

PANEL PACKET

June 2019



Employment Training Panel



NOTICE / AGENDA

MEETING TIME/PLACE

Friday, June 28, 2019 at 9:30 a.m.
California Environmental Protection Agency, 1001 I Street
Sierra Hearing Room, Second Floor
Sacramento, CA 95814
Phone: (916) 327-5640

AGENDA

Call to Order by Acting Chair	Janice Roberts
<ul style="list-style-type: none">• Roll Call• Agenda• Minutes	
Report of the Executive Director	Stewart Knox
<ul style="list-style-type: none">• Legislative/Budget/Other• Request Motion and Action to Adopt Consent Calendar Projects	
Recognition of Former Chair	Janice Roberts
Committee Report to Panel	Gretchen Newsom
Strategic Plan Update	Mario Maslac
<ul style="list-style-type: none">• Request Motion and Action to Approve the Strategic Plan and Delegate the Authority for Finalizing and Submission of the Strategic Plan to the Executive Director	
Presentation of ETP Apprenticeship Program (Video)	Debra Chaplan John Brauer
Review and Action on Proposals	Ryan Swier Diana Torres Amber Tarrac Christopher Hoover Jana Lazarewicz Lis Testa

Public Comment on Matters Not on the Agenda

Agenda Items for Future Meetings

Public Meeting Adjourns

Under Government Code section 11123(a), all meetings of a state body are open and public, and all persons are permitted to attend any meeting of a state body, except as otherwise provided in that article. ETP may take action on any item listed in this Notice/Agenda. You can obtain further information about this Notice/Agenda by contacting Michael A. Cable, Legal Counsel, at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending a written request to Michael A. Cable, Legal Counsel, 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, Legal Counsel, at (916) 327-5422, or Michael.Cable@etp.ca.gov, or sending a written request to Michael A. Cable, Legal Counsel, at Employment Training Panel, 1100 J Street, 4th Floor, Sacramento, California 95814. Providing your request so that it is received at least five (5) business days before the meeting will help ensure availability of the requested accommodation.

REVIEW AND ACTION ON PROPOSALS

These funding proposals are listed by Regional Offices and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, June 24, 2019 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.

North Hollywood Regional Office

American Educational Systems, Inc. dba American College of Healthcare (Amendment)-----	\$169,580
Applus RTD USA Services, Inc. (Amendment) -----	\$144,300
Barco Uniforms, Inc. -----	\$149,960
Delta Pipeline Inc. (Amendment) -----	\$48,048
FreshPoint Southern California, Inc. -----	\$430,950
Laborers Training and Re-Training Trust Fund for Southern California -----	\$749,706
Pyramid San Gabriel Management L.P. dba Sheraton San Gabriel (Amendment) -----	\$73,980
South Bay Workforce Investment Board, Inc. (Amendment) -----	\$131,517
Sun Valley Specialty Healthcare Inc. dba Totally Kids (Amendment)-----	\$36,540

San Diego Regional Office

ATGM, Inc. dba SQA ² -----	\$169,000
Boudreau Pipeline Corporation (Amendment) -----	\$80,002
N.E.C.A/I.B.E.W Inland Training Fund -----	\$742,620
Sheet Metal and Air Conditioning Apprenticeship and Journeyman Training Fund of San Diego -----	\$437,930
Universal Health Services of Rancho Springs, Inc. dba Southwest Healthcare System-----	\$509,600

San Francisco Bay Area Regional Office

Communications & Power Industries LLC-----	\$84,617
G & C Auto Body, Inc. (Amendment)-----	\$150,722
Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County -----	\$538,290
The Corporation for Manufacturing Excellence (Manex) -----	\$749,808

Sacramento Regional Office

College of the Sequoias (Amendment) -----	\$237,289
Flory Industries-----	\$246,905
Health Net, Inc. (Critical Proposal)-----	\$748,535
Poindexter Nut Company, Inc. -----	\$139,840

Central Office – Program Projects Unit

Apprentice and Journeymen Training Trust Fund of the Southern California Plumbing and Piping Industry-----	\$748,440
Central Valley - Mother Lode Plumbers, Pipe and Refrigeration Fitters Joint Apprenticeship Training Committee -----	\$387,330
Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund -----	\$749,607
JVS SoCal-----	\$748,638

PROPOSALS APPROVED
BY DELEGATION ORDER FOR 03/19/19 – 06/18/19

	Approved Date	Approved Amount
<u>North Hollywood Regional Office</u>		
Calpipe Industries, LLC	06/17/19	\$70,840
Lusive Décor	03/26/19	\$71,500
Nissin Foods (U.S.A.) Company, Inc.	06/06/19	\$24,388
OFRS, Inc.	04/05/19	\$24,960
Remedial Transportation Services, Inc.	03/26/19	\$65,520
<u>San Diego Regional Office</u>		
A-Tech Consulting, Inc.	04/10/19	\$46,670
A-Z Bus Sales Inc. (AB118)	05/01/19	\$62,920
Breeze It, Inc.	06/17/19	\$15,210
Cannon Building Services, Inc.	05/31/19	\$39,520
ESL Power Systems, Inc.	03/27/19	\$51,090
Glazing Concepts, Inc.	03/26/19	\$55,900
Healthquest Laboratories, Inc.	03/15/19	\$74,100
Inland Mechanical Services, Inc.	05/29/19	\$16,016
KAB Laboratories, Inc.	06/17/19	\$52,000
LSA Associates, Inc.	05/16/19	\$95,550
Nextgen Associates, Inc.	05/01/19	\$60,320
One World Distribution, Inc. dba One World Direct Fulfillment Center	04/25/19	\$16,380
Pacific Companies, Inc. (Amendment)	06/06/19	\$28,820
Pacific Masonry Walls, Inc.	03/26/19	\$62,608
Pacific Medical Group, Inc.	06/04/19	\$71,185
Pavement Recycling Systems, Inc.	04/18/19	\$46,410
Primary Freight Services, Inc.	04/02/19	\$74,100
Rich Products Corporation	04/18/19	\$43,680
Rolls-Royce High Temperature Composites Inc.	05/01/19	\$60,580
RSI Systems, Inc. dba RSI Security	05/07/19	\$15,600
Ruuhwa, Dann and Associates, Inc. dba Cal Micro Recycling	05/17/19	\$40,560
Scram of California, Inc. (Amendment)	03/26/19	\$30,294

Panel Date: June 28, 2019

Undersea Systems International, Inc. dba Ocean Technology Systems	06/17/19	\$34,320
VCA Consultants, Inc.	06/07/19	\$73,600
Walashek Industrial & Marine Inc.	03/15/19	\$46,800
Zonson Customization Inc. dba Z Customization	05/28/19	\$44,720

Sacramento Regional Office

Bennett & Bennett, Inc.	03/26/19	\$20,020
Graham Packaging PET Technologies, Inc. (Critical Proposal)	05/17/19	\$81,120
Klean Kanteen, Inc.	05/17/19	\$87,880
Siskiyou County Economic Development Council	06/06/19	\$58,658
The Neil Jones Food Co dba San Benito Foods	06/17/19	\$74,980



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M e m o r a n d u m

To: Panel Members

From: Stewart Knox
Executive Director

Subject: **Directions to Meeting Site**

Date June 28, 2019

The Employment Training Panel will meet on **Friday, June 28, 2019 at 9:30 a.m.**

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

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

Directions to the California Environmental Protection Agency - Sierra Hearing Room

From Sacramento International Airport:

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

From San Francisco

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



M e m o r a n d u m

To: Panel Members

Date June 28, 2019

From: Stewart Knox
Executive Director

Subject: **Future Meeting Sites**

<i>June 28, 2019</i>	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814
<i>July 26, 2019</i>	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814
<i>August 23, 2019</i>	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814
<i>September 27, 2019</i>	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814



Employment Training Panel

**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room, Second Floor
Sacramento, CA 95814
March 29, 2019
(916) 327-5640

PANEL MEMBERS

Barry Broad
Chair

Janice Roberts
Vice-Chair

Gloria Bell
Member

Cheryl Akin
Ex-Officio Member

Gretchen Newsom
Member

Rick Smiles
Member

Ernesto Morales
Member

Ali Tweini
Member

Executive Staff

Stewart Knox
Executive Director

Michael A. Cable
Legal Counsel

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL
California Environmental Protection Agency
1001 I Street, Sierra Hearing Room, Second Floor
Sacramento, CA 95814
March 29, 2019

I. PUBLIC PANEL MEETING CALL TO ORDER

Chairperson Barry Broad called the meeting to order at 9:38 a.m.

II. ROLL CALL

Present

Gloria Bell
Barry Broad
Cheryl Akin
Janice Roberts
Ernesto Morales
Rick Smiles

Absent

Gretchen Newsom
Ali Tweini

Executive Staff Present

Stewart Knox, Executive Director
Michael A. Cable, General Counsel

III. AGENDA

Mr. Broad asked if there were any changes to the Agenda and Ms. Roberts brought up Tab 2, to which Mr. Knox said it would be heard in front of the Panel instead of on Consent.

ACTION: Ms. Roberts made a motion to approve the Agenda by moving Tab 2 from the Consent Calendar to being heard by the Panel. Ms. Bell seconded the motion.

Motion carried, 6 – 0.

IV. MOTION TO ADOPT CONSENT CALENDAR PROJECTS

Chairperson Broad asked for a motion to adopt Consent Calendar Items #1, and #3 through #15.

ALLDATA, LLC.....	\$39,700
City of Richmond.....	\$163,800
Hall Ambulance (Amendment).....	\$173,250
Hyundai AutoEver America, LLC.....	\$127,426
LiveRamp, Inc.....	\$199,550
MAG Aerospace Industries, LLC dba Zodiac Water & Waste (Amendment).....	\$ 25,920
Saisoft Enterprises dba Professional Career Development.....	\$199,440
Seersoft, Inc. dba CA Rehabilitation Specialists (Amendment).....	\$ 65,208
Simpson Strong – Tie Co. Inc.....	\$198,900

Sysco Los Angeles (Amendment).....	\$ 61,502
TEC of California, Inc.....	\$197,524
Thales Ayionics, Inc.....	\$199,880
Tiger Lines, LLC (Amendment).....	\$ 20,220
UFCW Northern California Meat Apprenticeship Trust Fund.....	\$197,274

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion to approve the consent calendar for Items #1, and #3 through # 15.

Motion carried, 6 – 0.

V. MINUTES

It was questioned whether there were any changes and/or additions that need to be made to the Minutes from February 22, 2019. No changes were suggested or made.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion that the Panel approve the Minutes from the February 22, 2019 meeting.

Motion carried, 6 – 0.

VI. REPORT OF THE EXECUTIVE DIRECTOR

Mr. Knox reported that the following people were in attendance to present Proposals: Diana Torres, Southern California District Manager; Ryan Swier, North Hollywood Regional Manager; Jana Lazarewicz, Sacramento Regional Manager; as well as Lis Testa to cover Special Projects to be presented to the Panel. Mr. Knox announced that this was Ryan Swier’s first Panel Meeting as a Manager, though he has been with ETP for about 10 or 12 years.

It was reported, regarding the Budget for Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP): that ETP is in partnership with the California Energy Commission in regards to \$2M approved through an Interagency Agreement; and that after the four (4) ARFVTP proposals approved towards the end of last year, there is currently \$1.5M remaining for ARFVTP proposals this year.

It was reported, regarding Core Funds for Fiscal Year (FY) 2018/19: today the Panel will consider another \$5.1M, with an additional \$384K approved by Delegation Order; that upon the Panel approving the just over \$110M in projects for FY 2018/19, ETP will have approximately \$4.8M for the remainder of FY 2018/19.

Mr. Knox reported that ETP has been working with our Fiscal Team in the last six (6) months in terms of the funding and have increased the funding allocation up to \$114M this year. However, this has caused prior liabilities to increase to a substantial amount. Mr. Knox stated that ETP will continue to work diligently on the approach to prioritizing projects this next year.

It was reported, regarding Delegation Order: that all such project proposals are capped at \$75K; that all such project proposals are to be approved by the Executive Director on a continuous flow basis; and that the 11 projects subject to Delegation Orders for today’s Panel Meeting total just over \$384K.

It was reported, regarding 2018/19 total program funding to date: that approximately 580 projects have been submitted to the Panel, with a value of just over \$170M; and if all project proposals for

today's Panel Meeting are funded today, that the Panel will have approved 397 projects, with 33 Amendments for a value of just over \$110M.

Mr. Knox noted that with a budget of \$114M remaining, there are projects that are sitting and staff is aware. Mr. Knox also noted that the 33 Amendments is double what are typically submitted, and therefore a process to handle this issue in the future will be discussed later in this Panel Meeting.

It was reported, regarding applications for contracts that are remaining in the Regional Offices: Single Employer Contract requests are at \$67M in demand, with \$2.6M in allocation; Multiple Employer Contract (MEC) requests are at \$28M in demand, with \$622K in allocation; Small Businesses requests are at \$5.6M in demand, with \$376K in allocation; Critical Proposals are at \$359K in demand, with \$164K in allocations; and Apprenticeship programs are at \$5.6M in demand, with \$938K in allocation. Overall demand is approximately \$80M.

Mr. Knox noted that if all proposals are funded today, this will be by far the largest funded year to date. Mr. Knox also noted that will an approximate overall demand of \$80M and \$4.8M remaining in FY 2018/19, and another \$103M potentially to go out in the June Panel Meeting, a large portion of the projects are sitting in the Assessment Unit, which contractors are aware of.

It was reported that the number of total projects in FY 2018/19 in the Regional Offices is 59; that the total number of projects currently in the Applications and Assessment Unit is 560; and that the number of total projects is 619.

It was reported that ETP has more demand than funding, which is typical of any funded program. However, Staff has been working very hard to develop a process to ensure that funds will be available throughout the whole fiscal year which will hopefully be agreeable to the Panel and contractors, and Staff will be presenting the process to the Panel today. Mr. Knox noted that, in the future, it is a possibility that ETP will not fund every project submitted.

VII. REPORT OF GENERAL COUNSEL

General Counsel, Michael Cable reported that there is one item, which is a Second Level Appeal that was filed by the Santa Ana Chamber of Commerce, ET17-0269 concerning four (4) trainees who were disallowed by ETP's Fiscal Unit with a total amount in controversy of \$4,566. Mr. Cable requested a motion to delegate one Panel member for purposes of conducting a hearing, as is an available option for a Second Level Appeal in accordance to ETP Regulations section 4450(b)(2)(A)(3).

Mr. Broad proceeded to generally explain the process further for informational purposes: including that the hearing would be a formal evidentiary hearing; the motion would be to grant Mr. Broad the authority to act as a hearing officer for the purpose of hearing the appeal; then if the contractor is still aggrieved, they may further obtain a writ of mandate and appeal to the California Superior Court.

Mr. Broad requested a motion to appoint the Chair to act as hearing officer to hear this matter.

ACTION: Mr. Smiles moved and Ms. Roberts seconded the motion that the Panel delegate authority to Mr. Broad, as Panel Chair, as a hearing officer to hear the Santa Ana Chamber of Commerce (ET17-0269) Second Level Appeal in a formal evidentiary hearing.

Motion carried, 6 – 0.

VIII. PRESENTATION BY LIS TESTA

Ms. Testa introduced today's topics: FY 19/20 projected project caps, FY 19/20 priorities, projected processing plan.

FY 19/20 Project Caps

At their February meeting, the ETP policy Committee voted to move the staff recommended project caps for the next fiscal year to Panel for a vote. Staff is recommending lowering the caps to help address our extremely high levels of demand, and to start planning ahead for any potential economic downturn.

The proposed projects caps will be:

Single Employers from \$900K (FY 18/19) to \$650K (FY 19/20)

Critical Proposals from \$900K (FY 18/19) to \$750K (FY 19/20)

NOTE: Critical Proposals may exceed this cap for good cause, determined case-by-case.

MECs from \$950K/\$1.8M (FY 18/19) to \$750K

Non-Priority Projects from N/A (FY 18/19) to \$150K (FY 19/20)

Delegation Order from \$75K (FY 18/19) to \$75K (FY 19/20)

Consent Calendar from \$200K (FY 18/19) to \$200K (FY 19/20)

Mr. Broad asked for clarification regarding the previous options for MECs to have \$950K for a one-year contract or \$1.8M for a two-year contract, and if that would be an option with the projected caps (for example, \$750K for a one-year contract and \$1.5M for a two-year). Mr. Knox stated that the MEC contracts that came before the Panel last year for the \$1.8M, will not be coming before the Panel this year. Mr. Knox further explained that Staff will be testing a strategy in which those \$1.8M contracts will not be coming back to the Panel this next year, but will be allowed the following year, and so on, alternating years.

Mr. Knox further explained that in FY 18/19, ETP funded eight (8) or nine (9) of these million dollar MEC projects for two-year contracts, with funding totally around \$12M, and therefore Staff suggests the million dollar contracts not be an option until the two-year contract terms end. Mr. Broad asked to clarify that ETP has funded all (or most) of the Apprenticeship projects that have the capacity to enter into a contract with these high amounts of funding and Mr. Knox affirmed.

Ms. Testa also noted that for any MEC project above \$950K right now, the contractors are required to wait 18 months before they submit a new pre-application, which was a rule Staff put in place when the higher cap was instituted.

Ms. Roberts asked to clarify how Staff determines which projects fall under the Non-Priority category. Ms. Testa explained that it was according to the company's NAICS (North American Industry Classification System) code, even if the company was hiring veterans or putting New Hires in.

Mr. Broad asked for any questions or public comments on this action item.

Mr. Steve Duscha stated that he agreed with what Mr. Knox had stated that Staff's goal in these new caps is to achieve continuous funding throughout each fiscal year.

Mr. Broad stated that he would entertain a motion on the project caps, asked for any discussion, and hearing none, Mr. Broad proceeded to the Motion.

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion to approve the new project caps for FY 19/20.

Motion carried, 6 – 0.

FY 19/20 Proposed Funding Allocations

Ms. Testa explained that ETP will have a total of \$103M of funding available for FY 19/20 and Staff has proposed the following funding allocations:

Single Employers: \$46,000,000

MECs: \$24,000,000

Small Business: \$6,000,000

Critical Proposals: \$4,000,000

Apprenticeships/Non-Traditional: \$23,000,000

Total: \$103,000,000

Staff would also like to hold the encumbrance level where it currently is at 40%.

Staff is requesting a motion to approve these proposed funding allocations.

Ms. Testa asked for any questions and Ms. Roberts asked to clarify that about 50% of the dollars are going to MECs and apprenticeship programs and the other 50% goes to the rest. Ms. Roberts also asked if that is the kind of breakdown that Staff sees in terms of applications. Ms. Testa affirmed both and stated that these allocations are not too different from what they were in FY 18/19.

Mr. Broad clarified that both the apprenticeship programs and MECs include many small businesses within the projects, therefore the number of small businesses receiving funding is actually much higher than the \$6,000,000 listed separately.

Mr. Knox stated that, as listed in ETP's Annual Report, between the MECs and the apprenticeship programs, ETP went from serving 4,500 – 5,000 employers to over 6,500 employers through the MECs and apprenticeship program models. In addition, these models brought down the number of contracts from 540 – 550 to 450 contracts.

Mr. Broad asked for any discussion from Panel members, and hearing none, Mr. Broad proceeded to the Motion.

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion to approve the proposed funding allocations for FY 19/20.

Motion carried, 6 – 0.

FY 19/20 Priorities

Lowest Funding Priorities

Currently, ETP has several industries/project types that are considered our lowest funding priorities. These are:

- Adult Entertainment
- Commission Sales Occupations in the Retail Trades
- Gambling
- Mortgage Banking
- Car Dealerships
- Multi-Level Marketing
- Training for Employees of Training Agencies
- Truck Driving Schools
- Partners & Principals in Professional Firms

Staff is requesting a motion that a moratorium be placed on funding for these 'lowest funding priorities,' unless a project under one of these categories (i.e.: Car Dealerships) will be funded through alternate funds (i.e.: AB 118).

Mr. Broad stated that he believes that the Car Dealerships category is referring to the sales and marketing departments of dealerships and not mechanics or clerical workers. Mr. Broad requested that the "Car Dealership" category be modified to specifically call out sales as being the lowest funding category only.

Mr. Knox noted that the California Energy Commission (CEC), out of our other funding agreements, sometimes does fund portions of car dealerships, even in sales, so therefore the CEC should be except from this proposed moratorium. Mr. Broad affirmed.

Mr. Broad asked for any comments or objections to these two (2) specific modifications to the Car Dealerships category, hearing none, Mr. Broad proceeded to the Motion.

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion to place a moratorium on all the lowest funding priorities, with the exception that a project under one of these categories be funded through alternate funds; in addition to clarifying the Car Dealerships category to mean only the sales department, and excluding the CEC funded projects from this moratorium.

Motion carried, 6 – 0.

Amendments: Limitations

As part of ETP's effort to address historic levels of demand, Staff is proposing the following limitations on Amendments:

For Single Employers only:

- There may be a maximum of two amendments adding funding to any contract;
- This additional funding may not bring the project above its relevant project cap (the Fiscal Year funding cap as applied to the contract term start date);
- Amendments may only be requested once a contractor has **earned** 70% on their contract;
- Amendments may be for **Phase II funding only**; and,
- Panel may reduce the requested Amendment amount.

Earned vs. Projected, clarification:

- Funds are not fully earned for any trainee until that trainee completes their retention period, which occurs on a rolling basis throughout the contract term. Contractor/Consultant submits Final Payment when a trainee completes the retention. Funds are earned once Fiscal verifies the post retention wage is met. At the end of retention when they submit the payment or when Fiscal verifies. Per the statement it's the end of retention, which means the funds are not earned yet.
- Staff can project how much a contractor will earn by tallying their tracked hours of training to date, and then project, or estimate, how much they will earn where their trainees have finished their retention period.
- Staff would like to hold amendments to the 70% **earned** level, which shows that the contractor is indeed on track to complete their contract at a high performance level.

Ms. Roberts asked if "earned" meant that the contractor has actual received the funding for that 70% of training or that it is just listed in the system as achieving 70% completed training.

Ms. Testa explained how invoices work, the contractor can bill for a trainee once that trainee has been enrolled and completed the minimum hours of training, which is eight (8) hours; then the contractor can bill again once that trainee has finished all the training that they are going to get; and then the contractor can bill again once the trainee has finished their retention period. Ms. Testa further explained that at the end of the contract, the Fiscal Unit reviews all that information to verify if each trainee completed what was reported of them. For example, if a contract reports that John Smith completed his retention period, but Fiscal discovers that he did not, Fiscal will request the funds paid for John Smith be returned to ETP. Ms. Testa noted that there is a lot of playing around with funds at the end of the contract when determining exactly which trainees completed all the requirements of the contract. Note that the threshold for Phase II Amendment is 70% earned funds, approved by Fiscal, of the current contract amount.

Ms. Testa explained that it is "earned," per trainee, when the trainee completes their retention period.

Ms. Roberts asked for clarification and gave the example of, if on the consent calendar, a contract came for \$199K, and after they complete the 70%, they want to come back for another \$100K, can they do that or have they already met their cap for that?

Ms. Testa explained that it is not the consent calendar or delegation cap we are referring to, it's the per-project cap. For example, if the contractor were a non-priority, their project would be capped at \$150K and if they were a single employer, they would be capped at \$650K total. Ms. Testa further noted that if the contractor then wanted to exceed that cap, they must come before the Panel to do so.

Phase II, clarification:

- Phase II means that the contractor is requesting to add more funding and hours of training to their contract for new trainees, or trainees that have not been involved in the contract to date.
- Existing trainees can participate in the Phase II training once they have completed all of the training from Phase I. To do this, the trainees must be enrolled in a second job number for Phase II, and must complete the retention periods for both Phase I and Phase II. Note that you must complete Phase I training retention prior to starting Phase II training.
- Staff would like amendments to encompass these Phase II trainings only.

Staff is requesting a motion to enact these limitations on amendments.

Mr. Broad asked that when a contractor comes before the Panel and the Panel reduces the amount of funding for their project, they be allowed to return for an amendment, however, Mr. Broad requested that Staff alert the Panel members that the Panel had previously reduced the funding for that project and by how much. Mr. Broad stated that at the point in which the project comes back, the Panel members may or may not remember why they chose to reduce funds, but there had been a reason at the time and they should be reminded of that.

Ms. Roberts added that this would be helpful because the Panel reduces projects for various reasons, such as the Panel believing that the contractor could not complete the project at the amount they requested based on their experience, and they would be allowed to come back to request additional funds based on their performance. However, sometimes the Panel reduces projects because the contractor has already earned \$2M in five (5) years and would like to limit that contractor's funds, so allowing them to come back with an amendment and request more funding should not be allowed.

Mr. Broad asked for public testimony regarding these limitation on amendments.

Mr. Steve Duscha stated that he still did not understand "earned" and asked if it meant that the contractor has invoiced for earnings or ETP Fiscal has approved the invoice.

Mr. Broad stated that it meant when the invoice has been approved.

Mr. John Toomey, Integrated Solutions, asked for clarification on the retention issue. Mr. Toomey asked if it was referring to 90 days of retention, then submitting the invoice, and then it usually takes some time for Fiscal to review and verify. Mr. Toomey stated that he was trying to get clarification on when that actually could occur.

Mr. Knox stated that that situation applies only to those individuals who the contractor would want to give another training component to. Mr. Knox reiterated that if they wanted to do Phase II with *new* trainees of the same company, then it does not apply.

Mr. Toomey stated that what he would like to know is what the time frame for requesting amendments before the Panel should be. For example, if a contractor spent all their money in the first nine (9) months, there is still a waiting period while Fiscal reviews and confirms their actual amount earned.

Ms. Testa clarified that the retention period happens per trainee on a rolling basis throughout the contract. For example, if John Smith was only going to receive eight (8) hours of training, and he finishes it within the first week of the contract, then his retention period starts the next day, and he would be done with his retention period in the fourth month of the contract and his money would be fully earned for him.

Ms. Testa stated that retention periods happen on a rolling basis throughout the contract depending on how many hours of training each trainee needs. Ms. Testa went on to state that once a contractor has “earned,” which means that each trainee has done their minimum hours, their maximum hours, and completed their retention period, and the contractor has billed for it and the invoices have been processed and approved up to 70% of the contract value, then the contractor may request another amendment for Phase II funding only, as long as it does not bring them over the project cap. Ms. Roberts asked for clarification as to why a contractor would want to bill after a trainee only received eight (8) hours of training if the project term had another 20 months left.

Ms. Testa explained that the way that Progress Payments work, once the trainee is enrolled and completed the minimum hours of training, the contractor can bill for that trainee for up to 25% of what that trainee can earn on the contract. This usually means that ETP is fronting the contractor some money, because most trainees don’t only get eight (8) hours of training, they get 50 - 80 hours of training. So, if they get 80 hours of training, but ETP is paying them 25% after they only completed eight (8) hours, we are advancing the contractor money for that trainee.

Ms. Roberts asked if billing for a trainee after the first eight (8) hours meant that that trainee was closed out and could no longer be trained under the contract.

Ms. Testa explained that a first billing of a trainee does not close that trainee out. The close-out happens once the contractor has submitted the second Progress Payment, because the second Progress Payment tells Staff that that trainee is done with their training and their retention period is beginning.

Mr. Broad stated that this process appears complicated and suggested that Staff entertain emails from the public and post a Frequently Asked Questions section on ETP’s website regarding Amendments, the timing of Amendments, what is required for an Amendment, what “earned” means, etc.

Ms. Testa agreed to Mr. Broad’s suggestions and stated that Staff will hold on this action item until the public has time to review and contact MS. Testa/Staff with any further questions. Ms. Roberts stated that she liked this item and the idea that it could help do away with the bulk of the Amendments that come before Panel.

Mr. Broad stated that he would move this item, with the caveat that Staff provide some additional public education available on ETP’s website with regard to how it will be implemented.

ACTION: Mr. Broad made a motion to move this item until the public could receive more information and understand it better and Mr. Smiles seconded it.

Motion carried, 6 – 0.

Reimbursement Rates:

To assist in addressing ETP's high levels of demand, Staff is proposing a slight reduction in most reimbursement rates.

Ms. Testa reported that reimbursement rates were increased substantially for FY 18/19; an increase that was long overdue. Staff also simplified the reimbursement rate structure, from around a dozen different rates down to four (4).

However, with increasing demand and potential shifts in the economy forthcoming, Staff is requesting a slightly lowered reimbursement rate level as follows:

Classroom-Based Training (CBT) from \$9 (FY 18/19) to \$9 (proposed FY 19/20)

Apprentices from \$21 (FY 18/19) to \$18 (proposed FY 19/20)

Non-Priority from \$23 (FY 18/19) to \$20 (proposed FY 19/20)

Special Populations from \$26 (FY 18/19) to \$23 (proposed FY 19/20)

Ms. Testa noted that the CBT rate is proposed to remain the same, because if Staff lowered the CBT rate to \$8/hr, it would be right back to where it was before the reimbursement rates were raised. Ms. Testa further noted that Staff is proposing lowering the other three (3) rates by \$3 each, which would still be higher than they were before last year's raise.

Mr. Broad stated that he would like to hear public testimony on this, because he believes it to be a choice between keeping the higher reimbursement rates and funding fewer projects and spreading the money around between more projects as a good public policy.

Mr. Steve Duscha, Consultant, got up and stated that he believed ETP raised the reimbursement rates too high last year and the money went out too fast, and affirmed the choice of lowering the rates again and spreading the money around between more projects.

Mr. Broad asked for an estimate of how much money the change in reimbursement saves or raises for other projects.

Ms. Testa reported that she did not have a firm number, but she estimates that the majority of trainees are coming in under the \$26 reimbursement rate currently. Therefore, if we lower that rate to \$23, it should make a significant dent and help with available funding.

Mr. Knox stated that the reality is that reimbursement rates do not save as much money as the funding caps do. Mr. Knox also noted a concern that Staff saw in raising the reimbursement rates substantially last year, but seeing almost the same number of trainees in each of the contracts. In other words, the turn on investment was lower, in that same number of trainees were being trained, but at a much higher cost. Mr. Knox guessed that it would probably reflect a savings of around \$8M over the year. Mr. Knox reiterated that the funding caps help in saving money more, and between the two, guessed a savings of around \$18M that could be used to spread more evenly.

Mr. Eric Huelsman, President of Studio Arts, got up and stated that he had been training at the \$26 reimbursement rate for as long as it has been in place, for about 6 or 7 years, and he is already looking at a reduced funding cap for any MEC projects in the future if these action items all go

through, on top of rising software and equipment prices. He stated that due to these rising costs, it has made it practically impossible for him to sustain their training. He suggested that some exceptions should be made, and that if they can verify to Staff that it actually costs that much to provide the training, they should be allowed to keep the \$26 rate. Mr. Huelsman stated that the changes in computers and software needed to train people in the entertainment industry are extremely expensive, their margins are extremely thin, and lowering their reimbursement rates to \$23 would make it so they would no longer be able to sustain the training.

Mr. Huelsman further explained that they are a high-priority industry and have been receiving the \$26 rate for some time.

Mr. Broad stated that the goal of this was not to reduce the reimbursement rates to lower than where they started, and that perhaps Advanced Technology should be exempted from this reduction.

Mr. Huelsman went on to explain that an exemption for Advanced Technology should be verifiable and the measure should be based on need in regards to the population and the people providing the training.

Mr. Broad asked if our Advanced Technology rate currently requires a showing of reasons why a higher reimbursement rate would be required.

Ms. Testa explained that when a project is being developed, this is an issue that the development analysts discuss with the companies, along with what kind of training they plan to do, what kind of delivery methods they will use and why, and how many hours they need for all of it.

Ms. Roberts asked to clarify if the Advanced Technology is under a different job number and Ms. Testa affirmed.

Mr. Huelsman further explained that products they use for training, such as Adobe, must be licensed to each trainee and that license leaves with the trainee when they are done. Therefore, they must purchase new licenses for every trainee and because of that high cost, he believes that if they can verify that and the need, that their reimbursement rates should be at \$30/hr.

Mr. Broad agreed that the reimbursement rates should remain at \$26 for Advanced Technology, that none of the rates should be raised above where they are now, and that the rest of the reimbursement rates should be based on objective criteria which Staff can develop.

Mr. Broad agreed that process makes sense and that it must be based on an objective set of criteria.

Ms. Roberts asked Ms. Torres if she is able to determine which type of Advanced Technology they are applying for when she looks at the contracts.

Ms. Torres explained that prior to this fiscal year, Staff had advanced the option for Advanced Technology to Studio Arts, and under the \$26 rate, there needed to be a justification for who was going to get it, what the training was, and what was the cost of it, because ETP would not fund for more than the actual cost of the training. In addition to that, the \$26 rate was limited to a 1:10 trainer to trainee ratio.

Ms. Torres further explained that during this fiscal year, unless a contractor was non-priority, they would receive the \$26 rate. Therefore, there was no longer the need for that justification. And they could even have a 1:20 trainer to trainee ratio. Ms. Torres suggested that if the Panel decides to roll

back to what was in place before, that justification should be provided, as well as a 1:10 trainer to trainee ratio be required, as well.

Mr. Barry Menzel, Consultant, Training Funding Source, approached and stated that he sees two sides to this equation. On one side there is the outgoing revenue back to the companies that are receiving the funding, and then there is also the revenue side derived from the Employment Training Tax. Mr. Menzel stated that he has come across a lot of companies who do not pay into the Employment Training Tax and he asked if there was an audit process because it seems like there is a lot of lost revenue from companies not paying into the tax.

Mr. Broad stated that that was an EDD issue and not something that ETP could answer. However, Mr. Broad explained that he did know that during periods of unemployment, when an employer goes into what is called a “negative reserve state,” which means they have used up their Unemployment Insurance (UI) reserve, they start laying people off and they no longer pay the ET tax until they restore their UI reserve. Mr. Broad also noted that if a company is not paying the ET tax, they cannot receive money from ETP for that period. But if someone were cheating on that, ETP would have no way of knowing or have jurisdiction over the issue.

Mr. Menzel stated that he comes across companies who just don’t pay into the tax and didn’t realize they are supposed to be.

Mr. Knox explained that companies are able to opt out. Mr. Knox further explained that California’s Unemployment Insurance is actually lower than most states, which is a reform issue, because California is the 50th state who just got out of a negative reserve to the federal government in September. Therefore, many of the employers Mr. Menzel was speaking of, may have still be in a negative reserve situation all the way through this recovery period.

Mr. Broad stated that employers pay on the first \$7K of income and has been that way for around forty years.

Mr. Menzel said that brings him to his second question – that if the Panel is looking at how much money ETP has to spend and there is not enough, maybe consider looking at the revenue side. Mr. Menzel stated that some employers are shocked they only pay \$7 and that some of them don’t pay it at all. Mr. Menzel suggested that the Panel look into balancing the budget with the tax revenue side, instead of the trying to shrink the expenditure side.

Mr. Broad stated that that would require a legislative change and is a matter of controversy between various interest groups in the Capitol, such as Labor versus Employers, because groups that represent employers and trade associations tend to think that California’s qualifications to get unemployment is generous. This is traditionally because California has a lot of agriculture and seasonal workers that can get unemployment with less attachment to the labor market, and they want to reform that, which causes resistance from industries like agriculture and organized labor. There is also resistance to increasing the wage base, and so the wage base for UI just remains very low.

Mr. Broad went on to explain that after the 2008 recession, it took years for us to work ourselves out and if there was another economic downturn, it would happen again. Mr. Broad also stated that other states have a taxable wage base that is way higher than California’s, but that this is part of a larger political debate that ETP would not be a part of.

Mr. Broad asked for any comments hearing none, Mr. Broad proceeded to the Motion.

ACTION: Mr. Broad moved and Ms. Roberts seconded the motion to approve Staff's recommendation to lower the reimbursement rates, but to have the \$26 rate remain for Advanced Technology with the caveat that there be objective criteria for meeting it.

Motion carried, 6 – 0.

Plan for Processing Projects

Ms. Testa reported that there are currently 560 Preliminary Application in our Application Assessment Unit (AAU), where they have been held since approximately October.

Staff has implemented a multi-leveled approach to processing these Preliminary Applications. AAU will act as the filter for all projects. Once AAU determines eligibility on these Preliminary Applications, the Regional Offices and the Program Projects Unit will develop all projects as they are received.

Project Processing Plan:

- All MECs (including apprenticeship projects) and Critical Proposals will be processed on a flow basis; first in, first out. With funds of about \$15M.
- AAU will then process projects in this order:
 - First-time Single Employers (SEs) with an EDD assigned NAICS code that meets our Out-of-State Competition (OSC) requirement per Regulation section 4416(i);
 - Repeat SEs with an EDD assigned NAICS code that meets our OSC requirement;
 - First-time SEs with an EDD assigned NAICS code that is a Priority Industry code as identified in ETP's FY19/20 Strategic Plan;
 - Repeat SEs with an EDD assigned NAICS code that is a Priority Industry code;
 - SEs that meet OSC by any method other than by using an EDD assigned NAICS code (per the discretionary process as outlined by Regulation section 44169(d)-(h);
 - SEs that are non-Priority Industry SET projects.

NAICS, clarification:

- NAICS = North American Industry Classification System
- Assigned by EDD when companies are formed.
- ETP's Regulations (22 CCR 4416(i)) sets out a listing of NAICS codes that automatically meet our OSC requirements.

- ETP's Legislation (10214.5(b)) directs the Panel to set ETP Priority Industries, which it has done using NAICS codes, and which include:
 - Agriculture,
 - Allied healthcare,
 - Biotechnology and life sciences,
 - Construction,
 - Green/clean technology,
 - Goods movement and transportation logistics,
 - Information technology services,
 - Manufacturing,
 - Multi-media/entertainment, and
 - Technical services.
- AAU will use the EDD assigned NAICS in determining Preliminary Application processing order.

Ms. Testa noted that there are occasions when a company has not notified EDD of an industry change, but that AAU will be using the NAICS code that is registered with EDD, to encourage companies to be up-to-date on their filings, as well.

Criteria for Program Projects Units Projects:

Ms. Testa explained that the new Program Projects Unit (PPU) will process high performing repeat MECs and Apprenticeship projects, and projects that are directed there from Executive Staff.

“High performing” is defined here as:

- **Active Project:** at least 90% reimbursable hours tracked in ETP's Online Tracking System; and
- **Last Closed Project:** at least 90% earned.

Ms. Testa explained that if a project comes in that meets both these criteria, that project will be advanced to the PPU and will receive expedited processing.

Mr. Broad asked if the Panel or public had any questions. Hearing none, and because this item does not require a motion from the Panel, Mr. Broad suggested we move on to the Legislative Update.

IX. LEGISLATIVE UPDATE

Ms. Testa stated that Staff has been in the process of reworking ETP's Legislation and have a draft of the new Legislation in with the Senate Labor, Public Employment, and Retirement Committee. It will likely be introduced next year into the Legislature, then it will go through the legislative process, and then we will have new Legislation, which will be modernized, streamlined, and cleaned up.

Mr. Broad clarified that the bill will actually be introduced this year, because it is what's called a Committee Bill. Committee Bills are essentially consent items, so that if one becomes controversial, the controversial part gets removed from the bill or the bill does not move. Mr. Broad further clarified that the bill is not sponsored by the Administration or ETP, even though ETP is providing the

language for the bill. After the bill comes out in print, the minority folks, in this case the Republican Representative staff person, may say that their caucus does not want to move the bill this year, but they are prepared to work on it this year and move it next year, which is their prerogative with a Committee Bill.

Mr. Broad went on to explain that for regularly sponsored bill with a singular author, you can listen to people or not listen to people if you have the votes. With a Committee Bill, the entire committee, all the members are the authors of the bill and are all listed on the bill. Mr. Broad stated that because our bill is substantive, but is not supposed to be controversial, the Panel thought that a Committee Bill would be a good way to go. Once the bill is introduced, and we work through public comments and remove any questions or oppositions to it, we do have the ability to go back to the two caucuses in the Legislature and ask them if they would consider moving the bill this year.

Mr. Broad suggested that when the bill appears in print, everyone should take a look at it and make any comments they wish to ETP Staff and/or the Legislature, or they may contact Mr. Broad directly.

Mr. Broad continued to explain that the idea of this bill is that it simply has to be noncontroversial. So, if anyone, including members of the public, have any issue with a Committee Bill, typically it does not move. Then there is the option to fix it and bring it back. However, our statute has not been touched in a very long time and contains concepts that are out of date in our modern economy. For example, Out-of-State Competition was an unambiguous concept in 1985, but in the current age where commerce takes place so much online, it now requires clarification and modernization.

Mr. Broad asked if the public had any more questions or comments, hearing none, Mr. Broad suggested a ten (10) minute break before moving on to the projects.

X. REVIEW AND ACTION ON PROPOSALS

Single Employers

Tab #2 – California Harvesters, Inc.

Ms. Testa presented a proposal on behalf of California Harvesters, Inc. (CA Harvesters) in the amount of \$199,640. This proposal was pulled from today's Consent Calendar and is CA Harvesters' first ETP proposal.

CA Harvesters, located in Bakersfield, provides seasonal workers to grape growers throughout the Central Valley. This coming year they are also expanding their operations to include citrus growers. CA Harvesters will be training both their seasonal workers and their permanent employees in this contract. CA Harvesters is *not* a temp agency or placement company. Rather, they are governed by the California Harvesters Farm Labor Trust Agreement which was founded to improve worker's wages and working conditions. CA Harvesters employees are members in the Trust. The company plans on expanding their operations to citrus growers and packaging for farms throughout the Central Valley. This ETP contract will assist them in this expansion, which will allow them to hire more seasonal workers into full time positions. Staff recommends approval of this proposal.

Ms. Testa introduced Jenny Ramirez, COO.

Ms. Ramirez reiterated that CA Harvesters is a Farm Labor Trust and they are also an organization designed to support and create an equal system of support for their farm workers. Ms. Ramirez further stated that their aim is to create year-round employment for workers, whether it is in field

operation or a packing-house facility. Last year they launched in April of 2018 and initiated their project which planned to employ about 250 workers, but by the end of their season they were at almost 900 workers. Ms. Ramirez explained that there was a lot of impact in the community based on how they were set up. CA Harvesters had a lot of hands-on training, which is not very typical for other Farm Labor Contractors. Typically a Farm Labor Contractor is set up as an ownership or a family-ownership that benefits the owner of the company. Because CA Harvesters is an organization owned by a Trust, the members of the Trust are the farm workers. So after so many days and hours worked within a specified time period, they become members of the Trust. CA Harvesters puts them through a period of education so that they become members of the board and they help manage the organization. And they do this through the on-going trainings that CA Harvesters provides. CA Harvesters does training when the worker first becomes employed as according to State compliance, but they also do additional training, such as in Communication, Soft Skills development, and on-the-job skills training.

Ms. Ramirez went on to discuss the misconception that farm work is unskilled labor, because it is not. She stated that 40% of their workers last year were brand new to table grapes and farm work in general and they have anecdotal data that shows that most of these workers came from the retail industry because farm work has a more stable, timely schedule, whereas retail workers may have to work nights and weekends.

Mr. Broad asked if CA Harvesters was licensed as a Farm Labor Contractor and Ms. Ramirez confirmed.

Mr. Broad also asked if that meant that the workers' wages are set by the farm or farmer they are being dispatched to.

Ms. Ramirez explained that the grower which they contract with sets the rate of pay, however, they have discretion to determine how any gains that the company makes gets reinvested. She stated that last year, they gave an extra 25 cents per hour that came directly from their gains, or profits, back to the workers. Ms. Ramirez continued to explain how, moving forward, the workers will be in charge and able to decide for themselves how any gains get reinvested back into the company, whether it be more money per hour for workers, a better health care plan, or reinvested into transportation for workers.

Mr. Broad directed a question at Staff, saying that he did not think ETP funded Farm Labor Contractors or temp agencies. Multiple Panel members confirmed.

Ms. Ramirez explained that CA Harvesters is not a temp agency because the idea behind their model is that they are going to stabilize, so they are trying to create the stability in the market where they work with different growers based on the seasonality of the crop. Ms. Ramirez stated that last year they were in grapes, but that grapes and citrus are complementary in that grapes are in the summer and citrus is in the winter. So, the goal for this year is to bridge the gaps between seasons, so that the workers can stay in continuous employment and remain members of this Trust.

Mr. Broad stated that the problem he sees with this project is that the Panel's whole concept, fundamentally, is that the Panel wants to fund things that provide career ladders. Farm Labor Contractors supply labor and are therefore the employer of record, so that the farmer isn't the employer and does not have the same responsibility. Further, in doing this, there are a number of other things that impact the workers, such as they cannot unionize. But as here, because they are seasonal workers, CA Harvesters will be dispatching them for the same job over and over again. Thus, Mr. Broad asked how the workers could get a career ladder. Mr. Broad further explained that

the reason that ETP does not traditionally fund Farm Labor Contractors is because they are akin to temp agencies where the entity is the employer of record and they are dispatching the worker to another employer is because that employer is where the career is. That employer contacts the company, requests a kind of worker, and then sends them back when they are done or need a different kind of worker. And that worker goes on to the next employer for the same job.

Mr. Broad continued to explain that in the past, ETP has funded farm operations that have shown that the workers can go from field worker to the packing house to possibly becoming a truck driver, therefore there was some career ladder and potential income increase. Mr. Broad then asked that if the Panel decides to approve and fund this project, how can it, in the future deny a traditional Farm Labor Contractor? Especially when, as a general proposition, that the Panel does not wish to fund Farm Labor Contractors because there is no career ladder available for workers.

Ms. Ramirez explained that the way CA Harvesters is set up, there is a career ladder. CA Harvesters creates "Crew Bosses" which operate like department supervisors. Therefore a worker can begin by learning the skills to be a harvester, which normally takes two to three years to learn, but CA Harvesters has condensed that training down to three months based on the activity. Then there is the opportunity to become a "Second" or Crewman Assistant, then a Crew Boss, then a Field Supervisor. Following their Trust model, there is even the opportunity to become a Board member in order to make decisions and learn how to manage a company. Some of that education that is built into their Trust model includes financial understanding, employee management, and benefits programs.

Ms. Ramirez went on to explain that CA Harvesters does have a career ladder in place and just last year they elevated five (5) employees who had never operated in a supervisory capacity to such and all five (5) employees have continued those positions with CA Harvesters with the goal that they will continue to move up within the organization.

Mr. Broad asked if any of these employees are hired by the growers directly.

Ms. Ramirez responded that they do not, and they are CA Harvester employees.

Mr. Broad asked for questions from the Panel.

Ms. Gloria Bell asked Ms. Ramirez to confirm that CA Harvesters was a Farm Labor Contractor to which Ms. Ramirez agreed.

Ms. Bell asked if they had an H2H's, to which Ms. Ramirez said no.

Ms. Bell asked how CA Harvesters were involved with Sun World or RRG.

Ms. Ramirez responded that Sun World is their anchor client and they invested in CA Harvesters to get them started and pre-purchased their labor. Ms. Ramirez clarified that they are only an anchor client and CA Harvesters now has additional clientele that they provide service to.

Ms. Bell asked Ms. Ramirez to explain what she mentioned earlier when she stated that for employees to become members of the Trust they needed to have qualifying hours.

Ms. Ramirez responded that the employee must work 100 days within the year, and must go through two (2) seasons each year in order to become members of the trust. After the first year, the employee begins the educational training portion of how to serve on the Board if they get elected.

Ms. Bell asked when CA Harvesters was established, to which Ms. Ramirez replied that CA Harvesters was established in July of 2017, but went fully operational in the field was April of 2018.

Ms. Bell asked how many individuals have gone through this cycle and who own part of the company.

Ms. Ramirez reported that 900 employees have gone through the cycle, but clarified that the 900 employees are not owners, but members of the Trust and the Trust owns the company.

Mr. Broad asked to clarify that if a Trust has a Board of Directors that manages the Trust, then what is the function of a member of the Trust and what legal rights come with membership of a Trust?

Ms. Ramirez explained that a membership was more of a participatory right in terms of how the company gets managed and they can also become elected to become members of the Board. So after they become members of the Trust, they would directly benefit from any kind of incentive they decide to reinvest back into the company.

Mr. Broad asked if the members of the Trust can be fired, to which Ms. Ramirez confirmed. Mr. Broad asked if they have a right to receive some kind of a bonus, and Ms. Ramirez confirmed. Mr. Broad asked to clarify if the members have legal ownership of any part of the Trust, to which Ms. Ramirez confirmed. Mr. Broad also asked if the members are employees-at-will, to which Ms. Ramirez confirmed.

Mr. Broad stated that he did not think he could vote affirmatively for this project. Mr. Broad stated that he was worried that if the Panel approved this project, someone else could take this model, bring it before Panel, and then abuse it.

Ms. Ramirez pointed out that the Farm Labor Contractor model is broken and that this project would be a first step in trying to straighten out what is already happening in the industry and a way to uplift the farmworker. Ms. Ramirez stated that education is a big part of training the workers so that they have some sense of control. Instead of each worker attempting to bridge employment between one grower and one Farm Labor Contractor, CA Harvesters wants to act as their employer of choice, they will represent the workers, and the workers will have participation rights in the management of the company. In the end, this will help the entire agriculture community because CA Harvesters will set the standard of how farm workers should be treated. Ms. Ramirez also stated that the ETP funds will help them get there much quicker.

Ms. Bell stated that what CA Harvesters is doing sounds wonderful, but at the same time, they are contracting those workers out to different companies. Ms. Bell gave the example that those workers were not the same as Ms. Ramirez herself who works for one single company.

Ms. Ramirez replied that she works for CA Harvesters just as much as the workers in the fields do, but Ms. Bell disagreed and stated that she was different and in a different job.

Mr. Broad stated that if it was an employee stock/ownership that was owned by the workers, that might be a different situation. Mr. Broad stated that the workers here have no legal rights with regard to the company unless they happen to be elected to the Board of Directors, and they can still be fired.

Ms. Ramirez clarified that if the worker was elected to the Board of Directors, he would have to be voted out.

Ms. Bell stated that a worker could still get fired as an employee.

Ms. Ramirez agreed and stated that that is true whether you work for farm or whether you work for IT, you can still be fired no matter what. Ms. Ramirez went on to say that the Panel has agreed to invest in training these industries, so this is a great way to support these communities.

Ms. Roberts explained that the goal of the Panel is to fund high-skilled, high-wage jobs and they do not fund every project that comes in.

Ms. Roberts asked Ms. Ramirez to explain the 1:3 ratio of Productive Lab that was listed on CA Harvesters' proposal.

Ms. Ramirez explained that the 1:3 ratio for Productive Lab refers to a portion of the training that happens in the morning, where the workers are broken up into small groups and have a trainer (either a Crew Boss, Assistant Crew Boss, or Field Supervisor) teach them the on-hands, technical part of the job. This happens in small intervals during the morning and the actual training takes place out in the field.

Ms. Roberts asked where all these workers lived and Ms. Ramirez stated that they are stable and live within the community. Ms. Ramirez went on to explain that these workers are not migrants, they live in various communities around the Central Valley. Ms. Ramirez clarified Ms. Roberts's questions by explaining that all the workers come to CA Harvesters' central location to receive training, where they have special rooms and facilities to provide training in.

Ms. Roberts noted that a modification to their proposal stated that they wanted 10 hours, which is 50%) to train in just literacy and asked if that meant that most of the workers do not speak English.

Ms. Ramirez confirmed that a good portion of the workers do not speak English.

Ms. Roberts asked to clarify if it was important in this job that the workers be able to speak English because the proposal requests 50% of the training to go to literacy.

Ms. Ramirez responded that about 30% of their workers speak English, but still may lack in areas such as financial literacy, which will be included in the literacy referred to in the proposal.

Ms. Roberts clarified that the proposal also states that 25%, or five (5) hours, is allocated to Productive Lab.

Ms. Ramirez confirmed and stated that the last 25%, or five (5) hours, is allocated to Soft Skills Development.

Ms. Roberts asked if the Soft Skills instruction would be in English and Ms. Ramirez stated that they have bi-lingual instructors.

Ms. Ramirez explained that last year, CA Harvesters invested a significant amount of money to partner with a company from New York, Paraprofessional Healthcare Institute (PHI), to develop their own curriculum based on the PHI's coaching approach. PHI did not train CA Harvester workers, but only assisted CA Harvesters in creating a training plan. Ms. Ramirez stated that this year, they plan to expand on the training and they are holding many of the trainings sessions themselves.

Ms. Bell asked if CA Harvesters was currently working with AgSafe.

Ms. Myra Rodriguez, CA Harvesters' HR Training Manager, stepped up and responded that they are not currently working closely with AgSafe, but they have contracted with them before for some of their train-the-trainer trainings for the crew bosses. And they plan to contract with them again.

Mr. Broad asked how CA Harvesters decides to retain a worker or not after a new worker is hired. Ms. Ramirez explained that when someone signs up, they go through a two-hour on-boarding process, which is not typical for Farm Labor Contractors, in which they discuss rules and regulations, as well as expectations. Ms. Ramirez went on to explain that they typically have a lot of hands-on, on-site supervision of a ratio of 1:5, with one (1) supervisor to five (5) crews, and within each crew there are crew bosses. Ms. Ramirez further explained that they do not try to eliminate workers, but to encourage all workers to stay and grow with the company. Their commitment is to provide year-round work to them.

Mr. Broad asked if the workers are paid on an hourly basis or a piece-rate.

Ms. Ramirez responded that they are paid both ways depending on the activity. Pre-harvesting activity gets paid hourly; but once production starts in harvest, the worker gets paid an hourly rate, plus a production bonus per box.

Ms. Bell asked if the workers work 60 hours/week, and Ms. Ramirez stated that they work 55 hours/week.

Mr. Broad asked if the farm's where the workers are dispatched to make a determination about whether to retain individual employees or not.

Ms. Ramirez explained that their contract with the companies is for a number of workers as a whole. The companies track costs on a crew-based production format. CA Harvesters negotiates their contracts before placing their workers in a company's fields or packing facilities, and include their own hands-on supervision. The companies measure their production costs per crew and report back to CA Harvesters. If there are issues with one crew, they determine the reason and provide further training if necessary. Or, if it is one worker specifically, CA Harvesters provides a disciplinary process, and if that is not followed, CA Harvesters makes the determination if that worker stays on or not, not the companies they are working at.

Mr. Broad asked who makes the hiring and firing decisions at CA Harvesters.

Ms. Ramirez stated that there is an internal HR department that all hiring and firing must go through. They must provide a reason why that employee is being terminated, show what steps were taken to fix the problem, show tracking and documentation.

Ms. Bell asked how they recruit for positions.

Ms. Ramirez stated that the crew bosses and supervisors help recruit, they post ads on Facebook, and workers are hearing there is a new organization in the Central Valley that advocates for their benefits and rights, so CA Harvesters is not having a problem recruiting. Ms. Ramirez restated that their goal last year was to bring on 250 workers and they ended up with 900.

Ms. Bell asked if anyone can just come sign up with CA Harvesters.

Ms. Ramirez affirmed and stated that CA Harvesters will teach them the skills they need, whether for grapes or citrus, or cherries or blueberries or almonds.

Mr. Broad asked for any further questions from the Panel.

Ms. Bell stated that she was having difficulty with this project and would not be voting for it.

Mr. Broad asked for a motion and heard no response. Mr. Broad asked a second time for a motion and heard no response.

Mr. Broad stated that this project dies for lack of a motion.

Tab #16 – Teledyne Controls, LLC

Mr. Swier presented a proposal on behalf of Teledyne Controls, LLC (Teledyne) in the amount of \$238,420.

The company manufactures onboard avionic and ground based electronic systems. Teledyne is a priority industry and a repeat contractor. Teledyne is requesting funding to train 212 incumbent workers, 10 job-creation trainees, and 5 veteran job-creation employees. The proposal includes Productive Lab and estimates 30 production workers will participate for up to 40 hours each. Teledyne is requesting the occupation of Director be included in the training plan, as these directors do not set company policy and more than 60% of their time is spent on frontline duties. This project has been right-sized to the amount earned on the previous agreement. There is a correction that needs to be made on page 6 under “Development Services.” The fee listed should say \$10,000 and not \$15,000.

Staff recommends approval of this project and Mr. Swier introduced Lisa Buckland, Director of HR.

Ms. Buckland further explained the function of the company and the types of training and job-creation they plan to do. Ms. Buckland also acknowledged their performance on the last project was 70%, which was lower than their expectations. However, they now have a commitment from leadership to ensure they achieve their goal for this project. Ms. Buckland stated that they have also modified some of the classes and the structure of the classes so that it better aligns to meet the needs of the employees as well as production.

There were no questions from the Panel.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion for the approval of the proposal on behalf of Teledyne Controls, LLC in the amount of \$238,420.

Motion carried, 6 – 0.

Tab #17 – Balda C. Brewer, Inc.

Ms. Torres presented a proposal on behalf of Balda C. Brewer, Inc. (Balda) in the amount of \$213,200.

Balda is a priority industry and this is their first time before the Panel. They are proposing to train a total of 220 incumbent workers and 10 job-creation trainees, out of two facilities – one in San Bernardino and one in San Diego.

Ms. Torres stated that there is a correction to be made on page 2 in the Wage Range by Occupation chart. The Wage Range for Job 2 (Job Creation) for 10 trainees should start at \$12.50, instead of

Employment Training Panel, March 29, 2019

\$14.48 to \$30. However, health benefits can be added for up to \$1.98 to meet the ETP required wage for job creation in San Bernardino County.

Balda hires veterans, although they have elected not to add a veteran component to this project. They plan to do Class Lab training, as well as Productive Lab training. Staff recommends approval of this proposal.

Ms. Torres introduced Ms. Lilia Haro, HR Director, and Manish Bhatt, US Operations Director.

Mr. Bhatt further explained the products they manufacture and their purposes.

Ms. Roberts asked to clarify if all new hires receive \$12.50/hour, how long they stay at that wage, and what is the increase.

Ms. Haro stated that it depends on their progress in training, but could be between 3 and 6 months. And the increase can be 50 cents up to \$4 depending on their training.

Ms. Roberts asked Ms. Haro how she, as the HR Director, would be directing the training between the two facilities.

Ms. Haro stated that she has a team of two HR Generalists and an Executive Assistant, that will all be working with her to assist in the administration and the clerical tracking of the training, as well as training their managers and supervisors to be able to provide the training and track the hours.

Ms. Haro stated that they have an ERP system called IQMS that they use to track all their training. They are also working with Training Funding Source to help them throughout.

There were no more questions from the Panel.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion for the approval of the proposal on behalf of Balda C. Brewer, Inc. in the amount of \$213,200.

Motion carried, 6 – 0.

Tab #18 – OWB Packers, LLC

Ms. Torres presented a proposal on behalf of OWB Packers, LLC (OWB) in the amount of \$624,000.

OWB is a priority industry and repeat contractor. The plan to train 360 incumbent workers and 120 job-creation trainees. They currently have three (3) veterans on payroll, but did not include a veteran component in this project. This is OWB's second contract in the last five (5) years. Previous training focused on getting the plant operational and training the initial workforce. Recently OWB hired an additional 80 employees, as the company plans to increase overall production by running both the harvest and fabrication floors each day of the week. Inclusive of the Class Lab training, they will also utilize Productive Lab training for frontline workers. All proposed trainees work in an area of high unemployment, which is a region where unemployment exceeds the state average by at least 25%. Their locations in the City of Brawley, Imperial County, are in this HUA. OWB, as part of the high unemployment permissive policies, is requesting wage modification for Job 1 from the minimum ETP wage of \$17.70 per hour to a minimum of \$13.20 per hour. 60% of these trainees earn below the ETP standard wage of \$17.70. For Job 2, they are asking for a wage modification from the ETP required minimum of \$14.48 down to \$12 per hour (or whatever the minimum wage is at the time of

retention). 75% of these trainees earn below the ETP standard wage. Staff recommends approval of this proposal.

Ms. Casey Burke, Executive Vice President, introduced herself, along with Eric Brant, CEO/Owner, and Armin Nickolai, CFM.

Ms. Burke discussed how important ETP's training dollars are and how much they have helped employment in the City of Brawley because of the OWB plant.

Ms. Bell asked for clarification on their business model.

Ms. Burke explained that they are a total processor. So, if a farm was raising its own cattle, OWB will process it, box the beef to the farm's specs, and the farm will sell it. Or, OWB has a sales team that will assist in selling the beef and take a small commission. OWB ships the beef, as well.

Ms. Roberts asked if they plan to train every one of their 360 employees.

Ms. Burke explained that they will be training the 134 additional, and will probably add another 100+ within the next year, so those will be brand new employees who they will be training. And existing employees will hopefully be cross-trained or trained into the new rendering part of the business they are starting.

There were no more questions from the Panel.

ACTION: Ms. Bell moved and Ms. Roberts seconded the motion for the approval of the proposal on behalf of OWB Packers, LLC in the amount of \$624,000.

Motion carried, 6 – 0.

Tab #19 – PCL Construction Services, Inc.

Ms. Torres presented a proposal on behalf of PCL Construction Services, Inc. (PCL) in the amount of \$248,430. PCL is a priority industry and this is their first proposal. They plan to train 223 incumbent workers and 50 job-creation trainees. PCL actively hires veterans on payroll, but is not asking for a veteran job number. Staff recommends approval of this proposal.

Ms. Jannine Tejeda, Human Resources Manager, introduced herself, and explained the need for the funding in order to for PCL to expand and grow its business. Ms. Tejeda stated that they actively recruit and hire veterans, but they are not seeking any special treatment for doing so. They hired 5 veterans last year, and currently have 20 veterans or active duty in employment.

Ms. Roberts asked about PCL's experience with ETP contracts.

Ms. Tejeda stated that she does not personally have any ETP experience, but that they do have an employee with 7 years of ETP experience, and he will be helping and assisting with this contract.

There were no more questions from the Panel.

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion for the approval of the proposal on behalf of PCL Construction Services, Inc. in the amount of \$248,430.

Motion carried, 6 – 0.

Tab #20 – Building Skills Partnership

Mr. Swier presented a proposal on behalf of Building Skills Partnership (BSP) in the amount of \$562,760.

BSP is a statewide non-profit collaboration between the Service Employees International Union (SEIU) Local 1877. Their mission is to improve the quality of life for low-paid building service workers. This project will train approximately 440 multiple barrier retrainees under SET multiple barriers. This is BSP's eight ETP contract, and the fifth in the last five years. Staff recommends approval of this project.

Ms. Laura Medina, Southern California Regional Director, and Silvia Romo, Sacramento Program Coordinator, were present and provided a general overview of their program and how ETP funding will assist in their expansion into Northern California; which include Facebook, YouTube, and Google. Ms. Medina then described their Green Program and LEED certification process. Ms. Medina also explained that they want to continue their job skills work with an English Language component.

Mr. Broad stated that their program is admirable, and asked whether the next step is to coordinate with the Operating Engineers to create pathways into new positions.

Ms. Medina stated yes, and that they are looking at apprenticeship programs to be a transition for these workers.

Mr. Broad stated that he hopes the transition works, as it is a big leap.

There were no more questions from the Panel.

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion for the approval of the proposal on behalf of Building Skills Partnership in the amount of \$562,760.

Motion carried, 6 – 0.

Tab #21 – San Diego Chapter ABC Training Trust Fund

Ms. Torres presented a proposal on behalf of San Diego Chapter ABC Training Trust Fund (ABC) in the amount of \$415,510.

ABC is training on skills within a priority industry and this is their first contract with ETP. They plan to train 132 apprentice electricians and 53 apprentice plumbers. ABC is a DAS-approved apprenticeship program in 5 trades, but are only training in the two trades. ABC actively recruits veterans, and is a resource for hiring veterans within the construction industry. Staff recommends approval of this project.

Ms. Shandon Harbour, President and CEO, introduced herself, along with Joe Garfalo, counsel, and Karen Belcher, Public Works Consultant. Ms. Harbour provided an overview of their training program, discussed the graduation rates for their DAS-approved program, how their workers are paid the prevailing wage rates for both public and private work, and noted that the benefits paid to workers.

Ms. Roberts asked about their experience with ETP contracts.

Ms. Belcher provided an explanation regarding her background and experience with ETP contracts.

Ms. Roberts stated that it looks like a good proposal, and wanted to make sure they were prepared.

Mr. Smiley asked for clarification regarding their graduation rates.

Ms. Harbour explained that they are the 5-year averages published by DAS.

Ms. Belcher added by providing the specific numbers per trade, and where they may be located on the DAS website. Ms. Belcher noted that their graduation rates exceed industry standards, as published by the DAS.

Mr. Broad asked about the standardization of training across apprenticeship programs.

Ms. Belcher and Ms. Harbour generally described the process for obtaining DAS approval, and explained about how the training components are approved.

Mr. Broad asked how ABC binds employers to the terms and conditions.

Ms. Harbour provided a general overview of how their member employers are bound through association agreement that is an ERISA Trust.

Mr. Garfalo further explained how their members are bound through their participation in the association agreement, and how the trustees have a fiduciary duty to collect from member employers.

Mr. Broad stated that they satisfied his question.

There were no more questions from the Panel.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion for the approval of the proposal on behalf of San Diego Chapter ABC Training Trust Fund in the amount of \$415,510.

Motion carried, 6 – 0.

Tab #22 – Western Electrical Contractors Association, Inc.

Ms. Lazarewicz presented a proposal on behalf of Western Electrical Contractors Association, Inc. (WECA) in the amount of \$451,164.

WECA will train apprentice wireman electricians, which includes veterans. This is their fourth ETP contract, and the fourth within five years with good performance. Staff recommends approval of this project.

Ms. Christine Hall, Operations Director, Maureen Wood, Finance and Human Resource Director, and Wendy Flannigan, Assistant Director of Apprenticeship, thanked the Panel for their past funding, and provided an overview of their current project, and how past ETP funding has helped in their training.

Ms. Roberts congratulated them on their past contract performance and their training program.

There were no more questions from the Panel.

ACTION: Mr. Smiles moved and Ms. Roberts seconded the motion for the approval of the proposal on behalf of Western Electrical Contractors Association, Inc. in the amount of \$451,164.

Motion carried, 6 – 0.

Tab #23 – Studio Arts, Ltd.

Ms. Testa presented a proposal on behalf of Studio Arts, Ltd. in the amount of \$250,422.

Studio Arts is requesting an amendment in the amount of \$250,422. This is the third revision and second funding amendment for this contract. If approved, this would bring the total contract amount to \$1,199,899.00, and as such the 18-month waiting period would apply. Staff recommends approval of this proposal.

Mr. Eric Hueslman, President, was present, requested the amendment, and was available for questions.

There were no questions from the Panel.

ACTION: Ms. Roberts moved and Mr. Smiles seconded the motion for the approval of the proposal on behalf of Studio Arts, Ltd. in the amount of \$250,422.

Motion carried, 6 – 0.

XI. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

There was no public comment on matters not on the Agenda.

XII. AGENDA ITEMS FOR FUTURE MEETINGS

There were no agenda items submitted for future meetings.

XIII. MEETING ADJOURNMENT

Meeting adjourned at 12:18 p.m.

Single Employer Contractor

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

- Unless funded under Special Employment Training (SET), a single employer must face out-of-state competition.
- A single employer must be subject to the Employment Training Tax.
- The employer must also make an “in kind” contribution toward the cost of training, as follows: 1) 100 or fewer employees, at least 50% of the ETP-funded amount; 2) more than 100 employees, at least 100% of the ETP-funded amount.
- The employer must provide union letters of support for employees who are represented. The employer should also be able to show how the training will enhance job security and improve opportunities for advancement.
- A single employer must establish the need for the particular training curriculum proposed.
- The employer must establish its ongoing commitment to training and represent that ETP funds will not displace existing resources.
- All single employer contracts are capped at \$900,000.

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 \$950,00/\$1.8M*

*MECs over \$950,000 need to wait 18 months from start of contract term before applying for a new contract.

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 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 information item.



RETRAINEE - JOB CREATION

Training Proposal for:

ATGM, Inc. dba SQA²

Contract Number: ET19-0467

Panel Meeting of: June 28, 2019

ETP Regional Office: San Diego

Analyst: M. Ibarra

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Retrainee 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:	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: 77	U.S.: 77	Worldwide: 77
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$173,441

Total ETP Funding
\$169,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Business Skills, Commercial Skills, Computer Skills	75	8 - 200	0	\$1,040	\$18.14
				Weighted Avg: 40			
2	Retrainee SB <100 Priority Rate Job Creation Initiative	Business Skills, Commercial Skills, Computer Skills	35	8 - 200	0	\$2,600	\$15.12
				Weighted Avg: 100			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$18.14 per hour for Orange County;

Job Number 2: \$15.12 per hour for Orange County.

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

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

Up to \$2.50 per hour may be used in Job Number 1 and up to \$0.22 per hour may be used in Job Number 2 to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administrative Staff		3
Jr. Software Quality (SQaaS) Trainee		10
Software Quality (SQaaS)		1
Jr. QA Analyst		25
QA Analyst		24
QA Engineer		5
QA Architect		6
Software Quality (SQaaS) Supervisor		1
Job Number 2:		
Jr. Software Quality (SQaaS) Trainee		35

INTRODUCTION

Founded in 1997, ATGM, Inc. dba SQA² (SQA²) (www.sgasquared.com) is a small business information technology (IT) company that provides quality assurance methodologies and process services, providing customers with test automation services during a complete software development life cycle. Located in Los Alamitos, the Company's customer base includes mid- to

large-sized companies in Southern California across diverse industry types including automotive, manufacturing, entertainment, sales, veterinary, and business services.

PROJECT DETAILS

SQA² is experiencing fast-paced growth, with increasing market share in the quality assurance service industry; sales increased by 10% in 2018 and projects an increase of 15% at the end of 2019. Growth is due to the recent implementation of the Company's QA 2.0 methodology. To address and anticipate customer demands and overall business growth, SQA² is committed to hire and train new Software Quality (SQaaS) Trainees in the next 18 months, requiring the Company to provide a comprehensive, structured training program in QA 2.0. Newly-hired trainees are required to complete 280 hours of training in 4-6 weeks to gain skills in business, quality assurance, technology, and automation. As such, the Company is requesting ETP funding for 100 hours for Job Creation trainees to complete the training program. Existing workers are also expected to receive new or updated knowledge and skills in quality assurance guidelines and related technology necessary for retention and advancement in their careers.

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 by purchasing a building. This building will house the Company's new Center for Excellence training facility. SQA² will hire and train approximately 65 new Software Quality (SQaaS) Trainees in the next 18 months, with hiring projections of 5 new hires each month. In the last two years, the Company was able to hire and retain 53 new employees, who have transitioned to a higher-level position within the organization. The Company's hiring projection in the next two years is consistent with its hiring and retention pattern in the last two years.

For this project, the Company will train 35 net new hire Jr. Software Quality (SQaaS) Trainees (Job Number 2) to support increased customer demands and overall company growth. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Courses will be delivered via classroom/laboratory setting in the following skills:

Business Skills – Training topics include Business 101, Communication Skills, Customer Service Skills, Presentation Skills, Leadership Skills, Teambuilding Skills, Documentation Skills, Time Management Skills, Operating Procedures, Continuous Improvement Process, and Project Planning.

Commercial Skills – Training topics include Quality Assurance Skills, Quality Assurance Technology, Test Automation, Quality Assurance 2.0 Guidelines and Changes, Quality Control Process, Quality Assurance Documentation, and Product Knowledge.

Computer Skills – Training topics include Quality Assurance Software, Accounting Software, Human Resources Software, Test Automation Software, CentOS Operation System, Apache Servers, Bootstrap Web Development Software, Virtual Box, Selenium Webdriver, Python, Java, and PDCI Usage/Automation.

Commitment to Training

ETP funds will not displace the Company's existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. The Company's annual training budget is approximately \$25,000.

➤ Training Infrastructure

SQA² retained an administrative subcontractor to assist with ETP project administration. The Company's Vice President of Operations has overall responsibility of the project, meeting with ETP staff and working with the administrative subcontractor. Additionally, the Software Quality (SQaaS) Supervisor and an assistant will assist with the coordination and documentation of training including scheduling and managing training.

Training will be delivered by in-house instructors and vendors as needed. SQA² provides ongoing training and has a training plan in place; however, implementation of ETP training and documentation of ETP-eligible training will start upon contract approval.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

SQA² retained Welsh Advisors in Anaheim to assist with development of this proposal for a flat fee of \$2,500.

ADMINISTRATIVE SERVICES

SQA² also retained Welsh Advisors to perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

TRAINING VENDORS













To Be Determined

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








8 – 200

Trainees may receive any of the following:
















BUSINESS SKILLS

-  Business 101
-  Communication Skills
-  Customer Service Skills
-  Presentation Skills
-  Leadership Skills
-  Project Management Skills
-  Teambuilding Skills
-  Documentation Skills
-  Time Management Skills
-  Operating Procedures
-  PDCA-Continuous Improvement Process
-  Project Planning

COMMERCIAL SKILLS

-  Quality Assurance Skills
-  Quality Assurance Technology
-  Test Automation
-  Quality Assurance 2.0 Guidelines and Changes
-  Quality Control Process
-  Quality Assurance Documentation
-  Product Knowledge

COMPUTER SKILLS

-  Quality Assurance Software
-  Accounting Software
-  Human Resource Software
-  Test Automation Software
-  CentOS Operation System
-  Apache Servers
-  Bootstrap Web Development Software
-  Virtual Box
-  Selenium Webdriver
-  Behavior-Based Testing (BBT) Framework
-  Python
-  Java
-  GIT Training
-  Link and Use Reporting Tools
-  PDCI Usage/Automation

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

Contract Number: ET20-0108

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 250	U.S.: 255	Worldwide: 255	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	17%			

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$150,100

Total ETP Funding
\$149,960

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Imp., Mfg. Skills, PL-Mfg. Skills	163	8-200	0	\$920	*\$13.92
				Weighted Avg: 40			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: \$13.92 per hour for Los Angeles County (Gardena) (HUA).

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		10
Customer Service Staff		10
Director/Manager/Supervisor		28
IT Staff		5
Lead		10
Production Worker		50
Support Staff		10
Warehouse Staff		40

INTRODUCTION

Founded in 1929 and located in Gardena, Barco Uniforms, Inc. (Barco) (www.barcouniforms.com) designs and manufactures professional apparel. The Company designs premium uniforms for multiple industries including healthcare, food service, and hospitality. Barco combines innovative fabric technology and fashion design to deliver high performance scrubs for healthcare professionals, medical assistants, and nurses. The Company also provides uniforms to restaurant chains such as Subway, Panda Express, Domino's, and Kentucky Fried Chicken.

Veterans Program

Barco does not have a formal program in place for Veteran recruitment; however, the Company does employ Veterans through its normal hiring practices.

PROJECT DETAILS

Barco has two main apparel lines: *Medical Industry* and *Quick Service Restaurants*. The Company recently introduced Barco One Wellness, the first ever medical scrub collection infused with health-promoting bio-minerals designed to help the body self-regulate and recover from work related activities and stress.

Barco also created a line of medical uniforms for the television series Grey's Anatomy. The success of this line has expanded beyond the entertainment industry into the medical industry and is now a Barco brand collection known as Grey's Anatomy Professional Wear.

As the Company continues to release new and improved products for healthcare and service industry professionals, Barco employees must be sufficiently trained on how these new products are designed, manufactured, and distributed. The proposed training will focus on fabric technology and design, resource planning, quality assurance, product innovation, customer service, and supply chain management.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Gardena (Los Angeles County) is in a HUA.

➤ HUA Wage Modification

For HUA trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Barco is requesting the HUA wage modification from \$18.56 to \$13.92 per hour for Los Angeles County. Company representatives indicate this wage modification impacts approximately 25 trainees at the lower end of the wage spectrum.

Training Plan

Training will be delivered by in-house instructors and will consist of Class/Lab and Productive Lab.

Business Skills: Training will be offered to all occupations. Topics include Communication Skills, Product Development, Customer Service, Goal Setting, and New Product Marketing. Training is designed to enhance business communication and product awareness, while improving overall customer satisfaction.

Computer Skills: Training will be offered to all occupations. Trainees will learn to work more efficiently through the use of innovative business software solutions. Topics will include 3D Pattern Making, Gerber Software, Internal Customer Applications, Software Installation and Maintenance, and Management Resource Planning.

Continuous Improvement: Training will be offered to all occupations. Course topics include Defect Elimination, Inventory Control, Kaizen Events, Lean Manufacturing and Problem Solving. These training modules are designed to improve workplace efficiency and reduce operating costs.

Manufacturing Skills: Training will be offered to Production Workers, Support Staff, and Warehouse Staff. This training will equip workers with the knowledge and skills needed to ensure product quality, operate and maintain equipment, and implement best practices in apparel design

and manufacturing. Training will cover Assembly Procedures, Fabric Technology, Standard Operating Procedures, and Inspection.

Productive Laboratory

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

PL training enables the real-time, hands-on instruction necessary for Barco's production team to develop the requisite skills to operate proprietary equipment. Approximately 20 trainees (Production Workers, Support Staff, and Warehouse Staff) will receive up to 40 hours of PL-Manufacturing Skills training. This training will help workers achieve the technical competencies needed to perform their jobs with the highest level of safety and efficiency.

PL training will focus on assembly and design procedures, forklift training, inspection procedures, and equipment operation. Training will include the use of production line equipment, design technology, forklifts, and inspection tools. Training will be taught by qualified instructors with at least two years of equipment operation and manufacturing experience. While most of the PL training will be delivered at a 1:1 trainer-to-trainee ratio, some sessions will consist of a 1:2 ratio due to equipment availability limitations.

Director Occupation

Barco requests the occupation of Director be included in the training plan. These Directors (Marketing Director and Administrative Director) function at a managerial level, not executive, and do not set company policy. More than 60% of their time is spent performing frontline duties.

Commitment to Training

Barco spends approximately \$160,000 annually on training. The Company provides new hire orientation, OSHA mandated training, sexual harassment prevention, basic computer skills, on-the-job training, and first aid training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Barco's Vice President of Human Resources will oversee the administration of this project. The Company's Training Administrator will handle daily training program responsibilities including scheduling of classes, documenting training/attendance, and coordinating training objectives with managers, supervisors and leads. Barco has also retained an administrative vendor to ensure that training adheres to ETP requirements.

Training will be provided by internal trainers (managers, supervisors, and leads), and will take place at the Company's facility in Gardena. Outside training vendors may be used if necessary. Barco has a training schedule in place and is prepared to commence training upon contract approval.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

National Training Company, Inc. (NTC) in Irvine assisted with development for a flat fee of \$4,500.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Defect Elimination
- Inventory Control
- Kaizen Events
- Leadership Development
- Lean Manufacturing
- Problem Solving and Resolution
- Quality Systems Training
- Supply Chain

COMPUTER SKILLS

- 3D Pattern Making
- Gerber Software
- Internal Customer Applications
- Management Resources Planning Applications
- MS Office (Intermediate and Advanced)
- Software Installation and Maintenance
- Wired and Wireless Connectivity

MANUFACTURING SKILLS

- Assembly Procedures
- Bio-Mineral Fabric Technology
- Design Procedures
- Forklift Training
- Inspection Procedures
- Picking and Selecting Procedures
- Reading Technical Specifications
- Restorative Comfort Products
- Standard Operating Procedures

BUSINESS SKILLS

- Communication Skills
- Customer Service Skills
- Goal Setting
- Marketing New Products
- Product Development
- Technical Product Specifications

Productive Lab Hours
0-40

MANUFACTURING SKILLS (1:2 ratio)

- Assembly Procedures
- Design Procedures
- Forklift Training
- Gerber Operation
- Inspection Procedures
- Standard Operating Procedures

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



**Panel Amendment #2 Proposal for:
Boudreau Pipeline Corporation
Contract Number: ET19-0149**

Amendment Effective Date: June 28, 2019

Panel Meeting of: June 28, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

CURRENT PROJECT PROFILE

Contract Type:	Retrainee Priority/Retrainee	Industry Sector(s):	Construction
Counties Served:	Riverside	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract Term:	August 6, 2018 to August 5, 2020	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$103,532

AMENDMENT FUNDING

Requested Funding	Total Funding
\$80,002	\$183,534

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee	Business Skills, Commercial Skills, Computer Skills, Cont. Imprv., OSHA 10/30, PL-Commercial Skills	181	8-200	0-100	\$1,014	*\$16.70
				Weighted Avg: 39			

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

Minimum Wage by County: \$16.70/hr. in Riverside County

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

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

Up to \$0.70 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Administrative Staff	
Foreman	
Superintendent	
Project Manager	
Estimator	
Laborer	

INTRODUCTION

Founded in 1996, Boudreau Pipeline Corporation (Boudreau) (<http://www.boudreaupipeline.com>) is a wet utility construction company that installs sewers, water and fire lines, and storm drain systems across California. The Company specializes in highly complex pipeline projects for builders, municipalities, utilities and contractors. The Company operates out of a single facility in Corona.

AMENDMENT DETAILS

Boudreau is requesting to add additional hours for additional training. The Company has provided a substantial amount of training in the first 9 months of the training period and will require more training. Currently, the Company has tracked 71% of eligible earnings, with over a year of training left.

Boudreau's Mobile Home Parks Division (MHPD) was piloted in 2017 and implemented in 2018. Since the contract was approved, the MHPD has grown significantly, with the Company expecting the division to become a main product line. The MHPD requires staff to be skilled in dry utilities competencies, specifically gas and electrical knowledge. As such, the Company must cross train staff in the specific needs of the MHPD model.

Further, due in part to the growth of the MHPD, the Company plans to train staff in leadership skills to fill new positions. The Company's leadership model offers leadership training to encourage staff to take on leadership roles.

The proposed amendment will change the following:

- Increase the weighted average hours from 22 to 39
- Increase the Cost Per Trainee from \$572 to \$1,014
- Increase the total funding amount from \$103,532 to \$183,534

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARY OF PRIOR MODS/AMDS

- Modification # 1: Added course topics to Exhibit B, Menu Curriculum

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Boudreau under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0149	\$103,532	08/06/2018– 08/05/2020	310	0	0

Currently, 122 have received at least 8 or more hours of training. Therefore, tracked training hours equivalent to \$73,606 (71%) in potential earnings. Boudreau plans to meet 100% of current funding (\$103,532) by July 2019 with 10 months remaining in the 21 month training period.

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Decision Making
- Communication Skills
- Customer Relations Modules 1, 2, 3
- Effective Time Management
- Job Costing and Accounting
- Estimating & Bidding Procedures and Processes Modules 1, 2, 3
- Negotiating Everything Construction
- Business Writing for Contractors Modules 1, 2, 3
- Human Resource Management & Expertise
 - Relationship Management
 - Consultation
 - Communication
 - Critical Evaluation
 - Business Acumen

COMMERCIAL SKILLS

- Blueprint Reading
- Mobile Home Park Basics
- Dry Utility Competencies, Modules, 1,2,3
- Electrical Basics for Dry Utilities Modules, 1,2,3
- Building Codes
- Construction Literacy
- Construction Workflow Dynamics and Techniques
- Equipment Operations Maintenance
- Field Operation Procedures
- Map Training
- Tracking your Field Production
- Laser Operation
- Rigging Techniques
- Daily Reporting Skills at the Jobsite
- Performing Quantity and Material Takeoffs
- Dry Utility Competencies, Modules, 1,2,3
- Electrical Basics for Dry Utilities Modules, 1,2,3
- Gas Line Basics for Dry Utilities Modules, 1,2,3
- Heavy Equipment Simulator
- **Confined Space**
- **Forklift**

COMPUTER SKILLS

- Planswift Application Skills
- Critical Path Method Scheduling

- Microsoft Office intermediate -Excel/Word
- Outlook Applications and Interface
- Adobe Acrobat Training
- Human Resources Information Software (HRIS)
- Payroll Software
- Electronic Time Tracking/Capture Software

CONTINUOUS IMPROVEMENT

- Lean Construction
- Construction Best Practices
- Engineering Best Practices
- Construction Project Management Best Practices
- 7 Habits of Highly Effective People
- Leadership in Construction Workshop Modules 1, 2, 3
- Motivation & Team Building
- Leadership & Management for Non-Managers Modules 1, 2, 3
- Management Styles Modules 1, 2, 3
- **Competent Person Training**

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10 (requires completion of 10 training hours)
- OSHA 30 (requires completion of 30 training hours)

Computer Based Training

0 – 100

BUSINESS SKILLS

- Human Resource Management & Expertise
 - Relationship Management (6.5HR)
 - Consultation (6.5HR)
 - Leadership and Navigation (6.5HR)
 - Communication (6.5HR)
 - Critical Evaluation (6.5HR)
 - Business Acumen (6.5HR)

Productive Lab

0 - 60

COMMERCIAL SKILLS

- Equipment Operation and Maintenance Skills
- Heavy Equipment Operation in the Field

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



Training Proposal for:
Communications & Power Industries LLC

Contract Number: ET20-0102

Panel Meeting of: June 28, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E) Aerospace Related Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Santa Clara, Ventura, Sacramento	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 680	U.S.: 1,321	Worldwide: 1,850	
<u>Turnover Rate:</u>	12%			
<u>Managers/Supervisors:</u> (% of total trainees)	3%			

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$115,000

Total ETP Funding
\$84,617

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. Improv., Mfg. Skills, HazMat., OSHA 10/30, PL- Mfg. Skills	191	8–200	0	\$391	\$17.70
				Weighted Avg: 17			
2	Retrainee Veterans	Business Skills, Cont. Improv., Mfg. Skills, HazMat., OSHA 10/30, PL- Mfg. Skills	12	8–200	0	\$828	\$17.70
				Weighted Avg: 36			

Minimum Wage by County: Santa Clara - \$19.31; Ventura and Sacramento - \$17.70.

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 for Job 1 & 2

Occupation Titles	Wage Range	Estimated # of Trainees
Production Staff		143
Engineers		53
Managers		7

INTRODUCTION

Founded in 1948, and headquartered in Palo Alto, Communications & Power Industries LLC (CPI) (www.cpii.com) has six facilities in California. CPI manufactures electromagnetic energy products and components. It designs and builds vacuum-electron devices and components such as power amplifiers, upconverters, pulse-compression assemblies, voltage-controlled oscillators, high-power and solid-state switches, phase shifters, and limiters.

CPI's products are used in medical devices, communication-satellite systems, electronic warfare and related consumer/defense-industry products. For example, CPI's Power Grid products are widely used in equipment that serves textile drying, pipe welding and semiconductor fabrication.

This is CPI's second ETP project, it's first in the last five years. ETP-funded training will be delivered to staff from six locations in California (Santa Clara, Ventura, and Sacramento counties).

Veterans Program

CPI recruits and hires veterans directly from EDD's CalJOBS website, and it accepts referrals for consideration from local workforce-development groups such as the NOVA Workforce Consortium. CPI intends to include 12 Veterans in this training plan (Job Number 2).

PROJECT DETAILS

This proposal focuses on cross training on different product lines to allow greater efficiency by allowing staff to shift between operations. CPI's workforce is experiencing a high rate of employee retirement. Thus, training is focused on back-filling retiree positions.

Manufacturing and Continuous Improvement training will increase efficiency, improve quality, and strengthen customer service to help meet its strategic goals. Training will ensure the Company has a competent workforce that meets certification requirements. Additionally, CPI is including Quality Assurance training under its internal CPI Operational Excellence program to meet or exceed efficiency and performance goals.

Training Plan

CPI will deliver the following internally developed and some vendor-based Class/Lab, E-Learning, and Productive Lab (PL) training:

Business Skills: This training will be offered to all employees. Under the Business Performance course topic, subtopics such as Business Writing, Presentation Skills, and Decision Making will be offered to assist CPI to improve its communication and to build strong-workplace teams. The goals include upgrading skills to assist employees in advancing on career ladders and remaining skilled in a fast paced technological environment.

Continuous Improvement: This training will be offered to all employees to satisfy CPI's internal-certification program titled Operational Excellence. Efficiency/quality are general priorities that the topics proposed are designed to achieve such as Manufactured Packaging Products Quality management System, Quality Records and Returned Product Process. Trainees will learn to manufacture new products and will receive cross training to ensure CPI's staff is able to work on multiple assembly lines.

Manufacturing Skills: This training will be offered to Production Staff and Engineers to upgrade skills on electrical and manufacturing processes to meet quality and efficiency goals. CPI represents that topics such as Plate-Shop Inspection (Process Flowchart) are a necessity to ensure its products are manufactured to exact specifications.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous 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, Managers and Production Staff will receive up to 40 hours of training. Field training may

be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity is Industry Emergency Council (IEC) in Burlingame, CA.

Productive Laboratory

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor will be dedicated to training delivery during all hours of training. Manufacturing Skills training requires team work on production lines and/or on actual equipment with a trainer-to-trainee ratio of 1:3.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. The Company's training budget for all California sites is approximately \$229,000 for 2019. It provides new-hire orientation, basic-job skills, diversity, workplace ethics, executive leadership, and anti-harassment training.

Mandatory training is delivered company-wide (e.g. – new-hire orientations and anti-harassment), but some training may be department or job-specific training. CPI delivers training through various methods- classroom settings, lab settings, and by using E-Learning and Productive Lab training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

CPI has designated a Senior HR Representative and HR Coordinator to administer the project with support of a third-party administrator, California Training Coalition. Staff have been identified at each location to coordinate training and manage records. CPI estimates a total of 20 employees support the design, delivery, and administration of training for its California workforce. Training will be delivered by in-house experts and vendors.

Impact/Outcome

- Upskill staff to maintain efficiency goals and provide upward mobility opportunities in high-skilled and high-wage positions.
- Achieve the following internal and external certifications to remain competitive:
 - HAZMAT certifications for ten employees and OSHA 10/30 certifications.
 - Soldering American National Standards Institute certification for seven employees.
 - Soldering Institute for Printed Circuit Board certification for three employees.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

The Company retained California Training Coalition in Upland to assist with development of this proposal for a flat fee of \$12,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

Fusion Technology in Mountain View has been retained to provide Manufacturing Skills training for a fee of \$85,000. Other trainers will be identified as they are retained.

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

8–200 (Jobs 1 & 2)

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Export Controls
- ✚ Business Performance
 - Business Writing
 - Presentation Skills
 - Decision Making
- ✚ Protecting Proprietary Information

CONTINUOUS IMPROVEMENT

- ✚ Manufactured Packaging Products (MPP)- Quality Management System
- ✚ ISO 9001: 2015
- ✚ Document Control
- ✚ MPP Engineering-Change Orders
- ✚ Quality Records
- ✚ Customer Processes (Quotes, Order Review, Reduction of Hazardous Substances, Registration/Evaluation/Authorization/Restriction of Chemicals)
- ✚ Government Property
- ✚ Manufacturing-Process Certification
- ✚ Product Quality Deficiency Reports
- ✚ Returned-Product Process
- ✚ Supplier Management

MANUFACTURING SKILLS

- ✚ Room-Temperature-Vulcanizing (RTV) Potting Technology
- ✚ Atomic Weld
- ✚ Advanced Leak Check
- ✚ Bell-Jar Safety
- ✚ Bell-Jar Torch Brazing
- ✚ Cascade Controlled Furnace
- ✚ Cold Wall Return Furnace Operation Training
- ✚ Combo Leak Check & Advanced Leak Check
- ✚ Copper Spray and Kanthal® Coating
- ✚ Gas Tungsten Arc Welding (GTAW)
- ✚ Grit Blasting
- ✚ Laser Beam Welding (LBW)
- ✚ Leak Detecting
- ✚ Open-Air Torch Braze
- ✚ Online-Fixture Maintenance
- ✚ Plate-Shop Inspection (Process Flowchart)
- ✚ Painting
- ✚ Plasma Arc Welding (PAW)
- ✚ Reject Handling/Non-Conforming Product
- ✚ Response to Flammable-Gas Alarm
- ✚ Tool Action Order (TAO)
- ✚ Workmanship Awareness
- ✚ Resistance Spot Welding (RSW)

- ✚ Radio Frequency (RF) Resistance Brazing
- ✚ RTV Potting Training
- ✚ Soldering–American National Standard Institute (ANSI/IPC-J-STD-001 Certification)
- ✚ Soldering–Institute for Printed-Circuit Board (IPC-A-610 Certification)
- ✚ Qualified-Electrical Worker (Safety)
- ✚ Boom-Lift Training (Safety)
- ✚ Blood-Borne Pathogens (Safety)
- ✚ Laser-Beam Cutting (Safety)

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

HAZARDOUS MATERIALS

- ✚ HAZMAT Certification

OSHA (Certified-OSHA Trainer Required)






- ✚ OSHA 10
- ✚ OSHA 30

Productive Lab (1:3 Ratio)

0–60

MANUFACTURING SKILLS

- ✚ Calibration Requirements
- ✚ Cathode Spray
- ✚ Circuit-Grinder Evaluation
- ✚ Clean-Area Controls
- ✚ Engineering Tests
- ✚ Foreign-Object Damage (FOD) Prevention
- ✚ Inspection Methods
- ✚ Label Application
- ✚ Leak Checking Using the Residual-Gas Analyzer
- ✚ Material Handling
- ✚ Online-Fixture Maintenance
- ✚ Plate-Shop Inspection Process Flowchart
- ✚ Potting Molds, Chambers & Techniques
- ✚ Preparation of Rubber Stoppers for Use in Leak Checking
- ✚ Reject Handling/Non-Conforming Product
- ✚ Response to Flammable-Gas Alarm
- ✚ Shrink-Tube Process
- ✚ Space Crimp
- ✚ Tool-Action Order (TAO)
- ✚ Ultrasonic-Cleaner Use
- ✚ Workmanship Awareness
- ✚ X-Ray Measurement
- ✚ Bench-Check Braze
- ✚ Cable Assembly
- ✚ Carbo Wax
- ✚ Exhaust-Station Operation
- ✚ Helix Winding
- ✚ Oxide Cathode Coating
- ✚ Plating/Cleaning/Metalizing
- ✚ Rod Coating

-  Sputtering
-  Temperature Calibration for Pusher Furnace
-  Temperature Measurement
-  Water-Pressure Test
-  Product Tests' Skill Technique

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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TRAINING PROPOSAL AMENDMENT

Delta Pipeline Inc.

Approval Type: N/A

Reference Number: 17-0929

Contract Number: 19CS-0001-000

Panel Meeting Date: June 28, 2019
Regional Office: North Hollywood Regional Office
Analyst Name: Niquet, Marisol
Contract Term Date: 7/1/2018 - 6/30/2020

Revision Number: 2
Requested Date: 04/24/2019
Revision Status: In Contract Review Unit
Effective Date: June 29, 2019

Proposal Type: Single Employer Contract (SE)
Critical Proposal: No
Funding Source: SET

FUNDING AMENDMENT:

Current Funding (\$)		Requested Funding Increase (\$)		Revised Funding (\$)
\$48,412.00		\$48,048.00		\$96,460.00
Training Cost	Admin Cost	Support Cost	Substantial Contribution	Total In Kind
\$81,075.00	\$15,385.00	N/A	\$0.00	\$110,600.00

PROJECT PROFILE

Repeat Contractor:	No		
High Unemployment Area:	No	Turn Over Rate(Applicant):	10.00 %
Industry Sector		Priority Industry	
Construction		Yes	
Transportation and Warehousing		Yes	

AMENDMENT REQUEST DETAILS:

Reason for the Amendment Request:

Delta Pipeline Inc. (Delta) has exceeded its Contract funding amount of \$48,412 and requests additional funds of \$48,048. Based on performance, training averages 235 hours per month with nine months of training remaining. Delta is requesting \$48,048 in additional funds to continue training.

REVISED ITEMS:

Costing Group

Attribute	Job Title	No. Trainees		Min Training Hours		Max Training Hours		Estimated Training Hours	
		From	To	From	To	From	To	From	To
	Group No. 1 Location: Delta Pipeline Inc.								
S-RET	Field Construction	44	44	8.00	8.00	150.00	200.00	28.00	40.00

	Administrative	3	3	8.00	8.00	150.00	200.00	28.00	40.00
	Estimator	4	4	8.00	8.00	150.00	200.00	28.00	40.00
	Project Lead	3	3	8.00	8.00	150.00	200.00	28.00	40.00
Group No. 2 Location: Delta Pipeline Inc.									
S-RET-JOB CREATION	Junior Field Construction	10	10	8.00	8.00	150.00	200.00	35.00	155.00

Waiver Added

Waiver Source		Waiver Choice	
Waiver: Cap/Max Hours of Training			
Costing Group #1		150.00	
Costing Group #1		150.00	
Costing Group #1		150.00	
Costing Group #2		150.00	
Costing Group #1		150.00	

Amended Funding Detailed

Funding	Group No.	Attributes	Number Of Trainees	Weighted Average Hours	Reimbursement Rate	Cost Per Trainee	Cost Per Group
SET	1	S-RET	54	40	\$26.00	\$1,040.00	\$56,160.00
	2	S-RET-JOB CREATION	10	155	\$26.00	\$4,030.00	\$40,300.00
		Funding Total:	64				\$96,460.00
		Grand Total:	64				\$96,460.00

Legend of Attributes	
Code	Description
S	Single Employer
RET	Retrainee
JOB CREATION	Job Creation – Retrainee Initiative Program

Introduction

Founded in 1991 and headquartered in Long Beach, Delta is an underground pipeline construction company that installs storm drains, sewers, and water and fire lines. Customers include schools, medical buildings, retail stores, industrial spaces, real estate developers, general contractors and municipalities.

Amendment Details

To date, Delta has tracked 2786.50 reimbursable hours. The Company continues to deliver training for all trainees, but its focus is to provide more extensive training program for Job Number 2. This training will focus on Commercial Skills and emphasize field production i.e. power tool use, guarding, jobsite logistics, equipment operations, maintenance, trenching and shoring.

In summary, this Amendment will:

- 1) Increase the funding amount by \$48,048, from \$48,412 to \$96,460;
- 2) Increase the weighted average hours in Job Number 1, from 28 to 40;
- 3) Increase the weighted average hours in Job Number 2, from 35 to 155; and
- 4) Increase range of hours, from 8-150 to 8-200.

Recommendations

Staff recommends approval of this Amendment.

ACTIVE CONTRACT PERFORMANCE

This table summarizes active contract(s) performance for Delta:

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
19CS-0001-000	\$48,412.00	07/01/2018 - 06/30/2020	64	24	0	0

Based on the ETP System, the current Contract has tracked 2,786 reimbursable hours for potential earnings of \$72,449 (149% of approved amount)

Attachment 1 - Group and Job Title Details

The proposed Training Project includes training for the following Trainees organized by training group.

Group # 1: Retrainee			
Job Title	Estimated Number of Trainees	Base Wage Range	Health Benefits Applied
<i>Los Angeles County/SET - 6621 E Pacific Coast Hwy, Long Beach (ETP Required Wage: \$22.77)</i>			
Administrative	3	\$20.54 - \$49.50	\$2.23
Estimator	4	\$20.54 - \$50.50	\$2.23
Field Construction	44	\$20.54 - \$48.50	\$2.23
Project Lead	3	\$20.54 - \$50.00	\$2.23

Group # 2: Retrainee/Job Creation – Retrainee Initiative Program			
Job Title	Estimated Number of Trainees	Base Wage Range	Health Benefits Applied
<i>Los Angeles County - 6621 E Pacific Coast Hwy, Long Beach (ETP Required Wage: \$14.62)</i>			
Junior Field Construction	10	\$12.39 - \$38.00	\$2.23

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

Note: It will be made a condition of an ETP contract that trainees shall not be paid less than the State of California and/or the applicable local minimum wage rate at the end of the retention. This is regardless of the wage rates expressed in this table.

Attachment 2 - Training Delivery and Curriculum Listing

Provided below are details on the types of training planned for this proposed Training Project.

<i>Delivery Method /Level</i>	<i>Classroom/Simulated Laboratory</i>
Training Type (Level)	Planned Course Offerings
Business Skills	Coaching
	Communication
	Customer Service
	Design Build Budgeting
	Estimating
	Financial Risk Analysis
	Job Costing
	Leadership
	Marketing & Business Development, Sales
	Product and Service Knowledge
	Project Management (Financial Forecasting, Issue Logging)
Commercial Skills (Standard)	Job Cost
	Change Orders
	Documentation (Daily Logs, RFI (Request for Inform
	Equipment Operations and Maintenance
	Field Operational Procedures
	Green Construction-LEED
	Job Site logistics
	Materials Ordering, Handling and Storage
	OSHA 10
	OSHA 30
	Power Tool Use and Guarding
	Project Planning
	Storm Water Pollution Prevention Program
	Trenching and Excavation
Computer Skills (Standard)	Blue Beam
	Accounting and Project Management
	Asset Tracker
	Auto CAD
	Building Information Modeling
	Construction Cost Tracking
	Dashboard EBM- Estimating
	EBM- Estimating
	Microsoft Office, Project
	QuickBooks
	Timekeeping system/Mobile app
	Total Project Logistics
Continuous Improvement Skills	Goal Setting and Accomplishment
	Productivity Improvement

Attachment 2 - Training Delivery and Curriculum Listing

Provided below are details on the types of training planned for this proposed Training Project.

	Project Planning
	Quality Improvement
	Teamwork
Hazardous Materials Skills	Hazardous Communication/Operations

Delivery Method /Level	Productive Laboratory						
Training Type (Level)	Planned Course Offerings						
Commercial Skills	Field Operations						
PL Justification and Details							
Explain the need for productive laboratory (PL) training	Construction of underground pipe assembly is highly technical training is not solely suitable for classroom instruction. Classroom training is not an adequate means of delivery because trainees must learn how to operate equipment and build underground pipe assembly that does not fit easily into a classroom setting. Customer specified pipe and equipment used is varied and would be too costly to build in a classroom. Complex underground pipe assembly systems can only be located at customer site						
Describe the Equipment/Processes to be used in delivering the PL training	construction of underground pipe and assembly						
Describe Trainer Qualifications	Instructors are the most knowledgeable company employees, with 20+ years work/industry experience and certification on equipment/systems from numerous equipment manufacturers.						
Trainer to Trainee Ratios - If more than one PL class the ratios are the lowest and the highest trainer-to-trainee ratio	<table> <tr> <th>Trainer</th><th>Trainee</th></tr> <tr> <td>1</td><td>1</td></tr> <tr> <td>1</td><td>1</td></tr> </table>	Trainer	Trainee	1	1	1	1
Trainer	Trainee						
1	1						
1	1						
Ratio for One Class, or Minimum When More than One Class							
Ratio for Maximum Ratio When More than One Class							
PLT Approval	Yes						



RETRAINEE - JOB CREATION

Training Proposal for:

Poindexter Nut Company, Inc.

Agreement Number: ET20-0106

Panel Meeting of: June 28, 2019

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee HUA	Industry Sector(s):	Manufacturing Food Processing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 292	U.S.: 292	Worldwide: 292
<u>Turnover Rate:</u>	15%		
<u>Managers/Supervisors:</u> (% of total trainees)	4%		

FUNDING DETAIL

Total ETP Funding
\$139,840

In-Kind Contribution: (100% of Total ETP Funding Required)
\$140,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Commercial Skills, Cont. Improv., HazMat, Mgmt. Skills, Mfg. Skills, PL- Mfg. Skills	292	8-200	0	\$460	*\$13.28
				Weighted Avg: 20			
2	Retrainee Job Creation Priority Rate HUA	Business Skills, Computer Skills, Commercial Skills, Cont. Improv., HazMat, Mfg. Skills, PL- Mfg. Skills	12	8-200	0	\$460	*\$12.00
				Weighted Avg: 20			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$13.28 per hour for Fresno County; Job Number 2: \$12.00 per hour for Fresno County.

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

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

\$1.08 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administration		21
Sales		2
Scheduling/Logistics		4
Quality Assurance		36
Production		144
Warehouse		25
Frontline Managers		5
Supervisors		12
Safety Coordinator		1
Mechanics		7

Sanitation		35
Job Number 2:		
Production Staff		12

INTRODUCTION

Founded in 1969 and headquartered in Selma, Poindexter Nut Company, Inc. (Poindexter) (<https://poindexternut.com>) specializes in manufacturing a various assortment of tree nuts. Products include whole and chopped pecans, walnuts, almonds, cashews, and pistachio nuts. Poindexter provides products and services to retailers, wholesalers, and institutional customers worldwide. These customers include Kraft/Heinz, Supervalu, DOT Foods, and Restaurant Depot. Training will be provided at the Selma location. This is Poindexter's first ETP contract.

Veterans Program

Although they do not have a Veteran's component in this project, Poindexter periodically recruits Veterans at job fairs targeted for Active/Reserve and Military Veterans.

PROJECT DETAILS

To meet customer demand, Poindexter is improving efficiency and production capacity with new machinery and equipment upgrades. In 2017, the Company incorporated the Napasol Pasteurization System, which is an environmental friendly pasteurization process that ensures high quality, safe products using less water and energy. Trainees will need specific training to utilize this new system's production techniques, as well as the computerized conveyor systems and washing equipment.

In addition, Poindexter will cross train production staff to support growth and upgraded employee skills. Improving employee manufacturing, business, and customer service skills are the training goals for this contract.

Training will be delivered to reinforce and validate the importance of food safety and the steps to maintain the highest product quality for consumer consumption.

High Unemployment Area

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

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. Poindexter is requesting a wage modification from \$17.70 per hour to \$13.28 per hour for Job Number 1 and \$14.48 per hour to \$12.00 per hour for Job Number 2 in order to serve workers in lower-wage occupations.

Retrainee - Job Creation

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

Poindexter has seen a large increase in a hiring growth over the last 5 year due to the acquisition of new equipment, additional product lines and Napasol Pasteurization System expansion. Due to this growth, the Company will hire 12 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of contract.

Training Plan

Training will be delivered via Classroom/Laboratory and Productive Lab delivery 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 Administration, Sales, Scheduling/Logistics, Quality Assurance, Safety Coordinator, Frontline Managers and Supervisors. Training will provide the skills to effectively and efficiently maintain business operations. Training topics include Effective Communications, Strategic Planning, Account Development, Vendor Relations, and Business Writing.

Commercial Skills: Training will be offered to Mechanics and Supervisors. Training will provide the skills to effectively maintain, repair and services to various equipment related to the manufacturing process. Training topics include Mechanical Seal Repair and Maintenance, Electrical Training for Mechanics, Rotary Valve Pump Maintenance and Repair, and Production Equipment Machinery Repair and Maintenance.

Computer Skills: Training will be offered to all occupations. Training will improve software skills. Training topics include Microsoft Office (Intermediate), REACTS SAP Software Training, and Bar Code Scanning System.

Continuous Improvement: Training will be offered to all occupations. Training will focus on eliminating waste and improving Company processes. Training topics include Food Product Safety, British Retail Consortium, Quality Control Systems, Leadership and Teambuilding.

Hazardous Materials: Training will be offered to all occupations. Training will focus on the skills and knowledge to identify, safely handle and transport uncontrolled, spilled or hazardous materials within the manufacturing equipment. Training topics will include Hazardous Materials Labeling, Handling, Safe Transport, and Clean Up.

Management Skills: Training will be offered to Frontline Managers and Supervisors. This training will teach the components and concepts of mid-range and long-range strategic plan. Training topics include Coaching and Mentoring, as well as, Strategic Planning.

Manufacturing Skills: Training will be offered to Production, Warehouse, Mechanics and Supervisors. Training will improve upon the employee's knowledge of proper techniques for working with equipment and the production of the product. This also includes cross training. Training topics include Critical Control Points Training, Materials Handling Equipment Training, and Production Equipment Operation.

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.

Productive Lab training will be offered to new hire trainees under Production, as well as, a select number of incumbent trainees in Warehouse, Production, Mechanics and Sanitation. Training will focus the Napasol Pasteurization Equipment to ensure adequate competencies for increased production needs. Productive Lab will build upon the training delivered in the classroom with hands-on experience of Poindexter's production process and proper use of the equipment. The trainer-to-trainee ratio will be 1:1.

Approximately 12 hours of Productive Laboratory training will be delivered by an experienced in-house trainer, who will be devoted to training during each training session. Focus is on ensuring the trainee meets the Company's core competencies. This will be done through periodic observations and measurable skill assessments once the training is complete.

Commitment to Training

The training budget for the last year was approximately \$96,000. Poindexter's management team including top level executives are committed to ensuring training is a success. In addition, the Company is implementing a supportive environment that includes experienced employees from each occupation. The designated group of employees will be available for consulting, collaboration, and assistance for all Poindexter 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 provided by qualified in-house trainers. The Human Resources Manager will oversee the scheduling and coordination of training. The Company's Safety Coordinator and Quality Assurance Manager will oversee the actual training in classes. Poindexter has also retained the services of a third-party administrator with extensive ETP experience to assist with the administration. A detailed training schedule is in place, and the Company is ready to proceed with training upon approval.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

The Company retained Strategic Business Solutions, LLC in Visalia to assist with development of this proposal for a flat fee of \$7,750.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Account Development (Sales and Marketing)
- Business Writing
- Effective Communications
- Production/Shipping Scheduling/Logistics
- Strategic Planning
- Vendor Relations

COMPUTER SKILLS

- Bar Code Scanning System
- DataTech Software Training
- Microsoft Office (Intermediate)
- REACTS SAP Software Training

COMMERCIAL SKILLS

- Electrical Training for Mechanics
- Mechanical Seal Repair and Maintenance
- Production Equipment Machinery Repair and Maintenance
- Rotary Valve Pump Maintenance and Repair

CONTINUOUS IMPROVEMENT

- Alchemy
- British Retail Consortium (BRC)
- Food Product Safety
- Leadership
- Quality Control Systems
- Sanitation Best Practices
- Team Building

HAZARDOUS MATERIALS

- Clean Up
- Handling
- Labeling
- Safe Transport

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Coaching and Mentoring
- Strategic Planning

MANUFACTURING SKILLS

- Computer Assisted Controllers
- Computer Programmed Conveyor System
- Critical Control Points (CCP)
- Materials Handling Equipment

- Production Equipment Operation (Napasol Pasteurization Equipment)
- Sifting
- Sorting
- Washing Equipment

Productive Lab Hours (Ratio 1:2)

0-12

MANUFACTURING SKILLS

- Computer Assisted Controllers
- Computer Programmed Conveyor System
- Critical Control Points (CCP)
- Materials Handling Equipment
- Production Equipment Operation
 - (Napasol Pasteurization Equipment)
- Sifting
- Sorting
- Washing Equipment

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



Panel Amendment #2 Proposal for:
Sun Valley Specialty Healthcare Inc. dba Totally Kids
Contract Number: ET18-0152

Amendment Effective Date: March 5, 2019

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: J. Romero

CURRENT PROJECT PROFILE

Contract Type:	SET Frontline - Retrainee	Industry Sector(s):	Healthcare
	Priority/Retrainee		
	Job Creation		
Counties Served:	Los Angeles County	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract Term:	December 18, 2017 to December 17, 2019	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$100,080

AMENDMENT FUNDING

Requested Funding	Total Funding
\$36,540	\$136,620

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority Rate SET Medical Skills	MS Didactic; MS Clinical Preceptor; Commercial Skills; Continuous Improv; Computer Skills	145	8-200	0	\$756	\$22.04
				Weighted Avg: 42			
2	Priority Rate SET Medical Skills Job Creation	MS Didactic; MS Clinical Preceptor; Commercial Skills; Continuous Impr; Computer Skills	45	8-200	0	\$600	\$14.13
				Weighted Avg: 30			

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

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$22.04 per hour;
Job Number 2 (SET/Priority Industry/Job Creation): \$14.13 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
Up to \$2.25 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Number 1	
Registered Nurse	
Licensed Vocational Nurse	
Respiratory Care Practitioner	
REHAB: Physical, Occupational & Speech Therapists	
Administrative Staff	
Job Number 2: (Job Creation)	
Registered Nurse	
Licensed Vocational Nurse	
Respiratory Care Practitioner	
REHAB: (Physical, Occupational & Speech Therapist	
Medical Transport	
Administrative Staff	

INTRODUCTION

Sun Valley Specialty Healthcare Inc. dba Totally Kids (Totally Kids) (<https://totallykids.com>) is a 45-bed capacity healthcare facility in Sun Valley that specializes in sub-acute care and pediatric services (ICU & PICU) for children who are medically fragile and technology dependent. The Company specializes in the care and treatment of children from age 3 to 21 who are recovering from the effects of a complex illness or injury such as neurological, liver, hormonal, orthopedic, gastrointestinal and respiratory disorders. Totally Kids also offers short-term surgical recovery,

case management and individual treatment planning. This Agreement was approved at the December 2017 Panel Meeting.

AMENDMENT DETAILS

Totally Kids is requesting additional funds to support its initial proposed training needs. The Company's training plan is progressing at a faster pace than expected as training provided has exceeded more than 100% of the approved funding due to the expansion of services. Additional training is needed for the planned implementation of its new ERP system, ABAQUIS, to streamline the Company's procedures to improve processes and services.

This Amendment modifies the Agreement as follows:

- Increase weighted Average hours by 14, from 28 to 42 (Job 1)
- Increase cost per trainee by \$252, from \$504 to \$756

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARIZE PRIOR MODS/AMENDS

- Revision 1: added topics under MS-Didactic and Clinical Preceptor.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Totally Kids under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET18-0152	\$100,080	12/18/17 – 12/17/19	150	0	0

Based on ETP Systems, Totally Kids has provided a total 4,853 training hours (90% projected performance of approved amount). Contractor anticipates earning 100% of the approved funding.

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

8 – 200

Trainees may receive any of the following:

MEDICAL SKILLS TRAINING – DIDACTIC

- Physical Growth and Development: Pediatric
- Developmental Stages
- Provision of care for the Pediatric Patient
- Pediatric Assessment
- Cardiac Anomalies
- Seizure Disorder/ Epilepsy
- Vagal Nerve Stimulator
- Anticonvulsant Medication
- Spinal Cord Injury
- TBI Associated Spasms
- Neurological Disorders
- The Diabetic Resident
- Medical Equipment: Ventilators, Feeding Pumps, Pulse-Ox Machine
- Homeostasis/Acid/Base and Fluid Balance/Electrolytes
- Fall Prevention
- Infection Control
- Resident and Family Teaching
- Family Training Program
- Ostomy: Trach/ GT/ GJT/ Ileostomy/ Colostomy
- Managing Incontinence
- Pressure Injury Stages and Wound Classification
- Skin Issues/ Disorders
- Kidney Disease/ Peritoneal Dialysis
- Intermittent/ Continuous Suction: Oral/ Gastric
- Cardiac Anomalies: Surgical Repair
- Order Transcription
- Discarding Expired or Discontinued Medication
- Preventing HAI's
- **Clinical Staff General Orientation**
- **Grooming and Hygiene**
- **Vitals Collection**
- **Proper Use of Medical Equipment**
- **Privacy/Confidentiality/HIPAA**
- **Treating Residents with Tenderness and Compassion**
- **Organizing Resident Care Areas/Resident Belongings**

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- Care and Intervention During Seizure
- VNS Magnet
- Documenting Seizure Episodes
- Administering Rectal Anticonvulsants
- Head-to-Toe and Segmental Height
- Height Weight and Head Circumference

- Wound Assessment and Documentation
- Wound/ Stoma Care
- Sterile Technique: Tracheal Suction
- Neurological Assessment/ Vitals
- Use of EKG / Cardiac Monitor
- Responding to STAT
- Oxygen Administration
- Ventilator Circuit Changes
- Peritoneal Dialysis Procedure
- Care of PD Catheter and Equipment
- Placement/Insertion of Gastric Tube
- Placement/Insertion of Tracheal Tube
- Chest Physiotherapy
- Administering Medications
- **Rehab Techniques**
- **Pediatric Advanced Life Support (PALS)**
- **Basic Life Support (BLS)**

COMPUTER SKILLS

- Abaqus

COMMERCIAL SKILLS

- Seizure Protocol
- Identifying Change of Condition
- Identifying and Responding to Cardio-Pulmonary Distress
- Identifying, Reporting and Documenting Behavioral Issues
- Use of Restraints and Documentation
- Body Mechanics and Injury Prevention
- Preventing Resident/ Staff Falls
- Ethics and Decision Making

CONTINUOUS IMPROVEMENT

- Documentation Workshops
- Conflict Resolution
- Communication
- Leadership/ Train-the-Trainer
- Team Building and Management
- Improving CQI/ Auditing Skills
- Critical Thinking and Problem Solving
- Disaster Preparedness/ Active Shooter
- Cultural Diversity

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

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



RETRAINEE - JOB CREATION

Training Proposal for:

FreshPoint Southern California, Inc.

Contract Number: ET20-0109

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	SET HUA Retrainee Job Creation Initiative Veterans	Industry Sector(s):	Wholesale Trade - Distribution (A) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local 630		
Number of Employees in:	CA: 340	U.S.: 345	Worldwide: 66,500
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$443,000

Total ETP Funding
\$430,950

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET HUA	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., PL-Comm'l. Skills	320	8-200	0	\$1,300	*\$13.92
				Weighted Avg: 65			
2	Retrainee SET HUA Job Creation	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., PL-Comm'l. Skills	5	8-200	0	\$1,495	*\$12.00
				Weighted Avg: 65			
3	Retrainee SET HUA Job Creation Veterans	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., PL-Comm'l. Skills	5	8-200	0	\$1,495	*\$12.00
				Weighted Avg: 65			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1 (SET/HUA): \$13.92 per hour for Los Angeles County. Job Numbers 2 & 3 (SET/HUA/Job Creation/Veterans): \$12.00 per hour for Los Angeles County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		20
Customer Service Staff		20
Driver		95
Lead		25
Marketing Associate		10
Support Staff		30
Warehouse Staff		120

Job Number 2 (Job Creation)		
Customer Service Staff		1
Driver		1
Lead		1
Support Staff		1
Warehouse Staff		1
Job Number 3 (Job Creation/Veterans)		
Customer Service Staff		1
Driver		1
Lead		1
Support Staff		1
Warehouse Staff		1

INTRODUCTION

Founded in 1921 and located in the City of Industry, FreshPoint Southern California, Inc. (FreshPoint) (www.freshpoint.com) distributes fresh fruits and vegetables. FreshPoint is a wholly-owned subsidiary of Sysco Corporation. The Company provides fresh produce daily to a customer base that includes local, regional and national food service chains, hotels, resorts, country clubs, fine dining and quick services, healthcare, schools, college and university dining, theme parks and cruise lines.

Veterans Program

FreshPoint conducts biannual outreach to Veterans, and the Company expects to hire and train at least five Veterans under this training project (Job Number 3). The Panel has established a higher reimbursement rate and other incentives for training California Veterans.

Union Support

Teamsters Local 630 has provided a letter of support for the training of its union members (Drivers and Warehouse Staff).

PROJECT DETAILS

FreshPoint is implementing a new program, "The Perfect Customer Experience", teaching workers how to exceed customer expectations. The Company is establishing new business processes to improve delivery times, and will introduce new data communication capabilities for its customers. Improved efficiencies will reduce delivery times, increase business volume, and improve customer satisfaction.

To meet growing customer demand for healthier and safer fresh food options, FreshPoint must continue to expand its products and services in the healthy food marketplace. To that end, the Company is expanding its services in the area of preprocessing food. Through preprocessing, FreshPoint now has the capability to clean, cut, sort, and package produce to customer specifications. This level of customization is a value-added service that helps customers maintain quality, eliminate waste, and manage its inventory and labor costs more effectively.

Consequently, from a training perspective, FreshPoint must upgrade its logistics and distribution procedures to remain in compliance with strict requirements associated with new products and safe food transportation.

These new programs, revamped processes, and expanding services all require FreshPoint to provide comprehensive employee training to ensure successful execution. The proposed training will focus on upgrading the skills of the Company's existing workforce, integrating new employees, and implementing improvements to enhance organizational efficiency.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees (Job Numbers 2 and 3) will be subject to a lower post-retention wage.

FreshPoint is expanding its business capacity to accommodate current estimated growth of 12% per year. The Company will hire 10 net new employees during the contract term, including five Veterans (Job Number 3). The proposed training will equip newly-hired employees with the knowledge and skills to support the Company's ongoing effort to sustain growth by expanding its product mix and customer base.

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Special Employment Training (SET)

Under SET, the 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.

➤ SET/HUA Wage Modifications

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by 25%. The Company's location in the City of Industry (Los Angeles County) is in an HUA.

These trainees qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage. The Panel may further reduce the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages. FreshPoint is requesting the SET/HUA wage modification of \$13.92 per hour for trainees Job Number 1, and \$12.00 per hour for Job Creation trainees in Job Numbers 2 and 3. All planned trainees at the City of Industry facility will require the HUA wage modification. As indicated above, trainees will never be paid less than the State or local minimum wage rate in effect at the end of retention, regardless of the wages expressed here.

Training Plan

Training will be delivered via Class/Lab and Productive Lab in the following:

Business Skills: Training will be offered to all occupations and include Customer Service, Brand Conversions, Expense Reduction, Internet Marketing, Scheduling and Merchandising Skills. Training is designed to increase customer satisfaction and sales revenue.

Commercial Skills: Training will be offered to Drivers, Leads and Warehouse Staff. Training will cover industry-specific food handling, warehousing, and distribution skills. Training topics will include Product Picking, Labeling, Palletizing, Dispatching, Loading/Unloading and Delivering Products.

Computer Skills: Training will be offered to all occupations to equip workers with the skills to utilize various software applications to perform their jobs more efficiently. Training topics include Digital Logs, Handheld Barcode Scanners, Routing Software, Tablet Applications, Labeling Technology and Cloud Computing.

Continuous Improvement: Training will be offered to all occupations. Areas of emphasis include FreshPoint Quality Standards, Reducing Waste, Team Communication, Coaching Skills, and Problem Solving. This training is designed to raise the Company's efficiency level.

Productive Laboratory

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

PL training allows for practical, hands-on instruction in a productive environment that cannot be adequately duplicated in a classroom setting. Approximately 40 trainees (Warehouse Staff, Drivers and Support Staff) will receive up to 60 hours of PL-Commercial Skills training. This training will help workers achieve the technical competencies needed to perform their jobs with the highest level of safety and efficiency.

PL training will focus on standard operating procedures, product handling, and equipment operation and maintenance. Training will include the use of product selections tools, palletizers, forklifts, tractors/trailers, and diagnosis and repair equipment. Training will be taught by qualified instructors with at least two years of equipment operation experience. FreshPoint will deliver PL at a trainer-to-trainee ratio of up to 1:3 because trainees typically work in teams of 1-3 which is the most efficient.

Commitment to Training

FreshPoint spends approximately \$430,000 annually on training. The Company provides new hire orientation, OSHA mandated training, sexual harassment prevention, basic computer skills, on-the-job training, and first aid 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 Vice President of Operations will oversee project administration. The Food Safety Program Manager will handle daily training program responsibilities including scheduling of classes, documenting training/attendance, and coordinating training objectives with Managers, Supervisors and Leads. FreshPoint has also retained an administrative vendor to ensure that training and documentation meet ETP requirements.

Training will be provided by internal trainers (managers, supervisors and leads), and will take place at the Company's facility in the City of Industry. FreshPoint has a training schedule in place and is prepared to commence training upon contract approval.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

National Training Company, Inc. (NTC) in Irvine assisted with development for a flat fee of \$5,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Coaching Skills
- Food Safety Modernization Act
- FreshPoint Food Safety
- FreshPoint Quality Standards
- General Food Safety
- Recall Procedures
- Reducing Waste
- Resolving Customer Problems
- Safe Quality Food
- Shrinkage Reduction
- Statement of Accountability
- Team Communication

COMPUTER SKILLS

- ADP Time Keeping
- Digital Logs
- Exception Orders
- FreshPoint Truck
- Handheld Barcode Scanner Computerized Glove
- Microsoft Office (Advanced)
- Microsoft Office (Intermediate)
- Omnitracs Routing and Tracking Drivers
- Production Applications
- RoadNet
- Routing Procedures
- Sales Cloud Computing
- Sanitary Food Transportation Act
- Smartphone Applications
- Social Networking
- SOS Label Technology
- Tablet Applications

COMMERCIAL SKILLS

- Allergens
- Blood Borne Pathogens
- Dispatching
- Exception Orders
- Forklift Training
- General Manufacturing Practices
- Handling Seafood
- Hold and Release
- Labeling Products
- Loading and Unloading
- Mechanics Tools

- Pallet Jack
- Palletizing Products
- Preferred Work Methods
- Product Picking
- Refractometer Calibration
- Refrigerated Warehouse
- Re-Grading Procedures
- Scale Calibration
- Selecting
- Standard Operating Procedures
- Thermometer Calibration
- Tractors
- Trailers
- Unload/Deliver Products

BUSINESS SKILLS

- Account Penetration
- Brand Conversions
- Category Management
- Customer Service
- Dispatching
- DOT Files
- Expense Reduction
- Food Defense
- Handling Difficult Customers
- Internet Marketing
- Merchandising Skills
- Record Retention
- Regulation Inspection Readiness
- Routing
- Safety Goals
- Scheduling
- Supplier Approval Program

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

Productive Lab Hours

0-60

COMMERCIAL SKILLS (1:3 Ratio)

- Delivery Operations
- Equipment Diagnosis and Repair
- Forklift Operation
- Palletizer Operation
- Picking and Selecting
- Standard Operating Procedures
- Tractor Operation
- Trailer Operation

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

Lou Villalvazo
Secretary-Treasurer



Frank Afoa
President

Employment Training Panel
1100 J Street
4th Floor
Sacramento, CA. 95814

May 20, 2019

Re: FreshPoint Southern California, inc. Employment Training Panel

This letter confirms the support that Teamsters Local 630 has given to Freshpoint Southern California, inc. for the proposed Employment training Panel (ETP) project.

The Union understands and agrees that the ETP training program will provide various types of training to members of the Union.

Sincerely,

A handwritten signature in black ink, appearing to read 'Felix Chavez', is written over a horizontal line.

Felix Chavez
Divisional Representative
Teamsters Local Union 630



Training Proposal for:

Universal Health Services of Rancho Springs, Inc. dba Southwest Healthcare System

Contract Number: ET19-0469

Panel Meeting of: June 28, 2019

ETP Regional Office: San Diego

Analyst: M. Ibarra

PROJECT PROFILE

Contract Attributes:	Retrainee SET Priority Rate Medical Skills Training	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Riverside	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 4,390	U.S.: 51,428	Worldwide: 54,126	
<u>Turnover Rate:</u>	17%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$905,716

Total ETP Funding
\$509,600

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET Priority Rate Medical Skills Training	Computer Skills, Cont. Improv., MS - Didactic, MS - Clinical with Preceptor	400	8 - 200	0	\$1,274	\$32.18
				Weighted Avg: 49			

Minimum Wage by County: Statewide Average Hourly Wage (SET) of \$32.18

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	Wage Range	Estimated # of Trainees
Registered Nurse		350
New Graduate Registered Nurse		50

INTRODUCTION

Founded in 1978, Universal Health Services of Rancho Springs, Inc. dba Southwest Healthcare System (Southwest Healthcare) (www.swhealthcaresystem.com) is owned by Universal Health Services, Inc. (UHS) (www.uhsinc.com). Headquartered in King of Prussia, Pennsylvania, UHS is a healthcare management company which operates behavioral health facilities, acute care hospitals, and ambulatory surgery and radiation centers nationwide. Under the Southwest Healthcare umbrella, UHS owns five hospitals in southern California located in Corona, Murrieta, Wildomar, Palmdale, and Temecula.

Two of UHS' five acute care hospitals located in Murrieta, Rancho Springs Medical Center (RSMC), and Wildomar, Inland Valley Medical Center (IVMC), both in Riverside County, will participate in training. Southwest Healthcare will train approximately 400 Registered Nurses (RNs), including 50 New Graduate RNs.

RSMC is licensed for 120 beds and employs 250 full-time RNs. RSMC's dedicated service lines include obstetrics, gynecologic surgery, robotic surgery, care of the stroke patient, and pediatric emergency.

IVMC is licensed for 130 beds and employs 259 full-time RNs. IVMC's dedicated service lines include orthopedics, bariatric surgery, and care of the stroke patient. The Hospital is also a Level II Trauma Center and recently certified by the American College of Surgeons. IVMC is also designated as an Emergency Medical Services base station.

RSMC and IVMC serve a variety of customers within Southwest Riverside County, drawing patients from the primary service areas of Murrieta, Temecula, Menifee, Wildomar, and Lake Elsinore communities.

This will be Southwest Healthcare's sixth ETP Contract, third in the last five years. Southwest Healthcare is eligible for ETP funding under Special Employment Training (SET) provisions for frontline workers. It qualifies for ETP's Priority Industry reimbursement as a healthcare employer.

Veterans Program

Southwest Healthcare currently does not have a specific Veterans program in place. However, its Human Resources Department reported that there are 31 self-identified Veteran and Reservist workers on staff within the Hospitals.

Prior Performance

In its previous projects, Southwest Healthcare (Murrieta and Wildomar) focused on several new critical training for its RNs to meet overall operational needs and staffing ratio. Training provided existing and newly-hired RNs with specialized clinical skills necessary to successfully support new programs, services, and specialty units, as well as support a new UHS hospital located in Temecula.

In its last project, the Hospitals focused on improving quality processes, outcomes, and measures. During the contract term, Southwest Healthcare was able to hire, train, and retain more than 50 net, new RNs. Training provided existing and newly-hired nurses the skills necessary to support the Hospitals' increased patient volume due to increased general population growth in its surrounding communities.

PROJECT DETAILS

In this proposal, Southwest Healthcare's training plan is driven by the Hospital's continued commitment to improve quality and patient safety, as well as continue to meet and exceed increased patients' needs. During the next two years, Southwest Healthcare is committed to renew certifications and continue participation in centers of excellence mentioned above. Further, the Hospitals also plans to maintain or acquire the following:

- Bariatric Center of Excellence through the American College of Surgeons' Metabolic and Bariatric Surgery Accreditation and Quality Improvement Plan (MBSAQIP);
- Excellence in patient safety as recognized by The Leapfrog Group Hospital Safety Grade of "A;" and
- Certification for spine procedures and perinatal care through the Joint Commission.

In addition, Southwest Healthcare plans to offer new services and choices for patients. For example, the Hospitals are in the process of receiving Office of Statewide Health Planning and Development approval for a diagnostic cardiac catheterization lab expected to be functional in late 2019. In an effort to further support this endeavor, Southwest Healthcare invested \$1.2M equipment for the diagnostic lab to be implemented mid to late 2019.

Further, Southwest Healthcare plans to offer patients in its Family Birth Center new options for pain management during the labor and delivery process in an effort to reduce opioid use. This includes wireless fetal monitoring to promote mobility during labor and use of nitrous oxide for pain management.

Training is also driven by the Hospitals' continued growth in its surrounding communities. Southwest Healthcare projects 7% patient volume increase in the next two years. In order to anticipate and support growth, the Hospitals are committed to introduce new talent into the Hospital by hiring, training, and retaining approximately 50 New Graduate RNs. Although these are net, new hire nurses, Southwest Healthcare did not include a Job Creation component in this proposal.

Training will provide trainees extensive nursing skills/medical knowledge to successfully provide specialty care to a variety of patient population. New Graduate nurses will receive a comprehensive 12-week medical didactic and clinical training. ETP funding will assist the Hospitals to provide RNs with site-specific education and training that involves use of equipment and electronic medical records (EMR); specific to various service-lines and performance improvement initiatives within the Organization; and supports the aforementioned business and strategic goals of the Hospitals.

Training Plan

The proposed training will expand on training delivered in its previous ETP projects. In proposal, some nurse training will be repeated; however, it will not be delivered to the same incumbent workers. In addition, the proposed project will include newly-hired New Graduate nurses who have not received ETP training in the past.

The Hospitals plan to provide the following skills training:

Computer Skills – Training topics include Cerner Electronic Medical Record Documentation, Microsoft Office/Excel Skills (Intermediate and Advanced), EMR Application Skills, and Healthstream e-Learning Application.

Continuous Improvement – Training topics include Case Management/Discharge Planning, Charge Nurse Training/Frontline Leadership Skills, Communication Skills, Conflict Resolution Skills, Core Measures (The Joint Commission/CMS), Crisis Prevention Intervention (CPI), Critical Thinking Skills, Culturally Appropriate Care, Customer Service Skills, Documentation Skills, Preceptor Skills (train-the-trainer), Safe Patient Handling Skills, Team Building Skills, and Utilization Review.

Medical Skills Training (Didactic and Clinical with Preceptor)

This program provides funding for nurses and allied healthcare occupations with a Reimbursement Rate of \$26 for clinical didactic and clinical with preceptor training model.

In this proposal, all experienced and newly-hired nurses will receive Medical Skills training. Trainees will utilize one or both didactic and clinical with preceptor training methodologies as it pertains to their job function or specialty. Further, New Graduate and some incumbent nurses will participate in Medical Skills (MS) Clinical with Preceptor training. Nurses will be assigned to a specific hospital unit where they will complete Clinical Preceptor Skills training under an assigned "preceptor."

This training is critical to ensure nurses have critical hands-on skills prior to being assigned their own patients. New Graduate RNs will receive MS Clinical Preceptor training applicable to their assigned specialized units. Upon successful completion of new graduate nurse training, nurses will be qualified to take on the responsibilities of a staff RN.

All nurses will also receive MS training in advanced medical care to ensure competency, with a goal to incorporate evidence-based practice into clinical care at all patient touch-points. The Hospitals' MS training program is essential link between knowledge of what it means to be evidence-based and the provision of care that meets high quality and patient standards. MS training will ensure newly-hired New Graduate and experienced RNs are fully oriented to Southwest Healthcare's unique systems and processes to reduce risks for error. Training in a variety of patient care processes, tasks, and utilization, as well as in specialty care are critical in providing high quality, safe patient care.

Special Employment Training (SET)

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

For trainees employed in a Priority Industry, the Panel may modify the SET wage up to 25% below the statewide average hourly wage. However, Southwest Healthcare is not requesting the wage modification.

Commitment to Training

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

The Hospitals' current annual training budget is approximately \$1,630,318. Southwest Healthcare supports current training in new and emergency processes, equipment, and policies. Training also include formal orientation programs provided to new hire, new-to-specialty, New Graduate, and new-to-acute care nurses. Annual and other routine training is provided via classroom and simulation-based training, as well as computerized learning.

➤ Training Infrastructure

The Hospitals' Education Department administered its previous ETP projects. Southwest Healthcare's Chief Nursing Officer will continue to oversee the overall management and implementation of the proposed ETP project. The Hospitals designated its Nurse Educators at each hospital to ensure appropriate education support is provided to various departments and specialties. Southwest Healthcare's Education Coordinator, along with the designated Educator at each hospital, will assist with the administration of the ETP project including scheduling and coordinating training, enrolling trainees, tracking training hours, and submitting invoices.

Training will be delivered by in-house educators, medical staff/physicians who are subject-matter experts and/or potential training vendors. Training is ongoing; however, implementation of the ETP training and documentation of ETP-eligible training will start upon contract approval.

Impact/Outcome

ETP funding will enable Southwest Healthcare to maintain or secure nationally-recognized certifications and centers of excellence in a variety of key service lines through knowledge, skills training, and integration of evidence-based care. Training will ensure successful integration into existing practices by New Graduate and newly-hired experienced RNs by offering a variety of training modalities. Training will also enhance the ability of incumbent staff to receive specialty

training in various service lines including clinical care medicine, emergency medicine, orthopedics, maternal/fetal medicine, and surgical services. This will result in improved team engagement and retention, as well as promote consistent application of continuous improvement activities within all nursing departments.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Southwest Healthcare under ETP Contracts that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0389	Murrieta & Wildomar	4/4/16 – 4/3/18	\$426,000	\$426,000 (100%)
ET13-0271	Murrieta & Wildomar	1/28/13 – 1/27/15	\$390,296	\$303,373 (78%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 200

Trainees may receive any of the following:

MEDICAL SKILLS - DIDACTIC

- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)
- Base Station
- Blood Transfusion Management
- Body Mechanics
- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Diabetic Patient
- Care of the Geriatric Patient
- Care of the Gynecological Patient
- Care of the Neurosurgical Patient
- Care of the Obstetric patient i.e. (Genosis)
- Care of the Orthopedic Patients
- Care of Pediatric Patients (emergent and pre/post-operative care)
- Care of the Surgical Patient
- Care of the Stroke Patient
- Care of the Trauma
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Core Measures
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Disaster Planning
- Dysrhythmia Recognition & Interpretation
- Electronic Fetal Monitoring (basic, Intermediate and Advanced)
- Emergency Room Nursing Skills
- Emergency Nurse Training Program (new to specialty)
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses, etc.)
- Evidence Based Practices i.e. (High Reliability Unit (HRU)/ Best Practice)
- Fall Prevention
- Fluid & Electrolyte Imbalances
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Infection Control
- Infusion Therapy
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Labor, Delivery, Nursery and Postpartum Nursing Skills
- Medical/Surgical Nursing Skills
- Medication Administration & Management

- Neonatal/Infant Pain Scale (NIPS)
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- New Graduate Nursing Skills
- Nurse Orientation Training **(for New Grads only)**
- Nutrition Concepts i.e. (total parenteral nutrition (tpa))
- OB Trauma
- Orthopedic Nursing Skills
- Pain Management
- Patient Assessment & Care
- Pediatric Advanced Life Support (PALS)
- Peri-Operative Nursing Skills
- Pre and Post-Operative Care
- Procedural Sedation
- Rapid Response and Code Blue Skills
- Restraints
- Safe Patient Handling
- Scope of Practice
- Suicide Prevention
- Surgical Nursing Skills
- Telemetry Nursing Skills
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator and Tracheostomy Care
- Wound Ostomy & Skin Care (Pressure Injury Prevention & Management)

MEDICAL SKILLS - CLINICAL PRECEPTOR

- **EMERGENCY DEPARTMENT TRAINING**
 - Emergency Department Nursing Skills
 - OB Trauma
 - Trauma Nursing Skills
 - Triage Nursing Skills
 - Care of Pediatric Patients
 - Sepsis Protocol
 - Management of Stroke
 - Medication Safety
 - National Certification Exam Prep
 - Mock Codes
 - Ventriculostomy
 - Ventilator Management
- **INTENSIVE CARE UNIT/CRITICAL CARE UNIT TRAINING**
 - Cardiac Diseases
 - Care of Respiratory Failure Patient
 - Care of Trauma Patient
 - Continuous Renal Replacement Therapy (CRRT)
 - Critical Care Nursing Skills
 - ECG Interpretation
 - Hemodynamic Monitoring
 - Immediate Postoperative Care

- Intra-Aortic Balloon Pump (IABP) Therapy
 - Intracranial Pressure Monitoring & Ventriculostomy
 - Management of Stroke
 - Medication Calculation and Titration of Vasoactive Substances
 - Medication Safety
 - Patient Assessment & Care
 - Pre and Post-Operative Care
 - Rapid Response Team
 - Sepsis Protocol
 - Surgical Care in ICU
 - Trauma in the ICU
 - Venous Thrombotic Embolus (VTE) Prophylaxis
 - Ventilator & Tracheotomy Care
 - Mock Codes
- **MEDICAL/SURGICAL UNIT TRAINING**
 - Patient Assessment & Care
 - Geriatric Nursing Skills
 - Medical/Surgical Nursing Skills
 - Medication Safety
 - Pre and Post-Operative Care
 - Orthopedic Nursing Skills
 - Oncology Nursing Skills
 - Palliative Care
 - Mock Codes
- **WOMEN'S SERVICES (OBSTETRICS) UNIT TRAINING**
 - Pre-Conceptual Health
 - Perinatal Safety and Risk Management
 - Physiologic & Psychosocial
 - Adaptations to Pregnancy
 - The Process of Labor & Birth
 - Theories of Labor Onset
 - The Five P's Affecting Labor
 - Maternal - Fetal Assessment Leopold's
 - The Process of Labor & Birth
 - Labor Support/Pain control
 - Pharmacologic/Second Stage
 - Induction/Augmentation
 - Complications of Pregnancy
 - Infections
 - Bleeding Disorders in Pregnancy
 - Pre-Term Labor
 - Multiple Gestations
 - Hypertensive Disorders
 - Cardiac Disease/Hematologic
 - Respiratory Disorders
 - Obesity/Diabetes
 - Gastrointestinal (GI) Disorders
 - Postpartum Assessment, Care & Complications
 - Discharge Process
 - Newborn Assessment & Care

- Neonatal Transition/Risks in Transition
 - Physical Assessment
 - Substance Exposed Neonate
 - Perinatal Loss
 - Small for Gestational Age/Large for Gestational Age Neonates
 - Respiratory/Newborn Sepsis
 - Newborn Assessment & Care
 - Newborn Care/Breast Feeding
 - Hyperbilirubinemia
 - Inborn Errors of Metabolism
 - Circulating in Obstetrical Cases
 - Recovery in Obstetrical Case
- **PERIOPERATIVE SERVICES AND POST-ANESTHESIA CARE UNIT (PACU)**
 - Patient Assessment & Care
 - Trauma Nursing Skills
 - Peri-Operative Nursing Skills
 - Pre and Post-Operative Care
 - Robotics
 - Cardiovascular Surgery
 - Medication Safety
 - National Certification Exam Prep
 - Mock Codes
- **PEDIATRIC SERVICES UNIT IN THE ED TRAINING**
 - Care of Pediatric Patients (Emergency Department)
 - Patient Assessment & Care
 - Medication Safety
 - Pediatric Emergencies
 - Pre & Post-Operative Care
 - Emergency Nursing Pediatric Course
- **PROGRESSIVE CARE UNIT TRAINING**
 - Patient Assessment and Care
 - Critical Care Nursing Skills
 - Ventilator & Tracheotomy Care
 - Hemodynamic Monitoring
 - Medication Safety
 - Total Parenteral Nutrition
 - Mock Codes
- **TELEMETRY UNIT TRAINING**
 - Care of the Cardiac Patient
 - EKG (Electrocardiogram) & Cardiac Monitoring
 - Dysrhythmia Interpretation
 - Telemetry Nursing Skills
 - Pre and Post-Operative Care
 - Care of the Neurosurgical Patient
 - Intravenous (IV) Therapy
 - Medication Safety
 - Oncology Nursing Skills

- Mock Codes

COMPUTER SKILLS

- Cerner Electronic Medical Record Documentation
- Microsoft Office/Excel Skills (Intermediate and Advanced)
- Electronic Medical Records (EMR) Application Skills
- Healthstream e-Learning Application

CONTINUOUS IMPROVEMENT

- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Communications Skills
- Conflict Resolution Skills
- Core Measures (The Joint Commission / CMS)
- Crisis Prevention Intervention (CPI)
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- High Reliability Unit
- Organization and Time Management Skills
- Perinatal Core Measures
- Preceptor Skills (train-the-trainer)
- Performance and Quality Improvement and Procedures Skills
- Safe Patient Handling Skills
- Team Building Skills
- Utilization Review

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

Training Proposal for:

Flory Industries

Contract Number: ET20-0101

Panel Meeting of: June 28, 2019

ETP Regional Office: Sacramento

Analyst: A. Townsend

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA	Industry Sector(s):	Agriculture (B) Manufacturing (33) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 261	U.S.: 262	Worldwide: 262
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$284,411

Total ETP Funding
\$246,905

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills, Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	261	8-200	0-12	\$805	*\$13.28
				Weighted Avg: 35			
1	Retrainee Job Creation Priority Rate HUA	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	20	8-200	0-12	\$1,840	*\$12.00
				Weighted Avg: 80			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1(HUA): \$13.28 per hour for Stanislaus County
Job Number 2(Job Creation/HUA): \$12.00 per hour for Stanislaus County

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administrative		6
Engineering		12
Equipment Sales		5
Manufacturing Operations		184
Managers		22
Parts		15
Service		17
Job Number 2:		
Administrative		1
Engineering		2
Equipment Sales		1

Manufacturing Operations		13
Parts		1
Service		2

INTRODUCTION

Founded in 1939 and located in Salida, Flory Industries (www.goflory.com) manufactures, distributes and services parts and equipment for harvesting nuts. Flory Industries' products include nonroad diesel vehicles, devices, and mechanisms that help farmers in tree nut harvesting. Customers include agricultural businesses, tree nut farmers and harvesters such as 4B Pecan Farms, A&P Growers, and A&A Almonds. Training will be delivered at the Company's location in Salida. This is Flory Industries' first ETP Contract.

Veterans Program

Flory Industries currently has veteran employees that will be included in the population of Job Number 1 trainees. The Company actively works with organizations and job placement firms that seek to match veterans with its employment opportunities.

PROJECT DETAILS

Flory Industries has distributed products in Australia and Mexico for the past ten years and recently expanded its product distribution to countries in Europe and Central/South America. With the addition of new international markets, Flory's overall sales have grown by 29%. Currently, Flory Industries dominates the United States nut harvesting market with over 60% market share. To meet market demand, the Company must hire and train staff.

Flory Industries recently invested \$4.2 million in new equipment to accommodate sales growth. The new equipment includes a Robotic Welder, CNC Milling Machine, CMM Machine, HAAS VF-3 Vertical Milling, Press Brake-Auto TC, Fiber Laser, Nitrogen Generation System, Plasma Table-Plasma Cutting and Hydraulic Test Bench. Staff must be trained on new equipment as well as assembly process control, blueprint reading and schematics, and troubleshooting in the manufacturing processes.

Due to the new federal smog emission regulations from the Environmental Protection Agency (EPA), Flory Industries will focus on efficiencies in product innovation and maintenance. The EPA is now requiring reduced smog emissions for Tier 4 engines. To meet these requirements, Flory Industries will add a team of staff who will be immersed in extensive process improvement training to efficiently build affordable Tier 4 engines for the United States market, while maintaining quality in parts and maintenance for the existing Tier 3 engine users.

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.

Flory Industries has grown 29% over the past year and anticipates an additional 25% growth over the next two years. Flory Industries invested 42 million in new equipment to support company growth. Due to company growth, the Company will hire 20 new employees (Job number 2) to support international sales growth and to accommodate EPA requirement to produce Tier 4 engines for the domestic market. The date-of-hire for trainees will be within the three-month period

before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of contract.

Training Plan

Training will be delivered via Classroom/Laboratory; Computer-Based Training (CBT) and Productive Lab methods in the following:

Business Skills: Training will be offered to all occupations and include Business Communication, Business Fundamentals and Business Writing. Trainees will learn all aspects of business and managing expectations.

Computer Skills: Training will be offered to all occupations and include Autodesk/AutoCAD, Intermediate/Advanced Microsoft Office and Solidworks. Trainees will learn proper use of computer automated machines.

Continuous Improvement: Training will be offered to all occupations in Creating Quality Organization, Change Management and Cross Training to increase trainees’ professionalism and production methods.

Management Skills: Training will be offered to Managers and include Coaching Procedures, Decision Making and Leadership for Managers to become effective leaders.

Manufacturing Skills: Training will be offered to Engineering, Equipment Sales, Managers, Manufacturing Operations, Parts and Service. Topics include Assembly Process Control, Changeover Procedures and Equipment Operation to increase production efficiencies and process improvement.

Certified Safety Training

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

Productive Laboratory (PL)

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

PL training will be provided to Engineering, Manufacturing Operations, Parts, and Service in Manufacturing Skills to supplement Class/Lab training. Trainees will work with a trainer who will explain and demonstrate step-by-step instructions and then observe while trainees perform these same tasks. PL is necessary to strengthen skills and understanding the complexity of building parts, equipment and machinery operation requiring hands-on training. Production will be affected and more materials will be wasted due to the trial and error process. Flory Industries will provide approximately 60 hours of PL training at a 1:3 trainer-to-trainee ratio as materials and size of equipment requires up to three people to operate. All PL training will take place onsite.

High Unemployment Area

All trainees work in Stanislaus County, a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. 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.

➤ Wage Modification

Flory Industries requests a post-retention wage modification from \$17.70 per hour to \$13.28 per hour for trainees under Job Number 1, and \$14.48 per hour to \$12.00 per hour for Job Number 2 to serve workers in lower-wage occupations.

Commitment to Training

The Company's annual training budget is approximately \$275,000 and includes orientation, compliance and basic computer skills. ETP funds will not displace the Company's existing financial commitment to training. Safety training is, and will continue to be provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Human Resources Manager will oversee the ETP Contract with assistance from HR Assistant Manager and Director of Finance. Department Managers will schedule and administer training. The Company also retained a third-party administrator to assist and perform administrative services. Training will be provided by in-house experts and vendors.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Sierra Consulting Services in El Dorado Hills assisted with development for a flat fee of \$19,000.00.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

Leadership One in Sacramento will provide Management Skills training for approximately \$2,500 per day. Other trainers will be identified as they are retained.

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Communication
- Business Fundamentals
- Business Writing
- Behavior Style Strategies
- Coaching
- Conflict Resolution
- Creative Marketing
- Customer Relationship Management
- Customer Service
- Communications Styles
- Cost Control
- Dealing with Difficult People
- Develop Employee Accountability
- Engagement
- Essential Skills for New Supervisor
- Financial Analysis
- International Finance
- International Logistics
- Interpersonal Communications
- Marketing/Sales Techniques & Strategy
- Operational Skills
- Organizational Structure Development
- Planning and Organization
- Product Knowledge
- Project Management and Methodology
- Project Requirements Analysis and Specifications
- Retaining Customers
- Relationship Building
- Strategic Planning

COMPUTER SKILLS

- Autodesk/AutoCAD
- CRM
- Intermediate/Advanced Microsoft Office
- Microsoft Dynamics GP
- Solidworks

CONTINUOUS IMPROVEMENT

- 7S
- Cross-Training
- Communication Skills
- Creating a Quality Organization
- Change Management
- Just-in-Time

- Kaizen
- Leadership
- Lean Manufacturing
- Process Improvement
- Production Scheduling
- Production Operations/Workflow
- Process Improvement
- Project Management
- Problem Solving and Decision Making
- Process Capability
- Root Cause Analysis
- Six Sigma
- Teambuilding
- Teamwork Development Skills
- Time Management

MANAGEMENT SKILLS (Managers Only)

- Coaching Procedures
- Decision Making
- Effective Meetings for Leaders
- Engineering Theory/Planning/Design
- Leadership for Managers
- Motivation
- Supervisor Skills
- Teambuilding for Managers

MANUFACTURING SKILLS

- Assembly Process Control
- Assembly Procedures
- Blue Print Reading and Schematics
- Cross-Training in Production Equipment/Skills
- Changeover Procedures
- Computer Numeric Control (CNC) Machining: (CNC Machine Operation, Drills, Lathes, Milling Machines, Grinders)
- Engineering Theory/Planning/Design
- Equipment Operation
- Fabrication
- Hydraulics
- Inventory Control
- Machine Operation
- Machine Maintenance
- Manufacturing Practices
- Paint/Powder Coating
- Production Operations
- Parts and Products Manufacture
- Troubleshooting
- Warehousing
- Welding

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

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

CBT Hours

0-12

COMPUTER SKILLS

- Solidworks Essentials
 - Sketching Basics (2 hours)
 - Sketching and 3D Sketching (2 hours)
- Solidworks Assemblies (2 hours)
- Solidworks Basics & User Interface (1 Hour)
- Solidworks Drawings
 - Model Views (2 hours)
 - Drawing and 3D (2 hours)
- Solidworks Parts and Features
 - Parts (1 hour)
 - Design Features (2 hours)
- Solidworks Sketching (2 Hours)

Productive Lab Hours

0-60

MANUFACTURING SKILLS (Ratio 1:3)

- Changeover Procedures
- CNC Machining: (CNC Machine Operation, Drills, Lathes, Milling Machines, Grinders)
- Equipment Operation
- Fabrication
- Hydraulics
- Machine Operation
- Machine Maintenance
- Paint/Powder Coating
- Parts and Products Manufacture
- Troubleshooting
- Welding

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



RETRAINEE - JOB CREATION

Critical Proposal for:

Health Net, Inc.

Contract Number: ET20-0107

Panel Meeting of: June 28, 2019

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative HUA Critical Proposal	Industry Sector(s):	Insurance Services Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Fresno, Los Angeles, Sacramento, 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: 7,200	U.S.: 38,000	Worldwide: 38,000
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$900,000

Total ETP Funding
\$748,535

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 Critical Proposal	Business Skills, Commercial Skills	108	8-200	0	\$2,645	\$17.70
				Weighted Avg: 115			
2	Retrainee Job Creation Initiative Critical Proposal	Business Skills, Commercial Skills	175	8-200	0	\$2,645	\$15.00
				Weighted Avg: 115			

Minimum Wage by County: Job Number 1: \$17.70 per hour for Fresno, Sacramento, and San Bernardino Counties and \$18.56 per hour for Los Angeles County. Job Number 2: \$15.00 per hour for Fresno, Sacramento, and San Bernardino Counties and \$15.47 per hour for Los Angeles County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administrative Staff		8
Analysts		10
Claims Specialists		34
Customer Service Representatives		50
Supervisors		6
Job Number 2:		
Administrative Staff		12
Analysts		15
Claims Specialists		56
Customer Service Representatives		81
Supervisors		11

Critical Proposal

Health Net, Inc. (Health Net) is designated as a “Critical Proposal” recommended by GoBiz, as defined in Title 22, California Code of Regulations (CCR) 4402.2. The Company is increasing employment in California with an additional 175 employees by 2020. Training under this proposal will provide new and existing staff with extensive training on system applications and determining eligibility for services Health Net offers.

INTRODUCTION

Established in 1979 and headquartered in Woodland Hills, Health Net, Inc. (www.healthnet.com) provides and administers health benefits to approximately 7.6 million individuals across the country. Service delivery is through group, individual, Medicare, Medicaid, Department of Defense (including TRICARE), and Veterans Affairs programs. Health Net operates in 26 states and the District of Columbia. The Company has California offices in Bakersfield, El Centro, Fresno, Huntington Beach, Los Angeles, Modesto, Mountain View, Oakland, Rancho Cordova, Sacramento, San Bernardino, San Diego, San Jose, San Marcos, San Rafael, and Woodland Hills. Training will take place at their Sacramento, Fresno, San Bernardino, Woodland Hills, and three Rancho Cordova facilities.

This will be Health Net's fifth ETP contract, the fourth in the last five years. Two affiliates, Envolve Pharmacy Solutions, Inc. dba US Script, Inc. and Centene Management Company, LLC will also participate in this Contract.

Veterans Program

Health Net actively recruits Veterans for employment via job fairs. Veterans make up approximately five percent of the Company's workforce.

PROJECT DETAILS

In the prior Contract, training was centered around skills needed for employees to perform their job duties. Training was focused on Health Net program options, benefits, and authorization rules. In this proposal, newly hired employees will receive this training. Incumbent trainees will receive advanced skills and new skills for promotion into other job functions or management and senior positions. The Company also cross-trains to improve staff capabilities to meet new challenges and opportunities.

To provide efficient, effective, caring, and high-quality service, the Company must train employees to successfully execute strategic objectives and adjust to the continually changing healthcare market. Employees will be trained to provide exceptional services to government, employer, and individual payers. In addition, the complexity and constant updates of State and Federal laws/regulations require employees to learn and maintain comprehensive provider networks.

Training courses will not be duplicated for trainees who participated under the previous Contract.

Training Plan

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

Business Skills: Training will be offered to all occupations. Training will provide skills to effectively and efficiently maintain business operations. Training topics include 7 Habits of Highly Effective People and Business Operations: Process Improvement.

Commercial Skills: Training will be offered to all occupations. Training will focus on proper handling of medical insurance and compliancy and adhering to the Company's operating procedures. Training topics include Claim Types, Agile System, and Facilitation Skills for Trainers.

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.

Health Net is expanding business capacity by hiring new employees. Since 2016, Health Net has grown by 13% due to growth of client base and product revenue. Over the next two years, the Company expects to continue this growth and will hire 175 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into “net new jobs” as a condition of contract.

High Unemployment Area

Some trainees in Job Numbers 1 & 2 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company’s location in Fresno County is in an HUA. However, the Company is not requesting a wage or retention modification.

Commitment to Training

Health Net’s current annual training budget is approximately \$5 million. Most of the training is for new hire orientation and safety training. ETP funds allow Health Net to complete training at a faster pace.

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

➤ Training Infrastructure

Training will be provided by qualified in-house trainers. Health Net has designated the Director of State and Local Tax to oversee the ETP Contract. The Centene Financial Planner will assist with scheduling, training, and reviewing rosters. In addition to the assigned staff members, the Company has also retained the services of a third-party administrator with extensive ETP experience to assist with the administration.

LMS

Staff has reviewed and approved Health Net’s Learning Management System for recordkeeping.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0195	Multi Counties	9/5/16 – 9/4/18	\$738,000	\$738,000 (100%)
ET14-0331	Multi Counties	5/5/14 – 5/4/16	\$845,800	\$773,235 (91%)
ET12-0427	Multi Counties	6/30/12 – 6/29/14	\$600,000	\$545,560 (91%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development of this proposal for a flat fee of \$17,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- 5 Choices to Extraordinary Productivity
- 7 Habits of Highly Effective People
- Business Intelligence: New Analysts and Managers Training
- Business Operations: Process Improvement

COMMERCIAL SKILLS:

- Adjustments Cross Training
- Administrative Payment Process to Resolve Claim Issue
- Advanced Application Software for Healthcare
- Affordable Care Act Products
- Agile System
- Ambetter Boot Camp
- Appeals and Grievances
- Applying to Meet Customer's Business and Human Needs
- Behavioral Health Staff Training
- Call Center Training
- Centene Leadership Institute
- Centene Systems Up Training
- Claim Types
- Communication Techniques
- Contract Management
- Critical Thinking
- Customer Care Center Training
- Customer Relationship Management
- Effective Communications
- Effective Meetings
- Enrolling New Members
- Envolve People Care: New Hire
- Envolve People Care: Nurse Advice Line
- Facilitation Skills for Trainers
- Fundamentals of Management at Centene
- Information Security Incident Response
- IT Change Management Process
- IT: Achieving IT Service Excellence
- IT: Application Security - Boot Camp
- Leadership Through People Skills
- Leading Change at Every Level
- Managing Memberships
- Managing Virtual Teams
- Medi-Cal/ Medicaid
- Medical Management: Process
- Medical Management: Supplemental Service

- Medicare Training
- Membership All States Customer Service
- Membership All States Problem Solving & Analysis Supplemental
- Membership Eligibility
- Membership Systems
- OMNI
- Pharmacy Management
- Pharmacy Programs
- Problem-Solving Results: Solutions, Improvements, and Innovations
- Product Ownership
- Project Management
- Provider Claims
- Provider Networks
- Provider Portal
- Provider Systems
- Recovery Process
- Small Business Groups
- State Health Plans
- Systems Updates/ Maintenance
- Train-the-Trainer

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



Training Proposal for:

Laborers Training and Re-Training Trust Fund for Southern California

Contract Number: ET20-0904

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SoCal District Council of Laborers and affiliated Laborers International Union; Local 89; Local 220; Local 300; Local 1309; Local 585; Local 652; Local 783; Local 1184		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$701,064		\$48,642 8%		\$749,706
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Journeyworker (Construction Craft Laborer & Irrigation Fitter)	Business Skills, Commercial Skills, OSHA 10/30	129	8-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Apprentice (Construction Craft Laborer)	Commercial Skills, OSHA 10	418	8-210	0	\$1,386	\$24.13
				Weighted Avg: 72			
3	Apprentice (Landscape & Irrigation Fitter)	Commercial Skills, OSHA 10	38	8-210	0	\$1,386	\$24.13
				Weighted Avg: 72			
4	Apprentice Veterans (Construction Craft Laborer & Irrigation Fitter)	Commercial Skills, OSHA 10	30	8-210	0	\$1,386	\$24.13
				Weighted Avg: 72			

Minimum Wage by County: Job Numbers 1-4 (SET/Priority Industry): \$24.13 per hour for Statewide Average Wage.

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

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

Up to \$4.12 per hour may be used to meet the Post-Retention Wage. This amount has been verified in the collective bargaining Contract wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Construction Craft Laborer		60
Journeyworker Landscape & Irrigation Fitter		69
Job Number 2		
Apprentice Construction Craft Laborer		418
Job Number 3		
Apprentice Landscape & Irrigation Fitter		38
Job Number 4 (Veterans)		
Apprentice Construction Craft Laborer & Apprentice Landscape & Irrigation Fitter		30

INTRODUCTION

Founded in 1970, The Laborers Training and Re-Training Trust for Southern California (SoCal Laborers) ([www.Laborerstraining school.com](http://www.Laborerstraining.school.com)) funds training for three separate Apprenticeship Programs, two of which will participate in this proposal: Laborers Southern California JATC and Southern California laborers Landscape and Irrigation Fitters JATC. SoCal Laborers serves eight Southern California Locals (89, 220, 300, 585, 652, 783, 1309, and 1184) in 12 counties. The school currently has 1,924 Apprentices enrolled.

SoCal Laborers has developed and customized curriculum with input from labor and management representatives to address the local needs of its members, participating employers, and include various changes in the industry. The unions were directly involved in the development of this curriculum and are in full support of the training for its members. This will be the SoCal Laborers seventh ETP Contract; the sixth Contract within five years.

Veterans

SoCal Laborers is committed to supporting job-related training that helps Veterans transition into the California workforce. SoCal Laborers recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this case the training program for the Construction Craft Laborer program is 18 months and the Landscape & Irrigation Fitter program is 5 years. Apprentices are required to attend a week of training each semester for three years to certify as a Journeyworker Laborer.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Veteran Apprentice

SoCal Laborers will train 30 Veterans under this Contract (Job Number 4). These trainees served on active full-time duty in the Armed Forces, including the California National Guard, and were (a) honorably discharged, or (b) released from active duty because of a service-connected disability. The training program for Veterans is the same Apprentice training as outlined above.

PROJECT DETAILS

Employers need to work with new, alternative building materials while managing rising costs and improving construction techniques to reduce waste and increase efficiency. The training program developed by SoCal Laborers provides trainees with skills necessary to perform construction

duties with new materials and processes to meet employer needs. Training sessions are scheduled during the evenings and weekends.

The demand for Laborers with high cutting, welding, and pipe layout techniques continues to grow. As a result, the SoCal Laborers Apprenticeship program is provided to individuals with little or no experience in the labor construction trade and will begin careers as a Construction Craft Laborers. Trainees will learn skills that include pneumatic and various construction tools, welding, organizing and lifting heavy materials, and reading construction plans/blueprints. Laborers will also learn to perform many safety-related duties such as proper scaffolding, flagging, and traffic control.

Training Plan

The majority of training provided by SoCal Laborers and will take place at the central training center in Azusa; additional training will also be provided at Union Locals in Southern California.

Training will be craft specific and prepare trainees to pour concrete, lay asphalt, install storm and water drains, safely work on bridges and driving tunnels, read blueprints, and analyze project site plans for water filtration and erosion control. Apprentices attend 36 classroom hours during each term for a total of 72 training hours per year. Journeyworker class hours are dependent on individuals' decision to upgrade skills by attending training courses that will introduce them to new techniques, materials, and methods being used in the Construction Laborers Industry.

Journeyworker Training

Business Skills: Training will increase knowledge and give trainees tools to plan, organize, and manage construction projects. Training will also include team building and leadership skills in order to lead teams effectively.

Commercial Skills: Training will be offered to all occupations to learn skills sets in the Laborer Construction Industry. Trainees will participate in lecture-based and hands-on training in pipe layout techniques, installation, tools, drilling, tunneling, and weatherization.

OSHA 10/30: Training will ensure union members are aware of safety and health hazards often encountered in the workplace. The coursework is geared to construction work, and manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Apprenticeship Training

Commercial Skills: Training will provide skills to build and maintain commercial, industrial, and residential construction sites. Apprentice training topics will include content on construction math, green spaces, erosion drainage, air tools, and concrete removal and replacement.

OSHA 10: Training will ensure union members are aware of safety and health hazards often encountered in the workplace. The coursework is geared to construction work, and manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Commitment to Training

ETP funds will not displace the existing financial commitment to training. Employers will continue to make contributions to the training trust for every hour worked by Apprentices and

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

➤ Training Infrastructure/Coordinator

There are approximately 20 staff members from the eight Locals who will provide assistance with the marketing, recruitment, needs assessments, and the scheduling of training. SoCal Laborers has 30 trainers to provide training. A third party administrator, Strategy Workplace Communications and California Labor Federation, will provide contract administration services. Administration services will include data entry/upload, record keeping, and other duties as needed.

Marketing and Support Costs

SoCal Laborers requests 8% support costs to fund its staff in recruitment and qualifying participating employers for this training project. While a majority of participating employers have already been recruited, additional recruitment and assessment activities with employers and the Laborers will occur to support Apprenticeship training.

The SoCal Laborers markets its training programs through newsletters, informational flyers, personal contacts, telephone calls, emails, and websites. Application announcements for the Apprentice program are provided to local, state, and federal agencies, as well as local high schools, community colleges, and community-based organizations. Feedback on the training program comes directly from the employers and union representatives, based on workplace performance, requests of customers, and needs of the industry, as well as course evaluations that are completed by students.

Trainer Qualifications

SoCal Laborers instructors are former or current Laborers who are experts in the subject matters they teach. Classes are equipped with modern equipment and tools, with strong emphasis placed on equipment operation and safety. All trainers are certified by Hacienda La Puente Unified School District.

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET19-0903	\$938,666	07/01/18 – 06/30/20	698	315	TBD

Based on ETP Systems, 31,356 reimbursable hours have been tracked for potential earnings of \$728,336 (77% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to and in progress through July 2019.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0921	Azusa	12/31/16 – 12/30/18	\$706,731	\$706,731 (100%)
ET16-0916	Azusa	11/19/15- 11/18/17	\$490,565	\$490,565 (100%)
ET15-0909	Azusa	09/02/14- 09/01/16	\$358,704	\$358,704 (100%)
ET13-0907	Azusa	10/08/12- 10/07/14	\$346,585	\$344,943 (99%)

DEVELOPMENT SERVICES

California Labor Federation in Sacramento assisted with development at no charge.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Journeyman (Job Number 1)

Class/Lab Hours

8-200

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Above Ground Drilling
- Aerial Boom Lift
- Air Tools
- Anthrax Remediation
- Arc Welding
- Blue Print Reading
- Asbestos Abatement
- Brazing and Soldering
- Brick Tending
- California Class A Prep
- Concrete: Coring and Drilling, Cutting, Placement, R & R, Sawing & Wall Sawing
- Confined Space Entry
- Drilling Operations
- Energy Auditor
- Environmental Hazards
- Fence Installation and Repair
- Fire Watch
- Fork Lift
- Geothermal Energy
- Green Construction
- Hoisting and Rigging
- Jobsite Erosion Control
- Landscape
- Lead Abatement and Awareness
- Mechanical Pipe
- Nuclear Power Plant Worker
- Oxyfuel Cutting
- Paver Installation
- Pipeline Procedures: Polyethylene Pipe Fusion
- Photovoltaic
- PV Racking Systems, Service and Maintenance
- Quality Electrical Worker
- Residential Construction Landscaping
- Sandblasting
- Silica Awareness
- Scaffold Builder
- Scaffold User
- Skid Steer
- Thermal Solar Awareness

- Traffic Control 2
- Trench Plate Protection
- Trencher
- Tunneling
- Underground Storage Tank Program
- Water Diversion
- Signal Person
- Weatherization Technician and Installer
- Fundamentals of Petroleum Refining
- Refinery Craft Specific Safety
- Refinery Safety Attendant
- Refinery Safety Overview

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

BUSINESS SKILLS

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

Apprentice (Job Numbers 2-4)

Class/Lab Hours

(8 - 210) Job Numbers 2-4

COMMERCIAL SKILLS

Laborer: General

- Air Tools
- Asphalt Remove & Replace
- Builders Level Math
- Fractions and Decimals, Inches to Decimals
- Brick Tending
- Concrete
- Hazardous Waste Worker
- Hand & Power Tools
- Lead Abatement Worker
- Mechanical Pipe

- Pipe Laying
- Steward Training
- Tilt-Up Construction
- Welding
- Blue Print Reading

Laborer: Landscape

- Environmental Hazards of Highway Work
- Environmental Passport
- Landscape 1: Planting & Maintenance
- Landscape 2: Construction Math & Irrigation Systems
- Landscape 3: Erosion Control, Grading & Drainage
- Landscape 4: Retention Walls, Dividers & Flatwork
- Mini Excavator
- Skip Loader
- Utility Trailer

All

- Aerial Boom Lift Safety
- Asbestos Abatement
- Basic Clay Pipe Awareness
- Confined Space
- Demolition and Deconstruction
- Disaster Site Worker
- Environmental Hazards
- Facility Systems and Maintenance
- Fall Protection
- Fire Watch
- First Aid/CPR
- Forklift and Forklift Safety
- General Construction
- Hazard Communications
- Hazardous Waste Worker
- Hazardous Waste Worker Refresher
- Heat Illness/Stress
- ICRA Awareness (Infection Control Risk Assessment)
- ICRA for Occupied Facilities (Infection Control Risk Assessment)
- Indoor Air Pollution
- Laser Transit and Building Level
- Laser/Transit/Building Level Basics
- Lead Awareness
- MSE Wall Construction
- Permit Required Confined Space Entry
- Plasma Arc and Oxy-Acetylene Cutting
- Power Tools Certification
- Process Piping 1-5
- Process Safety Management

- Quality Rigger/Signal Person
- Respiratory Protection
- Saw Cutting
- Scaffold Builder
- Scaffold User
- Skid Steer
- Traffic Control and Flagging
- Treated Wood Waste Awareness
- Trench Plates and Shoring
- Water Truck
- Work Area Prep
- Fundamentals of Petroleum Refining
- Refinery Craft Specific Safety
- Refinery Safety Attendant
- Refinery Safety Overview
- Blue Print Reading

OSHA 10 (OSHA Certified Instructor)

- OSHA 10

Note: Reimbursement for retraining is capped at 210 total training hours per trainee for Job Numbers 2-4, and 200 hours for Job Number 1, regardless of the method of delivery.



Training Proposal for:
N.E.C.A./I.B.E.W. Inland Training Fund

Contract Number: ET20-0906

Panel Meeting of: June 28, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate Veterans	Industry Sector(s):	Construction (C) Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Bernardino, Riverside, Mono, Inyo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 440 & 477		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$694,416		\$48,204 8%		\$742,620
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyperson	Business Skills Commercial Skills Computer Skills OSHA 10/30	58	4-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Apprentice Local 440	Commercial Skills OSHA 10/30	90	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
3	Retrainee Apprentice Local 477	Commercial Skills OSHA 10/30	69	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
4	Retrainee Apprentice Veterans Locals 440 & 477	Commercial Skills OSHA 10/30	25	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			

Minimum Wage by County: \$24.13 per hour Statewide Priority Industry for Job Numbers 1-4.

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

\$7.77 per hour may be used to meet the Post-Retention Wage.

Up to \$7.77 per hour may be used to meet the Post-Retention Wage. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyman – Inside Wireman & Sound Installer		58
Job Numbers 2 – 4		
Apprentice - Inside Wireman & Sound Installer		184

INTRODUCTION

The Inland Training Fund (ITF) was founded in 1985 to jointly manage the training trust funds for International Brotherhood of Electrical Workers (IBEW) Local 440 (Riverside) and Local 477 (San Bernardino) (www.inlandempirejafc.org). Each Local sponsors a separate apprenticeship program, as registered with the Division of Apprenticeship Standards. The ITF manages

Apprentice and Journeyman training for both programs and serves over 150 signatory employers. These programs were established through collective bargaining between Locals 440 and 477, and the Southern Sierras Chapter National Electrical Contractors Association (NECA).

Veteran Apprentice – Job Number 4

The Veteran training curriculum is the same as the Apprentice training outlined below. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. ITF works with Helmets-to-Hardhats to recruit veteran applicants. Military applicants with a DD414 who have a minimum of two years of electrical/electronic experience may be eligible to enter the program on an expedited basis, following an oral interview and aptitude test. This applies to both apprenticeship programs (Locals 440 and 477).

The funding for the Veteran Apprentices in Job Number 4 will be split to both Local 440 and Local 477. Local 440 expects to train 15 Veteran Trainees and Local 477 anticipates training 10 Veteran Trainees.

PROJECT DETAILS

The construction trades face an increased need for electricians to replace the high volume of Journeymen Electricians that are due to retire in upcoming years. Both programs prepare tradesmen for the electrical, transportation, and telecommunication industries. Local 440 (Riverside) currently serves approximately 117 Apprentices, 15 Veteran Apprentices and 650 Journeyworkers. Local 477 (San Bernardino) serves approximately 97 Apprentices, 10 Veteran Apprentices and 650 Journeyworkers. This is ITF's third ETP project, the third in the last five years. There will be two occupational titles included for Apprentices in this project: Inside Wireman and Sound Installers. This Inside Wireman program is five years in length and the Sound Installer program is three years.

Signatory employers and union representatives have identified the following reasons for Journeymen and Apprentice training: new energy efficiency regulations, cost reduction to remain competitive, higher quality standards, increasing complexity of construction projects, and a retiring workforce in San Bernardino County and surrounding areas. Some of these projects include work on a geothermal energy plant near the Salton Sea, construction on a new prison in Indio, a new Kaiser hospital in Victorville and renovations on a hospital in Riverside. ITF will provide training to workers from surrounding regions for commercial and industrial projects with local signatory contractors.

Apprenticeship Program

The Panel funds Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding supplements cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training.

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

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

no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Training Plan

Most of the training under this proposal will occur at the main training site in San Bernardino. However, on an as needed basis, training may be provided at training locations in Palm Springs & Blithe (Riverside County) and other locations depending on employers need and the locations current projects. All Apprentices will receive Standard Related and Supplemental Instruction (RSI). Training will be provided by one of the ITF's 32 trainers, regardless of location and will be provided via Classroom/Laboratory. Below are some of the topics that will be included for training:

Journeyworker – Job Number 1

Business Skills: Leadership Skills, Advanced Time Management, Decision Making Skills, Project Management, Conflict Resolution, Creating Project Bids

Commercial Skills: Advanced Lighting, Fork Lift, Boom Lift, Scissor Lift, Motor Controls, Solar Power Systems, Welding, Fiber Optics, Cable Splicing, Pipe Bending, Rigging Hoisting & Signaling.

Computer Skills: AutoCAD, Job Tracking System, Scheduling & Planning Jobs

Apprentices – Job Numbers 2-4

Commercial Skills: Blueprints Reading, Electrical Theory, Grounding and Bonding, Lighting Design, Transformers, Codeology, Motors, Test Instruments, Transformers, Motors, Welding, Mine Safety and Health Administration. The following are new classes that will be offered to Inside Wireman: AC Systems, Preparing for Leadership, Electrical Vehicles, Photovoltaic Systems, and Intrusion Detection.

Certified Safety Training

The following training will be provided to both Apprentices and Journeyworkers in all Job Numbers:

OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom training for Journeyworkers and Apprentices 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.

Request to Reduce 8 Hour Minimum to 4 Hours for Journeyworkers

The ITF is requesting a waiver to the 8-hour training minimum for its Journey level trainees in Job Number 1. The upgrade classes for journey level workers are intended to train on one specific training topic that is necessary on the job and/or required by signatory employers. These upgrade courses are often a one-time training session, which are 4 hours long. Many of which lead to certifications including Forklift Certification and Scissor Lift Certification. Often these Journey Level workers do not need to take another training session, thus falling short of the ETP range of hours minimum of 8 hours. As such, the ITF is requesting to lower the minimum number of hours from 8 to 4 in order to serve more of its Journeyworkers and give them the skills required by employers and the industry.

Trainer-to-Trainee Ratio

ITF is requesting a waiver to expand the ratio to 1:25 for all Apprentices. It is expected that most of the training sessions will be in compliance with the standard 1:20 ratio, however some Apprentices training sessions may have up to 25 trainees with only one trainer present. Approval of this waiver will allow the ITF to maximize each training session and train their Apprentices according to its curriculum.

DAS Completion Rates

The average completion rate for Apprentices in the Sound and Communication industry is 62.2% as measured by DAS over the most recent five-year reporting period: CY2012 through CY2016.

In this proposal, the DAS completion rate for the Wireman meets ETP standards. However, the rate for Sound Installer is 22.2%, below the benchmark. The total number of Sound Installer Apprentices included in this project is very low, 5 in total (3 from Local 440 and 2 from Local 477). There are two main reasons for the low rates, first, ITF has found that some Sound Apprentices move into the Inside Wireman apprenticeship due to better job opportunities. Secondly, because the total numbers of apprentices in the program is so low, any Apprentice that does not graduate or drops out of the program will significantly impact the completion rates for the program. ITF is committed to working with the Sound Apprentices to retain and to complete the Sound Program.

In order for an Apprentice to be considered as complete, they must complete all training, pass the state certification exam, and have 6,500 documented hours of work. The total completion rates from 2014-2018 are below:

- 2014: Two Apprentices completed the program, one passed the state exam and total work hours
- 2015: Three Apprentices completed the program, three passed the state exam, two completed total work hours
- 2016: Two Apprentices completed the program, passed the state exam and completed total hours
- 2017: Four Apprentices completed the program, two completed the state exam and total work hours
- 2018: Four Apprentices completed the program, passed the state exam and completed total work hours

High Unemployment Area

Some trainees in all Job Numbers may work in a High Unemployment Area (HUA) exceeding the state average by at least 25%. Although some signatory employers in San Bernardino, Inyo and Riverside Counties qualify for HUA status under these standards, ITF is not asking for a wage modification.

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeymen. General safety training is provided by the signatory employees in accordance with all pertinent requirements under state and federal law.

Impact/Outcome

As a result of the training proposed, trainees may earn one or more of the following certifications: Arc Flash Safety Awareness, Automatic Demand Response Technology, OSHA 10 & 30, Building Automation Systems, California Advanced Lighting Control Program Lighting & Acceptance Testing, Title 24 Lighting Installation and Codes, Energy Storage, Electric Vehicle Infrastructure (EVITP) Welding Skills and High Voltage Cable Splicing, Forklift, and Scissor Lift Certification..

Curriculum Development

Signatory employers and union representatives provide continuous feedback to ITF in order to improve the Apprenticeship curriculum, and Journeyman skill-upgrade training program. Feedback is based upon workplace performance, customer requests and needs of the industry, as well as trainee evaluations following completion of coursework.

Marketing and Support Costs

Training will be marketed through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and ITF's website. Class information will be disseminated throughout the year to all Apprentice and Journey-level workers within the Inland Empire region. Application announcements for the Apprentice program are also provided to local, state, and federal agencies, high schools, community colleges, and community-based organizations, by way of recruitment.

Five staff people will assist with marketing, recruitment, needs assessments and scheduling of classes. ITF is requesting 8% support costs to help with recruiting and qualifying additional participating employers for this program and to assist with assessments and curriculum development. Many participating employers have already been recruited; however, additional recruitment and assessment activities are anticipated. Staff recommends the 8% support costs.

Green Technology

Training will cover energy-efficient technologies and products such as energy management, lighting and controls, and Electrical Vehicle Installation Training Program. This training will help electrical workers hone new skills required for work in green construction.

Infrastructure

This project will be overseen by the ITF Training Director. ITF will also utilize an Office Manager responsible for collecting and verifying ETP rosters for all locations included in the proposal. Strategy Workplace Communications will provide administrative services for the project and will assist with inputting data into the ETP Online Systems.

Trainer Qualifications

ITF has a total of 32 instructors who provide all training for its Apprentice and Journeymen training programs. Instructors are former and current members of the trade and are considered subject-matter experts. Training is center-based, in San Bernardino; or provided at other ITF locations.

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET18-0908	\$924,880	8/28/17 – 8/27/19	524	548	134

Based on ETP Systems, 60,050 reimbursable hours have been tracked for potential earnings of \$900,484 (97% of approved amount). The Contractor projects final earnings of 97% based on training which has occurred. Currently, 134 trainees have been placed and ITF has earned \$328,094 in funding. The rest of the trainees are currently in the retention period.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0912	San Bernardino, Riverside, Mono, Inyo	9/25/16 – 9/24/18	\$801,440	\$718,012 (90%)

DEVELOPMENT SERVICES

ITF retained Strategy Workplace Communications in Alameda to assist with development of this proposal at no fee.

ADMINISTRATIVE SERVICES

ITF retained Strategy Workplace Communications in Alameda to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab Hours****Journeyworker Training – Job Number 1**

4 – 200

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Advanced Lighting
- Automated Demand Response
- Cable Splicing
- CPR First Aid
- Electrical Vehicle
- Estimation
- Fiber Optics
- Foreman
- Fork Lift – Boom lift- Scissor Lift
- Instrumentation
- Motor Controls
- National Electric Code- Exam Prep- Code Calculations
- NFPA 70E –Arc Flash
- Pipe Bending – Conduit Fabrication
- Rigging Hoisting and Signaling
- Solar Power Systems
- Test Instruments
- Welding

BUSINESS SKILLS

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

COMPUTER SKILLS

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

OSHA 10/30

- OSHA 10
- OSHA 30

Apprentice Training – Job Number 2-4

8 – 210 Trainees will receive any of the following

COMMERCIAL SKILLS**Inside Wireman****2nd year Curriculum**

- AC Systems
- AC Theory
- Blueprints Reading
- Code Calculations
- Code and Practices
- Codeology- National Electric Code- 2017 Code Book review
- Electrical Safety related work practices
- Electrical Theory
- Estimating
- Pipe Bending – Conduit Fabrication
- Test Instruments
- Transformers

3rd Year Curriculum

- AC Theory
- Blueprint Reading
- Code and Practices
- Codeology- National Electric Code- 2017 Code Book review
- Electrical Safety
- Electrical Theory
- Fire Alarm Systems
- Grounding and Bonding
- Lighting Design Basics
- NFPA 70E
- Osha
- Pipe Bending – Conduit Fabrication
- Preparing For Leadership
- Rigging, Hoisting, and Signaling
- Transformers
- Test Instruments

4th Year Curriculum

- Automated Demand Response
- Building Automation
- Code and Practices
- Code Calculations
- Codeology- National Electric Code- 2017 Code Book review

- Electrical Systems
- Electrical Theory
- Grounding and Bonding
- Health Care Systems
- Lightning Protection
- Motor Controls
- Motors
- Pipe Bending – Conduit Fabrication
- Programmable Logics
- Test Instruments

5th Year Curriculum

- Automated Demand Response
- Blue Print Reading
- Building Automation
- Code Calculations
- Codeology- National Electric Code- 2017 Code Book review
- Code and Practices
- Electrical Theory
- Electrical Vehicle Systems
- Estimating
- Exam Prep
- Intrusion Detection
- Instrumentation
- Motor Control
- Pipe Bending – Conduit Fabrication
- Photovoltaic Systems
- Rigging, Hoisting and Signaling
- Structured Cabling
- Torque
- Transformers

Sound Program (All Years)

- AC Theory
- AC Systems
- Blueprint
- Building Automation
- Closed Circuit - CCTV
- Code and Practices
- Codeology- National Electric Code- 2014 Code Book review
- CPR First Aide
- DC Theory
- Electrical Systems
- Electrical Theory
- Fiber Optics
- Fire Alarms
- Grounding and Bonding

- Network Technologies
- NFPA 70-E- Arc Flash
- Nurse Call Systems
- Paging and Voice Systems
- Pipe Bending – Conduit Fabrication
- Power Quality Analysis
- Radio Frequency Communications
- Residential Advanced Technologies
- Security Systems
- Semiconductor
- Sound Reinforcement Systems
- Structured Cabling
- Telephony
- Test Instruments

Inside and Sound (All Trainees in All Years)

- AC Systems
- AC Theory
- Automated Demand Response
- Blueprint Reading
- Building Automation
- Code and Practices
- Code Calculations
- Codeology- National Electric Code- 2017 Code Book review
- Code Book review
- Electrical Safety
- Electrical Safety related work practices
- Electrical Systems
- Electrical Theory
- Electronic Systems
- Estimating
- Exam Prep
- Fire Alarm Systems
- Grounding and Bonding
- Health Care Systems
- Intrusion Detection
- Lightning Protection
- Lighting Design Basics
- Motor Control
- Motors
- Mine Safety and Health Administration (MSHA)
- NFPA 70E
- Network Technologies
- Pipe Bending – Conduit Fabrication
- Photovoltaic Systems
- Preparing For Leadership
- Programmable Logics

- Rigging, Hoisting and Signaling
- Structured Cabling
- Test Instruments
- Torque
- Transformers
- Welding

OSHA 10/30 - All Apprentice Years

- OSHA 10
- OSHA 30

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery for Job Number 1 and capped at 210 total training hours per trainee in Jobs Numbers 2-4.



Training Proposal for:

**Sheet Metal and Air Conditioning Apprenticeship and
Journeyman Training Fund of San Diego**

Contract Number: ET20-0902

Panel Meeting of: June 28, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego, Imperial	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Sheet Metal Workers' International Local 206		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$409,500		\$28,430 8%		\$437,930

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyperson	Comm Skills Computer Skills OSHA 10/30	30	8-200	0	\$738	\$24.13
				Weighted Avg: 30			
2	Retrainee Apprentice	Comm Skills OSHA 10/30	95	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
3	Retrainee Apprentice Veteran	Comm Skills Computer Skills OSHA 10/30	10	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
4	Retrainee Pre-Apprentice	Comm Skills Computer Skills OSHA 10/30	20	8-200	0	\$577	\$24.13
				Weighted Avg: 30			

Minimum Wage by County: SET Priority Industry: \$24.13 per hour.

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

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

Up to \$2.89 per hour may be used to meet the Post-Retention Wage for Job Numbers 2 & 3; and up to \$3.68 per hour in Job Number 4.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 (Journeyman)		
Journeyman Sheet Metal Worker		30
Job Number 2 (Apprentice)		
Apprentice Sheet Metal Worker		95
Job Number 3 (Veteran/Apprentice)		
Veteran Apprentice Sheet Metal Worker		10
Job Number 4 (Pre-Apprentice)		
Sheet Metal Technicians		20

INTRODUCTION

Established in 1941, the Sheet Metal & Air Conditioning Apprenticeship and Journeymen Joint Training Fund of San Diego (SMJTF) (www.smjatc.org) is a joint effort by the Sheet Metal Workers' International Local 206 and the Sheet Metal and Air Conditioning Contractors National Association. Their mission is to provide up-to-date industry skills training and secure high-quality job opportunities for its members as negotiated through collective bargaining.

Located in San Diego, the SMJTF training center has a total of seven classrooms and labs; a computer center with 20 stations; and a welding shop with 16 welding booths. All training under this Agreement will be center based. SMJTF currently serves 197 Technicians, 131 Apprentices and 450 Journeymen within San Diego and Imperial Counties.

There are 34 signatory employers contributing to the Sheet Metal Trust fund. These employers perform specialized construction work ranging from the design, layout, fabrication and installation of duct systems to architectural sheet metal fabrication, metal roofing construction, and a variety of other shop or sheet metal work. SMJTF also provides skills upgrade training to Journeymen in the latest sheet metal technologies.

PROJECT DETAILS

This is SMJTF's sixth ETP Agreement, the third in the last five years. This will be the third time Veterans have been introduced as a distinct cohort of Apprentice trainees.

Apprenticeship Program

The Panel is authorized to fund Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). The Panel adopted the Apprenticeship Training Program as a pilot in March 2012. It is designed to supplement cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Depending on the type of trade, apprenticeship programs vary in length. In this case the program is five years.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour, tracking the Special Employment Training wage as modified for priority industries. However, the actual wages paid are shown in the wage range by occupation table for the Panel's information.

Veterans Program

SMJTF has committed to training ten Veterans (Job Number 3) at the regular apprenticeship reimbursement rate. For purposes of Veteran recruitment, SMJTF training programs are registered with Helmets to Hardhats. Additionally, they work with Veterans Village of San Diego and a myriad of locally based non-profit organizations that serve Veterans.

Pre-Apprenticeship Program

SMJTF projects to train 20 Sheet Metal Technicians (Pre-Apprentices) in this project. Sheet Metal Technicians are required to take an upskill course annually through the SMJTF and similar to an Apprentice they must work a set number of hours to receive a pay increase. These Sheet Metal Technicians are covered by Sheet Metal Workers' International Local 206. Although the curriculum is not approved by DAS, the signatory employers participate in the curriculum development and Sheet Metal Technicians participate in the same training courses as Journeyman. Sheet Metal Technicians play a role in helping California contractors meet their need for qualified workers.

Employer Demand

The local hiring demands in San Diego and Imperial counties were considered for this funding request. Employers report the need to implement cost saving measures; a reduction in waste due to rework and delays; implementation of new state energy efficient standards; implementation of new green/clean technologies; and new skills needed due to aggressive non-union competition. Additionally, there has been a substantial need for training in three-dimensional and virtual-building modeling.

According to SMJTF there has been an increase in new Public Works Projects in the San Diego area. They include:

- Chula Vista Elementary School District modernization;
- Chula Vista Bayfront project;
- Grossmont & Cuyamaca Community Colleges Campus expansion;
- San Diego International Airport Terminal One expansion;
- San Diego State University expansion;
- San Diego Unified School District modernization; and
- the University of California San Diego North Campus Housing expansion.

These projects are each expected to employ from 10 to 80 Sheet Metal Workers.

Curriculum Development

Employers submit program needs to all the SMJTF training centers, which receive additional union input at labor/management and industry meetings. Curriculum development is further customized for local area employers, and employer members are involved in journeyman, pre-apprentice, and apprenticeship training plan design. Training topics are customized to include new equipment and to meet new industry standards/materials.

The SMJTF has two full-time and four part-time trainers who assist with training. The trainers are former or current members of the trade and subject matter experts.

Training Plan

Commercial Skills Journeyman/Technicians & Apprentices: Courses will include Pattern Development in which trainees learn to draw, calculate mathematic configurations, fabricate, and install products out of a piece of flat metal. There will also be courses on the Plans and Specifications of mechanical, architectural, structural and electrical drawings and how to accurately read these documents to ensure that work is completed to required specifications. Training will also focus on welding and installation practices, HVAC systems, and new green technologies required by employers.

In this proposal, SMJTF will expand its Journeyman training to include Blueprints & Specifications, and Engineer Manual-385 Safety Training classes. Sheet Metal Technicians (Pre-Apprentice) will also participate in Commercial Skills training with Journeyman trainees. In addition, Sheet Metal Technicians will receive specific Technician Advancement training courses. These classes are needed by the employers so trainees can learn the latest hard skills, software, practices and procedures as well as new methodologies in the Industry. These new skills will keep the trainees more employable in the construction industry.

Computer Skills Journeymen & Technicians: Training will include 3-Dimensional (3-D) virtual construction software that include AutoCAD, Bluebeam, Building Information Modeling and Revit Detailing software. There are still not enough workers who are able to use 3-D modeling. The SMJTF reports that if this training need is not met the trend to send 3-D modeling offshore will continue. Additional training in software applications will provide trainees with the ability to schedule, plan, and track jobs; meet lean construction project requirements; and install and adjust automated systems.

Certified Safety Training

OSHA 10/30: Journeyman/Technicians and Apprentices: This training is a series of courses “bundled” by industry sector and occupation. Completion of the training results in a certificate that expands employment opportunities. Typically, OSHA training is delivered to workers in the building trades. It consists of 10 hours for OSHA 10 and 30 hours for OSHA 30. In the past OSHA 30 was offered only to journey level workers, but today this is not the case. This training is not required as a condition of doing business in California. Yet more insurance companies are requiring employers to offer OSHA 30 to their employees, both journey level and apprentice level workers. Note: To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30- hour course. OSHA 10/30 is not included in the 10% limitation on safety training. The trainer-to-trainee ratio is 1:40 for OSHA 10/30.

Impact/Outcome

Certifications that may be earned through the training delivered in this project include: Testing & Adjusting & Balancing Benchmark, EPA, Mechanical Acceptance Testing, Hoisting, Rigging, Forklift, Aerial Lifts, Scaffolding, Safety, OSHA 10/30, welding and fall protection.

Commitment to Training

ETP funding will not displace SMJTF’s financial commitment to training. Employers will continue to make contributions to the training trust for every hour worked by Technicians (Pre-Apprentices), Apprentices, and Journeymen. In addition, SMJTF anticipates that the opportunity for enhanced training made possible by ETP funds will encourage an ongoing commitment to training by employers participating in this project. Safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law.

Marketing and Support Costs

SMJTF is requesting 8% in support costs to promote training opportunities for Technicians (Pre-Apprentices), Apprentices, and Journeymen with the 34 signatory employers, 60% of which are small businesses. Support costs will also be used by the Trust in recruiting Apprentices from schools, employment centers and community organizations; and in the recruitment of Veterans.

ETP-funded training will be discussed at all labor management meetings and pertinent trade, industry, and apprenticeship events. SMJTF routinely meets with stake-holders to ensure training plans meet business needs. Marketing and training evaluations are conducted via face-to-face meeting, email and regular contact with employers and unions. Staff recommends the approval of the 8% support costs.

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET18-0917	\$304,710	11/6/2017 –11/5/19	132	0	0*

*Based on ETP Systems, 16,093 reimbursable hours have been tracked for potential earnings of \$213,097 (70% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through August 2019.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0925	San Diego	5/31/16 - 5/30/18	\$278,400	\$246,940 (89%)
ET15-0906	San Diego	7/28/14 - 7/27/16	\$248,721	\$248,721 (100%)

DEVELOPMENT SERVICES

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

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class Lab Hours

8-200 Job Number 1

Journeyman

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Architectural & General Sheet Metal
- Beginning HVAC
- Blueprints & Specifications (new)
- Duct Cleaning
- EM-385 Training (Engineer Manual - 385 Safety Training) (new)
- Energy Auditing
- EPA Certification
- Fire, Life, Safety Certification (1 & 2)
- Infectious Control Risk Assessment
- Introduction to Welding
- Mechanical Acceptance Testing Training (Title 24)
- MIG Welding (GMAW)
- Service & Start-Up
- Stick Welding (SMAW)
- TAB Certification
- TIG Welding (GTAW)
- Trimble GPS Training

COMPUTER SKILLS

- AutoCAD (Introduction, Intermediate, Advanced)
- Benchmark Certification (CAD)
- Bluebeam Software
- Building Information Modeling Software
- Revit Detailing Software
- Sheet Metal/HVAC Detailing

Apprentice

Class Lab Hours

8-210 Job Numbers 2 & 3

Trainees may receive any of the following:

COMMERCIAL SKILLS

Core 1 (Safety/Tools)

- Communication
- Emergency Procedures
- Field Safety
- Geometric Construction
- Hand Tools
- Hazard Communication
- Hoisting and Rigging
- Lines and Lettering
- Safety in Field Installation
- Shop Safety

Core II (Beginning Layout)

- Freehand Sketching
- Introduction to Parallel Lines
- Pictorial Drawings
- Sheet Metal and Metal Products

Core III (Advanced Layout)

- Change Ogee Offsets
- Duct Change Elbows
- Duct S Offsets
- Introduction to Triangulation
- Y Branches

Core IV (Architectural Principles)

- Additional Architectural Sheet Metal Work
- Architectural Sheet Metal Practices
- Flashings
- Introduction to Architectural Sheet Metal
- Roof Drainage Systems
- Waterproofing Roof Edges & Walls

Plans and Specifications

- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings
- Sheet Metal Shop Drawings
- Specifications
- Structural Drawings
- The Contract Documents

Architectural Installation

- Advanced Roof Drainage Systems
- Advanced Sheet Metal Fabrication
- Architectural Sheet Metal Shop Drawings
- Creating Shop Details
- Installing Architectural Sheet Metal Items
- Planning Architectural Installation

HVAC I

- Air and Air Properties
- Cooling
- Duct Design
- Duct Systems
- Energy Management Systems
- Heating
- Indoor Air Quality
- Introduction to HVAC Systems
- Refrigerant Cycle
- Servicing HVAC Equipment
- Start-Up and Commissioning Systems
- Ventilation

HVAC II

- Controls
- Electricity
- Refrigerant Cycle
- Servicing HVAC Systems
- Start-Up and Commissioning Systems
- TAB Instrument Use
- TAB Work

Sheet Metal Welding

- Codes and Symbols
- GMAW Process
- GTAW Process
- Introduction to Welding
- SMAW Process
- Welding Equipment Set-Up
- Welding Equipment Safety
- Welding Safety

Foreman and Project Management Training

- Foreman Training
- Human Relations
- Introduction to Supervision
- Personnel Records
- Planning and Organizing
- Project Management
- Supervisory Training

Technicians

Class Lab Hours

8-200 Job Number 4

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Architectural & General Sheet Metal
- Beginning HVAC
- Blueprints and Specifications (new)
- Duct Cleaning
- EM-385 Training (Engineer Manual - 385 Safety Training) (new)
- Energy Auditing
- EPA Certification
- Fire, Life, Safety Certification (1 & 2)
- Infectious Control Risk Assessment
- Introduction to Welding
- Mechanical Acceptance Testing Training (Title 24)
- MIG Welding (GMAW)
- Service & Start-Up
- Stick Welding (SMAW)
- TAB Certification
- TIG Welding (GTAW)
- Trimble GPS Training
- Technician Advancement:
 - Architectural Metal Products
 - Architectural Sheet Metal
 - Communication
 - EM-385
 - Field Installation
 - Field Layout
 - Field Safety
 - Forklift Safety
 - Geometric Construction
 - GMAW, SMAW, and TGAW Welding
 - Hand Tools
 - Heating, Ventilation, Air Conditioning.
 - Hoisting, Rigging, and Signaling
 - Infectious Control Risk Assessment (ICRA)
 - Pattern Development (Radial Line, Parallel Line, Triangulation)
 - Sheet Metal and Metal Products
 - Sheet Metal Detailing
 - Sheet Metal Shop Drawings
 - Shop Equipment and Tools
 - Shop Layout
 - Shop Safety
 - Shop Work
 - Testing, Adjusting, and Balancing (TAB)
 - Trimble RTS

COMPUTER SKILLS

- AutoCAD (Introduction, Intermediate, Advanced)
- Benchmark Certification (CAD)
- Bluebeam Software
- Building Information Modeling Software
- Revit Detailing Software
- Sheet Metal/HVAC Detailing

Job Numbers 1-4

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10 (Requires 10hrs completion)
- OSHA 30 (Requires 30hrs completion)

Safety training cannot exceed 10% of total training hours for any individual trainee. This 10% safety training cap does not apply to Hazardous Materials or OSHA 10/30 training.

Note: Reimbursement for Job Number 1 & 4 training is capped at 200 total training hours per trainee. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours. Safety training cannot exceed 10% of total training hours for any individual trainee. This 10% safety training cap does not apply to Hazardous Materials or OSHA 10/30 training.



Training Proposal for:
Pipe Trades Apprentice and Journeymen Trust Fund
for San Mateo County

Contract Number: ET20-0900

Panel Meeting of: June 28, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprentice Veterans	Industry Sector(s):	Construction Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Mateo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada (UA Local 467)		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	NA		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$503,400		\$34,890 8%		\$538,290
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority Rate Retrainee Journeyworker	Comm'l Skills, Computer Skills, OSHA 10/30	15	4-200	0	\$984	\$24.13
				Weighted Avg: 40			
2	Apprentice Retrainee	Comm'l Skills, Computer Skills, OSHA 10/30	140	8-210	0	\$3,657	\$24.13
				Weighted Avg: 190			
3	Veteran Apprentice Retrainee	Comm'l Skills, Computer Skills, OSHA 10/30	3	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			

Minimum Wage by County: Job Numbers 1-3 (SET/Priority Industry): \$24.13 per hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Plumber, Pipefitter, Refrigeration Worker		15
Job Number 2		
Apprentice Plumber, Pipefitter, Refrigeration Worker		140
Job Number 3		
Veteran Apprentice Plumber, Pipefitter, Refrigeration Worker		3

INTRODUCTION

For over 100 years, the Pipe Trades Apprentice and Journeymen Trust Fund for San Mateo County (Plumbers JATC of San Mateo) (www.ualocal467.org) has provided workers in the plumbing, pipefitting, and HVAC (heating, ventilation and air conditioning) trades throughout San Mateo County. This will be the fourth ETP Contract for Plumbers JATC of San Mateo, and the fourth in the last five years.

Plumbers JATC of San Mateo operates a 30,935 square-foot training center in Burlingame with 15 classrooms and laboratories equipped for specialized-skills training. Apprentice and journey-level welders will receive medical-gas certifications after successful completion of this training. There is a high demand for this certification in the San Francisco Bay Area.

Participating employers are located in San Francisco Bay Area. These companies are primarily building and plumbing contractors. Approximately 60% of the participating employers meet the Panel's definition of a small business.

Veterans Program

In this proposal, Plumbers JATC of San Mateo is committed to including three Apprentice Veterans (Job Number 3) and to supporting job-related training that helps Veterans transition into California's workforce. The JATC recruits Veterans in cooperation with Helmets to Hardhats, which is a national (joint-labor-management) program that recognizes the link between skills acquired in military service and employment opportunities in the building trades.

In addition, the Veterans in Piping (VIP) program offered by the United Association (UA) of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada offers high-quality skills' training and jobs in the pipe trades to active-duty military (personnel) preparing to leave military service. The VIP program consists of 18 weeks of highly specialized, intensive training in marketable skills such as welding, heating, ventilating, air conditioning and refrigeration and sprinkler fitting.

The VIP Program has been recognized as one of the leading programs in the country for assisting Veterans. The VIP does all this at no cost to the military, government, or participants because all costs are paid by the UA and its contractors.

Waiver Request (Journeyworker-Minimum Hours)

Plumbers JATC of San Mateo requests a waiver from the eight-hour minimum training requirement to a four-hour (training) minimum for 15 (Journeyworker) trainees. Classes for Journeyworkers focus on a scope of work or specialty. Some of these certification renewal courses are only four hours. The Journeyworkers often do not need to take two 4-hour classes and the JATC cannot require that the workers come in for additional classes. Certification requiring a four-hour course include: NFPA99 2015/ASSE 6000, National ITC Corporation- NITC Medical Gas System Personnel (Medical Gas- Installation, System Test, Maintenance, Repair, Standard and Brazing).

Employer Demand

Plumbers JATC of San Mateo is returning to the Panel for funding at this time because most of the training under its current contract has been delivered and there is sustained employer demand for skilled workers.

The significant number of retiring workers and the recent upswing in construction means the demand for apprentices has been accelerating in San Mateo County. Thus, Plumbers JATC of San Mateo estimated that 120 apprentices have completed training in 2019 to date. It expects to graduate 59 new apprentices in 2019–2020. Graduates of its program work in construction and repair for industries that include: airport expansion and renovation, hotel and resort properties, biotech research and manufacturing facilities, food and beverage facilities, public and private education buildings, housing, water and waste treatment, and technology industries.

A sample of local construction projects generating demand includes:

- Kilroy Project (South San Francisco) - \$800 million contract for mixed-use development project with retail, housing, and a parking structure included.
- Stanford Linier Accelerator Co. (Menlo Park) - \$200 million renovation in 2020.
- Milbrae Station Project (Millbrae) - \$600 million mixed-use development project for housing, veteran-specific housing, and retail.

Apprentice Program

The Panel is authorized to fund Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the California Department of Apprentice Standards (DAS). ETP funding is designed to supplement cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Depending on the type of trade, apprenticeship programs vary in length. In this case, the programs are five years.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced.

PROJECT DETAILS

In this fourth ETP-funding proposal, Plumbers JATC of San Mateo is responding to increased construction demands in the SF Bay Area. Ninety percent of the training in this project will be Commercial Skills' training.

Training Plan

Class/Lab and E-Learning training will be delivered in the use of plumbing and piping equipment, updated-building standards and green-business practices necessary to meet commercial interest and demand to develop, retrofit and maintain greener energy and water flow into and out of buildings.

Journeyworker Training

Commercial Skills: Trainees will receive training in Green Compliance, which includes the installation of new plumbing, piping and air-conditioning equipment to meet updated building standards. Training will also focus on the use of energy-efficient technologies and the use of new products such as: green-building materials, solar installations, new motor controls and programming, medical-gas welding, and advanced-testing equipment. Numerous certification-related training is planned to be delivered including Industrial Rigging, Foreman and Orbital Welding.

Computer Skills: Training will include scheduling, planning, and modeling software. AutoCAD and Job Tracking applications will provide trainees with the tools to modify blueprints, look up project requirements, build budgets and timelines, design virtual buildings and adjust computerized-control systems.

Apprenticeship Training

Commercial Skills: Apprentices learn to assemble, install, and repair pipes, fittings, and fixtures for heating, water, and drainage systems to meet specifications and new plumbing codes. The RSI coursework includes industry math and courses that support building plan/blueprint reading and drawing. Apprentices learn to install heating and air conditioning systems including assembling a variety of piping for air, ammonia, gas and water systems. Trainees also learn to test and balance air and water systems using the latest technologies.

The proposed Class/Lab training will supplement on-the-job training in fabrication, assembly, installation and maintenance of piping, plumbing systems, and air-conditioning systems.

Computer Skills: Courses include scheduling, planning and modeling software, and AutoCAD and Job Tracking software applications. Trainees learn to use these applications to modify blueprints, look up project requirements, build budgets and timelines, design virtual systems and adjust computerized control systems.

Certified-Safety Training: Journeyworkers and Apprentice Plumbers and related occupations may work under extremely dangerous conditions and on tight timelines. OSHA 10/30 is not included in the 10% limitation on 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.

Curriculum Development

In addition to delivering RSI (state-required) training, Plumbers JATC of San Mateo labor and management representatives have customized the national pipe trades curriculum to address local employer needs. Plumbers JATC of San Mateo also collaborated with the National Competency Testing Institute to create an industry-driven curriculum. All courses are designed to address energy efficiency and technology changes that are quickly becoming standard in the plumbing and HVAC industry.

Hiring demands also help shape the curriculum. For example, recently obtained contracts presented the need for workers that possess the ability to weld on technically advanced construction projects. Feedback on training needs also results from workplace performance reviews, customer requests, and course evaluations completed by trainees.

Impact/Outcome

Training will meet the following objectives:

- Upgrade vocational skills of frontline workers to remain competitive in a rapidly expanding construction industry and to meet Title 24 changes that pertain to the tasks performed by Apprentices and Journeyworkers.
- Obtain certifications for the Journeyworkers and Apprentices that include OSHA 10, OSHA 30, HVAC Star, Medical Gas Installer, Medical Gas Brazier, Foreman's Certification, Industrial Signal Person Certification, welding and more.

Commitment to Training

Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeyworkers. Safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Training Director (dedicated administrator) and the JATC's administrative-staff person assist in ETP administration including scheduling of training and collection of rosters. Training attendance is kept by each instructor and passed to the administrative staff. The enrollee and employer data, demographics, and work-hour data is then sent to Strategy Workplace Communications (Administrative Subcontractor) for uploading into ETP's online systems. Training will be delivered by in-house experts.

Marketing and Support Costs

Plumbers JATC of San Mateo conducts marketing through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and its website. Class information will be disseminated throughout the year to all Apprentice and Journeyworkers within the jurisdiction, as well as to the pipe trades' contractors who employ them. Application announcements for the Apprentice program will be sent to local, state, and federal agencies as well as to local high schools, community colleges and community-based organizations.

Plumbers JATC of San Mateo's Training Director will be working with a dedicated-administrative assistant who will be responsible for marketing, recruiting, needs assessments, and scheduling. The JATC is requesting 8% in support costs to fund its staff in recruiting, qualifying, and assessing participating employers for this program. Staff recommends the 8% support costs.

Green/Clean Operations

Apprentices and journey-level workers are involved in both green and clean technology on the service and installation of energy-efficient equipment such as trenchless and hot-water systems. California Code of Regulations Title 24 (Chapters 4–9) requires substantial increases in building efficiency. Green technology within plumbing addresses changes that respond to drought conditions in California to improve water use and potable-water efficiency with water conservation being a key goal. Another area of efficiency (related to demand) is directly servicing water-supply heating, which reduces fuel/electric usage (reducing carbon-based emissions and toxic waste).

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.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by the Plumbers JATC of San Mateo under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	Estimated No. Retained
ET19-0904	\$556,832	8/1/18 – 7/31/20	136	0	142

Based on ETP Systems, 20,330 potentially earnings of \$459,718 (83% of contracts amount). The Contractor projects final earnings of 100% based on high-employment rates in the local area and additional training hours to be entered into the ETP Online Tracking System by July 2019.

PRIOR PROJECTS

The following table summarizes performance by the Plumbers JATC of San Mateo under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0918	Burlingame	12/26/16 – 12/25/18	\$409,176	\$380,925 (93%)
ET16-0900	Burlingame	8/3/15 – 8/2/17	\$386,124	\$353,061 (91%)

DEVELOPMENT SERVICES

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

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS


N/A

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

4 Hours (Job Number 1)

Trainees may receive any of the following:
















Journeyworker**COMMERCIAL SKILLS**

-  NFPA99 2015/ASSE 6000 (National ITC Corporation- NTC Medical Gas System Personnel
 - Medical Gas- installation, System Testing, Maintenance, Repair, Standards and Brazing (4 hours)

Class/Lab/E-Learning Hours

8–200 (Job Number 1)

Journeyworker**COMMERCIAL SKILLS**

-  Green Compliance
 - Energy Efficiency in Existing Equipment and Materials
 - Design and Installation of New Energy Efficient Equipment and Materials
 - LEED Standards
-  BACnet Programming
-  Johnson Controls Courses
-  Robotic Total Station
-  Start Test and Balance
-  Solar Installations
-  Specialty Seminars for Service Work
-  Johnson DX9100 (Brand of Digital Controller)
-  Compressor Overhaul
-  Direct Digital Controls – Principals of Operation, Calibration, Documentation, Shutdowns
-  Orbital Welding
-  Welding
-  Brazing
-  Safe-Working Conditions (supplements Cal-OSHA)
 - Foreman and Worker Responsibility
 - Scaffolding
 - Fall Protection
 - Electrical Safety
 - Falling Objects
 - Working in Confined Spaces
 - Working Around Pipelines
-  Certifications
 - Industrial Rigging
 - Signalperson
 - National Environmental Balancing Bureau Commissioning (Certification for Heating & Cooling Systems)
 - Medical Gas -- Installation, System Testing, Maintenance, Repair, Standards and Brazing
 - Foreman
 - Backflow

- Orbital Welding
- Tungsten Inert Gas Welding
- Star Review

COMPUTER SKILLS

- ✚ Computer-Aided Drafting
- ✚ 3-D Drawings Software

OSHA 10/30 (OSHA-Certified Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

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

8 – 210 (Job Numbers 2 & 3)

Trainees may receive any of the following:

COMMERCIAL SKILLS**Plumbing and Steamfitters**

- ✚ 2nd Year
 - Code/Water Supply
 - Drawing I
- ✚ 3rd Year
 - Drawing II
 - Welding
 - Oxygen/Acetylene Training
 - Pipe Fitting
- ✚ 4th Year
 - Steam Systems
 - Rigging
 - Pipefitting and Service
 - Hydronics/Steam
 - Medical Gas Certification
 - Signal Person Certification
- ✚ 5th Year
 - Advanced Drawing/Layout
 - Code II
 - Junior Mechanics Review and Exam

Refrigeration

- ✚ 2nd Year
 - Basic Electricity
 - Advanced Electricity
 - Pneumatic DDC Introduction

- ✚ 3rd Year
 - Controls I
 - Electro Pneumatics
 - Controls II
 - Advanced Pneumatics
 - Calibration
 - Hydronics
- ✚ 4th Year
 - Start, Test and Balance I
 - Start, Test and Balance II
- ✚ 5th Year
 - Chillers
 - HVAC Star Certificate
 - Special Systems
 - Heating Ventilation Air Conditioning Refrigeration Star Review and Exit Exam

All Trades

- ✚ Trade Math
- ✚ Industry Math
- ✚ Rigging
- ✚ Drawing
- ✚ Blueprint Reading
- ✚ Welding
- ✚ Cutting
- ✚ Industrial Safety
- ✚ Industrial Install
- ✚ Medical Gas Install
- ✚ Backflow Certification
- ✚ Foreman Certification
- ✚ Rigging Certification
- ✚ Direct Digital Controls
- ✚ Compressor Overhaul

COMPUTER SKILLS (All Trades)

- ✚ Computer-Aided Drafting
- ✚ 3-D Drawings Software

OSHA 10 & 30 (OSHA-Certified Trainer)

- ✚ OSHA 10
- ✚ OSHA 30

Note: Reimbursement for Job Number 1 (Journeyworker) training is capped at 200 total-training hours per trainee. Reimbursement for Job Numbers 2 & 3 (Apprentice) training is capped at 200 total-training hours per trainee in Commercial Skills and 10 hours of OSHA for a total of 210 hours regardless of the method of training delivery.



Training Proposal for:
The Corporation for Manufacturing Excellence (Manex)

Contract Number: ET20-0105

Panel Meeting of: June 28, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Northern California Counties	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
\$701,040		\$48,768 8%		\$749,808

In-Kind Contribution:	50% of Total ETP Funding Required	\$667,260
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Improv., Mgmt Skills, Mfg. Skills, Literacy Skills	322	8-200	0	\$984	\$17.70
				Weighted Avg: 40			
2	Retrainee Priority Rate SB <100	Business Skills, Computer Skills, Cont. Improv., Mgmt Skills, Mfg. Skills, Literacy Skills	352	8-200	0	\$1,230	\$17.70
				Weighted Avg: 50			

Minimum Wage by County: Job Numbers 1 & 2: \$19.31 per hour in Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties; \$17.70 per hour in Sacramento and all other counties.

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

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

Participating employers may use health benefits (not exceeding \$2.50) to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Engineering Staff		45
Front Office Staff		45
Product/Quality Staff		147
Managers/Supervisors		50
Support Staff		35
Job Number 2:		
Engineering Staff		46
Front Office Staff		30
Production/Quality Staff		200
Managers/Supervisors		50
Owners		6
Support Staff		20

INTRODUCTION

Founded in 1995 and headquartered in San Ramon, The Corporation for Manufacturing Excellence (Manex) (www.manexconsulting.com) provides business-improvement services to manufacturers. These services include corporate strategy, innovation, strategic planning, marketing, sales training and development, Lean manufacturing, supply chains and logistics, Six Sigma, ISO processes, performance management and systems implementation including ERP readiness, change management and program management.

Manex provides training to manufacturers of aircraft parts, machine shops, sewn products, wood manufacturing companies, food manufacturers and processors, high-tech medical device manufacturers, PC-board manufacturers, and satellite and consumer electronic manufacturers. Additionally, Manex is partnered with the National Institute of Standards and Technology (NIST), Manufacturing Extension Partnership (MEP), and Regional Operations Center (ROC), whose goal is to work with small to mid-size companies by providing business assistance and training with the goal of retaining businesses and jobs in California.

This will be Manex's fifteenth ETP Contract, its third in the last five years. During Manex's previous ETP Contracts, training was provided to various small and mid-sized companies of different industry sectors. In its current 2017/2019 Contract, Manex's training territories became smaller and emphasis for training was mainly on leadership development for Line Leads and new Supervisors that were promoted from the production floor.

Veterans Program

Even though Manex is not including a separate Veterans' Job Number, its participating employers actively recruit veterans for training by contacting Concord's Veterans Affairs Center for leads.

PROJECT DETAILS

Manex's new proposal will be similar to its prior projects. Several participating employers (particularly the small businesses) will continue to expand workforces. Employees have new responsibilities and must be trained in process improvement to increase productivity and business efficiencies, learn to eliminate waste, and enhance competitiveness. The majority of the training will be conducted at participating employers' facilities.

Training Plan

Training for the participating employers will provide opportunities for employees to learn about practical problem solving, quality control and other techniques that can be applied to improve business performance. This will allow for an increase in production output and the ability to retain/expand sales.

Manex will customize each participating employers' training plan consisting of the following:

Business Skills: Training will be offered to all occupations in course topics such as Business Strategies, Communication Skills, Strategic Planning, and Selling/Serving the Customer. This gives trainees the skills needed to provide quality customer service to internal and external customers.

Computer Skills: Training for all occupations will improve skills in software systems, computer-aided design software programs, enterprise manufacturing management, database applications, and web-site development and maintenance.

Continuous Improvement: Training will be offered to all occupations in course topics such as Assessment Principles, Creative/Innovative Thinking Skills, Developing Solutions, and Interpersonal Skills. This will help increase efficiency and lower operating costs.

Literacy Skills: Training will be offered to trainees that need basic skills to perform their jobs or to fully participate in the training programs. Course topics would include VESL – Comprehension and Oral Skills, Basic Writing Skills, and Basic Math. The training will improve employee teamwork, communication, and productivity.

Management Skills: Training will be offered to Managers, Supervisors, and Owners in course topics such as Coaching/Feedback, Conflict Management, Facilitation Skills, and Motivation/Reinforcement. This will improve communication and provide leadership enabling trainees to become effective leaders within their departments.

Manufacturing Skills: Training will be offered to Production/Quality Staff, Engineering Staff, Managers, and Supervisors in course topics such as Assembly Operations, Automated Equipment, and Equipment/Preventive Maintenance. This will ensure that production processes are streamlined resulting in timely delivery, cost savings, and reduction in waste.

Impact/Outcome

Manex assists manufacturers by preparing for certification programs such as ISO Certification, Quality Standards, and Safe Quality Food certifications of completion. ETP-funded training outlined in this proposal will provide participating employer trainees with essential skills that lead to these certifications. These certifications and/or product diversification often lead to new markets and increased sales, which help companies grow and provide workforce stability.

Commitment to Training

Participating employers' internal training programs will continue to provide job-specific and organization-wide training related to initial on-boarding, orientation, company policies, basic manufacturing skills specific to their operations, machine specific training, process training, general health and safety training. ETP-funded training will improve operational performance and support increased manufacturing competitiveness.

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

➤ Training Infrastructure

Manex's Director of Client Services (dedicated administrator) conducts needs' assessments at its clients' facilities. A Client Services Representative is responsible for ensuring each participating employer meets ETP's guidelines, enrolls and enters data into ETP's online systems, reviews rosters for completeness, conducts invoicing and reviews plan updates. Every Manex trainer will be responsible for training delivered, collecting rosters, and providing the rosters to the Client Services Representative.

Trainer Qualifications

Training will be provided by in-house experts and outside contractors. Trainers have a wide range of certifications including Certified Manager of Organizational Excellence, ISO Lead Auditor, HACCP Food Safety, Certified Quality Engineer, Project Management Professional, and Six Sigma Master Black Belt. Training will be delivered by trainers who are professionally qualified to deliver specific content required to meet employee-development needs.

Marketing and Support Costs

Manex is actively involved with various community organizations such as economic-development partners, cities, chambers of commerce, colleges, and business groups. Manex staff also sponsors seminars and conferences throughout Northern California promoting changes and advancements in training opportunities for manufacturers.

Manex requests and staff recommends an 8% support cost for help with recruitment and marketing efforts required to secure participating employers.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET18-0113	\$948,775	7/1/17 – 6/30/19	753	778	778

Based on ETP systems, 41,069 reimbursable hours have been tracked for potential earnings of \$948,775 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through March 2019 of final training.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0147	Statewide	9/8/15 – 9/7/17	\$949,912	\$887,901 (93%)
ET14-0274	Statewide	2/3/14 – 2/2/16	\$656,725	\$634,428 (97%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

Custom Solutions Inc. of Danville will provide Sales, Marketing and Leadership training for a fee of \$250,000.

Gemba Quality Consulting of Fairfield will provide Lean Manufacturing training for a fee of \$100,000.

Jeff Lewis of Mountain View will provide ISO, 1345 Medical Device and AS 9100 training for a fee of \$100,000.

Other trainers will be identified for ETP record-keeping purposes, as they are retained.

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: The Corp. for Manufacturing Excellence (Manex) CCG No.: ET20-0105

Reference No: 19-0394

Page 1 of 4

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: A1 Jays Machining

Address: 2288 Oakland Rd.

City, State, Zip: San Jose, CA 95131

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

Company: AlterG, Inc.

Address: 48368 Milmont Drive

City, State, Zip: Fremont, CA 94538

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 145

Total # of full-time company employees in California: 145

Company: Bay Associates

Address: 46840 Lakeview Blvd.

City, State, Zip: Fremont, CA 94538

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 500

Total # of full-time company employees in California: 85

Company: COE Orchard Equipment, Inc.

Address: 3453 Riviera Road

City, State, Zip: Live Oak, CA 95953

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 40

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: The Corp. for Manufacturing Excellence (Manex) CCG No.: ET20-0105

Reference No: 19-0394

Page 2 of 4

Company: G.M. Associates, Inc.

Address: 9824 Kitty Lane

City, State, Zip: Oakland, CA 94603

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 20

Total # of full-time company employees worldwide: 60

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

Company: Gyrus (Olympus)

Address: 2400 Ringwood Avenue

City, State, Zip: San Jose, CA 95131

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 5,000

Total # of full-time company employees in California: 550

Company: Heat and Control, Inc.

Address: 21121 Chabot Blvd.

City, State, Zip: Hayward, CA 94545

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 203

Total # of full-time company employees in California: 203

Company: PJs Rebar

Address: 45055 Fremont Blvd.

City, State, Zip: Fremont, CA 94538

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 75

Total # of full-time company employees worldwide: 137

Total # of full-time company employees in California: 137

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: The Corp. for Manufacturing Excellence (Manex) CCG No.: ET20-0105

Reference No: 19-0394

Page 3 of 4

Company: Plastikon Industries

Address: 688 Sandoval Way

City, State, Zip: Hayward, CA 94544

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 252

Total # of full-time company employees in California: 252

Company: Proteus Digital Health, Inc.

Address: 2600 Bridge Parkway, Suite 101

City, State, Zip: Redwood City, CA 94065

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 250

Total # of full-time company employees in California: 250

Company: Remar Foods

Address: 1101 Railroad Lane

City, State, Zip: Pittsburg, CA 94565

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 50

Total # of full-time company employees worldwide: 325

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

Company: Scandic Springs

Address: 700 Montague Avenue

City, State, Zip: San Leandro, CA 94577

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 43

Total # of full-time company employees worldwide: 43

Total # of full-time company employees in California: 43

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: The Corp. for Manufacturing Excellence (Manex) CCG No.: ET20-0105

Reference No: 19-0394

Page 4 of 4

Company: Vintage 99

Address: 611 Enterprise Court

City, State, Zip: Livermore, CA 94550

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 20

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26

Company: Vacuum Process Engineering, Inc. (VPE)

Address: 110 Commerce Circle

City, State, Zip: Sacramento, CA 95815

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 65

Total # of full-time company employees worldwide: 65

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

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Budget Analysis
- Business Plans
- Business Strategies
- Communication Skills
- Computer / Internet Applications in Business
- Change Management
- Customer Service
- Developing Sales Strategies
- Developing Marketing Strategies
- Excel – Intermediate Skills
- Excel – Advanced Skills
- ERP / MRP Readiness
- ERP / MRP System Implementation
- Export Tech
- Inventory Control
- Listening Skills
- Materials Management
- Marketing for Small / Medium Sized Manufacturers:
 - Evaluating Marketing Effectiveness
 - Marketing Concepts
 - Marketing Techniques
 - Practical Marketing Applications
- Multi-Cultural Awareness
- Negotiating Skills
- New Product Introduction
- Project Management Techniques
- Relationship Building for Small / Medium-Sized Manufacturer
- Business Administration for Small / Medium-Sized Manufacturing
- Selling / Serving the Customer
- Strategic Planning
- Strategic Sourcing
- Total Cost of Ownership
- Sustainability
- Technical Writing

COMPUTER SKILLS

- Artificial Intelligence (AI)
- Augmented Reality (AR)
- Accounting Systems
- CAD / CAM / CAE
- CNC
- Computer-Based / Web-Based Training Systems
- Communications Systems

- Database Management
- Desktop Publishing
- Digital Entertainment Systems
- Graphics
- ERP / MRP Systems
- Internet
- Payroll Systems
- Presentation
- Programming
- Publishing
- Spreadsheets
- Telecommuting
- Website Development and Maintenance
- Word Processing

CONTINUOUS IMPROVEMENT

- Assessment Principles
- Audit Principles
- American Institute of Baking (Quality Standards)
- Basic Quality Tools
- Benchmarking Principles
- Good Manufacturing Practices (GMP)
- Communication Skills
- Continuous Improvement Skills
- Creative / Innovative Thinking Skills
- Creative Problem-Solving Skills
- Cycle-Time Reduction Techniques
- Decision-Making Skills
- Defining Problems
- Design for Manufacturing Assembly
- Design of Experiments
- Developing Action Plans
- Developing Solutions
- Effective Meetings
- Effective Teams
- Effective Writing
- Empowerment Processes
- Food Safety / Food Quality Systems
- Hazardous Assessment Critical Control Point / HACCP
- Implementation Skills
- Interpersonal Skills
- Interpreting & Analyzing Data
- ISO
- Just-in-Time Production (JIT)
- Lean Manufacturing
- Leadership Skills
- Manufacturing Excellence
- Monitoring the Process
- Presentation Skills
- Process Control Principles

- Process-Control Capabilities
- Process Improvement
- Process / Product Handling
- Production Scheduling
- Production Workflow / Routing
- Root-Cause Analysis
- Process Control:
 - Data Collection
 - Design for Manufacturing Assembly
 - Design of Experiments
 - Developing SPC
 - Documenting Processes
 - Evaluating SPC
 - Failure Mode Effects Analysis
 - Five S Principles
 - Graphical Analysis
 - Kaizen Principles
 - Kanban Principles
 - Key Process Indicators
 - Lean-Manufacturing Principles
 - Organizing SPC
 - Root Cause Analysis
 - SPC Concepts, Theory & Application
 - Statistical Process Control
 - Six Sigma
 - Statistical Techniques
 - Taguchi Methods
 - Variation / Process Control
 - Validation
- System Analysis
- System Strategies
- Taguchi Methods: Design of Experiments
- Team Building / Problem Solving:
 - Building Teams
 - Communication
 - Creative / Innovative Thinking
 - Decision Making
 - Developing Action Plans
 - Developing Solutions
 - Effective Teams
 - Empowerment Process
 - High Performance Work Teams
 - Leadership
 - Multicultural Communication / Diversity
 - Practical Problem Solving
 - Self-Directed Work Teams
 - Team Concepts
 - Team Building
 - Teamwork in an Empowered Workforce
- Total Quality Management (TQM):
 - Basic Quality Tools
 - Change Acceleration Process

- Train the Trainer
- Value Stream Mapping
- Variation / Process Control
- Work Cell Design / Cellular Manufacturing

MANAGEMENT SKILLS (MANAGEMENT TRAINEES ONLY)

- Coaching / Feedback
- Communication Skills
- Conflict Management
- Creative Thinking
- Decision Making / Problem Solving
- Developing Teams
- Effective Meetings
- Effective Writing
- Facilitation Skills
- Finance for Small / Medium-Sized Manufactures
- Leadership / Management Development
- Managing Change
- Managing Customer Service (Internal & External)
- Managing Innovation
- Marketing for Small / Medium-Sized Manufacturers
- Motivation / Reinforcement
- Performance Management
- Project Management
- Strategic Planning

MANUFACTURING SKILLS

- Additive Manufacturing
- Air Filtration / Clean Room
- Assembly Operations
- Assembly & Surface Mount
- Automated Equipment
- Autonomous Robots
- Bagging Machines
- Big Data Analytics
- Bio-Science Manufacturing
- Blueprint Reading
- Clean and Green Technology
 - Introduction of Green-Manufacturing Practices
 - Manufacturing of Green Technologies and Products
 - Solar, Wind, and Alternative Energy
- Computer-Aided Design (CAD)
- Computer-Aided Engineering (CAE)
- Computer-Aided Manufacturing (CAM)
- Computer-Numeric Control (CNC)
- Cellular Manufacturing
- Cybersecurity (equipment-process monitoring & control systems)
- Chemistry
- Computer Electronics
- Cycle-Time Reduction

- Cutting / Sewing
- Electro Static Discharge (ESD)
- Electronics
- Electronic Assembly Workmanship
- Equipment Operations
- Equipment / Preventive Maintenance
- Enterprise Resource Planning (ERP)
- Facilities Management
- Fabric / Garment-Manufacturing Skills
- Food Processing
- Forklift Training
- Five S Principles
- Good Manufacturing Practices (GMP)
- Guided Vehicles
- Hazardous Assessment Critical Point (HCCP – Food Safety)
- Handling Changes
- Introduction to Hand Tools
- Industry 4.0
- Inventory Control
- Intelligent Processes
- International-Standards Organization (ISO) Certification
- Internet of Things (IoT)
- Just-In-Time Systems
- Kaizen Principles
- Kanban Principles
- Layout
- Lean-Manufacturing Principles
- Machining
- Machine Trades
- Maintenance-Mechanic Overview (Level 1)
- Maintenance-Mechanic Overview (Level 2)
- Machine-Tool Technology
- Manufacturing Processes
- Meeting Customer Expectations (Internal / External)
- Metrology / Geometric Dimensioning & Tolerances
- Mounts
- Manufacturing Resource Planning (MRP)
- Optimal-Operating Methods
- Physics
- Pneumatics / Hydraulics
- Presses / Pressing
- Production Techniques
- Programmable-Logic Controllers (PLC)
- Quality
- Re-Engineering Concepts
- Refrigeration / Heating
- Root-Cause Analysis
- Sensing, Monitoring, and Control
- Sequencing-Sewing Operations
- Set-Up Reduction

- Sew Engineering / Setting Piece Rates
- Sew Trainer
- Shipping / Receiving
- Shop Skills – Drawing, Measurement, and Instrumentation
- Simulation Modeling / Virtualization
- Soldering Skills
- Special Machines / Inspections
- Statistics Skills for Operations
- Surface Mount Technology (SMT)
- Technical Training
- Total Productive Manufacturing
- Total Quality Management
- Training Within Industry (TWI)
- Understanding Product Specs / Drawings
- Value Stream Mapping
- Warehouse Operations / Distribution
- Welding
- Work Measurement
- World Class Manufacturing Principles

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

LITERACY SKILLS

- VESL
 - Comprehension Skills:
 - Communicating Common Work-Related Instructions
 - Equipment-Operation Language
 - Job Related Vocabulary & Phrases
 - Multi-Cultural Communication
 - Shop-Floor Language
 - SPC Language
 - Understanding Common Work-Related Instructions
 - Understanding Schematics Used on the Job
 - Oral Skills:
 - Basic-Grammatical Structure
 - Presentation Skills
 - Pronunciation
 - Vocational Vocabulary and Phrases
- Basic-Writing Skills
- Completing Job-Related Forms
- Computer Skills
- Reading Comprehension
- Basic Math:
 - Applying Math to Job Functions
 - Fundamentals of Mathematics

Literacy Training cannot exceed 45% of total-training hours per trainee

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



Training Proposal for:
**Apprentice and Journeymen Training Trust Fund of the Southern
 California Plumbing and Piping Industry**

Contract Number: ET20-0905

Panel Meeting of: June 28, 2019

ETP Regional Office: Central Office – PPU

Analyst: I. Launitz

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Southern California Pipe Trades District Council 16		
Turnover Rate:	20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$699,840		\$48,600 8%		\$748,440

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Apprentice Priority Rate	Comm'l. Skills, OSHA 10/30	270	8-210	0	\$2,772	\$24.13
				Weighted Avg: 144			

Minimum Wage by County: \$24.13 SET/Priority Industry Statewide Average

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	Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice Plumber and Maintenance Plumber (Service And Repair)		270

INTRODUCTION

Apprentice and Journeymen Training Trust Fund of the Southern California Plumbing and Piping Industry (P & P Trust) is a Joint Apprenticeship Training Committee (JATC) founded in 1959. It operates nine training centers in Southern California for the plumbing and pipefitting industry. It was created by unions and contractors in the industry and is governed by a joint labor-management committee.

The P & P Trust provides training for Apprentices and Journeymen in the plumbing and pipefitting industry who work in a variety of settings doing new construction and maintenance, air conditioning, heating, refrigeration and plumbing service work.

A member of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Southern California Pipe Trades District Council 16 represents 14 local unions in Southern California. Multiple JATCs act as program sponsors for District Council 16. District Council 16 sponsors several DAS approved programs for occupations in the following industries: service and repair, sewer and storm drain, and landscape irrigation piping.

Training will be provided for the following JATCs:

- Glendale, Burbank, San Fernando Valley & Antelope Valley Plumber & Steamfitter JATC
- Pomona and San Gabriel Valleys Plumber & Steamfitter JAC

- Kern, Inyo, & Mono Counties Plumbing, Pipefitter & Refrigeration/Air Conditioning Mechanic JATC
- Orange County Plumber & Steamfitters JATC
- Landscape/Irrigation, Sewer & Storm, Underground Specialty Piping JATC
- Los Angeles & Vicinity Steamfitters & Industrial Pipefitters JATC
- San Bernardino & Riverside Counties Plumbing & Steamfitter JAC
- Santa Barbara County Pipe Trades JAC
- San Luis Obispo County Plumbing JAC
- San Diego & Imperial Counties Pipe Trades JAC
- Ventura County Plumbing & Pipefitting JAC

Apprenticeship Program

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

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

To ensure ETP does not displace Montoya Funds, apprenticeship reimbursement is reduced by \$5. This reduces the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

Veterans Program

P & P Trust continues to serve Veterans and participate in veterans outreach and hiring activities, including Helmets to Hardhats. However, the Trust is not requesting a separate Veterans job number.

PROJECT DETAILS

Training in this proposal is similar to previous ETP Contracts. New technology and production demands continuously bring change to the plumbing and piping industry. These changes require those working in the industry to constantly widen their knowledge and skills. Employers need skilled apprentices to meet this growing demand. P & P Trust needs to continuously update its training programs to keep up with this demand.

Employers need this training program to prepare skilled craftsmen to work on specialized jobs and to replace retiring baby boomers. A shortage exists in this industry, especially for welders and workers trained in energy efficient "green" building technologies and procedures. The demand for workers skilled in "green" building systems exists in California where the California Building Energy Efficiency Standards, also known as Title 24, requires higher levels of efficiency for all building and construction trades. These standards are part of California's response to AB 32, the Global Warming Solutions Act of 2006, which mandates that California reduce its greenhouse gas emissions.

Furthermore, increasing demand for workers with national certifications in plumbing, pipefitting, medical gas, and welding requires training programs to meet the demand. These certifications ensure employers hire properly trained industry professionals with the necessary skillsets needed to complete complex construction jobs. Training provided through this application will prepare workers to successfully gain these certifications.

Apprentice trainees will learn to lay out, fabricate, assemble, install, maintain, and repair piping systems which transport all types of fluids, slurries, and gases in the commercial, hospital, and industrial sectors. They will learn to plan, design, and install low pressure and high pressure steam systems in diverse environments, including geothermal plants, manufacturing plants, pharmaceutical plants, semiconductor plants, solar plants, oil refineries, and breweries. They also learn to install, repair, maintain, and service piping and plumbing systems and equipment used for drinking water distribution, sanitary storm water systems, and waste disposal. They also work on technical installations for in-floor heating, medical gas, heat pumps, solar panels, cross-connection control, and many other systems. Welding is a key skill for many jobs and apprentices are trained in all welding processes.

Training Plan

Training will be delivered via class/lab in the following:

Commercial Skills: Training will be offered to all Apprentices to increase worker skill sets in the piping and plumbing industry.

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 apprentices and journeymen and 30 hours for frontline supervisors. The coursework is geared to construction work and manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

LMS

Staff reviewed and approved P & P Trust’s use of a Learning Management System for recordkeeping.

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeymen. ETP funds will not displace the existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

P & P Trust, the Los Angeles Unified School District, and Steve Duscha Advisories will partner to perform project administration. P & P Trust will schedule classes and complete training rosters. The Los Angeles Unified School District and Steve Duscha advisories will assist with employer liason, documentation of work hours, and uploading of training and enrollment data.

Impact/Outcome

This training will assist Apprentices to advance in pay levels in accordance with the collective bargaining agreement for the industry.

Marketing and Support Costs

Employers are notified of the P & P Trust training through the association web sites, mailings, and presentations. Employers participate as members of the joint committee that operates the P & P Trust. Training is designed around employer needs and the general needs of the industry.

Although many participating employers have been recruited, additional recruitment will occur as needed to complete the project and replace any employers whose training needs may change throughout the project. Assessment of employer-specific job requirements will take place during the term of the Contract.

P & P Trust conducts assessments at the conclusion of each class. In addition, trainees provide feedback, through their union representatives on the joint apprenticeship committee and directly to the training centers, regarding their experience in the program and how the program helped to prepare them for work in their industry. Likewise, contractors provide feedback, through their representatives on the joint apprenticeship committee and directly to the training centers, regarding skills needed in their business and on the effectiveness of the training centers in meeting their needs. As a result, P & P Trust requests, and staff supports, the 8% support costs to assist with the above functions.

Trainer Qualifications/Coordinator

Employees of P & P Trust will provide all training. Trainers are experienced journey level workers with formal training in instruction methods and subject matter.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes P & P Trust's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0901	\$947,562	7/1/18-6/30/20	722	785	TBD

Based on ETP Systems, 10,134 reimbursable hours have been tracked for potential earnings of \$1,129,379 (119% of approved amount).

PRIOR PROJECTS

The following table summarizes performance by P & P Trust with ETP Contracts completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0901	Van Nuys	7/1/17- 6/30/19	\$949,088	\$949,088 (100%)
ET17-0900	Van Nuys	7/1/16- 6/30/18	\$949,221	\$949,221 (100%)
ET15-0919	Van Nuys	3/2/15- 3/1/17	\$649,905	\$649,905 (100%)
ET14-0909	Van Nuys	12/14/13- 12/13/15	\$1,200,549	\$1,200,549 (100%)
ET13-0901	Compton	9/4/12- 9/3/14	\$698,826	\$698,826 (100%)

DEVELOPMENT SERVICES

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

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and the Los Angeles Unified School District, in Los Angeles, will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

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

8-210

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Introduction to OSHA
- Hazard Communication
- Personal Protective Equipment
- Material Handling
- Electrical Safety
- Tool Safety
- Scaffold Safety
- Fall Protection
- Stairways and Ladders
- Confined Spaces
- Mathematics used in the Piping Trades
- Units of Measurement
- “Rigging” in the Piping Trades
- Materials, Hardware and Tools Associated with “Rigging”
- Use of Copper and Acetylene Torches
- Gas Distribution Systems and their Components
- UPC and other Administrative Authorities
- Fittings, Pipes, Appliances and Materials
- Drainage Systems and their Components
- Water Treatment
- Water Treatment & Water Sizing
- Water Mains & Water Sizing
- Water Mains & Services
- Building Water Systems
- Hot Water Supply & Water Sizing
- Introduction to Basic Drawing Tools, Measuring Tools and Lettering Skills
- Three View, Plan View and Elevation View Drawings
- Graphic Symbols for Pipe Fittings and Valves
- Interpretation of Technical Diagrams and Piping Drawings
- Interpretation of Isometric Drawings
- Service & Repair/Fixtures & Controls
- Basic Electricity, Pneumatics, Hydraulics, and Servicing of Gas and Electrical Appliances
- Failure Analysis
- Advanced Drawing
- Isometric Drawings
- Drawing Structural Backgrounds
- Drawing Sleeves on Structural Backgrounds
- Drawing Sleeves without Dimensions
- Review other Trades Drawings
- Design & Layout
- Isometric Drawing of Water, Water Gas, Waste and Vent Systems
- Plan View Drawing of Water, Gas Waste and Vent Systems

- Material Take-Off List for Installation
- Laying Out Trenches, Figure Grade and Backfill
- Ordering Material for the Job Site and Maintain an Inventory
- Using the Uniform Plumbing Code as a Guide to Maintaining Standardization and Safety while Installing Plumbing Systems to Meet Minimum Requirements, with Consumer Cost in Mind
- Fundamentals of Welding
- How to Strike and Maintain an Arc with S.M.A.W. Process
- Flat, Vertical and Overhead Positions with 610 and 7018 Welding Rod on Plate
- General Knowledge of Oxy Fuel and ARC Welding Safety
- Flame Cut and Bevel Pipe
- Proper use of Grinders for Welding Preparation
- Welding Techniques for Plate and Pipe
- Weld Rod Designations, AMP Settings and Polarity
- Creating Models and Estimating
- Qualities and Role of a Leader
- Using Computer-Based Technologies to Manipulate, Create, Store, and Retrieve Information to Express Ideas and Communicate with Others
- Medical Gas Installer & Brazing
- Refinery Safety: Working in High Hazard Facilities

OSHA 10/30 SKILLS (Certified OSHA Instructor)

- Cal OSHA 10
- Cal OSHA 30

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

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



Training Proposal for:

Central Valley-Mother Lode Plumbers, Pipe and Refrigeration Fitters Joint Apprenticeship Training Committee

Contract Number: ET20-0903

Panel Meeting of: June 28, 2019

ETP Regional Office: Central Office - PPU

Analyst: I. Launitz

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Journeyman Apprentice Veterans	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Joaquin, Stanislaus	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Central Valley – Mother Lode Plumbers, Pipe and Refrigeration Fitters JATC Local Union 442		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$362,184		\$25,146 8%		\$387,330
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeymen Priority Rate	Commercial Skills, Business Skills, OSHA 10/30	17	4-200	0	\$590	\$24.13
				Weighted Avg: 24			
2	Retrainee Apprentice Priority Rate	Commicial Skills, OSHA 10/30	85	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			
3	Retrainee Apprentice Veterans Priority Rate	Commicial Skills, OSHA 10/30	13	8-210	0	\$3,850	\$24.13
				Weighted Avg: 200			

Minimum Wage by County: \$24.13 SET/Priority Industry Statewide Average

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 \$3.39 per hour may be used to meet the Post-Retention Wage for Job Numbers 2 & 3. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker		17
Plumber		
Pipe Fitter		
Refrigeration Fitter		
Job Number 2		
Apprentice		85
Plumber		
Pipe Fitter		
Refrigeration Fitter		
Job Number 3		
Veteran/Apprentice		13
Plumber		
Pipe Fitter		
Refrigeration Fitter		

INTRODUCTION

Founded in 1955, Central Valley-Mother Lode Plumbers, Pipe and Refrigeration Fitters Joint Apprenticeship Training Committee (Central Valley-Mother Lode) is a Joint Apprenticeship Training Committee (J.A.T.C.). Signatory employers fund the J.A.T.C. pursuant to the collective bargaining agreement. Central Valley-Mother Lode operates in San Joaquin and Stanislaus counties, supplying employers with qualified employees in the plumbing, pipe, and refrigeration fitter industry. Their website is www.lu442.com.

Central Valley-Mother Lode is responsible for training 460 journey level and around 108 apprentice field plumber, pipe and refrigeration fitters. Its mission is to ensure union plumber, pipe, and refrigerator fitters gain the skills, knowledge, and experience necessary to build and service commercial and residential buildings. Central Valley-Mother Lode provides training, training materials, experienced instructors, and leadership to uphold union values and principles of service and professionalism.

Apprenticeship Program

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

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

To ensure ETP does not displace Montoya Funds, apprenticeship reimbursement is reduced by \$5. This reduces the priority industry rate from \$23 to \$18 per class/lab hour. The ETP wage for apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the Training Plan Table for the Panel's information.

PROJECT DETAILS

Through partnerships with 25 contractors in the Modesto and Stockton areas, graduates of the Pipe Trades program work in residential, commercial, industrial, and refrigeration/air conditioning services and repair in industries that include: energy, biopharmaceutical, healthcare, education, housing, food and beverage processing, and water treatment. Central Valley-Mother Lode will support the Central Valley by providing highly skilled plumber, pipe, and refrigeration fitters for the following projects:

- High Speed Rail;
- The 2020 project at UC Merced College;
- The construction of a VA hospital; and

The increased industrial work in the region that includes:

- The wine industry
- The cheese industry, and;

- Tomato processing plants.

Training in this program will prepare the apprentice and journey level plumber, pipe, and refrigeration fitters for upcoming work projects. A high demand for welders currently exists in the area. After taking journey level classes, plumber, pipe, and refrigeration fitters are able to take a test to become certified welders. Business skills and OSHA training will also be offered as part of the training.

Plumber, pipe, and refrigeration fitters often work under extremely dangerous conditions with a potential for injury or death to themselves and bystanders. Work is often performed in a small space and requires excellent hand/eye/foot coordination, finger dexterity and heavy lifting. Therefore, participating employers and property owners need plumber, pipe, and refrigeration fitters to undergo additional training to ensure they have the skills to perform their work efficiently and safely. Central Valley-Mother Lode provides this additional training.

Many commercial and industrial businesses seek LEED certification, leading them to contract with companies who employ workers trained in energy efficient methods. Efficient energy management remains a key element in much of the plumbers, pipe, and refrigeration work. The training listed in this project assures Central Valley maintain quality standards in plumbing, pipe, and refrigeration fitter construction training while staying current by offering emerging technology training that requires highly honed skills in the industry.

Trainees will receive training in the use of plumbing and piping equipment, updated building standards, and green business practices necessary to meet commercial demand to develop, retrofit, and maintain “green” energy and water flow into and out of buildings. Equipment not used correctly leads to breakdowns, expensive re-work, and delays in schedules. Trainees will learn to work more efficiently with the equipment and materials, thus reducing scrap and re-work.

Training Plan

Training will be delivered via class/lab by in-house experts in the following:

- **Business Skills:** Training will be offered to provide Journeymen with the skills needed to complete jobs quickly and with high quality workmanship. Class topics will include Advanced Time Management, Customer Service, Decision Making, and Project Management.
- **Commercial Skills:** Training will be offered to all Journeymen and Apprentices to increase worker skill sets in the piping and plumbing industry. Class topics will include Math & Beginning Rigging, AC & Refrigerants, Valve Repair & Foreman’s Class, and Plumbing Service & Gas Installations.

Certified Safety Training

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

Veterans Program

The veteran training falls under the Apprentice training curriculum. These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for Veterans. Central Valley-Mother Lode is committed to supporting job-related training that helps Veterans transition into the California workforce.

Central Valley-Mother Lode is an approved GI Bill site. Veterans in the apprenticeship are eligible to receive Montgomery GI Bill benefits, such as a Monthly Housing Allowance. These benefits are paid directly to the Veteran trainees. Central Valley-Mother Lode also recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades.

Commitment to Training

ETP funding will not displace Central Valley's financial commitment to training. Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeymen as defined in their collective bargaining agreement. General safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

- **Training Infrastructure**

The Training Coordinator with an Administrative Assistant will assist with administration of this project. Both have previous experience administering ETP contracts. Staff will coordinate training and review attendance rosters for ETP compliance. Central Valley employs 12 part-time trainers who will deliver all training and document the training in accordance with ETP regulations. Central Valley contracts with Strategy Workplace Communications to provide administrative services for the ETP Contract.

Curriculum Development

Central Valley-Mother Lode's Director, along with labor and management representatives, develop and customize the national plumber, pipe, and refrigeration fitter curriculum to address the local needs of its members, participating employers, and the industry at large.

Employers and union representatives provide direct feedback based on workplace performance, customer requests, and industry needs. Student course evaluations also contribute toward curriculum development. The union has direct involvement in the development of this curriculum and fully supports the training of its members.

Local projects also help shape the curriculum. For example, the need for more plumber, pipe, and refrigeration fitters with the ability to weld on more technically advanced construction projects contributed toward adding welding as a component to the curriculum.

Journey level workers may train for a minimum of four hours due to their need for updating certification by taking classes which are only four hours long.

Marketing and Support Costs

Central Valley-Mother Lode markets through direct mailings, personal contacts, telephone calls, public service announcements, emails, and its website. They disseminate information on the class to all apprentice and journey level plumber, pipe, and refrigeration fitters and their employers within their jurisdiction. They partner with local workforce investment boards and community workforce development work. Additionally, they send out application announcements for the

apprentice program to local, state, and federal agencies, local high schools, community colleges, and community-based organizations. Classes for the journey level and apprentice trainees are offered January through May and August through December.

Central Valley-Mother Lode employs two administrators to conduct the marketing, recruitment, needs assessments, and scheduling of training.

Central Valley-Mother Lode requests 8% support costs to fund its staff in recruiting and qualifying additional participating employers for this program. While Central Valley-Mother Lode already recruited many participating employers, additional and continuous recruitment and assessment will take place. The projected budget costs for personnel will exceed the ETP support cost funding and the JATC will cover these additional expenses.

Trainer Qualifications/Coordinator

Twelve part-time in-house trainers will conduct the training. The trainers consist of former or current plumber, pipe, and refrigeration fitters who are experts in the fields they teach. Instructors attend special courses provided by the United Association Instructor Training Program to stay current with changes in the industry.

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.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Central Valley-Mother Lode's performance under an active ETP contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0908	\$227,799	8/6/2018-8/5/2020	72	0	0

Based on ETP Systems, 12,142 reimbursable hours have been tracked for potential earnings of \$260,788 (115% of approved amount). Central Valley-Mother Lode projects final earnings of 100% based on training currently committed to by employers and in progress through May 2020.

PRIOR PROJECTS

The following table summarizes the performance by Central Valley-Mother Lode with ETP contracts completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0919	Modesto/Stockton	12/26/16-12/25/18	\$208,820	\$196,409 (94%)

ET15-0913	Modesto/Stockton	9/1/14- 8/30/16	\$231,140	\$144,455 (63%)
ET13-0910	Modesto/Stockton	10/08/12- 10/07/14	\$236,927	\$160,547 (68%)

*ET17-0919: The performance of this project increased greatly from the previous two contracts. The Contractor does not expect any project delays or issues moving forward. Additionally, the Contractor better understands how to administer the project and improved their administration procedures.

*ET15-0913: Several planned projects were delayed during the term of this contract, resulting in apprentices not being able to meet the retention requirement. The subsequent Agreement (ET17-0919) was right sized to reflect earnings awarded under the ET15-0913 Agreement.

**ET13-0910: Performance was lower than anticipated because the local industry was still recovering from the recession. Trainees were not able to complete retention.

DEVELOPMENT SERVICES

Central Valley Mother Lode retained California Labor Federation in Sacramento, and Strategy Workplace Solutions in Oakland, to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

California Labor Federation and Strategy Workplace Solutions will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

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

4-200 Job Number 1

Trainees may receive any of the following:

Journeyman Training**COMMERCIAL SKILLS**

- 1st Period Class: OSHA 30, Soldering, Tools & Materials
- 2nd Period Class: Math & Beginning Rigging
- 3rd Period Class: Drawing Interp. Science, Basic Electricity
- 4th Period Class: Shielded Metal Arc Welding
- 5th Period Class: Pipe Fitting & the Calculator, G-PRO Cert
- HVAC 3rd Refrigeration (Volume I & II), Customer Service
- HVAC 4th AC & Refrigerants
- HVAC 5th Electronics for MES
- HVAC 6th DC Electronics
- HVAC 7th Refer II & Pneumatics
- HVAC 8th Motor Alignment & AC
- HVAC 9th Air & Water Balance
- Pipefitter 6th Patterns, Pumps, Hydronic, & Steam Systems
- Pipefitter 7th Fitter Advanced Plan Reading, CAD & Math Chpt 6
- Pipefitter 8th Instrumentation, Tube Bending & Rigging Cert
- Pipefitter 9th Detail & Layout of Piping/Advanced Welding
- Pipefitter 10th Valve Repair & Foreman's Class
- Plumber 6th Plumbing Code Application & Drainage
- Plumber 7th Plumbing Service & Gas Installations
- Plumber 8th Advanced Plan Reading, CAD & Math Chpt. 6
- Plumber 9th Water Supply, Backflow Prevention & Pumps
- Plumber 10th Medical Gas/Foreman's Class

BUSINESS SKILLS

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

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

Class/Lab Hours

8-210 Job Numbers 2 & 3 Trainees may receive any of the following:

Apprentice Training**COMMERCIAL SKILLS****Plumbing, Pipe Fitters and Refrigeration Fitters**

- 1st Period Class: OSHA 30, Soldering, Tools & Materials
- 2nd Period Class: Math & Beginning Rigging
- 3rd Period Class: Drawing Interp. Science, Basic Electricity
- 4th Period Class: Shielded Metal Arc Welding
- 5th Period Class: Pipe Fitting & the Calculator, G-PRO Cert
- HVAC 3rd Refrigeration (Volume I & II), Customer Service
- HVAC 4th AC & Refrigerants
- HVAC 5th Electronics for MES
- HVAC 6th DC Electronics
- HVAC 7th Refer II & Pneumatics
- HVAC 8th Motor Alignment & AC
- HVAC 9th Air & Water Balance
- Pipefitter 6th Patterns, Pumps, Hydronic, & Steam Systems
- Pipefitter 7th Fitter Advanced Plan Reading, CAD & Math Chpt 6
- Pipefitter 8th Instrumentation, Tube Bending & Rigging Cert
- Pipefitter 9th Detail & Layout of Piping/Advanced Welding
- Pipefitter 10th Valve Repair & Foreman's Class
- Plumber 6th Plumbing Code Application & Drainage
- Plumber 7th Plumbing Service & Gas Installations
- Plumber 8th Advanced Plan Reading, CAD & Math Chpt. 6
- Plumber 9th Water Supply, Backflow Prevention & Pumps
- Plumber 10th Medical Gas/Foreman's Class

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

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

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1, and capped at 210 total training hours per trainee for Job Numbers 2 & 3, regardless of the method of delivery.



Training Proposal for:

Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund

Contract Number: ET20-0901

Panel Meeting of: June 28, 2019

ETP Regional Office: Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino, Imperial, Kern, Mono, Inyo, San Diego, San Luis Obispo, Santa Barbara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Union of Painters and Allied Trades, District Council 36		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$700,953		\$48,654 8%		\$749,607

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyworker	Commercial Skills, Computer Skills, OSHA 10/30	39	8-200	0	\$1,795	\$24.13
				Weighted Avg: 73			
2	Retrainee Apprentice (Painter)	Commercial Skills, OSHA 10	150	8-210	0	\$2,772	\$24.13
				Weighted Avg: 144			
3	Retrainee Apprentice Veterans (Painter)	Commercial Skills, OSHA 10	13	8-210	0	\$3,234	\$24.13
				Weighted Avg: 144			
4	Retrainee Apprentice (Industrial Painter)	Commercial Skills, OSHA 10	20	8-210	0	\$2,772	\$24.13
				Weighted Avg: 144			
5	Retrainee Apprentice (Glazier)	Commercial Skills, OSHA 10	60	8-210	0	\$2,772	\$24.13
				Weighted Avg: 144			

Minimum Wage by County: SET/Priority Industry: \$24.13 per hour

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

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

Up to \$7.92 will be used for jobs 2-4; Up to \$4.30 will be used for job 5 to meet ETP minimum wage. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Journey Level Painter		29
Journey Level Glazier		10
Job Number 2		
Apprentice Painter		150
Job Number 3 (Veterans)		

Apprentice Painter		13
Job Number 4		
Apprentice Industrial Painter		20
Job Number 5		
Apprentice Glazier		60

INTRODUCTION

The Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund (FTI) (www.dc36.org) provides training for workers represented by local unions that make up the Painters and Allied Trades District Council 36, which represents approximately 11,000 members. Prior to 2013, FTI was known as the Southern California Painting and Drywall Industries Apprenticeship Training Trust Fund. Bargaining for the signatory employers is conducted by two trade associations: Los Angeles Painting & Finishing Contractors Association, and the Western Wall & Ceiling Contractors Association.

The signatory employers are painting, drywall and glazing contractors. Training is provided by experienced, Journeyworker trainers with extensive applied knowledge and teaching experience at seven training centers operated by FTI in Los Angeles, San Diego, San Bernardino, San Luis Obispo and Kern Counties. This will be the eight ETP Agreement with FTI, the fifth in the last five years.

Veterans Program

FTI trains veterans and currently has an estimated 13 veterans in the apprenticeship painter program (Job Number 3).

PROJECT DETAILS

Training in this proposal will enable FTI to continue training begun in a prior Contract and to extend training to other union members. To remain competitive, the signatory employers need workers who are high-skilled craftsmen, with the ability to work safely and efficiently on a variety of commercial and industrial job sites. From 2014 to 2015, approximately 500 Apprentices were enrolled in the FTI program; today, enrollment has doubled to more than 1,000 Apprentices.

Commercial Skills training will be provided to Apprentices in the following areas: use of dry abrasive or portable centrifugal blast cleaning equipment, ability to set up, maintain, and supervise a safe working environment, use of advanced materials and systems, marine coatings, lead paint removal, and proper use of spraying systems such as airless spray, mixing, and troubleshooting.

Journeyworker training will introduce new technologies and methodologies being utilized in the industry. The demand for specialty training for Journeyworkers results from new products in the marketplace. Journeyworker trainees will learn to complete specialty work such as industrial painting and coating systems, new finishes, and toxin-safe practices. Some of this work will lead to industry standard certifications upon completion. Leadership training will also be provided to increase and replace those retiring as safety superintendents and managers.

All training is delivered via class/lab. This includes an innovative Virtual Paint Training System that provides immediate and detailed feedback on spraying technique using various materials under different environmental circumstances. Trainees will hold a spray gun that discharges a

laser beam onto a large screen, instead of paint. The sensor beam is able to document the trainee's efficiency that entails the spray pattern, over all application, ounces of paint sprayed, overspray, and elapsed time.

Training Plan

Commercial Skills: Training will be offered to all occupations to increase worker knowledge and capabilities in the Painting and Glazier industry. Trainees will learn new methodologies and skills being used that include blast cleaning equipment, new finishes, mixing, and commercial painting.

Computer Skills: Training will be offered to Journeyworker to improve usage of computer programs in the construction field.

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

Commitment to Training

Employers will continue to make contributions to the JATTF for every hour worked by covered employees. Safety training is provided by the participating employers in accordance with all pertinent requirements under state and federal law.

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

Training Coordinator

Project administration will be performed in a partnership of the Finishing Trades Institute of District Council 36 Joint App, the Los Angeles Unified School District (LAUSD) and Steve Duscha Advisories. The Finishing Trades Institute of District Council 36 JATC will handle class scheduling and completion of training rosters. The two administration vendors will assist in employer liaison, documentation of work hours, uploading training and enrollment data, ETP reporting and related activities.

Learning Management System

Staff has reviewed and approved FTI's use of a Learning Management System for recordkeeping.

Apprenticeship Program

The Panel is authorized to fund Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the Division of Apprenticeship Standards (DAS). ETP funding is designed to supplement cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Depending on the type of trade, apprenticeship programs vary in length. In this case the program is four years.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5. The ETP wage for Apprentices is no less than \$24.13 per hour. However, the actual wages paid are shown in the wage range by occupation table for the Panel's information.

Marketing and Support Costs

Employers are notified of FTI training programs through association web sites, mailings, and presentations. Employers are also members of the joint committee that operates the Institute and assist in developing training curriculum that will meet industry needs. Although many of the participating employers have already been recruited, additional marketing will take place to complete the project and replace any Employer whose training needs have changed since the initial start of project development.

In addition, staff will work to assess and receive feedback from participating employers in an effort to improve in all training areas to ensure their program meets industry requirements to provide high quality craftsmen. Feedback collected is received from trainees, contractors, and union representative reports. To continue recruitment, FTI requests, as staff supports, the 8% support costs.

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET18-0916	\$949,595	11/01/17-10/31/19	485	176	0

Based on ETP Systems, 65,212 reimbursable hours have been tracked for potential earnings of \$956,728 (101% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through August 2019.

PRIOR PROJECTS

The following table summarizes performance by FTI under an ETP Agreement that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0905	Commerce	09/01/16- 08/31/18	\$765,376	\$742,761 (97%)
ET15-0922	Commerce	02/21/15- 02/20/17	\$649,650	\$597,805 (92%)
ET14-0902	Commerce	09/30/13- 09/29/15	\$723,168	\$630,738 (87%)

DEVELOPMENT SERVICES

Steve Duscha assisted with development of this proposal. [Note: Steve Duscha is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed \$15,000. In this proposal, the fee will be \$10,000. This fee does not affect the approved amount of funding.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and the Los Angeles Unified School District will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Journey Level Training

Class/Lab Hours

8-200

Trainees may receive any of the following:

COMMERICAL SKILLS

Applicator Training

- Corrosion
- Surface preparation
- Abrasive materials
- Coating materials
- Application methods of protective coatings
- Process control
- Safety

Lead Paint Removal

- Lead and Other Toxic Metals
- Regulatory Overview
- Worker Protection from Lead and Other Toxic Metals
- Compliance with Air, Soil, Water/Sediment, and Dust Regulations
- Management of Solid and Hazardous Waste
- Sources of Lead Exposure
- Control of Environmental Releases
- Specifications and Site-Specific Compliance Plans
- Work site Preparation
- Insurance and Bonding Issues
- Other Safety and Health Hazards

Abrasive Blasting

- Principles of Surface Preparation
- Primary Components of an Abrasive Blasting System
- Abrasives
- Nozzle Equipment Operations Hands-On Session
- Portable Centrifugal (Wheel) Blast Equipment Operations Hands-On Session

Spray

- Airless Spray Equipment Operational Systems
- Set-up and planning
- Equipment settings, including pressure, fan size, partial triggering
- Proper Mixing Techniques
- Proper Spray Techniques
- Troubleshooting
- Simulation experience
- Making adjustments

- Recognizing and eliminating waste of material
- Efficiency ratings
- Environmental safety
- Process control

Marine Plural Component

- Plural Component Equipment Operational Systems
- Troubleshooting
- Characteristics of Plural Component Coatings
- Use of two-part high solids epoxy
- Mixing components
- Meeting specifications
- Methods of mixing: manual, at the gun, before the manifold, after the manifold

Marine Coatings

- Elements of marine corrosion
- Coating fundamentals
- Marine coating systems
- Antifouling coatings
- Surface preparation
- Coating application
- Quality management
- Coating failures
- Safety and environmental issues

Safe working conditions (All training supplements required safety training)

- Foreman responsibility
- Worker responsibility
- Scaffolding
- Fall protection
- Electrical safety
- Falling objects
- Working in confined spaces
- Working around pipelines
- Managing safety at the worksite

T-Lock system

- Material and tool selection
- Applying coating
- Troubleshooting

Leadership skills

- Goal setting
- Coaching
- Motivation
- Team building

Advanced materials and systems

- Paints
- Coatings
- Conventional spray
- Reducing overspray

Advanced finishes

- Venetian plaster
- Glaze
- Metallic finishes

Welding

- Types of welds
- Welding theory and practice
- Welding machines
- Electrodes
- What makes a “good” weld
- Welding technique
- Inspection
- Discontinuities
- Striking and maintaining an arc
- Running a bead
- Reading the “puddle”
- Welding in all positions

Total Station Instrumentation

- Setting control points
- Taking readings
- Calibration
- Entering and retrieving data
- Transferring data to a computer
- Comparing structures with plans
- Identifying problem areas
- Documentation
- Advanced Blueprint Reading

Construction Site Project Management

- Foreman responsibility for communication, documentation & reporting
- Worker responsibility for documentation & reporting
- Emergency response planning

COMPUTER SKILLS

Basic Computer Skills for Construction

- Operating system
- Entering data
- Creating reports
- Using e-mail
- Performing calculations

OSHA 10/30 (OSHA approved instructor)

- OSHA 10
- OSHA 30

Apprentice Training

Class/Lab Hours

8-210

COMMERICAL SKILLS

Industrial Painting Course 1

- Know the basics of industrial painting
- Learn the role of regulatory agencies in enforcing their standards in the industrial painting trade
- Understand the responsibilities of employees and employers in the industrial painting trade
- Know the prevention and, when necessary, reporting of sexual harassment
- Learn the requirements for an American Red Cross certification in First Aid Training
- Understand the requirements for an American Red Cross certification in CPR
- Know the appropriate use and care of personal protective equipment and devices in industrial painting
- Learn the appropriate use and care of specialized respiratory equipment for industrial Painting
- Understand the basic tools used in industrial painting
- Know the appropriate use and care of industrial painting equipment
- Understand the materials used for industrial coating
- Know how atmospheric conditions affect performance and application
- Learn to prepare surfaces for industrial painting

Industrial Painting Course 2

- Know how to obtain and interpret work permits and document work procedures in the industrial Painting trade
- Learn the OSHA and Center for Protection of Workers Rights (CPWR) standards for working in confined spaces.
- Understand the OSHA and CPWR standards in dealing with hazards in confined spaces.
- Know how to recognize and reduce confined space hazards as prescribed by the LSHA and CPWR
- Learn the appropriate use of personal protective equipment gear in industrial painting.
- Understand the methods of fire prevention and practice standby and rescue procedures
- Know basic rigging practices

- Learn various types of ropes, cables and hardware used in industrial painting
- Understand the practical application of knots, bends and hitches in industrial painting
- Know the appropriate use and application of suspended work platforms in industrial painting
- Learn the appropriate use of ladders in industrial painting
- Understand the types of uses of scaffolds in industrial painting
- Know the standards and specifications of surface preparation in industrial Painting
- Learn the appropriate application of primers and coatings in industrial painting
- Understand the appropriate use of solvents and the cleaning procedures for hand and power tools in industrial painting

Industrial Painting Course 3

- Know the health hazards associated with the industrial painting trade
- Learn both the employer's and employee's responsibilities pertaining to medical monitoring and personal hygiene
- Understand the different environmental considerations in industrial painting
- Review how atmospheric conditions affect performance and application
- Know the personal and environmental protective measures necessary for those in industrial painting
- Understand the basics of project planning and preparation
- Know the items on the procedure checklist
- Learn the methods used for lead testing, chemical testing and air sampling
- Understand the lead-based paint abatement methods used in the interior of a structure
- Know the appropriate methods of abatement for exterior area and soil abatement
- Learn the requirements of industrial large scale abatement
- Understand the differences between pressure washing and hydro blast cleaning

Industrial Painting Course 4

- Review the safe and proper use of equipment in industrial coatings
- Understand the different environmental considerations in industrial painting
- Know the personal and environmental protective measures
- Understand the parts, supplies and machinery used I air blast equipment
- Know the different systems used in abrasive blast cleaning
- Learnt he various types, sizes and configurations of blast machines and their corresponding functions and procedures
- Know the different types and applications of metallic coatings
- Understand the difference between the three main categories of non-

metallic coatings

Industrial Painting Course 5

- Know the OSHA regulations pertaining to spray painting in the industrial painting trade
- Review the environmental and health impacts of the materials, equipment and procedures used in surface preparation and coating application
- Review safety precautions through hands-on exercises
- Understand the different types of solvents and thinners, their chemical compositions and interactions and their appropriate application in industrial painting
- Learn the factors affecting atomization and the four basic forms of atomization
- Know the use of compressed air in spray painting
- Understand the spray gun as the key element in conventional material delivery systems
- Know the use of conventional air, airless and electrostatic spray guns on different applications
- Understand the high volume low pressure system of atomization
- Understand the use of high pressure in airless spray painting systems
- Know the operation of the airless spray guns
- Know the purpose of plural component spraying
- Learn the operation of electrostatic spray painting systems
- Know the three types of wire flame spray processes
- Understand the different coating materials used in flame spray operations
- Learn the use and care of flame spray equipment

Industrial Painting Course 6

- Review how atmospheric conditions affect performance and application
- Understand the use of Nordson Gauge
- Know the use and application of fiberglass reinforced plastic (FRP)
- Learn the proper handling of FRP
- Learn the use of fire retardant resins of fiber reinforced compositions (FRC)
- Understand the effects of curing on polyester resins
- Understand the different processing methods of FRP
- Know the basics of reinforcement practices.
- Know the basic repairs that can be made to FRP
- Know the uses of epoxy as an architectural coating
- Learn the composition and use of epoxy polyester
- Understand the use of polyurethane coatings
- Know the use of a Taylor profile comparator

Industrial Painting Course 7

- Know safe working practices and eliminate potential hazards in industrial painting

- Learn the details of job specifications
- Know the standards for use of a profile comparator
- Understand industry standards for surface preparation in obtaining bond strength
- Know the standards for sprayed metal application
- Learn the standards for metalizing spray painting
- Understand the industry standards for use of the Nordson gauge
- Learn the standards on products that deal with atmospheric conditions
- Understand the standards in dealing with the common coating defects and failures in industrial painting

Industrial Painting Course 8

- Know the importance of safety measures in the workplace
- Learn the role and functions of the foreman and how to become a leader
- Know how to keep time records, understand how to charge off labor and materials for jobs and keep accurate accounting records
- Know the characteristics, barriers and how to overcome barriers to effective communication and how to plan, organize and estimate the needs of the job

Commercial Painting Course 1

- Know the basics of the painting trade
- Learn workplace safety procedures
- Understand the prevention and, when necessary, the reporting of sexual harassment
- Know the trade applications of whole numbers
- Learn the trade applications of decimals and fractions
- Understand the trade applications of various measurements and the difference between the base-10 system and the metric system
- Know the appropriate use and care of the basic painting and wall covering tools
- Know the appropriate use and care of residential and commercial painting ladders and scaffolds
- Understand the materials used for painting
- Know how to prepare surfaces for painting and wall covering including basic taping techniques
- Learn the impact of environmental factors on the painting process

Commercial Painting Course 2

- Know the importance of OSHA in the workplace
- Review the different tools, equipment and materials used in painting
- Understand how mathematical proportions are applied to practical painting problems
- Know how to measure for mixing
- Learn the principles of color identification in residential and commercial applications
- Understand the painting applications of color harmony

- Know color combination techniques
- Learn how to achieve artistry in work
- Understand how to prepare a surface for painting
- Know the natural and synthetic finishes and special items
- Learn the differences between wood graining tools and marbleizing tools
- Understand wood graining and marbleizing technique
- Know the impact of environmental factors in faux finishing
- Learn faux finishing materials and their uses
- Understand the proper use, care and maintenance of faux finishing equipment
- Know the basics of customer service and public relations

Commercial Painting Course 3

- Know the importance of safety measures in the workplace
- Learn the differences between traditional/conventional and modern spray equipment
- Understand the painting materials and their use
- Know the appropriate use, care and maintenance of equipment
- Learn the impact of environmental factor on spray painting
- Understand spray painting techniques
- Know how to resolve technical and interpersonal job site problems
- Review the basics of customer service and public relations

Commercial Painting Course 4

- Review the trade applications of whole numbers
- Review the trade applications of decimals and fractions
- Review the trade applications of various measurements and the differences between the base 10 system and the metric system
- Know different abrasive materials and their uses
- Learn the proper use, care, and maintenance of abrasive and water blasting equipment
- Understand the impact of environmental factors on abrasive and water blasting
- Know the abrasive blasting techniques
- Review job site problem resolutions

Commercial Painting Course 5

- Know the different types, applications methods and uses of joint compound materials
- Learn the appropriate use and care of special coatings equipment
- Review the trade applications of ratios and proportions
- Review the measurements for mixing
- Understand the impact of environmental factors on substrates
- Know the methods used in surface preparation
- Learn how to adhere to manufacturer's data during the application and curing of coatings
- Understand the hand-rubbed finishing techniques
- Know the various methods of surface cleaning

- Learn the installation of sheets and weld seams to Ameron specifications

Commercial Painting Course 6

- Review the importance of safety measures in the workplace
- Review the trade applications of whole numbers
- Review the trade applications of decimals and fractions
- Review the trade applications of various measurements and the differences between the base 10 system and the metric system
- Know the basics of drywall construction and finishing
- Know the cost calculation of materials and labor
- Understand the characteristics and appropriate use of wall covering materials
- Know the various wall covering application techniques
- Learn the cost estimation of wall covering
- Understand how to determine the amount of paint needed in every project
- Review technical and interpersonal job site problem resolutions
- Review the basics of customer service and public relations

Commercial Painting Course 7

- Review safe working practices to eliminate potential hazards
- Know the appropriate use and care of respiratory equipment used for painting
- Learn how to recognize and reduce confined space hazards as prescribed by OSHA and the Center to Protect Workers' Rights (CPWR)
- Understand the different types and functions of scaffolds used in industrial painting
- Know the different types and applications of metallic coatings
- Learn the contents and applications of OSHA 30
- Understand the basic information necessary to pursue National Association of Corrosion Engineers certifications.

Commercial Painting Course 8

- Review the importance of safety measures in the workplace
- Learn the role and function of the foreman and how to become a leader
- Know how to keep time records, understand how to charge off labor and materials for jobs and keep accurate accounting records
- Know the characteristics, barriers and how to overcome barriers to effective communication and how to plan, organize and estimate the needs of the job

Glazier Apprentice Training

- Construction math
- Rigging and hoisting basics
- Hand signals
- Scaffolding basics

- Codes and regulations
- Solvents and glazing materials
- Power tools
- Using transit and leveling instruments
- Hand tools
- Man lifting devices
- Adder use and safety
- Glass cutting and fabrication
- Mirrors: job layout and measurement
- Mirrors: mounting methods
- Plastic glazing material
- Glass replacement and putty glazing
- Insulated and high performance glazing
- Security glazing
- Spandrel and architectural panel systems
- Solar collectors and skylights
- Art glass
- Auto glass
- Door and window accessories and hardware
- Anodized and painted finishes
- Setting blocks, spacers, tapes and gaskets
- Aluminum entrances
- Revolving doors.
- Sealants
- Structural glazing
- Ribbon window systems
- Curtain wall layout
- Pressure wall
- Suspended glazing
- Architectural and shop drawings
- Welding

Drywall Finishing Course 1

- Know workplace and apprentice responsibilities
- Learn principles of effective interpersonal skills
- Understand workplace safety issues
- Know history and organizational structure of the trade
- Learn the working relationship between drywall finishing and associated trades
- Understand the different types of safe use of hand tools in the trade

Drywall Finishing Course 2

- Review and implement good safety practices
- Learn the importance of strong academic skills, critical think, and problem solving skills in the workplace.
- Know the different types of drywall finishing equipment
- Learn the characteristics and applications of major drywall finishing materials.

Drywall Finishing Course 3

- Understand program goals and develop personal skills
- Understand principles of effective communication
- Understand how to prepare a surface for painting and paperhanging using taping compound and tape
- Understand how to apply tape and taping compound to drywall joints
- Understand specific job standards in drywall finishing related to fire walls, elevator shafts, garages, stairwells, residential, commercial and industrial buildings

Drywall Finishing Course 4

- Understand program goals and develop personal skills
- Develop and demonstrate basic math skills required of a drywall finisher
- Understand how to estimate the cost of a specified job from plans
- Understand career paths and strategies for obtaining employment
- Understand and adapt to changing technology
- Demonstrate necessary practical skills of a drywall finisher

Drywall Finishing Course 5

- Know the requirements for American Red Cross certifications in first aid and CPR
- Understand how to read basic fundamentals of blueprints and prepare a materials list
- Know the procedures for preventive maintenance and care for drywall finishing tools and equipment
- Learn how to differentiate and apply exterior insulation and finish systems
- Understand OSHA 30 part 1

Drywall Finishing Course 6

- Understand OSHA 30 part 2
- Learn the role of the supervisor
- Know the common elements of human motivation
- Learn the art and science of team building
- Understand the effective communication strategies with the crew
- Understand the effective features and function of schedules and bar charts
- Learn the current federal and state laws that pertain to the construction industry
- Know the importance of written communication and documentation
- Understand effective tool and material management strategies
- Learn the basics of production management
- Now the features and functions of a contract as a management tool
- Know the importance of estimating, cost accounting, budgeting, cost reporting, and cost control
- Understand how to estimate the cost of a specified job from plans
- Review all drywall finisher skills

OSHA 10/30 (OSHA approved instructor)

- OSHA 10
- OSHA 30

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



**Training Proposal for
JVS SoCal
Contract Number: ET20-0103**

Panel Meeting of: June 28, 2019

ETP Regional Office: Central Office- PPU

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	New Hire SET Multiple Barriers	Industry Sector(s):	Financial Services Healthcare Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Diego, Ventura, Kern, San Bernardino, Riverside	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
\$683,100		\$65,538 12%		\$748,638
In-Kind Contribution:	50% of Total ETP Funding Required			\$590,139

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	New Hire SET Multiple Barriers	Commercial Skills; Other Skills – Job Readiness	198	8-260	0	\$3,781	*\$14.48
				Weighted Avg: 150			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: \$14.48 for Kern County, Riverside County, San Bernardino County, Ventura County. \$14.74 for San Diego County, \$15.47 for Los Angeles County, \$15.12 for Orange County.

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

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

Participating employers may use up to \$2.50 per hour of health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Customer Service Representative		20
Clerk		18
Certified Nurse Assistant		30
Homecare Worker		15
Maintenance Worker		40
Administrative Worker		30
Professional Support Worker		20
Financial Services Worker		25

INTRODUCTION

JVS SoCal was determined eligible as a WIOA grant recipient. Found in 1931, JVS SoCal provides workforce development and career services to diverse populations through the Los Angeles County Greater Avenues for Independence (GAIN) program for welfare recipients, the General Relief Opportunity for Work (GROW), and the Refugee Employment and Acculturation Services (REAS) programs for people transitioning from public assistance to the workplace.

JVS SoCal is a non-profit, non-sectarian agency exclusively dedicated to workforce development and career services in the greater Los Angeles area. For 88 years, JVS SoCal has extended a helping hand to individuals who are struggling to overcome the obstacles holding them back from attaining economic stability and self-sufficiency.

JVS SoCal served more than 30,000 people in 2018 through job training, career-building skills, and access to resources through America's Job Centers/WorkSource Centers. JVSWork\$ Career

Training Programs graduated 1,460 people since 2006 and placed graduates in entry level jobs in banking, healthcare, and apartments maintenance.

JVS SoCal has 240 staff working in 20 locations throughout Los Angeles County. JVS SoCal is headquartered in Los Angeles. Los Angeles, Orange, San Diego, Ventura, Kern, San Bernardino and Riverside counties will be participating in this project. The occupations in this project are Customer Service Representatives, Clerks, Certified Nurse Assistants, Homecare Workers, Maintenance Workers, Administrative Workers, Professional Support Workers, and Financial Services Workers.

Veterans

Although this project does not have a veterans component, JVS SoCal prioritizes veterans. JVS SoCal focuses on women veterans and post 9/11 veterans. The JVS SoCal Veterans First team operates special programs for veterans, including professional career coaching to help veterans navigate the civilian business and workplace culture; assessments to help veterans identify their interests, strengths, and transferrable skills; job placement assistance, networking, and peer support; and priority for enrollment in specific training programs. JVS SoCal offers coaching, employment counseling, placement services, and tuition assistance to veterans studying for jobs in computer sciences. In addition, JVS SoCal works with a variety of private and government organizations to help veterans obtain benefits and services to which they are entitled.

PROJECT DETAILS

This proposal targets individuals with barriers to employment in the Greater Los Angeles job market. The organization's diverse customer base includes those who are entering the workforce for the first time, looking for work, seeking career advancement, or interested in better managing their work environment. At-risk youth, veterans, the formerly incarcerated, immigrants and people with disabilities are included. Barriers to employment also include people with deficiencies in language skills, mathematics skills, recent or relevant work experience, and lack of formal training required by employers.

Each trainee is assessed through specialized testing and screening processes developed by JVS's Assessment Department. This department is comprised of a team of Nationally Certified Vocational Evaluators. Following the completion of testing and screening, these individuals are offered the opportunity to participate in one of four training programs provided by JVS: BankWork\$™, HealthWorks™, ApartmentWorks™, and CareerWork\$™.

BankWork\$™

Despite the growing popularity of on-line banking, bank partners have demonstrated an ongoing need for qualified candidates to fill positions at their brick and mortar locations. Skills required for employment at banks have grown increasingly sophisticated and complex. The variety of bank products have expanded considerably and bank staff must be attuned to assess customers' financial needs and to offer appropriate services. Participating financial institutions include Banc of California, Bank of America, JPMorgan Chase, City National Bank, US Bank, and Wells Fargo.

HealthWorks™

The Bureau of Labor Statistics estimates a shortage of Certified Nurse Assistants (CNAs), anywhere from 10,000 to 35,000. This range is expected to increase based on the long-term care and rehabilitation needs of a growing elderly population. Additionally, the number of vacancies and high level of turnover among CNAs nationally is 71%. In Los Angeles, the turnover rate is

more than 80%. This demonstrates high demand of skilled CNAs, which are very limited at this point.

JVS participates in the Los Angeles Healthcare Advisory Group convened regularly by the Los Angeles Chamber of Commerce. Their agenda included healthcare human resource professional from long-term care facilities, community-based training providers, and major local hospitals. The group determined two major concerns: 1) lack of qualified candidates to fill positions at hospitals at the CNA Level; and 2) critical need for computer skills training as institutions migrate to electronic data management. HealthWorks™ will enable people with barriers to employment to find fulfilling careers in healthcare while addressing the demand for qualified workers in the healthcare sector.

ApartmentWorks™

The National Apartment Association reports that over the next decade the number of renter households is likely to rise, from 360,000 to 470,000 annually. The apartment industry employs approximately 700,000 on-site professionals. With the increasing industry demands, the apartment industry will need new employees to replace retiring employees and those leaving the industry, service the increasing number of apartment renters, and re-develop aging apartment communities.

CareerWork\$™

CareerWork\$ Medical provides low-income individuals who face barriers to employment with access to high demand, entry-level, non-clinical healthcare positions with career mobility and benefits at local hospitals, clinics, and medical practices. There currently are over 11,000 job vacancies for entry level healthcare workers in Los Angeles and Orange counties.

A recent survey conducted by the California Hospital Association and Health Workforce Initiative found that the vast majority of hospitals in Southern California are concerned about their future ability to source an adequate number of qualified applicants to fill their open positions.

Structural shifts within the healthcare sector have contributed to increased demand for appropriately skilled candidates. One example is the Affordable Care Act (ACA), which includes a federal mandate for all public and private healthcare providers to utilize electronic health records. This mandate necessitated the creation of new positions requiring specific skill sets tied to health information management and technology and knowledge of medical terminology, payer guidelines for private insurance, Medicaid, MediCal and HIPAA compliance.

New Hire Training Plan

JVS will deliver Commercial Skills training for all trainees.

Commercial Skills – Training will be offered to all occupations specific to the training program mentioned above to provide them with skills necessary for employment in the Banking, Healthcare, Apartment, and Career industries:

BankWork\$ is a program that prepares job seekers for positions in banking as a first step on a career ladder in the financial services industry. Services include training, placement assistance, and ongoing coaching for career advancement.

ApartmentWorks is a program conducted in partnership with the National Apartment Association to train apartment maintenance workers.

HealthWorks is a program to train certified nurse assistants and homecare workers for healthcare jobs. Trainees receive intensive case management, job retention guidance, and follow-up services.

CareerWork\$ Medical is a program to prepare individuals for front office and back office non-clinical careers in the healthcare industry.

Other Skills-Job Readiness Skills - Training will be offered to all occupations specific to the training program mentioned above to provide them with skills necessary for employment in the Banking, Healthcare, Apartment, and Career industries

Commitment to Training

Participating employers will continue to provide training required by law, informal on-the-job training in work processes and procedures, as well as offer limited additional formal training. Training varies by employer but includes sexual harassment prevention, safety, legal compliance, product knowledge, and on-the-job training. Training in this proposal is supplemental and will not displace the existing financial commitment to training by participating employers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

Training Infrastructure

There will be eight designated staff members who will be responsible for trainee enrollment, scheduling/tracking training hours, and the submission of invoices. The Organization's Director of Training and Education will oversee project activities and manage overall administration including tracking potential earnings against total contract amount.

Special Employment Training (SET)

Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period. However, these trainees are subject to the ETP New Hire Minimum Wage rather than the Statewide Average Hourly Wage.

New Hire Multiple Barriers

All trainees have two or more barriers to full-time employment (e.g., mental or physical disability, limited English proficiency, limited math skills, or some similar impediment) preventing them from readily entering or fully participating in the labor force.

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

High Unemployment Area

Some trainees (Job Number 1) work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Los Angeles (Partial), San Diego (Partial), Ventura (Partial), Kern (Full), San Bernardino (Partial), and Riverside (Partial) Counties are in an HUA. However, JVS SoCal is not requesting a wage modification.

Retention Modification

Retention may be satisfied by employment of at least 35 hours a week for at least 90 days, out of 120 consecutive days with up to three employers. For occupations in which workers are hired for short-term jobs, retention may be satisfied by employment of at least 500 hours within 180 days with one or more employers. JVS SoCal is requesting an alternate retention for all occupations participating in this project.

Curriculum Development

The curriculum was customized from input from related industries and specific skills identified by employers. There are four training programs that have individual curriculums based on their needs. The BankWork\$ curriculum was developed with the support of the top leadership, operations management and human resources departments of their banking partners. The HealthWorks (CNA) was developed by the State of California Department of Health and Human Services. The ApartmentWorks curriculum was developed by the National Apartment Association Education Institute. The CareerWork\$ Medical curriculum was developed in cooperation with healthcare employers.

Outcome

All trainees will receive a certificate of completion. HealthWork\$® graduates also receive a CNA license. ApartmentWork\$® graduates receive a National Apartment Association Certificate for Apartment Maintenance Technicians.

Marketing and Support Costs

In addition to classroom training, JVS provides built-in, wrap-around support services for trainees. The wrap-around services include literacy training, job readiness preparation, comprehensive case management/referral to additional supportive services such as child care, transportation support, family counseling, and interview clothing. This built-in support network plays a key role in ensuring that trainees are able to successfully complete the training program, obtain required certifications, get placed, and retain employment. Wrap-around services require an increase in staff outreach efforts and expanded advertising and marketing. Hence, JVS requests 12% support costs.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, JVS SoCal represents that students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Contract.

Other Resources

JVS SoCal receives funding from corporate and private foundations, as well as individual donations in support of our JVSWork\$® programs. Dollars received fill the gap between ETP dollars and full cost of delivering programs.

JVS SoCal also receives WIOA funding, but it is not used to fund the cost of training for any participants for whom we receive ETP funding.

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET18-0172	\$949,830	04/23/2018-04/22/020	421	0	0

Based on the ETP Systems, 54,327 reimbursable hours have been tracked for potential earnings of \$977,200.20 (110% of approved amount). The Contractor projects 100% earnings based on training currently committed to by employers.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0264	Statewide	10/01/2019-09/30/2018	\$949,960	\$949,960 (100%)
ET15-0479	Statewide	06/15/2015-06/14/2017	\$648,776	\$648,055 (99%)
ET13-0241	Statewide	02/25/2013-02/24/2015	\$512,850	\$506,363 (99%)

DEVELOPMENT SERVICES

JVS SoCal retained Steve Duscha in Sacramento to assist with development of this proposal for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

8-260

Trainees may receive any of the following:

Commercial Skills**BankWork\$®**

- Introduction to Financial Services
- Communications Skills
- Customer Service Skills
- Problem Solving
- Types of Financial Institutions
- Types of Financial Jobs
- Types of Accounts
- Transactions
- Confidentiality
- Bookkeeping
- Handling Cash
- Industry Norms and Expectations

HealthWorks®

- Introduction to CNA/HHA
- Patient Rights
- Communication and Interpersonal Skills
- Safe Environment
- Body Mechanics
- Principles of Asepsis
- Weights and Measures
- Resident Care Skills
- Vital Signs
- Nutrition
- Emergency Procedures
- Long Term Care Resident
- Rehabilitative/Restorative Care
- Observation & Charting
- Death and Dying
- Patient Care

ApartmentWorks®

- Inside the Apartment Business
- People, Projects and Finance
- Interior and Exterior Maintenance and Repair
- Electrical Systems Operation
- Plumbing Systems Operation
- Heating, Ventilation and Air Conditioning Operations
- Appliances Maintenance and Repair

CareerWork\$ Medical®

- Medical Administration
- Bookkeeping
- Scheduling
- Customer Service
- Patient Expectations
- Billing and Coding
- Patient Financial Services
- Communications Skills
- Problem Solving
- Culture of Safety
- Medical Terminology
- Healthcare Regulation
- Confidentiality

ALL PROGRAMS**Other Skills - Job Readiness**

- Career Planning & Assessment
- Resume Building
- Interviewing Skills
- Workplace Etiquette
- Presentation/Appearance
- Personal Financial Records & Planning
- Customer Service/Bed Side Manners
- Basic Computer Literacy

Note: Reimbursement for new hire training is capped at 260 total training hours per trainee, regardless of method of delivery.
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Amendment Proposal #2 for:
**American Educational Systems, Inc. dba American College of
Healthcare and Technology**
Contract Number: ET19-0179

Amendment Effective Date: June 28, 2019

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

CURRENT PROJECT PROFILE

Contract Type:	SET Frontline - Retrainee	Industry Sector(s):	Engineering
	Priority/SB<100		Manufacturing
	Priority/Retrainee		Construction
Counties Served:	Los Angeles, Orange, Riverside, San Diego, San Bernardino	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Current Contract Term: August 6, 2018 to
August 5, 2020

Current Funding	In-Kind Contribution
\$382,800	\$191,460

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
\$158,600	\$10,980	\$169,580	\$276,190

Total Funding
\$552,380

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee	Computer Skills	80	8-200	0	\$2,780	*\$16.70
				Weighted Avg: 100			
2	Retrainee	Computer Skills	10	8-200	0	\$2,460	*\$16.70
				Weighted Avg: 100			
3	SET Retrainee Priority Rate	Computer Skills	40	8-200	0	\$2,780	*\$22.77
				Weighted Avg: 100			
4	SET Retrainee	Computer Skills	10	8-200	0	\$2,460	*\$30.36
				Weighted Avg: 100			
5	Phase II Retrainee Priority Rate	Computer Skills	29	8-200	0	\$2,780	\$17.70
				Weighted Avg: 100			
6	Phase II SET Priority Rate	Computer Skills	32	8-200	0	\$2,780	\$24.13
				Weighted Avg: 100			

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

Minimum Wage by County: PHASE I: Job Numbers 1-2: \$17.54 per hour for Los Angeles County; \$17.50 per hour for Orange County; \$17.03 per hour for San Diego County; and \$16.70 per hour for Riverside and San Bernardino Counties. Job Number 3: \$22.77 per hour Statewide Average Wage (Priority Industry). Job Number 4: \$30.36 per hour Statewide Average Wage.

PHASE II

Job Number 5: \$18.56 per hour for Los Angeles County; \$18.14 per hour for Orange County; \$17.70 per hour for San Diego County; and \$17.70 per hour for Riverside and San Bernardino Counties. Job Number 6: \$24.13 per hour Priority Statewide Average Wage

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

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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Numbers 1-6	
Architect	
Architect Assistant	
CNC Programmer	
Drafter	

Engineer	
Engineer Assistant	
Machinist	
Technician	
CAD Designer	

INTRODUCTION

Founded in 1993, American Educational Systems, Inc. dba American College of Healthcare and Technology (ACH) (www.ach.edu) is a learning institution that specializes in health education, Computer-Aided Design (CAD), and Building Information Modeling technology (BIM). ACH is approved by the Bureau for Private Postsecondary Education to provide CAD/BIM Technology training. ACH will continue to offer retraining in CAD and BIM software for employers in the fields of engineering, architecture, construction, manufacturing, and similar industries.

AMENDMENT DETAILS

Due to significant demand for Revit, Civil 3D, and Bluebeam training, ACH is requesting additional funds. The Company will train an additional 61 trainees from new participating employers through a Phase II in the Agreement for new Job Numbers 5 and 6. Training for this second phase will begin June 2019.

The majority of participating employers are from priority industries facing out-of-state competition and have a need to improve employee skill sets in BIM and other 3-D related computer software systems used by Architectural, Engineering, Construction, and Manufacturing companies. Training programs provided are designed for workers who utilize computer software programs at very high-level efficiencies.

Summary of Amendment Changes:

- Adds Job Numbers 5-6 to Agreement (Phase II).
- Increases total contract amount by \$169,580, from \$382,800 to \$552,380.
- Increases total number of trainees by 61, from 140 to 201.
- Increases Support Costs by \$10,980, from \$24,800 to \$35,780.
- Increase In-Kind Contribution by \$84,730, from \$191,460 to \$276,190

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARIZE PRIOR MODS/AMENDS

Modification #1: Added courses under Computer Skills

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by ACH under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0179	\$382,800	08/06/18-08/05/20	147	48	48

Based on ETP Systems, 10,844 reimbursable hours have been tracked for potential earnings of \$301,463 (78% of approved amount). (Final payments have already been submitted for 48 trainees for a total of \$125,553.)

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: American College of Healthcare and Technology CCG No.: ET19-0179

Reference No: 18-0012

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Architects Orange LLP

Address: 144 N. Orange St.

City, State, Zip: Orange, CA 92866

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 270

Total # of full-time company employees in California: 270

Company: Calland Engineering, Inc.

Address: 576 E. Lambert

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 4

Total # of full-time company employees worldwide: 24

Total # of full-time company employees in California: 24

Company: Control Air Conditioning, Inc.

Address: 5200 E. La Palma Ave.

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 850

Total # of full-time company employees in California: 850

Company: FBA Engineering

Address: 150 Paularino Ave., Suite A 120

City, State, Zip: Costa Mesa, CA 92626

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 27

Total # of full-time company employees in California: 27

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: American College of Healthcare and Technology CCG No.: ET19-0179

Reference No: 18-0012

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Company: Ficcadenti Waggoner & Castle Structural Engineering

Address: 16969 Von Karman Ave.

City, State, Zip: Irvine, CA 92882

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 74

Total # of full-time company employees in California: 71

Company: Massaro and Welsh

Address: 34840 Yucaipa Blvd.

City, State, Zip: Yucaipa, CA 92882

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 3

Total # of full-time company employees worldwide: 3

Total # of full-time company employees in California: 3

Company: MEP California Engineering Crop.

Address: 12920 MacKenzie Dr.

City, State, Zip: Tustin, CA 92782

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: Moffatt & Nichol

Address: 3780 Kilroy Airport Way, #750

City, State, Zip: Long Beach, CA 90806

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 690

Total # of full-time company employees in California: 264

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: American College of Healthcare and Technology CCG No.: ET19-0179

Reference No: 18-0012

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Company: Pacific Advanced Civil Engineering, Inc.

Address: 17520 Newhope St., #200

City, State, Zip: Fountain Valley, CA 92708

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 77

Total # of full-time company employees in California: 69

Company: RPM Engineers, Inc.

Address: 102 Discovery

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 7

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: The Walt Disney Company

Address: 1313 S. Harbor Blvd.

City, State, Zip: Anaheim, CA 92802

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 20,000

Total # of full-time company employees in California: 9,000

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

8-200

Trainees may receive any of the following:

COMPUTER SKILLS**Computer Aided Drafting**

- 2D and 3D renderings
- Applications to work projects
- Applying parameters
- Assembly configurations
- Assembly motion modeling and animation
- Bills of material
- Calculations
- Collision/interference detection
- Creating of families of parts
- Dimensioning
- Drawing automation
- Editing
- File Management
- Project organization
- Section creation
- Types of applications
- Updating views
- View creation

Building Information Modeling

- Automation and customization
- Collaboration
- Conceptual design tools
- Construction modeling
- Creating functional designs
- Design options
- File importing and exporting
- Managing schedules
- Material estimates
- Multiple materials modeling
- Parametric components
- Phasing projects
- Principles of modeling
- Printing, model upgrading
- Rendering
- Simulations
- Structural reinforcement
- User interface
- Using bidirectional associativity to show changes throughout the model
- Vault integration

- Visualization
- Working in 3D

Civil 3D

- Create and edit alignments
- Create and edit parcels and print parcel reports
- Create assemblies, corridors and intersections
- Create data shortcuts
- Create grading solutions
- Create gravity fed and pressure pipe networks
- Create points and point groups and work with survey figures
- Create sites, profiles and cross-sections
- Create, edit, view and analyze surfaces
- Perform quantity takeoff and volume calculations
- Use plan production tools to create plan and profile sheets.
- User interface

Navisworks

- Combining 3D geometry from multiple disciplines
- Create 4D construction simulations
- Create interactive animations
- Link task-scheduling files
- Open, review, quantify and run object interference checks
- Renderings
- Review and mark up a model
- Use Animator
- Use Quantification
- Use Scripter
- Use TimeLiner

SolidWorks

- 3D finite analysis
- 3D photorealistic rendering
- Applying mechanical design to computer design
- Assembly motion modeling and animation
- Bills of material
- Collision/interface detection
- Creation of families of parts
- Dimensioning
- Drawing automation
- Drawing creation
- Generating parts
- Mass properties and calculations
- Rapid prototyping
- Section creation
- Update views
- View creation
- Visualization and rotation of designs

Bluebeam Revu

- **Revu Basics**
- **Measurement, Takeoffs, and Estimation**
- **Drawing Management**
- **Building Projects**
- **Dashboard in Revu**

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



**Panel Amendment #1 Proposal for:
Applus RTD USA Services, Inc.
Contract Number: ET19-0132**

Amendment Effective Date: June 28, 2019

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

CURRENT PROJECT PROFILE

Contract Type:	SET/HUA Priority/Retrainee	Industry Sector(s):	Construction Services Aerospace and Defense
Counties Served:	Kern	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract Term:	July 1, 2018 to June 30, 2020	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$144,300

AMENDMENT FUNDING

Requested Funding	Total Funding
+\$144,300	\$288,600

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	SET HUA Priority Retrainee	Comm'l Skills; Computer Skills; Cont. Imp.; Business Skills; HazMat; OSHA 10/30; PL-Comm'l Skills	185	8-200	0	\$1.560	\$12.53
				Weighted Avg: 60			

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

Minimum Wage by County: SET/HUA: \$12.53 per hour in Kern County

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

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

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

Wage Range by Occupation	
Occupation Title	Wage Range
Technician	
Assistant Technician	
Inspector	
Field/Office Staff	
Administrative Staff	
Frontline Supervisor	

INTRODUCTION

Founded in 1930, Applus RTD USA Services, Inc. (Applus) provides testing, inspection, certification, and solutions to companies in construction, oil & gas, power, automotive, industrial, and telecommunications sectors. These equipment compliance services ensure the assets and products of their customers comply with health and safety, quality, and environmental standards and regulations. Customers include Underground Construction, SpaceX, Simplot Grower Solutions, Chevron, Paso Robles Tank, KB Homes, Taft Manufacturing, Airgas, TransCanada Pipelines, Shell Pipeline and Southern California Gas Company.

The Company is a division of the Applus Group of Companies and a subsidiary of Libertytown USA, Inc. In California, Applus has three locations: Bakersfield, Ventura and Westminster. This ETP Contract is for employees in its Bakersfield location only.

AMENDMENT DETAILS

The ETP Contract approved at the June 2018 Panel Meeting was designed to meet customer demands for a leaner more efficient method to collect high quality data and testing. The ETP-funded training has enabled trainees to attain certifications required by its customers. Applus' initial training demand was consistent with the additional funding request via this Amendment. Despite the need for more training when the Contract was first approved, the Company submitted a conservative training plan for \$144,300. This was to ensure that the Company was able to properly manage and implement the project. Within 10 months into the contract term, Applus has completed 96% of the required training hours.

In order to complete the additional training still needed, Applus is requesting to increase the weighted average by 30 hours for the existing trainees in Job Number 1 (Phase 1). The additional hours will allow trainees to continue training that has already started from the beginning of the Contract.

The initial contract also included health benefits of up to \$1.50 per hour to meet the High Unemployment Area minimum wage. Although Applus continues to provide health benefits, the current trainee base wages now meet the ETP minimum wage per the updated Occupational Wage table. Therefore, health benefits are no longer needed to meet the Post-Retention Wage and will be deleted in this ETP Contract. Of the 185 planned trainees, 20 continue to need the HUA wage modification.

This Amendment will revise the Agreement as follows:

- The funding amount will increase by \$144,300, from \$144,300 to \$288,600.
- The weighted average hours in Job Number 1 will increase from 30 to 60.
- The average cost per trainee in Job Number 1 will increase from \$780 to \$1,560.

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Applus under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0132	\$144,300	07/01/18 – 06/30/20	185	0	0

Based on ETP Systems, 5,345 reimbursable hours have been tracked for potential earnings of \$138,970 (96% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through June 2019.

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

8-200 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Acoustic Emission
- Electromagnetic Testing
- Ground Penetrating Radar
- Guided Wave
- Laser Methods
- Leak Testing
- Magnetic Flux Leakage
- Magnetic Particle Testing
- Penetrant Testing
- Radiological Testing
- Thermal/Infrared Testing
- Ultrasonic Testing
- Vibration Analysis
- Visual Testing
- 3D Scanning

BUSINESS SKILLS

- Customer Service

CONTINUOUS IMPROVEMENT

- Process Improvement
- Leadership
- Six Sigma
- Project Management

COMPUTER SKILLS

- Business Operations Software
- MS Word, Excel, PowerPoint (Advanced/Intermediate)

HAZARDOUS MATERIALS

- Hazardous Materials Handling
- Hazardous Waste
- Hazardous Monitoring/Clean-Up

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Productive Lab

0-60

COMMERCIAL SKILLS (Ratio of 1:1)

- Set Up and Job Preparation
- Equipment Operation
- Non-Destructive Testing

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



**Amendment Proposal #2 for:
College of the Sequoias
Contract Number: ET19-0295**

Amendment Effective Date: April 8, 2019

Panel Meeting of: June 28, 2019

ETP Regional Office: Sacramento

Analyst: J. Lazarewicz

CURRENT PROJECT PROFILE

Contract Type:	Retrainee	Industry Sector(s):	Manufacturing Services
	Priority/SB<100		
	HUA - Retrainee		
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	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Current Contract Term: October 1, 2018 to
September 30, 2020

Current Funding	In-Kind Contribution
\$109,433	\$110,000

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
\$221,952	\$15,337	\$237,289	\$350,000

Total Funding
\$346,722

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee	Business Skills, Computer Skills, Cont. Improv., Mgmt. Skills, Mfg. Skills, Literacy Skills, OSHA 10/30	135	8-200	0	\$639	*\$12.53
				Weighted Avg: 23			
2	Retrainee SB<100 HUA	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills, Literacy Skills, OSHA 10/30	39	8-200	0	\$500	*\$12.53
				Weighted Avg: 18			
3	Retrainee HUA	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mfg. Skills	30	8-200	0	\$369	*\$12.53
				Weighted Avg: 15			
4	Retrainee Priority Rate SET HUA	Business Skills, Computer Skills, Cont. Imp., Mgmt. Skills	27	8-200	0	\$667	*\$12.53
				Weighted Avg: 24			
5	Retrainee SET HUA	Business Skills, Computer Skills, Cont. Imp.	110	8-200	0	\$590	*\$12.53
				Weighted Avg: 24			
6	Retrainee SB<100 SET HUA	Business Skills, Computer Skills, Cont. Imp.	14	8-200	0	\$667	*\$12.53
				Weighted Avg: 24			
7	Retrainee Priority Rate SET HUA Medical Skills Phase II	MS Didactic	30	8-200	0	\$4,588	\$13.28
				Weighted Avg: 165			

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

Minimum Wage by County: Job Numbers 1 - 6: \$12.53 per hour for Kings and Tulare counties; Job Number 7 (Phase II): \$13.28 per hour for Fresno County.

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

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

Participating Employers may use Health Benefits to meet Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Number 1	
Machine Operators	
Maintenance Staff	
Administrative Staff	
Auditors	
Supervisors	
Production Leads	
Job Number 2	
Machine Operators	
Maintenance Staff	
Technicians	
Administrative Staff	
Auditors	
Job Number 3	
Distribution Staff	
Job Number 4	
Administrative Staff	
Supervisors	
Job Number 5	
Administrative Staff	
Job Number 6	
Administrative Staff	
Job Number 7	
Certified Nurse Assistant	

INTRODUCTION

Founded in 1940 and headquartered in Visalia, College of the Sequoias (COS) (www.cos.edu) is a 2-year community college that provides educational and training classes to the local community. COS operates a full-service Training Resource Center in the City of Hanford in addition to the main campus in Visalia. Aside from servicing the general population, the COS Training Resource Center provides customized workforce training services to California's Central Valley organizations. The College specifically provides training serving employers in the manufacturing and service sectors in Kings and Tulare counties.

AMENDMENT DETAILS

COS is projected to exhaust 100% of funding amount only seven months into the contract term and requests funds for additional training. COS created a conservative training plan to maximize training for employers. As training progressed, participating employers' interest in customized training programs increased, with many requesting additional training.

Additionally, COS is requesting funding (Phase II) for new participating employers. During development, COS anticipated delivering a comprehensive training plan focused on the manufacturing industry with an anticipated number of employers. However, as a result of continuous marketing and training plan development, COS has recruited a new participating employer in the healthcare industry.

This Amendment will:

- Increase the total contract amount by \$237,289, from \$109,433 to \$346,722;
- Add Job Number 7 (Phase II);
- Add Medical Skills Didactic as a training type in Job Number 7;
- Increase In-Kind Contribution amount by \$240,000, from \$110,000 to \$350,000;
- Increase the total number of trainees by 150, from 235 to 385;
 - Increase Job Number 4 estimated number of trainees from 7 to 27
 - Increase Job Number 5 estimated number of trainees from 17 to 110
 - Increase Job Number 6 estimated number of trainees from 7 to 14
 - Add 30 estimated number of trainees to Job Number 7
- Increase Support Costs by \$15,337, from \$7,049 to \$22,386;
- Increase the weighted hours of training as follows:
 - Job Number 1 by 3, from 20 to 23;
 - Job Number 2 by 2, from 16 to 18;
 - Job Number 3 by 5, from 10 to 15; and
 - Job Numbers 4-6 by 12, from 12 to 24
- Increase the average cost per trainee as follows:
 - Job Number 1 by \$83, from \$556 to \$639;
 - Job Number 2 by \$56, from \$444 to \$500;
 - Job Number 3 by \$123, from \$246 to \$369;
 - Job Number 4 by \$334, from \$333 to \$667;
 - Job Number 5 by \$295, from \$295 to \$590; and
 - Job Number 6 by \$334, from \$333 to \$667

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARIZE PRIOR MODS/AMENDS

- Revision 1: Added Job Numbers 5 and 6 and redistributed funds/trainees between job numbers.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by COS under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0295	\$109,746	10/1/2018 – 9/30/2020	189	0	0

Based on ETP Systems, 3,775 reimbursable hours have been tracked for potential earnings of \$96,917.00 (88% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through May 2019.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: College of the Sequoias

CCG No.: ET19-0295

Reference No: 18-0732

Page 1 of 1

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Healthcare Center of Fresno

Address: 1665 M Street

City, State, Zip: Fresno, CA 93721

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 166

Total # of full-time company employees in California: 166

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Coaching
- Communication Skills
- Conflict Management
- Customer Service
- Decision Making
- Essential Workplace Skills
- Leadership Skills
- Managing Change
- Motivating People
- Organizational Skills
- Planning & Time Management
- Problem Solving
- Teamwork

COMPUTER SKILLS

- Microsoft Skills (Intermediate/Advanced)
- Social Media for Business

CONTINUOUS IMPROVEMENT

- Failure Mode and Effect Analysis (FMEA)
- Internal Quality Audits
- ISO 9001
- Lean Manufacturing
- Problem Solving Tools
- Process Improvement
- Project Management
- Quality Assurance
- Quality Control
- Quality Management Systems
- Root Cause Analysis
- Six Sigma
- Statistical Process Control (SPC)
- TQM

MANAGEMENT SKILLS (for Supervisors only)

- Supervisory Management Skills
- Frontline Supervisory Skills

MANUFACTURING SKILLS

- Basic Industrial Electricity
- Blueprint Reading
- Certified Production Technician
- Food Safety Internal Auditor
- Hazard Analysis and Critical Control Points (HACCP)
- Industrial Motor Controls
- Preventive Controls for Human Foods
- Programmable Logic Controllers (PLC)
- Shop Measurements
- Welding

OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

LITERACY SKILLS

- Basic Math
- Vocational English as a Second Language

MEDICAL SKILLS – DIDACTIC (CNA)

- **CNA Module 1: Introduction CNA**
- **CNA Module 2: Patients' Rights**
- **CNA Module 3: Communication/Interpersonal Skills**
- **CNA Module 4: Prevention and Management of Catastrophe and Unusual Occurrences**
- **CNA Module 5: Body Mechanics**
- **CNA Module 6: Medical and Surgical Asepsis**
- **CNA Module 7: Weights and Measures**
- **CNA Module 8: Patient Care Skills**
- **CNA Module 9: Patient Care Procedures**
- **CNA Module 10: Vital Signs**
- **CNA Module 11: Nutrition**
- **CNA Module 12: Emergency Procedures**
- **CNA Module 13: Long Term Care Patient**
- **CNA Module 14: Rehabilitative Nursing**
- **CNA Module 15: Observation and Charting**
- **CNA Module 16: Death and Dying**
- **CNA Module 17: Resident Abuse**

Literacy Training cannot exceed 45% of total training hours per-trainee

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



Panel Amendment #2 Proposal for:
G & C Auto Body, Inc.
Contract Number: ET19-0183

Amendment Effective Date: June 30, 2019

Panel Meeting of: June 28, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

CURRENT PROJECT PROFILE

Contract Type:	SET/Retrainee Job Creation Veterans HUA	Industry Sector(s):	Services
Counties Served:	Statewide	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Current Contract Term:	August 6, 2018 to August 5, 2020	Substantial Contribution:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CURRENT FUNDING

Current Funding
\$248,776

AMENDMENT FUNDING

Requested Funding	Total Funding
+\$150,722	\$399,498

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	SET Retrainee	Business Skills, Comm'l. Skills, Computer Skills, HazMat, PL-Comm'l. Skills	30	8-200	0	\$1,380	\$30.36
				Weighted Avg: 60			
2	SET Retrainee Job Creation	Business Skills, Comm'l. Skills, Computer Skills, HazMat, PL-Comm'l. Skills	61	8-200	0	\$3,016	\$13.66
				Weighted Avg: 116			
3	SET Retrainee HUA	Business Skills, Comm'l. Skills, Computer Skills, HazMat, PL-Comm'l. Skills	26	8-200	0	\$690	\$12.53
				Weighted Avg: 30			
4	SET Retrainee Job Creation Veterans	Business Skills, Comm'l. Skills, Computer Skills, HazMat, PL-Comm'l. Skills	7	8-200	0	\$780	\$13.66
				Weighted Avg: 30			
5	PHASE II SET Retrainee Job Creation	Business Skills, Comm'l. Skills, Computer Skills, HazMat, PL-Comm'l. Skills	53	8-200	0	\$2,574	\$14.48
				Weighted Avg: 99			
6	PHASE II SET Retrainee Job Creation Veterans	Business Skills, Comm'l. Skills, Computer Skills, HazMat, PL-Comm'l. Skills	5	8-200	0	\$2,860	\$14.48
				Weighted Avg: 110			

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

Minimum Wage by County: Job Number 1 (SET): \$30.36 Statewide
 Job Number 2 (SET/Job Creation): \$13.66 Mendocino and Solano Counties
 Job Number 3 (SET/HUA): \$12.53 per hour in Mendocino and Solano Counties
 Job Number 4 (SET/Job Creation/Veterans): \$13.66 Sonoma County
Job Number 5 (SET/Job Creation) & Job Number 6 (SET/Job Creation/Veterans): \$14.48 Mendocino, Sonoma and Solano Counties and \$16.09 for Alameda County

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

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

Up to \$2.49 per hour may be used to meet the Post-Retention Wage for Job Number 1; up to .97 per hour for Job Numbers 2 & 5; and up to \$0.66 per hour for Job Numbers 4 and 6.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Number 1	
Technicians	
Estimators	
Parts Staff	
Team Leads	
Production Staff	
Administrative Staff	
Job Number 2	
Technicians	
Estimators	
Parts Staff	
Team Leads	
Production Staff	
Administrative Staff	
Job Number 3	
Technicians	
Estimators	
Parts Staff	
Team Leads	
Production Staff	
Administrative Staff	
Job Number 4	
Technicians	
Estimators	
Parts Staff	
Team Leads	

Production Staff	
Job Number 5	
Technicians	
Estimators	
Parts Staff	
Team Leads	
Production Staff	
Administrative Staff	
Job Number 6	
Technicians	
Estimators	
Parts Staff	
Team Leads	
Production Staff	

All Technicians and Estimators wages report commissions to EDD in base wages reflected to meet ETP's minimum-wage requirements.

INTRODUCTION

G & C Auto Body, Inc. (G & C) (www.gandcautobody.com) was established in 1972 and has 13 locations in Northern California all of which will participate in ETP-funded training (Fairfield, Larkfield, Novato, Petaluma, Rohnert Park, San Raphael, Santa Rosa, Sonoma, Ukiah, Vacaville, Vallejo, Windsor, and Benicia). G & C provides automotive repair services and sells parts and accessories to California consumers and national insurers such as Geico and State Farm. This is G & C's first ETP Contract.

AMENDMENT DETAILS

In the Contract, Job Creation was conservatively developed, targeting only 25 employees. However, 62 net-new jobs have already been created to date with more hiring expected. Therefore, G & C is requesting additional funds to meet training needs of its recently hired staff. New locations in Alameda and Solano County have also subsequently been opened for business in Oakland and Hercules.

This Amendment allows for an additional 58 net-new jobs, bringing the total possible net-new jobs to 83. These trainees will begin an intense training-boot camp where full-day training lasts for 12 weeks. Thus, the Company anticipates utilizing requested funds within the remaining 11 training months.

G & C's success is tied to rapid growth and consumer demand for higher technology and energy-efficient cars along with Corporate Average Fuel Economy Standards. The broad technological-skill base and frequent updates to industry practices leads automotive-body shops to develop its own training programs that compliment and exceed traditional-trade school learning opportunities driven in part by materials used to build automobiles and by increasing demands by insurance providers and competitors.

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARY OF PRIOR MOD/AMD

- Modification 1: Redistributed funds/trainees to adjust for increased training in Job Number 2 (Job Creation)

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by G & C under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0183	\$248,776	8/6/18 – 8/5/20	267	31	0







Based on ETP Systems, 1,240 reimbursable hours have been tracked for potential earnings of \$249,636 (100% of approved amount).

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





8-200

Trainees may receive any of the following:

BUSINESS SKILLS

-  Customer Care Skills
 - Customer Retention
 - Customer Engagement
 - Customer Relationship Building
-  Advanced Sales & Marketing Skills
 - Closing Sales
 - DRP Management
 - Advanced Closing Techniques
 - Sales Procedures & Strategies
-  Negotiation Skills
-  Conflict Resolution
-  Communication Skills
-  Presentation Skills

COMMERCIAL SKILLS

-  I-CAR Collision Repair Certification Skills
-  Refinishing Skills
 - Surface Preparation
 - Vehicle Priming/Sealing
 - Paint Spray Guns Maintenance & Set-up
 - Corrosion Protection Process
 - Sand, Buff & Detail
 - Color Theory & Tints
 - Blending Techniques
 - New Technologies
-  Structural Repair
 - Unibody Alignment
 - Three-Dimensional Measuring
 - Repair & Replacement of Outer Body Panels
 - High Strength Steels
 - Aluminum Repair Processes
 - MIG Welding
 - Aluminum Welding
 - Straightening Structural Damage
 - Glass Replacement
 - Pillars, Rocker Panels, Rails, Front Structures & Floor Pan Replacement
 - Heating Cooling and AC Systems
 - Steering & Suspension Systems
 - Advanced Vehicle Systems
 - Composite Materials and Bonding Techniques
-  Non-Structural Vehicle Repair Skills
 - Remove & Install Trim & Hardware
 - Adhesive Bonding
 - Diagnose Wind Noise & Water Leaks
 - Aluminum Cosmetic Damage

- Spot Welding
- Composite repair
- ✚ Estimating Skills
 - Steering & Suspension System Damage Analysis
 - Damage on Non-Drivable Vehicles
 - Electrical/Mechanical Systems
 - Stationary Glass
 - Advanced Materials
 - Advanced Vehicle Systems
 - Repair Planning, Supplemental Damage Assessment
- ✚ Vehicle Operation, Maintenance, & Troubleshooting
- ✚ Alternative Fuel & Hybrid Vehicle Repair Diagnostics
- ✚ Service Procedures & Scheduling
- ✚ Product Knowledge
- ✚ OEM (Original Equipment Manufacturer) Knowledge/Skills
- ✚ Pre-Post Scanning/Computer Recalibration

COMPUTER SKILLS

- ✚ CCCOne Software
 - Job Costing
 - Production Flow
 - Production Planning - ETA Times & Dates
 - Internal & External Customer Communication
 - Parts Check-In and Posting
- ✚ Mitchell & Mitchell Repair Center Software
- ✚ CCC Info Systems Software
- ✚ Alldata Software
- ✚ Microsoft Office Suite- Intermediate and Advanced
- ✚ Quickbooks
- ✚ Operations Software

CONTINUOUS IMPROVEMENT SKILLS

- ✚ Leadership Skills
- ✚ Teambuilding
- ✚ Root Cause Analysis
- ✚ Lean Concepts
- ✚ Process/Quality Improvement
- ✚ Problem Solving/Decision Making Skills
- ✚ Inventory Control
- ✚ Standard Operating Procedures
- ✚ Process Design













HAZARDOUS MATERIALS HANDLING

- ✚ Completing Material Safety Data Sheets (MSDS)
- ✚ Volatile Organic Compound (VOC) Tracking
- ✚ Emergency Clean-Up
 - Registration, Evaluation, Authorization & Restriction of Chemical Substances
 - Safety

PL Hours

0 – 40

COMMERCIAL SKILLS (PL) (limited ratio 1:3)

-  Body Filler Methods
-  Structural Resistance Spot Welding
-  Mig Brazing Techniques
-  Color Tinting
-  Spraying/ Blending Techniques
-  Measuring Vehicle Structures
-  Alignment Process for Unitized Vehicles
-  Alignment Process for Full Frame Vehicles
-  Aluminum Repair
-  Technical Collision Estimating/ Repair Planning
-  Direct Repair Collision Estimating
-  Pre-Post Scan

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



TRAINING PROPOSAL AMENDMENT

Pyramid San Gabriel Management L.P.

Approval Type: N/A

Reference Number: 18-0557

Contract Number: 18CS-0214-000

Panel Meeting Date: June 28, 2018
Regional Office: North Hollywood Regional Office
Analyst Name: Webb, Monique
Contract Term Date: 1/29/2018 - 1/28/2020

Revision Number: 2
Requested Date: 04/02/2019
Revision Status: In Field Review
Effective Date: June 1, 2019

Proposal Type: Single Employer Contract (SE)
Critical Proposal: No
Funding Source: SET

FUNDING AMENDMENT:

Current Funding (\$)		Requested Funding Increase (\$)		Revised Funding (\$)	
\$200,400.00		\$73,980.00		\$274,380.00	
Training Cost	Admin Cost	Support Cost		Substantial Contribution	Total In Kind
\$220,427.00	\$53,953.00	N/A		\$0.00	\$240,000.00

PROJECT PROFILE

Repeat Contractor:	No		
High Unemployment Area:	No	Turn Over Rate(Applicant):	0.00 %
Industry Sector		Priority Industry	
Services (Other)		No	

AMENDMENT REQUEST DETAILS:

Reason for the Amendment Request:

Pyramid San Gabriel Management L.P. dba Sheraton San Gabriel (Pyramid SG) has used 94% of the Contract funding. The Company is requesting an additional \$73,980 to complete training. Pyramid SG also opened a restaurant that was not planned at the beginning of the project with an additional 25 employees. The employee count is now at 190. Therefore, this will be both a Phase I and II Amendment.

REVISED ITEMS:

Costing Group

Attribute	Job Title	No. Trainees		Min Training Hours		Max Training Hours		Estimated Training Hours	
		From	To	From	To	From	To	From	To
	Group No. 1 Location: Pyramid San Gabriel Management								
S-RET-JOB CREATION	Restaurant Staff	62	85	8.00	8.00	200.00	200.00	60.00	68.00
	Sales and Marketing	6	6	8.00	8.00	200.00	200.00	60.00	68.00
	Housekeeping	45	45	8.00	8.00	200.00	200.00	60.00	68.00
	Maintenance	12	12	8.00	8.00	200.00	200.00	60.00	68.00

	Front Desk	10	10	8.00	8.00	200.00	200.00	60.00	68.00
	Managers/Supervisors	32	34	8.00	8.00	200.00	200.00	60.00	68.00
Group No. 2 Location: Pyramid San Gabriel Management									
S-RET	Managers	0	13	8.00	8.00	200.00	200.00	0.00	68.00

No new trainee will be paid less than the State or local minimum wage rate in effect at the end of retention.

Changes By Job Titles

Revision	From	To
Job Title: Managers/Supervisors Location: Pyramid San Gabriel Management Funding: SET		
Edit Job Title Number Of Trainees	32.00	34.00
Job Title: Restaurant Staff Location: Pyramid San Gabriel Management Funding: SET		
Edit Job Title Number Of Trainees	62.00	85.00

Amended Funding Detailed

Funding	Group No.	Attributes	Number Of Trainees	Weighted Average Hours	Reimbursement Rate	Cost Per Trainee	Cost Per Group
SET	1	S-RET-JOB CREATION	192	68	\$20.00	\$1,360.00	\$261,120.00
	2	S-RET	13	68	\$15.00	\$1,020.00	\$13,260.00
		Funding Total:	205				\$274,380.00
		Grand Total:	205				\$274,380.00

Legend of Attributes	
Code	Description
S	Single Employer
RET	Retrainee
JOB CREATION	Job Creation – Retrainee Initiative Program

Introduction

Pyramid SG is a new hotel located in Downtown San Gabriel. It is estimated that 64% of the hotels target customers will visit from Pacific Rim countries such as China, Vietnam and Japan. The proposed training plan was to provide staff with training in hospitality and communication skills to maintain a high level of customer service.

Amendment Details

Pyramid SG has used 94% of its current funding amount. To continue training efforts, Pyramid SG is requesting an additional \$73,980 in a combination of Phase I and Phase II funding. Training in Business and Continuous Improvement training will increase staff abilities to problem solve, meet customer needs, and ensure cleanliness of rooms using chemicals and other various materials (Phase I). Given the increase in staff as a result of the restaurant opening, Pyramid will add 20 restaurant staff to Group 1 (Job Creation) and 13 Managers (Group 2/Phase II). Pyramid SG has approximately six months to provide training within the term of this Contract.

Pyramid SG requests includes Managers in this training proposal. Alongside supervising, these workers spend more than 50% of their time performing frontline work duties. As such, they meet the Panel's definition of "frontline workers" and qualify for Special Employment Training.

Recommendations

Staff recommends approval of this Amendment.

ACTIVE CONTRACT PERFORMANCE

This table summarizes active contract performance for Pyramid SG

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0214-000	\$200,400.00	01/29/2018 - 01/28/2020	167	215	26	0

Based on the ETP System, for the current contract 9494.69 reimbursable hours have been tracked for potential earnings of \$189,893.80 (94% of approved amount)

Attachment 2 - Training Delivery and Curriculum Listing

Provided below are details on the types of training planned for this proposed Training Project.

<i>Delivery Method /Level</i>	<i>Classroom/Simulated Laboratory</i>
Training Type (Level)	Planned Course Offerings
Business Skills	Business Processes
	Communication & Amp; Impersonal Skills
	Dealing With Difficult People
	Guest Service Skills
	Hospitality & Communication Skills
	Identifying/Meeting Guest Needs
	Negotiating Skills
	Operating Procedures
	Putting the Guest First
	Resolving Guest Complaints
	Service Values
Computer Skills (Standard)	Accounting Skills
	Computer Application Skills
	Customer Information Systems
	Internal Customer Applications
	MS Office (Intermediate and Advanced)
	Point of Sale Applications
	Procurement Software
	Reservation Systems
	Sales Reports & Amp; Scheduling Software
	Smartphone Technology and Application Skills
	Tablet Technology and Application Skills
Continuous Improvement Skills	Critical Thinking Skills
	Kaizan Events
	Measuring for Success
	Problem Solving and Resolution
	Standard Work Procedures
	Team Building Skills
Management Skills	Accountability & Taking Responsibility
	Change Management
	Coaching and Mentoring
	Communication
	Conflict Resolution
	Empowerment
	Motivation & Amp; Attitude Improvement
	Professionalism
	Relationship Building
	Supervisory Skills
	Teamwork



Amendment Proposal #1 for:
South Bay Workforce Investment Board, Inc.
Contract Number: ET19-0166

Amendment Effective Date: August 2, 2018

Panel Meeting of: June 28, 2019

ETP Regional Office: North Hollywood

Analyst: M. Reeves

CURRENT PROJECT PROFILE

Contract Type:	Priority SB<100 New Hire	Industry Sector(s):	Manufacturing Aerospace and Defense
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Priority Industry:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Current Contract Term: August 1, 2018 to July 31, 2020

Current Funding	In-Kind Contribution
\$131,536	\$74,868

AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$122,720	+\$8,797	+\$131,517	+\$74,868

Total Funding
\$263,053

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority Rate Retrainee	Business Skills, Computer Skills, Cont. Imp., HazMat, Literacy Skills, Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	65	8-200	0-60	\$3,337	\$16.70
				Weighted Avg: 120			
2	Priority Rate SB<100	Business Skills, Computer Skills, Cont. Imp., HazMat, Literacy Skills, Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	28	8-200	0-60	\$1,001	\$16.70
				Weighted Avg: 36			
3	Priority Rate New Hire	Business Skills, Computer Skills, Cont. Imp., HazMat, Literacy Skills, Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	4	8-260	0-60	\$4,530	*\$13.66
				Weighted Avg: 159			

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

Minimum Wage by County: Job Numbers 1 & 2: \$18.22 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties; \$17.54 per hour for Los Angeles County; \$17.50 per hour for Orange County; \$17.03 per hour for San Diego County; \$16.80 per hour for Sacramento County; and \$16.70 per hour for all other counties.

Job Number 3 (New Hire): \$15.18 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties; \$14.62 per hour for Los Angeles County; \$14.58 per hour for Orange County; \$14.19 per hour for San Diego County; \$14.00 per hour for Sacramento County; and \$13.66 per hour for all other counties.

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

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

Participating employers may use health benefits up to \$2.50 per hour to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Numbers 1 & 2	
Operations/Support Staff	\$16.00 - \$36.00
Manufacturing/Production Staff	\$16.38 - \$44.84
Logistics/Warehouse/Distribution Staff	\$15.00 - \$41.30
Engineering/Information Technology Staff	\$15.98 - \$45.67
Quality Assurance Staff	\$18.00 - \$28.00
Sales/Marketing Staff	\$23.02 - \$31.17
Supervisor/Manager	\$25.00 - \$42.00
Job Number 3	
Operations/Support Staff	\$15.00 - \$40.00
Manufacturing/Production Staff	\$14.00 - \$38.00
Logistics/Warehouse/Distribution Staff	\$12.00 - \$34.00

INTRODUCTION

The South Bay Workforce Investment Board, Inc. (SBWIB) (www.sbwib.org) has been providing employment and training services under the oversight of the U. S. Department of Labor and the California Employment Development Department for more than 36 years. SBWIB provides comprehensive employment and training services under the federal Workforce Innovations Opportunity Act (WIOA). SBWIB's goal is to provide a fully integrated workforce system that maximizes employment and economic opportunity in partnership with business.

AMENDMENT DETAILS

Within the first nine months of the current Contract term, SBWIB delivered more than 100% of the reimbursable training hours due to high training demand (primarily Manufacturing Skills) from its core group of participating employers. SBWIB initially estimated its training need to be approximately \$300k for this project; however, funding was right-sized in alignment with prior Contract earnings. To date, SBWIB is on pace to achieve its original training estimate and is seeking additional funds to complete ongoing training.

With training hours/funds fully accounted under the current Contract amount, SBWIB has additional accumulated hours to be uploaded and more training planned for existing trainees. Therefore, SBWIB is requesting this Amendment to allow enrolled trainees to continue training and receive the requisite hours of instruction to meet employer demand.

In summary:

- Increase the Contract amount by \$131,517, from \$131,536 to \$263,053
- Increase the In-Kind amount by \$74,868, from \$74,868 to \$149,736
- Increase Support Costs by \$8,797, from \$8,712 to \$17,509
- Increase the weighted average in Job Number 1, from 60 to 120
- Increase the weighted average in Job Number 2, from 18 to 36
- Increase the weighted average in Job Number 3, from 80 to 159

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by SBWIB under the current ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0166	\$131,536	08/01/18 – 07/31/20	217	88	TBD

Based on ETP Systems to date, 5,076 reimbursable hours have been tracked for potential earnings of \$141,113 (107% of the current Contract amount).

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

8 – 200 (Job Numbers 1 & 2)

8 – 260 (Job Number 3)

Trainees may receive any of the following:

BUSINESS SKILLS

- Aerospace Overview
- Blockchain Fundamentals
- Business Analysis/Assessment
- Business Fundamentals
- Business Intelligence
- Business Writing
- Conflict Resolution/Management
- Cost Control
- Customer Service Skills
- Effective Communication Skills
- Effective Meeting Skills
- Estimating/Quoting
- Exporting
- Finance/Accounting Skills
- Financial Analysis/Management
- Good Documentation Practices
- Inventory Control/Inventory Management
- Marketing/Sales Skills
- Negotiation Skills
- Order Fulfillment Logistics
- Presentation Skills
- Supply Chain Management
- Time Management Skills

COMPUTER SKILLS

- 3D Inspection for CNC parts
- 3D Advanced Inspection with Analysis
- 3D Reverse Engineering
- 3D Tooling & Fabrication
- Adobe Acrobat
- Computer-Aided Design
- Computer-Aided Engineering
- Computer-Aided Manufacturing
- Computer Skills for Production and Inventory
- Computerized Maintenance Management System
- Cybersecurity
- Database Management Skills
- Digital Media
- Enterprise/Resource/Manufacturing Planning Systems
- Intermediate/Advanced Microsoft Word, Excel, PowerPoint Skills
- Microsoft Project

- Payroll/Accounting Systems
- SharePoint
- Shop Floor Computer Skills

CONTINUOUS IMPROVEMENT

- 5S/Lean Manufacturing/Six Sigma
- Business Performance/Goal Setting
- Business Process Improvement/Innovation/Reengineering
- Coaching/Feedback Skills
- Decision Making
- Demand Flow Technology
- DISC Assessment Learning
- Effective Leadership Skills/Situational Leadership
- Interpreting & Analyzing Data
- Managing Change
- Organizational Performance Process Review
- Problem Solving
- Process Mapping/Deployment
- Product Design/Development Skills
- Project/Program/Performance Management
- Risk Management
- Root Cause Analysis
- Simulation Modeling Skills
- Statistical Process Control Concepts, Theory, Application
- Strategic Planning
- Team Work/Building Teams
- Total Productive Maintenance
- Total Quality Management Skills
- Toyota Lean-Kata
- Value Stream Mapping

HAZARDOUS MATERIALS

- Clean Room/Clean Lab Training
- Hazardous Chemicals and Cleaning
- Hazardous Materials
- Hazardous Waste and Cleaning

LITERACY SKILLS

- Vocational English as a Second Language
 - Basic English Language Skills
 - Writing/Reading/Language Comprehension

Literacy Skills training cannot exceed 45% of total training hours per trainee

MANUFACTURING SKILLS

- 3-D Printing Technology/Inspection
- Additive Manufacturing
- Advanced CNC Equipment Training and Programming
- Assembly/Production Processes/Procedures
- Blueprint Reading
- Cycle Time Management

- Electrical and Motor Drives/Electrical Power/Power Transmission
- Engineering Design/Design of Experiments
- Equipment Operations
- Failure Mode and Effects Analysis
- Fiber Optics
- Geometric Dimensioning and Tolerancing
- Good Manufacturing Practices
- HAAS Equipment Automation
- Industrial Combustion
- Industrial Hydraulics
- Inventory Management
- ISO Skills
- Laser Cutting
- Logistics and Shipping
- Machining Skills
- Maintenance/Preventative Maintenance Procedures
- Manufacturing and Assembly Practices
- Materials Processing/Material Resource Planning
- Mechanical and Fluid Systems
- Metal Stamping Press/Metalworking
- National Institute for Metalworking Skills Certification(s)
- Non-Destructive Testing
- Pneumatics
- Programmable Logic Control/Computer Numerical Control
- Prototyping
- Quality/Testing
- Shop Math
- Small Batch Manufacturing
- Smart Manufacturing
- Standard Work Skills
- Variable Frequency Drives
- Warehouse Operations/Distribution

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Productive Lab Hours

0 – 60

MANUFACTURING SKILLS (Ratio 1:1)

- 3-D Printing Technology/Inspection
- Additive Manufacturing
- Advanced CNC Equipment Training and Programming
- Assembly/Production Processes/Procedures
- Blueprint Reading
- Cycle Time Management
- Electrical and Motor Drives/Electrical Power/Power Transmission
- Engineering Design/Design of Experiments
- Equipment Operations

- Failure Mode and Effects Analysis
- Geometric Dimensioning and Tolerancing
- Good Manufacturing Practices
- HAAS Equipment Automation
- Industrial Combustion
- Industrial Hydraulics
- Inventory Management
- ISO Skills
- Laser Cutting
- Logistics and Shipping
- Machining Skills
- Maintenance/Preventative Maintenance Procedures
- Manufacturing and Assembly Practices
- Materials Processing/Material Resource Planning
- Mechanical and Fluid Systems
- Metal Stamping Press/Metalworking
- Pneumatics
- Programmable Logic Control/Computer Numerical Control
- Prototyping
- Quality/Testing
- Shop Math
- Small Batch Manufacturing
- Smart Manufacturing
- Standard Work Skills
- Variable Frequency Drives
- Warehouse Operations/Distribution

CBT Hours

0 – 60

MANUFACTURING SKILLS

- Blueprint Reading (1.5 hours)
- Blueprint for Success I (20 hours)
- Blueprint for Success II (20 hours)
- Cell Design and Pull Systems 161 (1.5 hours)
- Concepts of Calculus 31 (1.5 hours)
- Electrical Print Reading 261 (1.5 hours)
- Electrical Units 101 (1.5 hours)
- Ergonomics 102 (for new hires only) (1.5 hours)
- Geometry: Circles and Polygons 171 (1.5 hours)
- Geometry: Lines and Angles 151 (1.5 hours)
- Geometry: Triangles 161 (1.5 hours)
- Intro to Fluid Systems 100 (1.5 hours)
- Intro to OSHA 101 (new hires only) (1.5 hours)
- Intro to PLCs 200 (1.5 hours)
- Introduction to CAD and CAM for Machining 241 (1.5 hours)
- Introduction to Circuits 201 (1.5 hours)
- Introduction to Magnetism 211 (1.5 hours)
- Introduction to Mechanical Properties 111 (1.5 hours)
- Introduction to Physical Properties 101 (1.5 hours)

- Lean Manufacturing Overview 101 (1.5 hours)
- Logic and Line Diagrams 312 (1.5 hours)
- Manufacturing Process Applications: Part I 124 (1.5 hours)
- Manufacturing Process Applications: Part II 125 (1.5 hours)
- Metrics for Lean 231 (1.5 hours)
- Personal Protective Equipment 111 (new hires only) (1.5 hours)
- Relays, Contactors, and Motor Starters 201 (1.5 hours)
- SPC Overview 211 (1.5 hours)
- Symbols and Diagrams for Motors 311 (1.5 hours)
- The Forces of Fluid Power 110 (1.5 hours)
- Total Quality Management Overview 261 (1.5 hours)
- Trigonometry: Sine Bar Applications 221 (1.5 hours)
- Trigonometry: Sine, Cosine, Tangent 211 (1.5 hours)
- Trigonometry: The Pythagorean Theorem 201 (1.5 hours)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee and new hire training is capped at 260 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

A-Tech Consulting, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0456

Approval / Panel Meeting of: April 10, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Job Creation Initiative Retrainee	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: 28	U.S.: 28	Worldwide: 28
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$114,600

Total ETP Funding

\$46,670

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, Project Lead/Technicians, Supervisors/Managers, 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 Retrainee Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., PL-Comm'l. Skills	28	8-150	55	\$1,040	\$18.14
				Weighted Avg: 40			
2	SB<100 Job Creation Retrainee Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., PL-Comm'l. Skills	15	8-150	55	\$1,170	\$15.12
				Weighted Avg: 45			

Minimum Wage by County: Job Number 1: \$18.14/hr. in Orange

Job Number 2(Job Creation): \$15.12/hr. in Orange

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

Up to \$2.14 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$0.12 per hour in Job Number 2.

OVERVIEW

Year Company Founded:	2002	Company Headquarters: <input checked="" type="checkbox"/> Single location Orange
Facility location(s) where training will occur	<ul style="list-style-type: none"> Orange (Orange) 	
Nature of Business:	<ul style="list-style-type: none"> A-Tech Consulting, Inc. (A-Tech) is a full-service environmental consulting firm providing services to customers across Southern California with a 	

	concentration in Los Angeles, Orange, Riverside and San Diego Counties. The Company provides environmental consulting services, including asbestos inspections & surveys, lead inspections & surveys, mold inspections, smoke & soot assessments, infection control risk assessments, indoor air quality investigations and water/sewage testing.
Customer Base:	<ul style="list-style-type: none"> A-Tech's customers includes general contractors and abatement contractors in the construction industry, facilities managers for healthcare facilities, facilities managers for government agencies, facilities directors for school districts and property managers at multi-family properties.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> A-Tech is comprised of experienced state certified Project Lead/Technicians (Asbestos Consultants, Site Surveillance Technicians, Department of Public Health Inspector/Assessors, Certified Indoor Environmental Consultants, Certified Environmental Infection Control Consultants and Certified Mold Inspectors). The environmental consulting industry requires specific certifications for Project Lead Technicians. To remain competitive, staff must become properly certified. In addition, when staff procures additional certifications, they can provide new services, which in turn promotes company growth. The Company has grown rapidly over the last two years and is determined to promote from within and establish new leadership roles. A-Tech is promoting Technicians to Project Leads, and Administrative Staff to Supervisors/Manager positions.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Due to the industry certifications needed, A-Tech is implementing an in-house training program for staff. The main certifications required include Certified Site Surveillance Technician for asbestos inspection and Department of Public Health certifications for lead inspection. In addition, Project Lead/Technicians will also receive training to earn other certifications such as CIH, radon certification, CIEC, CEICC, NIOSH 582 certification and USP 797 certification. Thus, training will focus on Commercial Skills. In addition, A-Tech regularly purchases new environmental field equipment and software systems creating a need to train staff on equipment & software for each type of service provided. A-Tech's training is specific to each service offered and requires training centered on the utilization of
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	<p>microscopes, utilization of high and low-flow pumps, utilization of moisture meters, utilization of sampling tools, and process training for documenting field data into their proprietary Environmental Data Management system (Enviroshare).</p> <ul style="list-style-type: none"> Promoting staff from within requires additional training in Business and Computer Skills focused on Project Management training, Client Relationship training, Business Development/Sales & Marketing, Leadership training, and Sales CRM system 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
 ☒ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement	PL-Commercial Skills	

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	40 PL Hours per-trainee
	Occupations Receiving PL Training: Project Lead/Technicians
The PL instructor must be dedicated to training, at a ratio of 1:3.	
Ratio Higher than 1:1	<p>Trainees will be under constant trainer oversight while executing the required procedures. PL training is needed for all Project Lead/Technicians to learn how to conduct surveys, inspections, environmental assessments and particulate sampling with the use of specialized equipment that is best demonstrated at field work sites.</p> <p>Providing training at 1:3 ratio is most efficient because the Company provides all field work site training in small groups. This ensures that trainees learn procedures and technical processes in specialized equipment (acetone vaporizers, rotameters, ATP swab Ensure Luminometer) demonstrate a level of competence required to satisfy client requirements.</p> <p>Training will be provided at a trainer-to-trainee ratio of up to 1:3, depending on the type of equipment being used.</p>

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The CEO/Owner will oversee project administration and training implementation (coordinating and scheduling) with assistance from the Operations/Office Manager. The Company has a detailed training plan in place and is prepared to begin training upon approval.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> • Administration: The Operations/Office Manager will lead the day-to-day project administration. The Company has retained an administrative subcontractor to assist with project administration and uploading training hours into the ETP Tracking system. <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$3,900
Administrative	Training Funding Source	Seal Beach	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

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

8-150 Trainees may receive any of the following:

BUSINESS SKILLS

- Account Management
- Business Development/Sales & Marketing
- Client Relationships Training
- Coaching/Supervision Skills for New Supervisors/Managers
- Communication Training
- Conflict Management Training
- Financial Management/Accounting
- Leadership Training
- Monthly Reporting
- Personality Profile Assessment (DISC Assessment Tool) Training
- Product/Service Knowledge
- Project Management
- Time Management

COMMERCIAL SKILLS

- Air Quality and Permitting
- Asbestos Surveys, Abatement Oversight and Clearances
- Building Inspection
- Construction Project Management
- Contractor Supervisor certification
- Department Public Health Certification
- Indoor Air Quality Assessments, Respirable Particulate Sampling, Project Oversight
- Industrial Hygiene Techniques, Air Containment Assessments, Occupational Exposure Risk Assessments, Rodent Feces Assessments
- Infection Control Risk Assessments, Occupational Exposure Risk Assessments, Infection Control Monitoring
- Lead-Based Paint Surveys, Risk Assessments, HUD-Level XRF Inspections
- Lead Sampling
- Management Planner Certification
- Mold Air, Surface and Bulk Sampling, Mold and Moisture Assessments, Remediation Monitoring and Clearances
- Noise Monitoring, Hearing Protector Assessment, Customized Hear Conservation Programs
- Operations and Maintenance, Asbestos, Lead and Mold Awareness, Respirator Fit Testing
- Project Design
- Sewage and Bacteria Assessment, ATP Sampling, Decontamination Monitoring and Clearances
- Short and Long Term Radon Exposure Assessments, Radon Mitigation Design
- Silica Exposure Assessments, Written Exposure Control Plan, Personal Air Monitoring
- Site Surveillance to Observe & Survey Hazardous Materials
- Water Management Plans, Domestic Water Sampling, Legionella Testing

COMPUTER SKILLS

- Database Software (Sales CRM system, Enviroshare and Quickbooks)
- Digital Marketing (Development and Management, Google Analytics, SEO)
- Microsoft Office
- WordPress (Website Development)

CONTINUOUS IMPROVEMENT

- Goal setting
- Planning
- Process Improvement
- Quality Improvement
- Strategic Planning

PL Hours

0-40

COMMERCIAL SKILLS (Ratio 1:3)

- Asbestos Comprehensive and Limited Surveys, Abatement Oversight and Clearances
- Indoor Air Quality Assessments, Respirable Particulate Sampling, Project Oversight
- Industrial Hygiene Training, Techniques, Air Containment Assessments, Occupational Exposure Risk Assessments, Rodent Feces Assessments
- Infection Control Risk Assessments, Occupational Exposure Risk Assessments, Infection Control Monitoring
- Lead-Based Paint Surveys, Risk Assessments, HUD-Level XRF Inspections
- Mold Air, Surface and Bulk Sampling, Mold and Moisture Assessments, Remediation Monitoring and Clearances
- Noise Monitoring, Hearing Protector Assessment, Customized Hear Conservation Programs
- Operations and Maintenance Training, Asbestos, Lead and Mold Awareness Training, Respirator Fit Testing
- Sewage and Bacteria Assessment, ATP Sampling, Decontamination Monitoring and Clearances
- Short and Long Term Radon Exposure Assessments, Radon Mitigation Design
- Silica Exposure Assessments, Written Exposure Control Plan, Personal Air Monitoring
- Water Management Plans, Domestic Water Sampling, Legionella Testing

CBT Hours

0-55

COMMERCIAL SKILLS

- Computer Skill Development
 - Business Skills (4 hours)
 - Desktop Skills (3 hours)
 - Environmental, Safety and Health (3 hours)
 - IT Skills (2 hours)
- Lead Certification
 - Lesson One – Regulations (1 hour)
 - Lesson Two – Interim Controls (.5 hour)
 - Lesson Three – Abatement (1 hour)
 - Lesson Four – Radiation Safety/XRF Machines (1 hour)

- Lesson Five – Lead Inspections (1 hour)
- Lesson Six – Risk Assessments (1 hour)
- Lesson Seven – Clearance (1 hour)
- Lesson Eight – EBL Investigations (1 hour)
- Lesson Nine – Protecting Yourself (.5 hour)
- Radon Certification
 - Lesson One – Physics of Radon and RDP (2.5 hours)
 - Lesson Two – Radon Entry (3 hours)
 - Lesson Three – Device Deployment & Interpretation of Results (3 hours)
 - Lesson Four – QA / QC (2.5 hours)
 - Lesson Five - Measurement Devices (3 hours)
 - Lesson Six – Radon in Water (3 hours)
 - Lesson Seven – Radon Mitigation (3 hours)
- Sales CRM system
 - Develop your CRM: Admin Beginner (5 hours)
 - Automate Marketing (6 hours)
 - Explore with Analytics (4 hours)

<p>Note: Reimbursement for retraining is capped at 150 total training hours per trainee, regardless of the method of delivery.</p>
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AB118

Training Proposal for:

A-Z Bus Sales Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0802

Approval Date: May 1, 2019

ETP Regional Office: San Diego

Analyst: R. Swier

PROJECT PROFILE

Contract Attributes:	AB118 (Alt Funds) Priority Rate Retrainee	Industry Sector(s):	Services (G) Retail (44-45) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Sacramento, San Bernadino	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: 114	U.S.: 115	Worldwide: 115
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$69,822

Total ETP Funding

\$62,920

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Technician/Service/Parts, Administration, Managers, Sales

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. Comm Skills HazMat PL-Comm. Skills	110	8-200	0	\$572	\$17.70
				Weighted Avg: 22			

Minimum Wage by County: \$17.70 in Sacramento and San Bernardino Counties

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

Up to \$1.00 per hour may be used to meet the Post-Retention Wage for Job Number 1.

OVERVIEW

Year Company Founded:	1976	Company Headquarters: Colton
Facility Locations Outside CA	<ul style="list-style-type: none"> Hawaii 	
Total Number of Facility locations in California	2	
Facility location(s)	<ul style="list-style-type: none"> Colton, San Bernardino County Sacramento, Sacramento County 	

Facility Location(s) where training will occur:	Colton, San Bernardino County Sacramento, Sacramento County
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Nature of Business:	<ul style="list-style-type: none"> A-Z Bus Sales Inc. (A-Z) is a transportation sales dealer/distributor and provides financing for both new and pre-owned buses and vans. The employee-owned company also provides service, body, and paint for commercial and transit buses.
Customer Base:	<ul style="list-style-type: none"> School districts, municipalities, mass transit, and retirement homes

<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • The Company specializes in green alternative fuel products and recently added the Electric Blue Bird School bus to its offerings. • The first zero emissions electric-powered school buses came to California in fall 2018. • Many school districts in California are moving from low emissions to zero emission. • The Company is experiencing high demand for these buses; however, workers do not have necessary skills to service these new buses. • Due to a lack of qualified technicians, most servicing of Electric buses have to be outsourced out-of-state to the Original Equipment Manufacturer (OEM).
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • Proposed ETP funding will allow for A-Z to provide the necessary electric bus technology skills to Service Technicians and Sales. • Training will provide skills needed to repair and service electric bus fleets internally.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Continuous Improvement	Commercial Skills
HazMat		

Certified Safety Training	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	Up to 60 PL Hours per-trainee
	Occupations Receiving PL Training: Technicians/Service/Parts
The PL instructor must be dedicated to training, at a ratio of 1:3.	
	Production and/or production processes require a team of 3 workers.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: This project will be overseen by A-Z's Human Resources Director. Assistance will be provided by the Operations Director and the Service Managers at both training locations.
<ul style="list-style-type: none"> • Trainers: Training will be provided by both in-house subject-matter experts and vendors. <ul style="list-style-type: none"> ☒ In-house – Types of Training: Business Skills, Commercial Skills, Continuous Improvement, and Hazardous Materials ☒ Vendor – Types of Training by vendor: Commercial Skills
<ul style="list-style-type: none"> • Administration: The HR department will work with the Operations Manager and both Service Managers at each of the locations to schedule training and collect training rosters. The HR department will also upload the training rosters into the ETP tracking system. <ul style="list-style-type: none"> ☒ In-house ☐ Subcontractor

AB118

This proposal will be funded under the AB 118 Training. The AB 118 Program is administered by ETP in partnership with the California Energy Commission (CEC).

The overall goal of the AB 118 Program is to support a transition from petroleum-based transportation to alternative and renewable fuels and clean, low carbon vehicle technologies. There is no expenditure of Employment Training Tax funds for the AB 118 Program. Public entity employers are eligible to participate, such as city and county regional transit authorities.

Training is focused on job skills for a skilled workforce to produce and distribute new alternative fuels and design, construct, install, operate, service and maintain new fueling infrastructure and vehicles. The proposed training curriculum has been reviewed by the CEC.

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A		
Administration	N/A		
Training Vendors	Blue Bird Buses	Macon, GA	TBD

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Understanding of Electric Bus and Components for Zero-Emission Vehicles (ZEV)
- Properly Quote Invoice Repairs for ZEV
- Warranty Process for ZEV
- Service Writer for ZEV
- MAP Management System: Vital Factors for ZEV
- Time Management for ZEV
- Business Education & Training Analysis (BETA) for ZEV
- Sales Skills for Electric Bus Fleets for ZEV

COMMERCIAL SKILLS

- Basic Electrical for ZEV
- Advanced Electrical for ZEV
- Electric Air Conditioning for ZEV
- High Voltage for ZEV
- Batteries and Charging Systems for ZEV
- Electrical Motors for ZEV
- Safety for ZEV
- Smart Bus IT/Technology for ZE
- Chassis and Suspension for ZEV
- Brakes for ZEV
- Electronic Multiplexing
- Infrastructure on ZE
- Operations Training for ZE
- Driver Training for ZEV
- Pre-Delivery Inspection for ZEV
- Drive Train for ZE
- Long Term Testing and Metrics for ZEV
- Vantage System/ Blue Bird for ZEV
- Adomani / Cummins System for ZEV

CONTINUOUS IMPROVEMENT

- Lean Process for ZEV
- Process Improvement for ZEV

HAZARDOUS MATERIALS

- ZEV Batteries

Productive Lab Hours:

0-60

COMMERCIAL SKILLS

- Basic Electrical for ZEV
- Advanced Electrical for ZEV
- Electrical Air Conditioning for ZEV
- High Voltage for ZEV
- Batteries and Charging Systems
- Electrical Motors
- Safety for ZEV
- Smart Bus IT/Technology
- Chassis and Suspension
- Electric Brakes for ZEV
- Multiplexing for ZEV
- Infrastructure for ZEV
- Pre-Delivery Inspection for ZEV
- Electric Drive Train for ZEV
- Long Term Testing and Metrics for ZEV

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



RETRAINEE - JOB CREATION

Training Proposal for:

Bennett & Bennett, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0454

Approval/Panel Meeting of: March 26, 2019

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Priority Rate Job Creation Initiative Seasonal SET HUA Retrainee	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Kern, Kings, Stanislaus, 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: 121	U.S.: 121	Worldwide: 121
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$49,821

Total ETP Funding

\$12,740

Out-of-State Competition:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HUA Only:	Number of trainees in HUA location: 30
Occupations to be Trained:	Administrative Staff, Drafting Staff, Electrical Staff, Engineering Staff, Field Workers, Foremen, Project Managers, Pump/Well Staff, Sales Staff, Service/Field Technicians, 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	Priority SET Retrainee HUA	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, PL-Comm'l. Skills	17	8-200	0-100	\$390	\$13.28*
				Weighted Avg: 15			
2	Priority SET Job Creation HUA	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, PL-Comm'l. Skills	8	8-200	0-100	\$520	\$12.00*
				Weighted Avg: 20			
3	Priority SET Retrainee Seasonal HUA	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., OSHA 10/30, PL-Comm'l. Skills	5	8-200	0-100	\$390	\$13.28*
				Weighted Avg: 15			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. ETP Required Wage is the High Unemployment Area modified wage if trainees in Job Number are located in an HUA.

Minimum Wage by County: Job Numbers 1 and 3: \$13.28 per hour in Fresno, Kern, Kings, Stanislaus and Tulare Counties

Job Number 2: \$12.00 per hour in Fresno, Kern, Kings, Stanislaus and Tulare Counties

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

Up to \$1.28 per hour may be used to meet the Post-Retention Wage for Job Number 1.

OVERVIEW

Year Company Founded:	1929	Company Headquarters: <input checked="" type="checkbox"/> Lemoore
Total Number of Facility locations in California	6	

<i>Facility location(s) where training will occur</i>	<ul style="list-style-type: none"> • Lemoore, CA (Kings County) • Armona, CA (Kings County) • Selma, CA (Fresno County) • Bakersfield, CA (Kern County) • Escalon, CA (Stanislaus County) • Visalia, CA (Tulare County)
<i>Participating Affiliates & Respective Facility Location(s) where training will occur:</i>	<ul style="list-style-type: none"> • Bennett Pump, Inc. dba Bennett Water Systems Armona, CA (Kings County) • Bennett Environmental, Inc. Lemoore, CA (Kings County)
<i>Nature of Business:</i>	<ul style="list-style-type: none"> • Irrigation and Pumps for agriculture and livestock
<i>Customer Base:</i>	<ul style="list-style-type: none"> • Farmers • Dairies • Food Processing Companies
<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • New location in Escalon • Developed Green/Clean Operations (Digester System), which filters cattle gases into reusable energy. This system helps clean the air, filter water, and filter greenhouse gases caused by cattle. • Extended piping and irrigation services for farmers in the Central Valley • Expanded service location into the northern part of the Central Valley. • New software such as CAD/CAM and SolidWorks.

Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • Digester System requires extensive training for Engineers, Field Workers and Service/Field Technicians. It requires alterations to coincide with the farmer's needs. • New software including CAD/CAM and SolidWorks Training will support the Company's Digester System and upgraded machinery/processes for its irrigation and pump systems. • New employees require extensive training in the operation and maintenance of Digester Systems. • Cross-training current employees. The Company is promoting from within and offering current employees an opportunity to learn the additional systems they offer. In the last year, the Company has promoted five employees into Management positions and plans to promote more. • Changes in industry standards including machinery standards, State and Federal mandates and regulations.
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	<ul style="list-style-type: none"> Expanding services (Added irrigation, pumps, filter systems, and Digester System) and locations (Escalon).
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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	

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input type="checkbox"/> Certification Standards
	10 PL Hours per-trainee
	Occupations Receiving PL Training: Drafting Staff, Electrical Staff, Engineering Staff, Field Workers, Foremen, Pump/Well Staff, Service/Field Technicians
The PL instructor must be dedicated to training, at a ratio of 1:3.	
Ratio Higher than 1:1	Production and production processes require a team of three workers.

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or, <input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities;
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The following Modification(s) fall within Panel guidelines:

Seasonal Worker Program

Job Number	3
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These trainees qualify for a modified retention period (90 consecutive hours within 120 days, with up to three employers). Although the Seasonal Worker Program is funded under SET, regional wage standard applies.

Training Infrastructure & Administrative Plan

- **Project Oversight:**

Bennett has a detailed training plan in place and is ready to begin training upon approval. The Training and Safety Officer and the Production Manager will oversee project administration. Managers at each location will schedule training and gather rosters.
- **Trainers:**

☒ In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, OSHA 10/30 Skills
☐ Vendor – Types of Training by vendor:
- **Administration:**

☒ In-house
☐ Subcontractor

Repeat Contract

• Number Of Contracts in last 5 years:	1
• Training provided / focus in last Contract:	<ul style="list-style-type: none"> • Water conservation • Water usage efficiencies • Eco-friendly irrigation services
• Difference in Training Plan:	Expansion of services and locations, newly implemented software including CAD/CAM and Solidworks, additional equipment such as weather stations and soil probes, and new technology set up for dairy and cattle farmers (Digester System).
Need for Funding over Earned Amount:	<p>Because of the demand for the Company's new green technology, the digester system, Bennett has hired one additional engineer this month and is in the process of hiring additional staff. The system also requires extensive training hours for the engineers and service/field technicians.</p> <p>Bennett also opened a new location in Stanislaus County with plans to expand the location in the next year.</p>

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0289	Lemoore	11/23/16 - 11/22/18	\$73,200	\$12,679 (17%)

During the term of contract, the designated project administrator moved from the position. The Company failed to replace the administrator until eight months prior to end of contract. As a result, performance was low. The Company recognized the importance of training and where it made mistakes. For the new proposal, upper management selected a training team to ensure training occurs and hours are uploaded. Management is in full support of this proposal. Because the Training and Safety Officer's background is in education, he has promoted the importance of training, has a training plan in place, and understands the importance of completing the ETP rosters.

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	To Be Determined	To Be Determined	To Be Determined

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Customer Relations
- Inventory
- Labor Tracking
- Managing Jobs Efficiently
- Parts Tracking
- Sales
- Sub-Contractor Relations

COMMERCIAL SKILLS

- Assemble Tube and Shaft
- Back Hoe
- Bobcat
- Boom Truck
- Bull Dozer
- Combustibles
- Control Panels
- Crane
- Dendrometer
- Digester System
- Disassemble Tub and Shaft
- Excavator
- Filter Systems
- Flowmeter
- Forklift
- Gas Meters
- Generators
- Input/Output
- Interpreting Designs
- Irrigation
- Lab Sampling
- Logic Conditions
- Motorola Systems
- Organic Waste
- Pipeline
- Power Tools
- Prefabricated Product
- Pressure Switch/Solenoid
- Pressure Transducer
- Preventative Maintenance
- Pumps
- Raceway Management
- Respirators

- RF Antenna Input
- Rigging
- Sensors
- Servicing
- Sludge
- Soil Probes
- Tape Extraction Tool
- Tape Injection Tool
- Tractor
- Trencher
- Troubleshooting
- Valves
- Weather Stations
- Wiseconn System

COMPUTER SKILLS

- Android Applications
- Bluebeam Revu
- Computer-Aided Design
- Computer-Aided Manufacturing
- EnercalC
- Gantt Charts
- Human Machine Interface
- iOS Applications
- Irricad
- Microsoft Office (Intermediate/Advanced)
- Motorola Software
- Sage
- Sketchup
- Solidworks

CONTINUOUS IMPROVEMENT

- Evaluating
- Monitoring
- Problem Solving
- Project Management
- Quality Concepts
- Statistical Process Control
- Strategic Planning
- Team Building
- Time Management

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Productive Lab Hours

0-10

COMMERCIAL SKILLS (Ratio 1:3)

- Assemble Tube and Shaft
- Back Hoe
- Bobcat
- Boom Truck
- Bull Dozer
- Control Panels
- Crane
- Dendrometer
- Designing/Mapping
- Digester System
- Disassemble Tub and Shaft
- Excavator
- Filter Systems
- Flowmeter
- Forklift
- Gas Meters
- Generators
- Installations
- Irrigation
- Lab Sampling
- Logic Conditions
- Organic Waste
- Pipeline
- Prefabricated Product
- Pressure Switch/Solenoid
- Pressure Transducer
- Pumps
- RF Antenna Input
- Rigging
- Soil Probes
- Tape Extraction Tool
- Tape Injection Tool
- Tractor
- Trencher
- Trenching
- Valves
- Weather Stations
- Wiseconn System

CBT Hours

0-30

OSHA 30

- | | |
|------------------------------|---------|
| • Intro to OSHA | 2 hours |
| • Managing Safety and Health | 2 hours |
| • Focus Four Hazards | 6 hours |

• Personal Protective and Lifesaving Equipment	2 hours
• Health Hazards in Construction	2 hours
• Stairways and Ladders	1 hour
• Air Purifying Respirators (Optional)	1.5 hours
• Air Supplying Respirators (Optional)	1.25 hours
• Asbestos Awareness (Optional)	45 mins
• Compressed Gas Cylinders (Optional)	45 mins
• Concrete and Masonry	45 mins
• Confined Space Entry	1 hour
• Cranes, Derricks, Hoists, Elevators & Conveyors	30 mins
• Electrical Safety Part 2	1.5 hours
• Ergonomics	30 mins
• Fire Protection and Prevention	1 hour
• Materials Handling, Storage, Use & Disposal- Materials	1.25 hours
• Materials Handling, Storage, Use & Disposal- Hazard Communication	1.25 hours
• Powered Industrial Vehicles- Aerial Lifts	45 mins
• Powered Industrial Vehicles- Forklift Safety	2 hours
• Process Safety Management (Optional)	1.25 hours
• Safety and Health Programs- Lead Safety	45 mins
• Safety and Health Programs- Radiation Safety	1 hour
• Scaffolds	1 hour
• Steel Erection (Optional)	2 hours
• Tools Hand and Power	1.5 hours
• Welding and Cutting- Hot Work	30 mins
• Welding and Cutting- Welding Safety	1 hour

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

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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RETRAINEE - JOB CREATION

Training Proposal for:

Breeze IT, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0479

Approval / Panel Meeting of: June 17, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative SB <100	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: 11	U.S.: 11	Worldwide: 11
<u>Turnover Rate:</u>	4%		
<u>Managers/Supervisors:</u> (% of total trainees)	1%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$31,293

Total ETP Funding

\$15,210

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:	Help Desk, Sales Engineers, Supervisor/Manager, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills Computer Skills	11	8-200		\$1,170	\$18.14
				Weighted Avg: 45			
2	Job Creation Priority SB<100	Business Skills Computer Skills	2	8-200		\$1,170	\$15.12
				Weighted Avg: 45			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: 18.14/hr. Orange County Job Number 2: \$15.12/hr. in Orange County

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

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

OVERVIEW

Year Company Founded:	2010	Company Headquarters: <input checked="" type="checkbox"/> Single location Costa Mesa, CA
Facility location(s) where training will occur.	<ul style="list-style-type: none"> Costa Mesa (Orange) 	

Nature of Business:	Breeze IT is a managed IT services and solutions provider, certified by Microsoft, Lenovo, Hewlett Packard, Enterprise and Dell, assisting clients with: <ul style="list-style-type: none"> Help Desk Support Remote Monitoring and Management
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	<ul style="list-style-type: none"> • Cloud computing solutions • Hardware & Software Procurement • Virtualization
Customer Base	<ul style="list-style-type: none"> • Information Technology • Real Estate • Law /CPA offices • General Services • Insurance • Manufacturing
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • The threat of Ransomware has increased customers seeking protection to combat security threats. • To further support increased demands, Breeze IT will hire 2 new employees, a technical staff person and an Engineer, due to increasing demand for services. • Employees need to improve skills to keep up with new threats.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Computer skills will be offered to all occupations to ensure workers have the skills needed to do their job. Training will include help desk, phone systems, virtualization, cloud, hardware, and back up disaster recovery. Helpdesk staff will be trained on security products to defend cyber threats and ransomware clients may face. Sales Engineers need computer software training in order to provide quotes, sell solutions, and design proposals to clients. Supervisors/Managers will need managerial software training to manage and organize staff workflow. • Business Skills training will enable workers to interact effectively with clients and help Sales Engineers acquire/sign new clients.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Computer Skills	Business Skills	
Job Creation Justification		<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.

<ul style="list-style-type: none"> • Project Oversight: The Company's Vice President will administer this project with the assistance of the Chief Technology Officer and Senior Network Engineer. Breeze IT is prepared to start training upon approval
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Computer and Business. <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> • Administration: The Company's Vice President and staff members will administer the project with the assistance of an Administrative Contractor. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$900
Administrative	Training Funding Source	Seal Beach, CA	13% of earned funds
Training Vendors	TBD		

Exhibit B: Menu Curriculum**Class/Lab**
8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Acquisition / Sales
- Customer Interaction/Quality Control
- Office Equipment Operations
- Proposal Procedures
- Standard Business Operating Procedures
- Workplace Privacy

COMPUTER SKILLS

- Backup Disaster Recovery (BDR) Systems
- Cloud
- Databases
- Email Providers and Services
- File Sharing
- Hardware – Configuration and Troubleshooting
- Help Desk Procedures
- Networking
- Powershell Scripting
- Product/Service Knowledge
- Software – Configuration, Use and Troubleshooting
- Storage Solutions (SAN, NAS, etc)
- Security Products (AV, Encryption, etc)
- Servers – Loading, Configuring, and Troubleshooting
- Service Standards and Technical Operating Procedures
- Surveillance
- Telephony and Paging
- Uninterruptible Power Supply (UPS)
- Wiring
- Virtualization
- Website Hosting
- Workstations - Loading, Configuring, and Troubleshooting

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



Training Proposal for:
Calpipe Industries, LLC
Contract Number: ET19-0480

Approval / Panel Meeting of: June 17, 2019

ETP Regional Office: North Hollywood

Analyst: M. Paccereilli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Ventura, 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: 128	U.S.: 177	Worldwide: 177	
<u>Turnover Rate:</u>	0%			
<u>Managers/Supervisors:</u> (% of total trainees)	5%			

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$104,500

Total ETP Funding
\$70,840

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., Hazardous Materials, Manufacturing Skills, Literacy Skills, PL-Mfg. Skills	96	8-200	0-10	\$644	\$13.28
				Weighted Avg: 28			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$13.28 in Santa Paula (Ventura County) and \$13.92 in Compton/Rancho Dominguez (Los Angeles County)

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production Staff		67
Administrative Staff		23
Manager/Supervisor		6

INTRODUCTION

Founded in 1995, and headquartered in Rancho Dominguez, Calpipe Industries, Inc. (Calpipe) (www.calpipebollards.com) is a manufacturer of conduit products for corrosive environments and bollards for security applications. Calpipe manufactures four product lines - Calconduit, Calbollards, Calbond, and Calbrite. The Company also has facilities in Santa Paula and Illinois.

Calpipe was acquired by Atkore International Group Inc. (Atkore) in 2017, but has continued operating at its current locations under its flagship name. In this proposal, training will target incumbent workers at its California manufacturing facilities in Rancho Dominguez and Santa Paula. These facilities manufacture a complete line of PVC coated conduit, fittings, and accessories for the protection of electrical products used in highly corrosive environments; and a large selection of bollards for security, architectural, and landscaping installations.

Veterans Program

Calpipe actively recruits Veterans through career fairs and employee referrals. However, this project will not include a Veterans training component.

PROJECT DETAILS

This will be Calpipe's second ETP contract, the second in the last five years. In the first Contract, Calpipe was highly focused on Job Creation trainees to fully operate its new manufacturing facility in Santa Paula. This project also includes training of incumbent workers in skills needed to increase company profitability and customer satisfaction. This proposal will include incumbent workers from the Santa Paula facility and Rancho Dominguez/Compton facilities.

With the recent acquisition of Calpipe, the Company needs training in Atkore's procedures and processes which will be the main focus of this new proposal. In addition, some training was not provided in the first contract as the Company transitioned under new ownership. That training will be included in the new proposal.

With out-of-state competitors holding a large market share of the industry, Calpipe must also increase efficiency and improve employee skills throughout the Company to remain competitive.

Training Plan

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

Manufacturing Skills: Training will be offered to Production Staff, Managers, and Supervisors. A significant amount of training will focus on good manufacturing practices and equipment operations in an effort to reduce order rework, improve cost and product quality, and increase customer satisfaction.

Business Skills: Training will be offered to all occupations in a wide range of sales/marketing tools, customer solutions, content development, network/traffic quality and other strategic skills. Training will also help employees learn the Company's new and enhanced product and service offerings.

Computer Skills: Training will be offered all occupations. Training topics include Manufacturing Resource Planning (MRP), Enterprise Resource Planning (ERP), Advanced and Intermediate Microsoft Office and other software applications. Training will facilitate the transfer of computerized data and upgrade employee skillsets.

Continuous Improvement: Training will be offered to all occupations and will focus on internal business systems and functionality. The goal is to create a more efficient business environment, improve quality and delivery times, and reduce waste.

Hazardous Materials: Training will be provided to Production Staff on safe handling of hazardous materials.

Literacy Skills: Training will be offered to Administrative and Production Staff to improve their technical proficiency, upgrade their workplace English skills, and to assist them in working more independently.

Productive Laboratory

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

Calpipe requests PL training for 40 Production staff with a trainer-to-trainee ratio of 1:1. Training in Calpipe's production processes and equipment operation are too costly to replicate in a simulated setting. Each trainee will receive up to 20 PL hours for incumbent trainees during cross-training and up to 40 PL hours for newly hired employees or those reassigned to new positions in production. Training will be specific to the type of equipment and/or process to ensure trainees receive a broader understanding of the entire manufacturing process.

PL trainers are in-house subject matter experts who are exclusively dedicated to instruction for the entire reported training time. Trainers will be responsible for directing the operations and instructions as well as coaching, mentoring, and evaluating trainees as work is performed.

Commitment to Training

Calpipe's current training budget is approximately \$20,000 per facility and covers new-hire orientation, sexual harassment prevention, OSHA-mandated training and on-the-job training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Human Resources Department will coordinate training and ensure proper record keeping procedures are in place. The Human Resources Generalist will oversee the overall administration of the project. Training will be delivered by in-house staff who are subject matter experts and training vendors acquired during the training period. Calpipe has a detailed training schedule in place and is ready to begin training upon Panel approval.

High Unemployment Area

All trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Santa Paula (Ventura County) and Rancho Dominguez/Compton (Los Angeles County) qualify for HUA status under these standards. Company representatives indicate this wage modification impacts approximately 35 trainees.

➤ 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. Calpipe requests wage modification for trainees in Job Number 1 from \$17.70 to \$13.28 in Ventura County and \$18.56 to \$13.92 in Los Angeles County.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0322	Rancho Dominguez, Santa Paula	12/31/15 – 12/30/17	\$99,900	\$70,986 (71%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS




To Be Determined

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







8-200

Trainees may receive any of the following:


MANUFACTURING SKILLS

-  Good Manufacturing Practices
-  Machine/Equipment Operation
-  Production Processes






CONTINUOUS IMPROVEMENT

-  Lean
-  Kaizen
-  Six Sigma
-  5S
-  Process Improvement
-  Project Management
-  Frontline Leadership
-  Coaching & Mentoring


BUSINESS SKILLS

-  Sales/Marketing Tools
-  Communication Skills
- Customer Solutions
-  Content Development
-  Network/Traffic Quality
-  Strategic Skills


COMPUTER SKILLS

-  Manufacturing Resource Planning (MRP)
-  Enterprise Resource Planning (ERP)
-  Project Management Software
-  Microsoft Office (Advanced & Intermediate)
-  Software Applications

HAZARDOUS MATERIALS

-  Hazardous Materials Handling



LITERACY SKILLS

-  Vocational English as a Second Language

Productive Lab Hours

0 - 40

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

-  Good Manufacturing Practices
-  Machine/Equipment Operation

CBT Hours

0 – 10

BUSINESS SKILLS

-  Time Management (1)
-  Customer Service (1)

COMPUTER SKILLS

 Microsoft Excel (8)

Literacy Training cannot exceed 45% of total training hours per-trainee

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



Training Proposal for:
Cannon Building Services, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0472

Approval / Panel Meeting of: May 31, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Retrainee SET	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange and 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: 38	U.S.: 38	Worldwide: 38	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$45,500

Total ETP Funding

\$39,520

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:	Field Installation, Project Engineer, Administrative Staff, Supervisors/Managers, 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 Retrainee Priority SET	Business Skills Comm Skills Computer Skills Continuous Impr. HAZWOPER OSHA 10/30	38	08-60	0-60	\$1,040	\$24.13
				Weighted Avg: 40			

Minimum Wage by County: Job Number 1: \$24.13/hr. SET Priority Wage

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

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

OVERVIEW

Year Company Founded:	1994	Company Headquarters: <input type="checkbox"/> Single location Placentia, CA
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Placentia (Orange) San Diego (San Diego) 	

Nature of Business:	<ul style="list-style-type: none"> Cannon Building Services, Inc. (CBS) is a general contracting construction and engineering company that designs, manages, and constructs projects of all sizes and complexities with a particular expertise in successfully executing plant shutdowns and turnarounds for life science, biotech and pharmaceutical companies. CBS crews work 24-hours a day until critical plant turnarounds are complete. The Company is recognized for its
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	expertise in cleanroom, healthcare center, and lab facility renovation/construction.
Customer Base:	<ul style="list-style-type: none"> CBS collaborates with building owners, architects, engineers and end-users to bring construction innovation to every project. The Company specializes in design/build projects for its three core markets of life science, healthcare, and commercial/Industrial companies. The Company's customer base includes life science, biotech and pharmaceutical companies in California including: Allergan, Edwards Lifesciences, Gilead Sciences, and Quest Diagnostics.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> CBS has experienced steady growth over the last two years in both the size and type of projects it manages. To address the challenges of managing its growth, the Company has increased its workforce, invested in new software technology, and implemented new processes and procedures to ensure the ability to maintain a consistent product that meets clients' needs.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> As the size and complexity of CBS's projects have grown the Company needs to increase production and efficiency on each project. CBS's plan to remain competitive is to implement new software technology in all aspects of the business and train all departments to fully utilize each new platform for their specific role at the Company. The new and updated software technology will allow the Company to manage projects more efficiently with real-time data and mobility in the field which will allow them to complete additional projects on time. All staff will receive Computer Skills training focused on new software technology related to Project Management, Accounting, Document Management, Estimating and Design software. CBS also plans to remain competitive by implementing new processes and procedures across the Company and train all departments on how the changes will affect their specific role. CBS is currently overhauling its procedures manual in conjunction with an update to its online training portal to provide additional training materials to ease communication, aid in teamwork and documentation between CBS staff, building owners, subcontractors, and design consultants which will increase production and efficiencies. All staff will receive Business Skills & Continuous Improvement training focused on Coaching & Communication Skills,
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	Leadership Skills, Lean Operations and Process & Productivity Improvement.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☒ E-Learning
 ☒ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement		

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input checked="" type="checkbox"/> HAZWOPER <input type="checkbox"/> Hazardous Materials (HAZMAT)
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Chief Financial Officer (CFO) will oversee project administration and training implementation (coordinating and scheduling) with assistance from CBS Administrative Staff. The CBS President has identified this project as a high priority for the Company with Supervisors/Managers being evaluated by their ability to meet projected training outcomes and goals. The Company has a detailed training plan in place and is prepared to begin training upon approval.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills and Continuous Improvement <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> Administration: The CFO will lead the day-to-day project administration with assistance from CBS Administrative Staff. The CFO based in Placentia will coordinate training between the two locations with assistance of Supervisors/Managers at Placentia and San Diego. The San Diego office will have a lead Supervisor/Manager to determine which trainees need training, schedule training, and select the trainer. There will be a designated staff at each training location to help facilitate training. The

Company has retained an administrative subcontractor to assist with project administration and uploading training hours into the ETP Tracking system.

- ☒ In-house
- ☒ Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

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	N/A	N/A

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Coaching and Communication Skills
- Conflict Management
- Contracts Management and Compliance
- Customer Satisfaction
- Key Concepts of Planning & Strategy Development
- Leadership Skills Training
- Performance Management

COMMERCIAL SKILLS

- Budgeting
- Change Order Process
- Construction Procedures
- Design-Build Method (Design Build Institute of America)
- Equipment and Tool Operations
- Estimating/Bids
- Field Operational Procedures
- General Construction/Worksite Procedures
- Installation Procedures
- Job Costing
- LEAN (Improve performance by systematically removing waste and reducing variation) Certification
- LEED (Leadership in Energy and Environmental Design)
- Product Knowledge/Universal Design
- Project Closeout/Commissioning
- Site Logistics for Materials, Equipment & Workforce
- Standard Operating Procedures
- Training to Identify, Manage & Evaluate Subcontractors
- Understanding Building Plan Drawings
- Understanding Costs, Risks & Coverage of Commercial Insurance
- Zero Punch List

COMPUTER SKILLS

- Accounting Software
- Adobe Acrobat
- BidMail
- Bluebeam
- Construction Procedures Software
- Customer Relationship Management
- Design Software
- Digital Job Documents Management
- Document Management Software
- Email Marketing (Constant Contact)
- Estimating Software
- Job Cost Management Software
- Web Analytics Marketing Tool (LeadLander)
- Microsoft Office (Intermediate/Advanced)

- Payroll/HR Software
- Project Management Software
- Project Reporting Software
- Salesforce.com
- Time Tracking Software

CONTINUOUS IMPROVEMENT

- Lean Operations
- Process & Productivity Improvement
- Team Building/ Problem Solving

HAZWOPER

- OSHA 40

OSHA 10/30

- OSHA 10
- OSHA 30

CBT Hours

0-60

Trainees may receive any of the following:

HAZWOPER

- OSHA 40 (40)

OSHA 10/30

- OSHA 10 (10)
- OSHA 30 (30)

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.
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RETRAINEE - JOB CREATION

Training Proposal for:

ESL Power Systems, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0455

Approval/Panel Meeting of: March 27, 2019

ETP Regional Office: San Diego

Analyst: H.Bernard

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:	Riverside	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 80	U.S.: 80	Worldwide: 80
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$58,550

Total ETP Funding

\$51,090

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:	Production Staff, Engineering Staff, Technical Staff, Services Staff, Sales Staff, Administrative Staff, Supervisor/Manager

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills, Comm'l. Skills, Cont. Imp., Computer Skills, Mfg. Skills, Mgmt. Skills, PL-Mfg. Skills	80	8 - 200	0	\$598	\$17.70
				Weighted Avg: 23			
2	Retrainee Job Creation Priority SB<100	Business Skills, Comm'l. Skills, Cont. Imp., Computer Skills, Mfg. Skills, PL-Mfg. Skills	5	8 - 200	0	\$650	*\$14.48
				Weighted Avg: 25			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail

Minimum Wage by County: Job Number 1: \$17.70/hr. in Riverside County

Job Number 2(Job Creation): \$14.48/hr. in Riverside County

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 and up to \$2.48 in Job Number 2.

OVERVIEW

Year Company Founded:	1990	Company Headquarters: <input checked="" type="checkbox"/> Single location Corona
Facility location(s) where training will occur	<ul style="list-style-type: none"> Corona (Riverside County) 	
Nature of Business:	<ul style="list-style-type: none"> The Company designs and manufactures the following: <ul style="list-style-type: none"> Ship-to-shore power connection equipment 	

	<ul style="list-style-type: none"> ○ Manual transfer switches for emergency power ○ Company switches for set stage applications ○ Shipyard power distribution equipment ○ Wayside power connection applications
Customer Base:	<ul style="list-style-type: none"> • Shipping Industry • Trucking Industry • Power for the Entertainment Industry • Emergency Power for all industries including hospitals, schools and banks
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • ESL Power Systems, Inc. (ESL) has recently purchased a new Quality Management Software System which is currently being implemented. • The Company purchased a new Robotic Welder and implemented new products, the Q-Module and the MIL-C. The Q-Module is used to power a refrigerated container on a ship, or a container on a truck while it is docked. The MIL-C is used for Navy and Coast Guard ships docked and allows them to power up. These products were in research and development between 1.5- 3 years. As a result, ESL has expanded its customer base created by a new production line for MIL-C.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Companywide training will be provided on the new Quality Management Software System. • Training will be provided on new equipment and production processes. • Ongoing training will occur on Lean Manufacturing Training. This training will build upon Lean training that was provided in a previous contract but will advance the Company's goals for manufacturing efficiency. For instance, moving from the 5S methodology to 6s and Six Sigma. ESL will also be training in other Lean methodologies including Just In time, Kanban and Quality Maintenance. • ESL will also be providing training for its management staff on developing the coaching and management skills of its leadership team. This training will allow the Managers to establish robust procedures and processes in key functional areas such as Human Resources, Finance, Sales and Marketing.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Commercial Skills	Business Skills	Computer Skills
Management Skills	Continuous Improvement	Manufacturing Skills

Productive Laboratory	Justification:
	<input type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	24 PL Hours per-trainee
	Occupations Receiving PL Training: Production and Engineering 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 a new production shift
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Temp-to-Perm

Average days to convert temporary workers to full time permanent employment.	60-90 days
Employer-paid healthcare premiums while on temporary status.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Director of Continuous Improvement will oversee project administration with assistance from the Administrative Assistant. ESL is prepared to start training upon project approval.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, Management, Manufacturing and PL - Manufacturing Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> Administration: The Director of Continuous Improvement and the Administrative Assistant will administer the project with assistance from an Administrative Subcontractor. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

• Number Of Contracts in last 5 years:	1
• Training provided / focus in last Contract:	<ul style="list-style-type: none"> Lean Manufacturing Skills Internal procedures and improved production efficiencies
• Difference in Training Plan:	This project will build on some of the skills of the last project, including Lean Manufacturing. No trainees in this project will receive duplicative training. Further, this training plan will focus on new equipment and production procedures as well as new Quality Management Software System as discussed above.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0274	Corona	10/22/16 - 10/21/18	\$42,978	\$38,591 (90%)

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$2,900
Administrative	Training Funding Source	Seal Beach	13% of payment earned
Training Vendors	To Be Determined		

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

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

COMMERCIAL SKILLS

- Product Education
- Competitor Education

COMPUTER SKILLS

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

CONTINUOUS IMPROVEMENT

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

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Supervisory Skills
- Transition Skills

MANUFACTURING SKILLS

- Control Charts
- Design of Experiments
- Dozuki
- Daily Status Package/Operational Strategy Execution
- Equipment Operation, Maintenance & Troubleshooting

- Good Manufacturing Processes
- Inspection Techniques
- Inspection Tool Selection and Care
- Quality Assurance Equipment
- Smart Technology
- Underwriters Lab Certification

Productive Lab Hours

0 – 24

MANUFACTURING SKILLS (Ratio 1:1)

- Good Manufacturing Processes
- Equipment Operation, Maintenance & Troubleshooting

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

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



**Training Proposal for:
Glazing Concepts, Inc.**

Delegation \leq \$75,000 Single Employer

ET19-0430

Approval Date: March 26, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

CONTRACTOR www.glazingconceptsinc.com

- Type of Industry: Manufacturing (E)
Priority Industry: ☒ Yes ☐ No
- Number of Full-Time Employees ☒ **Small Business**
 - California: 53
 - Worldwide: 53
 - Number to be trained: 58
- Small Business Only:
Owner ☐ Yes ☒ No
- Out-of-State Competition: ☒ Yes ☐ No
- Special Employment Training (SET): ☐ Yes ☒ No
- High Unemployment Area (HUA): ☐ Yes ☒ No
- Turnover Rate: 15%
- Repeat Contractor: ☒ Yes ☐ No

FUNDING

- Requested Amount: \$55,900
- In-Kind Contribution: \$50,443

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	ETP Required Wage*
				Class / Lab	CBT		
1	SB<100 Retrainee	Business Skills Commercial Skills Computer Skills PL-Comm Skills PL-Computer Skills OSHA 10/30	52	8-60 Weighted Avg: 35	0	\$910	\$17.70
2	SB<100 Job Creation Initiative Retrainee	Business Skills Commercial Skills Computer Skills PL-Comm Skills PL-Computer Skills OSHA 10/30	6	08-60 Weighted Avg: 55	0	\$1,430	\$14.48

*It will be made a condition of contract that trainees will never be paid less than the statewide or local minimum wage rate in effect at the end of retention regardless of wage expressed in this table & Contract.

- Reimbursement Rate: Job #'s 1 & 2: \$26 Priority/ Program Initiatives
- County(ies): Riverside
- Occupations to be Trained: Administrative Staff, Supervisors, Field Staff, Shop Staff, Management I, Management II
- Union Representation for Trainees: ☐ Yes ☒ No
- Health Benefits: (Employer Paid to Meet ETP Wage) ☐ No ☒ Yes
Up to \$2.50/hr (Job 1) and \$1.48/hr (Job 2) may be included to meet ETP Required Wage.

OVERVIEW

Year Company Founded:	2000	Company Headquarters: <input checked="" type="checkbox"/> Single location Corona
Facility location(s) where training will occur		<ul style="list-style-type: none"> Corona (Riverside)

Nature of Business	<ul style="list-style-type: none"> Glazing Concepts, Inc. (Glazing Concepts) is a full service commercial glass manufacturer and glass installer contractor. The Company offers specialized services and products including custom glass interior walls and doors, custom glass exterior walls and windows, automatic glass entry doors, glass stair guardrails and glass storefront installation.
Customer Base:	<ul style="list-style-type: none"> The majority of the Company's customer base include businesses, which require the specialized service of commercial glass design, glass manufacturing, and glass installation. The Company performs jobs of all sizes with the majority of projects concentrated on hotels, big box retailers, office buildings, and industrial buildings.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> A combination of industry changes and customer demands are creating the need for training. Starting in 2019 the industry is recommending all Architectural Glass and Metal Contractors participate in the North American Contractor Certification (NACC) program in order to submit competitive bids. As its customer base grows, each clients' project has unique design, glass manufacturing, and glass installation needs which creates a need for specialized training.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Increase production efficiency and product quality. Increase amount of successful bids to increase sales and gain market share. The training associated with quality finished projects can be measured by staff obtaining the new NACC. The NACC is intended to provide certification recognition as a means of creating a baseline for competency, business practices, and adherence to industry-accepted guidelines for glazing
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	<p>contractors participating in the program. While participation in the NACC program will be offered company-wide; Shop Staff, Field Staff and Supervisors will require the most training in order to earn the new certification.</p> <ul style="list-style-type: none"> In order to increase the quality of finished projects, the Company has built a new simulated lab training area at its headquarters that will enable staff to receive hands-on training related to the installation of glass products. Shop Staff and Field Staff will receive training focused on Commercial Skills which includes Fabrication and Installation Skills, Equipment Operation, Sealant Systems, and Quality Improvement.
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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
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Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	24 PL Hours per-trainee
	Occupations Receiving PL Training: Field Staff, Shop Staff and Supervisors
In order to increase the quality of finished projects Glazing Concepts will include PL training for training sessions that cannot be simulated in their lab and are better suited to be delivered in the field. The PL instructor is dedicated to training, at a ratio of 1:3. Training will be provided at a trainer-to-trainee ratio of up to 1:3, depending on the type of equipment being used. The 1:3 ratio for machinery training will eliminate the need to disassemble equipment multiple times.	

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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Modifications from Standard

<input checked="" type="checkbox"/> Weighted Average Hours over 45	55 Hours (Job 2: Job Creation)
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Newly hired Administrative Staff (Sales Staff) need more than 45 weighted average training hours to effectively train for a newly created sales department. The Company has a significant amount of training developed for its newly hired workers that must be delivered in order for sales staff to be effective and increase sales for the organization.

<i>Training Infrastructure & Administrative Plan</i>	<ul style="list-style-type: none"> • Coordination of Training (Oversight): The Financial Controller will oversee the project administration and training implementation (coordinating and scheduling) with assistance from the Human Resources Manager. The company has a detailed training plan in place that has been improved/refined based on the prior ETP project and the Company is prepared to begin training upon approval. • Trainers: Training will be delivered by in-house expert and vendors as needed. • Administrative Duties: The Financial Controller and Human Resources Manager will work together with Supervisors to schedule all Class/Lab & PL training. Field Staff and Shop Staff will be notified via Outlook of all training dates and times. Supervisors will take the lead on collecting training rosters and submitting them to the Human Resources Manager. Glazing Concepts has retained an administrative subcontractor to assist with project administration and uploading training hours into the ETP Tracking system.
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Repeat Contract

• Number of Contracts in last 5 years:	1
• Training provided / focus in last Contract:	Training provided in the prior Contract mainly focused on Business Skills and OSHA 10/30. Training was provided to the Company's Administrative Staff in topics ranging from Project Management, Payroll Systems, and Job Invoicing. The OSHA 10/30 training was mainly for the Field Staff, Shop Staff and Supervisors that regularly performed glass manufacturing and glass installing.
• Difference in new Training Plan:	This training project will focus on Commercial Skills training with an emphasis on NACC Training and Fabrication Skills, Installation Skills, and Equipment Operation in the Company's new simulated lab area. In

	addition, the Company has created a new sales department to increase sales and provide additional customer service. The Administrative Staff in the new sales department must be trained in Product Knowledge, Customer Service, Sales/Marketing Skills and the Salesforce.com platform to be effective in their jobs.
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Prior Projects

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0238	Corona	09/27/16 – 09/26/18	\$30,186	\$28,715 (95%)

RECOMMENDATION

Staff recommends approval of this proposal and modifications

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
• Development	Welsh Advisors	Anaheim, CA	\$5,900
• Administrative	Welsh Advisors	Anaheim, CA	Not to exceed 13% of payment earned
• Training Vendors	To Be Determined	N/A	N/A

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

8 - 60 Trainees may receive any of the following:

BUSINESS SKILLS

- Project Management
- Payroll Services
- Invoicing Process
- Vendor Requirement Management
- Lien Management
- Leadership Skills
- Product Knowledge
- Customer Service Skills
- Sales and Marketing Skills

COMMERCIAL SKILLS

- Fabrication Skills
- Installation Skills
- Equipment Operation
- Sealant Systems
- General Safety Training
- Quality Improvement
- NACC Certification

COMPUTER SKILLS

- AutoCAD
- Bluebeam
- Amcheck Payroll System
- Procontractor
- Microsoft Excel Intermediate
- Salesforce Platform

OSHA 10/30

- OSHA 10
- OSHA 30

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

PL Hours (1:3 Ratio)

0 - 24 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Fabrication Skills
- Installation Skills
- Equipment Operation
- Sealant Systems

COMPUTER SKILLS

- AutoCAD
- Bluebeam
- Procontractor
- Salesforce Platform

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Critical Proposal Proposal for:

Graham Packaging PET Technologies, Inc.

Contract Number: ET19-0468

Approved via Delegation Order May 17, 2019

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Critical Proposal Priority Rate Retrainee Job Creation Initiative HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Stanislaus	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 144	U.S.: 3,500	Worldwide: 7,000
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	4%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$155,366

Total ETP Funding
\$81,120

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate Critical Proposal	Mfg Skills, PL - Mfg. Skills	38	8-200	0	\$1,560	\$17.70
				Weighted Avg: 60			
2	Retrainee Priority Rate Job Creation Initiative Critical Proposal	Mfg Skills, PL - Mfg. Skills	12	8-200	0	\$1,820	\$14.48
				Weighted Avg: 70			

Minimum Wage by County:**Job Number 1 (Retrainees):** \$17.70 per hour for Stanislaus County.**Job Number 2 (Job Creation):** \$14.48 per hour for Stanislaus County.**Health Benefits:** ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.**Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No ☐ Maybe

Up to \$2.23 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 (Retrainees)		
Operator		12
Maintenance Staff		11
Packaging Staff		12
Quality Inspector		1
Manager		2
Job Number 2 (Job Creation)		
Operator		6
Packaging Staff		6

Critical Proposal

Graham Packaging PET Technologies, Inc. (Graham Packaging) is designated as a “Critical Proposal” recommended by GoBiz, as defined in Title 22, California Code of Regulations (CCR) 4402.2. The Company is expanding its Modesto facility and seeks funding to train on its new

state-of-the-art blow molding production line. Training under this proposal will provide new and existing staff with extensive training on production methods.

INTRODUCTION

Founded in 1983 and headquartered in Lancaster, Pennsylvania, Graham Packaging (www.grahampackaging.com) manufactures rigid plastic packaging for food and beverage distributors worldwide. Training under this proposal will be for its Modesto location. This is Graham Packaging's first ETP project.

Veterans Program

Although there is not a Veterans component in this proposal, Graham Packaging works with the Employment Development Department to present employment opportunities for veterans.

PROJECT DETAILS

Due to a growth in market demands, Graham Packaging is expanding its production capacity. The Company will be installing a highly advanced, fully integrated blow molding production line in its Modesto facility. The Company has invested \$9.2 million in new state-of-the-art equipment and system upgrades including power system upgrades, new matrix blow molding equipment, and new conveyors. Training under this proposal will enable the Company to manufacture a wider range of bottle types and expand the Company's manufacturing production capability while increasing operation efficiencies and improving quality control. The Company has developed an extensive training plan with multiple phases to ensure production outcomes are successful.

Training will also focus on upgrading process development skills for its new and existing employees. Training will encompass skills needed from the start of the production process, including the handling of specialized materials, to the finished goods. Training will be ongoing and will ensure staff are properly trained as new equipment is installed.

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.

Graham Packaging is expanding its Modesto facility by adding a new blow molding production line. In order to support the new line, the Company has committed to hiring 12 new Operators and Packaging Staff (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

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

Manufacturing Skills: Training will be offered to all occupations. Training will focus on new production processes and handling of specialized materials for bottling. Training topics include Downline and Palletizer Control Systems, Sidel Matrix Electrical Control System and Mould Change.

Productive Laboratory

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

Graham Packaging will train Operators, Maintenance Staff, Packaging Staff, Quality Inspectors, and Managers on new manufacturing equipment operations. Since factory equipment cannot be reproduced in a classroom setting, PL training is necessary to ensure safety and production standards are being met. This training will be provided at a much slower pace than regular production with significantly higher defects as trainees gain proficiency. A 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 with up to a 1:4 trainer-to-trainee ratio as trainees typically work in groups of four when assigned to a machine. PL training is approximately 60 hours per trainee.

Commitment to Training

The Company invests over \$100k annually for training which includes compliance and internal company policies. 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

Graham Packaging has a detailed training schedule in place and training is set to start the first week of June. The Plant Manager and HR Manager will coordinate all training efforts. Additionally, the Company has hired a third-party administrator with extensive ETP administration experience to work closely with staff to complete the project successfully. Training will be delivered by internal experts and vendors when necessary.

High Unemployment Area

All trainees in Job Number 1 and 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 County are in an HUA.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. However, the Company is not requesting a wage modification.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Atlas Insight, LLC in Pipersville, PA assisted with development of this proposal for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

Atlas Insight, LLC will also perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

MANUFACTURING SKILLS

- ✚ Downline and Palletizer Control Systems
- ✚ Human Machine Interface (HMI) Application
- ✚ Machine Run Off and Acceptance Training
- ✚ Machine Operation and Maintenance
- ✚ Mould Change
- ✚ Packaging
- ✚ Programming Production Controls
- ✚ Sidel Matrix Electrical Control System
 - Machine Segments
 - Machine Usage and Programming
 - Specialized Control Systems
- ✚ Speed Variations
- ✚ Train-the-Trainer
- ✚ Troubleshooting and Diagnostics
- ✚ Vision System Machine Programming

Productive Lab Hours

0-60

MANUFACTURING SKILLS (1:4)

- ✚ Downline and Palletizer Controls Systems
- ✚ HMI Application
- ✚ Machine Operation and Maintenance
- ✚ Master Control Training
- ✚ Mould Change
- ✚ Sidel Matrix Electrical Control Systems
 - Machine Segments
 - Machine Usage and Programming
 - Specialized Control Systems
- ✚ Speed Variations
- ✚ Troubleshooting and Diagnostics
- ✚ Vision System Machine Programming

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



Training Proposal for:
HealthQuest Laboratories, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0449

Approval Date: March 15, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate	Industry Sector(s):	Services (G) Healthcare (62)	
	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: 75	U.S.: 75	Worldwide: 75
<u>Turnover Rate:</u>		10%		
<u>Managers/Supervisors:</u> (% of total trainees)		N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$78,945

Total ETP Funding

\$74,100

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:	Accounting Staff, Administrative Staff, Billing Staff, Client Services Staff, Collector, Courier, Operations Staff, IT Services, Laboratory Operations Staff, Managers, Owner, Sales Staff, Warehouse Staff

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills, Comm'l. Skills, Computer Skills, HazMat	75	8-200	0-100	\$988	\$18.14
				Weighted Avg: 38			

Minimum Wage by County: \$18.14/hr in Orange County**Health Benefits: Used to meet the Post-Retention Wage?:** ☒ Yes ☐ No

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

OVERVIEW

Year Company Founded:	2015	Company Headquarters: <input type="checkbox"/> Single location Irvine
Total Number of Facility locations in California	3	
Facility location(s) where training will occur	<ul style="list-style-type: none"> HealthQuest Laboratories, Inc. (HealthQuest) will be the lead employer on the ETP Contract and is located in Irvine. 	
Participating Affiliates & Respective Facility Location(s) where training will occur:	<ul style="list-style-type: none"> Two closely related affiliates, Coastline Medical Management, LLC in Irvine and HealthQuest Esoterics in Irvine will also participate in training. 	

Nature of Business:	<ul style="list-style-type: none"> HealthQuest and its affiliates provide diagnostic testing services and medical wholesale supply distribution. The Company is a full service laboratory including testing for general health, toxicology testing and molecular testing. HealthQuest Esoterics focuses on toxicology and molecular testing and Coastline Medical provides medical supplies including ambulatory equipment, clinical laboratory equipment, diagnostic instruments, I.V's and respiratory equipment.
Customer Base:	<ul style="list-style-type: none"> All three companies serve the same primary customer base, medical service providers, including laboratories, doctor offices, emergency clinics, recovery centers and hospitals.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> From 2017 to 2018, HealthQuest's sales increased 196%. The Company is currently in a transition period, moving from a start up company toward a model of sustainable, internal growth. As a result, the Company is internalizing its sales, human resources and marketing functions. This will result in the need to create and implement new internal procedures company-wide. The Company will also implement quality changes for the laboratory functions company-wide. HealthQuest has hired a Quality Assurance Director to implement quality standards and training in the coming months. Within the medical industry, there are ongoing updates to regulations that affect how staff operate. For example, a new federal policy will affect how the Company sells laboratory testing services to medical facilities. Further, there are constant technological changes to medical and laboratory testing equipment.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Training is required for staff in all departments to implement new internal processes. There will be a significant focus on the sales and marketing team as the Company formalizes these functions internally. Training will be provided to all Laboratory Staff in new laboratory quality control procedures. Ongoing training will occur for all staff on Commercial Skills to remain current in industry and regulatory changes.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☒ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Commercial Skills	Business Skills	Computer Skills
Hazardous Materials		

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Chief Financial Officer will oversee project administration with assistance from the Human Resources Manager. The Human Resources Manager at HealthQuest Laboratories will coordinate with Managers at each additional location to schedule training, track and submit training rosters to HealthQuest Laboratories. In addition, Welsh Advisors has been retain to assist with administrative duties. The Company is ready to start ETP training upon approval at all locations.
<ul style="list-style-type: none"> Trainers: Most trainers will be internal experts and specific to each affiliate company however, some subject matter experts will provide training for all the companies included this project. In addition, vendors may provide training as needed. <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> Administration: Welsh Advisors <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Welsh Advisors	Anaheim	\$7,410
Administrative	Welsh Advisors	Anaheim	13% of payment earned
Training Vendors	To Be Determined		

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

8- 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Leadership Skills
- Teambuilding Skills
- Communication Skills
- Marketing Skills
- Customer Service Skills
- Operation Management Skills
- Sales Skills
- Administrative Skills
- Project Management Skills

COMMERCIAL SKILLS

- Patient Relationship Skills
- Logistics and Transportation Skills
- Laboratory Testing Skills
- Pharmacology Knowledge
- Equipment Operation
- Biohazard Management
- Laboratory Test Reporting
- Medical Office Skills
- Product Knowledge
- Medical Billing/Coding
- New Laboratory Panels
- Laboratory Quality Control
- Procurement
- Warehouse Skills
- Process Development

COMPUTER SKILLS

- Microsoft Office
- Accounting Software
- Laboratory Reporting Software
- Medical Information Software
- Medical Billing Software
- ERP Software
- Pharmacy Software

CBT Hours

0 -100

BUSINESS SKILLS

- Coaching After Mistakes - 15 min
- Management Basics - 15 min
- Support Your Team for Performance - 15 min
- Improve Customer Service One Transaction at a Time -15 min

HAZARDOUS MATERIALS

- D.O.T. Hazardous Materials Transportation Regulations - 2.5 hrs
- Hazardous Waste Handling and Cleanup for First Responders - 45 min

COMMERCIAL SKILLS

- Health Insurance Portability and Accountability Act - 45 min
- HIPAA, Social Media &Texting Compliance - 30 min
- HITECH Act and Meaningful Use - 1 hr
- Information Security and Awareness - 30 min
- WIC - Code of Conduct Training (California WIC) - 30 min
- Cultural Competencies for Healthcare Professionals - 15 min
- Disaster Preparedness - 30 min
- Giving Employee Feedback - 15 min
- Grievance/Complaint Procedures and Internal Dispute Resolution - 15 min
- How to Quantify & Improve Employee Attitudes and Performance - 15 min
- Affordable Care Act - 30 min
- Clinical Laboratory Improvement Amendments - 30 min
- Combating Fraud, Waste and Abuse Parts C and D - 20 min
- Deficit Reduction Act/False Claims Act/Employee Protection Act - 45 min
- Federal Anti-Kickbacks - 15 min
- Guidelines in Good Clinical Laboratory Practice - 15 min
- Health Literacy Training - 30 min
- Informed Consent Training - 15 min
- Introduction to Fraud, Waste and Abuse; A simplified approach - 45 min
- Introduction to the Payment Card Industry Data Security Standard - 30 min
- Medicare Parts C and D General Compliance - 15 min
- Patient Rights - 45 min
- Stark Law and Anti-Kickback Statute - 30 min
- Airborne & Droplet Disease Transmission - 15 min
- Allergic Reaction to Gloves - 15 min
- Fire Safety - Evacuating Patients Training - 15 min
- Introduction to Infection Control - 30 min
- Medical and Pharmaceutical Waste-Identification, Segregation and Disposal - 30 min
- Medical Waste & Hazardous Waste Classifications - 1 hrs
- Phlebotomy - 1.25 hrs
- Preventing Needlesticks and Other Sharps Injuries - 30 min
- Proper Glove Use - 15 min
- Protecting Human Subjects - 15 min
- Recognizing Safety Levels - 15 min
- Tuberculosis, Hepatitis, HIV Awareness and Prevention - 30 min
- Zika Awareness - 15 min

- Clinical Laboratory Improvement Amendments - 30 min
- Ebola Awareness - 30 min
- Guidelines in Good Clinical Laboratory Practice - 15 min
- Hazardous Communication and Chemical Safety GHS Standard - 30 min
- Infection Control and Prevention - 1 hrs
- Medical Equipment Safety - 30 min
- Zika IgM ELISA Testing - 30 min
- Bloodborne Pathogens California - 1.5 hrs
- Corporate Compliance - 1 hrs
- New Client Registration - 15 min

COMPUER SKILLS

- NetSuite Training Basic Usability - 1 hrs
- NetSuite Training Marketing - 1 hrs
- NetSuite Training Sales Functions - 2 hrs
- NetSuite Training Session 1 - 2 hrs
- NetSuite Training Session 2 - 2 hrs
- NetSuite Training Transactions and CRM - 1 hrs
- NetSuite Training User Acceptance - 1 hrs

Safety Training cannot exceed 10% of total training hours per-trainee. This cap does not apply to Hazmat.

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



RETRAINEE – JOB CREATION

Training Proposal for:

Inland Mechanical Services, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0473

Approval / Panel Meeting of: May 29, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SET SB<100	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Association Plumbers and Pipefitters, Local 398		
Number of Employees in:	CA: 13	U.S.: 13	Worldwide: 13
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$33,450

Total ETP Funding

\$16,016

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:	Installer, Service 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	Retrainee Priority SB<100 SET	Business Skills, Comm'l. Skills, Computer Skills, OSHA 10, HazMat, PL-Comm'l. Skills	13	8 – 200	N/A	\$832	\$12.00*
				Weighted Avg: 32			
2	Retrainee Priority SB<100 SET Job Creation	Business Skills, Comm'l. Skills, Computer Skills, OSHA 10, HazMat, PL-Comm'l. Skills	5	8 – 200	N/A	\$1,040	\$12.00*
				Weighted Avg: 40			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1(SET/Priority Industry): \$24.13/hr. for Administrative Staff and \$12.00/hr. for Technicians/Installers per Collective Bargaining Agreement (CBA)
Job Number 2 (SET/Job Creation): \$14.48/hr. for Administrative Staff and \$12.00/hr. for Technicians/Installers in Riverside County

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

*Note: Installers and Technicians are covered under a CBA. The minimum wage these staff can make, per the CBA is \$12.00. As such, ETP will accept the CBA wage for the Installers and Technicians. All other trainees in Job Number 1 must make the ETP Modified Statewide Average Wage of \$24.13 and \$14.48 in Job Number 2.

OVERVIEW

Year Company Founded:	2012	Company Headquarters: <input checked="" type="checkbox"/> Single location Corona (Riverside County)
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Nature of Business:	<ul style="list-style-type: none"> Inland Mechanical Services, Inc. (Inland Mechanical) installs, services and performs
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	<p>diagnostic services for heating and air conditioning in Los Angeles, Orange and Riverside counties.</p> <ul style="list-style-type: none"> • The Company's services include Heating Installation, Preventative Maintenance, Duct Work, System Integration & Zoning and Energy Management, Automation and Controls.
Customer Base:	<ul style="list-style-type: none"> • Inland Mechanical primarily serves commercial customers such as businesses, churches and medical centers. The Company also works on public works projects. • The Company has recently begun to serve residential customers.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Due to the changing nature of customer and industry demands, Inland Mechanical works within the energy savings and new green technologies. This can include continual updates to existing equipment to make it more energy efficient or include new equipment released. For example, the Company is expanding into different market segments and is implementing new Ice Energy Evaporcool and SolX technologies. These technologies are innovative ways of heating and cooling buildings, including creating ice in the evening hours in commercial buildings to utilize the ice during the day time hours to circulate cool air • Currently, Inland Mechanical is implementing a new Enterprise Resource Planning (ERP) software system, Service Fusion. In conjunction, the Company is also implementing QuickBooks Software. • Inland Mechanical must also stay attuned to California's Building Standards Code, Title 24 which regulates energy efficiency codes for both commercial and residential buildings, which are updated periodically. • Inland Mechanical is currently working on a residential pilot program, which represents a very small segment of its business. However, because the equipment and systems are different for this market, the Company must invest in training for staff to upgrade their skills for this specialty. • Due to the implementation of new technologies and the expansion into the residential pilot program, Inland Mechanical will hire approximately five new staff.

Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • In addition to training for the new Evaporcool and SolX technologies, Inland Mechanical must provide training on numerous other types of equipment, including building automation systems, Chillers, thermostats, walk in refrigeration, cooling towers, chillers and electronic devices and controls for all staff. • All staff will receive training on the ERP & QuickBooks software platforms. The scope and extent to which staff receive training will depend on job function, however to ensure smooth operations, all staff must be trained. • Inland Mechanical will provide training on Title 24 as it is updated to ensure all staff are in compliance with the newest standards and are able to appropriately advise and quote customers. • Some training may be provided to staff as the residential services are rolled out. Because this currently is a small segment of the Company's business, this training could be limited. However, if Inland Mechanical finds that this market is lucrative, may expand out this service in the coming years. • Ongoing training will be provided on customer service, product knowledge, hazardous materials and OSHA 10 as needed. • Training will be provided to newly hired staff to ensure they can perform properly on the job. This training will include all training discussed above as well as extensive training in commercial skills including equipment training (evaporators, thermostats, walk in refrigeration, etc.), standard operation procedures and more.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Computer Skills	Commercial Skills
OHSA 10	Hazardous Materials	

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment
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	<input type="checkbox"/> New Production Procedures
	<input type="checkbox"/> Certification Standards
	60 PL Hours per-trainee
Occupations Receiving PL Training:	
Installer, Service Technician	
The PL instructor must be dedicated to training, at a ratio of 1:1.	

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: This Project will be overseen by the Owners.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer, OSHA 10, Hazardous Materials, PL – Commercial Skills
<ul style="list-style-type: none"> Administration: This project will be overseen by the Owners with assistance by the Human Resources Manager. In addition, Inland Mechanical has retained Training Funding Source to assist with administration tasks. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$900
Administrative	Training Funding Source	Seal Beach	13% of payment earned
Training Vendors	TBD		

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Coaching/Communication
- Customer Relations
- Leadership
- Planning/Sale/Strategies
- Product/Service Knowledge
- Sales

COMMERCIAL SKILLS

- Brazing
- Building Automation
- Centrifugal Systems
- Cooling Towers
- Chillers
- CO2 Systems
- Compressors, Condensers
- Electronic Devices and Controls
- Energy Efficient Building Management Systems Metering Devices
- Evapcool
- Evaporators
- Heating Ventilation Air Conditioning Refrigeration
- Hot-Side
- Ice Energy
- Installation/Repair Procedures
- Pressure Testing
- Preventative Maintenance
- Propane Systems
- Quoting
- Reach-In Refrigeration
- Refrigeration-Troubleshooting, Leaks and Recharging
- Standard Operating Procedures
- Temperature Sensor
- Thermostats
- Troubleshooting
- Variable Refrigerant Flow Systems
- Variable Speed Drives
- Water Circuitry and Treatment
- Walk-In Refrigeration

COMPUTER SKILLS

- Customer Relation Management
- Financial/Accounting-MS Dynamics GP
- Financial/Accounting-MS Quick Books

- Microsoft Office
- Mobile Tablet Platforms
- Service Fusion Software

OSHA 10 (Certified OSHA Instructor)

- OSHA 10

HAZARDOUS MATERIALS

- Hazardous Materials Handling

Productive Lab Hours

0 – 60

COMMERCIAL SKILLS (Ratio 1:1)

- Equipment Operations
- Installation/Repair Procedures

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.
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UNITED ASSOCIATION

of Journeyman and Apprentices of the
Plumbing and Pipe Fitting industry of
the United States and Canada

Founded 1889

Plumbers and Pipefitters Local 398
8590 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730
(909) 945-5557 fax (909) 945-5560
Email: ualocal398@verizon.net

Ray LeVangie Jr., Business Manager
United Association Local Union 398
8590 Utica Avenue, Suite #200
Rancho Cucamonga, CA, 91730

I am writing to show my support for Inland Mechanical Service to train their employees in their craft. I believe that Inland Mechanical Service would be a service to the ETP Employment Training Panel.

Thank you,

Ray LeVangie Jr. **Date**
Business Manager
UA Local 398
(909) 945-5557

Date 11/27/2018



Training Proposal for:
Kab Laboratories, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0477

Approval / Panel Meeting of: June 17, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	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	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 125	U.S.: 155	Worldwide: 155	
<u>Turnover Rate:</u>	2%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$108,570

Total ETP Funding

\$52,000

Occupations to be Trained:	Systems Engineer
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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	Priority Retrainee	Computer Skills	50	8-200	0	\$1,040	\$17.70
				Weighted Avg: 40			

Minimum Wage by County: Job Number 1: \$17.70/hr. in San Diego

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

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

OVERVIEW

Parent Company			Epsilon Systems Solutions, Inc.
Year Company Founded:	1986	Company Headquarters: <input type="checkbox"/> Single location San Diego	
Total Number of Facility locations in California			1
Facility location(s) where training will occur			<ul style="list-style-type: none"> San Diego (San Diego)
Nature of Business:			<ul style="list-style-type: none"> Kab Laboratories, Inc. (KAB) provides communications, computer systems, combat systems and reconnaissance products. The Company also provides engineering services that focus on research & development, concept development, requirements definition, systems development, operational support and testing.
Customer Base:			<ul style="list-style-type: none"> KAB clients include the Department of Defense (DoD), U.S. Navy, U.S. Air Force, foreign militaries, and the U.S. Department of Homeland Security.
Business / Industry Needs / Changes			<ul style="list-style-type: none"> The security and information systems industry is constantly changing, upgrading and advancing. KAB must remain on the forefront of these changes to satisfy its customers need for new products and advanced engineering services. The DoD 8570

	<p>baseline certifications are transforming the landscape of working with the DoD and the U.S. Navy.</p> <ul style="list-style-type: none"> KAB is constantly bidding for new contracts and the Company's main differentiation from its competitors is its trained and certified workforce. The certifications offered by Cisco Systems, Inc., ISC2 and CompTIA are critical for KAB's Systems Engineers.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> The security and information systems industry revolves around cyber security. The Cisco Systems, Inc. Cisco Certified Network Associate (CCNA) certification, ISC2 Certified Information Systems Security Professional (CISSP) certification, and CompTIA Security+ certification are the predominant certifications and the most sought after certifications in this industry. CCNA, CISSP, and Security+ certifies that an employee can effectively design, implement and manage a best-in-class cyber security program from start to finish. These certifications display the level of security competency that staff must possess and is a level above other certifications that competitors maintain. Each training course consists of an in depth 40-hour week long 'boot camp' tailored to help trainees maximize their chances of passing the CCNA, CISSP and Security+ certification exam. The fifty projected System Engineers will only receive one of the three certifications based on their job responsibilities at KAB. This training is necessary to meet the company's most critical business need.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Computer Skills		
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: <p>The Systems Engineer will oversee all project administration and training with assistance from the Administrative Staff. The Company has a detailed training plan in place and is ready to begin training upon approval. All training will be at its San Diego location.</p>

- **Trainers:**

- ☐ In-house – Types of Training:
- ☒ Vendor – Types of Training by vendor: Computer Skills

- **Administration:**

The Systems Engineer will lead the day-to-day project administration and will schedule training by department leads and ensure training materials are documented correctly.

- ☒ In-house
- ☐ Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

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	N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

COMPUTER SKILLS

- Certified Information Systems Security Professional (CISSP)
 - CISSP Boot Camp Certification
- CompTIA Security+ Certification
- Cisco Certified Network Associate Certification

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



RETRAINEE - JOB CREATION

Training Proposal for:

Klean Kanteen, Inc.

Contract Number: ET19-0470

Approval via Delegation Order: May 17, 2019

ETP Regional Office: Sacramento

Analyst: D. Jordan

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA SB <100	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Butte	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: 77	U.S.: 78	Worldwide: 78	
<u>Turnover Rate:</u>	0%			
<u>Managers/Supervisors:</u> (% of total trainees)	20%			

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$98,643

Total ETP Funding
\$87,880

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA SB <100	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Manufacturing Skills	76	8-200	0-25	\$1,066	\$13.28
				Weighted Avg: 41			
2	Retrainee Priority Rate Job Creation Initiative HUA	Business Skills, Computer Skills, Continuous Improvement, Mgmt. Skills, Manufacturing Skills	11	8-200	0-25	\$624	\$12.00
				Weighted Avg: 24			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1 (HUA): \$13.28 for Butte County. Job Number 2 (HUA): \$12.00 for Butte County.

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

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

Up to \$0.78 per hour may be used to meet the Post-Retention Wage for Job Number 1 only.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		25
Executive Staff		5
Managers		16
Operations Staff		21
Sales Staff		9
Job Number 2		
Administrative Staff		5
Managers		2
Operations Staff		3
Sales Staff		1

INTRODUCTION

Founded in 2004 and headquartered in Chico, Klean Kanteen, Inc. (Klean Kanteen) (www.kleankanteen.com) is a family-owned business that manufactures reusable and organic customized products such as stainless steel bottles, cups and tumblers. Products are sold worldwide in over 40 countries. Training under this proposal will be delivered at the Company's facilities in Chico.

Need for Training

This is Klean Kanteen's third ETP-funded project, the third within the last five years. In its previous projects, the Company focused on improving processes and employee skills to increase efficiencies and customer satisfaction. In this project, Klean Kanteen's training will focus on new equipment and management skills. Klean Kanteen is continuing to expand its facility by adding new equipment to its print shop. Operations Staff will receive training to maintain and operate new Cylindrical Laser Etch equipment. Staff will also receive training to increase efficiency, communicate effectively, increase production, and reduce lead times and waste. Additionally, staff will focus on developing their key performance indicators to determine how to measure their performance.

Managers will receive training to effectively manage and ensure staff is successfully accomplishing the Company's goals of providing superior customer service and fast turnaround times. The Sales Staff will also receive training on forecasting, sales techniques, and customer service.

Some course topics in the curriculum may be similar to courses in the prior project, but they are advanced stages of training for staff who received training in the previous project. Training will not be duplicated from the previous project.

Retrainee - Job Creation

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

Klean Kanteen continues to expand its new facility by adding more space and equipment to its print shop, and in doing so they are continuing to hire employees. The Company has committed to hiring 11 new employees (Job Number 2). The Company will be hiring Administrative Staff, Sales Staff, Operations Staff and Managers. The date-of-hire for all trainees will be within the three-month period before approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Training will be delivered via Classroom/Laboratory and Computer-Based Training (CBT) methods. In-house subject matter experts and external training vendors may be utilized to deliver training in the following:

Business Skills: Training will be offered to all occupations. Training will improve communication skills, increase proficiency and improve productivity. Training topics include Customer Service, Marketing Strategies and Inventory Control. LinkedIn Learning will also be used which enable managers to select certain modules to help educate staff members on their job duties.

Management Skills: Training will be offered to Managers and Executives. Training will ensure new and existing managers are actively engaging, recognizing, coaching and mentoring their

staff. Training topics include Project Management, Planning and Decision Making, Performance Management and Collaborative Leadership.

Computer Skills: Training will be offered to all occupations. Training will focus on data collection and analysis and training on the Company's ERP system. Training topics include Sales Forecasting, TD Trak, SAGE Bill of Materials, Human Resource Management and Business to Business Processing.

Manufacturing Skills: Training will be offered to Operations Staff. Training will focus on equipment and warehousing operations. Training topics include Sourcing, Forecasting & Logistics, Cylindrical Screen Print Machine and Inventory Control.

Continuous Improvement: Training will be offered to all occupations. Training will focus on improving production processes, solving problems, and making improvements to reduce waste and improve quality. Training topics include Value Stream Mapping, Quality Systems Management and Process Improvement.

Computer-Based Training

CBT will be provided to supplement Class/Lab training and is a more convenient means of delivering basic training. Trainees in Job Numbers 1 and 2 will receive up to 25 hours of CBT.

High Unemployment Area

All trainees in this proposal work in Butte County, a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. 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.

➤ Wage Modification

Klean Kanteen is requesting a modification for the trainees in Job Number 1 from \$17.70 per hour to \$13.28 per hour, and Job Number 2 from \$14.48 per hour to \$12.00 per hour.

Commitment to Training

ETP funds will not displace the Company's existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. Klean Kanteen budgets approximately \$30,000 annually for each facility. Training includes new hire orientation, staff development, job specific training and safety training.

➤ Training Infrastructure

Klean Kanteen's People Operations Coordinator will oversee this training project with assistance from its Learning & Organizational Effectiveness Director. Administrative Staff will assist with training events and completing rosters. Training will be delivered by in-house experts. Klean Kanteen has a detailed training plan in place and is ready to implement training once approved.

RECOMMENDATION

Staff recommends approval of this proposal.

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
ET17-0493	\$50,284	05/19/17 – 05/18/19	72	66	66

Based on ETP Systems, 2,035 reimbursable hours have been tracked for potential earnings of \$50,284 (100% of approved amount).

PRIOR PROJECTS

The following table summarizes performance by Klean Kanteen under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET15-0337	Chico	11/24/14-11/23/16	\$49,816	\$47,814 (96%)

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

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Conflict Management
- Customer Service Skills
- Developing Sales/Marketing Strategies
- Individual Contributor Development
- Inventory Control
- LinkedIn Learning
- Logistics
- Maximizing Strengths
- Meeting Management
- Project Management
- Time and Priority Management

COMPUTER SKILLS

- Bamboo Time Management
- Business to Business Processing
- Customer Relationship Management
- Employee Relationship Management
- Human Resource Management
- Microsoft Office (Intermediate/Advanced)
- SAGE Bill of Materials
- SAGE Material Resource Planning
- SAGE Sales Order
- SAGE Warehouse Management System
- SAGE Work Order
- Sales Forecasting
- Skype for Meetings Management
- TD Trak

CONTINUOUS IMPROVEMENT

- Managing the Numbers
- Maximizing Team Performance
- Planning and Decision Making
- Process Improvement
- Quality Inspections
- Quality Systems Management
- Standard Operating Procedures
- Strategic Planning
- Value Stream Mapping

MANAGEMENT SKILLS (management trainees only)

- Collaborative Leadership
- Giving and Receiving Feedback

- Learning and Development Journeys
- Maximizing Team Performance
- Performance Management
- Planning and Decision Making
- Project Management
- Succession Planning
- Time Management

MANUFACTURING SKILLS

- Cross-Training
- Cylindrical Screen Print Machine
- Cylindrical Laser Etch Machine
- Inventory Control
- Warehousing
- Sourcing, Forecasting & Logistic
- Production Equipment and Tools

CBT Hours

0 – 25

BUSINESS SKILLS

- Communication Skills – 1.5 hours
- Conflict Management– 1 hour
- Customer Service Skills– 2 hours
- Developing Sales/Marketing Strategies– 2 hours
- Individual Contributor Development– 1.5 hours
- Inventory Control– 3 hours
- LinkedIn Learning– 4 hours
- Logistics– 2 hours
- Maximizing Strengths– 1.5 hours
- Meeting Management– 2 hours
- Project Management– 1.5 hours
- Time and Priority Management– 2 hours

COMPUTER SKILLS

- Bamboo Time Management– 3 hours
- Business to Business Processing– 1.5 hours
- Customer Relationship Management– 2 hours
- Employee Relationship Management– 2 hours
- Human Resource Management– 1.5 hours
- Microsoft Office (Intermediate/Advanced) – 2.5 hours
- SAGE Bill of Materials– 3 hours
- SAGE Material Resource Planning– 3 hours
- SAGE Sales Order– 3 hours
- SAGE Warehouse Management System– 3 hours
- SAGE Work Order– 2.5 hours
- Sales Forecasting– 2 hours
- PD Track – 3 hours

CONTINUOUS IMPROVEMENT

- Managing the Numbers– 1.5 hours
- Maximizing Team Performance– 1 hours
- Planning and Decision Making– 2 hours
- Process Improvement– 2 hours
- Quality Inspections– 3 hours
- Quality Systems Management– 2.5 hours
- Standard Operating Procedures– 2 hours
- Strategic Planning– 1.5 hours
- Value Stream Mapping– 2 hours

MANAGEMENT SKILLS (management trainees only)

- Collaborative Leadership– 1.5 hours
- Giving and Receiving Feedback– 1 hour
- Learning and Development Journeys– 2 hours
- Maximizing Team Performance– 1.5 hours
- Performance Management – 1 hour
- Planning and Decision Making– 2 hours
- Project Management– 2 hours
- Succession Planning– 2 hours
- Time Management– 1.5 hours

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



Training Proposal for:
LSA Associates, Inc.

Contract Number: ET19-0466

Approved via Delegation Order: May 16, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	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: 187	U.S.: 187	Worldwide: 187
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$112,000

Total ETP Funding
\$95,550

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate SET	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., HazMat	175	8-200	0-10	\$546	\$24.13
				Weighted Avg: 21			

Minimum Wage by County: SET Priority Industry Wage: \$24.13/hr.

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administration		22
Information Technology		4
Biologist		27
Geographic Information Systems Specialist		6
Environmental Planner		28
Graphics Technician		3
Front Line Managers		16
Principals		21
Word Processing Editor		9
Transportation Planner		9
Cultural Resources		16
Marketing		7
Climate Change Specialist		2
Air/Noise Specialist		5

INTRODUCTION

Headquartered in Irvine, LSA Associates, Inc. (LSA) is an environmental, transportation and community consulting firm. The Company provides services in environmental analysis, transportation planning & engineering, biology & wetlands, habitat restoration, resource management, geographic information systems, community & land planning, archaeology services, paleontology services, water quality and climate change. Its customers include municipalities,

airports, agricultural clients, land developers, commercial contractors, air quality control districts, irrigation districts and military installations.

Some of LSA's projects include reconstruction services for the George Miller Regional Trail, a recreational use project in Contra Costa County; transportation planning for Route 65 Lincoln Bypass in Placer County; environmental analysis for Apple's Cupertino campus; paleontology services for the Frank R. Bowerman Landfill; and environmental services for the Mid County Parkway project in Riverside. The Company has eight additional locations in California that will participate in this project in Los Angeles, Carlsbad, Riverside, Palm Springs, San Luis Obispo, Roseville, Point Richmond and Fresno.

Veterans Program

LSA may hire Veterans but does not actively recruit them and is not requesting a Veterans Job Number.

PROJECT DETAILS

LSA competes in a highly technical, scientific business market segment that is competitive and constantly changing. In order to stay relevant and work toward efficient practices, LSA has developed a comprehensive training plan to further develop its staff skills. LSA has implemented a 3-year company-wide training program, Find the Lost Dollars. This program will increase staff capacities and productivity and include training in financial stability, marketing, contracts and customer service among others. This training program was piloted in late 2018 for a select group of staff and has been implemented company-wide. All staff will receive this training which consists of weekly Classroom training (approximately 15 hours) and Computer-Based Training (CBT) (approximately 10 hours).

Further, LSA will provide training on changing software platforms. This will include training for its ERP software, DelTek. In late 2018, a new billing module was implemented and LSA will implement a new marketing/proposal module in summer 2019 and must provide training to staff. Training on DelTek occurs monthly. In addition, training will be provided on update to CAD/CAM, Geographic Information Systems software and Transportation Modeling.

The Company will provide Business Skills training to staff to create uniform competencies for all levels of client interactions. LSA expects this training will increase customer retention, prospecting and ultimately increase market share. Further, training will be provided in Leadership Skills and Teambuilding to improve and contribute to a high-performance workplace. Finally, ongoing training will be provided in Commercial Skills to ensure that all staff are up to date on the latest best practices in the field. This will include Geographic Information Systems (GIS) Mapping, Traffic/Transportation Modeling, CALTRANS Standards and Practices and Natural Resources Training.

Training Plan

Training under this project will be provided via the Classroom/Laboratory, E-Learning and CBT in the following:

Business Skills: Business writing, Communication, Sales and Marketing, Accounting, Presentation Skills

Commercial Skills: GIS Mapping, Environmental Planning, Natural Resources, Traffic/Transportation Modeling, Project Management

Computer Skills: DelTek ERP Software, GIS Mapping Software, CAD/CAM, Microsoft Application

Continuous Improvement: Leadership Skills, Teambuilding

Hazardous Materials: Hazardous Materials Handling, Storage and Cleanup

CBT

Training will be provided to supplement the Classroom training of the Find the Lost Dollars training program. LSA expects that staff will receive approximately 10 total hours of training per trainee.

Turnover Rate

The ETP program is designed to fund training for stable, secure jobs. Thus, the employer's turnover rate cannot exceed 20% annually for the facility where training is requested. But the Panel may accept a higher turnover with evidence training will significantly decrease the turnover, or the employer experienced a singular reduction in workforce, or industry data supports a higher turnover rate. The Panel may, or may not choose to, impose a "turnover penalty" when the company crosses this 20% threshold.

One location in Riverside has a turnover rate of 25%. The Riverside location was overstaffed for the workload and active projects in the area. As a result, LSA reduced this location by five staff members to right-size. This was a one-time anomaly as the turnover rate in 2017 was 0% and the turnover rate for the first quarter of 2019 was 5%.

If the Panel chooses to impose a turnover penalty, failure to stay under a maximum rate will trigger forfeiture of 25% of the amount earned for each trainee. The maximum rate is typically 20%, as measured by turnover during the 12-month period preceding termination of the ETP Contract.

High Unemployment Area

Approximately three trainees (Job Number 1) work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Fresno County are in an HUA. However, the Company is not requesting a wage and/or retention modification.

Principals & Frontline Managers

Under this project, LSA will train Principals. These staff perform frontline work 90-95% of the time and are primarily seen as "Project Managers". Their primary role is to be a professional in the field and, secondarily to accomplish administrative and management functions, constituting approximately 5-10% percent of their time. These staff members may make recommendations regarding hiring and firing decisions but all final decisions are made by the President & CEO. There will be approximately 21 Principals participating in the project. LSA Principals do not own shares of LSA stock and they are not partners in the firm. Because LSA is an employee-owned firm with a 100% Employee Stock Ownership Plan, all eligible employees at LSA are allocated shares of stock in the Company.

LSA will also train Frontline Managers in this project. These staff are professionals in each of their respective fields (Natural, Cultural, Air/Noise, Transportation, Climate Change, Marketing, Finance and Office Support) who have reached the senior or associate level, and who spend less than 10% of their time managing employees. Their main responsibilities differ based on the disciplines they belong to; for the technical group that includes work on proposals, billable

projects, procuring work from clients, and project management; for the support group it includes marketing and accounting.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition. LSA is in a priority industry and as such, in order to qualify under SET, trainees must be earning at least the modified statewide average hourly wage at the end of the retention period for trainees.

Wage Modification

The Panel may accept a SET wage modification for a priority industry from \$32.18 to \$24.13. LSA is requesting the wage modification for Job Number 1.

Commitment to Training

LSA spends \$87,500 annually on training for its staff and includes Orientation, Sexual Harassment Prevention, Violence in the Workplace, Active Shooter and basic SB198 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 Company has a training schedule in place and is ready to begin upon approval. Training will be overseen by the Chief Financial Officer who will work with the Human Resources Manager and Human Resources Associate to schedule and roll out training to LSA's multiple locations. The HR team will designate a lead at each company location to assist in training coordination, scheduling and collection of rosters to be sent to the headquarter office. Training will be provided by vendors and in-house experts. LSA has retained Strategic Business Solutions (SBS) to assist as an administrative subcontractor.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

SBS in Visalia assisted with development of this proposal for a flat fee of \$5,750.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

AEC Business Management in Reson, Virginia will provide training for a fee of \$120,900 in Business Skills. Other trainers will be identified as they are retained.

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

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Writing
- Effective Communications
- Account Development
- Sales and Marketing
- Principles of Accounting/Budgeting
- Professional Presentation Skills
- Coaching and Mentoring Skills
- Find the Lost Dollars Training
 - Culture Traps
 - Nine Areas Where Firms Lose Money
 - Effective Company Financial Management
 - Marketing, Business Development and Sales Effectiveness
 - Contract Types, Project Costs and Estimating
 - Project Budgeting, Monitoring and Resource Management
 - Scope Creep
 - Time is Money
 - Cash is King
 - Managing Client Relationships

COMMERCIAL SKILLS

- Geographic Information Systems Mapping
- Air and Noise Standard Modeling Training
- Environmental Planning Training
- Natural Resources Training
- Traffic/Transportation Modeling
- CALTRANS Standards and Practices
- Project Management
- Railroad Safety Protocols
- Height Training

COMPUTER SKILLS

- DelTek ERP Software
- Geographic Information Systems Mapping Software
- CAD/CAD 3D
- Intermediate and Advanced Microsoft Applications

CONTINUOUS IMPROVEMENT

- Leadership Training
- Teambuilding

HAZARDOUS MATERIALS

- Hazardous Materials Handling, Storage and Cleanup

CBT

0-10

BUSINESS SKILLS

- Find the Lost Dollars Training
 - Culture Traps – 1 Hour
 - Nine Areas Where Firms Lose Money – 1 Hour
 - Effective Company Financial Management – 1 Hour
 - Marketing, Business Development and Sales Effectiveness – 1 Hour
 - Contract Types, Project Costs and Estimating – 1 Hour
 - Project Budgeting, Monitoring and Resource Management – 1 Hour
 - Scope Creep – 1 Hour
 - Time is Money – 1 Hour
 - Cash is King – 1 Hour
 - Managing Client Relationships – 1 Hour

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

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



Training Proposal for:
Lusive Decor

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0450

Approval / Panel Meeting of: March 26, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate HUA	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 64	U.S.: 64	Worldwide: 64
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	18%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$82,775

Total ETP Funding

\$71,500

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
HUA Only:	Number of trainees in HUA location: 50
Occupations to be Trained:	Administration Staff, Designer, Manager/Supervisor, Owner, Production Staff

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SB<100 Priority HUA	Business Skills Computer Skills Continuous Impr. Mfg. Skills	50	8-200	0	\$1,430	\$13.92
				Weighted Avg: 55			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. ETP Required Wage floats down to a High Unemployment Area wage modification if trainees in Job number are located in an HUA, regardless if they are requesting a wage modification.

Minimum Wage by County: Job Number 1 (HUA): \$13.92 per hour for Los Angeles County.

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

Up to \$1.92 per hour may be used to meet the Post-Retention Wage for Job Number 1.

OVERVIEW

Year Company Founded:	2002	Company Headquarters: <input checked="" type="checkbox"/> Single location
Facility location(s) where training will occur		<ul style="list-style-type: none"> Los Angeles, LA County

<i>Participating Affiliates & Respective Facility Location(s) where training will occur:</i>	<ul style="list-style-type: none"> • Luxe Lighting Showroom, LLC (Luxe) is the affiliated company of Lusive Décor (Lucive). Luxe is located in the same single location in Los Angeles. Luxe Staff is included in the total number of trainees in this Contract (14). • Lusive is a manufacturer of high-end lighting that serves the hospitality industry. The Company has become the leading choice in custom lighting design and manufacturing for many of the world's premier architectural designers and hospitality brands.
Nature of Business:	
<i>Customer Base:</i>	<ul style="list-style-type: none"> • Hospitality Industry (Hilton Worldwide, Starwood Hotels, Omni Hotels, Four Seasons, Wynn Resorts). • Construction (Architects/Builders)
<i>Business / Industry Needs / Changes</i>	<p>Lusive has focused a majority of its work in development and design of custom lighting, specifically geared towards the hospitality sector. Recently, brands have began transitioning into direct-to-consumer and retail markets, no longer utilizing third parties to sell products. Implementing this approach increases interaction between Lusive Staff and the customer.</p> <p>Lusive is expanding into a new marketplace, therefore, staff must be well versed in all areas of business.</p> <p>Maintain two decade reputation as industry leader in new technologies and manufacturing practices that support fast turnaround times.</p>

Training Plan:

<i>Need for Training:</i>	<p>To ensure Lusive can meet new delivery types and customer expectations, the Company has developed training curriculum that will ensure employees can handle retail transactions, and meet customer needs.</p> <p>Training will enhance employee capabilities to execute the following: identify new customers and market opportunities, increase customer service and communication skills, improve production cycles, and effectively utilize financial information to prioritize capital equipment.</p> <p>Designers, Managers, and Supervisors will receive intensive training, as these occupations are involved in initiatives targeted to develop new products, manage customer relationships, and/or manage production. With an increase in direct interaction with Lusive customers, these individuals will receive customer service skills training to work with and retain clientele.</p> <p>Manufacturing Skills and Continuous Improvement training will be provided to staff to introduce workers to new production and assembly processes. Production Staff will learn to manufacture and properly ship new products offered by Lusive. Training will ensure product builds are executed efficiently and effectively, with minimum issues, in effort to deliver orders in a timely manner.</p> <p>Upgrading employee skills will increase the Company's ability to gain efficiencies and maximize effectiveness. Training delivered on computer systems (software), and procedures will also streamline business operations and support profitability and growth.</p>
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☒ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Computer Skills	Manufacturing Skills
Continuous Improvement		

Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	55 Hours proposed
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Lusive is requesting a weighted average of 55 training hours for 50 trainees. Based on prior ETP experience and familiarity with requirements, Lusive is prepared and able to deliver all training projected in this proposal, and has prepared a detailed training schedule that will ensure staff can meet production demand, and train staff accordingly. Under the prior ETP Contract, Lusive provided an average of 62 training hours for 44 trainees. As such, the Company is capable of providing more than 45 hours of training to staff over a two year duration.

Training will allow Lusive to fill the gap left unfilled in the prior training plan, as staff require training to learn business and production operations. Trainees who work directly with customers will receive 24-54 hours of customer service training. These workers will be involved in leading the Company's organizational improvement through time and project management, and peak performance training. Each of these training modules range between four to forty hours in addition to 18-110 hours of Continuous Improvement training. A cross section of staff may also receive Computer Skills training to ensure effective use of the Company's computer software programs.

Training Infrastructure & Administrative Plan

- **Project Oversight:**

Coordination of Training (Oversight): Lusive's Office Manager will oversee this training project, along with its Communications Manager, and Accounting Manager.

Trainers: Training will be provided by in-house instructors. Training for Lusive remains on-going for the single location. The company will continue training once the proposed training plan is approved.

Administrative Duties: The Company has also hired California Manufacturing Technology Consulting (CMTC) to provide administrative services over the duration of the Contract. Lusive's training team will work alongside CMTC to coordinate all training efforts, including scheduling training, securing rosters, providing trainee enrollment data, verifying training and retention completion, and ensuring compliance with all ETP requirements.

- **Trainers:**

☒ In-house – Types of Training: Business Skills, Computer Skills, Manufacturing Skills, and Continuous Improvement.

☐ Vendor – Types of Training by vendor:

- **Administration:**

☐ In-house

☒ Subcontractor

Repeat Contract

- **Number Of Contracts in last 5 years:**

2

<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> Lusive provided training to introduce staff to new production processes and customized lighting designs for the customer. Curriculum focused on customer service and computer skills, production cycles, and energy efficient alternatives.
<ul style="list-style-type: none"> Difference in Training Plan: 	<p>The primary goal of training in this proposal is to ensure Lusive's workforce can support and meet the requirements of new markets and products. Lusive products include customized lighting needs; as a result, there is an on-going need to train staff on the latest materials and design offerings in the lighting industry to remain competitive.</p> <p>The Company has developed several new curriculum topics that will target new technologies in the lighting market. Training will give staff the skills and knowledge to approach new technologies from a sales, technical, and project management perspective.</p>

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET17-0374	Los Angeles	12/21/16- 12/20/18	\$96,200	\$71,531 (74%)
ET15-0358	Los Angeles	12/09/14- 12/08/16	\$49,920	\$49,920 (100%)

*ET17-0374 Lusive stopped training early when its key trainer went on maternity leave. As a result, the Company was unable to complete training. To ensure success in this new proposal, multiple team members are qualified and prepared to deliver course curriculum over the duration of the Contract.

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	California Manufacturing Technology Consulting	Torrance	\$7,200
Administrative	California Manufacturing Technology Consulting	Torrance	13% of funding earned
Training Vendors	N/A	N/A	N/A

Exhibit B: Menu Curriculum

Trainees may receive any of the following:

Class/Lab/E-Learning Hours

8-200

BUSINESS SKILLS

- Customer Service
- Financial Statements
- QuickBooks

COMPUTER SKILLS

- Outlook
- BaseCamp
- ZOHO
- Skype for Business
- Computer Aided Design (CAD)
- PowerPoint Presentation Skills
- Website Design & Maintenance
- Enterprise Resource Planning (ERP)
- Microsoft Office (Intermediate & Advanced)
- Asana

CONTINUOUS IMPROVEMENT

- Time Management & Organizational Skills
- Peak Performance/Process Improvement
- Project Management
- Teams, Team Management & Team Building
- Five S
- Leadership Skills
- Lean Enterprise
- Communication Skills
- Emerging LED Technologies

MANUFACTURING SKILLS

- Machine and Tool Operation
- Tool and Tool Corral Organization
- Soldering
- Electrification
- Crating, Packing and Shipping
- Shop Systems
- Maintenance
- Blueprint Reading
- Production Tracking

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Nextgen Associates, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0460

Approval / Panel Meeting of: May 1, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	SET Retrainee Job Creation Initiative Priority Rate SB <100	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	San Diego, Orange, San Bernardino, Ventura and 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: 75	U.S.: 75	Worldwide: 135	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$88,355

Total ETP Funding

\$60,320

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	Field Technicians, Administrative Staff, Supervisor/ Manager, Owners and Installers

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority SET SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat PL-Comm. Skills	50	8-200	0	\$1,040	\$24.13
				40			
2	Job Creation Priority SET SB<100	Business Skills Comm Skills Computer Skills HazMat Continuous Impr. PL-Comm. Skills	8	8-200	0	\$1,040	\$15.12
				40			

Minimum Wage by County: SET priority Wage \$24.13 per hour for all counties: San Diego, Ventura, San Bernardino, Los Angeles and Orange. Job 2 (Job Creation) Orange County \$15.12 per hour.

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

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

OVERVIEW

Year Company Founded:	2015	Company Headquarters: <input type="checkbox"/> Single location Lake Forest, CA
Total Number of Facility locations in California	5	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Escondido, (San Diego), Ontario, (San Bernardino), and Lake Forrest, (Orange) 	

Nature of Business:	Nextgen Associates, Inc. (www.smemt.com) provides reconstruction, remodeling, remediation, emergency clean
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	up, water, mold, fire damage repair, and disaster restoration services for commercial and residential buildings.
Customer Base	Nextgen's Customer base includes: manufacturing, production, emergency restoration, remediation, and construction industries.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> • The remediation/reconstruction industry is very competitive necessitating that employee skills be upgraded to remain competitive. • Complexity of home projects and research information on the internet, as well as popular home improvement shows, has increased customers' demands. • Nextgen is dedicated to first training internal staff before recruiting for outside workers who possess the needed skills. • Nextgen plans to grow the Company by 20% per year, as well as expand to other California regions and potentially other western states.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Training is required for all incumbent staff to keep Nextgen staff current on trends in remodeling and reconstruction industry trends. • The Company created a training center to train staff in Commercial Skills to improve remodeling techniques. • Continuous Improvement skills will be provided to administrative, management, and field staff to improve process improvement, productivity and problem solving techniques. • Business Skills training will be provided to all staff to improve scheduling, customer service, and gain product knowledge. • Installers will be trained on new equipment to include tile saws, table saws, nail guns, and compressor. This training will enable installers to learn proper use of equipment.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☒ E-Learning
 ☐ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

HAZMAT	Business Skills	Computer Skills
Commercial Skills	Continuous Improvement	

Certified Safety Training	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input type="checkbox"/> Certification Standards
	40 PL Hours per- trainee
	Occupations Receiving PL Training: Field Technicians
The PL instructor must be dedicated to training, at a ratio of 1:2	
Ratio Higher than 1:1	Field staff requires a team for workers. Therefore, occasionally the ratio will be 1:2 due to the complexity of each room.

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or, <input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities; <input checked="" type="checkbox"/> New equipment
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The CEO will have oversight of the project with the assistance of the Human Resource Supervisor. Training will be conducted by a Manager at each of the three locations: Lake
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<p>Forest, Ontario and Escondido. There will be an assigned administrative staff person to coordinate training at each location.</p> <p>Nextgen has a training plan in place and is ready to begin training upon approval.</p>
<p>• Trainers:</p> <p><input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Commercial Skills, and Continuous Improvement</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<p>• Administration:</p> <p>Training Funding Source is the subcontractor who will conduct administrative tasks on behalf of contractor.</p> <p><input checked="" type="checkbox"/> Subcontractor</p>

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach, CA	\$2,900
Administrative	Training Funding Source	Seal Beach, CA	13% of funds earned
Training Vendors	None		

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Budget
- Coaching Skills
- Communication
- Conflict Management
- Customer Service
- Developing new Opportunities
- Leadership
- Performance Management Planning
- Product Knowledge
- Risk Management
- Schedule Coordination

COMMERCIAL SKILLS

- Construction techniques
- Demolition
- Electrical
- Equipment and Operations
- Framing
- Installation Techniques
- Job Cost
- Materials Handling and Storage
- OSHA 10 & 30
- Painting & Staining
- Plumbing
- Power Tool use and Guarding
- Prepping/Protecting Property
- Restoration from Fire, Water, Smoke or Mold Damage
- Respiratory Protection
- Site Logistics

COMPUTER SKILLS

- ACT Customer Relationship
- GPS Software
- Microsoft Office
- QuickBooks
- RMS Software
- Time Tracking
- Website

CONTINUOUS IMPROVEMENT

- Process Improvement
- Problem Solving/Decision making
- Productivity Improvement
- Quality Systems and Procedures
- Team Building

HAZARDOUS MATERIALS

- Hazard communication
- Material Safety Data Sheet
- Toxic Substances

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

PL Hours

0 - 40

COMMERCIAL SKILLS (limited ratio 1:1)

- Equipment Operations
- Field Operational Procedures
- Restoration from Fire, Water, Smoke or Mold Damage

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



RETRAINEE - JOB CREATION

Training Proposal for:

Nissin Foods (U.S.A.) Company, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0474

Approval / Panel Meeting of: June 10, 2019

ETP Regional Office: North Hollywood

Analyst: L. Vuong

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: 245	U.S.: 420	Worldwide: 7,600	
<u>Turnover Rate:</u>	3%			
<u>Managers/Supervisors:</u> (% of total trainees)	7%			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$26,000

Total ETP Funding

\$24,388

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative Support Staff, Customer Service Staff, Engineer, Manager/Supervisor, Production Staff, Support Staff

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority	Business Skills Computer Skills Continuous Impr. Mfg. Skills	62	8-200	0	\$364	\$18.56
				Weighted Avg: 14			
2	Retrainee Priority Job Creation	Business Skills Computer Skills Continuous Impr. Mfg. Skills	5	8-200	0	\$364	\$15.47
				Weighted Avg: 14			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: \$18.56 per hour for Job Number 1; and \$15.47 per hour for Job Number 2 (Job Creation) 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 for Job Numbers 1 and 2.

OVERVIEW

Year Company Founded:	1970	Company Headquarters: <input checked="" type="checkbox"/> Single location Gardena, California
Total Number of Facility locations in California	1	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Gardena (Los Angeles County) 	

Nature of Business:	<ul style="list-style-type: none"> Nissin Foods (U.S.A.) Company, Inc. (Nissin) manufactures various instant noodles such as fideo (long and thin strips), spoonable, straight-cut and ramen in six different flavors: chicken, beef, shrimp, spicy, Asian and sauce.
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Customer Base:	<ul style="list-style-type: none">• Retail stores, supermarkets and wholesale food distributors such as Costco, Walmart, Albertsons and Ralphps. Its products include Big Cup Noodles, Bowl Noodles, Chow Mein, Chow Noodles, Cup Noodles, Ramen Bowl, and Top Ramen are sold across the US and Canada.
Business / Industry Needs / Changes	<ul style="list-style-type: none">• To meet increasing customer demand, Nissin has introduced healthier products, implemented changes in its recipes to include more vegetables, eliminated Monosodium glutamate and artificial flavors and reduce sodium. In addition, Nissin must keep up with technological advances in the marketplace and has redesigned its packaging to attract new customers. The Company also recently invested approximately \$200,000 in new software including Microsoft Dynamics NAV to become a paperless company which will improve business functions.• To support business growth, Nissin has hired up to 10 new employees on a yearly basis, and the Company anticipates additional growth in this coming year. Therefore, the Company has committed to hiring five new employees (Job Number 2) over the next two years.

Training Plan:

Need for Training:	<ul style="list-style-type: none">• To keep up with customer demand and technological advances, attract new customers and remain competitive.• In addition, customers expect better/faster products and services at lower costs. Therefore, Nissin must provide training on various business needs, products and services to incorporate new technologies, processes and practices. ETP funds will help the Company deliver upgraded job skills and provide trainees the knowledge needed to adapt to new technologies, systems, products and services. Training from prior ETP project will not be duplicated.• Business Skills, Computer Skills and Continuous Improvement training will be offered to all occupations. Trainees will gain skills to increase performance in customer service, business strategies, communication, product knowledge, teambuilding and various software applications.• Manufacturing Skills will be offered to Production Staff and Support Staff. Trainees will receive training on best work practices, equipment cross-training, equipment Maintenance, manufacturing
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	operating procedures, safe quality food system, and tooling requirements. Training will streamline production and reduce 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
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills		

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: Nissin has designed a team of 12, including the Director of HR, Managers and Supervisors to oversee ETP training and administrative responsibilities. The Company also retained National Training Company, Inc. for enrollment, data tracking and invoicing. A detailed training schedule is in place and the Company is ready for training to commence upon approval.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills, Continuous Improvement and Manufacturing Skills. <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined.
<ul style="list-style-type: none"> Administration: The Company's Director of HR and National Training Company, Inc. <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	2
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> New product line to new customer (Canadian)

<ul style="list-style-type: none"> Difference in Training Plan: 	Trainees will receive training in new and healthier products, new computer software and packaging. In addition, many trainees did not participate in previous training project.
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PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET17-0280	Gardena	10/27/18 - 10/26/18	\$56,054	\$24,582 (44%)
**ET14-0180	Gardena	09/23/13 - 09/22/15	\$99,840	\$56,886 (60%)

*ET17-0280 - Although Nissin only achieved 44% of its funding, 75 trainees completed training and retention for a total of 1,354 eligible hours. Nissin was unable to utilize 100% of ETP funding because trainees did not meet the 8 hour minimum requirement, shifting focus from training to business.

**ET14-0180 - Nissin only achieved 60% of its funding due to improper training documentation and trainees not meeting the 24 hour minimum requirement.

Poor performance was due to improper training documentation and trainees not meeting the 8 hour minimum requirement. To ensure the success of this new proposal, the Company has designated a team of 12 staff (Director of HR, Managers, Supervisors) to oversee training and administrative responsibilities. The new President and Director of HR will closely monitor training documentation, coordinating with staff trainers and trainees to ensure all training is properly documented in a timely manner. This proposal has been rightsized to closely match prior performance.

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	National Training Company, Inc. (NTC)	Irvine	\$2,400
Administrative	NTC	Irvine	Fee not to exceed 13% of payment earned.
Training Vendors	To Be Determined		

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Processes
- Communication Skills
- Healthy Products
- Marketing Skills
- New Business Strategies
- Product Knowledge

COMPUTER SKILLS

- Computer Database
- Enterprise Resource Planning Software (ERP)
- Internal Customer Applications
- Microsoft Dynamics NAV
- MS Office (Intermediate and Advanced)
- Paperless Documentation
- Scheduling Applications
- SyteLine ERP Software

CONTINUOUS IMPROVEMENT

- Accountability
- Lean Manufacturing
- Measuring for Success
- Problem Solving and Resolution
- Quality Systems
- Team Building

MANUFACTURING SKILLS

- Best Work Practices
- Equipment Cross-training
- Equipment Maintenance
- Manufacturing Operating Procedures
- Manufacturing Processes
- Operating Production Equipment
- Product Specifications
- Safe Quality Food (SQF)
- Tooling Requirements

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

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



RETRAINEE - JOB CREATION

Training Proposal for:

OFRS, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0453

Approval / Panel Meeting of: April 5, 2019

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Priority Rate Retrainee SB <100	Industry Sector(s):	Services (G) Construction (23) 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: 19	U.S.: 19	Worldwide: 19
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$29,175

Total ETP Funding

\$24,960

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:	Technical Staff, Engineer, Project Lead Staff, 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	Retrainee Priority SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat OSHA 10/30 HAZWOPER	19	8-60	0	\$1,040	\$18.56
				Weighted Avg: 40			
2	Job Creation Retrainee Priority SB<100	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat OSHA 10/30 HAZWOPER	5	8-60	0	\$1,040	\$15.47
				Weighted Avg: 40			

Minimum Wage by County: \$18.56 per hour for Job Number 1; and \$15.47 per hour for Job Number 2 (Job Creation) 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 for Job Numbers 1 & 2.

OVERVIEW

Year Company Founded:	2014	Company Headquarters: <input checked="" type="checkbox"/> Single location Signal Hill, California
Total Number of Facility locations in California	1	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Signal Hill (Los Angeles County) 	

Nature of Business:	<ul style="list-style-type: none"> OFRS, Inc. (OFRS) provides engineering and construction services, specializing in demolition, remediation, comprehensive homeless encampment cleanup and a variety of supporting environmental services.
Customer Base:	<ul style="list-style-type: none"> Orange County Public Works, Los Angeles International Airport, Skanska, MemorialCare, CBRE, City of Long Beach, Plains All American Pipeline, Balfour Beatty, Ninyo & Moore, Chick-Fil-A and CenterCal.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> OFRS operates in a highly competitive construction industry requiring the Company to continually strive to meet customer expectations and keep up with industry requirements by delivering the best construction and engineering solutions and services. Additionally, the Company needs to keep up with technological advances in the industry. The Company has replaced its hardware and software with advanced design systems to improve business functions. Due to construction industry demands and increases in business, the Company anticipates 20% growth and has committed to hiring five new employees in (Job Number 2) over the next two years.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> ETP funds will help the Company establish a formalized training program to its workforce. Training will enhance worker job skills, improve efficiencies, stay up-to-date with the latest computer technology, improve the quality of services and support business growth. Business Skills and Continuous Improvement will be offered to all occupations. Training is focused on communication, customer relations, project management and the Company's services. Training will provide workers the necessary skills to increase knowledge and motivate employees to perform at their best. Commercial Skills will be offered to Technical Staff, Engineer, Project Lead Staff and Owners. Knowledge and skills obtained will prepare trainees to handle cleanup, demolition and inspection procedures.
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	<ul style="list-style-type: none"> • Computer Skills will be offered to all occupations. Trainees will receive technical skills to effectively use the Company's hardware and software programs to support and manage overall business operations. • Hazardous Materials/Hazwoper and OSHA 10/30 will be offered to Technical Staff, Engineer, Project Lead Staff and Owners. Trainees will learn proper techniques and knowledge and skills to handle hazardous materials to ensure a safe work environment.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement	HazMat	OHSA 10/30
Hazwoper		

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input checked="" type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: OFRS has designated its CFO and a HR Manager to oversee ETP training and administrative responsibilities. The Company has also retained a third party administrator, Training Funding Source for enrollment, data tracking and invoicing. A detailed training plan is in place to commence ETP training upon approval. The Company will plan according to business needs and trainee availability. Training will be provided by in-house subject-matter experts in small group ranging from 5 to 7 trainees. Vendors will be obtained for Certified Safety Training.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills, Continuous Improvement and Hazardous Materials. <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Hazardous Materials, Hazwoper and OSHA 10/30 will be determined.

- **Administration:**

The Company's CFO and Training Funding Source

- ☒ In-house
- ☒ Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source (TFS)	Seal Beach	\$1,900
Administrative	TFS	Seal Beach	TFS will also perform administrative services for a fee not to exceed 13% of payment earned.
Training Vendors	To Be Determined		

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Coaching and Communication
- Contract and Proposal Writing
- Customer Relations
- Goal Setting
- Industry and Service Knowledge
- Project Management
- Report, Presentation and Proposal Writing
- Internal Data Management
- Time Management

COMMERCIAL SKILLS

- Air Quality Management District (AQMD) Standards (Fugitive Dust Control)
- Blood Borne Pathogens
- Brown (Inactive) Field Cleanup Procedures
- Confined Space Entry
- Demolition Procedures
- Environmental Procedures
- Fall Protection
- Hazard Recognition for Construction
- Health Standards
- H2S & Methane
- Homeless Encampment
- Inspection Procedures
- Injury and Illness Prevention Program (IIPP)
- Rail Safety
- Remediation Procedures
- Silica
- Storage Tank Procedures
- Trench & Excavation Operations

COMPUTER SKILLS

- Accounting Software
- Adobe (Acrobat, Dreamweaver, Illustrator, Photoshop)
- Contact and Customer Management
- Database Management
- IT Software (Email, Server, etc)
- Microsoft Office, Project
- Payroll Software

CONTINUOUS IMPROVEMENT

- Process Improvement

HAZARDOUS MATERIALS

- Hazardous Material/Waste Handling
- HAZWOPER

HAZWOPER

- HAZWOPER

Safety Training will be limited to 10% of total training hours per-trainee. This cap does not apply to HAZMAT, OSHA 10/30 or HAZWOPER.

Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

**One World Distribution, Inc. dba One
World Direct Fulfillment Center**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0463

Approval / Panel Meeting of: April 25, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	SB <100 Priority Rate Job Creation Initiative Retrainee	Industry Sector(s):	Transportation/Communication (I) Transportation Warehousing (48-49) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 53	U.S.: 114	Worldwide: 114	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution: (100% of Total
ETP Funding Required)

\$20,450

Total ETP Funding

\$16,380

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:	Distribution/Warehouse Staff, Administrative Staff, Customer Relations, Supervisors/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	SB<100 Priority Retrainee	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	53	08-60	0	\$260	\$17.70
				Weighted Avg: 10			
2	SB<100 Job Creation Priority	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	4	08-60	0	\$650	\$14.48*
				Weighted Avg: 25			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$17.70/hr. in Riverside County

Job Number 2 (Job Creation): \$14.48/hr. in Riverside County

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

Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$2.48 per hour in Job Number 2.

OVERVIEW

Year Company Founded:	1993	Company Headquarters: <input type="checkbox"/> Single location Mira Loma
Facility Locations Outside CA	<ul style="list-style-type: none"> Columbus, OH Mobridge, SD 	
Total Number of Facility locations in California	1	

Facility location(s) where training will occur	<ul style="list-style-type: none"> Mira Loma (Riverside County)
Nature of Business:	<ul style="list-style-type: none"> One World Distribution, Inc. dba One World Direct Fulfillment Center (OWD) is an internet-integrated global distribution/fulfillment center company providing a broad range of services including order management, warehousing/fulfillment, a multi-lingual customer call center, accounting and billing. The Company's distribution facilities warehouse goods where staff pick, pack and ship orders for retailers.
Customer Base:	<ul style="list-style-type: none"> E-commerce retailers (Gildan, Marine Essentials, Storq, Fredrick's of Hollywood and Fiji Water).
Business / Industry Needs / Changes	<ul style="list-style-type: none"> In the first quarter of 2018, the U.S. Department of Commerce reported that e-commerce sales reached \$123 billion and online sales reached 9.5% of all U.S. retail sales, an increase of 16% over the same period in 2017. As U.S. shoppers increase their online purchases, they become savvier about e-commerce shopping and demand sophisticated customer services. OWD's clients request that the Company offer extended daily ship times, faster delivery, better customer communication regarding tracking orders, refined return processes and faster international fulfillment.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> OWD is responding to client's needs in two specific ways. First, the Company installed three new pieces of equipment to expedite packing for orders shipped in poly-mailers, machinery used to sort hand-packed parcels; and a hopper & conveyer system to expedite small-form package processing. Handheld hardware and tablets associated with the new equipment will also require training. Distribution/Warehouse Staff will receive Commercial Skills training focused on Equipment Operations/Maintenance, Material Handling, Operations (Distribution Skills-Receiving, Shipping) and Order/Picking/Packing. OWD purchased a new Warehouse Management System (WMS). The IT team will be trained to use the new WMS platform across all departments. The introduction of the new WMS platform will also create new processes and procedures. All staff will
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	receive Computer Skills training focused on the Warehouse Management System Software and Commercial Skills training focused on Inventory Control and Standard Operating Procedures.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement	PL-Commercial Skills	

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	24 PL Hours per-trainee
	Occupations Receiving PL Training: Distribution/Warehouse Staff
The PL instructor must be dedicated to training, at a ratio of 1:2.	
Ratio Higher than 1:1	Trainees will be under constant trainer oversight while executing the required procedures. PL training is needed for all Distribution/Warehouse Staff due to the nature of OWD's Distribution Center/Fulfillment Center Operations. OWD routinely trains Distribution/Warehouse Staff in a 1:2 trainer-to-trainee ratio with actual customer product using new equipment, procedures and inspection requirements.

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift
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The following Modification(s) fall within Panel guidelines:

Temp-to-Perm

Average days to convert temporary workers to full time permanent employment.	90 days; upon conversion to full-time permanent employment. The Company will train four temp-to-perm employees (Job Number 2.)
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Employer-paid healthcare premiums while on temporary status.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is expected that these workers will receive employer-paid health benefits within 60 days of permanent status.
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The Director of Operations will oversee project administration and training implementation (coordinating and scheduling) with assistance from the Senior Floor Supervisor (SFS). The Company has a detailed training plan in place and is prepared to begin training upon approval.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, and PL-Commercial Skills <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> • Administration: The SFS will lead the day-to-day project administration. The SFS will schedule the training by department leads and ensure training materials are created and documented correctly. The Company has retained an administrative subcontractor to assist with project administration and uploading training hours into the ETP Tracking system. <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$900.00
Administrative	Training Funding Source	Seal Beach	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Approaches to Business Writing & Written Documents
- Coaching/Communication
- Credit & Collection Skills
- Customer Relations
- Product/Service Knowledge
- Project Management
- Selling Tactics
- Setting & Achieving Goals/S.M.A.R.T. Goals
- Time Management

COMMERCIAL SKILLS

- Assembly
- Equipment Operations/Maintenance
- Inspection Techniques
- Inventory Control
- Inventory Control-Cycle Counting
- Material Handling
- Operations (Distribution Skills-Receiving, Shipping)
- Order/Picking/Packing
- Quality Control
- Standard Operating Procedures

COMPUTER SKILLS

- E Commerce tools
- Electronic Data Interchange
- E-Mail Marketing Tools
- Microsoft Office (Intermediate/Advanced)
- Operating Walmart Retailink & Amazon Customer Care Platforms
- Script Writing for Report Generation
- Warehouse Management System Software

CONTINUOUS IMPROVEMENT

- Process Improvement
- Teambuilding
- Leadership Skills

PL Hours

0 – 24

COMMERCIAL SKILLS (Ratio 1:2)

- Equipment Operations/Maintenance
- Inspection Techniques
- Inventory Control-Cycle Counting
- Material Handling
- Operations (Distribution Skills-Receiving, Shipping)
- Order/Picking/Packing

- Product/Service Knowledge
- Quality Control
- Standard Operating Procedures

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



TRAINING PROPOSAL AMENDMENT
PACIFIC COMPANIES, INC
Approval Type: Delegation
Reference Number: 17-0885
Contract Number: 18CS-0134-000

Panel Meeting Date: 05/08/2019
Regional Office: San Diego Regional Office
Analyst Name: Clady, Cassandra
Contract Term Date: 11/6/2017 - 11/5/2019

Revision Number: 1
Requested Date: 04/22/2019
Revision Status: In Executive Review
Effective Date: 09/17/2018

Proposal Type: Single Employer Contract (SE)
Critical Proposal: No
Funding Source: OSC

FUNDING AMENDMENT:

Current Funding (\$)		Requested Funding Increase (\$)		Revised Funding (\$)	
\$44,880.00		\$28,820.00		\$73,700.00	
Training Cost	Admin Cost	Support Cost		Substantial Contribution	Total In Kind
\$61,899.00	\$11,801.00	N/A		\$0.00	\$88,500.00

PROJECT PROFILE

Repeat Contractor:	No			
High Unemployment Area:	No	Turn Over Rate(Applicant):		10.00 %
Industry Sector			Priority Industry	
Healthcare			No	
Waste Management			No	

AMENDMENT REQUEST DETAILS:

Reason for the Amendment Request:

Currently, the Company has exceeded the original funding amount, requesting additional funds for training. The request was originally submitted 9/17/18.

REVISED ITEMS:

Costing Group

Attribute	Job Title	No. Trainees		Min Training Hours		Max Training Hours		Estimated Training Hours	
		From	To	From	To	From	To	From	To
	Group No. 1 Location: PACIFIC COMPANIES, INC								
S-RET	Recruiter	18	18	8.00	8.00	60.00	60.00	45.00	60.00
	Administrative Staff	5	5	8.00	8.00	60.00	60.00	45.00	60.00
	Sales Staff	7	7	8.00	8.00	60.00	60.00	45.00	60.00

	Supervisor/Manager	2	2	8.00	8.00	60.00	60.00	45.00	60.00
	Group No. 2 Location: PACIFIC COMPANIES, INC								
S-RET-JOBCREATION	Recruiter - Job Creation	10	10	8.00	8.00	60.00	200.00	60.00	143.00
<u>Waiver Added</u>									
Waiver Source				Waiver Choice					
Waiver: Cap/Max Hours of Training									
Costing Group #2				60.00					

Amended Funding Detailed

Funding	Group No.	Attributes	Number Of Trainees	Weighted Average Hours	Reimbursement Rate	Cost Per Trainee	Cost Per Group
OSC	1	S-RET	32	60	\$22.00	\$1,320.00	\$42,240.00
	2	S-RET-JOBCREATION	10	143	\$22.00	\$3,146.00	\$31,460.00
		Funding Total:	42				\$73,700.00
		Grand Total:	42				\$73,700.00

Legend of Attributes	
Code	Description
S	Single Employer
RET	Retrainee
JOBCREATION	Job Creation – Retrainee Initiative Program

INTRODUCTION

Contractor has requested additional funding in the amount of \$28,820 to provide more in-depth topics in an expanded training plan (Curriculum will not change). The nature of the business requires detailed and highly skilled employees with the ability to navigate insurance payers and distinguish among physician specialties.

Contractor has also requested to increase the range of hours from 8-60 to 8-200 for Group #2 trainees due to an increase in delivery of training for these trainees that was not anticipated for during development.

AMENDMENT DETAILS

Currently, Contractor has reported a total of 2,496.63 eligible training hours for a total of \$54,925.86 in potential earnings, which is more than 100% of its current funding amount of \$44,880 (Active Contract Performance only shows performance up to point of Amendment submittal). As such, Pacific Companies requests an additional \$28,820 to support additional training needs through the end of the training period (11/05/19). Through this amendment, the funding increase will result in the following: Job No. 1 will increase by +\$10,560 from \$31,680 to \$42,240; the average weighed hours will increase from 45 to 60 (+15); Job No. 2: +\$18,040; the average weighed hours will increase from 60 to 143 (+83). The total funding will increase from \$44,880 to \$73,700 (+\$28,820).

RECOMMENDATIONS

Staff recommends approval of this request.

ACTIVE CONTRACT PERFORMANCE

This table summarizes active contract(s) performance for Pacific Companies, Inc.

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0134-000	\$44,880.00	11/06/2017 - 11/05/2019	42	40	0	0

Based on the ETP System, for the current contract 1542.63 reimbursable hours have been tracked for potential earnings of \$33,937.86 (75.62 % of approved amount).

Curriculum

Exhibit B

Classroom /Simulated Laboratory

Training Type (Level)	Course/Class Topic
Business Skills	Business Development
Business Skills	Client Relations
Business Skills	Coaching/Communication skills
Business Skills	Contract negotiation & Administration Skills
Business Skills	Email Etiquette
Business Skills	Leadership Skills
Business Skills	Medical Economics
Business Skills	Physician Credentialing
Business Skills	Physician specialty's
Business Skills	Presentation skills
Business Skills	Recruiting skills
Business Skills	Running Effective Meetings
Business Skills	Sales skills
Business Skills	Standard Operating Procedures (SOP's)
Business Skills	Time Management skills
Computer Skills (Standard)	Account Set-Up
Computer Skills (Standard)	Activity Metrics Development and Tracking
Computer Skills (Standard)	Applicant Tracking System (Bullhorn)
Computer Skills (Standard)	Background Check processing
Computer Skills (Standard)	Client Implementation procedures
Computer Skills (Standard)	Customer data management
Computer Skills (Standard)	Database Management
Computer Skills (Standard)	Marketing skills
Computer Skills (Standard)	Microsoft Office suite
Computer Skills (Standard)	Payroll Processing
Computer Skills (Standard)	Quarter End and Year End Processing
Computer Skills (Standard)	QuickBooks
Computer Skills (Standard)	Risk Management
Computer Skills (Standard)	Standard Operating Procedures (SOP's)
Computer Skills (Standard)	Tax Filing, Variance and Compliance
Computer Skills (Standard)	Telephone Skills
Computer Skills (Standard)	Time Management
Continuous Improvement Skills	Business Planning and Development
Continuous Improvement Skills	Change Management Skills
Continuous Improvement Skills	key performance indicators (KPI)
Continuous Improvement Skills	Problem Solving Skills
Continuous Improvement Skills	Process/Quality/Performance Improvement
Continuous Improvement Skills	Teambuilding skills



Training Proposal for:
Pacific Masonry Walls, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET19-0457

Approval/Panel Meeting of: March 26, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:		CA: 140	U.S.: 140	Worldwide: 140
<u>Turnover Rate:</u>		1%		
<u>Managers/Supervisors:</u> (% of total trainees)		3%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$73,548

Total ETP Funding

\$62,608

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Laborers, Masons, Foreman, Superintendents

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority Retrainee	Business Skills, Comm'l. Skills, Computer Skills, OSHA 10/30	86	8-200	0	\$728	\$18.14
				Weighted Avg: 28			

Minimum Wage by County: Job Number 1: \$18.14/hr. in Orange County

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

Up to \$2.14 per hour may be used to meet the Post-Retention Wage.

OVERVIEW

Year Company Founded:	1984	Company Headquarters: <input checked="" type="checkbox"/> Single location Orange
Facility location(s) where training will occur		<ul style="list-style-type: none"> Orange (Orange County)

Nature of Business:	<ul style="list-style-type: none"> Pacific Masonry Walls, Inc. (PMW) specializes in concrete and masonry construction with the technical competency to build anything from retaining walls to a complete structure. PMW's construction specialization of concrete and masonry materials allows the Company to integrate materials to create beautiful masonry veneers. PMW's projects are located across Southern California from San Diego to Santa Barbara and east to Riverside County.
Customer Base:	<ul style="list-style-type: none"> PMW works on residential and commercial projects but focuses mainly on master-planned single-family home projects, commercial masonry projects and public works projects. PMW works with homebuilders including KB Homes, CalAtlantic Homes and Toll Brothers. The Company's

	commercial and public works projects range from masonry veneers at retail centers, multi-family apartment buildings, senior living facilities and municipal buildings.
<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> The master-planned single-family home construction sector has expanded throughout Southern California and has led to significant growth at PMW. This growth has led to an increase in staff across departments and the need to cross-train field staff (Laborers & Masons). However, recruiting skilled and qualified field staff with experience in the masonry trade has been extremely challenging. For PMW to reach its business goals, the Company must increase efficiency to complete projects quickly and demonstrate safety.

Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> PMW's business goals are to increase its customer base and complete projects quickly to increase profitability. Therefore, PMW must satisfy customer requirements during the bidding process and demonstrate greater competency than its competitors. PMW's training program will help the Company satisfy customer requirements and demonstrate competency in safety practices companywide. PMW's training program focuses on increasing the amount of frontline staff with OSHA certifications by enrolling Foreman and Superintendents in OSHA 30 courses and Masons in OSHA 10 courses. Furthermore, the Company's training program will help all staff increase their skill-set to be more efficient, eliminate downtime and execute multiple tasks on the job site. Training includes cross-training for Laborers and Masons so they have the skills necessary to work on any part of a project. PMW will deliver cross-training in specialized aspects of concrete and masonry construction. Training for Laborers and Masons will focus on Commercial Skills such as Construction of Pilasters, Construction of Masonry Fireplace Throat, and the Use of Stones for Masonry Work. No trainees in this project are covered by a collective bargaining agreement and training included in the proposed training plan does not parallel, duplicate, or compete with apprenticeship training for Laborers or Masons.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
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Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The President will oversee the project administration and training implementation (coordinating and scheduling) with assistance from two administration staff.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: OSHA 10/30
<ul style="list-style-type: none"> Administration: Two administration staff will lead the day-to-day project administration. The Company has retained an administrative subcontractor to assist with project administration and uploading training hours into the ETP Tracking system. <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Refund Group	Anaheim	\$5,000
Administrative	Training Refund Group	Anaheim	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Balanced Scorecard Preparation/Methodology Training
- Communication Skills
- Leadership Skills
- Managing a Multi-Generational Workforce
- Mentoring and Coaching
- Negotiation Skills

COMMERCIAL SKILLS

- Advanced Blueprint Reading
- Bricklaying Terminology
- Brick-Paving Techniques
- Building a Straight Wall
- Building Codes-Reinforced
- Complete a Masonry Wall
- Concrete in Masonry Units
- Construction of Jambs
- Construction of Masonry Fireplace Throat
- Construction of Pilasters
- Correct Installation Techniques & Procedures for Arches
- Custom Residential Work
- Field Operational procedures
- Interpret and Use of Blueprints
- Job Layouts/Steps Related to Layout
- Learn the Communications Skills Required of a Job Supervisor
- Materials-Veneer Construction
- Materials-Residential Masonry Design
- Parging in Masonry Construction
- Planning and Construction of Custom Masonry
- Recognize the Terms Used with Reinforced Grouted Masonry
- Responsibilities of a Job Supervisor
- Safe Working Procedures and Practices
- Safety, Health and Employment Rules and Procedures
- Scaffolding Safety Practices
- Shop Safety Rules and Procedures
- Shop Safety Rules for Operating Tools and Equipment
- Solve Problems in Masonry Mathematics
- Techniques for Setting and Laying Brick
- Trade Math
- Use of Advanced Materials
- Use of Cement Blocks and Bricks
- Use of Components and Shell Bricks
- Use of Glass Blocks
- Use of Glazed Tile
- Use of Grouted Masonry
- Use of Patterns-Bonded Masonry
- Use of Stick-On Veneer for Masonry Work

- Use of Stones for Masonry Work
- Various Types of Veneer Applied to a Fireplace

COMPUTER SKILLS

- Microsoft Office-Excel (Advanced/Intermediate)
- Quickbooks

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

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

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



RETRAINEE - JOB CREATION

Training Proposal for:

Pacific Medical Group, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET19-0471

Approval Date: June 4, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative	Industry Sector(s):	Other (J) Services 81 Priority Industry: <input type="checkbox"/> Yes <input checked="" 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: 140	U.S.: 140	Worldwide: 140
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	17%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$83,545

Total ETP Funding

\$72,310

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Engineers, Administrative Staff, Supervisors/Managers, and Warehouse

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 Comm Skills Computer Skills Continuous Impr.	136	8-200	0	\$460	\$18.14
				Weighted Avg: 20			
2	Job Creation Retrainee	Business Skills Comm Skills Computer Skills Continuous Impr.	15	8-200	0	\$650	*\$15.12
				Weighted Avg: 25			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$18.14/hr in Orange County;

Job Number 2: \$15.12/hr in Orange County.

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

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

OVERVIEW

Year Company Founded:	2009	Company Headquarters: <input checked="" type="checkbox"/> Single location San Clemente, CA
Facility location(s where training will occur)	<ul style="list-style-type: none"> San Clemente (Orange County) 	
Nature of Business:	<ul style="list-style-type: none"> Pacific Medical Group Inc. repairs and refurbishes patient monitoring equipment for hospitals and surgery centers worldwide. The Company has a team of engineers working with the latest equipment to ensure each piece is ready for patient use. 	
Customer Base	<ul style="list-style-type: none"> Health Care Facilities Hospitals 	

<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • The Company implemented International Organization for Standardization (ISO) to improve efficiency and customer satisfaction. • New Regulations by the Centers for Medicare and Medicaid Services (CMS) and Accreditation agencies like the Joint Commission have revised maintenance standards for hospital medical equipment. • Hospitals must adopt Alternate Equipment Management (AEM) policies and procedures which require equipment to be maintained and serviced by qualified personnel. • Pacific Medical Group recently upgraded its Customer Resource Management (CRM) software which will enable the Company to track business flow. • The Company continues to expand, adding two departments, Blenders and Defibrillators, this year which requires hiring of Engineering/Technician staff.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • Training will be provided to Managers and Engineers on the ISO standards. Managers can utilize risk management tools and techniques, and develop action plans. Engineers will have better understanding of processes and improve their organizational skills. • Managers and Technicians will be trained on AEM regulatory standards and documentation of maintenance. This will increase development in their technical skills enabling staff to assess reliability of equipment. • Engineering staff will be trained on CRM software which will enable them to document and code work orders in a standardized format to increase warranty reliability regarding equipment the company refurbish and repair. • Computer training will be provided to all staff for various functions. Engineers and Managers will be trained to update patches and provide security services like firewall and anti-malware. Administrative staff will learn how to upgrade new paperless processes and use new modules for invoices and purchase orders to increase productivity. • The implementation of CRM will enable Pacific Medical Group to train Management and Engineering staff to identify nonconformities and implement process to streamline operations of quality management.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Continuous Improvement	Computer Skills
Commercial Skills		

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The project will be overseen by the Company's Human Resource Manager with the assistance of the Project Manager. Pacific Medical Group Inc. is prepared to start training upon approval of this project.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: <input type="checkbox"/> Vendor – Types of Training by vendor:
<ul style="list-style-type: none"> Administration: The Company's Human Resource Manager and staff members will administer the project with the assistance of an Administrative Subcontractor. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	\$2,900
Administrative	Training Funding Source	Seal Beach	13%
Training Vendors	TBD		

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Budgeting and Financial Management
- Client Relations
- Coaching
- Communication Skills
- Customer Communications and Follow-up
- FDA Standards, IPC J-STD, -ISO 9001, 13485
- Leadership
- Managed Services
- Marketing, Proposal and Business Development
- Medical Equipment Repair/Production (Refurbished)
- Organizational and Time Management
- Planning
- Presentation Skills
- Product and Service Knowledge— Telemetry, Blenders, Pumps, Monitors, Gas Modules
- Quality Improvement
- Team Building
- Technical Editing and Writing
- Work Processes and Procedures

COMMERCIAL SKILLS

- Equipment Services and Repair
- Inspection Procedures
- ISO Standards – Quality Management Procedures
- Multiple Modality
- Product and Service Knowledge
- Preventive Maintenance Procedures
- Standard Operating Procedures
- Troubleshooting and Repairs on Medical Equipment

COMPUTER SKILLS

- Accounting Software Application
- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- Computer Graphics, Design & Drafting
- Customer Relationship Management (CRM)
- Epicor
- Filemaker

- Microsoft Office
- Payroll
- Project Management
- Propitix
- Storage and Disaster Recovery
- Virtualization
- Web Design and Graphics Software

CONTINUOUS IMPROVEMENT

- Efficiency Workflow
- Product Quality and Reliability
- Productivity Improvement
- Reporting and Performance Goals
- Risk Assessment and Planning
- Teams
- Time Management, Prioritization, Project Tracking

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.
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Training Proposal for:
Pavement Recycling Systems, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0459

Approval / Panel Meeting of: April 18, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Kern, San Diego, San Bernardino, Orange, Riverside, Los Angeles, Ventura, Yolo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Construction Laborers Union Local 1184; International Union of Operating Engineers - Local 12			
Number of Employees in:	CA: 370	U.S.: 400	Worldwide: 400	
<u>Turnover Rate:</u>	7%			
<u>Managers/Supervisors:</u> (% of total trainees)	10%			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$69,312

Total ETP Funding

\$46,410

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Operators, Sales Staff, Superintendents, Project Coordinators, Foreman, Estimators, Laborers, Project Managers, Mechanics

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 Comm Skills Computer Skills	105	8-200	0	\$442.00	\$17.70
				Weighted Avg: 17			

Minimum Wage by County: Los Angeles-\$18.56/hr., Orange-\$18.14/hr., Riverside, San Diego, Kern, Yolo, San Bernardino, Ventura-\$17.70/hr.;

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

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

OVERVIEW

Parent Company		PRS Holdings, Inc.	
Year Company Founded:	1989	Company Headquarters: <input type="checkbox"/> Single location Jurupa Valley, CA	
Facility Locations Outside CA		<ul style="list-style-type: none"> Arizona and Nevada 	
Total Number of Facility locations in California		9	
Facility location(s) where training will occur		<ul style="list-style-type: none"> Bakersfield, CA Chula Vista, CA Colton, CA Escondido, CA Garden Grove, CA Jurupa Valley, CA Lancaster, CA Santa Paula, CA Woodland, CA 	

<i>Participating Affiliates & Respective Facility Location(s) where training will occur:</i>	<ul style="list-style-type: none"> • Pavement Coatings Co.* *Co-located in Jurupa Valley with Pavement Recycling Systems, Inc.
<i>Nature of Business:</i>	<ul style="list-style-type: none"> • Pavement Recycling Systems, Inc. (PRS) and Pavement Coatings Co. (PCC) are affiliates under PRS Holdings, Inc., the parent company. PRS will be the primary ETP contract holder with PCC as a participating affiliate. • Founded in 1989 as an employee stock ownership plan company, PRS and PCC provides construction services focused on highway and road reconstruction/maintenance. The Companies' main construction services focus on removing and replacing the top layer of asphalt on highways, roads and parking lots. The Companies' services also include cold-in-place recycling, cold central plant recycling, soil stabilization solutions, full depth reclamation, pavement preservation, and diamond grinding.
<i>Customer Base:</i>	<ul style="list-style-type: none"> • PRS contracts with large highway/road construction contractors and large commercial developers working on projects that range from replacing the asphalt parking lot at Dodger Stadium and Orange Coast College to building access roads for new commercial developments. In addition, PRS also contracts with government agencies such as Caltrans and the Federal Highway Administration providing road reconstruction/maintenance services. • PCC is co-located at the PRS headquarters in Jurupa Valley and provides many services that are tightly integrated to support PRS services. In addition, PCC operates three aggregate recycling yards located in Colton, Chula Vista and Lancaster. These facilities accept broken asphalt and concrete from various construction projects, then crush and process the rubble into various aggregate products for resale to the industry.
<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • PRS is experiencing tremendous customer and revenue growth. Over the last two years, the Company hired 100 employees and expanded its geographic footprint throughout California and its ability to bid on projects outside of California. Growth requires implementation of new policies, procedures, and software systems to manage work volume. • Each project and customer provides PRS with specific requirements and instructions. Some

	customer requirements only require possessed skillsets; however, most projects are unique and require additional training related to trade techniques, heavy machinery, tools/equipment, and software systems to complete.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> To efficiently manage the increase in customers, projects and staff, PRS is deploying a new Enterprise Resource Planning (ERP) system. The new ERP System will help the Company increase quality and service management by introducing a suite of applications that will help collect, store, manage, and interpret data, streamlining operations/workflow and eliminating repetitive processes for data analyzation. PRS is also upgrading heavy equipment. Much of the heavy equipment is becoming automated which allows for improvements in quality control resulting in less alterations and increased production. Operators will need to participate in training that includes how to maintain, operate, and explain upgraded equipment benefits to contractors.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
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Retention Modification

Retention Modification	The non-customary retention period of 500 hours within 272 days will apply.
Occupations	Operators, Superintendents, Foreman, Laborers, Mechanics
Justification	PRS is requesting a modification to the retention period for Field Staff (Operators, Superintendents, Foreman, Laborers, and Mechanics) due to the seasonality of the construction industry based on wet weather conditions during the winter and excessive heat in the summer. Field Staff do not always complete a 35 hour workweek based on these seasonality factors.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>PRS's Chief Engineer will oversee project administration, with assistance from the Training Manager. The Company has a detailed training plan in place that has been improved and refined based on the prior ETP project. The Company has also identified staff at each location to manage the day-to-day logistics of delivering/documenting training. The Company is prepared to begin training upon approval.</p>
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> ☒ In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills ☒ Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> • Administration: <p>PRS's Training Manager will lead the day-to-day administration of the project. The Company also retained a subcontractor to assist with project administration.</p> <ul style="list-style-type: none"> ☒ In-house ☒ Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Leadership initiatives for managers focused on succession planning and promoting employees from within. • Train Mechanics on technical skills needed while working on roads or in the aggregate recycling yards. • Quality control process training ensured the Company's materials, labor, and craftsmanship is of the highest caliber.
<ul style="list-style-type: none"> • Difference in Training Plan: 	PRS will dedicate a significant amount of training time in ERP Software System and heavy equipment training. Some of the proposed curriculum topics are similar to training under the prior agreement but these topics are for trainees who were not able to participate in the first training project or newly hired employees.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0228	Jurupa Valley	10/01/2016- 09/30/2018	\$124,110	\$46,835 (38%)

Although PRS developed a formal training plan, the business grew dramatically during the contract term and most of the planned training was not delivered due to construction demands. The Company hired many new Field Staff with minimal training and had to decide whether the new hires and trainer(s) should be taken out of the field to conduct formal classroom training or train them in the field on topics not covered by their ETP contract. PRS chose the latter in an effort to get more work done with less downtime at the jobsites. This resulted in poor workmanship that required rework, leading to poor performance because the Company did not have to time to deliver reimbursable training.

Given the negative financial effects due to the lack of formal training sessions, the Company has since made training a top priority. To improve performance in this new project, the Company has implemented new processes and hired a full-time Training Manager whose sole responsibility is to oversee the day-to-day administration of the ETP project. The Training Manager's job will be to evaluate staff on skill level and implement training to improve their skillset. And the project has been right-sized to the dollar amount previously earned.

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Refund Group	Anaheim, CA	\$5,000
Administrative	Training Refund Group	Anaheim, CA	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Balanced Scorecard Preparation
- Communication Skills
- Contract Administration
- Estimating and Job Cost Training
- Giving Effective Reviews & Feedback
- Leadership Skills
- Managing a Multi-Generational Workforce
- MAP (Management Action Program)
 - Analysis and Preplanning
 - Information Gathering
 - Issues You Can Control vs. Issues You Cannot
 - Sharpening of Leadership Skills
- MAP Annual Refresher
- Mentoring and Coaching
- Negotiation Skills
- Project Administration
- Risk Management
- Sales Skills

COMMERCIAL SKILLS

- Construction Supervisors Academy
- Distresses of Pavement
- Equipment Operation
- Field Operations Procedures
- Hazard Communication
- Mechanics of Materials
- Milling 3D Automation
- Milling for Smoothness
- Milling Project Setup & Management
- Pavement Recycling Systems Inc. Products
- Paving Best Practices
- Plan Reading
- Quality Control Pavement Coating Co.
- Quality Control Restructuring
- Quality Control ReNew
 - Controlling CIR and CCPR products
 - Adjustments to Supplied Mix Design
 - Job Responsibilities and Interactions with Crew
 - Reviewing Past Mistakes and How to Correct Them
- Silica Competent Person
- Silica Exposure Control
- Truck Driving (Rules and Regulations)
- Wirtgen Mills Training
- Wirtgen Reclaimers Training

COMPUTER SKILLS

- ERP Software System
- FormStack Software
- Microsoft Office (Intermediate/Advanced)

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



Training Proposal for:
Primary Freight Services, Inc.

Delegation \leq \$75,000 Single Employer

Contract Number: ET19-0458

Approval / Panel Meeting of: April 2, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	Transportation/Communication (I) Retail (44-45) Transportation Warehousing (48-49) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Chemical and Production Workers Union Local 30		
Number of Employees in:	CA: 50	U.S.: 68	Worldwide: 68
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$85,289

Total ETP Funding

\$74,100

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year Administrative Staff, Customer Service Staff, Sales Staff, Managers, Warehouse Staff, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills, Computer Skills, Cont. Imp., HazMat, Mgmt. Skills	50	8 - 200	N/A	\$1,482	\$18.14
				Weighted Avg: 57			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Orange County: \$18.14/hr.

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.

OVERVIEW

Year Company Founded:	1998	Company Headquarters: <input type="checkbox"/> Single location Buena Park (Orange County)
Facility location(s) where training will occur	<ul style="list-style-type: none"> Buena Park 	
Participating Affiliates & Respective Facility Location(s) where training will occur	<ul style="list-style-type: none"> Primary Logistics, LLC (Primary Logistics) co-located with Primary Freight Services, Inc. (Primary Freight) in Buena Park 	
Nature of Business:	<ul style="list-style-type: none"> Primary Freight provides import and export services in ocean and freight services. The Company provides distribution and fulfillment services for retail merchandise. Primary Logistics is responsible for the warehouse operations of Primary Freight. 	
Customer Base:	<ul style="list-style-type: none"> California businesses that import and export retail, wholesale or industrial cargo internationally 	

<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • The import/export industry is constantly changing, specifically new tariffs levied by the US, including tariffs on Asian countries have significantly affected how the Company operates. As such, the Company must continually adjust its processes to stay compliant with federal regulations. • In 2018, the Company's revenue was \$34 Million and is targeting to reach \$40 Million by expanding its ocean and air export products. Further, Primary Freight and Primary Logistics will re-configure its warehouse to accommodate the expanding market of e-commerce. This reconfiguration will cost upwards of \$300,000 to change the shelving and forklifting systems. • Primary Freight will move to green paperless systems and is implementing E-Document (EDOC) Systems company-wide. • In 2018, the Company implemented CaragoWise, a new operating system. Currently, Primary Freight is only using approximately 30% of the system's capacity and plans to implement a customer relationship management component and a pricing module in 2019.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • As the industry incorporates additional fees and requirements it's important that the staff can communicate and accurately quote pricing changes to customers. As such, training will be provided to all staff in ocean and air import/export. • Training is ongoing on the CargoWise software system as the Company works to implement additional modules of the program. Training will be provided to an internal "super user" who will then train internal staff based on function. • Training will also include customer service, sales skills, communication and leadership/management skills.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Computer Skills	Continuous Improvement
Management Skills	Hazardous Materials	

Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	57 Hours
<p>Primary Freight will provide staff training approximately two hours per week. This training is critical to the implementation success of CargoWise's additional modules and paperless systems. Traditionally logistics companies need five years to fully implement these types of software platforms. Primary Freight's goal is to have full operation in three years, requiring an accelerated pace of training. The Company will also need to provide training on E-commerce services. Finally, the Company has a history of good prior performance with ETP. All previous contracts, have had a weighted average over 45 hours. The most recent contract, 17CS-0024 was completed with a weighted average of 96 for all trainees (\$82,186) at its Buena Park facility. The Company has demonstrated the capacity to perform significant amounts of training.</p>	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>The Company's Chief Financial Officer will oversee and coordinate Primary Freight and Primary Logistics training schedule. A Senior Accountant will upload training hours on a monthly basis. The Company has a training schedule and is ready to start training upon approval.</p>
<ul style="list-style-type: none"> • Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Business, Computer, Continuous Improvement, Hazardous Materials and Management Skills</p> <p><input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Business, Computer, Continuous Improvement, Hazardous Materials and Management Skills</p>
<ul style="list-style-type: none"> • Administration: <p>The Senior Accountant will be responsible for project administration.</p> <p><input checked="" type="checkbox"/> In-house</p> <p><input type="checkbox"/> Subcontractor</p>

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	3
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • 17CS-0024 training focused on implementation of computer software platforms, including the first phase of CargoWise. • ET16-0271 training focused on sales development and operational procedures of US Customs and TSA requirements. • ET14-0365 training focused on developing new freight operations and growing its air freight branch.
<ul style="list-style-type: none"> • Difference in Training Plan: 	All training provided on the CargoWise platform in this project will be on new modules that were not previously implemented. No training on the CargoWise system will

	be duplicative from the last contract. Further, training in this project will focus on the warehouse expansion that Primary Logistics is expecting due to the implementation of E-Commerce services.
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PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
17CS-0024	Buena Park	6/23/17 - 6/22/18	\$99,840	\$82,186 (82%)
ET16-0271	Buena Park	11/17/15 - 11/16/17	\$49,920	\$47,463 (95%)
ET14-0365	Buena Park	5/5/14 - 11/4/15	\$49,920	\$48,549 (97%)

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A		
Administrative	N/A		
Training Vendors	To Be Determine		

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Performance Skills
- Communication Skills
- Customer Service Skills
- Sales Skills

COMPUTER SKILLS

- Software Applications

CONTINUOUS IMPROVEMENT

- Problem Solving Skills
- Teambuilding
- Total Quality Management
- Decision Making Skills
- Leadership Skills

HAZARDOUS MATERIALS

- Hazardous Materials Handling

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Decision Making Skills
- Employee Motivation
- Administrative Processes

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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CHEMICAL AND PRODUCTION WORKERS UNION LOCAL 30

245 FENCL LANE • HILLSIDE, ILLINOIS 60162-2001 • PHONE (312) 738-0822 • FAX (312) 738-3553

March 1, 2019

State of California
Employment Training Panel
San Diego Regional Office

Re: Primary Logistics Services, LLC
Primary Freight Service, Inc.
6545 Caballero Blvd.
Buena Park, CA 90620

Employee Training 2019-2021

To All Parties:

Please consider this letter as the Union letter of Support, for the employee training the Company will be conducting during 2019 to 2021 for enhancing business skills.

We support the ongoing and continued investment in training, furthering the development of all employees of Primary Freight Services, Inc. and Primary Logistics Services, LLC.

Sincerely,

Mark A. Spano
President



**Training Proposal for:
Remedial Transportation Services, Inc.**

Delegation < \$75,000 Single Employer

Contract Number: ET19-0451

Approval Date: March 26, 2019

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	Retrainee HUA SB <100 SET	Industry Sector(s):	Services (G) Remediation Services	
			Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Kern	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 90	U.S.: 90	Worldwide: 90	
<u>Turnover Rate:</u>	10%			
<u>Managers/Supervisors:</u> (% of total trainees)	15%			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$66,000

Total ETP Funding

\$65,520

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
HUA Only:	Number of trainees in HUA location: 84
Occupations to be Trained:	Administrative Staff, Laborers, Shop Employees, Heavy Equipment Operators, Class A Drivers, Managers/Supervisors

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET SB<100 HUA	Business Skills Comm Skills Computer Skills Continuous Impr. HazMat PL-Comm. Skills	84	8-200	0-50	\$780	\$13.28
				Weighted Avg: 30			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail. *ETP Required Wage floats down to a High Unemployment Area wage modification if trainees in Job number are located in an HUA, regardless if they are requesting a wage modification.

Minimum Wage by County: Job Number 1 (HUA): \$13.28 for Kern County

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

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

OVERVIEW

Year Company Founded:	2002	Company Headquarters: <input checked="" type="checkbox"/> Single location Shafter
Facility location(s) where training will occur		<ul style="list-style-type: none"> Shafter (Kern County)

Nature of Business:	<ul style="list-style-type: none"> Remedial Transportation Services, Inc. (RTS) provides environmental transportation and profiling services in which materials such as fire ash, concrete, debris, impacted soil and other hazardous (RCRA and Non RCRA waste) materials are profiled by waste streams based on lab analysis of material so that it can be disposed of in accordance with regulatory requirements.
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	<ul style="list-style-type: none"> RTS also provides remediation services which is general work with the Oil and Gas Industry Products and services include Remediation construction, excavation and trenching, grading, pipeline abandonment, pipeline pigging and purging, pipeline repair, hazardous and non-hazardous waste transportation (end dumps, roll-offs, crude oil).
Customer Base:	<ul style="list-style-type: none"> Customers include the oil industry, general construction industry and waste generators.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> Regulatory guidelines and safety standards are constantly changing and as a result, RTS must stay relevant to the changes in these regulations and procedures, as well as to customer's guidelines. Keeping pace with industry and customer demands will make for safer jobsites, process improvements and overall competency.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> Improve internal processes and procedures to enable all employees to work more safely and efficiently. This will include training on internal procedures and will also focus on business skills, commercial skills, continuous improvement and hazardous materials. Training topics include Business Development, Confined Space Training, RTS Project Controls, Ground Remediation Best Practices and Leadership Skills. Training will also focus on software updates in the Company's Conrad Data System and Paylocity systems.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab☐ E-Learning☒ CBT☒ Productive Lab

Business Skills		
Commercial Skills	Continuous Improvement	Computer Skills
HazMat		

Productive Laboratory	Justification: <ul style="list-style-type: none"> <input type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
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	<input type="checkbox"/> Certification Standards
	0-24 PL Hours per-trainee
	Occupations Receiving PL Training: Heavy Equipment Operators , Laborers
The PL instructor must be dedicated to training, at a ratio of 1:1	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>The Company has developed a comprehensive training program and is ready to start training upon approval. The Human Resources Manager will be overseeing the project with assistance from the Environmental Health and Safety Manager and the Environmental Health and Safety Lead.</p>
<ul style="list-style-type: none"> • Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, Hazardous Materials skills , Productive Laboratory <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined.
<ul style="list-style-type: none"> • Administration: <p>The Environmental Health and Safety Manager and the Environmental Health and Safety Lead will oversee the administration of this project.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A		
Administrative	N/A		
Training Vendors	To Be Determined		

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Job Bidding and Estimating
- State/City/County Permit Processing Requirements
- Business Development
- Leadership Skills
- Coaching and Mentoring

COMMERCIAL SKILLS

- Heavy Equipment Operations
- On Road Commercial Drivers Training
- Excavation and Trenching Best Practices
- Commercial Grading and Paving Best Practices
- Confined Space Training

COMPUTER SKILLS

- Conrad Data System
- Paylocity

CONTINUOUS IMPROVEMENT

- RTS Project Controls
- RTS Quality Plan
- RTS Safety Incentive Program

HAZARDOUS MATERIALS

- Ground Remediation Best Practices
- Hazardous Materials Handling, Storage and Cleanup

CBT Hours

0-50

COMPUTER SKILLS

- Waste Management Safety (1 ½ hours)
- BNSF Railway (1 ½ hours)
- ISNET (2 hours)

Productive Lab Hours

0-24

COMMERCIAL SKILLS (1:1 Ratio)

- Heavy Equipment Operation
- Excavators
- Skid Steers
- Dozers
- Loaders
- Backhoes
- Ground Penetrating Radar

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

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



Training Proposal for:
Rich Products Corporation

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0452

Approval / Panel Meeting of: April 18, 2019

ETP Regional Office: San Diego

Analyst: M. Ibarra

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:	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: 800	U.S.: 8,700	Worldwide: 9,200	
<u>Turnover Rate:</u>	2%			
<u>Managers/Supervisors:</u> (% of total trainees)	14%			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$45,360

Total ETP Funding

\$43,680

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative Staff, Frontline Lead, Production Associate, Quality Staff, Materials Staff, Maintenance Staff, and Supervisor

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority	Computer Skills Continuous Impr. Mfg. Skills	42	8 - 200	0	\$1,040	\$18.14
				Weighted Avg: 40			

Minimum Wage by County: \$18.14 per hour for Orange County

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

Up to \$1.14 per hour may be used to meet the Post-Retention Wage for Job Number 1.

OVERVIEW

Year Company Founded:	1945	Company Headquarters: <input type="checkbox"/> Single location Buffalo, New York
Facility Locations Outside CA	<ul style="list-style-type: none"> United States: Ohio, Minnesota, Tennessee, Connecticut, Texas, South Carolina, Illinois, New Jersey, and Georgia International: Canada, China, Vietnam, Thailand, Indonesia, Malaysia, Australia, India, Japan, South Korea, United Kingdom, United Arab Emirates, Turkey, Brazil, Colombia, Argentina, Uruguay, Nicaragua, Peru, Venezuela, Chile, Puerto Rico, South Africa, Japan, Mexico, Taiwan, and Spain 	
Total Number of Facility locations in California	4	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Santa Ana (Orange County) 	

Nature of Business:	Rich Products Corporation (Rich Products) (www.richs.com) is one of the world's largest family-owned food companies and leading global suppliers to the foodservice, in-store bakery, retail, and industrial marketplaces. The Company developed the world's first non-dairy whipped topping. Rich Products is now a manufacturing leader in non-dairy toppings, icings, and other emulsions. The Company also produces cakes and
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	<p>desserts, pizza, bakery products, shrimp/seafood, appetizers/snacks, meatballs, pasta, and gluten-free and all-natural items.</p> <p>Rich Products' Santa Ana facility produces a wide range of baked goods such as pizza crusts, wraps, pita breads, break sticks, focaccia, and frozen dough.</p>
Customer Base:	<ul style="list-style-type: none"> • Retail customers • Commercial food companies • Restaurants
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Customers require Rich Products to meet new industry standards specific to the reporting and handling of their products; • The Company is implementing new automation systems and equipment to streamline operations and become more competitive in the marketplace. Last year, Rich Products acquired \$1.2M in new equipment to be implemented through the end of 2019. The Company is changing the configuration of its production line, adding new packing equipment; and implementing a Total Productive Maintenance (TPM) system; and • Achieve a value-based, customer-driven organization, enabling frontline personnel to lead the Company into becoming a high-performing workplace.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Training will focus on the Company's new reporting and handling requirements to ensure it meets Safe Quality Food (SQF) certification; • Training will also focus on the modernization of business systems and procedures, specifically, to advance skills training in new equipment and processes; and • Training in Leadership Skills, Lean Enterprises, Team & Problem Solving, and Root Cause Analysis for Frontline leads is needed to successfully implement new reporting requirements.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Computer Skills	Continuous Improvement	Manufacturing Skills
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Company's Human Resources Manager will oversee project administration and implementation of training. Human Resources staff will assist in data entry and recordkeeping.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Computer, Continuous Improvement, and Manufacturing Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Continuous Improvement and Manufacturing Skills
<ul style="list-style-type: none"> Administration: The Company's Human Resources Manager and staff members will provide day-to-day administration of the ETP project including collecting completed attendance rosters, tracking training hours, and submitting invoices. <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> Number Of Contracts in last 5 years: 	4 (including 1 for Santa Ana facility)
<ul style="list-style-type: none"> Training provided / focus in last Contract: 	<ul style="list-style-type: none"> Subsequent to new ownership transition, training in the ET16 project focused on new quality controls and advanced manufacturing systems to improve operational capabilities and keep costs to a minimum. Training also focused on meeting strict regulations in food manufacturing.
<ul style="list-style-type: none"> Difference in Training Plan: 	<p>The proposed training plan will focus on new processes and procedures in anticipation and support of the new Total Productive Maintenance (TPM) system.</p> <p>Training will also build upon training delivered in the past project, as well as focus on new equipment and keeping pace with industry regulations to support increased customer demands and become a high-performing workplace.</p>

ACTIVE PROJECTS

The following table summarizes performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0328	\$57,330	12/4/18 - 12/3/20	0	0	0*

*ET19-0328: This project was approved on December 3, 2018 for Rich Products' facility located in Santa Fe Springs (Los Angeles County). As of 4/1/19, no trainees have been enrolled and no training hours have been tracked in the ETP Online Systems. Please note that given the Santa Ana facility operates autonomously and manufactures different product than the Santa Fe Springs facility, it determined to apply for its own ETP project.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0178	Santa Ana	10/5/15 - 10/4/17	\$141,768	\$57,078 (40%)*
ET15-0402	Fresno	4/1/15 - 3/31/17	\$108,200	\$107,378 (99%)
ET12-0431	Fresno, South San Francisco, and Santa Fe Springs	6/30/12 - 6/29/14	\$407,610	\$79,376 (19%)**

*ET16-0178: Company representatives report that the primary factor behind poor performance at the Santa Ana facility was the organizational company-wide changes that occurred subsequent to its acquisition by Rich Products. Training was delayed due to the Corporate's decision to automate and rearrange its product lines. It planned to train 179 trainees at an average of 44 training hours; however, trained 60 at an average of 54 training hours.

The Santa Ana facility waited two years to reassess its training plan and has since gained focus on the daily business. Rich Products is in a better position to support customer demands and it is now poised and committed to focus on the new training plan projected in the next two years.

Accordingly, this current proposal is right-sized to \$43,680 to more closely mirror earnings in its prior contract (\$57,078). In this new proposal, the number of trainees is 62% less than in the previous contract. The proposed training plan is conservative, and the Santa Ana facility is requesting funding for 1,680 training hours versus 3,240 actual training hours delivered in the previous contract. The Facility is committed to delivering the training within the term and earning 100% of the funds under this project.

**ET12-0431: This project was developed for Rich Products' Northern California locations just before it acquired Goglanian Bakeries (Santa Ana facility) in 2012. Training was delayed due to labor disputes at the Santa Fe Springs location and the hiring of a new management team at the Fresno location. The Company has stabilized since the acquisition and the issues at Santa Fe Springs and Fresno have been resolved. None of these three locations are included in the current proposal.

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Kirkpatrick Enterprises International	Valencia, CA	\$0
Administrative	N/A	N/A	N/A
Training Vendors	Kirkpatrick Enterprises International	Valencia, CA	\$22,464*

*Training vendor will deliver Total Productive Maintenance and Six Sigma Training for 18 trainees.

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

8 – 200

Trainees may receive any of the following:

COMPUTER SKILLS

- Distribution Requirement Planning (DRP) Software and Reporting
- Continuous Process Improvement Software
- Intermediate and Advanced Microsoft Office Suite

CONTINUOUS IMPROVEMENT

- Leadership Skills for Frontline Workers
- Lean Manufacturing / 6 Sigma
- Total Productive Maintenance

MANUFACTURING SKILLS

- Production Equipment Usage
- Maintenance Skills
- GMP (Good Manufacturing Practices)

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

Training Proposal for:

Rolls-Royce High Temperature Composites Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0462

Approval / Panel Meeting of: May 1, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

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:	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: 150	U.S.: 6,000	Worldwide: 50,000	
<u>Turnover Rate:</u>	13%			
<u>Managers/Supervisors:</u> (% of total trainees)	14%			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$200,000

Total ETP Funding

\$60,580

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Process Technicians, Manufacturing Engineers, Manufacturing Engineers II, Manufacturing Engineer Specialists, Manufacturing Services, 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	Priority Retrainee	Business Skills, Comm Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, Mgmnt Skills, PL-Mfg. Skills	55	8-200	0-109	\$910	\$18.14
				Weighted Avg: 35			
2	Priority Retrainee Job Creation	Business Skills, Comm Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills, PL-Mfg. Skills	9	8-200	0-109	\$1,170	\$15.12
				Weighted Avg: 45			

Minimum Wage by County: Job Number 1: \$18.14/hr. in Orange County

Job Number 2 (Job Creation): \$15.12/hr. in Orange County

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

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

OVERVIEW

Parent Company		Rolls-Royce North America	
Year Company Founded:	1992	Company Headquarters: <input type="checkbox"/> Single location Cypress (Orange County)	
Facility Locations Outside CA		<ul style="list-style-type: none"> Derby, United Kingdom Reston, VA 	
Total Number of Facility locations in California		1	

<i>Facility location(s) where training will occur</i>	<ul style="list-style-type: none"> • Cypress (Orange County)
Nature of Business:	<ul style="list-style-type: none"> • Rolls-Royce High Temperature Composites Inc. (HTC) is Rolls-Royce North America's research and development facility responsible for providing engineering services and state of the art ceramic matrix composite (CMC) material products. These products perform at higher temperatures while being stronger and more lightweight than metal components. HTC makes engine components for jet engines and rocket thrusters such as seal segments, blades and vanes and in 2019 the variety and quantity of these unique parts are projected to grow significantly.
Customer Base:	<ul style="list-style-type: none"> • As Rolls-Royce North America's R&D facility HTC's primary customer is its parent company, but it also provides engineering services and CMC material products to NASA, Air Force Research Labs and Plasma Processes.
<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • HTC's workforce has experienced a tremendous culture change by moving from an independently-owned entrepreneurial business to being part of a large global organization based in the UK. The Company was acquired by Rolls-Royce North America in 2013, and moved to a new facility with \$8 million in new equipment in 2016. To transition from a start-up operation to the next level of organizational maturity, HTC must continue to standardize its processes and procedures. This will help the Company transfer the technical skills needed as new employees join HTC and help current staff develop new products resulting in improved materials, created in less time at reduced cost. • HTC increased its output by 66% in 2018 and now must increase material output by 70%-80% in 2019 to keep the Rolls-Royce R&D program on track. It is also critical to deliver this material on time since most of the planned experiments and trials will feed the design of experiments for upcoming trials. To achieve these targets HTC must have a trained workforce with compatible and complimentary skill sets. This requires training on new equipment/machinery, technologies and processes, but also cross-training on existing processes to allow HTC to shift resources to the most pressing demands.

Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> As part of its output goals, HTC designed a new engine, Ultrafan, which traditional metal components will not perform as well in the hot section of an engine. To meet Ultrafan program demands, HTC must develop the technology, the material, and the manufacturing processes to use CMC material for full production in UltraFan engines. The Company has made significant investments in new equipment, with additional capital expenditures each year to acquire additional manufacturing and testing/inspection technology. This training project will allow Production Staff (Process Technicians, Manufacturing Engineers, Manufacturing Engineers II, Manufacturing Engineer Specialists, Manufacturing Services) to receive training focused on MTS Systems Testing Equipment, DMG Mori CNC Equipment Training and Setaram Equipment Training. To reach its process improvement initiatives, HTC is committed to increasing employee efficiency and have made significant investments in new software platforms. The Company is formalizing and standardizing processes to implement new and updated software systems that requires significant training. Training will also allow Production Staff to train in Project Management Software (Leankit), Manufacturing Management Software (Eylit) and Siemens NX Software (Unigraphics- CAD, CAM, CAE, CMM) to integrate product development.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☒ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Commercial Skills	Computer Skills
Continuous Improvement	HazMat	Management Skills
Manufacturing Skills	PL-Manufacturing Skills	

Certified Safety Training	<input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	60 PL Hours per-trainee
	Occupations Receiving PL Training: Process Technicians, Manufacturing Engineers, Manufacturing Services, Managers (Operations)
The PL instructor must be dedicated to training, at a ratio of 1:3.	
Ratio Higher than 1:1	Due to company and product growth, HTC purchased new equipment. Training on this new equipment must be in a PL setting because the equipment cannot operate in a classroom setting due to its size. Trainees also grasp the concepts quicker with hands-on training on the production floor. In addition, new employees will be taught using a structured PL training process by an experienced trainer. Equipment varies by occupation and includes the actual tools, equipment, materials and documents needed to perform the job. PL Training will ensure effective learning, retention of new employees, quality of products and productivity to ensure competitiveness and successful continuation of operations as Rolls-Royce North America's primary R&D facility.
Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function. <input checked="" type="checkbox"/> Expanding existing business capacity by adding new production equipment and expanded test lab facility requiring newly hired employees.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: HTC's Manufacturing Engineering Manager will oversee the project administration and training implementation (coordinating and scheduling) with assistance from their Operations Manager. The Company has a detailed training plan in place is ready to begin training upon approval.
<ul style="list-style-type: none"> Trainers: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Hazardous Materials, and Management Skills. <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Manufacturing Skills
<ul style="list-style-type: none"> Administration: The Operations Manager will lead the day-to-day project administration with assistance from the Rolls-Royce North America Training Office Coordinators. These Training Coordinators have a defined an efficient process for enrolling trainees and tracking training hours. They will have a training coordinator based in Cypress to ensure proper documentation of the training sessions. The HTC management team will be available to meet with ETP staff.

- ☒ In-House
☐ Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	1
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Prior training focused on Manufacturing Skills to improve quality and productivity centered on new machinery/equipment and Continuous Improvement training to maintain competitiveness and build a high performance culture. Training in those areas, as well as Business Skills, Computer Skills, and Hazardous Materials were delivered to develop new products and processes.
<ul style="list-style-type: none"> • Difference in Training Plan: 	The previous project was focused on transitioning existing and new equipment into its new facility in Cypress and to make existing processes more efficient. Since the Company moved into the new work space, it has made significant improvements to its CMC material and increased production process efficiency. As a result of these improvements, HTC is investing in different types of pre-production equipment that is creating a need to train Process Technicians and Manufacturing Engineers to operate the new equipment. This is important because HTC is starting to in-source production. For example, HTC is now machining CMC material after the application of environmental barrier coating which requires different techniques and processes.

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 \$ %
ET16-0208	Cypress	09/30/15 - 09/29/17	\$99,516	\$60,622 (61%)

During HTC's first project, there were numerous changes in its senior leadership and a major move into a new larger facility creating a lack of focus on training. This project will be more successful because the new site leaders have the leadership and project management skills to drive this project toward success and are committed to training employees. In addition, HTC has completed the disruptive changes created with moving into a new production facility, and have been able to build a strong foundation for production where the team is able to focus on training and process improvement as opposed to solving production bottlenecks. This project has been right-sized to the amount earned in prior project. The training hours have also been significantly reduced.

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	To Be Determined	N/A	N/A

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Building Codes
- Code of Conduct & Confidential Information Policies (Anti-Bribery & Anti-Corruption Compliance)
- Commercial Diploma - Intellectual Property
- Dealing Effectively With Conflict
- Export Point of Contact Training
- Export Training for Purchasing
- Giving Feedback
- Project Management
- Regulatory Compliance
- Technical Report Writing

COMMERCIAL SKILLS

- Technical Processes and Materials
 - Advanced Composite Materials
 - Ceramic Matrix Composites
 - Engineered Coatings
 - Thermal Structural Composites

COMPUTER SKILLS

- Project Management Software (LeanKit)
- Manufacturing Execution System
- Manufacturing Management Software (Eyelit- Shop Floor Management)
- Siemens NX Software (Unigraphics-CAD, CAM, CAE, CMM)
- Programmable Logic Controller Programming
- SAP

CONTINUOUS IMPROVEMENT

- 8d Problem Solving (Ford Motor Company's 8 Dimensions of Problem Solving)
- Defect Prevention Essentials Leadership for Zero Defects
- Failure Modes and Effects Analysis
- High Performance Culture Engagement
- Lean Manufacturing
- Lean Real Time Workshop
- Lean Six Sigma Green Belt Certification
- Principles of Process Safety Management
- Problem Solving/Root Cause Analysis
- Process Excellence Leadership Academy - Part 1
- Process Excellence Leadership Academy - Part 2
- Process Safety Management Accountable Person Training
- Process Safety Management Responsible Person Training
- Quality Management Systems
- Risk Assessments
- Role of the Project Sponsor
- Rolls-Royce Production System Rollout Package for PC
- Six Sigma Certification (Black Belt, Green Belt, Yellow Belt)

- Zero Defects Training
- Zero Harm Safety Leadership

HAZARDOUS MATERIALS

- Environmental/Air Quality Management District/Air PermitsSAFE 008
"Special" Solid Waste
- Material Safety Data Sheets

MANAGEMENT SKILLS (Managers Only)

- Crucial Conversation Mastery
- First Line Leader Essentials
- Health, Safety & Environment Responsibilities
- Management Essentials

MANUFACTURING SKILLS

- Cost Management for Manufacturing Engineers
- DMG Mori CNC Equipment Training
- Electrical Safety Course Training
- Electronics and Instrumentation Training
- Gage R and R (Understanding Measurement Equipment Capability)
- Instrumentation and Controls Training
- Interpreting Drawings
- Load and Capacity Planning and Control Level 1
- Manual Machining and Computer Numerical Control Machining
- Manufacturing Engineering Foundation Course
- Memmert UF 260 Plus Oven Training
- MTS Systems Corporation Testing Equipment Training
- National Physical Laboratory - Level 1
- New Equipment Training – AVS (Furnaces)
- New Equipment Training – Expert System Solutions
- New Equipment Training – Mitutoyo
- New Equipment Training – MTS Systems Testing Equipment
- New Equipment Training – Nikon Metrology
- New Equipment Training – Setaram
- New Equipment Training – Struers
- New Equipment Training – ThermoElectron
- Non-Destructive Testing Appreciation
- Non-Destructive Testing Awareness
- Precision Measurement Instruments
- Process Operations Learning
- Process Operations Standardization
- Product Quality Planning
- Production Leader Load and Capacity
- Sentencing Concessions & Technical Acceptance Documents
- Siemens NX Computer-Aided Manufacturing Software
- Statistical Process Control
- Train the Workplace Assessor
- Train the Workplace Trainer
- Tube Fitting Training
- Use of Hand & Power Tools Training (Cranes & Slings, Lifts, Forklift)
- Using Measurement Tools
- Welding Overview

PL Hours

0-60

MANUFACTURING SKILLS (Ratio 1:3)

- Auto Polish-Automated Part Polishing System
- Automated Part Marking System for Part Identification and Tracking
- Automated Textile Cutter for Fiber Processing
- Chemical Vapor Infiltration
- Cleaning Tank and Fume Hoods - Neutralizing Tank and Ventilation Equipment for Equipment
- Computed Tomography (CT Machine) Part Scanning System for Part Analysis
- Computer Numerical Control Machining
- Coordinate Measurement Machines - Automated Part Dimensioning Verification System for Quality Control
- Database
- Digital Imaging Camera System for Part Analysis
- DMG Mori CNC Equipment Training
- Electrical Training (Lock out-Tag out, Securing Power, Reading Drawings)
- Electronics/Instrumentation/Programmable Logic Controllers
- Engineering Training (Operation of Equipment-NC Equipment Chemical Vapor Furnaces)
- Environmental Furnace Used for Fatigue Testing of Parts
- Fabric Rigidization System
- Facilities Training (Building Management System Controls, HVAC & Plumbing Schematics)
- Fiber Processing Equipment
- Furnace for Chemical Vapor Infiltration Process (CVI Reactor)
- Furnace for Melt Infiltration Process (MI Furnace)
- High Temperature Microscope for Part Analysis
- Loading & Unloading Kiln Furnace Training (Operating Heating Elements)
- Manual Machining Training (Operating Surface Grinder, Cylindrical Grinder, Lathe, Tile Saw)
- Melt Infiltration Training (Vacuum Furnace)
- Memmert UF 260 Plus Oven
- Preform Training (Use of Gerber Machine, Parts Presses, Tooling Parts)
- Preform Oven-Oven for Fiber Preform Process
- Preventive Maintenance Training (Production Equipment)
- Residual Gas Analyzer for Process Verification
- Resistance Array System for Part Analysis
- Scanning Electron Microscope for Part Analysis
- Slurry Mixing Equipment- Recipe Dispenser and Mixing Mill
- Slurry Removal Equipment
- Sputter Coater - Microscopy
- Test Equipment for Fatigue Testing of Parts
- Test Equipment for Flex Testing of Parts – Test Lab
- Test Equipment for Material Behavior
- Test Equipment for Material Characterization
- Thermal Analysis System for Part Analysis
- Tube Fitting Training (Swagelock Tube Fitting/Pipes For Gasses)
- Ultrasonic Machining Center for Parts Training

- Ultrasonic Parts Washer Training
- Use of Hand & Power Tools Training (Proper handling & Usage of Dremmels, Calipers, Micrometers)
- Use of Slurry Infiltration Training
- Use of Ultrasonic Cleaner for Parts
- Use of Vacuum Furnaces Training (Reading Gages, Loading & Unloading)
- Vacuum Pumps - Oil Changes (CVI and MI) Training
- Vacuum Pumps - Rebuild (CVI and MI) Training
- Welding Training (Spot & Tack Welds)
- X-Ray Diffractor for Part Analysis Training

CBT Hours

0-109

BUSINESS SKILLS

- Aerospace Inspection for Gas Turbine Businesses (1.5 hrs.)
- Annual Introduction to Export Controls (1 hr.)
- Basics of Shop Floor Control (1 hr.)
- Bloodborne Pathogens (1 hr.)
- Building a Quality Management System (2 hrs.)
- Competition Law (.45 hr)
- Component Definition (Drawing Awareness) (3.45 hrs.)
- Customer Focused Management (2.3 hrs.)
- Employee Certification: Information Security Policy (.5 hr.)
- Foreign Object Defect Prevention Awareness (.3 hr.)
- Getting Results by Building Relationships (2 hrs.)
- GP MC Provide Manufacturing Capability - Awareness (.45 hr.)
- Hazardous Substances (1 hr.)
- Health Safety and Environment and Occupational Health for Managers (1 hr.)
- How to Produce and Manage an Individual Development Plan (.5 hr.)
- Intellectual Property and Proprietary Rights (4 hrs.)
- Interpersonal Communication: Communicating Assertively (1 hr.)
- Interpersonal Communication: Listening Essentials (1 hr.)
- Introduction to Gas Turbine Technology (.5 hr.)
- Introduction to Lead Time and Its Impact on Cell Performance (1 hr.)
- Introduction to Lean (1 hr.)
- Introduction to Load and Capacity (1 hr.)
- Introduction to Manufacturing Cell Concept (1 hr.)
- Introduction to Measurement System Analysis (3 hr.)
- Introduction to Objective Setting (1 hr.)
- Introduction to Personal Protective Equipment (.5 hr.)
- Introduction to Problem Solving (.5 hr.)
- Introduction to Process Failure Mode and Effect Analysis (1 hr.)
- Introduction to Process Failure Mode Effect Analysis (.7 hr.)
- Introduction to Product Safety (1.3 hrs.)
- Introduction to Product Safety (.3 hr)
- Introduction to Rolls-Royce Production System (1 hr.)
- Introduction to Strategic Export Control (1 hr.)
- Introduction to the 7 Step Process (.5 hr.)
- Introduction to the Concept of Value Stream (.45 hr.)
- Introduction to the GQP F.2.7.3 Processing a Concession Application (1.7hr.)
- Introduction to the Integrated Product/Production Readiness Process (.75 hr.)

- Introduction to US Export Controls (1 hr.)
- IT Service Management Tool: Service Request Management (3 hrs.)
- Leading Teams through Change (.6 hr.)
- Lockout Tagout v3 (1 hr.)
- Manual Handling Techniques (3.5 hrs.)
- New Rolls-Royce Quality Management System - Overview (.45 hr.)
- Planning and Control Awareness (1 hr.)
- Process Excellence and Quality (1 hr.)
- Process Excellence and Quality (1 hr.)
- Product Integrity - Safety Issues within the Aerospace Sectors (1.3 hrs.)
- Production Planning Principles (.45 hr.)
- Project Curriculum Earned Value Cost Planning and Control (3 hrs.)
- Project Estimating (3 hrs.)
- Project Planning and Scheduling (5 hrs.)
- Project Planning and Scheduling (5 hrs.)
- Project Resource Management (3 hrs.)
- Project Risk Analysis and Management (3 hrs.)
- Protecting Trade Secrets (.3 hr.)
- Risk Basics (1.4 hrs.)
- Roll-Royce Group Procedure for Engineering Products (GP EP 3.2.4) Verify Production Method - Awareness (.5 hr.)
- Roll-Royce Group Procedure for Engineering Products (GP EP 3.2.5) Control Production System Change - Awareness (.5 hr.)
- Roll-Royce Group Procedure for Manage Quality and Continuous Improvement (GP QI 3.1) - Manage Internal & Supplier Audit - Awareness (.5 hr.)
- Rolls-Royce Information Security Awareness (1 hr.)
- Sentencing Concessions and Technical Acceptance Documents (8 hrs)
- Special Security Agreement (.5 hr.)
- Supply Chain Planning and Control - Cell League Table Performance Monitoring (.5 hr.)
- Supply Chain Planning and Control - Inventory Overview (.5 hr.)
- Supply Chain Planning and Control Level 1 Customer Demand Knowledge (3 hrs.)
- Supply Chain Planning and Control Level 2 Customer Demand Knowledge (3.3 hrs.)
- Supply Chain Planning and Control Level 2 Supply Base Knowledge Training (3 hrs.)
- Supply Chain Planning and Control-Technical Development Remedies (.5 hr.)
- Travel and Expense Reporting - Card Holders (1 hr.)
- Workplace Conflict: Recognizing and Responding to Conflict (1 hr.)
- Yellow Belt Recognition (1 hr.)

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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RETRAINEE - JOB CREATION

Training Proposal for:

RSI Systems, Inc. dba RSI Security

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0461

Approval / Panel Meeting of: May 7, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Priority Rate SB <100 Retrainee Job Creation Initiative	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	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: 17	U.S.: 20	Worldwide: 20
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$23,700

Total ETP Funding

\$15,600

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Out-of-State Competition:	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Administrative Staff, Technical Staff, Owner

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills Computer Skills	17	8 - 200	0 - 200	\$624	\$17.70
				Weighted Avg: 24			
2	Retrainee Job Creation Priority SB<100	Business Skills Computer Skills	8	8 - 200	0 - 200	\$624	\$14.74
				Weighted Avg: 24			

Minimum Wage by County: Job Number 1: \$17.70/hr. in San Diego County; Job Number 2: \$14.74/hr. in San Diego County

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

Up to \$1.70 per hour may be used to meet the Post-Retention Wage for Job Number 1.

OVERVIEW

Year Company Founded:	2008	Company Headquarters: <input type="checkbox"/> Single location San Diego (San Diego)
Facility Locations Outside CA	<ul style="list-style-type: none"> Idaho South Dakota Arizona 	
Total Number of Facility locations in California	1	
Facility location(s) where training will occur	<ul style="list-style-type: none"> San Diego (San Diego) 	

Nature of Business:	<ul style="list-style-type: none"> • RSI Systems, Inc. dba RSI Security (RSI Security) is a cyber-security and compliance provider specializing in risk-management. • The Company works to ensure the safety of its customer's data and compliance with international, federal, state and local regulations. • RSI Security provides services both through its automated software and managed services.
Customer Base:	<ul style="list-style-type: none"> • RSI Security serves customers in all industries, specializing in the financial, retail and biotechnology industries. • Customers include Samsung, Verizon, Cisco, and SANDAG.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • RSI aims to add 75 new clients to its existing customer base and has recently implemented an incentive based client referral program. • The Company plans to add additional services to its offerings including HITRUST, which allows the Company to securely manage healthcare information. It will also add PCI PA which are stringent standards for payment applications including storing credit card data and other sensitive payment information. Both of these standards include extensive training for staff to be certified. • There is an ever increasing need for IT security as businesses are more frequently struck by ransom ware and phishing scams. As a result, in order to keep up with increased customer demands, the addition of new services mentioned above, and the projected influx of 75 new clients, RSI Security plans to add 25 new staff members in the next two years, more than doubling the size of the Company. However, only 8 new staff will be included in this project in Job Number 2.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • In order to keep up with constant technology changes in the industry, all staff will be trained on IT and security basics on an ongoing basis. This will include non-technical staff who need training in the basics in order to address customers concerns. In order to meet this goal, RSI will be implementing required weekly training sessions for all staff. • To align staff with the Company's core values, RSI Security will be providing training to staff on leadership, conflict management, and problem solving skills. • The Company also plans to provide training in sales and marketing to promote sales and address client questions.
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	<ul style="list-style-type: none"> • Ongoing training will occur on technical computer skills including but not limited to the HITRUST and PCI PA as well as CISCO Networking, Security Assessor, Hardware, Phishing & Security, 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 highly technical nature of RSI, some trainees may receive CBT training over 50% of the training hours. This is due, in part, to the fact that certifications for some networking platforms, certified information systems and Cisco, among others may require upwards of 50 hours of CBT. Staff recommends approval of the request over 50% of training hours for CBT
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☒ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Business Skills	Computer Skills
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Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The ETP project will be overseen by the Company's Owner.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Computer Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Business Skills, Computer Skills
<ul style="list-style-type: none"> • Administration: The Company's Operations Associate and Human Resources staff will manage the training schedule and the administrative processes. <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A		
Administrative	N/A		
Training Vendors	I Am Chris Stock, Inc. (Leadership Skills)	Irvine	\$1,000 per session

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Information Security
 - Information Security Basics
 - Phishing & Social Engineering
- Interpersonal Skills
- Negotiating Skills
- Listening Skills
- Communication Skills
- Conflict Management Skills

COMPUTER SKILLS

- Information Security
 - Patch Availability & Management
 - Secure Coding
 - Infrastructure & Vulnerability Management
 - Security Information & Event Management (SIEM)
 - Penetration Testing
 - Vulnerability Assessment & Scanning
 - Forensic Analysis
 - Multi-Factor Authentication
 - Identity Management Assessment
 - Information Security Architecture
 - Workstation Specification Basics
 - Endpoint Management
 - Malware
 - Information Technology (Workstations, Firewalls, Switches)
- Certifications
 - CompTIA A+, CompTIA Network+, CompTIA Security+
 - Microsoft Certified Solutions Associate (MCSA)
 - Microsoft Certified Solutions Expert (MCSE)
 - Cisco Certified Network Associate (CCNA)
 - Cisco Certified Network Professional (CCNP)
 - Project Management Professional (PMP)
 - Certified Information Systems Security Professional (CISSP)
 - Certified Information Security Auditor (CISA)
 - Certified Information Security Manager (CISM)
 - Qualified Security Assessor (QSA)
 - Approved Scanning Vendor (ASV)
 - HITRUST CSF Practitioner
 - Certified Ethical Hacker (CEH)
 - Amazon Web Services (AWS)
- Compliance Standards
 - Payment Credit Card Industry (PCI)
 - National Institute of Standards and Technology (NIST) 800-171
 - General Data Protection Regulation (GDPR)
 - Health Insurance Portability and Accountability Act (HIPAA)

- North American Electric Reliability Corporation Critical Infrastructure Protection (NERC CIP)
- Service and Organization Controls (SOC) 2
- Experian's Independent 3rd Party Assessment (EI3PA)
- New York Department of Financial Services (NYDFS) Regulations
- Financial Industry Regulatory Authority (FINRA) Compliance Standards
- CryptoCurrency Security Standard (CCSS)
- California Consumer Privacy Act (CCPA) Compliance Standards
- Federal Information Security Management Act (FISMA) Compliance Standards

MANAGEMENT SKILLS

- Decision Making Skills
- Motivation Skills
- Teambuilding Skills
- Process Development Skills
- Internal Problem-Solving Skills
- Mentoring/Coaching Skills

Computer Based Training

0- 200

COMPUTER SKILLS

- ConnectWise Manage – 16 hours
- ConnectWise Automate – 8 hours
- Cloud Backup – 4 hours
- Webroot Endpoint Protection – 2 hours
- Webroot DNS Protection – 2 hours
- IT Glue – 8 hours
- CompTIA A+ – 30 hours
 - CompTIA A+ 901 – 15 hours
 - CompTIA A+ 902 – 15 hours
- CompTIA Network+ – 25 hours
- CompTIA Security+ – 20 hours
- Microsoft Certified Solutions Associate (MCSA): Windows Server 2016 – 50 hours
 - Installation, Storage, and Compute 70-740 – 15 hours
 - Networking 70-741 – 25 hours
 - Identity 70-742 – 10 hours
- Microsoft Certified Solutions Expert (MCSE): Cloud Platform and Infrastructure – 46 hours
 - Microsoft Azure 70-532 – 5 hours
 - Microsoft Windows Server 2012 70-413 With R2 Updates Pt. 1 – 10 hours
 - Microsoft Windows Server 2012 70-413 With R2 Updates Pt. 2 – 10 hours
 - Microsoft Azure: Developing Solutions 70-532 – 10 hours
 - Microsoft Azure 70-533 – 11 hours
- Cisco Certified Network Associate (CCNA) Routing & Switching – 40 hours
 - CCENT/CCNA 100-105 – 20 hours

- CCNA Routing & Switching 200-105 – 20 hours
- Cisco Certified Network Professional (CCNP) Routing & Switching – 45 hours
 - Cisco IP Routing (ROUTE) – 15 hours
 - Cisco IP Switched Networks (SWITCH) – 15 hours
 - Troubleshooting and Maintaining Cisco IT Networks (TSHOOT) – 15 hours
- Certified Associate in Project Management (CAPM) – 25 hours
- Project Management Professional (PMP) – 30 hours
 - Management Framework – 4 hours
 - Integration Management – 4 hours
 - Scope, Time, Cost, and Quality Management – 10 hours
 - Human Resource, Communication, and Risk Management – 6 hours
 - Procurement Management – 2 hours
 - Stakeholder Management – 2 hours
 - Professional Responsibility & Ethics – 2 hours
- Certified Information Systems Security Professional (CISSP) – 26 hours
 - CISSP Domain 1 & 2: Security Risk Management / Asset Security – 4 hours
 - CISSP Domain 3 & 4: Security Engineering / Communications and Network Security – 10 hours
 - CISSP Domain 5 & 6: Identity and Access Management / Security and Assessment Testing – 4 hours
 - CISSP Domain 7 & 8: Security Operations / Software Development Security – 8 hours
- Certified Information Security Auditor (CISA) – 23 hours
 - Domain 1: The Process of Auditing Information Systems – 5 hours
 - Domain 2: Governance and Management of IT – 5 hours
 - Domain 3: Information Systems Acquisition, Development and Implementation – 5 hours
 - Domain 4: Information Systems Operations, Maintenance and Support – 4 hours
 - Domain 5: Protection of Information Assets – 4 hours
- Certified Information Security Manager (CISM) – 21 hours
 - Domain 1: Information Security Governance – 5 hours
 - Domain 2: Information Risk Management – 4 hours
 - Domain 3: Information Security Program Development and Management – 6 hours
 - Domain 4: Information Security Incident Management – 6 hours
- Approved Scanning Vendor (ASV) – 5 hours

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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RETRAINEE - JOB CREATION

Training Proposal for:

Ruuhwa Dann & Associates, Inc. dba Cal Micro Recycling

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0465

Approval / Panel Meeting of: May 17, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SET	Industry Sector(s):	Services (G) Waste Management (56) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Bernardino	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 124	U.S.: 124	Worldwide: 124
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$42,280

Total ETP Funding

\$40,560

Occupations to be Trained:

Warehouse Staff, Logistics 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	Business Skills Comm Skills Computer Skills OSHA 10/30 PL-Comm. Skills	20	8-200	0	\$988	\$24.13
				Weighted Avg: 38			
2	Retrainee Priority Job Creation SET	Business Skills Comm Skills Computer Skills OSHA 10/30 PL-Comm. Skills	20	8-200	0	\$1,300	*\$14.48
				Weighted Avg: 40			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1 - Modified Statewide Average Wage: \$24.13/hr.; Job Number 2 - San Bernardino County: \$14.48/hr.

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.

Commissions & Bonuses: Cal Micro will also utilize commissions to meet the Post-Retention Wage. The Company pays the staff included in this project on output based upon how much product they process by pound. The bonuses range from \$6-\$12 per hour, with an average of \$9 per hour in 2018.

OVERVIEW

Year Company Founded:	2002	Company Headquarters: <input type="checkbox"/> Single location Ontario
Total Number of Facility locations in California	4	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Ruuhwa Dann & Associates, Inc. dba Cal Micro Recycling (Cal Micro) has two locations in Ontario (San Bernardino County) 	
Participating Affiliates & Respective Facility Location(s) where training will occur:	<ul style="list-style-type: none"> GLS Group, Inc. (GLS Group) has one location in Ontario (San Bernardino County) Mat Services, LLC (Mat Services) has one location in Ontario (San Bernardino County) 	
Nature of Business:	<ul style="list-style-type: none"> Cal Micro destroys and recycles electronics and provides mobile data and document destruction. 	

	<p>The Company has two locations in Ontario and will act as the lead employer for two affiliates, GLS Group and Mat Services.</p> <ul style="list-style-type: none"> GLS Group, Inc. offers glass destruction, primarily from electronics that Cal Micro recycles. Mat Services recycles mattresses.
Customer Base:	<ul style="list-style-type: none"> Customers for Cal Micro and GLS Group include private industry, government entities and individual consumers. Mat Services primarily serves individual consumers but will sometimes serve industrial consumers as well.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> Currently, all companies are growing, with 20% growth for each company in 2018 and expected growth of 10% in 2019. Cal Micro started a second shift to keep up with customer demands. This growth is attributed to increasing demand for the Company's services. Currently staff are sent to customer locations throughout California to pick up materials and take them to the Company's Ontario location for processing. To better serve customers, the Company recently opened a new facility in Northern California. Mat Services opened September 2018, with an 80,000-square-foot facility and 25 staff.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Equipment maintenance and operations, in particular for newly hired trainees. Accounts payable and receivable for Warehouse and Logistics Staff to ensure accurate and complete processing of payments for customers. Regulations to ensure compliance, including SB 20 which was revised in October 2018 and regulates pollution and recyclables. Software training on Mat Services' recycling industry software, CycleLution.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab☐ E-Learning☐ CBT☒ Productive Lab

Business Skills	Computer Skills	Commercial Skills
OHSA 10/30		

Certified Safety Training	<input checked="" type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input type="checkbox"/> Certification Standards 60 PL Hours per-trainee Occupations Receiving PL Training: Warehouse and Logistics 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 <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift; <input checked="" type="checkbox"/> Opening specific new plants or facilities, expanding or upgrading existing facilities, and/or repurposing existing unused space/buildings or facilities;
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Temp-to-Perm

Average days to convert temporary workers to full time permanent employment.	90
Employer-paid healthcare premiums while on temporary status.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No It is expected that these workers will receive employer-paid health benefits immediately upon hire.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: This project will be overseen by Cal Micro's Accounting Manager and Human Resources Manager. Assistance will be provided by an HR Assistant. Almost all of the training will be provided at the central Cal Micro facility; however, if training is provided at other facilities, the HR Manager will schedule and oversee the training. The four locations included in this project are within 2 miles of each other, making it easy for the HR Manager to be involved in all training sessions and roster collection. Cal Micro will hire an administrative subcontractor to assist with administrative contract duties. Cal Micro and its affiliates are ready to start training upon ETP approval.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Commercial Skills, OSHA 10/30, Computer Skills and Commercial Skills - Productive Lab <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Commercial Skills may be provided by external vendors, TBD

- **Administration:**

The HR Assistant will assist with administrative duties with oversight by the HR Manager. Cal Micro will work with an administrative subcontractor as well.

☒ In-house

☒ Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Refund Group	Anaheim	\$3,000
Administrative	Training Refund Group	Anaheim	13%
Training Vendors	TBD		

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

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounts Payable
- Accounts Receivable
- Payroll
- SB20

COMMERCIAL SKILLS

- Cathode Ray Tube (CRT) Breaker
- Liquid Crystal Display (LCD) Breaker
- Shipping/Receiving
- Destruction of Materials
- Sorting
- Dispatch Procedures
- LCD Logger
- Electronic Waste Receipts
- Fork Lift Operations
- Electric Pallet Jack
- Dismantling of Residuals
- Equipment Safety
- CRT Glass Lifting/Sorting
- Mattress Dismantling
- Equipment Operations & Maintenance

OSHA 10/30

- OSHA 10
- OSHA 30

COMPUTER SKILLS

- Microsoft Office – Intermediate
- Quickbooks
- CycleLution (Recycling Industry Software)

Productive Lab

0 – 60

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

- Cathode Ray Tube (CRT) Breaker
- Liquid Crystal Display (LCD) Breaker
- Shipping/Receiving
- Destruction of Materials
- Sorting
- LCD Logger
- Electric Pallet Jack
- Equipment Operations & Maintenance

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

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



TRAINING PROPOSAL AMENDMENT
SCRAM OF CALIFORNIA, INC.
Approval Type: N/A
Reference Number: 17-0920
Contract Number: 18CS-0203-000

Panel Meeting Date: 03/29/2019
Regional Office: San Diego Regional Office
Analyst Name: Hernandez, Kellen
Contract Term Date: 12/12/2017 - 12/11/2019

Revision Number: 1
Requested Date: 01/29/2019
Revision Status: In Contract Review Unit
Effective Date: 01/29/2019

Proposal Type: Single Employer Contract (SE)
Critical Proposal: No
Funding Source: OSC

FUNDING AMENDMENT:

Current Funding (\$)		Requested Funding Increase (\$)		Revised Funding (\$)
\$44,550.00		\$30,294.00		\$74,844.00
Training Cost	Admin Cost	Support Cost	Substantial Contribution	Total In Kind
\$63,016.00	\$11,828.00	N/A	\$0.00	\$53,040.00

PROJECT PROFILE

Repeat Contractor:	No		
High Unemployment Area:	Yes	Turn Over Rate(Applicant):	2.70 %
Industry Sector		Priority Industry	
Healthcare		No	

AMENDMENT REQUEST DETAILS:

Reason for the Amendment Request:

New Training: DocuSign, How to Go Paperless, Performance Reviews for Managers, new software, CRM, website revamp, Development Team kickoff meeting (multi-days), company values analysis, RFPs, quarterly management meetings (multi-days), territory plans with each sales/development team, etc.

REVISED ITEMS:

Costing Group

Attribute	Job Title	No. Trainees		Min Training Hours		Max Training Hours		Estimated Training Hours	
		From	To	From	To	From	To	From	To
	Group No. 1 Location: Chico								
S-RET	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00

	Group No. 1 Location: El Segundo								
S-RET	Program Development	2	2	8.00	8.00	60.00	200.00	45.00	76.00
	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Fresno								
S-RET	Program Development	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Ontario								
S-RET	Program Development	2	2	8.00	8.00	60.00	200.00	45.00	76.00
	Case Managers	2	2	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Orange								
S-RET	Program Development	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Redwood City								
S-RET	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Roseville								
S-RET	Program Development	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Santa Maria								
S-RET	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: SCRAM OF CALIFORNIA, INC.								
S-RET	Case Manger/ Customer Service	4	4	8.00	8.00	60.00	200.00	45.00	76.00
	Director Of Agency Relations	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Chief Operating Officer	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Special Programs	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Program Development	2	2	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 1 Location: Ventura								
S-RET	Program Development	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Case Manager	1	1	8.00	8.00	60.00	200.00	45.00	76.00
	Group No. 2 Location: Ontario								
S-RET-JOBCREATION	Program Development	3	3	8.00	8.00	60.00	200.00	45.00	75.00
	Group No. 2 Location: Redwood City								
S-RET-JOBCREATION	Program Development	2	2	8.00	8.00	60.00	200.00	45.00	75.00

	Group No. 2 Location: Roseville								
S-RET-JOBCREATION	Program Development	2	2	8.00	8.00	60.00	200.00	45.00	75.00
	Group No. 2 Location: SCRAM OF CALIFORNIA, INC.								
S-RET-JOBCREATION	Admin Asst	1	1	8.00	8.00	60.00	200.00	45.00	75.00
	Case Manager/Sales	5	5	8.00	8.00	60.00	200.00	45.00	75.00
	Program Development/Sales	5	5	8.00	8.00	60.00	200.00	45.00	75.00

Waiver Added

Waiver Source		Waiver Choice	
Waiver: Cap/Max Hours of Training			
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #2		60.00	
Costing Group #1		60.00	
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Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #2		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	
Costing Group #1		60.00	

Amended Funding Detailed

Funding	Group No.	Attributes	Number Of Trainees	Weighted Average Hours	Reimbursement Rate	Cost Per Trainee	Cost Per Group
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OSC	1	S-RET	27	76	\$22.00	\$1,672.00	\$45,144.00
	2	S-RET-JOB CREATION	18	75	\$22.00	\$1,650.00	\$29,700.00
		Funding Total:	45				\$74,844.00
Grand Total:			45				\$74,844.00

Legend of Attributes	
Code	Description
S	Single Employer
RET	Retrainee
JOB CREATION	Job Creation – Retrainee Initiative Program

Introduction

SCRAM of California, Inc. (SCRAM) uses monitoring and testing technologies developed to supervise DUI offenders as they work through rehabilitation programs. Customers are court systems and probation departments.

Amendment Details

SCRAM requests to increase funding from \$44,550 to \$74,844 through an increase in the weighted average. Employees will require more hours to keep up with new programs and technologies. The Company will be adding new courses to the curriculum. Additionally, the Company requests to increase the maximum hours (from 60 to 200) as many trainees are nearing the 60 hours, and some trainees may require up to 200 hours to reach proficiency.

Recommendations

For the reasons mentioned above, Analyst recommends approval for this request.

ACTIVE CONTRACT PERFORMANCE

This table summarizes active contract(s) performance for SCRAM OF CALIFORNIA, INC.

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0203-000	\$44,550.00	12/12/2017 - 12/11/2019	45	35	6	0

Based on the ETP System, for the current contract 1,253.50 reimbursable hours have been tracked for potential earnings of \$27,437.00 (62% of approved amount). However, since the Amendment was uploaded into the system, the Company has completed another 1,200 hours that are waiting to be entered into the system.

Curriculum

Exhibit B

Classroom /Simulated Laboratory

Training Type (Level)	Course/Class Topic
Business Skills	Administration
Business Skills	Coaching Procedures
Business Skills	Conflict Management
Business Skills	Customer Relations/Service
Business Skills	Decision making
Business Skills	Interpersonal Skills
Business Skills	Inventory Control
Business Skills	Leadership
Business Skills	Point of Sales System
Business Skills	Product Knowledge
Business Skills	Sales/Impact Sales
Business Skills	Strategic Planning
Business Skills	Time Management
Computer Skills (Standard)	Alcohol Monitoring Services
Computer Skills (Standard)	Cost Accounting
Computer Skills (Standard)	Human Resources and Payroll Platform (Inferity)
Computer Skills (Standard)	Inventory Control
Computer Skills (Standard)	Microsoft Office Small Business Only
Computer Skills (Standard)	Purchase Order Tracking
Computer Skills (Standard)	Quickbooks
Computer Skills (Standard)	Sales Forecasting/IMPACT
Computer Skills (Standard)	World Wide Web (WWW)- SCRAM NET
Continuous Improvement Skills	Decision Making
Continuous Improvement Skills	Drug testing procedures
Continuous Improvement Skills	Interpreting Charts and graphs
Continuous Improvement Skills	Leadership Skills for Frontline Workers
Continuous Improvement Skills	Methods to monitor quality control
Continuous Improvement Skills	Problem Solving
Continuous Improvement Skills	Process Improvement
Continuous Improvement Skills	Quality Assurance Management
Continuous Improvement Skills	Statistical Analysis
Continuous Improvement Skills	Strategic Planning, Evaluations, Monitoring
Continuous Improvement Skills	Team Building
Hazardous Materials Skills	Hazardous chemical cleaning/handling
Hazardous Materials Skills	Hazardous waste handling
Literacy Skills	Basic Math
Manufacturing Skills (ME) (Standard)	Cross Training in production equipment/skills

E-Learning – Computer Based Training (CBT)

Training Type (Level)	Course/Class Topic	Standard CBT Hours
Business Skills	AMS Alcohol Monitoring Services	1.00
Business Skills	How to Deliver Grand Slam Customer Service	1.00
Business Skills	Top 10 Survival Skills for First Time Supervisors	1.00
Computer Skills	Advanced Microsoft Excel	2.00
Computer Skills	Advanced Microsoft Power Point	2.00

DELEGATION ORDER



Training Proposal for:

Siskiyou County Economic Development Council

Contract Number: ET19-0475

Approval Date: June 12, 2019

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Priority Rate SB <100 SET HUA Retrainee Seasonal	Industry Sector(s):	MEC (H) Agriculture (11) Construction (23) Manufacturing (33) Biotechnology and Life Sciences (54+) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Siskiyou	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$54,860		\$3,798 8%		\$58,658

In-Kind Contribution:	50% of Total ETP Funding Required	\$103,850
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Continuous Impr, Literacy Skills, Mgmt Skills, Mfg Skills, PL- Mfg Skills, OSHA10/30	35	8-200	0	\$834	*\$13.28
				Weighted Avg: 30			
2	Retrainee Priority Rate SET HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Literacy Skills, PL-Comm Skills, OSHA 10/30	18	8-200	0	\$834	*\$13.28
				Weighted Avg: 30			
3	Retrainee Priority Rate SB<100 HUA	Business Skills, Computer Skills, Continuous Impr, Literacy Skills, Management Skills, Manufacturing Skills, PL- Mfg Skills, OSHA 10/30	7	8-200	0	\$556	*\$13.28
				Weighted Avg: 20			
4	Retrainee SB<100 HUA SET	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Literacy Skills, PL- Comm Skills, OSHA 10/30	13	8-200	0	\$556	*\$13.28
				Weighted Avg: 20			
5	Retrainee SB<100 HUA SET Seasonal	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, Literacy Skills, Manufacturing Skills, PL- Comm Skills, PL- Mfg Skills, OSHA 10/30	6	8-200	0	\$556	*\$13.28
				Weighted Avg: 20			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Numbers 1-5: \$13.28 per hour for Siskiyou County.

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

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

Up to \$1.28 per hour to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		3
Environmental Staff		3
Equipment/Vehicle Operators		15
Field/Service Staff		11
Forestry Service Staff		5
Irrigation Staff		6
Maintenance Technicians		6
Managers/Supervisors		4
Plant Processing Workers		15
Scientists		5
Warehouse Staff		6

INTRODUCTION

Founded in 1985 and headquartered in Yreka, Siskiyou Economic Development Council (SEDC), was formed by local business leaders. SEDC provides complimentary economic development initiatives such as redevelopment, resource, and capital referral assistance to support economic growth in Siskiyou County. The program targets expansion of businesses, entrepreneurial development, business investment attraction, and infrastructure development. SEDC also participates in a county wide strategic team, Siskiyou Occupational Advancement Roadmap (SOAR), to characterize workforce development, problems, and solutions.

SEDC maintains close working relationships with local employers, including those on SEDC's board. Through these relationships they are able to work with employers to identify workforce needs. This is accomplished through visiting employers, meetings, surveys, and SOAR. This will be SEDC's first ETP Contract.

Veterans Program

Participating companies may employ Veterans but do not actively maintain Veteran information for their employees.

PROJECT DETAILS

In this proposal, SEDC is collaborating with local employers to offer training to enhance employee knowledge and skill sets. With Oregon bordering the northern extent of Siskiyou County, training will ensure that companies can compete and trainees are able to stay within Siskiyou County for employment.

Siskiyou County companies are diverse, including manufacturing, consulting, information technology, farming, and logging. Employers have specific training requirements and require cross-training to enhance production and provide career advancement. Companies will be purchasing new technology such as Enterprise Management Systems and equipment such as forklifts and irrigation drills. ETP funded training will allow employers to respond to unique challenges and growth opportunities in Siskiyou County.

Training Plan

Customized training for individual employers will be provided at the employers' facilities, SEDC's office, or the College of Siskiyou. Training will be provided to trainees via Class/Lab, E-Learning, Video Conferencing, and Productive Lab.

Business Skills: Training will be offered to all occupations. Training will provide skills to effectively and efficiently maintain business operations. Training topics include Cost Control, Inventory Control, and Project Management.

Commercial Skills: Training will be offered to Field/Service Staff, Irrigators, Maintenance Technicians, and Warehouse Staff. Training focuses on proper handling of product, compliancy, and adhering to company operating procedures. Training topics include Civil Engineering, Digester Systems, and Equipment Operations.

Computer Skills: Training will be offered to all occupations. Training will improve software skills. Training topics include Geographic Information Sciences Software (GIS), Enterprise Management Systems, and Computer Assisted Design software (CAD).

Continuous Improvement: Training will be offered to all occupations. Training will focus on eliminating waste and improving processes. Training topics include Decision Making, LEAN, and Time Management.

Literacy Skills: Training will be offered to all occupations except Managers. Training will focus on staff members who lack Basic Math and English skills. Training topics include Vocational English as a Second Language and Basic Math.

Management Skills: Training is offered to Managers/Supervisors. Trainees will learn how to be effective leaders. Training topics include Coaching and Performance Management.

Manufacturing Skills: Training will be offered to Field/Service Staff, Irrigators, Maintenance Technicians, Plant Processing Workers, and Warehouse Staff. Training will improve equipment skills and processes. Trainees will also be cross-trained in equipment. Training topics include Assembly Procedures, Equipment Operations, and Maintenance and Repair.

Productive Laboratory

Trainees may produce goods for profit as part of the Productive Lab training in the courses identified under the Curriculum. PL training will be provided to Field/Service Staff, Irrigators, Maintenance Technicians, Plant Processing Workers, and Warehouse Staff to supplement Class/Lab training. PL training will enable workers to work on real work projects. The training will strengthen worker understanding of how to operate machinery and other equipment. Trainees will then operate equipment independently as the trainer observes. PL training will take place onsite at the participating employer's location.

The instructor will be dedicated to training delivery during all hours of training. The trainer-to-trainee ratio for all PL training will be 1:3 due to production and production processes requiring a team of three workers. Trainees will receive up to 60 hours of Productive Lab training.

Certified Safety Training

OSHA 10/30. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey 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.

E-Learning

Training will be delivered through E-Learning. Some companies have multiple facilities and E-Learning is an efficient way to provide training to employees in several locations throughout California at the same time. E-Learning can be provided in one or more of the training types listed above.

SET/ High Unemployment Area

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

Trainees (Job Numbers 1-5) work in Siskiyou County, a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. SET trainees in an HUA qualify for the standard minimum wage (\$17.70 per hour) instead of the Priority SET wage (\$24.13 per hour).

➤ Wage Modification

For trainees in an HUA, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. SEDC is requesting a wage modification from \$17.70 per hour to \$13.28 per hour for Job Numbers 1-5 in order to serve workers in lower-wage occupations.

Retention Modification – Seasonal

Under the Seasonal Worker program, trainees qualify for a modified retention period of no less than 500 hours within 12 months of the end-of-training (Job Number 5). This retention period recognizes the cyclical nature of crop production. SEDC requests this retention modification for trainees in Job Number 5.

Commitment to Training

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

The Program Manager and Communications Manager will oversee project administration.

Marketing and Support Costs

SEDC markets directly to their associates via mail, email, and direct marketing. Support costs of 8% will be used to recruit additional participating employers and assess employer specific job training requirements throughout the term of the project. Staff recommends the 8% support costs.

➤ Trainer Qualifications

Training will be delivered by experienced trainers who work for participating employers.

➤ **Training Coordinator**

SEDC has eight employees dedicated to marketing, recruitment, needs assessment, scheduling and ETP administration.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Siskiyou Economic Development Council

CCG No.: ET19-0475

Reference No: 19-0234

Page 1 of 1

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Cowley D&L Inc.

Address: 704 Highway A-12

City, State, Zip: Grenada, CA 96038

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 8

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: Jefferson Resource Company, Inc.

Address: 746 S Main Street

City, State, Zip: Yreka, CA 96097

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 32

Total # of full-time company employees worldwide: 32

Total # of full-time company employees in California: 32

Company: Plant Sciences, Inc.

Address: 234 Juniper Knoll Rd.

City, State, Zip: Macdoel, CA 96058

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 55

Total # of full-time company employees worldwide: 260

Total # of full-time company employees in California: 220

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS:

- Accounting and Finance
- Budgets
- Business Administration
- Business Analysis And Goal Setting
- Business Performance
- Business Plans
- Business Writing And Grammar
- Communication Skills
- Conflict Management
- Cost Control
- Creative Problem Solving & Innovative Solutions
- Customer Service
- Facilitation Skills
- Financial Analysis And Management
- Financial Strategies
- Implementing A Plan
- Internet Marketing
- Inventory Control
- Marketing
- Marketing & Product Knowledge
- Negotiating
- Payroll Systems
- Presentation Skills
- Project Management
- Relationship Building Through Sales & Service
- Sales

COMMERCIAL SKILLS:

- Blueprints
- Chemical and Fertilizer Application
- Chemical ID and Handling
- Control Panels
- Dendrometer
- Digester Systems
- Distribution
- Drip Tape Management
- Engineering
- Environmental Engineering
- Environmental Surveying
- Equipment Operations
- Fertilizer Injections
- Fieldwork Safety
- Filter Systems

- Forklift
- Gas Meters
- Generators
- Interpreting Designs
- Irrigation Management
- Lab Sampling
- Labeling
- Maintenance and Repair
- Nitrogen Management
- Operations and Procedures
- Organic Waste
- Pipeline
- Prefabricated Product
- Preventative Maintenance
- Pumps
- Quality Control
- Respirators
- Rigging
- Safe Lifting
- Shipping and Receiving
- Soil Probe
- Tool Operations
- Troubleshooting
- Vehicle Operations
- Vehicle Safety
- Warehouse Operations
- Waste Management
- Weather Stations
- Welding

COMPUTER SKILLS:

- Android Applications
- Computer Application Software
- Computer Assisted Design Software (CAD)
- Enterprise Management Systems
- Geographic Information Sciences Software (GIS)
- GPS
- Guidance Systems
- iOS Applications
- MS Office (Intermediate and Advanced)
- Motorola Systems
- Programming
- Purchase Order Tracking Systems
- Shop Floor Software

CONTINUOUS IMPROVEMENT:

- 5S
- Business Process Re-Engineering
- Continuous Process Improvement/Need for Change
- Decision Making

- Documentation Skills
- Food Safety
- Good Manufacturing Practices (GMP)
- Incident Reporting
- Input/Output
- Kaizen
- Key Performance Indicators
- Leadership
- LEAN
- Lock Out/Tag Out
- Optimal Operating Methods
- Performance Improvement
- Performance Management
- Planning
- Problem Solving
- Process Mapping
- Processing Techniques
- Pull System
- Reporting
- Setting Standards
- Six Sigma
- Supply Chain Management
- Teamwork
- Time Management
- Troubleshooting
- Work Flow/Measurement

LITERACY SKILLS:

- Basic Math
- English- Reading & Comprehension
- English- Writing

MANAGEMENT SKILLS (For Managers/Supervisors only)

- Coaching
- Implementing Solutions
- Leading Others
- Organizing for Total Quality Management
- Organizational Roles
- Organizing and Setting Goals for Workflow
- Performance Management
- Planning
- Team Problem Solving
- Total Quality Management Principles

MANUFACTURING SKILLS:

- Assembly Procedures
- Blueprints
- Chemicals/Fertilizer
- Computer Numeric Control (CNC) Machining
- Control Panels

- Distribution
- Equipment Operations
- Facility Processes
- Fertilizer Injection
- Fieldwork Safety
- Food Processing
- Forklift
- Labeling
- Manufacturing Practices
- Maintenance and Repair
- Nitrogen Management
- Operations & Processes
- Organic Waste
- Prefabricated Product
- Preventative Maintenance
- Production Operations
- Quality Assurance
- Quality Control
- Safe Lifting
- Sanitation
- Servicing
- Shipping & Receiving
- Soil Probe
- Tool Operations
- Vehicle Operations
- Warehousing Operations
- Welding
- Yield Analysis

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Productive Lab Hours

0-200

COMMERCIAL SKILLS

- Blueprints
- Chemical and Fertilizer Application
- Chemical ID and Handling
- Civil Engineering
- Control Panels
- Dendrometer
- Digester Systems
- Distribution
- Drip Tape Management
- Environmental Engineering
- Environmental Surveying
- Equipment Operations

- Fertilizer Injections
- Filter Systems
- Forklift
- Gas Meters
- Generators
- Irrigation Management
- Lab Sampling
- Maintenance and Repair
- Nitrogen Management
- Organic Waste
- Pipeline
- Prefabricated Product
- Pumps
- Quality Control
- Respirators
- Rigging
- Shipping and Receiving
- Soil Probe
- Tool Operations
- Vehicle Operations
- Warehouse Operations
- Waste Management
- Weather Stations
- Welding

MANUFACTURING SKILLS

- Assembly Procedures
- Blueprints
- Chemicals/Fertilizer
- Computer Numeric Control (CNC) Machining
- Control Panels
- Distribution
- Equipment Operations
- Facility Processes
- Fertilizer Injection
- Food Processing
- Forklift
- Gas Meters
- Generators
- Manufacturing Practices
- Maintenance and Repair
- Nitrogen Management
- Organic Waste
- Prefabricated Product
- Production Operations
- Quality Assurance
- Quality Control
- Respirators
- Sanitation
- Servicing

- Shipping & Receiving
- Soil Probe
- Tool Operations
- Vehicle Operations
- Warehousing Operations
- Waste Management
- Welding

Literacy Training cannot exceed 45% of total training hours per-trainee
Safety Training cannot exceed 10% of total training hours per-trainee (This cap
does not apply to OSHA 10/30.)

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



Training Proposal for:
The Neil Jones Food Company dba San Benito Foods
Contract Number: ET19-0481

Approval / Panel Meeting of: June 28, 2019

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	Retrainee Seasonal Priority Rate HUA SET	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Benito	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 890		
Number of Employees in:	CA: 267	U.S.: 442	Worldwide: 442
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$176,050

Total ETP Funding
\$74,980

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Cont. Improv., Mgmt. Skills, Mfg. Skills, OSHA 10/30	89	8-200	0	\$230	*\$13.28
				Weighted Avg: 10			
2	Seasonal Priority Rate HUA SET Retrainee	Business Skills, Computer Skills, Cont. Improv., Mgmt. Skills, Mfg. Skills, OSHA 10/30	237	8-200	0	\$230	*\$13.28
				Weighted Avg: 10			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1 and 2: \$13.28 per hour for San Benito County

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

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

Up to \$0.28 per hour may be used to meet the Post-Retention Wage for Job Number 1 only.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 (Retrainee)		
Administration Staff		7
Human Resources		8
Maintenance		28
Operators		14
Production		12
Sanitation		5
Supervisors		4
Quality Control/Assurance		11
Job Number 2 (Seasonal)		
Operators		40
Production		145

Sanitation		30
Supervisors		8
Quality Control/Assurance		14

INTRODUCTION

Founded in 1915 and headquartered in Hollister, The Neil Jones Food Company dba San Benito Foods (NJFC) (www.neiljonesfoodcompany.com) specializes in the manufacturing and processing of tomato-based products such as, sauces, salsa, whole, chopped, diced, crushed, puree and paste. Customers include: Old Spaghetti Factory, Panera Bread, Papa John's Pizza, Sysco Distribution, Restaurant Depot and Lou Malnatti.

NJFC has three locations; one in Washington, and two in California (Firebaugh and Hollister). This Contract will provide training at the Hollister location only. This is the Company's fourth ETP contract, the second in the last five years.

Union Support

NJFC trainees are represented by Teamsters Local Union No. 890. A letter of support for this training project has been received.

Veterans Program

While NJFC hires veterans, this project does not include a Veterans component.

Need for Training

The Company has invested \$950K in new kitchen machinery, such as Fire Roaster for Diced Tomato, Boiler Economizer, El Dorado Hot Break, and Zacmi Can Filler. This equipment will be ready for the upcoming tomato season this fall. The Company will provide staff with operational and equipment specific manufacturing skills training necessary to be efficient and productive.

In addition, NJFC will provide training on various equipment and process improvements, as well as, expanded production lines and updated regulatory processes within the industry. This training is driven by industry demands and the need to remain competitive. Training will provide staff a better understanding of new processes and company goals.

To standardize operating procedures and stay current with changing industry regulations, NJFC created internal training programs for all occupations. All staff will receive training on product knowledge, product planning, inventory control, reporting, quality control, and field operations to meet all requirements and demands within the industry.

Training Plan

Training will be delivered via Class/Lab by in-house subject matter experts and vendors, if necessary.

Business Skills: Training will be offered to all staff on topics such as Communication Skills, Customer Service, Conflict Resolution, and Time Management. This training will promote administrative efficiency and provide staff with the knowledge and skills to run the business effectively.

Computer Skills: Training will be offered to Administrative Staff and Supervisors. Training will focus on Intermediate/Advanced Microsoft Office, Time Management Software, and People Soft – ERP Planning Software. This training will improve overall software related processes and productivity.

Continuous Improvement: Training will be offered to all staff. This training will focus on Arc Flash Training, Teambuilding Skills, Communication, Root Cause Analysis and Problem Solving. Training will improve quality, productivity and food safety.

Management Skills: Training will be offered to Supervisors. Training will focus on First Time Supervisor Skills and Supervisor Responsibilities. This training will develop applicable skills and knowledge for efficient and productive workflow leadership.

Manufacturing Skills: Training will be offered to all Maintenance, Operations, Production, Supervisors, Sanitation and Quality Control/Assurance staff. Training will focus on New Boiler Processes and Procedures, Advanced Machinery Maintenance, Quality Control – GMP, Forklift Operations, and Crayovac Machinery. Trainees will gain the skills and knowledge to operate and maintain all production equipment to ensure product quality for customers.

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 towards manufacturing work. 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. This training will be offered to Maintenance, Operators, Production, Supervisors, Sanitation and Quality Control/Assurance staff.

High Unemployment Area

All trainees in this proposal work in San Benito County, a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if the post-retention wages exceed the start-of-training wages.

➤ Wage Modification

NJFC is requesting a wage modification for trainees in Job Numbers 1 and 2 from \$17.70 per hour to \$13.28 per hour.

Retention Modification – Seasonal

Under the Seasonal Worker Program, the trainees in Job Number 2 qualify for a modified retention period of no less than 500 hours within 12 months of the end-of-training. This retention period recognizes the cyclical nature of crop production. NJFC requests this retention modification for trainees in Job Number 2.

Commitment to Training

NJFC has an annual training budget of approximately \$250,000. The Company utilizes subject matter experts to conduct training. The Company intends to significantly increase the number of subject matter experts specializing in the new equipment upgrades to deliver more training. The training budget includes state-mandated safety training, equipment maintenance and installation, food safety and security, and sales training.

ETP funds will not displace the existing financial commitment to training. ETP funds will support the Company's ongoing financial commitment to training. At the completion of the ETP training, NJFC will continue to provide its workforce the skills they need to develop and grow within the Company. Safety training is provided in accordance with all pertinent requirements under state and federal law.

Training Infrastructure

NJFC has a structured training schedule in place. The Human Resource Manager will oversee project administration with the support of the HR Director. Additionally, two HR staff members are assigned to handle training rosters and performance tracking. NJFC has a process in place to ensure all administrative duties are handled properly.

ACTIVE PROJECTS

The following table summarizes performance by NJFC under an active ETP Agreement:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
18CS-0166-000	Firebaugh	12/18/2017 12/17/2019	\$275,274	\$5,505 (2%)

This contract (18CS-0166-000) was for training at the Firebaugh location only. To date, the Company has uploaded training hours into the ETP Tracking System, equivalent to only 2% of the potential reimbursable training hours. Performance has been impacted by administrative issues (unsigned training rosters) and a planned training schedule that did not consider the cyclical work cycles of seasonal workers (majority of the trainee population) and their availability to train. Although training was delivered, training rosters were not properly signed. The Company will rectify this issue with the next seasonal cycle of seasonal workers returning to work. Once proper signatures are obtained from the trainees, eligible training hours will be uploaded, and contract performance will be significantly increased. Also, training was scheduled to begin at the start of this contract. However, the start of the contract coincided directly with the Company's peak work period for seasonal workers. It was difficult to implement training, leading to months of minimal training for a much smaller group of trainees than originally planned.

This new proposal is for the San Benito facility only. With lessons learned from the previous contract, the Company has taken steps to improve its administrative infrastructure and ensure good performance at the San Benito facility. The Company has assembled a strong dedicated administrative team. The HR Director will oversee the project with support from the HR Manager and staff members. The team is now knowledgeable of ETP recordkeeping requirements and has designated staff to ensure all training rosters are properly signed. Also, the term of this contract and a detailed training schedule have been strategically designed with consideration to the Company's seasonal periods to ensure that training does not occur during peak seasons and the Company can deliver the maximum amount of training to maximum amount of the trainee population.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Better Process School
- Customer Service
- Communication Skills
- Conflict Resolution
- Dealing with Difficult People
- Decision Making & Problem Solving
- Project Management
- Time Management
- Trend Analysis Training

COMPUTER SKILLS

- Intermediate/Advanced Microsoft Office
- People Soft - ERP Planning Software
- Time Management Software

CONTINUOUS IMPROVEMENT SKILLS

- Arc Flash Training
- Communication
- Leadership Skills
- Maintenance and Monitoring Conditions
- Material and Substance Identifier
- Problem Solving
- Pump and Mechanical Training
- Root Cause Analysis
- Scanning Systems
- Team Building Skills
- Time Management

MANAGEMENT SKILLS (Supervisors Only)

- First Time Supervisor Skills
- Supervisor Responsibilities

MANUFACTURING SKILLS

- Advanced Machinery Maintenance
- Crayovac Machine Training
- Critical Control Points (CCP) training
- Electrical Training
- Equipment Maintenance
- Equipment Operation
- Food Processing
- Forklift Operation
- Global Food Safety Initiative (GFSI)
- Hazard Analysis for CCP
- New Boiler Processes and Procedures

- Preventative Controls Qualified Individuals (PCQI)
- Product/Sensory Training
- Preventative maintenance for Work Orders
- Quality Control - GMP
- Safe Quality Food (SQF)
- Sanitation
- Thermal Process – Sterilizers and Flash Coolers

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

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

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



TEAMSTERS LOCAL UNION No. 890

207 N. SANBORN ROAD • SALINAS, CALIFORNIA 93905
P: (831) 424-5743 • F: (831) 424-2091 • 1(800) 300-5743 • TEAMSTERSLOCAL890.ORG

Crescencio Diaz, President & Principal Officer

3/18/19

Ana Jimenez
The Neil Jones Food Company
San Benito
Foods, Human Resource Manager
110 Hawkins St
Hollister, CA. 95023

Dear Ana:

This letter is to confirm that Teamsters Union Local 890 concurs with the proposed Employment Training Program for the workers at the Neil Jones Food Company dba San Benito Food.

Sincerely,

Crescencio Diaz
President, Principal Officer

GENERAL TEAMSTERS, WAREHOUSEMEN AND HELPERS LOCAL UNION No. 890

AFFILIATIONS: INTERNATIONAL BROTHERHOOD OF TEAMSTERS • JOINT COUNCIL OF TEAMSTERS No. 7 • ALL NATIONAL TRADE DIVISIONS

Our Unity Makes Us Strong / Nuestra Unidad Hace La Fuerza



Training Proposal for:

Undersea Systems International, Inc. dba Ocean Technology Systems

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0476

Approval / Panel Meeting of: June 18, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

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:	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: 63	U.S.: 63	Worldwide: 64	
<u>Turnover Rate:</u>	5%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$45,480

Total ETP Funding

\$34,320

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:	Manufacturing, Customer Service, Administrative Staff, Supervisor/Manager and Engineering

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority SB<100	Business Skills Mfg. Skills Computer Skills Continuous Impr. PL-Mfg. Skills	63	8-200	0	\$520	\$18.14
				Weighted Avg: 20			
2	Retrainee Job Creation Priority SB<100	Business Skills Mfg. Skills Computer Skills Continuous Impr. PL-Mfg. Skills	3	8-200	0	\$520	\$15.12
				Weighted Avg: 20			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County: Job Number 1: \$18.14/hr in Orange County; Job Number 2: \$ 15.12/hr in Orange County.

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

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

OVERVIEW

Year Company Founded:	1984	Company Headquarters: <input checked="" type="checkbox"/> Single location Santa Ana
Facility location(s) where training will occur	<ul style="list-style-type: none"> Santa Ana, (Orange County) 	
Nature of Business:	<ul style="list-style-type: none"> Undersea Systems International, Inc. dba Ocean Technology Systems (Undersea Systems) designs underwater communication systems. 	
Customer Base:	<ul style="list-style-type: none"> Military Search and Rescue recovery Teams Film and Television Industry Recreational companies 	

<i>Business / Industry Needs / Changes</i>	<ul style="list-style-type: none"> • Undersea Systems purchased an Enterprise Resource Planning (ERP) Software in 2017 and is now upgrading to the latest version. The upgrade will improve efficiencies, allowing staff to understand work methodologies. • The Company will invest in a Customer Resource Management (CRM) software to help staff in day-to-day customer and task management functions. • Company needs to become International Organization for Standardization (ISO) certified to remain competitive. • The Company will enhance Business skills of staff to better manage the growth. The Company expects 25% growth, requiring the hiring of three new employees.
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Training Plan:

<i>Need for Training:</i>	<ul style="list-style-type: none"> • Companywide training will be provided on the ERP system upgrade across all departments. • Training will be provided to all staff on CRM to assist with day-to-day task management. • ISO 9000 training will be provided to Customer Service, Manufacturing, Engineering, and Supervisor/Manager occupations to allow the Company to secure larger contracts. ISO 9000 will instill more robust processes and procedures. • Continuous Improvement training will be provided to Manufacturing Staff, Customer Service, Administrative, Engineers, and Supervisor/Manager. Training will consist of Lean Manufacturing and Process Improvement training. • Business Skills training will be provided to all staff to improve overall business needs within the company.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☐ E-Learning
 ☐ CBT
 ☒ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Manufacturing Skills	Business Skills	Computer Skills
Commercial Skills	Continuous Improvement	Manufacturing Skills

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input type="checkbox"/> New Production Procedures <input type="checkbox"/> Certification Standards 30 PL Hours per-trainee
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	Occupations Receiving PL Training: Manufacturing and Customer Service
The PL instructor must be dedicated to training, at a ratio of 1:2.	
Ratio Higher than 1:1	Due to the complexity of some equipment, operation requires a team of 2 trainees to 1 trainer.
Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The Company's president will oversee project administration and implementation of training. Administrative staff will assist with the coordination, scheduling and recordkeeping. The Company has a training plan in place and is ready to begin training upon approval.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business Skills, Manufacturing Skills, Computer Skills, Continuous Improvement, and Productive Lab-Manufacturing Skills. <input type="checkbox"/> Vendor
<ul style="list-style-type: none"> • Administration: The President will oversee the project with assistance from Administrative Staff. The Company also retained a subcontractor to assist with administration. <input type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Training Funding Source	Seal Beach	13 %
Administrative	Training Funding Source	Seal Beach	\$1,900
Training Vendors	TBD		

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting/Finance
- Customer Service and Requirements
- CE (European Conformity)
- Email Communication
- Export Standards
- Interpersonal Communication
- Leadership
- Manage Time and Priorities
- Marketing
- Negotiation Skills
- Planning Events (Trade Shows)
- Product and Service Knowledge
- RF (Radio Frequency)
- Sales
- Team Development

MANUFACTURING SKILLS

- Equipment/Tool Operations and Maintenance
- Inventory Control and Cycle Counting
- Standard Operating Procedures
- Preventative Maintenance

COMPUTER SKILLS

- ERP
- CRM (TBD brand)
- MS Office
- Photoshop/Illustrator/InDesign/Adobe Premiere
- Syteline
- Social Media (Facebook, Instagram, Youtube, Twitter)

CONTINUOUS IMPROVEMENT

- 5S
- ISO 9000
- Lean Manufacturing
- Process Improvement
- Productivity & Quality Improvement
- Statistical Process Control

PL Hours

0-30

MANUFACTURING SKILLS (1:2 trainer-to-trainee ratio)

- Equipment/Manufacturing Operations

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



**Training Proposal for:
VCA Consultants, Inc.**

Delegation ≤ \$75,000 Single Employer

Contract Number: ET20-0110

Approval / Panel Meeting of: June 7, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

PROJECT PROFILE

Contract Attributes:	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:	Orange, Alameda	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 111	U.S.: 111	Worldwide: 111
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	14%		

In-Kind Contribution: (100% of Total ETP Funding Required)

\$132,480

Total ETP Funding

\$73,600

Out-of-State Competition:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupations to be Trained:	Engineer, CAD Technician, Project Manager, Green Associate, Accounting Staff, Administrative Staff, Manager

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 Comm Skills Computer Skills Continuous Impr. Mgmnt. Skills	80	8-200	N/A	\$920	\$18.14
				Weighted Avg: 40			

Minimum Wage by County: Job Number 1: Orange County - \$18.14/hr. and Alameda County - \$19.31/hr.

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

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

OVERVIEW

Year Company Founded:	2010*	Company Headquarters: <input type="checkbox"/> Single location Orange (Orange County)
*The Company was founded in 1979 as VanDorpe Chou and Associates, which later became VCA Consultants, Inc. (VCA) when a new corporation was formed in 2010.		
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	<ul style="list-style-type: none"> Orange (Orange County) Oakland (Alameda County) 	
Participating Affiliates & Respective Facility Location(s) where training will occur:	<ul style="list-style-type: none"> The Code Group, a closely related affiliate and sister Company of VCA Consultants will be included in this project. The Code Group is co-owned and co-located in Orange with VCA. VCA has one other location in Oakland that will also participate in training. 	
Nature of Business:	<ul style="list-style-type: none"> VCA provides structural engineering consulting, building code administration; and green, sustainability consulting services to both public and private clients 	

	<ul style="list-style-type: none"> The Code Group provides a full range of building code consulting services to public and private organizations.
Customer Base:	<ul style="list-style-type: none"> VCA serves Architects such as Architects Orange and TCA Architects and Developers such as KB Home and AvalonBay Communities The Code Group serves customers such as the City of Irvine and the County of Orange.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> In the last three years, VCA and The Code Group have increased its workforce by almost 40%, with a goal is to increase revenue 15% in 2019. This growth has enabled the Companies to move more experienced staff into leadership roles. These shifts require training to ensure that staff can perform at a high level. VCA and Code Group plans to hire up to 20 Engineers combined in the next two years due to the growth cited above. However, VCA is not requesting a Job Creation Job Number. New technologies are impacting both the deliverables and the tools the Companies utilize to perform. These new technologies include energy modeling software platforms such as Energy Pro and CBECC. In addition, software platforms currently utilized are constantly updated to stay current with industry trends and policy updates, including VCA Calc, Revit and Ajera. Much of the work that staff perform is dictated by building code standards. Many of these standards are updated every three years and the changes affect staff directly. Codes that have been updated for 2019 include the California Building Green Standards and the California Energy Code. Further, the Companies must implement new standards such as Net Zero, Home Energy Rating Service and CalGreen. These new standards will require that new multi and single family homes produce as much electricity as they consume.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> New and emerging leaders at the Companies will participate in VCA Academy, a leadership training program which provides training on management skills. Extensive training will be provided for newly hired staff, primarily Engineers. Training will be provided on Customer Service, Building Codes, LEED, Software platforms, Project Managers and Process Improvement.
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	<ul style="list-style-type: none"> • Training will be provided to all staff on technology changes. This includes training on new platforms Energy Pro and CBECC. Updates to existing platforms will also be provided, include Ajera, Mitel Connector, BlueBeam and AutoCAD. • To keep staff up to date with building codes, training will be provided on updates. In conjunction with the 2019 updates referenced above, training will also be provided on some 2018 to the International California Building Standards and LEED Standards.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☒ E-Learning
 ☐ CBT
 ☐ Productive Lab
☐ MS Preceptor
 ☐ MS Didactic

Commercial Skills	Business Skills	Computer Skills
Management Skills	Continuous Improvement	

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: The Chief Financial Officer with assistance by the Office Manager and the Administrative Assistant will oversee project administration. The Office Manager and the Administrative Assistant will coordinate with three staff members in Oakland to schedule training and collect ETP training rosters. Training is scheduled and ready to begin upon approval.
<ul style="list-style-type: none"> • Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business, Commercial, Computer, Continuous Improvement, Management Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: Training may be provided by vendors to be determined at a later date.
<ul style="list-style-type: none"> • Administration: Administration of the project will be performed by Office Manager and Administrative Assistant. <input checked="" type="checkbox"/> In-house <input type="checkbox"/> Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	2
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<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • The most recent ETP Contract (ET16-0423), trained on new California Building Codes and software updates. • The first ETP Contract (ET15-0203) trained staff in Computer, Commercial and Continuous Improvement skills. In that project, VCA hired 14 Job Creation trainees, providing a discipline for training that helped workers collaborate and share knowledge.
<ul style="list-style-type: none"> • Difference in Training Plan: 	<p>The Companies have found that training on process improvement programs have improved efficiencies and increased capacity to take on more work. As such, this project will build on the foundations of the first two Contracts. For staff that have received training in the first two projects, no training will be duplicative. Due to constant technological and code updates, ongoing training must occur.</p> <p>As previously discussed, the Company is planning to hire up to 20 new staff in the next two years. This new trainee population will require training on the Company's technologies, building codes, project management among others to ensure staff is proficient.</p> <p>In addition, the Company must provide training on new software platforms and new building code standards as well as provide updated training for codes that have been updated.</p>

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0423	Orange	4/12/16 - 4/11/18	\$95,472	\$95,472 (100%)
ET15-0203	Orange	8/1/14 - 7/31/16	\$83,044	\$81,017 (98%)

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A		
Administrative	N/A		
Training Vendors	TBD		

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

8 - 200 Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service
- Client Relations
- Leadership Skills

COMMERCIAL SKILLS

- 2018 International California Building Standards
- 2019 California Building Green Standards
- California Energy Code – 2019 Updates
- Leadership Energy Environmental Design - 2018 Updates
- Building Design Modeling Skills
- Solar Electrical Generation
- Mechanical, Electrical and Plumbing Energy Efficiencies

COMPUTER SKILLS

- AutoCAD 2019
- Revit 2019
- VCA Calc 2019
- BlueBeam Revue 2017
- Enercalc Application Skills 6.17
- Engineering Modeling Tools
 - Bentley – 2019 Updates
 - Etabs – 2019 Updates
- Ajera 9
- Mitel Connect Communicator
- California Approved Energy Modeling Tools
 - Energy Pro – 2019 Updates
 - CBECC – 2019 Updates

CONTINUOUS IMPROVEMENT

- Project Management
- Planning and Strategy Skills
- Team Building
- Process Improvement Techniques

MANAGEMENT SKILLS (Managers Only)

- VCA Academy
 - People Management Skills
 - Situational Management
 - Conflict Management
 - Effective Delegation
 - Conversational Capacity
 - Marketing and Strategy
 - Green/Structural Cross-Selling
 - Role of Project Managers in Business Development

- Strengthening Business Skills and Tools
 - SMART Goals
 - Personality Profiling
 - Time Management
 - Communication Skills
 - Powerful Efficient Meetings
 - Making Appointments with your Priorities

<p>Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.</p>
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Training Proposal for:
Walashek Industrial & Marine, Inc.

Delegation ≤ \$75,000 Single Employer

ET19-0439

Approval Date: March 15, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

CONTRACTOR www.walashek.com

- Type of Industry: Services (G)
Manufacturing (33)
Priority Industry: ☒ Yes ☐ No
- Number of Full-Time Employees ☒ **Small Business**
California: 31
Worldwide: 102
Number to be trained: 26
- Out-of-State Competition: Owner ☐ Yes ☒ No
- Special Employment Training (SET): ☒ Yes ☐ No
- High Unemployment Area (HUA): ☐ Yes ☒ No
- Turnover Rate: 2%
- Repeat Contractor: ☐ Yes ☒ No

FUNDING

- Requested Amount: \$46,800
- In-Kind Contribution: \$55,260

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	ETP Required Wage*
				Class / Lab	CBT		
1	Priority Retrainee	Computer Skills, Business Skills, Comm'l. Skills, Mfg. Skills, Cont. Imp., HazMat, Mgmt. Skills, PL-Mfg. Skills	20	8-200	0	\$1,170	\$17.70
				Weighted Avg: 45			
2	Priority Job Creation	Computer Skills, Business Skills, Comm'l. Skills, Mfg. Skills, Cont. Imp., HazMat, Mgmt. Skills, PL-Mfg. Skills	6	8-200	0	\$3,900	*\$14.74
				Weighted Avg: 150			

* It will be made a condition of contract that the trainees will never be paid less than the statewide or local minimum wage rate in effect at the end of retention regardless of wage expressed in this table & Contract.

- Reimbursement Rate: Job #'s 1 & 2: \$26 Priority/ Program Initiatives
- County(ies): San Diego
- Occupations to be Trained: Welder, Structural & Pipefitter/Production Staff, Manager/Supervisor, Machinist
- Union Representation for Trainees: ☐ Yes ☒ No
- Health Benefits: (Employer Paid to Meet ETP Wage) ☒ No ☐ Yes

OVERVIEW

Year Company Founded:	1986	Company Headquarters: <input type="checkbox"/> Single location National City
Facility Locations Outside CA	<ul style="list-style-type: none"> Virginia, Alabama, South Carolina, Washington 	
Total Number of Facility locations in California	2	
Facility location(s) where training will occur	<ul style="list-style-type: none"> National City (San Diego) 	

Nature of Business	<ul style="list-style-type: none"> Walashek Industrial & Marine, Inc. (Walashek) services marine boilers and provides service to its customers any place in the world. Walashek services include a full range of maritime industrial repair, maintenance and installation services.
Customer Base:	<ul style="list-style-type: none"> Government – Department of Defense, Department of Homeland Security, Coast Guard and City of San Diego.

Business / Industry Needs / Changes	<ul style="list-style-type: none"> The Company reports increased out-of-state competition because of increased demand in the ship repair industry. The increase of ship repair on the waterfront requires more staff. Walashek is competing with other ship repair companies such as, General Dynamics, BAE, and Huntington Ingalls who are also seeking highly skilled workers. Walashek must hire six additional welders to meet demand. The ship repair industry is constantly changing therefore, updates on ISO 9001 requirements, and process improvement training is required.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> In order to keep up with the ship repair industry changes, Manufacturing Skills will be delivered to Structural and Pipefitter, Production Staff, and Supervisors. Courses include forming, machining, welding, pipe bending and non-destructive test inspection. Welder Workmanship training will be delivered to Welders and Pipefitters as needed. Continuous Improvement training is needed by all staff to remain up-to-date with new processes and ISO 9001 requirement. In addition, Quality Assurance, Naval Sea Systems Command Standard Item Compliance, and Quality Control training will be delivered to all trainees to improve proficiency and productivity.
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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	Manufacturing Skills
Computer Skills	Continuous Improvement	Management Skills

Certified Safety Training	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Productive Laboratory	Justification: <input type="checkbox"/> New Equipment <input type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	40 PL Hours per-trainee
	Occupations Receiving PL Training: Welder / Production Staff
The PL instructor must be dedicated to training, at a ratio of 1:3 to provide training on equipment where two people operate the machine.	
Ratio Higher than 1:1	The nature of training requires 2-3 trainees when working on equipment.

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or,
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Modifications from Standard

<input checked="" type="checkbox"/> Weighted Average Hours over 45	45 hours for Retrainees (Job 1) and 150 hours Job Creation Trainees (Job 2)
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Modification(s) fall within Panel guidelines whereas, the training plan is complex and employees need extensive training in all facets of ship repairs.

Walashek provides a full range of maritime industrial repair, maintenance and installation services. This requires staff to be fully skilled and knowledgeable in repairing ship boilers. Walashek must execute projects in accordance with stringent specifications and expedited schedules.

New Welders (Job Creation) train on 13 manuals of basic workmanship for different vessels (approximately 200 hours of training per trainee). In addition, Welders must know basic weld

workmanship and how to properly weld in four different processes of welding in multiple positions and one for brazing. There is also specialized training for boiler repair.

New hires must demonstrate those weld processes and have those welded pieces tested. Consequently, if pieces fail inspection twice, new hires need to be retrained in these processes.

Temp-to-Perm

Average days to convert temporary workers to full time permanent employment.	90
Employer-paid healthcare premiums while on temporary status.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No It is expected that these workers will receive employer-paid health benefits immediately upon hire.

<i>Training Infrastructure & Administrative Plan</i>	<ul style="list-style-type: none"> • Coordination of Training (Oversight): The Quality Assurance Manager will oversee training coordination and administration of project with the assistance of a Program Manager and Supervisor. • Trainers: In-house experts and vendors as needed will provide training. • Administrative Duties: The Quality Assurance Manager will upload data on the ETP online system. The Company has a detailed training plan in place and is ready to begin training upon approval.
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RECOMMENDATION

Staff recommends approval of this proposal and modifications

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
• Development	N/A		\$
• Administrative	N/A		%
• Training Vendors	To Be Determined		N/A

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Contract/Project Management
- Customer Service
- Employee Relations
- Time Management

COMPUTER SKILLS

- Document Management Software
- Quality Management System

COMMERCIAL SKILLS

- Blueprint Reading
- Equipment Operations
- Pipe Bending and Inspection

CONTINUOUS IMPROVEMENT

- Adaptive Manufacturing
- Advanced Safety Training
- Handling, Disposal, Clean-Up of Hazardous Materials
- Quality Control Systems

HAZARDOUS MATERIAL

- Hazards of Cadmium in Brazing Operations
- Hazards of Hexavalent Chromium in Welding Stainless Steel

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Leadership & Management Training Program
- Train-the-Trainer
- Injury Reporting

MANUFACTURING SKILLS

- Advanced Pipe Assembly Practices
- Advanced Finishing Practices
- Advanced Operator Training: Production Equipment, Weld Joint Designs MIL STD 22D
- Inspection and Workmanship Attributes All Welding Manuals
- Welding Definitions
- Base Material
- Filler Metals
- Cadmium and Hexavalent Chromium
- Cleanliness
- Maintenance of Qualification
- Vision Test Requirements
- Shielded Metal Arc Welding Equipment
- Flux Core Arc Welding Equipment
- Gas Metal Arc Welding Equipment

- Gas Tungsten Arc Welding Equipment
- Welding Procedure
- Welding Requirements
- Repair of Defects
- Required Documentation
- Heat Treatment
- Inspection
- Butt Weld Requirements
- Fillet Weld Size Pipe and Plate
- Electrode Handling
- Welder/NDT Inspection Tools
- Weld Symbols
- Welding Requirements for USS Surface Ship Structure MIL STD 1689
- Welding Requirements for Piping, Machinery and Pressure Vessels NSTP 278
- Special Welding Requirements for USS Littoral Combat Ships Structure
- Special Welding Requirements for USS Landing Craft Air Cushion Vehicles
- Special Welding Requirements for USS Cruiser Ships CG Crack Manual and DM10-623B
- Special Welding Requirements for Boilers ASME and MIL STD 248
- General Specification for Overhaul Special Joints from Section 505
- MIL STD 777 for Piping Systems Notes on Stainless Steel
- MIL STD 1627 for Bending Pipe
- NAVSEA 7000 Fabrication and Inspection of Brazed Piping Systems
- Corrective and Preventative Actions
- Material Handling & Maintenance
- Advanced Safety Training
- Advanced Welding
- Production Standards: NAVSEA/ASME/ISO Standards

Productive Lab Hours

0-40

MANUFACTURING SKILLS (Ratio 1:3)

- Advanced Pipe Assembly Practices
- Advanced Finishing Practices
- Advanced Operator Training: Production Equipment, Material Handling & Maintenance
- Advanced Welding (S/S, CUNI, CRMO (boiler) & Aluminum 5000 and 6000 series)
- Inspector Training

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

Note: Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.
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RETRAINEE - JOB CREATION

Training Proposal for:

Zonson Customization, Inc. dba Z Customization

Delegation ≤ \$75,000 Single Employer

Contract Number: ET19-0464

Approval / Panel Meeting of: May 28, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

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:	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: 29	U.S.: 44	Worldwide: 44	
<u>Turnover Rate:</u>	3%			
<u>Managers/Supervisors:</u> (% of total trainees)	N/A			

In-Kind Contribution: (100% of Total ETP Funding Required)

\$46,973

Total ETP Funding

\$44,720

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:	Production Staff, Administration Staff, Supervisor/Management, Customer Relations Staff, Customer Service Sales, 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 Mfg. Skills Computer Skills Continuous Impr. PL-Mfg. Skills	44	8-200	0	\$910	\$17.70
				Weighted Avg: 35			
2	Retrainee Job Creation Priority SB<100	Business Skills Mfg. Skills Computer Skills Continuous Impr. PL-Mfg. Skills	4	8-200	0	\$1,170	*\$14.74
				Weighted Avg: 45			

*It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

Minimum Wage by County Job 1 \$17.70/hr in San Diego County; Job 2: \$ 14.74/hr. 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 and 2.

OVERVIEW

Year Company Founded:	2004	Company Headquarters: <input checked="" type="checkbox"/> Single location Carlsbad, CA
Facility locations where training will occur	<ul style="list-style-type: none"> Carlsbad (San Diego County) 	

Nature of Business:	<ul style="list-style-type: none"> • Zonson Customization, Inc. dba Z Customization(Z Customization) is a full service embroidery and heat transfer customization business.
Customer Base:	<ul style="list-style-type: none"> • Premier Golf Brands Callaway • Corporate businesses (Titleist, Puma, and Wilson) • Local High Schools • Local Businesses
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Z Customization recently implemented a new software system designed for warehouse production and account management. • The Company plans to add new embroidery equipment at a cost over \$250,000. • The Company anticipates 15-20% growth in market business and expects to hire 4 new employees.

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Continuous education and development has been identified as a key component for future plans to support growth and remain competitive in the industry. • Staff will be trained on the Warehouse Management System to increase the efficiency and coordination with processing orders and maintaining current pricing. • Training will also focus on Business Skills for Administrative and Management occupations to acquire a better understanding of the strategic management processes. • Training in Manufacturing Skills will be offered to Production Staff to increase job skills on current and new equipment, and enhance skills needed to conduct quality inspections. In addition, Production Staff will be trained to problem solve and utilize troubleshooting techniques and tools.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab☐ E-Learning☐ CBT☒ Productive Lab☐ MS Preceptor☐ MS Didactic

Business Skills	Computer Skills	
Manufacturing Skills	Continuous Improvement	

Productive Laboratory	Justification: <input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures
	30 PL Hours per-trainee
	Occupations Receiving PL Training: Production Staff
The PL instructor must be dedicated to training, at a ratio of 1:2.	
Ratio Higher than 1:2	<p>PL trainer-to-trainee ratio of 1:2 because trainees typically work in small groups of 2-3 due to the type of team work performed and equipment used.</p> <p>This 1:2 ratio is ideal for mastering specific job skills, training costs, and time management.</p> <p>PL training will reduce the production rate, but the Company anticipates a long-term increase in productivity due to workers mastering proper execution of job duties</p>

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function <input checked="" type="checkbox"/> New Equipment
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The project will be overseen by the Company's Director of Operations with the assistance of the Account Manager. Z Customization is prepared to start training upon approval of this project.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Business, Computer, Continuous Improvement and Manufacturing <input checked="" type="checkbox"/> Vendor – To be determined

- **Administration:**

The Company's Director of Operations and staff members will administer the project with the assistance of an Administrative Subcontractor.

- ☒ In-house
- ☒ Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal and modifications.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost /%
Development	Training Funding Source	Seal Beach	\$1,900
Administrative	Training Funding Source	Seal Beach	13% of funds earned
Training Vendors	To Be Determined		

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Customer Relations
- Leadership/Coaching Skills
- Presentation Skills
- Planning
- Product/Service Knowledge
- Project/Program Management
- Sales

MANUFACTURING SKILLS

- Embroidery/Heat Transfer Operations
- Good Manufacturing
- Inspection Techniques
- Inventory Processes
- Equipment Operations Maintenance & Troubleshooting
- Product Assembly/Packaging/Shipping Operation
- Preventative Maintenance
- Sample Preparation
- Standard Operating Procedures
- Troubleshooting

COMPUTER SKILLS

- Adobe-Creative, Marketing, Document Management
- Customer Relation Management (CRM)
- MIS System Installation and Use
- MS Office
- Warehouse Management System (WMS)
- Web Design
- Web to Print Software

CONTINUOUS IMPROVEMENT

- 6 Sigma
- Process Improvement
- Problem Solving Tools and Techniques
- Quality Improvement
- Teambuilding

PL Hours

0 – 30

MANUFACTURING SKILL (limited 1:2)

- Equipment Operation

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