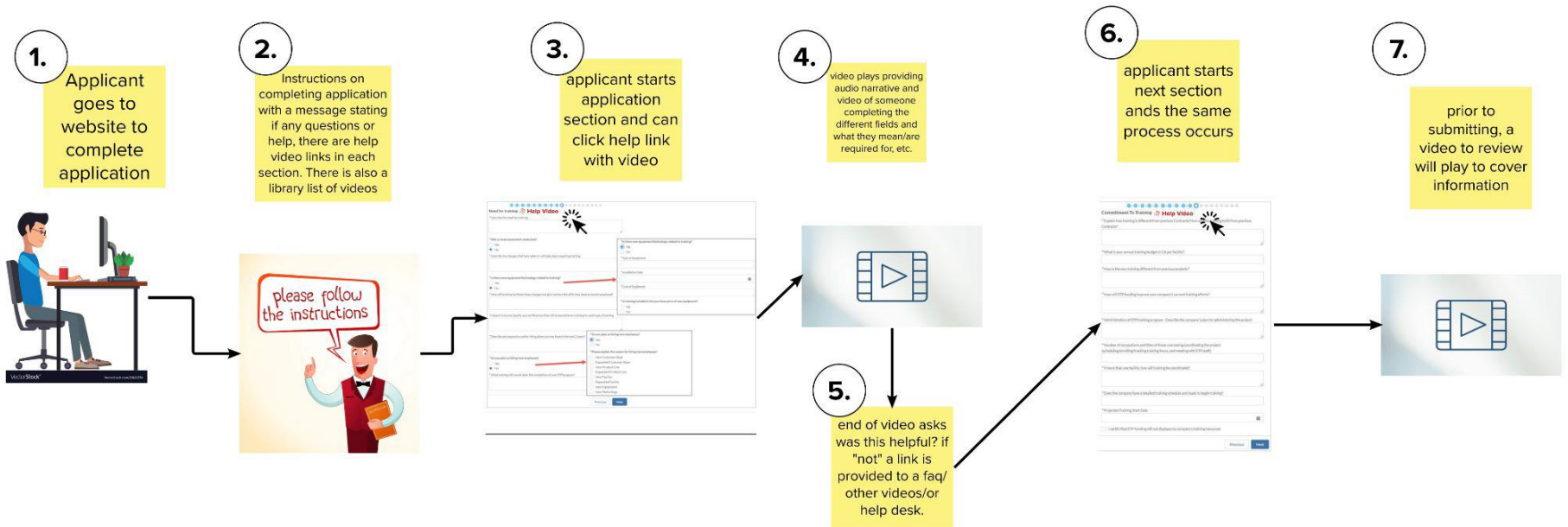


ETP Prototypes

Prototype 1: Video tutorials on how to complete applications

Main Intended Outcomes = Internally externally

- **External:** Provides clarity on what's required of a completed application, opportunity to inform on program aspects.
- **Internal:** A key result would be that a majority of submitted applications are filled out correctly allowing for them to be processed in a more timely and efficient manner.



ETP Prototypes

Prototype 2: Publishing a public list of applications with status

Main Intended Outcomes =

- **External:** To provide process transparency in regards to where an application is in the overall process, relative to other applications.
- **Internal:** The key result of this idea should be significantly less inquiries to ETP staff regarding status of application and proposals.

Terminology Key:

Cal-E (CEF) = Online application submission/processing portal

Option 1: (Preferred option, automated)

Automated customized live report created in Cal-E (CEF) which shows all apps in queue - Lists reference number, applicant name and requested amount, Subcontractor

Webpage on main site linked to CEF report with application queue update daily

Option 2

Application Submitted to CEF/ETP - Lists reference number, applicant name and requested amount, and subcontractor

Eligibility (AAU) Team pulls the customized app report in CEF monthly

Sends to Web Metrics team to post to website



ETP Prototypes

Prototype 3: Push notifications for status changes (via CAL-E)

Main Intended Outcomes =

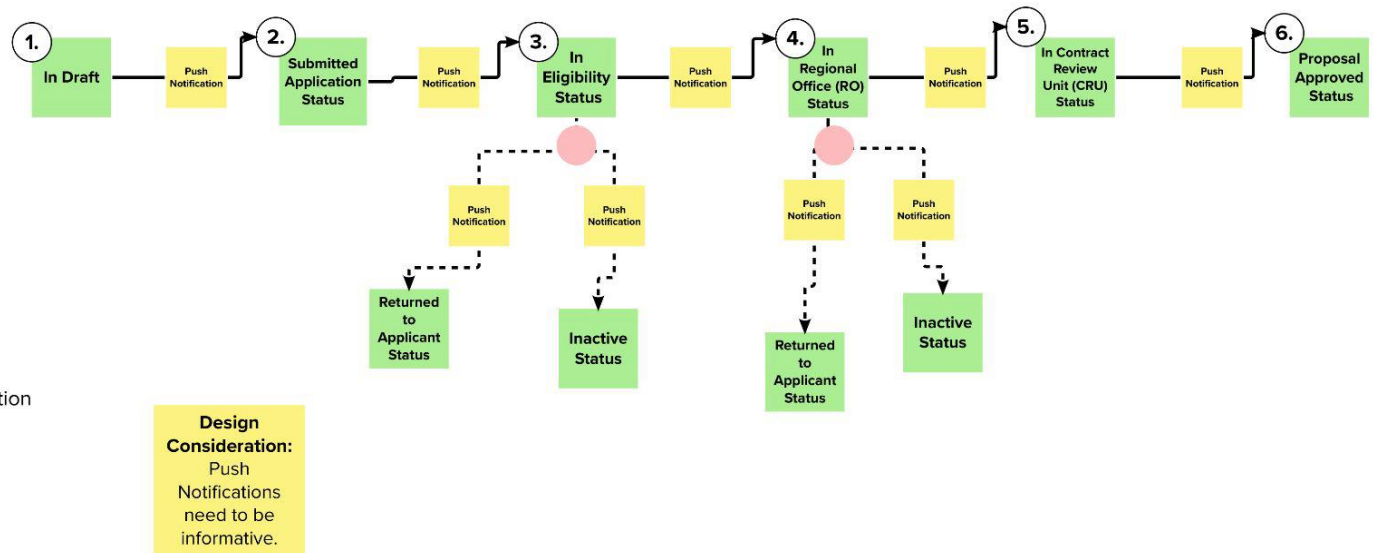
- **External:** External stakeholders would ideally be able to understand the progress of their application and receive other informative information.
- **Internal:** A key result would be that Internal stakeholders ideally would be able to rely on the push notifications keeping the applicants informed instead of applicants needing them to directly tell them (can better manage volume of direct support requests)

Key:

Push Notifications (Yellow Post-its)
Statuses (Green Post-its)

- In Draft
- Submitted
- In Eligibility
- In RO Development
- In CRU Review
- Proposal Approved
- Returned to Applicant
- Inactive

● = There is an issue with the application

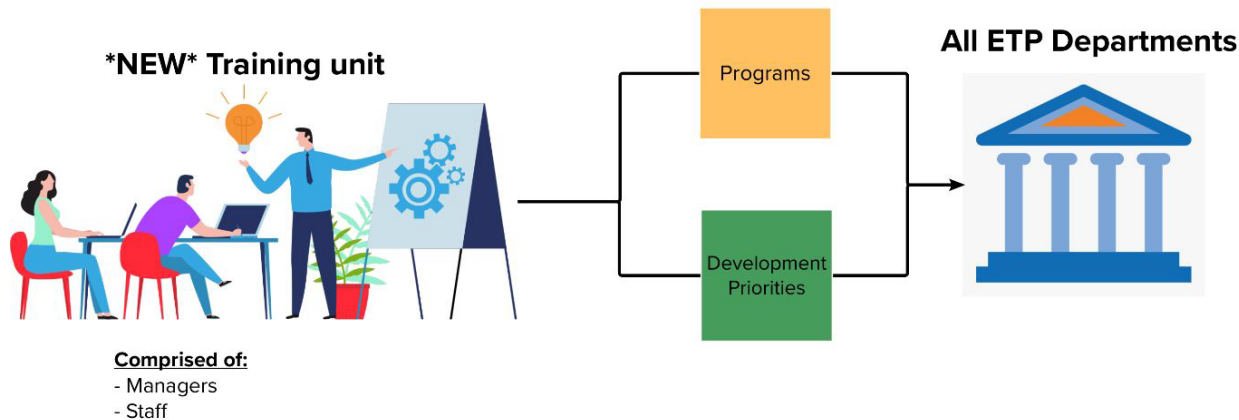


ETP Prototypes

Prototype 4: ETP Training Unit

Main Intended Outcome =

- **External:** Key result will be a more standardized experience for applicants across field offices
- **Internal:** A centralized internal department that can handle training on all the major programs and priorities for each department (also would be responsible for updating training documents and manuals and be in contact with teams)



Annual Training Calendar

Training Calendar 2015																															
Year/Month/Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2015																															
January																															
February																															
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June																															
July																															
August																															
September																															
October																															
November																															
December																															

Unit Would Be Responsible For:

- Onboarding new staff
- Updating training materials every time a change occurs
- Regular annual refresher

ETP Prototypes

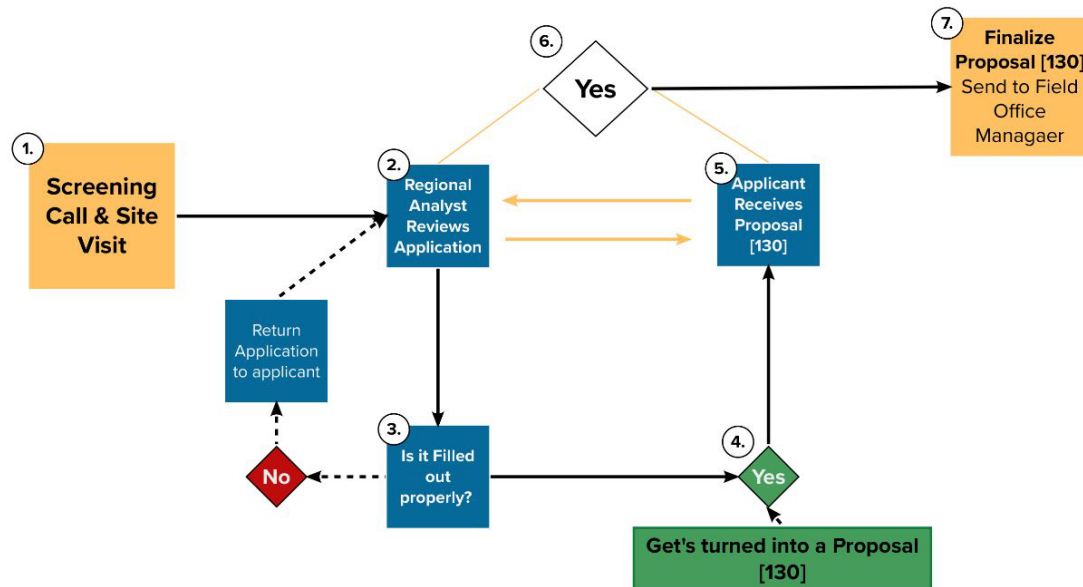
Prototype 5: Translate a submitted application to a proposal

Main Intended Outcomes =

- **External:** A key result would be transparency for the applicant on what the panel is actually looking at before it is made public.
- **Internal:** This would save a lot of time for development staff and allow them more capacity to directly support applicants.

Terminology Key:

Definition of a **130** = Narrative document that summarizes the overall training plan included in an application that will be looked over by panel members and potentially the Executive Director (proposals under 75k)



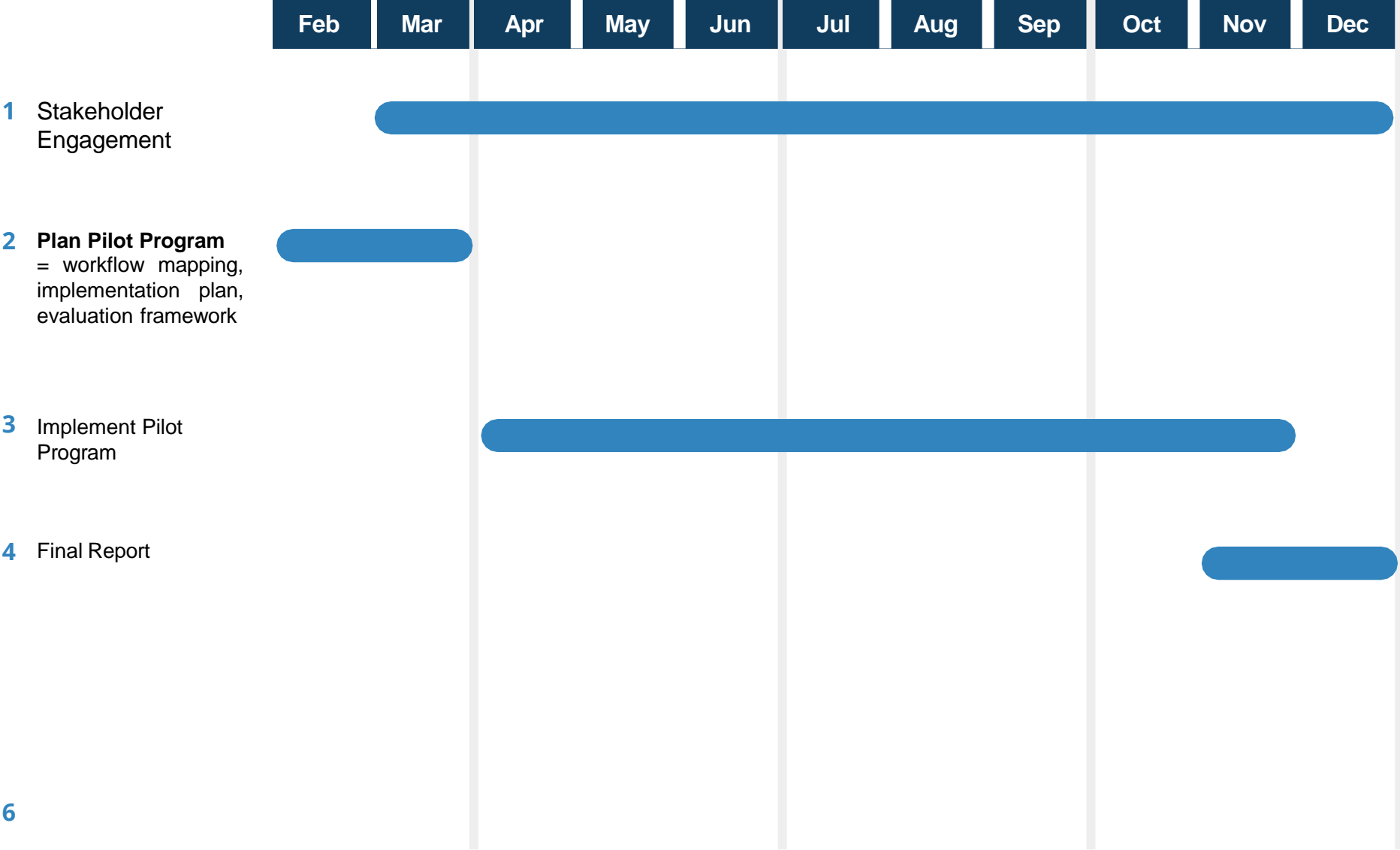
What's Next?

Recommendations for planning an implementation timeline.

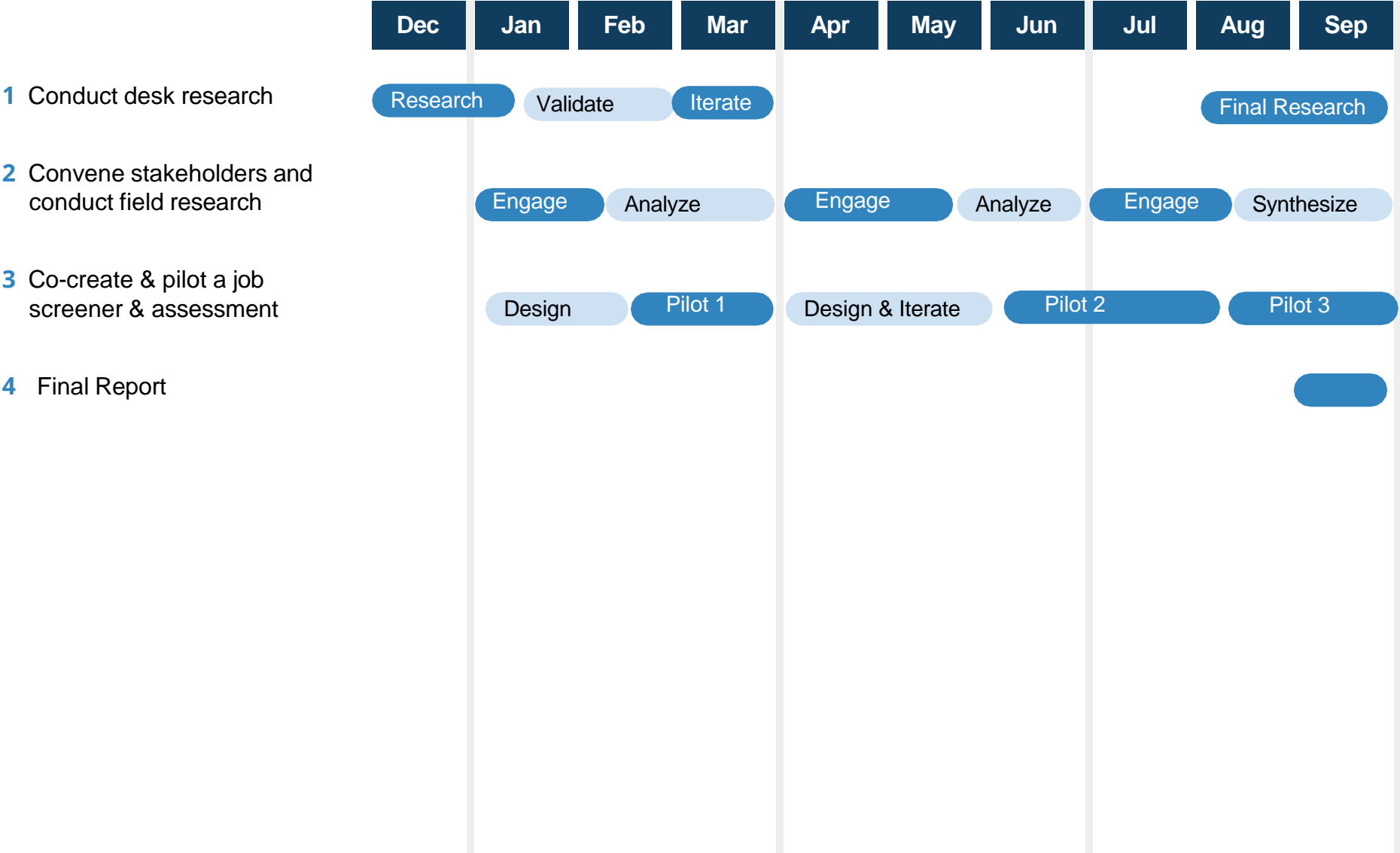
- **Creating a work plan** for how best to integrate process recommendations. This could also include space for additional engagement if deemed necessary



Ex: Implementation Work Plan | Month - Month (Year)



Ex: Work Plan | November 2020 - September 2021



Thank you!





Retrainee-Job Creation
Training Proposal for:
Best Formulations LLC
Contract Number: ET23-0314

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: D. Tran

PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 447	U.S.: 447	Worldwide: 447
<u>Turnover Rate:</u>	11%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

FUNDING DETAIL

In-Kind Contribution
\$682,966

Total ETP Funding
\$411,240

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills; Computer Skills; Continuous Impr; Hazmat; Hazwoper; Literacy Skills; Manufacturing Skills; OSHA 10/30; PL: Mfg Skills; Management Skills	224	8-200	0-20	\$1,035	\$22.66
				Weighted Avg: 45			
2	Retrainee Priority Rate HUA	Business Skills; Computer Skills; Continuous Impr; Hazmat; Hazwoper; Literacy Skills; Manufacturing Skills; OSHA 10/30; PL: Mfg Skills; Management Skills	60	8-200	0-20	\$966	\$18.00
				Weighted Avg: 42			
3	Job Creation Initiative Priority Rate	Business Skills; Computer Skills; Continuous Impr; Hazmat; Hazwoper; Literacy Skills; Manufacturing Skills; OSHA 10/30; PL: Mfg Skills; Management Skills	96	8-200	0-20	\$1,265	\$18.54
				Weighted Avg: 55			

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

Minimum Wage by County:

Job Number 1: Los Angeles County and Orange County: \$22.66/Hr.

Job Number 2: Los Angeles County and Orange County: \$17.00/Hr.

Job Number 3: Los Angeles County: \$18.78/Hr. Orange County: \$18.54/Hour.

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

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

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

Wage Range by Occupation – Job Number 1

Occupation Titles	Actual Wage Range	Estimated # of Trainees
Administration	\$20.16 - \$25.00	30
	\$25.01 – \$41.00	19
Manager/Supervisor	\$23.90 - \$25.00	19
	\$25.01 - \$68.00	7

Production	\$20.16 - \$25.00	70
	\$25.01 – 34.00	14
Quality	\$20.68 - \$25.00	42
	\$25.01 - \$87.00	29
Job Number 2 – HUA		
Production	\$18.00 - \$20.00	60
Job Number 3 – Job Creation		
Administration	\$20.16 - \$25.00	20
Manager/Supervisor	\$23.90 - \$25.00	3
Production	\$16.28 - \$20.00	39
Quality	\$20.68 - \$25.00	28

INTRODUCTION

Best Formulations LLC (Best Formulations), founded in 1984 and headquartered in the City of Industry, is a manufacturer and private labeler of nutritional supplements for various nutraceuticals and pharmaceuticals that include tablets, soft gels, powders, capsules, dietary teas, over the counter prescription drugs, gummy vitamins, supplements, and personal care items. This will be Best Formulations' fifth ETP contractor, and fourth within the last five years. Training will take place at the Company's three locations in City of Industry and one location in Huntington Beach.

In light of the COVID 19 pandemic, Best Formulations has generated a sustained increase in consumer awareness and demand for health and wellness products. As such, as a business supporting the industry, it must adapt, innovate, and invest in new technology and increase production to meet the demands of evolving consumer preferences.

Veterans Program

Best Formulations does not have a formal veterans outreach program at this time but does actively employ veterans at the company.

PROJECT DETAILS

Best Formulations needs to provide extensive training to all employees across the organization on newly implemented manufacturing equipment, new technological systems such as a new internal ERP system, and formulation processes which are highly technical. The Company manufactures consumable and topical products for skin injuries and other health related applications. Therefore, the manufacturing process needs to be very exact and precise, requiring in-depth training to ensure understanding of critical formulations and shelf life. For example, the Company's newest product formulation involving gummy consumables has proven to be the most complicated dietary supplement to manufacture. Gummy formulation and manufacturing is challenging due to the need for a stable shelf life formula. The manufacturing process involves the use of high heat that could potentially de-activate many of the nutrients and other organoleptic properties related to taste and texture. The Company must optimize and provide a balanced formulation.

In addition, Best Formulations recently moved into the personal care products market which includes soaps, shampoos, skincare lotions, serums, sun care, and intimate care. These additional investments have resulted in the Company's continued double digit annual growth. As a result,

the Company has hired a significant amount of people to properly staff production facilities and supporting units, opened additional production facilities, and created additional work shifts that took the Company from a 24/5 operating schedule to a 24/7 operating schedule.

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 96 new employees (Job Number 3). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. Best Formulations is committed to hiring new employees as its new line of products are seeing tremendous growth and demand. Additionally, in the past year, the Company opened an additional facility in Huntington Beach and is now building out a full shift to adequately staff that location and optimize production output.

Training Plan

Business Skills: Training will be offered to Administrative Staff, Managers/Supervisors, and Quality. Training will focus on learning the new ERP system and how that impacts the rest of the business processes.

Computer Skills: Training will be offered to all occupations. Training will focus on ensuring all employees are competent in using technology and new technology processes that lead to more efficient workflow.

Continuous Improvement: Training will be offered to all occupations. Training will focus on becoming a leaner organization and ensuring all departments are trained and knowledgeable on process improvements and Lean manufacturing processes.

Management Skills: Training will be offered to Managers/Supervisors. Training will focus on skill development for individuals who are managing teams and projects. Training will focus on recognizing leaders and members who are ready to transition in leadership and mid-level management positions.

Manufacturing Skills: Training will be offered to Quality and Production. Training will focus on the various operating procedures of various machines and ensuring that all employees are fully certified and adequately trained to operate all machinery from start to finish.

Literacy Skills: Training will be offered to primarily production, and quality staff. This training will focus on improving occupation specific English literacy skills to improve communication within the company.

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 production and quality employees and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency

site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site.

3. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Production, quality, managers and supervisor will receive up to 2 hours of training.

Productive Laboratory (PL)

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. Training will be delivered at a 1:1 ratio.

Production trainees in Job Number 1 may receive up to 11 hours, Job Number 2 up to 10 hours, and Job Number 3 up to 13 hours of PL. This training is designed to ensure that production employees are proficient and can fully demonstrate their abilities to fully operate various machinery, dispense and mix exact formulations and verify output of finalized products.

Computer Based Training

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 0-20 hours of CBT.

High Unemployment Area

The 60 trainees in Job Number 2 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by 25%. The Company's locations in the City of Industry in Los Angeles County are in an HUA.

➤ Wage and Retention Modifications

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. Best Formulations is requesting a 21% wage modification for approximately 60 production trainees, from \$22.66 to \$18.00 per hour.

Commitment to Training

Best Formulations spends approximately \$500,000 annually on training for all facilities. The Company provides training on a wide variety of topics that include general onboarding training, basic occupational skills related training, and federally or legally mandated training.

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

➤ Training Infrastructure

This training project will be administered and overseen by the Training Manager along with three designated employees who will be responsible for tracking and uploading training hours, scheduling training, and working with ETP. All individuals have been involved on prior ETP training

projects and are familiar with ETP's systems and processes. The Company also retained the services of a third party administrator who will assist with the administration of this training project.

Alternate Recordkeeping

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

Prior COVID Performance

Best Formulations held a COVID Pilot training proposal, ET21-0219. Best Formulations earned 100% of potential earnings on that training proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET21-0228	Industry	12/14/20 – 12/13/22	\$198,950	\$198,950 (100%)
ET18-0215	Industry	05/28/18 – 05/27/20	\$106,360	\$106,360 (100%)

DEVELOPMENT SERVICES

The Company retained CMTA in Sacramento to assist with development of this proposal for a flat fee of \$9,500.

ADMINISTRATIVE SERVICES

Best Formulations LLC. Retained CMTA in Sacramento 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

- Accounting Principles
- Business Communications and Strategy
- Certifications (Organics, NSF, Gluten, Cosmetics)
- Customer Service/Relations
- DiSC Assessment Training
- Documentation & Record Keeping
- Incident Reporting
- Internal Audit
- Inventory Management
- Marketing
- Presentation Skills
- Product Knowledge
- Supply Chain Management
- Time Management Skills

Computer Skills

- Business Intelligence App/Sharepoint
- Cloud Computing S/W
- ERP Software
- MS Office Suite (Intermediate/Advanced)

Continuous Improvement Skills

- 5S
- 6S
- Coaching
- Emotional Intelligence
- Kaizen
- Kanban
- Key Performance Indicator (KPI)
- Leadership Skills for Frontline Workers
- Lean
- Performance Management
- Process and Process Controls
- Quality Assurance (QA)
- Quality Control (QC)
- Quality Deficiency Report (QDR)
- Root Cause Analysis / 5 Whys
- Six Sigma
- Standard Work
- Team Building
- Train-the-Trainer

Hazardous Materials Skills

- Blood Borne Pathogen Safety
- Chemical Safety
- Cleaning Chemicals
- Environmental Health & Safety (EHS)
- Hazards Communications
- Hazardous Materials Handling, Storage, and Clean-Up
- Hazard Symbols

HazWoper

- Hazardous Waste Operation and Emergency Response

Literacy Skills

- Vocational English as a Second Language (VESL)

Management Skills (Managers/Supervisors)

- Coaching Skills (supv.)
- Leadership Training
- Managing Change
- New Supervisor Training
- Performance Management
- Sexual Harassment Prevention Training (supv.)
- Situational Leadership

Manufacturing Skills

- Building Maintenance
- Compounding Machines
- Cross Training on New Equipment
- Current Good Manufacturing Practices (cGMP)
- Encapsulation/Compression Machines
- Equipment Maintenance
- Facility Cleanliness
- Food Safety
- Forklift/Pallet Jack Training
- Gelatin Processing
- Good Laboratory Practices
- Hazard Analysis Critical Control Point (HACCP)
- New Equipment Operation
- Packaging Machines
- Product Safety
- Set-up & Start-up
- Verisym Machine

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30

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

Trainees may receive any of the following:

Manufacturing Skills

- Equipment Validation
- Gas Chromatograph Mass Spectrometer (GC-MS)
- Good Laboratory Practices
- Inductively Coupled Plasma Mass Spectrometer (ICP-MS)
- Liquid Chromatography
- Method Development
- Micro Testing
- Process Validation
- Spectrometer Operation
- UV-VIS Spectrophotometer (GLP)

Computer-Based Training

Trainees may receive any of the following:

Business Skills

- Communication and Social Skills, 0.66
- Developing Emotional Intelligence, 0.75
- Project Management Fundamentals, 3.50
- Public Speaking Success, 2.00
- Time Management Basics, 1.25

Computer Skills

- Adobe Acrobat Essentials, 3.00
- SharePoint, 1.00
- Microsoft Teams, 3.75
- Outlook 365, 3.75
- MS Office Suite (Intermediate/Advanced), 4.00

Continuous Improvement Skills

- Agile Leadership and Team Skills, 1.75
- Agile Project Management Overview, 0.50
- Lean Six Sigma - Yellow Belt, 3.75
- Project Quality Management, 2.75

Management Skills (Managers/Supervisors Only)

- Effective Interviewing, 0.50
- Inclusive Leadership, 1.00
- Leading a Modern Workforce, 1.00
- Management and Leadership, 0.50
- Mastering Leadership and People Skills, 2.25

- Six Steps to Leading Productive Meetings, 0.50
- The 8 Leadership Traits For Success, 1.00

Manufacturing Skills

- Current Good Manufacturing Practices, 1.00
- Forklift-Powered Industrial Truck Safety, 0.50
- Ladder Safety, 0.50
- Lock-Out-Tag-Out Procedures, 0.75
- Machine Operator Best Practices, 0.50



RETRAINEE - JOB CREATION

Training Proposal for:

California Manufacturing Technology Consulting

Agreement Number: ET23-0310

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA Job Creation Initiative	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$560,832		\$38,862 8%		\$599,694

In-Kind Contribution:	50% of Total ETP Funding Required	\$590,448
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Computer Skills, Continuous Imp., Mgmt. Skills, Mfg. Skills, Literacy Skills OSHA 10/30	500	8-200	0	\$787	\$22.66
				Weighted Avg: 32			
2	Retrainee Priority Rate Job Creation	Business Skills, Computer Skills, Continuous Imp., Mgmt. Skills, Mfg. Skills, Literacy Skills OSHA 10/30	182	8-200	0	\$787	\$18.54
				Weighted Avg: 32			
3	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Imp., Mgmt. Skills, Mfg. Skills, Literacy Skills OSHA 10/30	80	8-200	0	\$787	\$17.00
				Weighted Avg: 32			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: Job Number 1: \$24.72 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$23.59 for Contra Costa County; and \$22.66 for all other counties

Job Number 2(Job Creation): \$20.60 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$19.66 for Contra Costa County; \$18.78 for Los Angeles County; and \$18.54 for all other counties

Job Number 3(HUA): \$18.54 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties; \$17.69 for Contra Costa County; and \$17.00 for all other counties

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

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

Participating employers may use health benefits to meet the Post-Retention Wage up to \$2.50 in Job Number 1 and up to \$1.54 Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff	\$20.16 - \$25.00	35
	\$25.01 - \$50.00	40
Technical Staff	\$20.16 - \$25.00	50
	\$25.01 - \$58.00	75

Production Staff	\$20.16 - \$25.00	80
	\$25.01 - \$48.00	60
Sales Staff	\$20.16 - \$25.00	20
	\$25.01 - \$70.00	25
Supervisor	\$20.01 - \$25.00	25
	\$25.01 - \$60.00	30
Manager	\$25.01 - \$75.00	35
Owner (Small Business Only)	N/A	25
Job Number 2		
Administrative Staff	\$17.00 - \$20.00	5
	\$20.01 - \$25.00	10
	\$25.01 - \$46.00	9
Technical Staff	\$17.00 - \$20.00	4
	\$20.01 - \$25.00	23
	\$25.01 - \$52.00	20
Production Staff	\$17.00 - \$20.00	12
	\$20.01 - \$25.00	22
	\$25.01 - \$46.00	22
Sales Staff	\$17.00 - \$20.00	2
	\$20.01 - \$25.00	11
	\$25.01 - \$70.00	9
Supervisor	\$20.01 - \$25.00	7
	\$25.01 - \$50.00	11
Manager	\$25.01 - \$75.00	15
Job Number 3		
Administrative Staff	\$17.00 - \$20.00	8
	\$20.01 - \$22.00	12
Technical Staff	\$17.00 - \$20.00	7
	\$20.01 - \$22.00	8
Production Staff	\$17.00 - \$20.00	15
	\$20.01 - \$22.00	30

INTRODUCTION

Established in 1992, California Manufacturing Technology Consulting (CMTC) (www.cmtc.com) is a private non-profit corporation affiliated with the U.S. Department of Commerce, National Institute of Standards and Technology's Hollings Manufacturing Extension Partnership Program to assist small and medium-sized California manufacturers improve their operational efficiencies and global competitiveness.

CMTC's mission is to create solutions for manufacturing growth and profitability supporting a thriving California's manufacturing sector. Participating employers are from all manufacturing

sectors. Training provided to employers supports increased sales, investment and profits, creates and retains jobs, and improves productivity for business growth.

Since manufacturing plays a key role in providing high-paying jobs and contributing to the economy's productivity and growth, its health and well-being should be of major concern to policy makers. CMTC has strong partnerships with regional and state organizations and work with key industry associations to assure an effective and efficient program.

Veterans

As part of CMTC's Small Business Technical Assistance Program, Veteran-owned manufacturing firms are one of the target small business communities served, which provide services to 13 Veteran-owned businesses and outreach with the Veterans Business Outreach Centers in California. Although there is no Veterans component in the proposed training, participating employers have veterans on their staff and Veterans may be included in the proposed trainee population.

PROJECT DETAILS

Employer Demand

This will be CMTC's 23rd ETP Contract, and the seventh within the last five years. In this proposal, participating employers are primarily small manufacturers that represent a cross section of manufacturing sectors, many are suppliers to Original Equipment Manufacturers. These companies face constant challenges to staying competitive and relevant in the supply chain. They require training on the latest advanced manufacturing technologies and, in some cases, basic lean and quality processes to ensure workers have the skills need to increase productivity and product quality.

Participating employers are seeking to upgrade the skills of their workers and improve internal processes. These employers are improving their workforce to support their remaining competitive position by cutting cost through gained productivity, diversify products for both new customer/market opportunity and retention of existing customers. Innovation and advanced manufacturing processes are the foundation for the continued success.

To remain competitive, some are expanding or adding to their product offerings, which necessitate a new way of doing business. CMTC's goal is to provide services that sustain and strengthen California manufacturers and to provide innovative services that address the needs of this important industry sector. This proposal will allow participating employers to design and implement a broader, more robust training that will lead to a more impactful change, upgrade the skills of their workers, and improve internal processes.

The "core" group of employers consists of those in the priority industries and represents 80% of the requested funding. Participating employers are primarily small businesses. Training will build in-house expertise and formal structures to support ongoing training efforts.

Retrainee-Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees will be subject to a lower post-retention wage. Participating employers will hire at least 182 new employees to fill in positions for Administrative staff , Technical staff, Production staff, Sales staff, and Supervisors (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.

Based on the most recent EDD Labor Market Information Division statistics, there are approximately 70,000 manufacturing job openings in California. Assistance in recruiting and developing new talent will be an ever-expanding need among California businesses particularly in the manufacturing sector. Several participating employers have open positions either because they are growing their team or backfilling key positions, and seeking to ensure that new team members are well versed in job-related technical skills as well as business acumen to best interact with and be successful within their teams.

Training Plan

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

Business Skills: Training will be offered to all occupations which will focus on technology driven market intelligence, global business and setting, and conflict resolution.

Manufacturing Skills: Training will be offered to Production Staff in blueprint reading, equipment operation, good manufacturing practices, value stream mapping, smart manufacturing sensors, and flexible-hybrid electronics. Training will improve plant efficiencies, increase productivity and product quality, and reduce waste.

Computer Skills: Training will be offered to all occupations to become more proficient in word processing, spreadsheets, and other software. Cyber awareness and cyber-Physical security will address participating employers' potential risks for physical security and cybersecurity that can disrupt operations and compromise sensitive and proprietary information.

Continuous Improvement: Training will be offered to all occupations in ISO, Continuous Energy Improvement, Design of Experiments, and Environment Management System to improve workflow and transition businesses into a high performance workplace.

Management Skills: Training will be offered to Managers, Supervisors and Owners in implementing changes and become more effective leaders in high performance workplaces.

Literacy Skills: Training will be offered to trainees who are not proficient in English. Training will help employers meet the ongoing need to improve written and verbal communication skills for individuals for whom English is their second language. Production Staff must possess literacy skills to comprehend processes and procedures to ensure quality.

Certified Safety Training

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

Curriculum Development

CMTC conducts surveys of California manufacturers to identify and address barriers to growth, and the results are used to develop its curriculum. As part of the Manufacturing Extension Partnership (MEP) system, CMTC has the benefit of securing national and regional data on industry trends and needs. Most updates to its curriculum come from the feedback and efforts of the national system.

Training is customized based on overall company improvement goals and assessments to address each employer's specific needs for improvement and employees' job duties. Employer and trainee feedback is obtained regularly. Trainees submit course evaluations to trainers, while CMTC account managers meet with clients to review evaluations and ensure that program goals are being met. As a MEP Center, all clients are surveyed by an independent third party within six to twelve months after training ends to quantify impact from CMTC services and measure customer satisfaction.

Impact/Outcome

CMTC assists manufacturers to prepare for certification programs that are typically awarded on the basis of training, internal improvement, and certification by a third party. Participating employers could eventually achieve International Organization for Standardization, CE Mark, Continuous Energy Improvement, Cyber Security Compliance and Safe Quality Food certifications of completion. These certifications and/or product diversification often lead to new markets and increased sales, which ultimately help companies grow and provide workforce stability.

Marketing and Support Costs

As part of its core mission, CMTC has built strong relationships with many economic development partners statewide. By leveraging these partnerships, CMTC expands the resources available to its customers and generate programs that benefit California employers. Its marketing activities include hosting workshops, new program development and expansion, and cross referrals to ensure employers are able to access all available resources available in the region.

CMTC has built strong relationships with many partners including City, County, regional economic development agencies, Chambers of Commerce, Industry Associations, Community Colleges and Universities, Small Business Development Centers and Workforce Investment Boards. CMTC also works with many groups throughout the state including the Los Angeles Economic Development Corporation's Jobs Defense Council to focus efforts on maintaining the aerospace industry in Southern California; and AMP SoCal Innovative Manufacturing Communities Partnership to bring advanced manufacturing technologies and additive manufacturing to A&D supply base.

CMTC is requesting 8% support costs for employer assessment and recruitment. Its program success is based on spending a significant amount of upfront time doing needs assessments, creating action plans, customizing training programs, and ensuring that company leadership is committed to realizing the plan. It will also help ensure that CMTC can invest the time needed to design well-developed training plans so that goals are achieved.

High Unemployment Area

Some trainees (Job Number 3) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. Participating employers are located in HUA such as Los Angeles, Marin, Kern, Contra Costa, San Bernardino, Riverside, and other counties statewide.

➤ 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. Approximately 80 Production, Technical, and Administrative staff will need the wage modification.

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. The proposed training will vary widely in the types of training initiatives which participating employers, especially among the very small employers, have previously undertaken such as job-specific skills, informal on-the-job training and mandated safety skills training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Training Manager and three dedicated full-time staff members will oversee training implementation and project administration. CMTC's oversight and project management will allow employers to stay focused on achieving training outcomes rather than diverting limited resources for administration. As a repeat ETP contractor, CMTC has established a robust system for administering its contracts. CMTC will also be using an ETP approved alternative recordkeeping process for this project.

CMTC trainers will deliver 75% of the training and 25% will be delivered by training vendors. Trainers have extensive manufacturing expertise and most have a minimum of 15 years' experience working in a variety of manufacturing environments, including food, aerospace, and automotive.

Tuition Reimbursement

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

ACTIVE PROJECTS

The following table summarized performance by CMTC under an active ETP Contract:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET22-0232 (Expansion)	\$599,694	01/31/22 – 01/30/24	802	484	375

Based on ETP Systems, 19,462 reimbursable hours have been tracked for potential earnings of \$470,662 (78% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through October 2023.

PRIOR PROJECTS

The following table summarizes performance by CMTC under ETP Contracts that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET21-0221	Statewide	12/14/20 - 12/13/22	\$450,164	\$450,164* (100%)
ET21-0193 (COVID)	Statewide	10/26/20 - 10/25/22	\$200,000	\$200,000 (100%)
ET19-0336	Statewide	12/10/18 - 06/07/21	\$1,799,699	\$1,799,699 (100%)
ET18-0145	Statewide	12/11/17 - 12/10/19	\$949,690	\$949,690 (100%)
ET17-0254	Statewide	11/01/16 - 10/31/18	\$949,850	\$949,850 (100%)

*ET21-0221: A Final Closeout Invoice has been submitted with projected earnings of \$450,164 (100% of the approved amount).

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

M.R.S. OSHA Safety, Inc. (Lake Elsinore) will provide OSHA 10/30 and Manufacturing Skills training. Other vendors will be obtained as needed.

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

Trainees may receive any of the following:

Business Skills

- Business Writing
- Conflict Management
- Effective Meeting Skills
- Financial Analysis Skills
- Global Business and Exporting
- Goal Setting
- Innovation Engineering Management Systems
- Marketing Skills
- Negotiation Skills
- New Product Development
- Presentation Skills
- Project Management
- Providing Quality Customer Service
- Sales Skills
- Technology Driven Market Intelligence
- Time Management Skills

Computer Skills

- Computer-Aided Design & Manufacturing
- Cyber-Physical Security
- Cyber Awareness
- Building Cyber Resiliency
- Converging Technology Platforms
- Database Management
- Enterprise Resource Planning
- Electronic Commerce and eBusiness
- Word Processing (Intermediate & Advanced Level)
- Spreadsheets (Intermediate & Advanced Level)
- Presentation Software
- SolidWorks

Continuous Improvement Skills

- Communication Skills
- Continuous Energy Improvement
- Design of Experiments
- Environmental Management System Implementation
- Failure Mode and Effects Analysis
- Implementing ISO 9001
- Implementing ISO 9004
- Implementing IATF 16949
- Implementing AS9100
- Implementing ISO 14001

- Leadership Skills
- Leading Change
- Lean Manufacturing
- Problem Solving
- Production and Inventory Management
- Quality Function Deployment and New Management & Planning Tools
- Quality Management Systems
- Quality Inspection
- Risk Management
- Root Cause Analysis
- Safe Quality Food
- Six Sigma
- Statistical Process Control
- Supply Chain Optimization
- Teams and Team Building

Literacy Skills

- Vocational English as a Second Language

Management Skills (Managers/Supervisors/Leads Only)

- Family Business Management
- Management/Supervisory Skills
- Strategic Planning and Policy Deployment

Manufacturing Skills

- Additive Manufacturing
- Blueprint Reading
- Clean Room Technology
- CNC Programming
- Equipment Operation
- FDA Good Manufacturing Practices
- Food Safety
- Flexible-hybrid electronics
- Manufacturing Logistics Management
- Printed Wiring Board Repair
- Product Submissions: Getting to Market
- Productions Skills
- Programmable Logic Controllers
- Quality System Requirements, Good Manufacturing Practices & Inspections
- Requirements for Device Safety
- Robotics
- Safety
- Sewing
- Shop Math and Geometric Dimensioning & Tolerancing
- Smart Manufacturing Sensors
- Soldering
- Surface Mount Technology: Manufacturing & Rework
- Through Hole Technology: Rework and Repair

- Value Energy Stream Mapping
- Workplace Safety and Manufacturing in a COVID Safe Environment
- Writing Standard Operating Procedures

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting	CCG No.: ET23-0310
Reference No: 22-0922	Page 1 of 4

ALPHABETIZE BY COMPANY NAME

Company: Aculon, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 10110 Sorrento Valley Road	
City, State, Zip: San Diego, CA 92121	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 25	
Total # of full-time company employees in California: 20	
Company: Benchmark Clothing Company, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1521 E. McFadden Ave. Suite F	
City, State, Zip: Santa Ana, CA 92705-4318	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 30	
Total # of full-time company employees in California: 30	
Company: Commercial Interior Resources, Inc. dba Villa Hallmark Upholstery	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 6077 Rickenbacker Rd.	
City, State, Zip: Commerce, CA 90040	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 31	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 31	
Total # of full-time company employees in California: 31	
Company: Copan Diagnostic, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2728 Loker Avenue W	
City, State, Zip: Carlsbad, CA 92010-6603	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 90	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 210	
Total # of full-time company employees in California: 210	

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting

CCG No.: ET23-0310

Reference No: 22-0922

Page 2 of 4

Company: Edge Systems LLC dba The HydraFacial Company	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Address: 3600 E. Burnett St.

City, State, Zip: Long Beach, CA 90809

Collective Bargaining Agreement(s): No

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 657

Total # of full-time company employees in California: 285

Company: Excellos, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 3636 Gateway Center Avenue, Suite 100B

City, State, Zip: San Diego, CA 92102

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 28

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 41

Total # of full-time company employees in California: 38

Company: Mechanized Science Seals, Inc. dba MS Bellows

Priority Industry? ☒ Yes ☐ No

Address: 5322 McFadden Ave.

City, State, Zip: Huntington Beach, CA 92649-1239

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 22

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 22

Total # of full-time company employees in California: 22

Company: Monarch Nut Company, LLC

Priority Industry? ☒ Yes ☐ No

Address: 786 Road 188

City, State, Zip: Delano, CA 93215-9508

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 68

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 94

Total # of full-time company employees in California: 94

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting

CCG No.: ET23-0310

Reference No: 22-0922

Page 3 of 4

Company: San Joaquin Figs, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 3564 N Hazel Ave.

City, State, Zip: Fresno, CA 93722

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 35

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 98

Total # of full-time company employees in California: 98

Company: South West Lubricants, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 9266 Abraham Way

City, State, Zip: Santee, CA 92071-5611

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 35

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

Company: Total Resources International, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 420 S Lemon Ave.

City, State, Zip: Walnut, CA 91789-2956

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 44

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 64

Total # of full-time company employees in California: 64

Company: US Continental Marketing, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 310 Reed Cir.

City, State, Zip: Corona, CA 92879-1349

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 45

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 70

Total # of full-time company employees in California: 70

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting

CCG No.: ET23-0310

Reference No: 22-0922

Page 4 of 4

Company: USSB, Inc. dba US Saws, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3702 W. Central Ave.	
City, State, Zip: Santa Ana, CA 92704-5832	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 18	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 26	
Total # of full-time company employees in California: 18	
Company: Ventura County Lemon Cooperative dba Ventura Pacific Co.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2620 Sakioka Drive	
City, State, Zip: Oxnard, CA 93030	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 80	
Total # of full-time company employees in California: 80	
Company: Water Studio, Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 5681 Selmaraine Drive	
City, State, Zip: Culver City, CA 90230	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 24	
Total # of full-time company employees in California: 24	
Company: West American Rubber Company, LLC dba WARCO	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1337 W. Braden Ct.	
City, State, Zip: Orange, CA 92868-1123	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 150	
Total # of full-time company employees in California: 150	



Retrainee-Job Creation

Training Proposal for:

El Clasificado

Contract Number: ET23-0316

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: J. Garcia

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Services (G) Information / Multi Media (51) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, San Bernardino	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: 155	U.S.: 161	Worldwide: 161
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	17%		

FUNDING DETAIL

In-Kind Contribution
\$202,504

Total ETP Funding
\$155,250

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills Cont. Improvement Computer Skills	139	8-200	0	\$1,035	\$22.66
				Weighted Avg: 45			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills Cont. Improvement Computer Skills	11	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 for Los Angeles and San Bernardino Counties
 Job Number 2 (Job Creation): \$18.78 per hour for Los Angeles County; \$18.54 per hour for San Bernardino County

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$0.54 per hour in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Content and Communications Staff	\$20.16 - \$25.00	2
Sales Support Staff	\$20.16 - \$25.00	2
	\$25.01 - \$27.00	2
Digital Operations Staff	\$20.16 - \$25.00	8
	\$25.01 - \$33.50	21
Outside Sales Staff	\$20.16 - \$25.00	18
	\$25.01 - \$75.33	6
Inside Sales Staff	\$20.50 - \$25.00	28
	\$25.01 - \$40.87	2
Web Development Staff	\$21.00 - \$25.00	2
	\$25.01 - \$70.00	4
Production Staff	\$21.00 - \$25.00	2
	\$25.01 - \$45.51	1
Creative Marketing Staff	\$22.50 - \$25.00	3
	\$25.01 - \$44.50	1

Accounting Finance Staff	\$22.50 - \$25.00	2
	\$25.01 - \$34.86	1
Marketing Staff	\$24.80 - \$25.00	3
	\$25.01 - \$60.10	2
Distribution Administration Staff	\$25.00 - \$36.12	1
Major Accounts Staff	\$26.25 - \$27.88	3
Managers and Supervisors	\$20.16 - \$25.00	4
	\$25.01 - \$74.51	21
Job Number 2		
Marketing Staff	\$20.00 - \$20.00	1
Outside Sales Staff	\$18.50 - \$18.50	2
Inside Sales Staff	\$18.00 - \$18.00	8

INTRODUCTION

Founded in 1988, and headquartered in Norwalk, El Clasificado (www.elclasificado.com) is a Hispanic multi-media publication and advertising solutions company with print, online, mobile, and event advertising.

El Clasificado has two locations in Norwalk and San Bernardino. Both locations will be participating in this proposed training. The Company has developed a robust product portfolio that local and national advertisers can use primarily as advertising vehicles to reach every niche within the Spanish and bilingual English/Spanish-speaking community.

The Company's products and services include print publication under the brand names *El Clasificado*, *EC Classifieds*, *El Punto*, and *Quinceanera.com*; Online and Mobile Solutions which includes *MasClientes*, a web design, hosting and custom domain; *Al Borde*, a Latin alternative platform, *EC Hispanic Media* for media kits, multimedia digital, print, and event solutions; *Twyzle*, a self-serve website creation platform; *Empleos Latina*, a website for employment services; and *Su Socio de Negocios* providing education and tools for small business owners; and Events Planning and Advertising in conjunction with their product offerings.

PROJECT DETAILS

This will be El Clasificado's eighth ETP Contract, and third within the last five years. In its first few projects, the Company was funded as a small business starting with 30 employees. Through ETP funding, El Clasificado has grown its business to over 100 employees to date.

In its prior projects, training focused on growing business and expanding to more trainees while the Company hired more employees. This project will focus on addressing the declining print revenues by building a dedicated sales team to sell web, mobile, social media and video products. Currently, two thirds of digital revenues are sold through self-serve products. The Outside Sales Staff are a legacy print team who has received continued training to sell digital products, but it is not their expertise. This proposed training curriculum will assist the Outside Sales Staff in upgrading their skills to grow the size of customers' portfolios, improve customer retention and effectively present and sell all products, particularly digital products to the Company's customers. The team will actively train on Salesforce, a Customer Relationship Management system, and mobile devices for order entry and sales presentation processes when out on the field.

In the past year, online impressions grew but revenues have not grown proportionately, therefore, the Company will build digital core competencies internally across all platforms. In order to grow revenues for digital products, technological skills must be upgraded for sales presentations and processes, and print sales representatives must learn to sell digital products.

This project will allow Inside Sales Staff to upgrade and improve telephone sales skills by using technology to sell more digital products. Proposed training will improve written communication using email and text selling techniques, and improve trainees' telephone communication skills by using scripts, video, and presentations. The Distribution team will additionally benefit from the proposed training project as the department is being revamped due to the increasing costs in rack distribution. This team will require more process improvements and will be trained on general office and computer skills to be able to communicate efficiently and effectively on the field.

Retrainee - Job Creation

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

El Clasificado is expanding its product line and expects to hire 11 new employees in Marketing and Sales (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

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

Business Skills: This training will be offered to all occupations and will focus on oral and written communication skills, product knowledge, and strategic planning. Trainees will learn various platforms and products that the Company offers. Sales Staff will learn sales techniques which include Consultative Sales Process, Customer Retention, and Internet Marketing along with Social Media Marketing and Google Analytics reports.

Computer Skills: This training will be offered to all occupations covering various software and programs specific to department functions. Trainees will also learn advanced skills in Microsoft Office so trainees can use it at its full potential. Digital staff will be trained on current web and mobile technologies and trends, including Hypertext Markup Language, Cascading Style Sheets, Web Content Management systems, and Search Engine Optimization.

Continuous Improvement: This training will be offered to all occupations in the areas of frontline leadership and will include topics such as Time Management, Change Management, Project Management, Team Building, Problem Solving, and Budgeting and Planning.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. El Clasificado spends approximately \$97,500 for staff training and development annually on new hires, sexual harassment prevention, Google certifications, Facebook certifications, Global Online Marketplaces summit, National Association of Hispanic Publications Convention and News Industry Mega Conference. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

El Clasificado's Chief Financial Officer will oversee all aspects of the ETP Contract. El Clasificado will dedicate two staff members to administer the project along with upper level management oversight when scheduling training so as to not interrupt operations. The dedicated staff members will be responsible in coordinating training at both locations, introducing trainees to the ETP program, obtaining signed rosters for each training session, enrolling trainees online, and tracking training hours online. These staff members successfully administered the prior ETP contracts.

Training will take place at the Company's locations in California and will be delivered by in-house experts and vendors as needed.

Alternate Recordkeeping

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

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0300	Los Angeles, San Bernardino, Kern, and Fresno	11/5/2018–11/4/2020	\$187,200	\$187,200 (100%)
ET16-0421	Los Angeles, San Bernardino, Kern, and Fresno	04/04/16 – 04/03/18	\$99,400	\$99,400 (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

- Selling Multi-Platform Products
- Selling Special Publications
- Selling Events
- Selling Online Microsites
- Consultative Sales Process
- Managing Change
- Customer Retention
- Internet Marketing
- Interviewing Skills
- Managing a High Performance Workplace
- Google Analytics Reports
- Social Media Marketing

Computer Skills

- Accounting System
- Integrated Sales/Marketing Software
- Project Management Software
- Graphic Design
- Database Management
- Customer Relationship Management (CRM)
- Advanced & Intermediate Microsoft Office suite (Excel, Word, PowerPoint, Outlook)
- Hypertext Markup Language (HTML)
- Cascading Style Sheets (CSS)
- Web Content Management (WCM)
- Search Engine Optimization (SEO)

Continuous Improvement Skills

- Leadership Skills
- Time Management Skills
- Team Building Skills
- Problem-Solving Skills
- Communication Skills
- Change Management
- Project Management
- Budgeting and Planning
- Productivity Monitoring and Management
- Coaching/Motivating Employees
- Conflict Management for Managers
- Leadership for Managers



Retrainee-Job Creation
Training Proposal for:
Folsom Ready Mix, Inc.
Contract Number: ET23-0321

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento, Shasta, Placer	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 130	U.S.: 130	Worldwide: 130
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution
\$144,750

Total ETP Funding
\$91,655

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm'l. Skills, Mfg. Skills, OSHA 10/30, PL Comm'l. Skills, PL-Mfg. Skills	87	8-200	0	\$690	\$24.00
				Weighted Avg: 30			
2	Retrainee Priority Rate Job Creation	Business Skills, Comm'l. Skills, Mfg. Skills, OSHA 10/30, PL Comm'l. Skills, PL-Mfg. Skills	25	8-200	0	\$1,265	\$24.00
				Weighted Avg: 55			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour for Placer, Sacramento and Shasta counties. Job Number 2 (Job Creation): \$18.54 per hour for Placer, Sacramento and Shasta counties

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Administration/Finance Staff	\$24.00 - \$28.00	3
	\$29.00 - \$34.00	5
Dispatch	\$25.01 - \$26.00	2
Safety Staff	\$28.00 - \$29.00	2
Mixer-Driver	\$24.00 - \$25.00	31
	\$25.01 - \$30.00	30
Plant Operator	\$33.00 - \$35.00	3
Shop-Maintenance Staff	\$25.01 - \$44.00	11
Job Number 2: Retrainee/Job Creation		
Administration/Finance Staff	\$25.01 - \$34.00	1
Dispatch	\$25.00 - \$29.00	2
Mixer-Driver	\$24.00 - \$25.00	10
	\$25.01 - \$30.00	10

Shop-Maintenance Staff	\$24.00 - \$25.00	1
	\$25.01 - \$40.00	1

INTRODUCTION

Founded in 1999 and headquartered in Rancho Cordova, Folsom Ready Mix, Inc. (FRM) (www.folsomreadymix.com) manufactures and supplies ready-mix concrete to homeowners, contractors, and government agencies throughout Northern California. Training will be delivered at the Company's six locations in Elk Grove, Rancho Cordova (3), Roseville and Anderson. This is FRM's second ETP Contract and second within the last five years.

Veterans Program

Although there is not a dedicated Veterans job number, FRM is committed to hiring and retraining Veterans. In addition, the Company continues to work with Recruit Military that gives them the option to attend or sponsor virtual job fairs. FRM has a Veterans outreach program through online employment websites for recruiters to source and contact Veterans. The Company has worked with the VA to conduct outreach programs in areas where its production facilities are located.

PROJECT DETAILS

In the prior ETP project, the Company's training focused on increased productivity and enhancing customer service. In this project, FRM will focus training on day-to-day operations to develop new strategies, increase short-term cost-saving opportunities, focus on the reduction of material waste, equipment upgrades and improve production output to ensure operation infrastructures are aligned with quality customer service. The Company is developing adaptive and interactive platforms 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 FRM to remain competitive within the industry and offer 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 and creating a positive working environment to encourage retention and promotion. Training in the use of Driver Procedures, Delivery Procedures, Equipment Operation Procedures, Load Procedures, Safety Procedures and Microsoft Office (Intermediate/Advanced) 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.

With the Company's plans to expand services into the East Bay and Bay Area, FRM is projecting an increase in projects within the next two years. To meet growing customer needs, the Company will hire 25 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: Training will be offered to all occupations and focus on increasing customer service skills. Training topics include Customer Relations/Customer Assurance, Customer Service Training, Driver Procedures and Phone System Training.

Commercial Skills: Training will be offered to Drivers, Dispatch and Shop-Maintenance Staff. Training will focus on on-and-off road operations of delivery trucks. Training topics include Delivery Procedures, Equipment Operation Procedures, Load Procedures and Safety Procedures.

Computer Skills: Training will be offered to all occupations and focus on company software. Training topics include Command Computer System, Dial Pad, Digital Fleet and Microsoft Office (Intermediate/Advanced).

Manufacturing Skills: Training will be offered to all occupations. Training will focus on cross-training all staff on proper protocols and procedures. Training topics include Admixtures and Admix Products, Cylinder Test, Delivery Procedures, Ingredients and Specialty Materials.

Certified Safety Training

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

Productive Laboratory

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

PL-Manufacturing and Commercial skills will be provided to Mixer-Drivers, Shop-Maintenance Staff and Plant Operators on manufacturing and delivery processes. Due to the nature of its services, certain training cannot be replicated in a class/lab environment. PL training will allow practical, hands-on experience in a working environment. Equipment to be used during PL includes Mixers, Line Pumps and Boom Pumps.

Training will be taught by subject matter-experts with demonstrated knowledge and expertise in the field. Instructors will monitor trainee competencies before the trainee is deemed competent for each trade skillset. Production is expected to be lower during PL, as the trainer will coach and mentor the trainees. Staff will be trained in PL approximately 15 hours at a trainer-to-trainee ratio of 1:1.

Professional Employer Organization

FRM represents that it uses the services of Emplicity, a Professional Employer Organization (PEO). However, please note that funding eligibility is based on the Contractor’s qualifications, and FRM 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 FRM has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that its PEO Agreement with Emplicity clearly establishes the PEO

as the party responsible for withholding and reporting Unemployment Insurance taxes, and that FRM retains the exclusive right to direct and control the work performed by trainees, and to set the amount of their wages.

Commitment to Training

FRM spends approximately \$10,000 annually per facility (6) for training. The Company provides dispatch, computer application, and quality control 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

FRM has a detailed training schedule and is ready to begin upon approval. The HR Manager with the assistance of the Senior Executive Team (President and two Vice Presidents) will be responsible for all administrative duties including scheduling training and recordkeeping. The Company has Administrative Staff at each of the 6 locations responsible for collecting rosters and communicating with the HR Manager to ensure all ETP guidelines are met. Training will be delivered by in-house experts and vendors as needed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0192*	Multiple	11/4/2019 – 2/1/2022	\$129,950	\$88,772 (68%)

*The Company experienced an overall reduction in training and production due to the enforcement of strict pandemic restrictions. However, with the recent lift of COVID mandates, the customer demand for production has increased. The need for training staff to meet these demands has created an opportunity to develop new training strategies which allows them to deliver training to staff remotely. In addition, FRM has a detailed training schedule in place with the full support of management to prioritize training to ensure better performance success for this project.

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

- American Concrete Institution Training Certification
- Clock In Procedures (Emplicity, Payroll)
- Communication Procedures
- Conflict Resolution Training
- Customer Relations/Customer Assurance
- Customer Service Training
- Environmental Certification Training
- Phone System Training
- Plant Specific Rules & Procedures
- Public Works & Prevailing Wage
- Quality Components Training

Commercial Skills

- Chute Handling
- Delivery Procedures
- Equipment Operation Procedures
- Safety Procedures

Computer Skills

- Command Computer System
- Computer Networking
- Data Entry Training
- Dial Pad
- Digital Fleet
- Microsoft Office (Intermediate/Advanced)
- OnBase Software
- QuikBooks Training
- Sales Force

Manufacturing Skills

- Ingredients
- Load Procedures
- Mix Codes
- Admixtures and Admix Products
- Cylinder Test
- Ingredients
- Specialty Materials

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30

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

Trainees may receive any of the following:

Commercial Skills

- Chute Handling
- Delivery Procedures
- Equipment Operation Procedures
- Safety Procedures

Manufacturing Skills

- Ingredients
- Load Procedures
- Mix Codes



Retrainee-Job Creation
Training Proposal for:
Harris & Bruno International
Contract Number: ET23-0326

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative SB <100	Industry Sector(s):	Manufacturing (E)
			Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Placer	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 99	U.S.: 108	Worldwide: 123
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution
\$252,000

Total ETP Funding
\$175,720

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Computer Skills, Cont. Impr., HazMat Skills, Mgmt Skills, Mfg Skills, PL-Mfg Skills	94	8-200	0	\$1,495	\$22.66
				Weighted Avg: 65			
2	Priority Rate SB <100 Job Creation Initiative	Business Skills, Computer Skills, Cont. Impr., HazMat Skills, Mgmt Skills, Mfg Skills, PL-Mfg Skills	18	8-200	0	\$1,955	\$18.54
				Weighted Avg: 85			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour in Placer County.

Job Number 2(Job Creation): \$18.54 per hour in Placer County.

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$1.54 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Administrative Staff	\$20.16 - \$25.00	1
	\$25.01 - \$42.00	3
Assembly Staff	\$20.16 - \$25.00	12
	\$25.01 - \$37.00	1
Buyer/Planner/Service Coordinator	\$25.01 - \$42.00	6
CNC Staff	\$20.16 - \$25.00	9
	\$25.01 - \$40.00	6
Engineering Staff	\$25.01 - \$70.00	11
Inventory Staff	\$20.16 - \$25.00	6
IT/Tech Support Staff	\$27.00 - \$30.00	1
Machinist/Field Service Staff	\$20.16 - \$25.00	1
Manager/Supervisor Staff	\$25.01 - \$52.00	17
Sales/Marketing Staff	\$22.00 - \$25.00	3

	\$25.01 - \$37.00	1
Shipping Specialist	\$20.16 - \$25.00	1
Production Staff – Welder, Metal Finisher/Operator, Crate Builder	\$20.16 - \$25.00	11
	\$25.01 - \$35.00	4
Job Number 2: Job Creation		
Assembly Staff	\$17.00 - \$20.00	2
	\$20.16 - \$25.00	4
	\$25.01 - \$37.00	1
Buyer/Planner/Service Coordinator	\$25.01 - \$42.00	2
CNC Staff	\$25.01 - \$40.00	1
Engineering Staff	\$25.01 - \$70.00	1
Inventory Staff	\$20.16 - \$25.00	2
Manager/Supervisor Staff	\$25.01 - \$52.00	1
Production Staff – Welder, Metal Finisher/Operator, Crate Builder	\$20.16 - \$25.00	1
	\$25.01 - \$35.00	3

INTRODUCTION

Founded in 1948 and headquartered in Roseville, Harris & Bruno International (Harris & Bruno) (www.harris-bruno.com) manufactures automated reliable coating and inking systems for printing presses in the flexo, offset, and corrugated industries worldwide. Its clients include printing press manufacturers and printers, such as, Komori, KBA, Hewlett Packard, and Shutterfly. The Company has facilities in Germany and Idaho. However, only the Roseville location will participate in ETP-funded training.

This is Harris & Bruno's fourth ETP Contract and second in the past five years.

Veterans Program

Harris & Bruno actively recruits and hires Veterans through staffing/recruiting services, local workforce agencies, such as CalJobs, and Facebook community groups. However, the Company did not specifically include a Veteran component in this project.

PROJECT DETAILS

To remain competitive, Harris & Bruno has structured its existing training plan to focus on increasing productivity and enhancing customer service. The Company has identified the need to cross-train and develop the skills of its staff on workflow processes to ensure the Company can meet and exceed customer expectations from start to finish. Training will also focus on, on-and-off field operations to ensure the delivery of products are made on time and safely. The training plan will address any deficiencies and allow the Company to standardize its processes and training so that it can assure its clients will receive the highest quality product.

In addition, the Company continuously improves all aspects of their business to provide customers with the best service. In April of 2022, the Company invested \$6 million in innovative technological equipment, such as, HAAS printing machines to improve quality and increase production. This upgrade in equipment will require enhanced skill sets supported by an advanced technology

manufacturing training plan focused on CNC Fixturing for maximum production and Waterjet Operations & Programming, to ensure the Company exceed industry needs.

In addition, Harris & Bruno remains committed to creating promotional growth opportunities to its labor force and have created various structured training plans focused on increasing skill sets and creating a positive working environment to encourage retention and promotion. Training in New Products, Project Management, Digital Marketing, Decision Making, Strategic Planning and Team Development 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 Bureau of Labor Statistics predicts the welding industry will continue to see approximately 2% growth from 2021 to 2031. In addition, the Company is expanding business functions into printing press manufacturers and printers, which has led to an increase in customers. Bruno & Harris will hire 18 new staff to meet the industry service demands.

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: Training will be offered to Administrative Staff, Engineers, Manager/Supervisors and Sales/Marketing Staff to increase business practice knowledge. Training will focus on developing critical thinking skills, sales techniques and customer services skills. Courses will include Conflict Resolution, Critical Thinking Skills, Customer Service, and Project Management.

Computer Skills: Training will be offered to Administrative Staff, Engineers, Manager/Supervisors and Sales/Marketing Staff. This training will increase efficiency in tracking and shipping inventory. Courses include Database Management, Digital Marketing, Enterprise Resource Planning Software and Social Media Management.

Continuous Improvement: Training will be provided to all occupations to enhance process efficiencies and teamwork among incumbent staff. Courses will include Assembly Line Development, KanBan, Lean Principles, and Team Development.

Hazardous Materials: Training will be offered to all occupations, except Administrative Staff. Training will focus on cross-training all staff on proper protocols and procedures. Training topics include Proper Labeling, Storing, and Disposal.

Management Skills: Training will be provided to Manager/Supervisors to enhance process efficiencies and teamwork within the Company staff. Courses will include Budget Management, Coaching, Conflict Management, Providing Feedback, and Strategic Planning.

Manufacturing Skills: Training will be offered to Engineering Staff, Manager/Supervisors, Production Staff – Welder, Metal Finisher/Operator, and Crate Builder. Training will focus on equipment processes aimed to produce higher yields of quality product. Topics will include CNC Mill Operation, CNC Lathe Operation, Crating Standards, Inspection Techniques, and Sheet Metal Bending Techniques to increase production knowledge and efficiencies

Productive Laboratory (PL)

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

Training will be delivered to Engineering, Manager/Supervisors, Production Staff – Welder, Metal Finisher/Operator, and Crate Builder. The trainer will demonstrate step-by-step instructions and then observe trainees performing these tasks. Training will be provided on CNC Fixturing for Maximum Production, CNC Programming in Mastercam and Mazatrol, Conventional Lathes Operation, Fundamentals of Precision Grinding, and Sheet Metal Fabrication – Programming Press Brake.

Training will provide staff with the tools they need to complete their job duties. Production will be impacted because an experienced staff member will be used to train and observe trainees. Since machine operation is a hands-on task and the Company believes that it is not something that can be accomplished primarily through reading materials. Harris & Bruno is requesting a 1:1 trainer-to-trainee ratio and up to 15 hours of PL for Job Number 1 and 20 hours for Job Number 2.

Alternate Recordkeeping

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

Commitment to Training

Harris & Bruno has an annual training budget of \$180,000 for its Roseville location. Training includes new hire orientation, product training, staff development and safety training.

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

➤ Training Infrastructure

Harris & Bruno has the Human Resources Director and two staff members dedicated to oversee this project. A training coordinator will assist in determining the classes as well as track progress. In addition, Executive Management remains dedicated to the training plan and advocates for this training as a part of staying competitive within the industry. The Company has a detailed training schedule in place and is ready to start training upon approval.

PRIOR PROJECTS

The following table summarizes performance by Harris & Bruno under an ETP Contract that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0166	Roseville	8/01/2016 - 7/31/2018	\$108,000	\$108,000 (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

- Conflict Resolution
- Critical Thinking Skills
- Customer Service
- New Product Training
- Project Management
- Sales Processes

Computer Skills

- Database Management
- Digital Marketing
- Enterprise Resource Planning Software
- Microsoft Office (Intermediate/Advanced)
- Social Media Management

Continuous Improvement Skills

- 5S/Visual Factory
- Assembly Line Development
- KanBan
- Lean Principles
- Process Improvement
- Quality Improvement Fundamentals
- Team Development
- Value Stream Mapping

Hazardous Materials Skills

- Proper Labeling, Storing, and Disposal

Management Skills (Managers/Supervisors Only)

- Budget Management
- Coaching
- Communication Training
- Conflict Management
- Decision Making
- Organization and Follow Through
- Providing Feedback
- Strategic Planning

Manufacturing Skills

- Basics of Electrical Wiring
- CNC Fixturing for Maximum Production
- CNC Lathe Operation
- CNC Mill Operation

- CNC Programming in Mastercam and Mazatrol
- Conventional Lathes Operation
- Conventional Mills Operation
- Crating Standards
- Documentation of Manufacturing
- Fundamentals of Precision Grinding
- Inspection Techniques
- Materials Management
- Safety Training
- Sheet Metal Bending Techniques
- Sheet Metal Fabrication - Programming Press Brake
- Understanding Digital Coating Applications
- Waterjet Operations & Programming

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

Trainees may receive any of the following:

Manufacturing Skills

- Basics of Electrical Wiring
- CNC Fixturing for Maximum Production
- CNC Lathe Operation
- CNC Mill Operation
- CNC Programming in Mastercam and Mazatrol
- Conventional Lathes Operation
- Conventional Mills Operation
- Crating Standards
- Fundamentals of Precision Grinding
- Sheet Metal Bending Techniques
- Sheet Metal Fabrication - Programming Press Brake
- Waterjet Operations & Programming



Retrainee-Job Creation
Training Proposal for:
Hi-Temp Insulation, Inc.
Contract Number: ET23-0313

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Aerospace Related Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 459	U.S.:459	Worldwide: 459
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution
\$250,000

Total ETP Funding
\$232,875

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, Cont. Improv., Haz. Mat., Mgmt. Skills, Mfg. Skills	225	8-200	0	\$805	\$22.66
				Weighted Avg: 35			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Commercial Skills, Computer Skills, Cont. Improv., Haz. Mat., Mgmt. Skills, Mfg. Skills	50	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 ;Job Number 2: \$18.54 per hour (Ventura 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 for Job Number 1 and up to \$1.54 for Job Number 2 may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff	\$20.01-\$25.00	20
	\$25.01-\$49.20	5
Quality Assurance Staff	\$20.01-\$25.00	5
	\$25.01-\$36.97	5
Production Staff	\$20.01-\$25.00	140
	\$25.01-\$36.97	20
Maintenance Staff	\$20.01-\$25.00	3
	\$25.01-\$39.24	7
Manager/Supervisor	\$20.06- \$25.01	5
	\$25.01-\$82.71	15
Job Number 2		
Administrative Staff	\$17.00-\$20.00	3
Quality Assurance Staff	\$17.00-\$20.00	2
Production Staff	\$17.00-\$20.00	42
Maintenance Staff	\$17.00-\$20.00	1
Manager/Supervisor	\$17.00-\$20.00	2

INTRODUCTION

Founded in 1964 and located in Camarillo, Hi-Temp Insulation, Inc. (Hi-Temp) (www.hi-tempinsulation.com), manufactures acoustic and thermal insulation products for the Aircraft, Missile and Aerospace industries. The Company specializes in metal foil, soft goods and sewn insulation designs. Its products include molded fiberglass and duct insulation, metal foil blanket insulation, thrust reverser blankets, multi-layered insulation blankets, soft flex blankets and other sewn and quilted products for protection from extreme temperatures.

With over 50 years of extensive experience in providing solutions for solving thermal and acoustic problems, Hi-Temp has become a major sub-contractor for critical industry programs such as the Space Shuttle; Boeing and Airbus commercial aircraft; Atlas and Delta Rockets; and F-16, F-18, F-22 and JSF Fighter Jets. Major customers include Boeing, Spirit, UTAS, Northrop, Middle River and Lockheed Martin. This is Hi-Temp's fifth ETP proposal, and second in the last five years.

Veterans Program

Hi-Temp does not have a formal recruitment program and hires Veterans through the Company's regular hiring practices.

PROJECT DETAILS

In the previous proposal, training focused on new products and equipment. The training in this proposal will focus on ramping up production on many high rate aerospace industry platforms. Some courses may be similar to the prior training project's curriculum; however, courses are updated. No training will be duplicated for trainees who participated in prior ETP funded training.

The need for training is driven by new business, customer demands, industry regulatory requirements and technological advances. Hi-Temp operates in a highly competitive aerospace industry and maintaining its technical expertise provides a competitive advantage in contract bidding and acquiring new business. Updated technical skills training and laser cutting, welding and some robotics will require new skills. Training incumbent employees to use, operate, maintain and support production needs will be important to keep up with the Company's manufacturing goals. Newly hired employees will receive manufacturing procedures to help production as its volume of products includes over 2,000 parts for the Boeing 777.

The acquisition of additional platforms and pursuit of additional business also require increased manufacturing and technical skills training to improve processes. Technologies such as tablets and software will allow production processes to improve. Employees must also be cross-trained on production processes and procedures to increase job competency.

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.

Hi-Temp is continuing to expand its production capacity by hiring new employees. Sales has gone up 25% for the 737 Max production and will double by 2024 making it necessary to hire new employees to help achieve sales goals. In 2022, the Company hired 50 new employees and plans to increase its headcount to 75-100 new employees between 2023 and 2024. The Company will hire 50 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: This training will be offered to all occupations in order to increase sales and customer satisfaction. Training topics include Customer Service Skills, Problem Solving, Compliance and Time Management.

Commercial Skills: This training will be offered to all occupations. Training will focus on understanding manuals and reports and locating information on charts and graphs.

Computer Skills: This training will be offered to all occupations in various software applications in order to support the business operations. Training topics include Mapics, Webdocs, and Visual Planning.

Continuous Improvement: This training will be offered to all occupations in order to facilitate the Company's efforts to improve product quality. Training topics include Process Improvement, Managing Projects and Critical Thinking skills

Hazardous Materials: This training will be offered to all occupations. Trainees will learn proper techniques, knowledge and communication on handling hazardous materials and address appropriate response actions on potential hazards exposure.

Management Skills: This training will be offered to Managers and Supervisors in order to be more effective leaders.

Manufacturing Skills: This training will be offered to Production Staff, Quality Assurance Staff, Managers/Supervisors and Maintenance Staff in order to increase performance and improve efficiency and product quality. Training topics include Equipment Operation and Safety

Temporary to Permanent Hiring

The Company will train 50 workers under Panel guidelines for the Temporary-to-Permanent program (Job Numbers 1 and 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 3 months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

Commitment to Training

Hi-Temp has an annual training budget of approximately \$900,000. The Company's current training consists of job specific skills, new products and on-boarding. ETP funding will assist Hi Temp with employee retention, cross training and skill expansion as well as maintaining and improving the workforce required for continual changes to products, production, and technology.

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

➤ Training Infrastructure

The Company's Human Resources Manager will oversee ETP training with the assistance of an in-house training coordinator. Training is scheduled to begin upon Panel approval and will be delivered onsite with in-house experts and vendors, as needed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0189	Camarillo	7/14/18- 7/13/20	\$67,860	\$67,860 (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

- Customer Service
- Problem Solving
- Time Management
- Delegating
- Compliance

Commercial Skills

- Understanding Manuals and Reports
- Locating Information on Charts and Graphs

Computer Skills

- Mapics
- FormDocs
- Webdocs
- Microsoft Office- Intermediate and Advanced Levels
- Access
- VPI (Visual Planning – Master Scheduler)
- Computer Applications

Continuous Improvement Skills

- 6S Production
- Kaizen
- Process Improvement
- ISO AS9100D
- Managing Change
- Effective Communication Skills
- Managing Projects
- Leadership Skills
- Critical Thinking Skills

Hazardous Materials Skills

- Hazard Communication Policy & Procedure
- Globally Harmonized System for Hazard Communication
- Spill Prevention Response
- Compliance and Safety Practices and Procedures

Management Skills (Managers/Supervisors Only)

- Managing Others
- Coaching Skills

Manufacturing Skills

- Equipment Operation and Safety
- Manufacturing Practices
- Assembly Procedures
- Parts & Products Manufacturing
- Inventory Control
- Material Handling & Safety
- Preventative Maintenance



Retrainee-Job Creation

Training Proposal for:

iBASEt, Inc.

Contract Number: ET23-0308

Panel Meeting of: April 28, 2023

ETP Regional Office: San Diego

Analyst: P. Duarte

PROJECT PROFILE

Contract Attributes:	SB <100 Retrainee Job Creation Initiative Priority Rate	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 65	U.S.:65	Worldwide: 65
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$118,436

Total ETP Funding
\$109,710

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Business Skills Commercial Skills Computer Skills Cont. Improvement	63	8-200	0	\$1,150	\$22.66
				Weighted Avg: 50			
2	SB <100 Priority Rate Job Creation Initiative	Business Skills Commercial Skills Computer Skills Cont. Improvement	27	8-200	0	\$1,380	\$18.54
				Weighted Avg: 60			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66/hr in Orange County;

Job Number 2: \$18.54/hr both in Orange County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Engineer/Developer	\$35.00 – \$65.00	19
Administrative Staff	\$20.16 – \$25.00	1
	\$25.01 – \$65.00	35
Supervisors	\$20.16 – \$73.00	8
Job Number 2		
Engineer/Developer	\$19.00 – \$75.00	20
Administrative Staff	\$18.54 – \$60.00	7

INTRODUCTION

Founded in 1986 and headquartered in Lake Forest, iBASEt, Inc. (iBASEt) (<https://www.ibaset.com>) offers manufacturers of highly engineered and complex products digital strategies for improved operational resiliency and profitability. Its product, the iBASEt Digital Operations Suite, allows manufacturers to streamline production of highly engineered products to help its customer base increase operational outputs and a higher level of performance.

iBASEt provides services to manufacturing companies across various industries including Aerospace & Defense, Electronics, Industrial Equipment, Nuclear, Space and Medical device. Among the Company's outstanding clients are: AIRBUS, BAE Systems, Cirrus Aircraft, Continental Aerospace Technologies, GE Honda Aero Engines, General Dynamics, JACOBS, L3 Technologies. This will be iBASEt's first ETP Contract.

PROJECT DETAILS

To maintain its competitive advantage and continue to innovate, iBASEt is offering digital cloud solutions which are modern systems that can be remotely managed, easily integrated, and quickly scaled to deliver data-driven decision support to its customers.

The proposed training for Engineers/Developers is designed to provide skills needed to design, build, and upgrade iBASEt Digital Operations Suite. This includes the Company's three core Cloud solutions software programs that can digitally transform customer manufacturing, quality, and sustainment operations and Enterprise Quality Management software which is built into the core foundation of the iBASEt Digital Suite. Additionally, employees will receive training to increase job knowledge and product capabilities and improve customer service and marketing skills in order to expand customer base and help the Company achieve its goal of projected 20% in revenue growth.

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.

iBASEt continues to expand business capacity to meet customer demand for new and innovative cloud based technologies. The Company projects a 20% increase in revenue over the next two fiscal years. The Company will hire 27 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: All occupations will be provided Business Skills training. Courses include: Project Management, Leadership, and Data Analytics for Business Dev/Market Research.

Commercial Skills: All occupations will be provided Commercial Skills training. Courses include: iBASEt Digital Operations Suite, Manufacturing Execution System, Solumina iSeries, Supplier Quality Management (SQM).

Computer Skills: All occupations will be provided Computer Skills training. Courses include: Adobe (PDF, InDesign, Photoshop, Illustrator), MS Office (Intermediate/Advanced), Sales Force, Cyber Security/NIST/NISP, and Business Intelligence (BI).

Continuous Improvement: All occupations will be provided Continuous Improvement training. Courses include Agile (DevOps) & SCRUM, Process/Quality Improvement/Efficiency /Workflow, SCEP (SOD Customer Excellence Program), Six Sigma and Teamwork & Collaboration.

Alternate Recordkeeping

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

Commitment to Training

In 2023, iBASEt invested approximately \$118,436 in job skills training which leads to increased product knowledge and eventually higher wages. Training will continue to be provided to allow employees to quickly transition to upgraded technology and address client needs.

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

➤ Training Infrastructure

The Vice President and Human Resources Manager will oversee the overall administration of the project. Also, the Company's Learning and Development Specialist will be responsible for organizing and directing training, tracking and uploading rosters in to the ETP systems, and handling communication and meetings with ETP staff. The Company has also retained the services of a third party subcontractor to assist with administration of this training proposal.

Professional Employer Organization

iBASEt represents that it uses the services of Insperity PEO Service, L.P., a Professional Employer Organization (PEO). However, please note that funding eligibility is based on the Contractor's qualifications, and iBASEt 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 iBASEt has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that its PEO Agreement with Insperity PEO Service, L.P. clearly establishes the PEO as the party responsible for withholding and reporting Unemployment Insurance taxes, and that iBASEt retains the exclusive right to direct and control the work performed by trainees and to set the amount of their wages.

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 in Seal Beach 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

- Admin Processes & Procedures
- Coaching/Communication
- Customer Relations
- Leadership
- Marketing & Business Development/Sales
- Data Analytics for Business Dev/Market Research
- Planning
- Project Management
- Time Management
- Vendor Relations

Commercial Skills

- iBASEt Digital Operations Suite
- Manufacturing Execution System
- Solumina iSeries
- Supplier Quality Management (SQM)

Computer Skills

- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- Business Intelligence (BI)
- Cloud Solutions
- Crystal Reports
- Customer Relationship Management (CRM E-Mail marketing tools: Act ON, Survey Monkey, GoldMine)
- Social Media Tools
- Java
- Javascript
- Architecture Implementation
- Integration Implementation
- Solumina Software
- Solumina Reporting
- Solumina Shop Floor Technician
- Solumina Software Development Kit (SDK)
- State/Local Government Agencies
- Travel and Expense System
- Microsoft Office (Intermediate/Advanced)/ Project / Exchange
- Cyber Security / NIST / NISP Training
- Sales Force
- Sharepoint
- Time Tracking & Time & Billing System
- Web Design and Graphics Software
- Kubernetes

- SQL Server
- Oracle
- Azure
- ERP (ServiceNow)/ Quickbooks/SAP

Continuous Improvement Skills

- Agile (DevOps) & SCRUM
- Performance Improvement
- Process/Quality Improvement/Efficiency /Workflow
- Quality Management Office (QMO)
- SCEP (SOD Customer Excellence Program)
- Six Sigma
- Teamwork & Collaboration



Retrainee-Job Creation
Training Proposal for:
Nowhere Commissary, LLC
Contract Number: ET23-0315

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: M. Pacerelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	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: 1,567	U.S.: 1,567	Worldwide: 1,567
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution
\$200,475

Total ETP Funding
\$199,134

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. Improvement; HAZMAT; Mfg. Skills	175	8-200	0	\$897	\$22.66
				Weighted Avg: 39			
2	Retrainee Priority Rate Job Creation Initiative	Business Skills; Computer Skills; Cont. Improvement; HAZMAT; Mfg. Skills	47	8-200	0	\$897	\$18.78
				Weighted Avg: 39			

*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 in Los Angeles County

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

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

Health Benefits will be use to meet the Post-Retention Wage up to \$2.50 per hour for Job Number 1 and up to \$0.78 per hour for Job Number 2.

Occupation Titles	Actual Wage Range	Estimated # of Trainees
JOB NUMBER 1:		
Administration Staff	\$22.00 - \$25.00	11
	\$25.01 - \$64.90	2
Driver	\$20.16 - \$25.00	4
	\$25.01 - \$27.00	1
Food Production/Kitchen Staff	\$20.16 - \$25.00	138
Information Technology Staff	\$25.00 - \$25.00	1
Maintenance Staff	\$20.16 - \$25.00	2
	\$25.01 - \$34.00	1
Purchasing Staff	\$25.00 - \$33.00	3
Receiver/Warehouse Staff	\$20.16 - \$25.00	3
Manager	\$23.00 - \$25.00	5
	\$25.01 - \$65.45	4

JOB NUMBER 2 (Job Creation):		
Administration Staff	\$22.00 - \$25.00	1
Driver	\$19.00 - \$25.00	1
	\$25.01 - \$27.00	1
Food Production/Kitchen Staff	\$18.00 - \$25.00	33
Information Technology Staff	\$25.00 - \$25.00	1
	\$25.01 - \$30.00	1
Maintenance Staff	\$18.00 - \$25.00	1
	\$25.01 - \$34.00	1
Purchasing Staff	\$22.00 - \$25.00	1
	\$25.01 - \$30.00	1
Receiver/Warehouse Staff	\$18.00 - \$24.00	3
Manager	\$23.00 - \$25.00	1
	\$25.01 - \$45.67	1

INTRODUCTION

Founded in 1966, Nowhere Commissary, LLC (Nowhere) (www.erewhonmarket.com) is a food manufacturing and distribution facility of pure, nutrient-rich food products for its stores locations in Southern California: Calabasas, Los Angeles, Pacific Palisades, Santa Monica, Silver Lake, Studio City, two newly-opened stores in Beverly Hills and Culver City, and a new store opening soon in Pasadena.

Through its stores, the Company provides organic products to its customers. In this proposal, training will be provided to employees of the food manufacturing facility in Los Angeles. The Company's food manufacturing facility produces over 80 products such as the mighty green soup, buffalo cauliflower, organic roasted chicken, and freshly made ready-to-eat salads and soups. It also produces over 80 different juice selections including its popular juices such as green juice, just green lemon, lemonade hemp, and immunity juice shots. With growing demand, the Company has expanded its catering team and offer customers their favorite dishes for all their special events. This will be Nowhere's second ETP Contract and the second within the last five years.

Veterans Program

Although there is no Veteran component in this proposal, Nowhere employs Veterans through its normal hiring practices.

PROJECT DETAILS

In the first ETP Contract, training focused on new production equipment and business software solutions to support growth. At the start of the first ETP Contract there were five store locations. Since then, its store locations increased to nine by 2023. Nowhere's current and anticipated growth requires continued process improvements and employee skill upgrades. The increase in production along with the new hires will require a tremendous amount of training. The proposed

training will provide incumbent and new hire workers in its manufacturing facility with essential skills to ensure that its products meet the highest food product safety standards in the industry.

Nowhere has also invested \$4 Million in July 2022 upgrading its equipment and systems such as Coupa, Warehouse Management System, Microsoft Power BI, Canning Steam Kettle, Pasta Extruder, Deighton-Formatic, and Cookie Machine. Training is not included in the purchase price. As such, this investment will require a substantial amount of training to learn to properly operate and utilize the new systems and equipment to its full potential. In addition, the proposed training will introduce process improvements designed to boost operational efficiency, increase productivity, strengthen inventory control, and improve employee efficiency.

Professional Employer Organization

Nowhere represents that it uses the services of Modern HR, a Professional Employer Organization (PEO). However, please note that funding eligibility is based on the Contractor's qualifications, and Nowhere 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 Nowhere has been informed about the duty to make certain PEO representations in the ETP Contract; including, without limitation, that its PEO Agreement with Modern HR clearly establishes the PEO as the party responsible for withholding and reporting Unemployment Insurance taxes, and that Nowhere retains the exclusive right to direct and control the work performed by trainees, and to set the amount of their wages.

Retrainee - Job Creation

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

With the expansion of its business capacity, the Company will hire 47 new employees across all occupations within the next two years (Job Number 2). Newly-hired employees will be trained on industry practices and equipment to become proficient in production processes and food production safety. 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 as outlined below:

Manufacturing Skills: Training will be offered to Food Production/Kitchen and Maintenance Staff with emphasis on skills needed to ensure product quality, equipment operation and maintenance, and implementation of best practices in food preparation and manufacturing.

Continuous Improvement: Training will be offered to all occupations to enhance employee skills and improve quality concepts and controls.

Computer Skills: Training will be offered to all occupations to improve employees' ability to utilize internal systems and computer software programs.

Business Skills: Training will be offered to all occupations focusing on improving internal and external customer relations and other business-related skills.

Hazardous Materials: Training will be offered to all occupations in production to ensure safe practices when cleaning the production area and safe handling of hazardous chemicals and waste.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Nowhere's annual training budget is approximately \$900,000 for OSHA-mandated training, new hire orientation, store staff training, sexual harassment prevention, and on-the-job training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Nowhere's Payroll Manager will oversee the implementation of the project with the assistance of the Human Resources Manager. Both oversaw the administration of the first ETP Contract with successful outcome. Training will be conducted at the Company's Los Angeles manufacturing facility and will be provided by in-house subject-matter experts and vendors, as needed. Nowhere has a training schedule in place and is prepared to commence training upon contract approval.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0273	Los Angeles	03/02/20 - 03/01/22	\$197,064	\$197,064 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

Trainees may receive any of the following:

Business Skills

- Communication
- Customer Service / Sales
- Frontline Leadership Skills
- Delegation Skills
- Problem-Solving
- Decision Making
- Motivation Skills

Computer Skills

- Accounts Payable Software (Coupa)
- Payroll System (I Solve)
- Data Visualization Software (Microsoft Power BI)
- Warehouse Management System (NetSuite)
- Microsoft Office Word, Excel, PowerPoint, Publisher (Advanced & Intermediate)

Continuous Improvement Skills

- Teambuilding
- Focusing on Achieving Product-Market Fit
- Quality Concepts/Controls
- Risk Management
- Asset Management

Hazardous Materials Skills

- Hazardous Material Handling, Sorting & Storage
- Cleaning Supplies

Manufacturing Skills

- Food Production
- Food Preparation
- Equipment Operation
- Food Decorating
- Food Safety
- Hazard Analysis & Critical Control Points (HACCP)
- Maintenance
- Cooking at Safe Temperatures
- Sanitizing Work Surface



Retrainee-Job Creation
Training Proposal for:
Orange Coast Title Company
Contract Number: ET23-0319

Panel Meeting of: April 28, 2023

ETP Regional Office: San Diego

Analyst: J. Lima

PROJECT PROFILE

Contract Attributes:	HUA Job Creation Initiative Retrainee	Industry Sector(s):	Services (G) Priority Industry: <input type="checkbox"/> Yes <input checked="" 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		
Number of Employees in:	CA: 650	U.S.: 1,033	Worldwide: 1033
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$181,920

Total ETP Funding
\$176,115

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	Business Skills Commercial Skills Computer Skills	253	8-200	0	\$600	\$22.66
				Weighted Avg: 30			
2	Retrainee Job Creation	Business Skills Commercial Skills Computer Skills	15	8-200	0	\$621	\$18.54
				Weighted Avg: 27			
3	Retrainee HUA	Business Skills Commercial Skills Computer Skills	25	8-200	0	\$600	\$17.00
				Weighted Avg: 30			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$24.72 per hour (Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties); \$23.59 per hour (Contra Costa County); \$22.66 per hour (all other counties)

Job Number 2 (Job Creation): \$20.60 per hour (Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties); \$19.66 per hour (Contra Costa County); \$18.78 per hour (Los Angeles County); \$18.54 per hour (all other counties)

Job Number 3 (HUA): \$17.00 per hour (Imperial, Los Angeles, Fresno, Madera, San Bernardino 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 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Accounting Staff	\$20.16 - \$25.00	15
	\$25.01 - \$35.00	5
Administration Staff	\$20.16 - \$25.00	13
	\$25.01 - \$40.00	5
Customer Service Staff	\$20.16 - \$25.00	8
	\$25.01 - \$32.00	4
Escrow Staff	\$20.16 - \$25.00	38
	\$25.01 - \$45.00	20
Examiners	\$20.16 - \$25.00	10
IT Staff	\$25.01 - \$50.00	10

Lien Staff	\$20.16 - \$25.00	10
Messengers	\$20.16 - \$25.00	5
Open Orders Staff	\$20.16 - \$25.00	6
Payoff Staff	\$20.16 - \$25.00	5
Sales Staff	\$25.01 - \$50.00	25
Team Leads	\$25.01 - \$50.00	16
Title Staff	\$20.16 - \$25.00	45
	\$25.01 - \$35.00	10
Typist	\$20.16 - \$25.00	3
Job Number 2		
Administration Staff	\$17.00 - \$20.00	2
Customer Service Staff	\$17.00 - \$20.00	3
Escrow Staff	\$17.00 - \$20.00	5
Sales Staff	\$25.00 - \$50.00	5
Job Number 3		
Customer Service Staff	\$17.00 - \$20.00	4
Escrow Staff	\$17.00 - \$20.00	8
Messengers	\$17.00 - \$20.00	2
Payoff Staff	\$17.00 - \$20.00	2
Team Leads	\$20.00 - \$25.00	4
Title Staff	\$17.00 - \$20.00	5

INTRODUCTION

Founded in 1974, Orange Coast Title Company (OCTC) (www.octitle.com) provides underwriter and multiple support services to the real estate, lending, building and housing industries. Headquartered in Santa Ana, OCTC has 11 locations in California across Imperial, Los Angeles, Orange, Riverside, and San Bernardino Counties. This proposal also includes two of OCTC's affiliates:

- Orange Coast Title Company – Northern California (OCT-NC) (*with 16 locations in Alameda, Contra Costa, El Dorado, Fresno, Madera, Placer, Riverside, Sacramento, San Bernardino, San Mateo, and Santa Clara Counties*),
- Orange Coast Title Company – Southern California (OCT-SC) (*with 11 locations in Los Angeles, Orange, Riverside, and San Bernardino Counties*).

The Company's customers are primarily large mortgage lenders such as CashCall, Inc., Mortgage Connect and Allied Title. This will be OCTC's second ETP Contract, and first in the last five years. ETP funds will allow its workforce to develop the skills necessary to address its needs and put the Company in a better position to compete and remain in business in California.

Veterans Program

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

Retrainee - Job Creation

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

The Company will hire 15 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Company is growing to meet demand and has included a new product line. As such, it will need to hire new staff in order to keep up with its business standards.

PROJECT DETAILS

The Company faces several challenges that drive the need for training. The real estate, lending, building, and housing industries are facing a potential slow down with rising interest rates and home prices. With the housing industry volatile, OCTC is committed to preparing for any shifts by training its employees cross-functionally in many areas of the business so that if the economy shifts and business slows in one division and increases elsewhere, the trainee can be moved to the larger division rather than face termination. As such, this project will focus heavily on cross-training for its existing and newly-hired employees

Along with cross-training, the Company needs to stay current with real estate industry practices and stay compliant with the California Department of Insurance, Consumer Financial Protection Bureau and Real Estate Settlement Procedures Act requirements. These rule changes can equal hundreds of pages of regulations and create huge needs for training in a quick manner to ensure compliance. Any new regulations that are introduced into the industry will result in trainees needing to be continually updated for recurring training to meet the standards of new processes and procedures.

Additionally, OCTC must also meet customer demands, remain competitive, implement standardized processes and procedures across all facilities, and implement new software systems. Due to the nature of the work OCTC does for its clients, when OCTC brings aboard a new client, the OCTC staff must learn that client's software systems and processes. In recent years OCTC has engaged multiple large clients with complex systems and detailed process requirements. To meet these challenges OCTC must train both existing and new employees on their clients' systems

OCTC values its employees who have made the Company what it is today and anticipates to deliver a variety of training for its employees in their areas of expertise as well as in new areas so they can be prepared for working in unfamiliar areas of the business.

Training Plan

Training will be delivered via Class/Lab and E-Learning as follows:

Business Skills: This training will be offered to all occupations and will consist of but not be limited to courses such as Adapting to Procedure Changes, Business Development Techniques, Handling Customer Complaints, and Financial Management.

Commercial Skills: This training will be offered to all occupations and will consist of but not be limited to courses such as: Account Management, Bank Wires, Cyber Security, Document Management, New Client Set-up and Property Reports.

Computer Skills: This training will be offered to all occupations and will consist of but not be limited to courses such as: Archive, Data Trace, Navision, Goldfax, Pacer, and Data Encryption.

Alternate Recordkeeping

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

Commitment to Training

OCTC's annual training budget in CA is \$7,500,000. OCTC will continue to provide basic 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 VP will lead this project with support from the President and Chief Legal Counsel of OCTC. The Accounting VP, Payroll Manager and additional staff will also assist in providing data and collecting rosters throughout the training occurring across the state. A subcontracted third-party will also assist with administration. All training will be delivered by in-house experts and vendors if needed.

High Unemployment Area

Some trainees (Job Number 3) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%.

Two locations under OCTC are in Imperial and Los Angeles Counties; two locations under its affiliate, OCT-NC, are in Fresno and Madera Counties; and two locations under its affiliate, OCT-SC, in Los Angeles and San Bernardino Counties. The HUAs within these counties consist of the following cities where the aforementioned six facilities are located: El Centro (Imperial County), Sun Valley and Bellflower (Los Angeles County), Fresno (Fresno County), Madera (Madera County), and San Bernardino (San Bernardino County).

➤ 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. Approximately 4 Customer Service Staff, 8 Escrow Staff, 2 Messengers, 2 Payoff Staff, 4 Team Leads, and 5 Title Staff will need the wage modification.

Impact/Outcome

OCTC 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 will internally certify employees in new areas of service during the cross training. Trainees in builder services could be trained in lender services, for example, which is a whole separate set of skills, regulations, etc. but enables trainees to gain more skillsets. IT Staff will be certified in networking systems, such as Microsoft, Cloud, and Linux.

DEVELOPMENT SERVICES

The Company retained Propel Consulting Group in El Dorado Hills, CA to assist with development of this proposal for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

The Company retained Propel Consulting Group in El Dorado Hills 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

- Adapting to Procedure Changes
- Best Practices
- Business Development Techniques
- Coaching
- Corrective Action
- Customer Service
- Effective Communications
- Financial Management
- Handling Customer Complaints
- Internal Accounting Procedures
- Leadership Skills
- Letter/Email Writing
- Motivation
- People Skills
- Process Implementation
- Problem Solving & Decision Making
- Project Management
- Sales Coaching
- Standard & Reporting Requirements
- Team Building

Commercial Skills

- Account Management
- Bank Wires
- Check Processing
- Cyber Security
- Document Management
- Easements, Liens, Insurance, Covenants
- Escheatment Procedures
- Escrow & Title Accounting Procedures
- Examination Techniques
- Information Security
- Internal Compliance Audits
- Loss Control Systems
- New Client Set-up
- Note and Trust Deed Processing
- Open Order Processes
- Property Reports
- Recording Procedures
- Revise/Close Invoice Orders
- Title & Escrow Services

- Title Policy Products
- Transaction & Work Process
- Transaction Review Processes
- Underwriting Processes

Computer Skills

- All-Net
- Archive
- Computer Programming
- County Website
- Court Website
- Data Encryption
- Data Trace
- Data Tree
- Digital Reel
- Exchange-Traded Funds (ETF) Software
- Goldfax
- Internal Accounting Software
- Internal Phone/Network Systems
- MS Office (Intermediate/Advanced)
- Navision
- Networking
- New Client Software Systems
- OCT Internal Websites
- Online Citizens
- Pacer
- Ryno Live
- Simplafire
- SoftPro
- Summit Systems
- Title Advantage
- Title Point
- Titleworks
- Tracker
- Windows Server



Training Proposal for:
Riviera, Inc. dba The Enterprise U

Contract Number: ET23-0312

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: D. Tran

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Professional, Scientific, Technology (54) Multimedia/Entertainment (51+) Priority Industry: <input checked="" type="checkbox"/> Yes <input checked="" 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
\$551,800		\$38,300 8%		\$590,100

In-Kind Contribution:	50% of Total ETP Funding Required	\$1,269,272
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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; Comm'l. Skills; Computer Skills; Cont. Impr.; Hazwoper; Hazmat; Mfg. Skills; OSHA 10/30; Literacy Skills	400	8-200	0	\$1,230	\$22.66
				Weighted Avg: 50			
2	Retrainee	Business Skills; Comm'l. Skills; Computer Skills; Cont. Impr.; Hazwoper; Hazmat; Mfg. Skills; OSHA 10/30; Literacy Skills	90	8-200	0	\$1,090	\$22.66
				Weighted Avg: 51			

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

Minimum Wage by County: Job Numbers 1 & 2: \$24.72 for Alameda, Marin, San Mateo, Santa Clara, and San Francisco Counties, \$23.59 for Contra Costa County; and \$22.66 for all other counties

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Accounting/Finance	\$20.16 - \$25.00	5
	\$25.01 - \$60.00	25
Administration/Operations	\$20.16 - \$25.00	5
	\$25.01 - \$70.00	150
IT/Engineering	\$20.16 - \$25.00	5
	\$25.01 - \$90.00	45
Managers	\$40.00 - \$90.00	50
Marketing/Sales	\$20.16 - \$25.00	5
	\$25.01 - \$80.00	45
Production	\$20.16 - \$25.00	5
	\$25.01 - \$80.00	150

INTRODUCTION

Founded in 2001 and located in Santa Monica, Riviera, Inc. dba The Enterprise U (The Enterprise U) assists companies, governments, small businesses and individuals in developing the necessary skills to sustain a competitive advantage through learning and training. The Enterprise U provides training services, consulting, coaching and software solutions to clients in the industries of manufacturing, entertainment, technology, logistics, and biotechnology companies. This will be The Enterprise U's thirteenth ETP Contract, and sixth within the last five years.

Veterans Program

The Enterprise U doesn't have a formal Veterans outreach program however the participating group of employers do actively recruit and hire veterans.

PROJECT DETAILS

The Enterprise U has continued to receive strong demand for training from its core group of participating employers. In recent years, and accelerated by the COVID 19 pandemic, employers have had to adjust the way they look at and approach training efforts in the development of their workforce. During the height of the COVID 19 pandemic, companies and employers around the world had to adapt, modify, and change near instantly to how they do business, how they interact with the public and their employees in a new work environment that either became hybrid, virtual, and even those that remained in person.

With these changes and new workplace norms, this provided extensive opportunities for employers to re-train, re-skill, and up-skill their employees to ensure that they are thriving in their new work environments and have the ability to adapt to on the fly changes. Companies recognize that employee training must also have renewed focus on effective workplace communication, accountability, collaboration, and empowerment, both virtually and in person.

To address the rising issue of the "great resignation", employers recognize the need to provide continuous training that targets teambuilding, and development of both technical and non-technical skills to reduce turnover and fill in skill gaps in their workforce. Companies today are concerned as they are seeing signs of economic uncertainty and they understand that developing a high performing workforce is vital to their success as well as the employee's success by creating high demand, highly skilled employees that have opportunities for career advancement and growth.

The core group of participating employers represents over 100% of employer demand in training for each of the employers unique business models. Some participating employers have participated in previous ETP contracts however the course content has been updated and customized to each employer's needs. No training and trainees will be duplicative of any previous projects.

Training Plan

Training will be delivered Class/lab and E-learning in the following:

Business Skills: Training will be offered to all occupations and will focus on customer service, communications, strategic thinking, negotiation techniques and presentation skills.

Commercial Skills: Training will be offered primarily to Engineering, Production, Operations, and Managers. This training will focus on facilities management, environmental management skills and emergency response.

Computer Skills: Training will be offered to all occupations. This training will focus on becoming proficient on various Microsoft office programs, graphics and interpretations, project applications and planning and computer trouble-shooting.

Continuous Improvement: Training will be offered to all occupations and focus on the skills needed to thoroughly implement new strategies and techniques and improve productivity through efficiency, teambuilding, and cross unit functionality.

Manufacturing Skills: Training will be offered to Production, Operations and Managers and will focus on improving production efficiencies, reducing waste, and increasing safety and end product outcome.

Literacy Skills: Training will be offered to Production and Operations. Training will focus on giving employees the foundational verbal and written skills to communicate professional in the workplace.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for operation and production trainees and 30 hours for frontline managers. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers).
3. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, operations and production will receive up to 6 hours of training.

Commitment to Training

The core group of participating employers have fully committed to training under this new training proposal. With the changes and impacts of the COVID 19 pandemic, employers recognize the need for training and have conveyed that need for extensive training for their workforce in order to remain competitive and survive in today's business climate and economic uncertainty. Large employers currently provide standard and basic general onboarding training but rely on training provided by The Enterprise U to supplement and compliment that training. For small business employers, this training is critical to their success as often times, small businesses have very little and limited resources to provide the extensive training needed that goes beyond basic training. This will help business small and large adapt to not just changes in how companies do business but how employees want to work in this new modern world of remote and hybrid work environments.

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

➤ Training Infrastructure

Training will be overseen and administered by The Enterprise U's Executive Director with two designated internal staff members who will be responsible for coordinating training, tracking and uploading hours and working with ETP staff. These individuals have all been involved on previous ETP Contracts and are familiar with the ETP systems and processes.

Alternate Recordkeeping

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

Marketing and Support Costs

The Enterprise U's marketing and recruitment efforts include networking with human resource professionals, employers, and various training and development entities such as professionals in Human Resources Association, American Society of Training and Development, and the Society for Human Resources Association. The Enterprise U's outreach activities consists of newsletters, e-mail/online marketing campaigns, and direct contact via telephone. The outreach activities help keep its program aligned with the needs of its participating employer community in order to develop and provide the best training program available.

The Enterprise U provides resources to perform needs assessments, curriculum customization, and return on investment analysis. The Enterprise U is requesting and staff supports 8% support costs to fund extensive marketing efforts and the on-going recruitment and outreach to participating employers.

Training Agency Certification

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

The Enterprise U is eligible as a training agency based on the following:

- Certification by the Bureau for Private postsecondary Education.

Tuition Reimbursement

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

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained	Potential Earnings (Based on Tracked Hours) (\$ %)
ET22-0303	\$598,500	05/30/22 - 05/29/24	837	-	-	\$571,021.56 (95%)

To date, The Enterprise U has tracked over 27,074 hours which equates to over 95% of potential earnings. The Enterprise U has also stated that it has approximately 2,500 outstanding hours to be uploaded in the system which would bring them to over 100% of potential funding.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET21-0189	Statewide	10/26/20 – 10/25/22	\$599,923	\$599,923 (100%)
ET20-0158	Statewide	10/01/19 – 09/30/21	\$749,630	\$749,630 (100%)
ET19-0256	Statewide	10/08/18 – 10/07/20	\$949,655	\$943,579 (99%)
ET18-0109	Statewide	07/01/17 – 06/30/19	\$848,252	\$843,914 (99%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

Trainees may receive any of the following:

Business Skills

- Customer Service Skills
- Accountability, Empowerment & Delegating
- Dynamic Presentation Skills
- Effective Communication Skills
- Negotiation Techniques
- Time Management & Managing Productivity
- Sales & Marketing Performance
- Strategic Thinking & Planning
- Creative Thinking & Problem Solving
- Financial Fundamentals
- Product, Market or Technology Knowledge
- Project Management
- Managing Change
- Performance Management
- Organizational Development
- Knowledge Management
- Success in the Workplace
- Creating a Continuous Learning Culture
- Creating a Culture of Innovation
- Business Analysis & Critical Thinking
- Appreciating Our Differences
- Succession Planning
- Business Processes
- Employee Engagement
- Industry Best Practices

Commercial Skills

- Facilities Management
- Environmental Management
- Emergency Response

Computer Skills

- Office Productivity Applications – (Intermediate/Advanced topics in the Microsoft Office suite, Lotus Notes, and Google)
- Computer Graphics
- Operating Systems
- Project Applications
- System, Web, & Mobile Tools
- Working in the Cloud
- Accounting Theory
- Accounting Applications
- Accounting Practices

- Electronics Theory
- Understanding Devices & Multiple Platforms
- Diagnosing Problems
- Maintaining & Servicing Your Equipment
- Programming in Visual Basic
- Programming in C
- Programming in C++
- Programming in C# and .NET
- Programming in Java
- Programming in SQL
- Software Lifecycle Methodologies
- Oracle Databases
- SQL Databases
- DB2 Databases
- Oracle/PeopleSoft Software Platform
- SAP Software Platform
- IBM/Lotus Software Platform
- Reporting and Analyzing Data Using Statistics and Metrics
- Scorecarding with Key Performance Indicators and Strategic Objectives
- HTML
- Ruby and Ruby on Rails
- Dreamweaver
- Flash
- JavaScript
- CSS
- SharePoint
- XML/XSLT
- Python / Django
- PHP
- ASP.NET
- Animation Techniques
- Physics and Art Topics
- Adobe (Photoshop, Illustrator, InDesign)
- Computer-Aided Drafting/Manufacturing/Engineering
- Revit
- SketchUp
- SolidWorks
- Electronics Overview
- Microsoft Technology in Networking
- Cisco Technology in Networking
- Windows Operating System in the Network
- Novell Operating System in the Network
- UNIX Operating System in the Network
- Network Security Essentials, Key Principles and Concepts
- Risk Assessment and Auditing
- Security Incident Handling
- Securing Business Applications
- Web Security

Continuous Improvement Skills

- Levels of Performance
- Performance Management
- Change Management
- Process Management
- Total Quality Management
- Process Mapping
- Quality Assurance
- Six Sigma Concepts
- Lean Concepts
- Statistical Process Engineering
- Team Building
- Team Building, Dynamics, & Leadership
- Leadership Skills
- Employee Engagement
- Motivating Others
- Recognizing Performance
- Coaching and Counseling
- Setting Expectations & Giving Feedback
- Building Successful Teams
- Talent Development Lifecycle

Hazardous Materials Skills

- Hazardous Materials Handling & Cleaning

HazWoper

- HAZWOPER
- HAZMAT

Literacy Skills

- Vocational English & Math
- Reading and Writing Business Documents
- Business English
- Business Math

Manufacturing Skills

- Production Operations
- Fluid Mechanics
- Machine Shop Basics
- Motor Controls
- Power Transmission
- Inventory Control
- Warehousing & Distribution Centers
- Blueprint Reading
- Equipment Operations & Maintenance

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10 (OSHA certified instructor)

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30 (OSHA certified instructor)

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Riviera, Inc.	CCG No.: ET23-0312
Reference No: 22-0899	Page 1 of 3

Company: Harness	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 116 New Montgomery St., Suite 200	
City, State, Zip: San Francisco, CA 94105	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 161	
Total # of full-time company employees in California: 76	
Company: Health Gorilla	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 800 W. El Camino Real, Suite 100	
City, State, Zip: Mountain View, CA 94040	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 30	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 106	
Total # of full-time company employees in California: 45	
Company: Honeybee Foods (Jollibee)	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 100 N. Barranca, Suite 1200	
City, State, Zip: West Covina, CA 91791	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 1,644	
Total # of full-time company employees in California: 800	
Company: Illumination	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2043 Colorado Ave.	
City, State, Zip: Santa Monica, CA 90404	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 95	
Total # of full-time company employees in California: 93	

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Riviera, Inc.

CCG No.: ET23-0312

Reference No: 22-0899

Page 2 of 3

Company: Legend Pictures	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2900 W. Alameda Ave., Suite 1500	
City, State, Zip: Burbank, CA 91505	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 156	
Total # of full-time company employees in California: 153	
Company: NBCUniversal	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 100 Universal City Plaza	
City, State, Zip: Universal City, CA 91608	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 5,000	
Total # of full-time company employees in California: 3,500	
Company: NDS	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 21300 Victory Blvd., Suite 215	
City, State, Zip: Woodland Hills, CA 91367	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 378	
Total # of full-time company employees in California: 324	
Company: OpenComp	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 251 Post St, Suite 310	
City, State, Zip: San Francisco, CA 94108	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 10	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 58	
Total # of full-time company employees in California: 17	

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Riviera, Inc.		CCG No.: ET23-0312
Reference No: 22-0899		Page 3 of 3

Company: Red Ribbon Bakeshop	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 100 N. Barranca, Suite 1200	
City, State, Zip: West Covina, CA 91791	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 20	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 1,644	
Total # of full-time company employees in California: 800	

Company: Studio Distribution Services	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 100 Universal City Plaza, Bldg. 1440, 7 th Fl.	
City, State, Zip: Universal City, CA 91608	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 60	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 140	
Total # of full-time company employees in California: 100	

Company: TBWA\Chiat\Day	Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 5353 Grosvenor Blvd.	
City, State, Zip: Los Angeles, CA 90066	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 11,100	
Total # of full-time company employees in California: 250	

Company: World Oil Recycling	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 9302 Garfield Ave.	
City, State, Zip: South Gate, CA 90280	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 111	
Total # of full-time company employees in California: 111	



Retrainee-Job Creation
Training Proposal for:
Trojan Battery Company, LLC
Contract Number: ET23-0318

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: J. Garcia

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	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: 468	U.S.: 1,500	Worldwide: 2,500
<u>Turnover Rate:</u>	14%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

FUNDING DETAIL

In-Kind Contribution
\$662,696

Total ETP Funding
\$499,468

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Literacy Skills, Mfg. Skills, Hazmat, Hazwoper, OSHA 10/30	417	8-200	0	\$1,104	\$22.66
				Weighted Avg: 48			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Continuous Imp., Literacy Skills, Mfg. Skills, Hazmat, Hazwoper, OSHA 10/30	50	8-200	0	\$782	\$18.78
				Weighted Avg: 34			

*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 in Job Number 1.

Up to \$1.78 per hour may be used to meet the Post-Retention Wage in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Sales/Marketing Staff	\$42.22 - \$112.78	21
Customer Service Staff	\$20.16 - \$25.00	2
	\$25.00 - \$30.00	1
Engineering Staff	\$30.04 – \$111.00	18
Environment/Health/Safety Staff	\$20.16 – \$25.00	12
	\$25.00 - \$67.31	4
Finance/Accounting Staff	\$20.16 - \$25.00	6
	\$25.00 - \$131.86	14
Human Resources Staff	\$27.50 - \$111.42	15
Information Technology Staff	\$33.46 - \$72.40	10
Lead Staff	\$20.25 - \$25.00	10

	\$25.00 - \$32.68	5
Maintenance Technicians	\$23.50 - \$25.00	7
	\$25.00 - \$37.06	5
Operations Machinists	\$20.16 - \$25.00	75
	\$25.00 - \$28.89	110
Operation Managers	\$30.75 - \$116.37	50
Operations Support Staff	\$20.16 - \$25.00	10
Program Manager	\$55.29 - \$55.29	1
Quality Control Staff	\$25.99 - \$135.00	7
Supply Chain Staff	\$32.16 - \$78.77	8
Warehouse Drivers	\$20.16 - \$25.00	2
Lithium Technicians	\$25.00 - \$50.00	24
Job Number 2		
Maintenance Staff	\$17.00 - \$22.66	10
Technicians	\$20.16 - \$22.66	10
Lithium Technicians	\$20.16 - \$22.66	10
Machinist	\$20.16 - \$22.66	10
Safety Staff	\$20.16 - \$22.66	10

INTRODUCTION

Founded in 1925, Trojan Battery Company, LLC (Trojan) (www.trojanbattery.com) manufactures deep-cycle batteries, deep-cycle AGM, and gel batteries. With the invention of the golf car battery for the Autoette vehicle in 1952, Trojan pioneered the development of deep-cycle battery technology for the golf industry; successfully introducing mobilization to the game of golf. Additional products have since developed with battery advances in renewable energy, transportation, floor machines, aerial work platforms, and marine and recreational vehicles. Trojan's products focus on core market segments including access/lift platform equipment, floor cleaning machines, golf cars, marine, material handling, renewable energy, and telecom. Customer base includes Sol-Ark (Portable Solar), Tesla, Comcast, Charter, T-Mobile, Icon EV, and Clarios.

Trojan recently expanded its California operations to include Lithium battery manufacturing starting with the golf car and deep cycle battery lines. Originally, the new lithium product line was to be developed and launched in Georgia. Trojans' executive leadership leveraged the ETP training funds to launch the new lithium line in California resulting in job creation and a capital investment in the state.

Veterans Program

Trojan employs a number of Veterans at its California facilities. The Company does not have a formal Veterans outreach program; however, all qualified Veteran candidates are encouraged to apply for positions through the normal company hiring policy. The Internal Recruiting Manager is a Veteran and focuses on Veteran hiring at the Company.

PROJECT DETAILS

This will be Trojan's third ETP Contract, and the third within the last five years. The previous ETP Contracts focused on the Company's new facility in Santa Fe Springs which housed a new lithium battery manufacturing line. The lithium line allowed the Company to enter the lithium market and expand its product portfolio.

In this proposal, training will focus on the lithium line operations utilizing Human Assist (robots), bag house, and clean room. The Human Assist training will be needed for maintenance and automation as approximately 20% of this technology will now be utilized. They will be on the assembly line, stacking and loading the battery plates. Training in automation, dust collection, and factory environment will be new. Employees in these areas need to be trained to be safe, efficient, and productive with the appropriate skill sets.

Trojan's proposed training will also focus on new Big Ovens recently added to its operation called Curing Chambers. These 13 new Curing Chambers will have higher temperatures to put battery plates in for faster curing, increased efficiency and productivity. Flex software and additional modules for New Workday software for head count and finance management performance will be launched.

Additionally, as the Company continues to expand its operations, all trainees must be trained in processes to improve competency and increase productivity to meet production demands. The training will assist Trojan in safely growing business into the lithium battery space which will increase production from 6,500 to 8,000 batteries per day. This training will allow the Company to expand in a competitive market and keep manufacturing in California.

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 is expanding business capacity through the opening of the new facility. Trojan will hire 50 new employees in maintenance and operations (Job Number 2). These new hires will be assigned to the new lithium line, requiring training and proficiency in its operation and manufacturing. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: Training will be offered to all occupations to improve business operations and processes. Training topics will include course topics on product knowledge, marketing, inventory control, customer needs, leadership skills, administration, and strategic planning.

Computer Skills: Training will be offered to all occupations to increase employee skills and introduce staff to upgrades with internal computer software programs and systems such as New Workday software modules and Flex software. Additional training topics include auxiliary hardware, network management and software design and development.

Continuous Improvement: Training will be offered to all occupations focusing on the philosophy of Lean Green business to increase efficiencies and productivity. Courses will include training in process improvement, statistical analysis, production operations, equipment repair and project management.

Literacy Skills: Training will be offered to all occupations who speak English as a second language and need to improve use of the English language. Training delivered will improve staff's ability to communicate, and execute daily job duties.

Manufacturing Skills: Training will be offered to all occupations in production focusing on manufacturing processes and cross-training to allow staff to operate multiple pieces of machinery on the production floor. Courses will include Computer Assisted Drafting and Manufacturing (CAD/CAM), Electrostatic Discharge, robotics, Artificial Intelligence, production operation and manufacturing practices.

Hazardous Materials (HAZMAT): Training will be offered to all occupations in production to ensure safe practices when handling hazardous materials. Batteries contain dangerous materials, so this training will ensure safety precautions are taken and reduce the number of accidents. This will also include updated hazard training for rainwater, air, and lead testing.

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 or 30 hours of classroom training. The coursework to be provided in this proposal is geared for manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom training for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. Trainees will not receive 40 hours unless they work full time onsite at the clean-up location.

Green/Clean Operations

The Company has expanded training and curriculum to add "Green Road" in its manufacturing and operations focusing on environmental issues. The "Green Road" training will address maintaining a clean environment in the workplace and eliminating lead dust relating to environmental and health issues.

Alternate Recordkeeping

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

Commitment to Training

Trojan spends approximately \$750,000 for staff training and development annually in new hire orientation training, policy updates, safety training (as needed), and on-the-job training.

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

➤ Training Infrastructure

Trojan's Senior Human Resources Director will be responsible for overseeing all aspects of the contract and will lead a team of four staff members who will manage internal administration. All California facilities are within the same complex and interact with each other regularly. Trainers are instructed to submit all training records to Human Resources which will be the central point for the administration of this contract. Trojan has a detailed training schedule in place and is ready to begin training following Panel approval. Training will be delivered by in-house subject matter experts. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

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) (\$ %)
ET22-0108	\$444,360	09/15/2021 - 09/16/2023	483	559	559	\$444,360 (100%)

Based on ETP Systems, 22,195 reimbursable hours have been tracked for potential earnings of \$444,360 (100% of approved amount). The Final Closeout Invoice has been submitted to ETP with projected final earnings of 100%.

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 \$ %
ET19-0177	Santa Fe Springs	08/06/18 - 08/05/20	\$247,000	\$247,000 (100%)

DEVELOPMENT SERVICES

The Company retained Judith's Training Services (JTS) in Los Angeles to assist with development of this proposal for a flat fee of \$50,000.

ADMINISTRATIVE SERVICES

JTS 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/Payroll
- Marketing
- Strategic Planning
- Administration
- Finance
- Inventory Control
- Monitoring
- Negotiations
- Customer Needs
- Product Knowledge
- Leadership Skills
- Team Building
- Lean Green

Computer Skills

- Plotter Use
- Auxiliary Hardware
- 2&3 Isometric Drawings
- Advanced Microsoft
- New Workday Modules
- Flex Software Training
- Skill Soft Training
- Network Management
- Certified Novell Assistance (CAN)
- Certified Network Engineer (CNE)
- Software Design and Development

Continuous Improvement Skills

- Problem Solving
- The Trojan Way
- Just In Time (JIT)
- Production Operations
- Process Improvement
- Equipment Repair
- TSNH - Think Smarter Not Harder
- Focus 6
- KPI - Keri Performance Operations
- Automation - Lithium Assembly Line Environmental Training
- Dust/Bath House
- Project Management
- Interpreting Charts and Graphs
- Pareto

- Histogram
- Fishbone
- Statistical Analysis

Hazardous Materials Skills

- Hazmat
- Waste Handling

HazWoper

- HAZWOPER - Certified

Literacy Skills

- VESL - Vocational English As a Second Language

Manufacturing Skills

- CAD/CAM - Computer Assisted Drafting and Manufacturing
- JAVA - Cold Fusion
- Auto Robotic Stacker
- Lead Robots
- PLC- Programable Logic Controller
- HMI - Human Machine Interface
- Robotics
- ESD - Electrostatic discharge
- AI - Artificial Intelligence
- Human Assist Robots
- Fork Lift
- Production operation
- Parts and Products Manufacturing
- Equipment Operation
- Warehousing
- Manufacturing Practices
- Cross Training in production

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10 - Certified

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- Osha 30 - Certified



Training Proposal for:
United Facilities, Inc.

Contract Number: ET23-0327

Panel Meeting of: April 28, 2023

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Transportation/Communication (I) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside, San Joaquin, San Bernardino	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: 168	U.S.: 363	Worldwide: 363
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution
\$348,548

Total ETP Funding
\$198,835

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 Commercial Skills Management Skills Continuous Improvement PL- Commerical Skills	91	8-200	0	\$2,185	\$22.66
				Weighted Avg: 95			

Minimum Wage by County: \$22.66 per hour for Riverside, San Bernardino, and San Joaquin 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 \$2.16 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Supervisor	\$33.17 - \$50.50	8
Welcome Center Associate	\$20.50 - \$22.00	5
Tasker	\$21.50 - \$25.00	5
	\$25.01 - \$30.00	2
Team Leader	\$23.50 - \$25.00	3
	\$25.01 - \$32.00	3
Inventory Support	\$20.50 - \$22.00	3
Forklift Operator	\$20.50 - \$25.00	21
	\$25.01 - \$32.00	41

INTRODUCTION

Established in 1953, United Facilities, Inc. (UFI) (www.unifac.com) is a family-owned and operated logistics and warehousing business. The Company's California operations support locations in four states: Illinois, Florida, Colorado, and California. UFI currently has four facilities in California located in Riverside, San Joaquin and San Bernardino counties. In addition to providing logistics and warehouse management solutions, its California facilities also provide a complete range of supply-chain-management services for food and retail industries. ETP training will be delivered at its four facilities located in Tracy, Perris, Stockton, and Fontana.

This will be UFI's fifth ETP Contract, its first in the last five years. All four California facilities participated in ETP training in the past, and prior ETP training addressed needs related to a consolidation while addressing training needs due to the purchasing of new equipment. In this

proposal, the Company is seeking funding for training full-time employees including frontline managers at its existing California facilities.

Veterans Program

Although UFI does not have a formal veterans' program in place for recruitment, the Company does hire and employ veterans through its normal hiring practices. Additionally, UFI posts open positions onto the Employment Development Department's employment website that the Company states links to America's Job Bank and that is accessible to potential veteran candidates.

PROJECT DETAILS

Supplemental training proposed was assessed as being needed to meet the Company's goals including:

- UFI will invest \$1.3M in state-of-the-art computer system(s) (Blue Yonder) that provides real time visibility into inventory, inbound product, yard management, outbound orders, product hold (food safety), etc. New functions include task interleaving and auto scheduler. The implementation of Blue Yonder Warehouse Management System will give real time visibility to inventory, labor, process integrity, and provides additional levels of security to not only America's food supply, but also enhanced system security so the system is resistant to bad actors.
- UFI reports customers asked for system visibility through dashboards. Motivated by efficiency modernization strategies, the new warehouse management systems are designed to assist users in making a variety of efficiency adjustments such as improved inventory management and accurate real time customer expectation management. All of these enhancements are represented by UFI as helping to increase automation and increase individual productivity to boost savings and keep costs down for customers to remain competitive and to reinforce customer satisfaction ratings.
- This training proposal will also further support UFI's commitment to upgrading employee skills and wage progression, while streamlining the Company into a high-performance workplace where employees can more independently make decisions and contribute as frontline leaders. Higher job satisfaction is an anticipated result.

Training Plan

ETP training will be conducted via Class/Lab, E-Learning, and Productive Laboratory (PL) delivery methods in the following:

Commercial Skills: Training will be offered to Forklift Operator, Team Leader, and Tasker occupations on course topics that include Inbound/Outbound Orders, Damage Process, Equipment Utilization, and Inventory Accuracy. The Company's transition to Blue Yonder (warehouse management) tools will improve its productivity and better meet customer demands. Trainees will learn to operate the new Blue Yonder system allowing workers to increase accuracy of received and shipped orders and inventory with less stock adjustments.

Computer Skills: Training will be offered to all occupations on topics that include Blue Yonder (SaaS-based warehouse-management software), Contactless Check-In, Auto Scheduler, Dashboard Management, Smart Sheets to accomplish efficiency and automation goals reinforcing its goal to remain competitive.

Continuous Improvement: Training will be offered to Team Leader and Supervisor occupations on course topics that include 6-Why, One Point Lesson (OPL), Fishbone, and Process Mapping to meet goals relevant to customer satisfaction (including internal customers).

Management Skills: Training will be offered to Supervisor occupations on course topics that include Leadership, Coaching/Counseling, Results Management (non-disciplinary training), Effective Communication, and Decision Making to meet goals related to cost savings and efficiency being accomplished to grow customers, broaden project management, and upskill supervisory skills.

Productive Laboratory (PL – Commercial Skills)

The Panel has adopted regulations to authorize reimbursement for training delivered in a Productive Laboratory setting. PL trainees may produce goods for profit as part of the training, in the courses identified under the Curriculum.

UFI states that PL training is necessary to perform its operational functions within the warehouse to effectively move products from one zone to another. Training topics in Damage Identification, Order Changes, and Pick Bay (forklift operations) skills will be delivered simultaneously as the system operates. Per a tasks and competencies evaluation, PL will take at least 80 hours per trainee of which only 38 hours (under half) are being requested by UFI to complete for approximately 62 Forklift Operators. Thus, the total hours of PL being requested are 2,356 that represents 25% of the weighted average (95 hours) for the PL Job Number.

The PL trainers are qualified and/or certified to instruct and deliver the course content and material. Trainers are responsible for directing the forklift operations and instructions as well as providing immediate feedback to the trainee as work is performed. Trainers will document all training daily. The PL training is conducted using a trainer-to-trainee ratio of 1:1, while a lower production rate is used during PL training to allow trainees to acquire the skills to become competent in operation of the equipment without the pressure of normal operational requirements.

UFI represents \$1.5M savings from reduced damages, inventory accuracy, and improved time to delivery by building in PL training (in contrast to Class Lab learning alone) in the past. UFI also represents more hours of Productive Lab without the pressure of meeting a standardized 80% productivity expectation (Key Performance Indicator) will afford the employee the freedom to learn the right way versus the shortcuts that are not a best practice. Productive lab provides an opportunity to apply classroom learning to the actual production environment. Hands on or experiential learning affords practice opportunities and identification of re-training opportunities, which UFI reports makes a large difference in fully utilizing what is learned in the classroom environment.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Riverside and San Joaquin Counties qualify for HUA status under these standards.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. However, UFI is not requesting a wage modification.

Commitment to Training

UFI has an annual training budget of approximately \$75,000 allocated to its California-based facilities for employee training. The Company provides ongoing 11-week new-hire Operator training program as well as safety, harassment prevention, frontline leadership, and customer-specific training such as green light and building orders. ETP funds will not displace UFI'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

UFI's Human Resources Director (dedicated administrator) with the assistance of five HR Staff (one each facility) will be responsible for the overall implementation and management of ETP training, including the collection and maintenance of original documentation (paper-based attendance rosters) for its respective facilities. ETP training will be delivered by in-house trainers who are subject-matter experts, and the Company will use outside vendors on a case-by-case basis if needed. Its Human Resources Director will manage ETP's online systems and will coordinate with ETP staff for project administration.

Alternate Recordkeeping

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

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Inbound/Outbound Orders
- Damage Process
- Equipment Utilization
- Inventory Accuracy

COMPUTER SKILLS

- Blue Yonder
- Contactless Check-in
- Auto Scheduler
- Dashboard Management
- Smart Sheets

CONTINUOUS IMPROVEMENT

- 6-Why
- One Point Lesson (OPL)
- Fishbone
- Process Mapping

MANAGEMENT SKILLS (Managers/Supervisors/Leads Only)

- Leadership
- Coaching/Counseling
- Results Management (non-disciplinary training)
- Effective Communication
- Decision Making

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

- Damage Identification
- Intertasking
- Wave Orders
- Order Changes
- Pick Bay



Retrainee-Job Creation

Training Proposal for:

Warren G. Bender Co. dba Bender Insurance Solutions

Contract Number: ET23-0320

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: A. Reyes

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative SB <100	Industry Sector(s):	Finance / Insurance (D) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Placer	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 53	U.S.: 57	Worldwide: 57
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$150,000

Total ETP Funding
\$80,040

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB <100	Business Skills Commercial Skills Computer Skills	53	8-200	0	\$1,380	\$22.66
				Weighted Avg: 60			
2	Retrainee SB <100 Job Creation	Business Skills Commercial Skills Computer Skills	5	8-200	0	\$1,380	\$22.00
				Weighted Avg: 60			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1 (Retrainee): \$22.66 per hour in Placer County
Job Number 2 (Job Creation): \$18.54 per hour in Placer County

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

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

Up to \$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	\$20.16 - \$25.00	3
	\$25.01 - \$100.00	4
Customer Service	\$20.16 - \$25.00	28
	\$25.01 - \$50.00	2
Sales	\$22.00 - \$25.00	2
	\$25.01 - \$37.00	10
Supervisors	\$42.00 - \$75.00	4
Job Number 2		
Sales	\$22.00 - \$25.00	5

INTRODUCTION

Founded in 1938 and located in Roseville, Warren G. Bender Co. dba Bender Insurance Solutions (Warren G Bender) (mybendersolutions.com) provides various insurance products to both businesses and individuals. Products range from automotive and home insurance to employee benefits and surety coverage. Training under this proposal will be conducted at the Company's Roseville location. This will be Warren G Bender's first ETP Contract.

Veterans Program

Although there is no Veterans component in this project, Warren G Bender actively recruits and hires Veterans and values the workforce.

PROJECT DETAILS

Over the past two years, Warren G Bender has grown in both number of clients and employees. As part of this growth, the Company is planning on hiring new employees over the next year to meet the growing customer demand. In order to ensure that the new employees are able to communicate effectively with clients, employees will receive soft skills training.

Warren G Bender has implemented a thorough internal training program in order to teach individuals how to communicate with internal staff as well as external clients. In addition to increasing training for employees on communication skills, the Company has implemented training programs on internal products to ensure all employees are up to date and are able to provide necessary services. As part of the new training plan, the Company is also implementing new software programs for all levels of the organization. These programs include a Customer Relationship Management software (CRM) to assist managing customers and products, and market analytics software to help the Company grow its business.

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.

Warren G Bender has experienced a large growth in demand for its services over the past two years, with revenue increasing 10% per year. In order to keep up with its demand, it continues to hire new employees. The Company will hire five new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Business Skills: Training will be offered to all occupations and focus on customer service and customer communications. Training will consist of Accountability, Communication, and Time Management.

Commercial Skills: Training will be offered to all occupations to improve sales processes and product knowledge. Training will consist of Insurance Coverages, Risk Analysis, and Surety Solutions.

Computer Skills: Training will be offered to all occupations and focus on new software. Training will consist of Applied Analytics, Paylocity, and Zoho – CRM

Alternate Recordkeeping

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

Commitment to Training

Warren G Bender's current annual training budget is approximately \$100,000 and includes new hire orientation, general safety training and production processes.

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

➤ Training Infrastructure

Warren G Bender has a structured training plan in place and is ready to start training upon project approval. Training will be provided by qualified in-house trainers and vendors as needed. The President and CEO will oversee project administration along with the HR Generalist who will handle training rosters and tracking performance. A third party administrator will assist with the implementation, compliance, reporting, and reimbursements for the contract.

DEVELOPMENT SERVICES

The Company retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal for a flat fee of \$5,000.

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

- Accountability
- Accuracy
- Analytical
- Coaching/Mentoring
- Collaboration
- Communication
- Conflict Resolution
- Discipline
- Financial Awareness
- Monitoring Progress and Results
- Networking
- Planning and Organizing
- Presenting
- Time Management

Commercial Skills

- Alternative Risk Solutions
- Customer Service
- Insurance Coverages
- Insurance Solutions
- Risk Analysis
- Risk Management
- Sales
- Surety Coverages
- Surety Solutions

Computer Skills

- Applied - CRM (Customer Relationship Management)
- Applied Analytics
- Applied Marketing
- Ease/Employee Navigator
- Microsoft Suite (Intermediate/Advanced)
- Paylocity
- Zoho - CRM (Customer Relationship Management)



CONTRACT AMENDMENT (INCREASE)

(ETP 301) – Alt Funding

Contract Revision Number: CR-3850

Contract Number: ET22-0199

Contractor: Butte-Glenn Community College District

Amendment Number: 3

Term Date: December 20, 2021 to December 19, 2023

Amendment Effective Date: December 23, 2021

Summary of Amendment

- Increase Contract Amount by \$150,552
- Increase In-Kind Contribution by \$101,417
- Increase Support Costs by \$9,792
- Increase Estimated Number of Trainees by 34
- Extend Term End Date by 102 days

The parties agree to the following:

In accordance with the Recuperation of Funds provision of the ETP Contract identified above, and by mutual agreement of the parties, the Contract Funding Amount shall be increased as stated herein.

Justification for Amendment & Effects on the Contract:

The aforementioned revision in this contract is per the CCCF guidelines approved on October 1, 2021 and revised at the January 25, 2023 Panel Meeting. This funding is being repurposed to high performing CCCF contractors after recovering underutilized CCCF funding. These guidelines allows these funds to be reallocated based on performance and the contract term to extended beyond 24 months, but not to exceed March 30, 2024.



CONTRACT AMENDMENT (INCREASE)

(ETP 301) – Alt Funding

Contract Revision Number: CR-3851

Contract Number: ET22-0193

Contractor: Chaffey Community College District

Amendment Number: 1

Term Date: December 20, 2021 to December 19, 2023

Amendment Effective Date: December 21, 2021

Summary of Amendment

- Increase Contract Amount by \$151,536
- Increase In-Kind Contribution by \$31,168
- Increase Support Costs by \$9,856
- Increase Estimated Number of Trainees by 89
- Extend Term End Date by 102 days

The parties agree to the following:

In accordance with the Recuperation of Funds provision of the ETP Contract identified above, and by mutual agreement of the parties, the Contract Funding Amount shall be increased as stated herein.

Justification for Amendment & Effects on the Contract:

The aforementioned revision in this contract is per the CCCF guidelines approved on October 1, 2021 and revised at the January 25, 2023 Panel Meeting. This funding is being repurposed to high performing CCCF contractors after recovering underutilized CCCF funding. These guidelines allows these funds to be reallocated based on performance and the contract term to extended beyond 24 months, but not to exceed March 30, 2024.



CONTRACT AMENDMENT (INCREASE)

(ETP 301) – Alt Funding

Contract Revision Number: CR-3848

Contract Number: ET22-0182

Contractor: El Camino Community College District

Amendment Number: 3

Term Date: December 31, 2021 to December 30, 2023

Amendment Effective Date: January 3, 2022

Summary of Amendment

- Increase Contract Amount by \$151,554
 - Increase In-Kind Contribution by \$151,554
 - Increase Support Costs by \$9,782
 - Increase Estimated Number of Trainees by 134
- Extend Term End Date by 92 days

The parties agree to the following:

In accordance with the Recuperation of Funds provision of the ETP Contract identified above, and by mutual agreement of the parties, the Contract Funding Amount shall be increased as stated herein.

Justification for Modification & Effects on the Contract:

The Contractor requests the aforementioned modification in this CCCF Contract per the guideline approved at the January 25, 2023 Panel Meeting which allows for any new funds amended to be considered Phase 1 training and the contract term to be beyond 24 months, but not to exceed March 30, 2024.



CONTRACT AMENDMENT (INCREASE)

(ETP 301) – Alt Funding

Contract Amendment Number: CR-3849

Contract Number: ET22-0180

Contractor: Kern Community College District

Amendment Number: 3

Term Date: December 27, 2021 to December 26, 2023

Amendment Effective Date: December 30, 2021

Summary of Amendment

- Increase Contract Amount by \$151,116
 - Increase In-Kind Contribution by \$105,000
 - Increase Support Costs by \$9,816
 - Increase Estimated Number of Trainees by 177
- Extend Term End Date by 95 days

The parties agree to the following:

In accordance with the Recuperation of Funds provision of the ETP Contract identified above, and by mutual agreement of the parties, the Contract Funding Amount shall be increased as stated herein.

Justification for Amendment & Effects on the Contract:

The aforementioned Amendment in this contract is per the CCCF guidelines approved on October 1, 2021 and revised at the January 25, 2023 Panel Meeting. This funding is being repurposed to high performing CCCF contractors after recovering underutilized CCCF funding. These guidelines allows these funds to be reallocated based on performance and the contract term to extended beyond 24 months, but not to exceed March 30, 2024.



Critical Proposal
Retrainee-Job Creation
Training Proposal for:
Fujifilm Irvine Scientific, Inc.
Contract Number: ET23-0311

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: D. Tran

PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Biotechnology and Life Sciences (54+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 498	U.S.: 498	Worldwide: 799	
<u>Turnover Rate:</u>	7%			
<u>Managers/Supervisors:</u> (% of total trainees)	9%			

FUNDING DETAIL

In-Kind Contribution
1,535,900

Total ETP Funding
\$590,640

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm'l. Skills, Cont. Impr., Mfg. Skills, Mgmnt. Skills	350	8-200	0	\$920	\$22.66
				Weighted Avg: 40			
2	Priority Rate Job Creation Initiative	Business Skills, Comm'l. Skills, Cont. Impr., Mfg. Skills, Mgmnt. Skills	292	8-200	0	\$920	\$19.83
				Weighted Avg: 40			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1: \$22.66 per hour in Orange County
Job Number 2 (Job Creation): \$18.54 per hour in Orange County

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Material Handler	\$20.16 - \$25.00	20
	\$25.01 - \$45.00	30
Production Tech	\$20.29 - \$25.00	67
	\$25.01 - \$45.00	48
Project Manager	\$37.50 - \$55.00	37
Quality	\$37.50 - \$55.00	30
R&D Scientist	\$30.00 - \$42.00	60
Sales	\$45.00 - \$70.00	30
Supervisor/Manager	\$32.21 - \$84.04	28
Job Number 2		
Material Handler	\$19.83 - \$20.00	42
Production Tech	\$20.29 - \$25.00	96
Project Manager	\$37.50 - \$55.00	27
Quality	\$37.50 - \$55.00	25
R&D Scientist	\$30.00 - \$42.00	50

Sales	\$45.00 - \$70.00	25
Supervisor/Manager	\$32.21 - \$84.04	27

CRITICAL PROPOSAL

Fujifilm Irvine Scientific, Inc. (Fujifilm) (<https://www.irvinesci.com/>) 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 new product development and increase the business capacity of its California production facilities. This training proposal will also support the hiring of at least 292 new employees as part of its business and capacity expansion goals in California to keep up with and meet industry and customer's production demands.

INTRODUCTION

Founded in 1970 and headquartered in Santa Ana, Fujifilm is a worldwide leader in the innovation and manufacturing of cell culture media, reagents, and medical devices tailored to researchers, clinicians, and biological medicine companies and organizations. The Company provides products for a variety of specialties including cell therapy, regenerative medicine, assisted reproductive technology, cytogenetics, and industrial cell culture for large scale production of biotherapeutics and vaccines.

Fujifilm is currently at business capacity and is looking at options on its ability to effectively increase expansion and continue to grow its business. The rising costs of continuing to do business in California has become a challenging reality. Currently, the Company has a production facility located in Texas to complement production needs in California. This facility has the same wage structures as California however have overall lower operating costs. Fujifilm is looking at finding alternatives to increase production here in California while bridging the gap of operational cost from another state. The ETP proposed funding is a critical in assisting Fujifilm to remain competitive and expand in California. This will be Fujifilm's first ETP Contract.

Veterans Program

Fujifilm does not have a specific veterans outreach program however many of its positions are open to veterans and job opportunities are always posted on veterans and military related forums and websites.

PROJECT DETAILS

The healthcare and clinical research industries are constantly changing and evolving. New illnesses and diseases are developing every day and research for cures and treatments must remain at the forefront of care and quality. Fujifilm plays a critical role in serving these industries by providing various products such as cell culture media and various medical devices that are used to help researchers, scientists, and healthcare professionals study, identify, and create treatments. As a result the Company is currently undergoing business growth and production expansion as demand for its products has increased significantly in recent years.

In light of the COVID 19 pandemic, cell culture media, diseases and illnesses, and constantly evolving biotechnology and medicine, Fujifilm has seen significant demand for products at a rate never before seen in the industry. The COVID pandemic has also increased healthcare research into illnesses, diseases, and various treatments has exploded due to the effects the pandemic had on the entire world. Fujifilm is one of the primary suppliers and manufacturers of the common equipment found in laboratories and research facilities around the world. The products

manufactured and created by Fujifilm are also held to the International Standard Organization and are regulated by the United States Food and Drug Administration.

It is critical to properly and thoroughly train every employee within the organization so that they have the knowledge and skills to create and manufacture products up to the highest standard in the industry.

This proposed training will provide enhanced training to all members across the organizations functional units and will help the Company expand production capacity output at seven locations located in Santa Ana and Irvine where training will take place.

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.

Fujifilm is committed to hiring 292 new employees (Job Number 2) over the next two years. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. The Company is seeing a significant increase in product demand by the biological medicine industry and must hire across the organization to increase production output to meet the production goals currently set for the organization.

Training Plan

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

Business Skills: Training will be offered to all occupations to ensure that staff understand the life cycle and get a foundational understanding of new product design. Training topics include new product design, and production obsolescence.

Commercial Skills: Training will be offered primarily to Project Managers, Sales and R&D Specialists. This training will focus on various cell culture medias, operations of specialized medical device equipment, and understanding the technical processes of each product. Topics include cell culture media, equipment verification, technology transfer and assessment processes.

Continuous Improvement: Training will be offered to all occupations and will focus on making the organization more efficient and leaner to help cut down on operating costs and waste. Topics include monitoring and measure processes, quality assurance and product compliance.

Management Skills: Training will be offered to Supervisors/Managers and will focus on the development of early career managers and how to effectively manage a team. Topics include management review, risk management, and deviation procedures.

Manufacturing Skills: Training will be offered to Production Techs, Quality and Material Handlers. This training will focus on manufacturing floor safety, various technical training on hardware and machines, setting up equipment, and proper label creation and manufacturing processes.

Commitment to Training

Fujifilm currently spends approximately \$1,750,000 annually on training across all CA locations. This training proposal will build on and provide enhanced in depth training to all employees throughout the organization. Due to the highly skilled technical nature of many of the products produced at Fujifilm, training is critical for all employees.

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

➤ Training Infrastructure

Training will be administered and overseen by the Vice President of Human Resources, the Talent Development Manager, and the Director of Business Operations Analysis. These individuals will be responsible for the training program and schedule administration, tracking and uploading training hours, and working with ETP staff. The Company has also retained the services of a third party consultant to assist with the administration of this project.

Electronic Recordkeeping/LMS

Fujifilm will use an electronic recordkeeping system to document and track training hours, Master Control and Cornerstone on Demand, and both have both been place for four years and have been approved by ETP staff.

Other Resources

Fujifilm is currently in the California Competes program and Electric Rate Reduction program to help offset the ever increasing costs of doing business in California. The Company is utilizing these programs to bridge the gap of doing business here in California versus Texas where they have significantly lower operating costs.

DEVELOPMENT SERVICES

Abbott Consulting Group in West Hollywood assisted with development for a flat fee of \$30,000.

ADMINISTRATIVE SERVICES

Abbott 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

- New Product Design Control
- New Product Design Control Commercialization
- Obsolescence/New Product Checklist
- Processing New Accounts
- Creating Info Cards

Commercial Skills

- Cell Culture Media Technology Training - Session 3&4
- Technology Transfer Evaluation and Assessment process
- Aseptic Fillers & Packaging Technology
- Equipment Verification for the L.B Bohle BTM 140 Impact Mill Chamber
- Operation of the L-Bar Sealer Machine
- Clamco Shrink Wrap Machine 6700 GLX Setup

Manufacturing Skills

- Qualification - Label Creation & Manufacturing
- Hands-on Training Manufacturing Equipment: Cleaning and Sanitization
- Label Creation and Manufacturing
- Clamco Shrink Wrap Machine 6700 GLX Setup
- Capping, Equipment Breakdown and Cleaning
- Set-Up Filling Equipment
- IOQ Of the new Laminar Airflow Hoods for Modular Cleanroom Packaging Area in 2511 Daimler
- GMP/ISO/CMDR/RDC Training
- Hardware Training
- IRL Processing and Entering
- Qualification - Processing and Entering
- Inventory Control Monitoring Procedure

Management Skills (Managers/Supervisors Only)

- Management Review
- Deviation Management
- Risk Management

Continuous Improvement Skills

- Quality Assurance, Production Environment, Product Compliance, Monitoring and Measurement Processes
- Quality Control Finished Product and In-Process Sampling Plan



Retrainee-Job Creation

Training Proposal for:

George Reed, Inc.

Contract Number: ET23-0191

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SET HUA Job Creation Initiative	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus, Sacramento, Tuolumne, Amador	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Operating Engineers Local Union No. 3, Plasters' & Cement Masons' Local Union No. 300, Laborers' International Union of North America Local 1130		
Number of Employees in:	CA: 700	U.S.:854	Worldwide: 854
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$575,000

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 SET HUA	Business Skills, Commercial Skills, Computer Skills, Cont. Improv., PL-Commercial Skills	210	8-200	0-30	\$1,104	\$17.00
				Weighted Avg: 48			
2	Retrainee Priority Rate SET	Business Skills, Commercial Skills, Computer Skills, Cont. Improv., PL-Commercial Skills	190	8-200	0-30	\$1,104	\$30.90
				Weighted Avg: 48			
3	Retrainee Priority Rate SET Job Creation Initiative	Business Skills, Commercial Skills, Computer Skills, Cont. Improv., PL-Commercial Skills	50	8-200	0-30	\$1,104	\$18.54
				Weighted Avg: 48			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1 (SET/HUA): \$17.00 per hour for Stanislaus County.

Job Number 2 (SET): \$30.90 per hour SET/Priority Industry Statewide Average

Job Number 3 (Job Creation): \$18.54 per hour for Stanislaus, Amador, Sacramento, and Tuolumne counties.

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

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

Up to \$1.47 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Up to \$1.48 per hour may be used to meet the Post-Retention Wage for Job Number 2.

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1 (SET/HUA)		
Administrative Staff	\$15.53 - \$20.00	5
	\$20.01 - \$24.86	5
Driver	\$19.74 - \$20.00	30
	\$20.01 - \$24.96	10
Operating Engineer	\$28.49 - \$34.87	65
Cement Mason	\$15.83 - \$20.00	10
	\$20.01 - \$24.93	5
Frontline Manager/Supervisor	\$26.73 - \$38.93	10

Laborer	\$16.92 - \$20.00	15
	\$20.01 - \$24.89	9
Technician	\$20.59 - \$25.00	41
	\$25.01 - \$28.77	5
Job Number 2 (SET)		
Administrative Staff	\$29.42 - \$35.33	5
Driver	\$29.43 - \$29.46	30
Operating Engineer	\$29.56 - \$35.33	62
Cement Mason	\$29.43 - \$29.60	13
Frontline Manager/Supervisor	\$29.44 - \$37.54	5
Laborer	\$29.42 - \$29.55	20
Technician	\$29.46 - \$29.87	55
Job Number 3 (Job Creation)		
Administrative Staff	\$16.04 - \$20.00	2
	\$20.01 - \$24.32	2
Driver	\$19.74 - \$20.00	2
	\$20.01 - \$24.83	2
Operating Engineer	\$28.48 - \$33.23	10
Cement Mason	\$16.04 - \$20.00	5
	\$20.01 - \$24.56	5
Frontline Manager/Supervisor	\$26.49 - \$38.86	2
Laborer	\$16.85 - \$20.00	5
	\$20.01 - \$24.84	5
Technician	\$20.54 - \$25.00	5
	\$25.01 - \$28.65	5

INTRODUCTION

Founded in 1973 and headquartered in Modesto, George Reed, Inc. (George Reed) (www.georgereed.com) provides private and public asphalt paving services. The Company provides these services to commercial and private construction projects throughout Northern California. George Reed seeks training funds on behalf of itself and two of its affiliates VSS International Inc. dba Valley Slurry Seal and 7/11 Materials, Inc., which operates under the same headquarter address. Training will be for its nine locations throughout Stanislaus, Amador, Tuolumne, and Sacramento counties. This is George Reed's first ETP Project.

Veterans Program

George Reed actively recruits Veterans through internet veteran job boards and local veteran events. The Company sets up an outreach table to meet veterans and encourages them to apply for its jobs.

Union Support

Engineers, Cement Masons, and Laborers are represented by Operating Engineers Local Union No. 3, Plasters' & Cement Masons' Local Union No. 300, and Laborers' International Union of North America Local 1130. Union letters of support for this training project has been received.

PROJECT DETAILS

Due to the continuously growing population in California, George Reed has experienced an increase in business for new road infrastructure and maintenance of existing infrastructures. The Company has implemented an above industry standard training program focused on new technologies in equipment, materials, and application methods. Training under this proposal will allow the Company to stay on top of cutting-edge technologies and methods to continue production of sustainable and long-lasting infrastructures throughout California.

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 California's continuous development of new infrastructures, George Reed has experienced an increase of business by 25%. The Company will need to hire 50 new employees (Job Number 3) to meet production demands. 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.

Training Plan

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

Business Skills: Training will be offered to all occupations. Training will focus on billing processes. Training topics include Accounting Skills, Billing Processes, and Financial Planning.

Commercial Skills: Training will be offered to Operating Engineers, Cement Masons, Frontline Managers/Supervisors, Laborers, and Technicians. Training will focus on equipment operation. Training topics include Asphalt Installation, Hot Mix Paving, and Concrete Installation Skills.

Computer Skills: Training will be offered to all occupations. Training will focus on internal software. Training topics include Business System, Inventory Integration Systems, and Labor Management Software.

Continuous Improvement: Training will be offered to all occupations. Training will focus on process improvement. Training topics include Job Site Quality Control, Production Operations, and Solving Construction Problems.

Productive Laboratory

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

George Reed will train Operating Engineers, Cement Masons, Laborers, and Technicians on mix production and equipment operating procedures. Equipment to be used includes compactors, pavers, and mixers. Since equipment cannot be reproduced in a classroom setting, PL training is necessary to ensure safety standards are met. This training will be provided at a much slower pace than regular production with significantly higher defects as trainees gain proficiency. An internal subject matter expert will conduct training. The trainer will demonstrate how to use the equipment, then supervise trainees' use of the equipment. A department supervisor will certify trainee competency once training is completed. Training will be under constant supervision.

George Reed is requesting a trainer-to-trainee ratio of 1:3 and up to 15 hours per trainee. Due to the complexity of mix production and rough grading and minimal number of specialized equipment, the Company must train on-site techniques and application to ensure proper training occurs. Each equipment requires a maximum of three employees operating for safety precautions.

Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive between 0-30 hours of CBT.

Commitment to Training

George Reed invests \$100,000 annually for all of its facilities in California including training orientation and safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

George Reed has assigned a training coordinator at each facility with the responsibility of managing the training program including roster collection and tracking hours. Additionally, the Company has hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully.

Special Employment Training

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

➤ Wage and Retention Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$41.20 to \$30.90). The Company requests this modification for Job Number 2.

The trainees in Job Number 1 work in a High Unemployment Area (HUA). This is a region with unemployment exceeding the state average by 25%. The Company's locations in Stanislaus County are in an HUA.

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages.

George Reed is requesting a wage modification from \$30.90 per hour to \$17.00 per hour for Job Number 1.

Electronic Recordkeeping/LMS

Staff has reviewed and approved George Reed's use of a Learning Management System (LMS) for recordkeeping.

DEVELOPMENT SERVICES

National Training Company, Inc. in Irvine assisted with development of this proposal for a flat fee of \$15,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

Business Skills

- Accounting Skills
- Billing Processes
- Contract Management
- Financial Planning
- Internal Report Writing
- Preconstruction Planning
- Presentation Skills
- Project Management
- Supply Chain Management

Commercial Skills

- Advanced Framing Techniques
- Asphalt Installation
- Blueprint Reading
- Building Codes
- Compliance Tracking
- Concrete Installation Skills
- Critical Thinking
- Design Services
- Estimation
- Hot Mix Paving
- Inventory Management
- Material Handling Operations
- Material Scheduling
- Production Framing
- Standard Operating Procedures
- Surveying and Layout
- Systems Control

Computer Skills

- Business System
- Computerized Reports
- Construction Software
- Database Management
- Electronic Forms
- Inventory Integration Systems
- Labor Management Software
- Microsoft Office (Intermediate/Advanced)
- Software Installation
- Windows Management

Continuous Improvement Skills

- Building Teams
- Compliance Tracking
- COVID-19 Procedures
- Job Site Quality Control
- Product Testing
- Production Operations
- Safety Leadership
- Solving Construction Problems

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

Trainees may receive any of the following:

Commercial Skills

- Advanced Framing Techniques
- Asphalt Installation
- Compaction
- Concrete Installation Skills
- Hot Mix Paving
- Material Handling Operations
- Mix Production
- Rough Grading

Computer-Based Training

Trainees may receive any of the following:

Business Skills

- Accounting Foundations (1.13 Hrs)
- Be the Manager People Won't Leave (0.47 Hrs)
- Being Positive at Work (0.57 Hrs)
- Building Accountability into Your Culture (0.48 Hrs)
- Building Resilience as a Leader (0.7 Hrs)
- Cold Calling: Overcoming Sales Objections (0.85 Hrs)
- Connecting with Executives (0.72 Hrs)
- Developing Executive Presence (1.2 Hrs)
- Executive Presentations (0.62 Hrs)
- Field Sales Management (0.72 Hrs)
- How to Manage Your Manager (0.43 Hrs)
- Improving Your Listening Skills (0.48 Hrs)
- Introduction to Business Analytics (1.42 Hrs)
- Managing High Potentials (0.28 Hrs)
- Measuring Team Performance (1.42 Hrs)
- Presenting Technical Information with Stories (0.52 Hrs)
- Presenting to Senior Executives (0.82 Hrs)
- Purchasing Foundations (1.3 Hrs)
- Sales Channel Management (1.18 Hrs)

- Solve Problems (0.45 Hrs)
- The New Rules of Work (0.9 Hrs)
- Writing Customer Service Emails (1.1 Hrs)

Commercial Skills

- Blueprint Reading-Measurements (1.5 Hrs)
- Blueprint Reading-References (1.7 Hrs)
- Combustion Safety-Specification (1.8 Hrs)
- Combustion Safety-Standards (.8 Hrs)
- Confined Spaces in Construction (1.75 Hrs)

Computer Skills

- Excel: Tips and Tricks (1.9 Hrs)
- Excel: You Can Do This (0.57 Hrs)
- Learning Excel 2016 (1.17 Hrs)
- Microsoft Teams Essential Training (1.9 Hrs)
- PowerPoint: Designing Better Slides (1.55 Hrs)

Continuous Improvement Skills

- Being a Good Mentor (1.0 Hrs)
- Coaching for Results (0.98 Hrs)
- Developing Resourcefulness (0.3 Hrs)
- How to Set Goals When Everything Feels Like a Priority (0.25 Hrs)
- Motivating and Engaging Employees (0.77 Hrs)
- Occupational Safety (0.93 Hrs)



OPERATING ENGINEERS LOCAL UNION No. 3

1916 NORTH BROADWAY, STOCKTON, CA 95205 • (209) 943-2332 • FAX (209) 948-2319

Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

November 28, 2022

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand George Reed, Inc. dba Basic Resources, Inc. is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

There will be 137 Engineers participating in this ETP project.

ETP - Exhibit E

The Operating Engineers Local Union #3 has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

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

Sincerely,

Dean Fadeff



Plasterers' & Cement Masons' Local Union No. 300

100 Hegenberger Road, Suite 220 • Oakland, CA 94621-1447

Phone: (510) 430-9492 • Fax: (510) 430-9183

November 8, 2022

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand George Reed, Inc. dba Basic Resources, Inc. is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

There will be 38 Cement Masons participating in this ETP project.

ETP - Exhibit E

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

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

Sincerely,

Emilio Aldana, Business Manager
OPCMIA Local 300
100 Hegenberger Rd, Suite 220
Oakland, CA 94621



LiUNA! LOCAL 1130

Feel the Power

November 28, 2022

DAVID J. GORGAS
Business Manager
Secretary-Treasurer

JASON WOOD
President

GREG PRESSES
Vice-President

ANTHONY BENTULAN
Recording Secretary

GUADALUPE CASTILLO
Executive Board

TROY LaBASS
Executive Board

ROBERT BOONE
Executive Board

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand George Reed, Inc. dba Basic Resources, Inc. is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

There will be 54 Laborers participating in this ETP project.

ETP – Exhibit E

The Union with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4044, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

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

Sincerely,

David J Gorgas
Business Manager

Mail To: P.O. Box 3448
Modesto, CA 95353

1914 Yosemite Blvd
Modesto, CA 95354
(209) 521-9883 Office
(209) 521-4572 Fax



*Affiliated with the Laborers' International Union of North America serving
Stanislaus, Merced, Tuolumne and Mariposa Counties*



Retrainee-Job Creation

Training Proposal for:

Kings Healthcare & Wellness Center, LP

Contract Number: ET23-0322

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET Medical Skills Training Job Creation Initiative HUA Veterans	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kings, Tulare	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: 353	U.S.: 353	Worldwide: 353
<u>Turnover Rate:</u>	16%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$800,520

Total ETP Funding
\$499,560

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SET HUA	Business Skills, Computer Skills, Cont. Imp. Skills	90	8-200	0	\$920	\$22.00
				Weighted Avg: 40			
2	Retrainee Job Creation Priority Rate SET HUA	Business Skills, Computer Skills, Cont. Imp. Skills	15	8-200	0	\$1,840	\$22.00
				Weighted Avg: 80			
3	Retrainee Job Creation Priority Rate Veteran SET HUA Medical Skills Training	Business Skills, Computer Skills, Cont. Imp. Skills, MS-Didactic, MS-Preceptor	15	8-200	0	\$1,840	\$23.00
				Weighted Avg: 80			
4	Retrainee Priority Rate SET HUA Medical Skills Training	Business Skills, Computer Skills, Cont. Imp. Skills, MS-Didactic, MS-Preceptor	253	8-200	0	\$920	\$18.00
				Weighted Avg: 40			
5	Retrainee Job Creation Priority Rate SET HUA Medical Skills Training	Business Skills, Computer Skills, Cont. Imp. Skills, MS-Didactic, MS-Preceptor	70	8-200	0	\$1,840	\$18.00
				Weighted Avg: 80			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Numbers 1 & 4 (SET/Priority/HUA): \$17.00 in Tulare and Kings County. Job Numbers 2, 3 & 5 (SET/Priority/Job Creation/HUA): \$15.50 in Tulare and Kings County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Support Staff	\$22.00 - \$25.00	10
	\$25.01 - \$45.00	35
Team Leads	\$30.00 - \$45.00	45

Job Number 2: Job Creation		
Support Staff	\$22.00 - \$25.00	5
	\$25.01 - \$45.00	5
Team Leads	\$30.00 - \$45.00	5
Job Number 3: Job Creation/Veterans/Medical Skills		
Certified Nursing Assistant/Licensed Vocational Nurse	\$23.00 - \$25.00	7
	\$25.01 - \$28.00	8
Job Number 4: Retrainee/Medical Skills		
Certified Nursing Assistant/Licensed Vocational Nurse	\$18.00 - \$20.00	25
	\$20.01 - \$25.00	77
	\$25.01 - \$36.00	68
Registered Nurse	\$48.00 - \$56.00	83
Job Number 5: Job Creation/Medical Skills		
Certified Nursing Assistant/Licensed Vocational Nurse	\$18.00 - \$20.00	10
	\$20.01 - \$25.00	12
	\$25.01 - \$36.00	18
Registered Nurse	\$48.00 - \$56.00	30

INTRODUCTION

Founded in 1990 and headquartered in Hanford, Kings Healthcare & Wellness Center, LP (Kings Healthcare) is a subsidiary of Caber Enterprises (www.missioncog.com). Kings Healthcare is in a family of three rehabilitation and skilled nursing care facilities in Tulare County (Visalia, Tulare) and Kings County (Hanford); and employs 353 professionals. The Hospital specializes in providing 24-hour recovery services and nursing care to patients following an illness, injury or surgery. This is Kings Healthcare's fifth ETP contract and fourth in the last five years.

Kings Healthcare will serve as the lead employer in this proposal with its two affiliates: Delta Nursing & Rehabilitation Hospital, Inc. and Tulare Nursing & Rehabilitation Hospital, Inc. Rockport Administrative Services LLC holds a majority investment (approximately 60%) of Kings Healthcare and other Wellness Centers throughout California. Although there is a common investment firm in association with the Centers, each facility has a separate CEAN and operates independently.

Veterans Program

Kings Healthcare values the Veteran workforce and will train at least 15 Veterans in this project (Job Number 3). The Company actively recruits Veterans with the VA, Veterans Outreach and Skillbridge.

PROJECT DETAILS

In the previous contract, training focused on compliance with state and federal healthcare requirements. In this project, training will focus on current California Board of Nursing standardized procedures to ensure the Companies regulations align with the policies and protocols formulated by organized healthcare systems. Kings Healthcare must continuously

provide employees with essential knowledge to remain in compliance with state and federal requirements. Newer requirements on handling, preparation, policies and procedures, quality assurance, frequency of documentation, and the overall scope of practice for nurses has created a need for training within all occupations.

In addition, the amount of training needed due to changes from the Affordable Care Act, required Kings Healthcare to divide the training into multiple stages. In the prior Contract, the Company trained on Affordable Care Act changes and the use of its Point of Clinical Care (PCC) Electronic Medical Records software. In this proposal, the Company will focus on the final stage of training staff on the changes the Affordable Care Act requires. Training will be provided to all occupations to improve patient care, increase nurse skillsets, and to ensure quality standards are met. The Company will also focus on COVID training including the use of ventilators, tracheotomy tubes, infection control, and COVID testing.

Lastly, Kings Healthcare will focus on its day-to-day operations to develop new strategies, increase short-term cost-saving opportunities, and improve performance to ensure that their operation infrastructures are aligned with the Company's long-term goals to improve patient services. Kings Healthcare is developing adaptive and interactive platforms 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 Kings Healthcare to remain competitive within the industry and offer higher workplace promotional opportunities.

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

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.

Kings Healthcare continues to implement their "Rapid Recovery/Restorative Care" program in all centers that strives to meet a higher level of care services 24 hours a day in an effort to get patients back to their families. As a result of this plan, Kings Healthcare will hire 100 new staff to meet service demands.

In addition, the Bureau of Labor Statistics predicts the nursing industry will continue to see approximately 9% growth for Registered Nurses and 45% growth for Nurse Practitioners, Nurse Midwives and Nurse Anesthetists from 2020 to 2030. The Company supports this growth trend with the anticipated number of new staff under this contract.

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

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

Medical Skills Training

Approximately 113 Registered Nurses, 225 combined Licensed Vocational Nurses and Certified Nurse Assistants will participate in clinical skills training utilizing both Didactic and Clinical with Preceptor training methodologies.

Classroom/laboratory training will be provided by in-house subject matter experts and vendors to all occupations on advanced clinical processes to ensure competency and maximize patient satisfaction and safety. Training includes Advanced Assessment Skills, Intravenous Therapy, Patient Assessment and Care, Infection Control, and Respiratory Care.

Business Skills: Training will be offered to all occupations. Training is intended to improve business operations. Training topics include Appointment Scheduling, Billing Process, Client Relations, Communication, and Employee Engagement.

Computer Skills: Training will be offered to all occupations. Training is intended to improve software skills. Training topics include Electronic Medical Records, Patient Services Billing Software, PCC Electronic Tablet for Bedside Charting, and PCC Clinical Key Perf Indicators.

Continuous Improvement: Training will be offered to all occupations. Training is intended to improve learned skills. Training topics include Administration, Continuous Quality Improvement Workshop, Customer Service, Culturally Appropriate Care, Documentation, Medical Records, Resident Centered Care, Teambuilding and The Five Star Rating System.

Special Employment Training

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

➤ Wage Modification

For trainees employed in a priority industry, the Panel may modify the SET minimum wage up to 25% below the statewide average hourly wage (from \$41.20 to \$30.90).

In addition, trainees in Job Numbers (1-3) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Kings and Tulare 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. Kings Healthcare requests a wage modification from \$30.90 per hour to \$22.00 per hour for Job Numbers 1 and 2, to serve workers in lower-wage occupations. Kings Healthcare, also, requests a wage modification from \$30.90 per hour to \$23.00 per hour for Job Number 3. Finally, Kings Healthcare requests a wage modification from \$30.90 per hour to \$18.00 per hour for Jobs Number 4 and 5, to serve workers in lower-wage occupations.

Approximately 208 trainees within all Occupations will need the wage modification.

Retention Modification

Kings Healthcare is requesting an alternate retention of 500 hours within 272 days for Registered Nurses, Licensed Vocational Nurses, and Certified Nurse Assistants in Job Numbers 3, 4 and 5. Healthcare workers are considered to have non-customary work hours and may request an alternate retention to satisfy the retention requirements.

Alternate Recordkeeping

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

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.

Kings Healthcare is requesting to decrease the full-time employment hours from 35 hours per week to 30 hours per week, for Registered Nurses, Licensed Vocational Nurses, and Certified Nurse Assistants in Job Numbers 3, 4 and 5. The Company considers employees in these occupations to be full-time at 30 hours per week and eligible for full-time benefits. This is consistent with industry standards.

Commitment to Training

The Company's total annual training budget is approximately \$775,000 for new hire orientations, company policies, basic training, staff development, and safety training.

ETP funds will allow the Company to expand its class/lab and clinical training efforts, cross-train, and offer additional skills enhancement trainings to current and newly-hired nursing staff to support the Company's growth plans.

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**

Each facility will have a designated staff person to oversee the training and be responsible for scheduling, collecting, and submitting the training rosters to a full-time administrator who will input into the ETP systems to ensure accuracy. In addition, Kings Healthcare has retained an administrative subcontractor to assist with ETP project administration. This administrator has experience with ETP's program from the prior contract.

Prior COVID Performance

The Company has a prior contract with ETP under the COVID 19 Pilot Project, with a contract term date of 10/26/2020 to 10/25/2022. Of an estimated 118 trainees, 100 have been enrolled and received the minimum (4) hours of training, which earned Kings Healthcare 100% of the contract funding of \$200,000.

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 \$ %
ET20-0338	Kings, Tulare	5/26/2020- 5/25/2022	\$620,080	\$620,080 (100%)
18CS-0017-000	Kings, Tulare	7/3/2017- 7/2/2019	\$558,760	\$526,399 (94%)

DEVELOPMENT SERVICES

Synergy Management Consultants, LLC in Grass Valley assisted with development of this proposal for a flat fee of \$24,000.

ADMINISTRATIVE SERVICES

Synergy Management Consultants, LLC 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

- Appointment Scheduling
- Billing Process
- Client Relations
- Coaching for Managers
- Communication
- Employee Engagement

Computer Skills

- Electronic Medical Records
- Application Skills
- Patient Services Billing Software
- Point of Clinical Care (PCC) Electronic Tablet for Bedside Charting
- PCC Electronic Medical Records (CRM)
- PCC Clinical Key Perf Indicators

Continuous Improvement Skills

- Administration
- Clinical Services System Management
- Continuous Quality Improvement Workshop
- Culturally Appropriate Care
- Customer Service
- Documentation
- Incident/Accident Management
- Interdepartmental Collaboration
- Medical Records
- Mobility Skills
- Problem Analysis and Problem Solving
- Resident Centered Care
- Teambuilding
- The Five Star Rating System
- Working with Teams

Medical Skills (Didactic)

- Administration of Antimicrobial Agent (ABT)
- Advanced Assessment Skills
- Advanced Cardiac Life Support
- Annual Skills Update
- Basic Life Support
- Behavioral Management
- Body Mechanics
- Cardiac Conditions

- Change of Condition Management
- Dementia/Alzheimer
- Diabetic Management
- End of Life Care
- Enteral Feeding Tube Management
- Equipment Skills (including, but not limited to Pumps, Vital Monitoring Devices, Support Systems, Therapeutic Modalities)
- Gastrointestinal System
- Incontinence Management (colostomy Care, Urinary Catheter Care)
- COVID Protocols
- Infection Control
- Interdisciplinary Team Process
- Intravenous Therapy
- Lab Electrolyte Imbalance
- Laboratory
- Medication Administration Management
- Neurological Conditions
- Neurovascular System
- Pain Management (Acute and Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Patient Transfer Techniques
- Physical, Occupational, Speech Therapy
- Psychotropic Medication Management
- Resident and Family Education
- Resident Emergency Response
- Residents with Special Needs
- Respiratory Care
- Restorative Nursing
- Restraint and Restraint Reduction
- Skeletal/Orthopedic Conditions
- Urinary Management (Foley Catheter, Input/Output)
- Wound Management

Medical Skills (Preceptor)

- Activities of Daily Living
- Advanced Assessment Skills
- Advanced Clinical Skills
- Assistive Devices
- Bowel and Bladder Training of Patients
- Breathing Patterns and Respiratory Function
- Cardiac Conditions
- Charting
- Clinical Certification Skills
- Clinical Skills Review
- Colostomy Care
- Conduct Range of Motion Exercises with Patient
- Dementia Care

- Dementia/Alzheimer
- Enteral Management
- Equipment/Modalities
- Feed Tube Site Care
- Feeding Tube, Insert, Remove
- Functional Mobility and Ambulation
- Gastrointestinal Conditions
- Hazardous Waste Handling
- Hemovac/Pnuemovac
- Identification of Patient Change in Condition
- Identification of Skin Impairments and Prevention
- Incontinence Management (Colostomy Care)
- Infection Control
- Intravenous Therapy
- Isolation Techniques
- Managing Patients with Neurovascular Conditions
- Medication Management
- Monitor Blood Pressure of Patients
- Monitoring of Cardiovascular Changes such as Vital Signs, Endurance, Level of Consciousness
- Pain Management
- Patient Assessment and Care
- Patient Care of Foot and Hand
- Patient Safety
- Positioning of Patients for Correct Body Alignment.
- Proper Use of Exercise Equipment
- Rehabilitation Services
- Residents with Special Needs
- Respiratory Care
- Safe Patient Handling
- Skeletal/Orthopedic Conditions
- Therapeutic Activities
- Therapeutic Exercises
- Therapeutic Safety



Training Proposal for:
Producers Dairy Foods, Inc.

Contract Number: ET23-0325

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: J. Dongallo

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:	Alameda, Fresno, Kern, Monterey, Sacramento, San Luis Obispo, Santa Barbara, Shasta, Stanislaus, Solano, Tulare, Tuolumne	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: 834	U.S.: 900	Worldwide: 900
<u>Turnover Rate:</u>	18%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

In-Kind Contribution
\$1,900,000

Total ETP Funding
\$499,560

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Computer Skills, Cont. Impvt. Skills, Mfg. Skills	191	8-200	0	\$920	\$22.66
				Weighted Avg: 40			
2	Retrainee Priority Rate HUA	Computer Skills, Cont. Impvt. Skills, Mfg. Skills	352	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 Sacramento, San Luis Obispo, Santa Barbara, Shasta, Solano, and Tuolumne Counties; \$24.72 per hour for Alameda County.
Job Number 2 (HUA): \$17.00 per hour for Fresno, Kern, Monterey, Stanislaus, and Tulare Counties.

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

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$1.50 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
Administration Staff	\$25.01 - \$31.50	8
Logistics Staff	\$20.16 - \$25.00	1
	\$25.01 - \$30.50	80
Maintenance Staff	\$25.01 - \$37.00	12
Production Staff	\$25.01 - \$30.00	34
Quality Staff	\$25.01 - \$30.00	3
Supervisor Staff	\$25.01 - \$36.00	22
Warehouse Staff	\$20.16 - \$25.00	8
	\$25.01 - \$30.00	23
Job Number 2: Retrainee/HUA		
Administration Staff	\$15.50 - \$20.00	7
	\$20.01 - \$25.00	9
	\$25.01 - \$31.50	11
Logistics Staff	\$15.50 - \$20.00	1
	\$20.01 - \$25.00	32

	\$25.01 - \$30.50	98
Maintenance Staff	\$20.01 - \$25.00	1
	\$25.01 - \$37.00	24
Production Staff	\$20.01 - \$25.00	46
	\$25.01 - \$30.00	25
Quality Staff	\$20.01 - \$25.00	5
	\$25.01 - \$30.00	2
Supervisor Staff	\$25.01 - \$36.00	41
Warehouse Staff	\$15.50 - \$20.00	10
	\$20.01 - \$25.00	38
	\$25.01 - \$30.00	2

INTRODUCTION

Founded in 1932 and headquartered in Fresno, Producers Dairy Foods, Inc. (PDF) (www.producersdairy.com) produces and distributes dairy based food products worldwide. PDF products include cottage cheese, sour cream, milk, cheese, ice cream, and yogurt. The Company also distributes non-dairy products such as juices, fruit drinks, water, eggs, deli salads, and non-dairy coffee creamers. Customers include grocery chains, food beverage distributors, and public schools. All facilities in Alameda, Fresno, Kern, Monterey, Sacramento, San Luis Obispo, Santa Barbara, Shasta, Stanislaus, Solano, Tulare, and Tuolumne will receive training under this proposal.

This is PDF's third ETP Contract, and third in the last five years.

Veterans Program

PDF actively recruits Veterans through its "Hire a Hero/Hire a Vet" program. The Company also works with organizations and job placement firms through staffing/recruiting services, and local workforce agencies such as CalJobs, and Facebook community groups. However, the Company did not include a Veteran component in this project.

PROJECT DETAILS

Previous training was provided to Job Creation occupations, and covered the implementation of new equipment and software. In this project, there will be 12 locations (two manufacturing plants and ten distribution centers) participating with the Fresno Facility as the lead facility. This project will focus training on operations efficiencies and processes. This training is to bring both incumbent and new trainees up to speed with updated company procedures. This training project will be focused on new food safety practices, new packaging, distribution, warehousing, administration and an increased emphasis in sustainable practices for zero waste products.

PDF has increased production by 35% to accommodate demand brought forth by the pandemic supply chain shortages. The Company has also expanded with the recent purchase of brands, such as Model Dairy, Berkley Farms and Umpqua Dairy. This expansion has created an employee population increase of 200 positions in the headquarters facility. With this recent expansion, the Company is shifting away from many of the manual operations to automated improving efficiencies. Training will be delivered to ensure all regulatory changes are met while improving quality processes, outcomes, and measures. In addition, enhancing employee skills will enable

PDF 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 and creating a positive working environment to encourage retention and promotion. Training in the use of Equipment Operations, Electrical Basic and Intermediate, Continual Improvement Assessment, Process Capability Standards, Productivity Assessment, Telogis – Road Mapping for Delivery and Tracking, Production Operations and Warehouse Practices will give trainees transferable skills while promoting the Company's culture.

Although there are similar course offerings to past projects, there will be no duplication of training for trainees who participated in prior contracts.

Training Plan

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

Computer Skills: Training will be offered to Administration Staff and Logistics Staff to improve software skills. Training topic include Google Analytics, Microsoft Suite – Intermediate, and Telogis – Road Mapping for Delivery and Tracking.

Continuous Improvement: Training will be offered to all occupations to enhance process efficiencies and teamwork among incumbent staff. Training will focus on business strategies, expectations, and accountability within the departments. Training topics include Change Management, Continual Improvement Assessment, Problem Solving, Process Capability Standards, and Productivity Assessment.

Manufacturing Skills: Training will be offered to all occupations except Administration Staff. Training will improve worker knowledge of proper techniques for working with equipment and the production process. All staff will also be cross-trained on required protocols and procedures. Training topics include Compliance, Equipment Operations, Forklift, Operating Standards, Production Operations, and Warehouse Practices.

High Unemployment Area

All trainees within Job Number 2 under Administrative Staff, Logistics Staff, Maintenance Staff, Production Staff, Quality Staff, Supervisor Staff and Warehouse Staff work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno, Kern, Monterey, Stanislaus, and Tulare Counties are in an HUA.

➤ Wage Modification

The Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the pre-retention wages. PDF is requesting a wage modification from \$22.66 per hour to \$17.00 per hour (Job Number 2). Approximately 18 trainees within Administrative Staff, Logistics Staff and Warehouse Staff will need the wage modification.

Commitment to Training

PDF's current annual California training budget is approximately \$1.5 million and includes new hire orientation and safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

The Director of Human Resources will oversee the training project. Department Managers will schedule and administer training. Admin Assistants within each facility will collect rosters to be sent out to the Environmental Health & Safety Manager (EHSM) in Fresno for recordkeeping. The Company also retained a third-party administrator to assist and perform administrative services. Training will be provided by in-house experts and vendors.

Alternate Recordkeeping

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

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET20-0178	Multiple	11/4/2019 - 2/1/2022	\$595,125	\$593,373 (99%)
18CS-0037-000	Fresno	7/31/2017 - 7/30/2019	\$495,558	\$495,424 (99%)

DEVELOPMENT SERVICES

The Company retained BLI Company in Salida to assist with development of this proposal for a flat fee of \$8,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

Computer Skills

- Google Analytics
- Microsoft Suite – Intermediate
- Telogis – Road Mapping for Delivery and Tracking

Continuous Improvement Skills

- Change Management
- Continual Improvement Assessment
- Corrective and Preventative Action
- Measuring Processes & Organizational Performance
- Pandemic
- Problem Solving
- Process Capability Standards
- Productivity Assessment

Manufacturing Skills

- Business Growth & Marketing
- Compliance
- Electrical Basic and Intermediate
- Equipment Operations
- Forklift
- Machine and Maintenance Set-Up
- Operating Standards
- Processes & Recalls
- Production Operations
- Sampling Procedures
- Sanitation Practices
- Supervisor Manage your Team
- Warehouse Practices
- Welding



Retrainee-Job Creation

Training Proposal for:

**Sensient Flavors LLC dba Sensient Dehydrated
Flavors Company**

Contract Number: ET23-0324

Panel Meeting of: April 28, 2023

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus, 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: 435	U.S.: 1,735	Worldwide: 3,908
<u>Turnover Rate:</u>	17%		
<u>Managers/Supervisors:</u> (% of total trainees)	6%		

FUNDING DETAIL

In-Kind Contribution
\$463,400

Total ETP Funding
\$443,900

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Imp., Literacy Skills, Mgmt Skills, Mfg Skills, PL-Mfg Skills	280	8-200	0	\$1,265	\$17.00
				Weighted Avg: 55			
2	Retrainee Job Creation Initiative Priority Rate HUA	Business Skills, Computer Skills, Continuous Imp., Literacy Skills, Mgmt Skills, Mfg Skills, PL-Mfg Skills	65	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 Stanislaus and Merced Counties. Job Number 2 (Job Creation): \$17.00 per hour in Stanislaus and Merced Counties.

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

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

Up to \$1.00 per hour may be used to meet the Post-Retention Wage in Job Numbers 1 and 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administration	\$16.00-\$20.00	2
	\$20.00-\$25.00	0
	\$25.01-\$26.00	10
Maintenance	\$25.01-\$26.00	23
Manager/Supervisor	\$25.01-\$26.00	10
Operations	\$16.00-\$20.00	26
	\$20.01-\$25.00	3
	\$25.01-\$26.00	5
Production	\$16.00-\$20.00	26
	\$20.01-\$25.00	135
	\$25.01-\$26.00	40
Job Number 2		
Administration	\$16.00-\$20.00	2

Maintenance	\$20.00-\$25.00	3
	\$25.01-\$26.00	10
Manager/Supervisor	\$25.01-\$26.00	10
Operations	\$16.00-\$20.00	3
Production	\$16.00-\$20.00	20
	\$20.01-\$25.00	17

INTRODUCTION

Founded in 1882 and headquartered in Milwaukee, Wisconsin, Sensient Flavors LLC dba Sensient Dehydrated Flavors Company (Sensient) (<https://www.sensient.com/>) manufactures food color, flavor, and other specialty ingredients. Sensient supplies products to companies such as McCormick, Heinz, Christopher Ranch, Saratoga and other food and beverage manufacturers. The Company's locations in Turlock and Livingston will be participating under this proposal. This is Sensient's first ETP Contract.

Veterans Program

Although there is no Veteran's Job Number, Sensient actively recruits the Veteran workforce. The Company partners with Veteran's Alliance in recruiting qualified Veterans.

PROJECT DETAILS

Sensient has developed a training plan to keep employees current with updated company procedures, new food safety practices and sustainable practices such as zero waste products. Many of the staff are new to this field so there is a substantial knowledge and experience gap. The Company is committed to training staff and providing them with skills needed to succeed in their positions and beyond. The Company will also train on new technologies, lean manufacturing and supervisory skills to support the retention and promotion capabilities of its employees.

Training will also focus on leadership and supervisory training in order to identify and promote internally. The Company will focus on essential skills for Managers/Supervisors to support the operations, increase retention, and drive innovation and quality. Managers/Supervisors are a vital part of employee retention and product quality. Additionally, this training will focus on the employees to support their ability to be promoted within the Company.

Retrainee - Job Creation

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

The Company is adding production lines due to increasing demand of its current products. To accommodate increasing demand, Sensient will hire 65 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract.

Training Plan

Training will be delivered via Class/Lab, E-Learning, and Productive Laboratory (PL) by in-house instructors and vendors as outlined below:

Business Skills: Training will be offered to all occupations and will focus on improving customer service. Training topics include Customer Service, Communication Skills and Time Management.

Computer Skills: Training will be offered to all occupations and will focus on the Microsoft Office Suite. Training topics include Microsoft Word, Excel, and PowerPoint.

Continuous Improvement: Training will be offered to all occupations and focus on improving workflow processes. Training topics include 5S, Change Management, Lean Manufacturing/Thinking.

Literacy Skills: Training will be offered to all occupations to improve language and communication skills. The training topic will be Vocational English as a Second Language.

Management Skills: Training will be offered to Manager/Supervisors and focus on developing leadership skills. Training topics include Essential Skills for New Supervisors, Leadership Skills, and Management Training.

Manufacturing Skills: Training will be offered to all occupations except Administration and focus on equipment operation. Training topics include Good Manufacturing Practices, Equipment Maintenance and Repair, and New Manufacturing Technologies.

Productive Laboratory (PL)

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

Sensient will train Production and Operations Staff in PL-Manufacturing. PL will allow trainees to perform their duties while being able to safely develop their skills. Trainees will receive hands-on training in Knife Sharpening, Blade Changing, Ready-to-Eat Equipment Training, and Operator Training. PL training will supplement the courses listed in class/lab training.

The Company is requesting up to 20 hours of PL training under constant supervision with a 1:3 trainer-to-trainee ratio. Production is expected to be lower during PL as the trainer will coach and mentor the trainees. All training will be under the direct supervision of a qualified instructor, who has been certified by the manufacturer, and training will be directly related to the trainee's job requirements.

Commitment to Training

Sensient invests \$116,909 on training per facility annually. Training includes safety, orientation, and harassment prevention 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 Planning Manager with the assistance of the Human Resources Manager will be responsible for overseeing all training aspects of the project including scheduling training, collecting rosters and entering information into the ETP system.

High Unemployment Area

Trainees in 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 Stanislaus and Merced 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. Sensient is requesting a wage modification from \$22.66 per hour to \$17.00 per hour for Job Number 1 and from \$18.54 per hour to \$17.00 in Job Number 2.

Approximately 74 Administration, Operations and Production trainees in Job Number 1 and 20 Administration, Operations and Production trainees in Job Number 2 will need the wage modification.

Temporary to Permanent Hiring

The Company will train 30 Production and Maintenance workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is four 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.

DEVELOPMENT SERVICES

Full Force Solutions, LLC in Ripon assisted with development of this proposal for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

To Be Determined

TRAINING VENDORS

To Be Determined

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

Trainees may receive any of the following:

Business Skills

- Behavior Strategies/Styles to Improve Teamwork
- Budgets
- Communications Skills
- Conflict Resolution
- Customer Service
- Difficult Situations
- Dealing with Difficult People
- Develop Employee Accountability
- Developing Yourself & Others
- Effective Meeting Skills
- Efficiency Workflow
- Forecasting
- Internet Marketing
- Inventory Control
- Leadership Skills
- Line Scheduling
- Marketing
- Product Knowledge
- Operational Skills
- Production Scheduling
- Planning & Organization
- Purchasing
- Project Management & Methodology
- Report and Analysis for Operations
- Report and Analysis for Accounting
- Relationship Building through Sales & Service
- Strategic Planning
- Supervisory Skills
- Time Management

Computer Skills

- Microsoft Office (Intermediate/Advanced)
 - Microsoft Word
 - Excel
 - PowerPoint

Continuous Improvement Skills

- 5S
- Adapting to Change
- Communication Skills
- Cross Training
- Change Management

- Root Cause Analysis, Pareto Charts, Fishbone Coordination
- Creating & Building Teamwork
- Crisis Prevention Intervention
- Decision Making
- How to Coach & Mentor
- Key Performance Indicators
- Lean Manufacturing/Thinking
- Motivating Others
- Organizing for Total Quality Management
- Organizing and Setting Goals for Workflow
- Performance and Quality Improvement
- Production Workflow Improvement
- Production Operations/Workflow
- Root Cause Analysis

Literacy Skills

- Vocational English as a Second Language

Management Skills (Managers/Supervisors/Leads Only)

- Emerging Leader
- Essential Skills for New Supervisors
- Employee Engagement
- Frontline Leader
- Leadership Skills
- Management Training
- Shop Floor Leadership

Manufacturing Skills

- Cross Training in Production
- Electrical and Electronics
- Fall Prevention and Protection
- Forklift Operation
- Good Manufacturing Practices
- Lock Out, Tag Out
- Logistics
- Root Cause Analysis
- Manufacturing Safety
- Warehousing Operations & Distribution
- Confined Space Work Requirements
- Equipment Maintenance/Repair
- Hand Tools
- New Manufacturing Technologies
- Operational Procedures
- Personal Protection Equipment
- Production Reporting
- Purchasing Procedures
- Regulatory Requirements
- Site Maintenance

- Welding, Cutting, Hot Work
- Work Orders

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

Trainees may receive any of the following:

Manufacturing Skills

- Forklift Operation
- Electrical and Electronics
- Knife Sharpening
- Blade Changing
- Scale House Skills
- Rotary Topper Training
- Truck Loading
- Undercutting
- Tool Bar Training
- Rotovator Training
- Proper Digging
- Proper Blending
- Belt Inspections
- Ready-to-Eat Equipment Training
- Order Prep Training
- Chili Lead Training
- Repack Automation
- Operator Training
- Work Order Training
- Pulling Product
- Order Fulfillment



Training Proposal for:
Los Angeles Trade Technical College
Agreement Number: ET23-0317

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Biotechnology and Life Sciences (54+) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Bernardino	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
\$561,624		\$38,346 8%		\$599,970

In-Kind Contribution:	50% of Total ETP Funding Required	\$350,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, OSHA 10/30	786	8-200	0	\$688	\$22.66
				Weighted Avg: 28			
2	Retrainee	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, OSHA 10/30	99	8-200	0	\$598	\$22.66
				Weighted Avg: 28			

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

Minimum Wage by County: \$22.66 per hour for Los Angeles, Orange, and San Bernardino Counties

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

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

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Numbers 1 & 2:		
Administrative/Office Staff	\$20.16 - \$25.00	208
	\$25.01 - \$35.00	170
Marketing/Sales Staff	\$20.50 - \$25.00	38
	\$25.01 - \$55.00	15
Production Staff	\$21.50 - \$25.00	4
	\$25.01 - \$45.00	3
Planner/Scheduler	\$20.16 - \$25.00	5
	\$25.01 - \$40.00	3
Business Development Staff	\$16.62 - \$38.00	20
	\$20.16 - \$25.00	8
	\$25.01 - \$50.00	7
Operations Staff	\$20.16 - \$20.00	22

	\$25.01 - \$39.00	8
Shipping/Warehouse Staff	\$20.16 - \$25.00	106
	\$25.01 - \$45.00	53
Telecom Workers	\$20.16 - \$25.00	7
	\$25.01 - \$30.00	4
Technicians	\$20.16 - \$25.00	23
	\$25.01 - \$35.00	5
Service Route Specialist	\$20.16 - \$25.00	4
	\$25.01 - \$28.00	2
Utilities/Environmental Staff	\$20.16 - \$25.00	2
	\$25.01 - \$35.00	1
Manager/Supervisor	\$20.16 - \$25.00	90
	\$25.01 - \$48.00	77

INTRODUCTION

Los Angeles Trade Technical College (LATTC) (www.lattc.edu) is one of the community colleges administered by Los Angeles Community College District (LACCD). LACCD is the largest district in the nation, providing administrative support for its colleges in the area of academic enrollment, contract education, community services, and workforce and economic development. It strives to develop employment and training strategies and helps to create a platform for uniting regional resources. Its customer base includes individuals seeking to gain credits for four-year universities, workers who need new skills to remain in their jobs, and people seeking to increase their competitiveness in today's job market.

LATTC is one of nine colleges in the LACCD. Under the lead of LATTC, eight other LACCD community colleges will assist in training of employees of participating employers in this proposal: Los Angeles Pierce College, Los Angeles - Southwest College, Los Angeles Harbor College, Los Angeles City College, Los Angeles Valley College, East Los Angeles College, West Los Angeles College, and Los Angeles Mission College. These colleges will allow convenient access to training and ensure the provision of quality customized training workshops to meet the scheduling needs of businesses and organizations participating in this proposal.

Veterans

Although there is no Veterans component in this proposal, LATTC works closely with the Veteran's Service Office, U.S. Veterans Center, Goodwill Industries, and other Veteran-related organizations. Some participating employers also have a hiring preference for Veterans, have Veterans on staff, and may include Veterans in the proposed trainee population.

PROJECT DETAILS

Employer Demand

This will be LATTC's twelfth ETP Contract, and the fifth within the last five years. This proposal will focus on retraining incumbent workers from large and small employers in a variety of industries, the majority of which are Panel priorities.

Through ETP training, participating employers will be able to upskill employees, improve business performance, and enhance local and global competitiveness. Further, workers are increasingly challenged to function in a technology-based environment with state-of-the-art equipment and processes. Training will improve participating employers' processes and procedures to make their companies more profitable and strategically-focused as they transition to a high performance workplace.

LATTC submitted a "core" group of participating employers representing 100% of the requested funding. This proposal will be provided to a broad spectrum of employers from manufacturing, aerospace, energy, biomedicine, transportation and logistics, and service-related industries.

Marketing and Support Costs

LATTC has an experienced staff of marketers and recruiters who are responsible for contacting employers to explain the benefits of the ETP training program. It works closely with local community organizations such as Chambers of Commerce, Workforce Investment Boards and WIOA Worksource Centers with close relationships with local businesses and industries in its targeted region. Employers are also recruited through "cold calling" to target industry sectors and referrals from participating companies.

LATTC requests, and staff supports, 8% support costs for continued employer recruitment, employer outreach, and assessment of employer-specific job training requirements.

Curriculum Development

The curriculum was developed by LACCD based on labor market data and input from partners in targeted industries. Each topic is designed to help increase worker productivity and workforce performance to positively affect employee efficiency, morale, and long term job security. Periodic updates and revisions to the curriculum will be based on industry trends and requests from employers.

Training is customized based on overall company improvement goals and assessment. Staff works with participating employers' management, human resources, and/or training department staff to determine performance goals, assess specific training needs, and develop a customized, on-site training program. Each curriculum topic is tailored to fit employer needs. Participants are periodically reassessed to ensure classes are appropriate, producing desired outcomes. Upon trainee completion, employers will undergo an evaluation process to fully assess the impact and effectiveness of training content and instructors.

Training Plan

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

Business Skills: Training will be offered to all occupations to enhance and improve workplace communication, team building, problem solving, project management, and leadership.

Continuous Improvement: Training will be offered to all occupations focusing on Six Sigma, statistical process control, work improvement techniques, and environmental management. Training will include improving workflow, troubleshooting and resolving problem areas.

Computer Skills: Training will be offered to all occupations in various software applications that support business operations.

Commercial Skills: Training will be offered to all occupations to identify each worker's job role, skill set, and any succession plans in place within the business in order to create maximum impact. Training for new hires will provide the skills to prepare for the job market, enhance their employability, and increase the likelihood of finding suitable employment.

Hazardous Materials: Training will be offered to occupations involved in handling hazardous materials. Training will cover safe handling, storage, and processing of hazardous materials.

Manufacturing Skills: Training will be offered to occupations involved in manufacturing and production. Training will cover inventory, materials management, supply chain, and warehouse operations.

OSHA 10/30: This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours or 30 hours of classroom or e-learning depending on the occupation. The coursework is geared to construction or manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Commitment to Training

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

Participating employers face several challenges in meeting their workforce development strategies. Most do not have the ability to provide training on their own due to limited budgets and lack of qualified internal trainers. As a result, companies provide only new hire orientation, mandatory government courses, and basic job skills to a limited number of workers. These employers view ETP funding as a true economic development resource that can help them to be more competitive.

➤ Training Infrastructure

LATTC's Dean will oversee the implementation of the project with four staff members dedicated to recruitment, scheduling, assessments, and administration. As a repeat ETP Contractor, LATTC has established a robust system for administering its contracts. Training will be provided by instructors who have practical and professional experience in their respective fields, college degrees, teaching experience and/or demonstrated industry work experience from 8 to over 20 years; and possession of related teaching credential, license, or certificate.

Tuition Reimbursement

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

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET22-0186 (CCCF)	\$1,007,132	12/31/21 – 12/20/23	1,306	333	333

Based on the ETP Systems, 1,337 trainees started training with 24,440 reimbursable hours for potential earnings of \$556,336 (55% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through December 2023. This is an alternative funding under the California Community College Funds (CCCF) for employee training of participating employers who would not qualify for ETP's core funding.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET21-0269	Los Angeles, Orange, San Bernardino	03/01/21 – 02/28/23	\$449,942	\$343,371* (76%)
ET20-0126	Los Angeles, Orange, San Bernardino	09/03/19 - 12/01/21	\$742,700	\$678,640 (91%)
ET18-0124	Los Angeles, Orange, San Bernardino	08/26/17- 08/25/19	\$948,215	\$462,801** (49%)

*ET21-0269: A Final Closeout Invoice has been submitted with projected earnings of \$343,149 (76% of the approved amount).

**ET18-0124: The low performance rate was due to companies who committed to training, but ended up participating at a much lower rate than expected. LATTC attempted to recruit additional companies to offset the lower performing companies, but there were internal staffing issues during the contract term specifically with key college personnel, including trainers. Due to stringent hiring practices with LACCD, there was a significant delay in hiring of new staff. When new staff was hired, there was not enough time in the contract term to recruit and train companies. To ensure success in its next contracts, LATTC hired three additional staff members to increase its capacity in the areas of marketing, outreach/recruitment, and project management. With these changes, LATTC staff members were able to increase outreach to the community and heavily recruited employers. LATTC is now well positioned to achieve a stronger program performance with more positive outcome.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

Trainees may receive any of the following:

Business Skills

- Leadership and Motivation
- Followship
- Team-Building
- Problem-Solving/Troubleshooting
- Customer Service
- Strategic Planning
- Time, Product, and Resource Management
- Project Management
- Stress Management
- Cultural Diversity
- Workplace Communication
- Business Writing Skills
- Sales

Commercial Skills

- Machine Maintenance and Repair
- Effective Manufacturing Processes
- Industry-related Calculations and Conversions
- Advanced materials technology
- Contracting strategies and reporting
- Scope of Work and progress measurement
- Vendor and distributor management and communications
- Advanced Drone Operator
- Quality control

Computer Skills

- Microsoft Office Suite (Advanced & Intermediate)
- Industry-wide databases
- Adobe Photoshop
- Computer Aided Design (CAD)
- Mobile App Navigation and Design
- Cloud-based computing
- QuickBooks and Quicken Accounting
- Visio

Continuous Improvement Skills

- Statistical Process Control
- Six Sigma, (White, Yellow, Green and Black Belts)
- Work Improvement Techniques
- Production/Operations Workflow
- Environmental Management Systems (EMS)

Hazardous Materials Skills

- Hazardous Materials Handling

Manufacturing Skills

- Warehousing Operations and Controls
- Inventory & Materials Management
- Supply Chain Management Techniques
- Blueprint Reading
- Business Math
- HAZMAT
- Forklift Operation
- Computer Numerical Control (CNC) Machining & Operation

Safety Skills - OSHA 10 (Certified-OSHA Instructor)

- OSHA 10

Safety Skills - OSHA 30 (Certified-OSHA Instructor)

- OSHA 30

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Los Angeles Trade Tech College

CCG No.: ET23-0317

Reference No: 22-0837

Page 1 of 5

ALPHABETIZE BY COMPANY NAME

Company: Alco Design

Priority Industry? ☒ Yes ☐ No

Address: 407 E. Redondo Beach Bl.

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 25

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

Company: Bobrick Washroom Equipment

Priority Industry? ☒ Yes ☐ No

Address: 6901 Tujunga Ave.

City, State, Zip: N. Hollywood, CA 91605

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 40

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 200

Company: DFA Dairy Brands

Priority Industry? ☒ Yes ☐ No

Address: 17851 Railroad St.

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

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 50

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 18,000

Total # of full-time company employees in California: 200

Company: Gibson Overseas

Priority Industry? ☒ Yes ☐ No

Address: 2410 Yates Ave.

City, State, Zip: Commerce, CA

Collective Bargaining Agreement(s): No

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

Small Business? ☐ Yes ☒ No

Total # of full-time company employees worldwide: 514

Total # of full-time company employees in California: 514

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Los Angeles Trade Tech College		CCG No.: ET23-0317
Reference No: 22-0837		Page 2 of 5
Company: Howmet Global Fastening Systems	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 800 S. State College Blvd.		
City, State, Zip: Fullerton, CA 92831		
Collective Bargaining Agreement(s): Yes		
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 19,900		
Total # of full-time company employees in California: 1,200		
Company: K1 Packaging	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 17989 Arenth Ave.		
City, State, Zip: City of Industry, CA 91748		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 25	Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Total # of full-time company employees worldwide: 200		
Total # of full-time company employees in California: 95		
Company: Keuhne Nagel Logistics	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 2525 W. 190 th St.		
City, State, Zip: Torrance, CA 90504		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 100	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 78,000		
Total # of full-time company employees in California: 1,200		
Company: Korean Airlines	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 6101 W. Imperial Hwy		
City, State, Zip: Los Angeles, Ca 90045		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 21,000		
Total # of full-time company employees in California: 270		

ALPHABETIZE BY COMPANY NAME

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Los Angeles Trade Tech College		CCG No.: ET23-0317
Reference No: 22-0837		Page 3 of 5
Company: Maersk / Gale Triangle	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 11024 Norwalk Bl.		
City, State, Zip: Santa Fe Springs, CA 90670		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 300	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 83,000		
Total # of full-time company employees in California: 350		
Company: Nexon America	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 621 Hawaii St.		
City, State, Zip: El Segundo, CA 90245		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 75	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 7,067		
Total # of full-time company employees in California: 200		
Company: Nexon US Holding	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: .621 Hawaii St.		
City, State, Zip: El Segundo, CA 90245		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 50	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 7,067		
Total # of full-time company employees in California: 150		
Company: Pixelberry Studios Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 1245 Terra Bella Ave.		
City, State, Zip: Mountain View, CA 94043		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 40	Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total # of full-time company employees worldwide: 150		
Total # of full-time company employees in California: 150		

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Los Angeles Trade Tech College		CCG No.: ET23-0317
Reference No: 22-0837		Page 4 of 5
Company: Reynaldo's Mexican Food		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2017 Camfield Ave.		
City, State, Zip: Commerce, CA 90040		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 25		Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 92		
Total # of full-time company employees in California: 92		
Company: Shryne Group		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 728 E. Commercial St.		
City, State, Zip: Los Angeles, Ca 90012		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 50		Small Business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total # of full-time company employees worldwide: 1,250		
Total # of full-time company employees in California: 900		
Company: Source Logistics		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 13060 Tempe Ave.		
City, State, Zip: City of Industry, CA 91746		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 20		Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 55		
Total # of full-time company employees in California: 55		
Company: Spektrum Brakes / R1 Concepts		Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 13140 Midway Pl.		
City, State, Zip: Cerritos, CA 90703		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 35		Small Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total # of full-time company employees worldwide: 72		
Total # of full-time company employees in California: 72		

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Los Angeles Trade Tech College

CCG No.: ET23-0317

Reference No: 22-0837

Page 5 of 5

Company: Trimodal Distribution

Priority Industry? ☒ Yes ☐ No

Address: 22560 Lucerne St.

City, State, Zip: Carson, CA 9907451748

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 35

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 95

Total # of full-time company employees in California: 95

Company: USG Ceilings Plus

Priority Industry? ☒ Yes ☐ No

Address: 6711 E. Washington Bl.

City, State, Zip: Commerce, CA 90040

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 25

Small Business? ☒ Yes ☐ No

Total # of full-time company employees worldwide: 65

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



Training Proposal for:
Johanson Technology, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET23-0304

Approval Date: March 21, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: S. Turner

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 161	U.S.: 169	Worldwide: 174	
<u>Turnover Rate:</u>	3%			
<u>Managers/Supervisors:</u> (% of total trainees)	20%			

In-Kind Contribution

\$106,464

Total ETP Funding

\$57,040

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administration Staff, Sales Staff, Production/Testing Staff, Engineering Staff, Managers

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority	Business Skills Continuous Impr. Computer Skills Mfg. Skills PL-Mfg. Skills	62	8-200	0	\$920	\$22.66
				Weighted Avg: 40			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: \$22.66 per hour for Ventura County Health Benefits: Used to meet the Post-Retention Wage?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Up to \$2.50 per hour may be used to meet the Post-Retention Wage.
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Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Administration Staff	\$20.16 - \$25.00	8
	\$25.01 - \$33.57	2
Sales Staff	\$20.16 - \$25.00	13
	\$25.01 - \$33.57	2
Production/Testing Staff	\$20.16 - \$25.00	9
Engineering Staff	\$35.15 - \$57.60	15
Managers	\$52.50 - \$62.50	13

OVERVIEW

Parent Company		Johanson Ventures	
Year Company Founded:	1993	Company Headquarters: <input checked="" type="checkbox"/> Single location Camarillo, CA	
Facility Locations Outside CA		<ul style="list-style-type: none"> Baja California, Mexico 	

Facility location(s) where training will occur	<ul style="list-style-type: none"> • Camarillo (Ventura County)
Nature of Business:	<ul style="list-style-type: none"> • Johanson Technology, Inc., (JTI) (https://www.johansontechnology.com) specializes in design and manufacturing of over 500,000 high quality radio frequency (RF) and Microwave ceramic chip capacitors, inductors and integrated passives for the wireless market sector.
Customer Base	<ul style="list-style-type: none"> • Aerospace, Automotive, and Government Agencies • High Tech Manufacturing companies such as; Apple, Belkin, and Sun Microsystems
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • To meet the demands of both private and public enterprises for energy efficient chemicals, processes and procedures, JTI has shifted to a methyl acetate recycling technological system which: <ul style="list-style-type: none"> - Replaces the current hazardous pollutant acetone-based system - Provides a higher electrical resistance which is more efficient for the coating applied by electrostatic • To remain competitive and attract more customers in the Aerospace and Government sectors, JTI needs to completely readjust its current work processes to align with the International Traffic in Arms Regulations (ITAR) procedures. • To ensure long-term growth and stay competitive with the direction of the industry, JTI must adhere to the demands of the more environmentally-conscious clients. • JTL has invested \$850,000 in newly installed systems and equipment such as Methyl Acetate Recycling System, HVAC Cleanroom Equipment, Sonoscan, X-ray, BME Tokai, and Limata impact equipment. Training is not included in the purchase price,

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Workforce needs training to learn and operate new systems/equipment higher flash point and hydrophobic properties application which will improve work performance efficiencies while reducing costs.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

☒ Productive Lab

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills		

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	10 PL Hours per-trainee
	Occupations Receiving PL Training: Production Staff
The PL instructor must be dedicated to training, at a ratio of 1:1	

Temp-to-Perm

Average days to convert temporary workers to full time permanent employment.	90 days
Employer-paid healthcare premiums while on temporary status.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is expected that the 15 Temp-to-Perm workers will receive employer-paid health benefits immediately upon hire.

Alternate Recordkeeping

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

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Manufacturing Skills, Productive Lab and Continuous Improvement <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> Administration: <p>Senior Administrator, Human Resources Administrator and Administrative Assistant</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor
<ul style="list-style-type: none"> Project Oversight: <p>The Company's Senior Administrator will oversee the implementation of this project with the assistance of two internal staff members, the Human Resources Administrator and an Administrative Assistant who will be responsible for the implementation of enrollment, scheduling training, securing rosters, and monitoring. Training will be conducted by in-house experts and vendors as needed. A training schedule is in place for the proposed training and JTI is ready to start training upon contract approval.</p>

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	1 - ET18-0193
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> Training focused on task-oriented procedural change based on newly defined standard operating procedures, new product development, and training upgrades in the Company's process certifications, i.e. AS9100 (Aerospace), ISO 9001(International Manufacturing), and Restriction of Hazardous Substances Directive (ROHS).
<ul style="list-style-type: none"> Difference in Training Plan: 	<ul style="list-style-type: none"> This training project differs by focusing on increasing the skill level and subsequent wage growth of a less seasoned junior workforce. This training is designed to provide a major overhaul of the Company's standard operating procedural work flow to accommodate the newly installed high tech equipment.

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	
				\$	%
ET18-0193	Sylmar (Los Angeles)	04/02/2018-04/01/2020	\$99,000	\$57,771	(58%)

ET18-0193: The prior project training was upended as a result of the Company's reorganization in the middle of the contract's term, which subsequently compromised the retention period for many of the employees. The Company also moved its Sylmar facility to Camarillo which interrupted training. The reorganization has now been completed and all employees are settled into the new location and ready to start training upon approval of this new proposal. The new funding amount is now right-sized to its prior earnings.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Assured Incentives Group	San Clemente	\$5,000
Administrative	To Be Determined		
Training Vendors	To Be Determined		

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

Trainees may receive any of the following:

Business Skills

- Marketing Strategy & Implementation
- Performance Management: Team & Strategic Process
- Leadership Skills

Computer Skills

- Production manufacturing software

Continuous Improvement Skills

- Internal Auditor QMS Training
- AS9100D / ISO 9001 Requirements
- International Automotive Task Force (IATF 16949 Training)
- Customs Trade Partnership Against Terrorism (CTPAT)
- Cybersecurity
- Production operations & Workflow
- International Traffic in Arms Regulations (ITAR)
- Problem Solving & Decision making Skills
- Environmental Practice & Awareness Techniques

Manufacturing Skills

- Clean Room Protocol Skills
- Semiconductor Manufacturing Processing Skills
- Production Parts & Material Assembly

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

Trainees may receive any of the following:

Manufacturing Skills

- Methyl Acetate Recycling System



Training Proposal for:

Katie Wagner Social Media, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET23-0283

Approval Date: March 13, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: San Diego

Analyst: P. Duarte

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Orange, San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 17	U.S.: 23	Worldwide: 23
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$8,944

Total ETP Funding

\$7,820

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Creative Staff, Administrative Staff

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Computer Skills	17	8-200	0	\$460	\$22.66
				Weighted Avg: 20			

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

Minimum Wage by County: Job Number 1: \$22.66 for both San Diego and Orange Counties.
Health Benefits: Used to meet the Post-Retention Wage?: ☒ Yes ☐ No
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Creative Staff	\$20.16 – \$44.00	15
Administrative Staff	\$20.16 – \$39.00	2

OVERVIEW

Year Company Founded:	2010	Company Headquarters: <input type="checkbox"/> Single location Aliso Viejo
Facility Locations Outside CA	<ul style="list-style-type: none"> Atlanta, GA Las Vegas, NV 	
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Aliso Viejo (Orange County) San Diego 	

Nature of Business:	<ul style="list-style-type: none"> Katie Wagner Social Media, Inc. (KWSM) www.kwsmdigital.com is a full service marketing agency that specializes in content creation, social media platform strategies, digital marketing, E-Commerce, website publishing and strategy consulting for businesses of all sizes to help them generate more revenue and reach their goals.
Customer Base:	<ul style="list-style-type: none"> KWSM's customer base consists of businesses of all sizes within various industries. The Company has produced work for Mitsubishi Electric, Irvine Company, CBRE, Aliso Viejo Chamber of Commerce and Camino Federal Credit Union.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> Digital marketing and platforms for social media are constantly updated and introduced to new technology. KWSM clients' social media, digital marketing, e-commerce platforms, internet technology, and device preferences change so quickly that the company must continuously innovate and create new solutions. Customers require measurable results in revenue, social media metrics and new leads to quantify a return on their investment for hiring KWSM.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Training is focused on digital marketing strategy and technical skills. Due to the constant evolution of each social media site (Facebook, Instagram, Twitter, YouTube, LinkedIn, etc.), Creative Staff must continuously receive Computer Skills training specific to those platforms. Creative Staff will also receive training on the latest algorithm updates for each platform's search engine optimization (SEO), Google Analytics plugin, and social media metrics to create, interpret and deliver results to clients. Additionally, in order to stay current with technological advancements and assist with the marketing campaign analysis results linked to AdWords, Facebook Ads, and Google Ads, training will place a strong emphasis on the most recent versions of Social Media Management, Adobe Design Suite, and Web Development. All staff will receive Business and Commercial Skills training. The training will focus on Marketing & Business Development, Social Media Product & Service Knowledge, and Content Strategy/Creation associated with new marketing technologies, industry trends, and customer requirements.
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	<ul style="list-style-type: none"> Continuous Improvement Skills training is needed to stay competitive and meet industry demands. It will focus on improving Efficiency Workflow, Quality/Productivity Improvement and Teambuilding to develop trust for a strong competent workforce.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

☐ CBT

☒ Productive Lab

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement	PL-Commercial Skills	

Productive Laboratory	Justification:
	<input checked="" type="checkbox"/> New software and updates
	<input checked="" type="checkbox"/> Certification Standards
	5 PL Hours per-trainee
	Occupations Receiving PL Training:
	Creative Staff and Administrative Staff
The PL instructor must be dedicated to training, at a ratio of 1:1.	

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: <p>The Director of Operations will oversee the project administration and training implementation (coordinating and scheduling) with assistance from Administrative Staff.</p>
<ul style="list-style-type: none"> Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills & Continuous Improvement Skills.</p> <p><input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To be determined.</p>
<ul style="list-style-type: none"> Administration: <p>KWSM has retained an administrative subcontractor to assist with project administration. The Director of Operations and Administrative Staff will work together to provide the necessary documents to the administrative subcontractor.</p> <p><input checked="" type="checkbox"/> In-house</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> New software was purchased: GEO-Fence Software that allows clients to run online ads targeting anyone within a certain physical location to aid with specific marketing campaigns. Training on upgraded software including Social Media Management, Adobe Design Suite and Web Development.
<ul style="list-style-type: none"> Difference in Training Plan: 	This proposal will focus on up-to-date applications, software and systems. Due to COVID-19 pandemic, the Company has completely transformed and employees will continue to learn the needed skill sets in order to adapt to the new business environment and keep up with technological advances. Trainees will not receive duplicate training.
Need for Funding over Earned Amount:	The Company will invest more in its California locations by hiring more people and providing the proper and necessitated additional training in order to stay competitive. The Company has also adopted a plan to stay in compliance and ensue a successful outcome.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET19-0361	Aliso Viejo	12/6/18-3/5/21	\$13,260	\$7,819 (59%)

*Some of the factors contributing to the low performance include not obtaining rosters on a timely basis, unexpected higher turnover and the pandemic effects magnifying the issues. For this project, the Company will train the administrative staff on the collection and completeness of rosters for better oversight and compliance of getting the training sheets signed and submitted to the subcontractors. This project has also been right-sized to the amount earned on the previous project.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$500.00
Administrative	Training Funding Source	Seal Beach	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	TBD	TBD

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

Trainees may receive any of the following:

Business Skills

- Coaching/Communication
- Customer Relations
- Finance & Accounting
- Goal Setting
- Leadership
- Marketing & Business Development
- Performance Management
- Planning
- Product and Service Knowledge
- Sales
- Standard Operating Procedures (SOP)
- Time Management

Commercial Skills

- Advertising
- Banner & Display
- Brand Strategy
- Broadcast & Web Video
- Brand ID
- Content Strategy/Creation
- Copywriting
- Creative Concepting
- Design
- E-Commerce
- Go-to-Market Approach
- Ideation
- Interaction Optimization
- Product Launches
- Research
- Tracking & Analytics
- User Experience Design
- User Interface Design

Computer Skills

- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- CSS (Cascading Style Sheet)
- Computer User Usability Guidance
- CMS (Content Management System)- Wordpress
- Cross-Browser Testing
- Customer Relationship Management (CRM)

- Databases
 - Relational (MySQL)
- Design
 - InVision
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe Extract
 - Adobe InDesign
 - Sketch
- Dropbox
- ERP (Syspro)/ Quickbooks/SAP
- Integration tools, Web Services
- IT infrastructure
- Infrastructure
 - Servers (Apache, Nginx, Tomcat, Jboss, Node.js)
 - Cloud (Google App Engine, Google Applications, Dropbox)
 - Administration (Mac)
- Microsoft: Office
- Payroll/HR Redux
- Programming Languages [Javascript, Java, J2EE (Java 2 Enterprise Edition)]
- HTML (HyperText Markup Language)
- XML (Exchange Markup Language)
- SQL (Structured Query Language)
- Responsive Web Design
- Slack
- Tools
 - Issue Tracking (Basecamp)
- Time Tracking (Basecamp)
- Social Media Management - Buffer
- Facebook
- Twitter
- LinkedIn
- YouTube
- Pinterest
- Instagram

Continuous Improvement Skills

- Best practices
- Efficiency Workflow
- Quality and Productivity Improvement
- Process Improvement/Problem Solving
- Teambuilding

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

Trainees may receive any of the following:

Computer Skills

- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- CSS (Cascading Style Sheet)
- Computer User Usability Guidance
- CMS (Content Management System)- Wordpress
- Cross-Browser Testing
- Customer Relationship Management (CRM)
- Database
 - Relational (MySQL)
- Design
 - InVision
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe Extract
 - Adobe InDesign
 - Sketch
- Dropbox
- ERP (Syspro)/ Quickbooks/SAP
- Integration tools, Web Services
- IT Infrastructure
- Infrastructure
 - Servers (Apache, Nginx, Tomcat, Jboss, Node.js)
 - Cloud (Google App Engine, Google Applications, Dropbox)
 - Administration (Mac)
- Microsoft: Office
- Payroll/HR Redux
- Programming languages [Javascript, Java,J2EE (Java 2 Enterprise Edition)]
- HTML (HyperText Markup Language)
- XML (Exchange Markup Language)
- SQL (Structured Query Language)
- Responsive Web Design
- Slack
- Tools
 - Issue Tracking (Basecamp)
- Time Tracking (Basecamp)
- Social Media Management - Buffer
- Facebook
- Twitter
- LinkedIn
- YouTube
- Pinterest
- Instagram



Training Proposal for:
RSI Systems, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET23-0305

Approval Date: April 13, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: San Diego

Analyst: P. Duarte

PROJECT PROFILE

Contract Attributes:	SB <100 Retrainee Priority Rate	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Diego, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 27	U.S.: 30	Worldwide: 30	
<u>Turnover Rate:</u>	24%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$10,350

Total ETP Funding

\$11,730

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Turnover Rate Waiver Justification	<input checked="" type="checkbox"/> Training will reduce turnover <input type="checkbox"/> One-time reduction in force <input type="checkbox"/> Industry Sector with high turnover RSI Systems, Inc. (RSI) projects the turnover to be lower than 20% in 2023. As a small business, the Company is always looking for ways to keep employee turnover rates to a minimum. RSI's turnover was zero for 2019 and 2020 as the Company only grew and no layoffs were recorded. For 2021 and 2022, it decreased from 29% to 24% and is expected to continue to decrease. The Company has put in place a retention strategy that emphasizes training, certification and employee advancement. Part of the plan also includes performance metrics that would aid in identifying areas of need to formulate improvement strategies.
Occupations to be Trained:	Senior-Level Officials/Managers, IT Technicians, First/Mid-Level Officials and Managers, Sales Workers, Admin Support Workers, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB<100 Priority	Business Skills Computer Skills Mgmt. Skills	17	8-200	0-200	\$690	\$22.66
				Weighted Avg 30			

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

Minimum Wage by County: Job Number 1: \$22.66 per hour in both San Diego and Orange Counties.

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Sr. Level Officials/Managers	\$20.16 – \$60.00	3
IT Technicians	\$20.16 – \$50.00	7
First/Mid-Level Officials and Managers	\$20.16 – \$50.00	1
Sales Workers	\$20.16 – \$50.00	1
Admin Support Workers	\$20.16 – \$40.00	4
Owner	N/A	1

OVERVIEW

Year Company Founded:	2008	Company Headquarters: <input type="checkbox"/> <i>Single location</i> San Diego, CA
Facility Locations Outside CA	<ul style="list-style-type: none"> Dallas, TX 	
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	<ul style="list-style-type: none"> San Diego, CA Irvine, CA (Orange County) 	

Nature of Business:	<ul style="list-style-type: none"> Founded in 2008 and headquartered in San Diego, RSI Systems, Inc. (RSI) is a cyber-security and compliance provider specializing in risk-management. The Company works to ensure the safety of its customers' data and compliance with international, federal, state and local regulations. RSI provides services both through its automated software and managed services.
Customer Base:	<ul style="list-style-type: none"> RSI provides services in the following industries: financial institutions, retail, government, healthcare and biotechnology. Customers include Samsung, Verizon, Cisco, and SANDAG.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> RSI seeks to align staff with the Company's core principles, The Company is developing strategies to grow its business. This includes increasing revenues and addressing consumer inquiries through increased marketing and sales. There is an increasing need for IT security as businesses are frequently struck by ransomware and phishing scams. As a result, in order to keep up with increased customer demands and the constant industry-wide technological progress, all staff must
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	<p>continue to acquire skills on the newest versions of IT security software and in cyber-security basics.</p> <ul style="list-style-type: none"> • RSI must also upgrade the fundamental technological skills of non-technical staff to address customers' concerns. • In addition, RSI intends to continue to grow in pace with the market demands and plans to be prepared with the infrastructure and training path to accomplish the Company's goals.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • To align staff with the Company's core principles, RSI will be providing training to staff on leadership, conflict management, and problem solving skills. • Additionally, the Company intends to provide sales and marketing training to increase revenue and address consumer inquiries. • The Company will provide ongoing training on technical computer skills, which will include cyber-security software programs such as HITRUST and Payment Credit Card Industry (PCI), Cisco Networking, Quality Security Assessor (QSA), Phishing & Social Engineering and Compliance Standards. • RSI will also provide Computer Based Training. These online training sessions are vital for the technical staff to keep current on new technology updates. Due to the Company's highly technical nature, up to 200 hours of CBT training may be provided for certifications in areas including network platforms, certified information systems and Cisco to name a few.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab ☒ E-Learning ☒ CBT

Business Skills	Computer Skills	Management Skills
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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: <p>The ETP project will be overseen by the Company's Owner with the Operations Manager and Human Resources Assistant assisting with the attendance tracking and recordkeeping for both facilities.</p>
<ul style="list-style-type: none"> • Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills and Management Skills</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<ul style="list-style-type: none"> • Administration: <p><input checked="" type="checkbox"/> In-house - Operations Manager and Human Resources Assistant</p> <p><input type="checkbox"/> Subcontractor</p>

Repeat Contract

• Number Of Contracts in last 5 years:	1
• Training provided / focus in last Contract:	<ul style="list-style-type: none"> • The Company added two new software programs to provide additional services. The two new programs included HITRUST, which allowed the Company to securely manage healthcare information, and Payment Credit Card Industry (PCI) for payment applications including storing credit card data and other sensitive payment information. Both of these programs required extensive training for staff to be certified.
• Difference in Training Plan:	<ul style="list-style-type: none"> • Due the continuous changes in the technological advances, this proposal will focus on updated versions of the applications, software and systems. The Company will train recently-hired employees and existing employees to be knowledgeable and prepared for the new trends in the IT security and cyber-security arena.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0461	San Diego	5/8/19-8/6/21	\$15,600	\$15,600 (100%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	TBD	TBD	TBD



Training Proposal for:
RSI Systems, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET23-0305

Approval Date: April 13, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: San Diego

Analyst: P. Duarte

PROJECT PROFILE

Contract Attributes:	SB <100 Retrainee Priority Rate	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Diego, Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 27	U.S.: 30	Worldwide: 30	
<u>Turnover Rate:</u>	24%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution

\$10,350

Total ETP Funding

\$11,730

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Turnover Rate Waiver Justification	<input checked="" type="checkbox"/> Training will reduce turnover <input type="checkbox"/> One-time reduction in force <input type="checkbox"/> Industry Sector with high turnover RSI Systems, Inc. (RSI) projects the turnover to be lower than 20% in 2023. As a small business, the Company is always looking for ways to keep employee turnover rates to a minimum. RSI's turnover was zero for 2019 and 2020 as the Company only grew and no layoffs were recorded. For 2021 and 2022, it decreased from 29% to 24% and is expected to continue to decrease. The Company has put in place a retention strategy that emphasizes training, certification and employee advancement. Part of the plan also includes performance metrics that would aid in identifying areas of need to formulate improvement strategies.
Occupations to be Trained:	Senior-Level Officials/Managers, IT Technicians, First/Mid-Level Officials and Managers, Sales Workers, Admin Support Workers, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB<100 Priority	Business Skills Computer Skills Mgmt. Skills	17	8-200	0-200	\$690	\$22.66
				Weighted Avg 30			

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

Minimum Wage by County: Job Number 1: \$22.66 per hour in both San Diego and Orange Counties.

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

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

Wage Range by Occupation		
Job Number 1		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Sr. Level Officials/Managers	\$20.16 – \$60.00	3
IT Technicians	\$20.16 – \$50.00	7
First/Mid-Level Officials and Managers	\$20.16 – \$50.00	1
Sales Workers	\$20.16 – \$50.00	1
Admin Support Workers	\$20.16 – \$40.00	4
Owner	N/A	1

OVERVIEW

Year Company Founded:	2008	Company Headquarters: <input type="checkbox"/> Single location San Diego, CA
Facility Locations Outside CA	<ul style="list-style-type: none"> Dallas, TX 	
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	<ul style="list-style-type: none"> San Diego, CA Irvine, CA (Orange County) 	

Nature of Business:	<ul style="list-style-type: none"> Founded in 2008 and headquartered in San Diego, RSI Systems, Inc. (RSI) is a cyber-security and compliance provider specializing in risk-management. The Company works to ensure the safety of its customers' data and compliance with international, federal, state and local regulations. RSI provides services both through its automated software and managed services.
Customer Base:	<ul style="list-style-type: none"> RSI provides services in the following industries: financial institutions, retail, government, healthcare and biotechnology. Customers include Samsung, Verizon, Cisco, and SANDAG.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> RSI seeks to align staff with the Company's core principles, The Company is developing strategies to grow its business. This includes increasing revenues and addressing consumer inquiries through increased marketing and sales. There is an increasing need for IT security as businesses are frequently struck by ransomware and phishing scams. As a result, in order to keep up with increased customer demands and the constant
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	<p>industry-wide technological progress, all staff must continue to acquire skills on the newest versions of IT security software and in cyber-security basics.</p> <ul style="list-style-type: none"> • RSI must also upgrade the fundamental technological skills of non-technical staff to address customers' concerns. • In addition, RSI intends to continue to grow in pace with the market demands and plans to be prepared with the infrastructure and training path to accomplish the Company's goals.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • To align staff with the Company's core principles, RSI will be providing training to staff on leadership, conflict management, and problem solving skills. • Additionally, the Company intends to provide sales and marketing training to increase revenue and address consumer inquiries. • The Company will provide ongoing training on technical computer skills, which will include cyber-security software programs such as HITRUST and Payment Credit Card Industry (PCI), Cisco Networking, Quality Security Assessor (QSA), Phishing & Social Engineering and Compliance Standards. • RSI will also provide Computer Based Training. These online training sessions are vital for the technical staff to keep current on new technology updates. Due to the Company's highly technical nature, up to 200 hours of CBT training may be provided for certifications in areas including network platforms, certified information systems and Cisco to name a few.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

☒ CBT

Business Skills	Computer Skills	Management Skills
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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: <p>The ETP project will be overseen by the Company's Owner with the Operations Manager and Human Resources Assistant assisting with the attendance tracking and recordkeeping for both facilities.</p>
<ul style="list-style-type: none"> • Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills and Management Skills</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<ul style="list-style-type: none"> • Administration: <p><input checked="" type="checkbox"/> In-house - Operations Manager and Human Resources Assistant</p> <p><input type="checkbox"/> Subcontractor</p>

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • The Company added two new software programs to provide additional services. The two new programs included HITRUST, which allowed the Company to securely manage healthcare information, and Payment Credit Card Industry (PCI) for payment applications including storing credit card data and other sensitive payment information. Both of these programs required extensive training for staff to be certified.
<ul style="list-style-type: none"> • Difference in Training Plan: 	<ul style="list-style-type: none"> • Due the continuous changes in the technological advances, this proposal will focus on updated versions of the applications, software and systems. The Company will train recently-hired employees and existing employees to be knowledgeable and prepared for the new trends in the IT security and cyber-security arena.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0461	San Diego	5/8/19-8/6/21	\$15,600	\$15,600 (100%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	TBD	TBD	TBD



RETRAINEE-JOB CREATION
Training Proposal for:
Solarponics, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET23-0328

Approval Date: April 18, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: J. Garcia

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SB <100 SET	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Luis Obispo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 44	U.S.: 44	Worldwide: 44
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$47,000

Total ETP Funding

\$41,860

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	Administrative Staff, Solar Technicians, Sales Staff, Supervisors, Owner, Warehouse Staff

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority SET SB<100	Business Skills Computer Skills Comm Skills Continuous Impr. HazMat	29	8-200	0	\$920	\$30.90
				Weighted Avg: 40			
2	Retrainee Priority Job Creation SET SB<100	Business Skills Computer Skills Comm Skills Continuous Impr. HazMat	11	8-200	0	\$1,380	\$18.54
				Weighted Avg: 60			

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

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$30.90 per hour for San Luis Obispo County; Job Number 2 (Job Creation): \$18.54 per hour for San Luis Obispo County.

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$0.54 per hour in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff	\$28.40 - \$30.00	5
Solar Technician	\$28.40 - \$30.00	11
Sales Staff	\$28.40 - \$40.00	5
Supervisor	\$28.40 - \$50.00	6
Owner	N/A	2
Job Number 2		
Solar Technician	\$18.00 - \$24.00	9
Warehouse Staff	\$19.00 - \$22.00	1
Sales Staff	\$23.00 - \$23.00	1

OVERVIEW

Year Company Founded:	1975	Company Headquarters: <input checked="" type="checkbox"/> <i>Single location</i> San Luis Obispo County
Total Number of Facility locations in California	<ul style="list-style-type: none"> • 1 	
Facility location(s) where training will occur	<ul style="list-style-type: none"> • Atascadero City (San Luis Obispo County) 	

Nature of Business:	<ul style="list-style-type: none"> • Solarponics, Inc. (SPI) (www.solarponics.com) is a solar electric and heating contractor that provides alternative energy systems, installation, service and repair to its residential and commercial customers. Products and services include Solar Electric Installation, Battery Storage and Backup, EV Charging Systems, Smart Panel Systems, Solar Pool Heating, Solar Water Heating and Radiant Heating and Cooling.
Customer Base:	<ul style="list-style-type: none"> • Residential Property Owners • Commercial Property Owners • Developers • Agricultural Entities • Municipalities • Government Installations

Business / Industry Needs / Changes	<ul style="list-style-type: none"> • The Solar Industry is a fast-paced business sector with ongoing changes. Staff must be consistently trained in these changes to meet industry and product development needs. • Supply chain issues have been an ongoing challenge and SPI has had to pivot to source American-made products and different Solar Panel Units. • The Solar Battery and Electronic Vehicle Charging Station markets are growing, with an increase of over 10% over two years. In Solar Panel Assemblies, the increase was almost 20% over two years. SPI is invested in increasing the competency and skills sets of its employees in all facets of these business sectors, such as Electronic Vehicle Charging stations, Solar Battery Assemblies, and Solar Panel Systems, in order to provide a knowledgeable and flexible workforce. • New brand name Solar Panel Systems are being added to the stable of products, such as LG, CertainTeed, Q Cells, Tesla and Solaria. SPI is making efforts to tailor systems to new requirements and reciprocity rates set by utilities to maximize efficiencies for the customer.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • SPI will provide training in the installation and marketing of Battery Storage Units so that excess power may be stored for later use to increase the efficiencies of the system. • Training will cover skills across various market sectors, including Electronic Vehicle Charging, Stations, Solar Panel Systems, and Solar Battery Storage Systems. These skills will be portable to employees as they progress within the Company or move on to others. Specific skills include Roofing, Plumbing, Electrical Panels, and Solar Systems Anchoring hardware. Training in all of these areas specific to the various products previously mentioned will enhance the Company's ability to meet its customers' needs. • Training will be on new mockup models and will be more detailed and hands-on than was possible before. Proficiency can be more directly measured and new hires in particular will be better prepared to enter the field. • The Company confirmed that this project will not duplicate apprenticeship training. No trainees from the prior contract will receive duplicate training.
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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	Hazardous Materials	

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	60 Hours for Job Creation Trainees (Job Number 2)
Newly-hired trainees will receive in-depth training to be competent in the overall business operations in order to provide quality services.	

Veterans Program

Number of Veterans	Although the Company does not currently track how many Veterans it employs, it has worked with Veterans in the past and actively reaches out to Veterans organizations for prospective employees.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> • Administration: <p>Strategic Business Solutions will perform administrative services for a fee not to exceed 13% of payment earned.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor
<ul style="list-style-type: none"> • Project Oversight: <p>SPI's training budget is approximately \$20,000.</p> <p>The Company has a structured training plan in place. The Owner and Office Manager will oversee project administration. Training will be driven by the supervisors who will forward the documentation to the Office Manager. SPI has also contracted on a development and an administrative basis with Strategic Business Solutions, LLC, who brings 17 years of experience. Training will be delivered by in-house experts and vendors as needed.</p> <p>ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.</p>

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	<p>This will be the Company's third contract in the last five years.</p>
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Training to enhance staff's knowledge on improved equipment and products related to the Company's services. • Training on Solar System Installation and Repair, Plumbing Best Practices, EV Charging Station Installation and Repair and Electrical Control Installation Repair and Safety.
<ul style="list-style-type: none"> • Difference in Training Plan: 	<p>All training in this proposal is an advancement and continuation on prior training, New Hire training, or training in other systems not previously covered. SPI has built a mock-up of rooftop Solar Assembly to use for training, which includes panels, plumbing, and wiring. This will measure knowledge and proficiency at various stages of assembly, installation, troubleshooting, and repair.</p>

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET22-0297	Atascadero	4/21/2022 – 4/20/2024	\$27,945	\$27,577 (98%)
ET19-0329	Atascadero	12/4/2018 – 3/3/2021	\$26,780	\$26,780 (100%)

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Strategic Business Solutions, LLC	Visalia	\$3,550
Administrative	Strategic Business Solutions, LLC	Visalia	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

Trainees may receive any of the following:

Business Skills

- Account Development
- Customer Service Training
- Effective Communications
- Proposals and Contracts
- Purchasing Best Practices
- Governmental Liaison Training
- Strategic Planning

Commercial Skills

- Electrical Control Panel Installation and Repair
- Electrical Safety
- Electronic Vehicle Charging Station Installation and Repair
- Plumbing Best Practices
- Solar Battery Storage Systems Installation and Repair
- Solar Pool Heating Systems Installation and Repair
- Solar Panels Systems Installation and Repair
- Roofing Repair and Installation

Computer Skills

- Fleetmatics Software Training
- Microsoft 360 Suite Advanced
- ProCore Software Training
- SAGE 100 Contractors Software

Continuous Improvement Skills

- Leadership Training
- Teambuilding Training
- Quality Control Systems
- LEAN Processes

Hazardous Materials Skills

- Hazardous Material Storage, Handling, Clean up, and Reporting
- MSDS (Material Safety Data Sheet) Interpretation



RETRAINEE-JOB CREATION
Training Proposal for:
TDI Signs

Delegation ≤ \$75,000 Single Employer

Contract Number: ET23-0309

Approval Date: April 12, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: North Hollywood

Analyst: S. Turner

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SB <100	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 20	U.S.: 20	Worldwide: 20
<u>Turnover Rate:</u>	0%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$23,375

Total ETP Funding

\$24,380

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative Staff, Designers, Painters, Shop Staff, Project Manager, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	20	8-200	0	\$1,035	\$22.66
				Weighted Avg: 45			
2	Job Creation Priority SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	2	8-200	0	\$1,840	\$18.78
				Weighted Avg: 80			

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$1.78 per hour in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
JOB NUMBER 1		
Project Manager	\$20.16-\$25.00	1
Designers	\$20.16-\$25.00	1
	\$25.01-\$28.27	1
Administrative Staff	\$20.16-\$25.00	2
	\$25.01-\$31.73	2
Shop Staff	\$20.16-\$25.00	5
	\$25.01-\$33.65	6

Painter	\$40.00	1
Owner	N/A	1
JOB NUMBER 2		
Shop Staff	\$17.00	2

OVERVIEW

Year Company Founded:	2002	Company Headquarters: <input checked="" type="checkbox"/> <i>Single location</i> Santa Fe Springs, CA
Facility location(s) where training will occur		<ul style="list-style-type: none"> Santa Fe Springs (Los Angeles County)

Nature of Business:	<ul style="list-style-type: none"> TDI Signs, (TDI) (https://www.tdisigns.com/) provides full-service signage solutions in design, value engineering, project management, surveys, engineering, city permits submissions/inspections, maintenance, LED conversions, fabrication and installation.
Customer Base:	<ul style="list-style-type: none"> Regional and National Developers, Hospitality, Retail, and Restaurant Chains Customers include: Jiffy Lube, Wing Stop, Curl Surf, Skin Laundry, and Round 1 Bowling & Amusement

Business / Industry Needs / Changes	<ul style="list-style-type: none"> To remain competitive, TDI recently invested \$100K in new equipment such as: SDS Channel Bender and Sander, Varibend Bender, Varibend Laser Welder, Shop Sabre CNC Router, and X Roller Vinyl Application Table. TDI must also meet increased customer demand for distinct architectural designs, graphics, fabrication and installation. Lastly, TDI business initiatives also include increased customer satisfaction and communication in order to elevate continued growth rate and expand their customer base.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> As a small business, TDI must upskill its employees to improve productivity and efficiency and to better serve its customers and remain competitive. The proposed training will serve as a catalyst for a formalized training program which is currently lacking in the Company due to limited funds.
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	<ul style="list-style-type: none"> • TDI's investment in the aforementioned significant amount in new equipment will require employee training for the full utilization and quality standard operations. Training is not included in the purchase price.
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Training courses listed in the Menu Curriculum will be provided via the following training methods under the following Types of Training:

☒ Class/lab ☒ E-Learning ☒ Productive Lab

Business Skills	Computer Skills	Commercial Skills
Continuous Improvement		

Productive Laboratory	Justification:
	<input checked="" type="checkbox"/> New Equipment
	<ul style="list-style-type: none"> • 11 PL Hours per trainee for Job Number 1 • 20 PL Hours per trainee for Job Number 2
	Occupations Receiving PL Training: Shop Staff
The PL instructor must be dedicated to training, at a ratio of 1:1.	

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	80 Hours (Job Number 2 – Job Creation)
Due to the technical nature of TDI's business operations, newly-hired Shop Staff trainees require approximately 80 hours of training (two weeks of an intensive training program at 40 hours per week). This will allow them to acquire the required level of competency to work independently and meet the quality standards of the business.	

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: <p>The Company's Owner and Accountant will oversee the project and training implementation of enrollment, scheduling training, securing rosters, and monitoring. An outside consultant has also been retained to assist in the project administration and ensure that all training records meet ETP compliance. Training will be conducted by in-house experts and vendors as needed. The Company has a detailed training schedule in place, and is prepared to commence upon contract approval.</p>
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<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Commercial Skills, Productive Lab, and Continuous Improvement <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> • Administration: <ul style="list-style-type: none"> Owner and Accountant <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Welsh Advisors, Inc.	Anaheim	\$1,700
Administrative	Welsh Advisors, Inc.	Anaheim	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

- Project Management
- Leadership Skills
- Product Knowledge
- Accounting Skills
- Customer Service
- Sales & Marketing
- Job Bidding Skills

Commercial Skills

- Fabrication Methods
- Installation Skills
- Low Voltage Skills
- Toolbox Training
- Painting Skills
- Graphic Design
- Production Design
- Equipment Operation
- Engineering Skills

Computer Skills

- ADP
- Quickbooks
- SquareCoil
- Office Suites
- Coreldraw
- Enroutee
- Google Suites
- AutoCAD
- Advanced Excel

Continuous Improvement Skills

- Process Improvement
- Quality Assurance

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

Trainees may receive any of the following:

Commercial Skills

- Fabrication Methods
- Installation Skills
- Low Voltage Skills
- Painting Skills
- Production Design
- Equipment Operation
- Engineering Skills



RETRAINEE-JOB CREATION
Training Proposal for:
Vets 4 You, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET23-0307

Approval Date: March 28, 2023

Panel Meeting of: April 28, 2023

ETP Regional Office: San Diego

Analyst: P. Duarte

PROJECT PROFILE

Contract Attributes:	SB <100 SET Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	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: 18	U.S.: 18	Worldwide: 18
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$26,000

Total ETP Funding

\$30,360

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	Plumbing Technician, HVAC Technician, Administrative Staff, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	SB<100 SET Priority Retrainee	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat	18	8-200	0	\$1,150	\$30.90
				Weighted Avg: 50			
2	SB<100 SET Priority Job Creation	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat	7	8-200	0	\$1.380	\$18.54
				Weighted Avg: 60			

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

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$30.90 per hour statewide
Job Number 2: \$18.54 per hour in San Diego County.

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

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

Wage Range by Occupation		
Occupation Titles	Actual Wage Range	Estimated # of Trainees
Job Number 1		
Plumbing Technician	\$28.40 – 35.00	8
HVAC Technician	\$28.40 – 35.00	2
Administrative Staff	\$28.40 – \$50.00	5
Owner	N/A	3
Job Number 2		
Plumbing Technician	\$16.04 – \$25.00	5
HVAC Technician	\$16.04 – \$25.00	2

OVERVIEW

Year Company Founded:	2011	Company Headquarters: <input type="checkbox"/> Single location
Total Number of Facility locations in California	1 (acquiring another facility)	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Oceanside (San Diego County) 	

Customer Base:	<ul style="list-style-type: none"> Customers include residential housing, multi-family housing, homeowners associations, general contractors and commercial properties.
Nature of Business:	<ul style="list-style-type: none"> Founded in 2011 and headquartered in Oceanside, Vets For You, Inc. (https://www.vetsforyou.com) small business that offers plumbing and HVAC services in San Diego County. As a disabled-veteran-owned business, the Company has a mission to support the Veterans community by providing resources to Wounded Warrior Homes and Veterans Village of San Diego.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> As the industry continues to evolve and develop new requirements, guidelines and regulations, Vets For You, Inc. needs to continuously train its staff to keep up with the industry demands. The Company is expanding, opening a second facility, hiring additional technicians, and buying more trucks. The Company's expansion requires additional training for incumbent and new staff on equipment and processes in order to keep up with growing demand.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> All Plumbing and HVAC Technicians will receive cross-training in multiple areas. Training on Standard Operating Procedures (SOP), Water Heater & Filtration, Drains, Sewers and Plumbing will provide trainees with in-depth knowledge of the Company's processes to ensure continued growth. All Administrative Staff will have training focused on improving their Business Skills. Training on Business Communication, Contracts, Risk Management, Schedule Coordination and Performance Management Planning will set the standard for the skill levels required and standardize the knowledge base. The Company is planning to open an additional facility and anticipates hiring seven new plumbing and HVAC technicians. The Company is also purchasing additional trucks that will help fulfill the current and growing demand for its services. Training will require new employees to learn all products and services, as well as how to operate and utilize all systems and equipment. These training topics do not replace, parallel, supplant, compete with, or duplicate existing apprenticeship programs as applicable to the occupations planned.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement	HazMat	

Job Creation Justification	<input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities;
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	Job Number 1: 50 hours for Retrainee Job Number 2: 60 hours for Job Creation Trainees
Due to changing industry regulations and requirements, a significant amount of training is needed in order to ensure the safety of employees and allow employees to reach competency. Incumbent trainees will receive specific technical skills training throughout the contract term while newly hired trainees will receive in-depth training within the first few months of their hire date.	

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: The Owner, Safety Trainer, and HR Manager will oversee the implementation and administration of this project.
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills, Continuous Improvement <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> • Administration: An outside administrative consultant has been retained to assist with administrative duties and ensure that all training records meet ETP compliance. <ul style="list-style-type: none"> <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	Not to exceed 13% of payment earned.
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

Trainees may receive any of the following:

Business Skills

- Budget
- Coaching Skills
- Communication
- Contracts
- Conflict Management
- Customer Service
- Developing New Opportunities
- Leadership
- Performance Management Planning
- Product Knowledge
- Risk Management
- Schedule Coordination

Commercial Skills

- Drains and Sewer
- Equipment and Operations
- Installation Techniques
- Job Cost
- Materials Handling and Storage
- Painting
- Power Tool Use and Guarding
- Product and Service Knowledge
- Prepping/Protecting Property
- Refinishing/Renovate Techniques
- Respiratory Protection
- Site Logistics
- Standard Operating Procedures (SOP)
- Water Heater & Filtration
- Work Procedures

Computer Skills

- Customer Relationship Management (CRM)
- Service Titan
- GPS Software
- Microsoft Office
- QuoteWerks
- QuickBooks
- Time Tracking
- Website

Continuous Improvement Skills

- Process Improvement
- Problem Solving/Decision making
- Productivity Improvement
- Quality Systems and Procedures
- Team Building

Hazardous Materials Skills

- Hazard Communication
- Material Safety Data Sheet
- Toxic Substances