# PANEL PACKET March 2019





# **NOTICE / AGENDA**

# **MEETING TIME/PLACE**

Friday, March 29, 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 Chair • Roll Call • Agenda • Minutes	Barry Broad
<ul> <li>Report of the Executive Director</li> <li>Legislative/Budget/Other</li> <li>Request Motion to Adopt Consent Calendar Projects/Action</li> </ul>	Stewart Knox
<ul> <li>Report of the General Counsel</li> <li>Action Item: To delegate the authority to Subcommittee of one or more Panel Members to conduct a hearing in regards to a second level of appeal filed by the Santa Ana Chamber of Commerce (ET17-0269)</li> </ul>	Michael Cable
Presentation: FY 19/20 Caps & Priorities, Legislative Update • Action Items: FY 19/20 Caps & Priorities	Lis Testa
Review and Action on Proposals	Diana Torres Ryan Swier 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 <u>Michael.Cable@etp.ca.gov</u>, 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 <u>www.etp.ca.gov</u>. 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 <u>Michael.Cable@etp.ca.gov</u>, 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, March 25, 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

Building Skills Partnership	\$562,760
Hall Ambulance Service, Inc. (Amendment)	\$173,250
MAG Aerospace Industries, LLC dba Zodiac Water & Waste	
Aero Systems (Amendment)	\$25,920
Saisoft Enterprises dba Professional Career Development	
Center (Amendment)	\$199,440
Seersoft, Inc. dba CA Rehabilitation Specialists (Amendment)	\$65,208
Sysco Los Angeles, Inc. (Amendment)	\$61,502
TEC of California, Inc	\$197,524
Teledyne Controls, LLC	\$238,420

### San Diego Regional Office

Balda C. Brewer, Inc	- \$213,200
Hyundai AutoEver America, LLC	- \$127,426
OWB Packers, LLC	- \$624,000
PCL Construction Services, Inc	- \$248,430
San Diego Chapter ABC Training Trust Fund	- \$415,510
Simpson Strong-Tie Company Inc	- \$198,900
Thales Avionics, Inc	- \$199,888

### San Francisco Bay Area Regional Office

City of Richmond	\$163,800
LiveRamp, Inc	\$199,550
UFCW Northern California Meat Apprenticeship Trust Fund	\$197,274

### **Sacramento Regional Office**

ALLDATA LLC (Amendment)	\$39.700
Tigers Lines, LLC (Amendment)	
Western Electrical Contractors Association, Inc	· ·
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# Central Office – Program Projects Unit

California Harvesters, Inc	\$199,640
Studio Arts, Ltd. (Amendment)	\$250,422

# PROPOSALS APPROVED BY DELEGATION ORDER FOR 02/12/19 – 03/18/19

<u>&lt;</u> \$75,000	Approved Date	Approved Amount
North Hollywood Regional Office		
G3 Quality, Inc.	02/12/19	\$43,680
Norman Industrial Materials, Inc. dba Industrial Metal Supply Company (AMD) United Drill Bushing Corporation	03/08/19 02/14/19	\$28,512 \$40,430
San Diego Regional Office		
Little Diversified Architectural Consulting, Inc. Prime Tech Cabinets, Inc. San Diego Electrical Training	02/07/19 02/12/19	\$74,880 \$70,200
Administrative Service Corporation Senga Engineering, Inc.	02/14/19 02/12/19	\$17,680 \$29,822
San Francisco Bay Area Regional Office		
Priority Architectural Graphics, Inc.	02/19/19	\$19,500
Sacramento Regional Office		
Balanced Body, Inc. Esperanza Therapy Services, LLC Perez Farms, LP	02/19/19 02/14/19 02/19/19	\$3,640 \$19,500 \$36,400



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United Drill Bushing Corporation



# Memorandum

To:	Panel Members	Date	March 29, 2019
From:	Stewart Knox Executive Director		
Subject:	Directions to Meeting Site		

The Employment Training Panel will meet on Friday, March 29, 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 11<sup>th</sup> St.
- Turn Left on **11<sup>th</sup> Street**
- Turn Left on I Street
- 1001 | 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 | Street



# Memorandum

To: Panel Members

Date March 29, 2019

From: Stewart Knox Executive Director

# Subject: Future Meeting Sites

March 29, 2019	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814
April 2019	NO PANEL MEETING IN APRIL.
May 23, 2019	California Environmental Protection Agency (Cal/EPA) Time: 09:30 AM Sierra Hearing Room, 2nd Floor 1001 I Street, Sacramento, CA 95814
June 28, 2019	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 December 7, 2018 (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 General Counsel

#### STATE OF CALIFORNIA EMPLOYMENT TRAINING PANEL

California Environmental Protection Agency 1001 I Street, Sierra Hearing Room, Second Floor Sacramento, CA 95814 February 22, 2019

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

Chairperson Barry Broad called the meeting to order at 9:28 a.m.

#### II. ROLL CALL

Present Gloria Bell Barry Broad Janice Roberts Ali Tweini Cheryl Akin Gretchen Newsom Ernesto Morales Rick Smiles

Executive Staff Present Stewart Knox, Executive Director

Legal Counsel Absent Michael A. Cable

#### III. AGENDA

A brief overview of the Agenda was made, and it was questioned whether anyone has any changes to the Agenda. Mr. Knox asked that Items 5, 16, 19, 31, 35, and 38 be pulled from the Agenda. Ms. Newsom noted on Tab 16 that they have a labor agreement. Ms. Newsom requested that when Tab 16 comes back, they provide proof of that labor agreement. All Panel Members were in agreement of this change.

ACTION: Ms. Roberts moved and Mr. Tweini seconded the motion to approve the Agenda to include removal of Items 5, 16, 19, 31, 35, and 38 and that Tab 16 Provide proof of their labor agreement before coming before Panel.

Motion carried, 8 - 0.

#### IV. MINUTES

It was questioned whether there were any changes and/or additions that need to be made to the Minutes from December 7, 2018. No changes were suggested or made.

ACTION: Ms. Roberts moved and Ms. Bell seconded the motion that the Panel approve the Minutes from the December 7, 2018 Panel meeting.

Motion carried, 8 - 0.

#### V. REPORT OF THE EXECUTIVE DIRECTOR

Mr. Knox reported that today's Panel Meeting concerns projects totaling just over \$10.5M, with approximately \$1.8M in Delegation Orders, for a grand total of just over \$12.3M.

It was reported that the following people were in attendance to present Proposals: Christopher Hoover, San Francisco Bay Area Regional Office Manager; Diana Torres, San Diego Regional Office Manager; Heather Bernard presenting for North Hollywood Regional Office, Jana Lazarewicz, Sacramento Regional Office Manager, and Lis Testa for the Program Projects Unit (PPU).

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 ETP's four (4) ARFVTP proposals in the last few months totaled over \$1M, leaving approximately \$2M remaining for ARFVTP proposals this year.

It was reported, regarding Core Funds for Fiscal Year (FY) 2018/19: today the Panel will consider another \$10M with an additional \$1.8M approved by delegation order; that upon the Panel approving the just over \$107 in projects for this year, ETP will have approximately \$8.3+M for the remainder of FY 2018/19.

It was reported, regarding Delegation Orders: 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 45 projects subject to Delegation Orders for today's Panel Meeting total just over \$1.8M.

It was reported, regarding the Funding Status report, the encumbrance rate was lowered from 40% to an overall average of 36%, which works well to get through FY 2018/19. It was further reported that in doing lowering the encumbrance rate, it pushes forward more prior year liabilities. As ETP anticipates more funding available next year, ETP will not be able to put those new dollars out. This means next year's allocation will reflect much of what ETP had this year closer to the \$103M.

It was reported, regarding priority projects, that ETP will need to be extremely diligent in its approach to looking at priority projects. A meeting with the Committee on Thursday, February 21, 2019, brought forth some solutions which will be brought to the next Panel Meeting in March 2019.

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 377 projects, with a value of just over \$107M and 26 amendments.

It was reported, regarding applications for contracts that are remaining in the Regional Offices: Single Employer Contract requests are at \$63M in demand, with \$4.9M in allocation; Multiple Employer Contract (MEC) requests are at \$7.7M in demand, with \$218K in allocation; Small Businesses requests are at \$8M in demand, with \$534K in allocation; Critical Proposals are at \$0 in demand, with \$164K in allocations; and Apprenticeship programs are at \$3.7M in demand, with \$2.83K in allocation. Overall demand is approximately \$80+M.

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 440; and that the number of total projects is 499.

It was reported that Staff is working hard to get the projects assigned out to the Regional Offices. At the recent Committee meeting, a discussion was held and the Committee Panel came up with new ideas to begin getting more projects to the Regionals Offices. Decisions on CAPS will be made and information on determining Non-Priority Projects at the next Panel meeting.

#### VI. LEGISLATIVE UPDATE

In reference to a Legislative Update, Mr. Knox reported there was nothing new to report.

#### VII. MOTION TO ADOPT CONSENT CALENDAR PROJECTS

Mr. Broad asked whether there was any discussion needed in regards to a motion to adopt the consent calendar projects.

Chairperson Broad asked for a motion to adopt Consent Calendar Items #1 through #24.

Advanced Composite Products and Technology, Inc. (Amendment)	\$ 49,998
AHMC Greater El Monte Community Hospital, LP dba Greater El Monte	
	\$193,440
Alta Los Angeles Hospital, Inc. ( <i>Amendment</i> )	\$139,047
	<i><b>•</b> • • • • • • • • • • • • • • • • • • </i>
B & B Manufacturing Co. California Harvesters, Inc. (PULLED)	\$199,836
Clima-Tech LLC (Amendment)	\$ 46,280
Cosmetic Group USA, Inc.	\$106,470
Cypress Mandela Training Center, Inc.	\$199,450
E. Cubics LLC dba QBICS Career College	\$199,170
Ghiradeli Chocolate Company	\$184,470
Heritage Interests. LLC	\$198.276
Love 2 Learn Consulting, LLC	\$118,560
Micron Technology, Inc.	\$195,000
Modern Times Drink (Amendment)	\$ 34,580
Niagra Bottling, LLC (Amendment)	\$ 42,912
Omni Hotels Management Corporation dba Omni La Costa Resort	
and Spa (Amendment) (PULLED)	\$ 71,800
Orepac Holding Co. dba Óregon Pacific Building Products (Calif.), Inc.	
Dualy de Overteine Luis	<b>MAAA 000</b>
Prelude Systems, Inc. Promise Hospital of East Los Angeles, L.P. ( <i>Amendment</i> ) (PULLED)	\$ 84,700
Sacramento Employment & Training Agency	\$100,240
T& P Farms Threshold Enterprises, LTD	\$143,000
TSI Semiconductors America, LLC	\$114,400
Van Law Food Products, Inc.	\$177,198

ACTION: Ms. Newsom moved and Ms. Roberts seconded the motion to approve the Consent calendar with the removal of Items 5, 16, and 19 within Items #1 through

#24.

Motion carried, 8 - 0.

#### VIII. COMMITTEE REPORT TO PANEL

Ms. Newsom provided an update of the Committee's meeting held on Thursday, February 21, 2019 as follows:

The following topics were addressed at the Committee meeting: Appeals Process, STEPS update, update on new system Cal-E-Force, Fiscal Year 19/20, Priorities and CAPS and a Cannabis update.

<u>APPEALS PROCESS</u> – ETP General Counsel, Michael Cable, stated that ETP will no longer be utilizing a "fast track" appeals process. After much discussion it was decided that General Counsel prepare language about an informal meet and confer process, which may also be the subject of future regulatory rulemaking.

#### STEPS – (Summer Training & Employment Program for Students)

Ms. Newsom recalled the very heart moving stories we heard from companies ETP funded grants for. Ms. Newsom also stated that the amount of money to be funded has increased from \$1.5M to \$3M which is a significant amount of money. Ms. Newsom also reported that we have a new partner, California Community College Foundation, who will be much more of the administration of the grant. Ms. Newsom stated that we will hear from the awardees again, however it will be limited to 2 per Panel meeting with a strict 10 minute time limit. They will be broken up between September and October 2019. Ms. Newsom reiterated that we do want to hear from the students.

**NEW SYSTEM: CAL-E-FORCE** Ms. Newsom did state that the update from the company developing the new system is on the agenda, so we will be hearing a little bit more about that. Ms. Newsom stated there is an email address specifically dedicated to questions and concerns and that is <u>etpcaleforce@etp.ca.gov</u>.

**FISCAL YEAR 19/20:** Staff will come back to the Committee after conducting further research in order to consider and clarify what are ETPs legislative priorities. Moving forward with reviewing CAPS and some of the reasoning behind that is to plan for any potential upcoming recession. Another is addressing the high level of current demand as Mr. Knox previously said, to distribute our contracting dollars among more contractors. This will help address ETPs prior year liabilities. The CAPS are as follows:

TYPE	CURRENT CAP	PROPOSED CAP			
Single Employer	\$900K	\$650K			
Multiple Employer	\$950/\$1.8 (depending on 2- year cycle)	\$750K			
Critical Proposal	\$900K	\$750K			
Non-Priority Projects	\$150K				
Delegation Orders	\$75K (remains same)				
Consent Calendar	\$200K (remains same)				

At a future panel meeting you will be seeing a proposal for us to evaluate whether or not to extend these CAPS for the next fiscal year.

**<u>CANNABIS</u>**: We are essentially in a holding pattern. We are awaiting additional information from the California Attorney General; additionally, there is legislation around the State of California, and also the federal side, usually under Legislative No. 420. So we are in a holding pattern until we get a response back from the California Attorney General.

Mr. Broad asked if there were questions from the Panel members. There were none.

#### IX. UPDATE ON NEW SYSTEM: CAL-E-FORCE

Ms. Kirsten Centanni from Guidehouse provided a brief update on the new Cal-E-Force system as follows:

The Cal-E-Force system is a new system that Guidehouse is helping ETP to develop. They are in the beginning stages of that system development, working on the design and the foundational components of it right now. Guidehouse is also looking at the finance structure and how all that gets processed for all of the online processing. With that its base is a sales force platform, so that's a Cloud-based system. Very flexible. Guidehouse looks to provide some exciting opportunities for members to use that system. With this, they are looking further to Spring to have a collaborative process with our Stakeholders. More details to come at a later Panel meeting.

Ms. Roberts asked about timelines and wants to know there is anything that she could notify the public about. Ms. Centanni responded that as they get closer to the initial design and development, they will have more firm timelines, but they are looking closer to Spring time to bring in Stakeholders and then looking at Summer time to have more of the "go live" focus.

Mr. Knox mentioned if you do have an ETMS contract, they will be contacted very soon. ETPs goal is to move everyone out of ETMS first. MECs and JATCs don't have to worry about it. But all the SECs that have those contracts will be contacted sooner rather than later and moving those contracts into the sales force platform before they start to design all of the other components of the new system to avoid paying for two systems at the same time.

#### X. ACTION ITEM: RETRAINEE – JOB CREATION MINIMUM WAGE

Ms. Testa suggested consideration for a motion regarding the Retrainee – Job Creation Minimum Wage as follows:

Mr. Knox mentioned that this was under "Other Matters."

Ms. Testa stated this action item has to do with the Retrainee Job Creation Guidelines and it has two parts. The first part is they would like to set the minimum wage for Retrainee Job Creation Trainees to \$15/hr. The \$2.50 health benefits can still apply and, if they are in a HUA and the HUA wage is lower than \$15/hr., the HUA wage would also still apply. The second part is that they would like to expand the Retrainee Job Creation Program to allow that program in Multiple Employer Contracts if they are doing CNA training. If they are not doing CNA training but would still like to add a Retrainee Job Creation component, they can request that with Executive Staff. MECs right now only do new hirer training, not retrainee job creation, so we are trying to expand that to them, especially to serve the CNA population. We would like them to be able to add the Retrainee Job Creation jobs through an amendment or modification.

Mr. Broad clarified if you take \$2.50 as a credit towards the minimum wage obligation for healthcare, to the employer must be spending at least \$2.50 on healthcare.

Mr. Knox reiterated what ETP has said: for those employers that want to take the position and prove more than \$2.50 is being paid by the employer for health benefits, those employers must be in a collective bargaining agreement.

Ms. Roberts had a clarifying question regarding the difference between job creation and new hire.

Ms. Testa responded that new hires right now are only in a MEC, they don't occur in Single Employer Contracts. New hires are technically unemployed individuals when training begins. So that's why we have them in MECs only; we want the MEC to be able to provide placement services to those individuals, so that they can actually complete their attention period. If they were in the Single Employer Contract, they would already be employed by that contractor. However, we do want to encourage single employers to hire more people, which is where the retrainee job creation program comes from. And, in that program, they can hire new people anywhere from 3 months before the contract term begins, all the way through the term of the contract.

Ms. Roberts said, another clarifying question. I have a baseline number. I have 100 employees. But I lost two for retirement and I'm going to hire two more back. Is that a new hire or is that a job creation?

Ms. Testa said, it would actually neither. Technically, because if we are talking about a single employer contract, it definitely would not be a new hire because we don't put new hires on single employer contracts, but also for the retrainee job creation program, there is this extra stipulation that it says it has to be net new jobs.

Mr. Broad asked if there were any more questions. There were none. He then entertain a motion to approve this.

Ms. Roberts makes a motion to approve as suggested and Mr. Tweini seconded the motion. No oppositions, the motion carries 8 - 0.

Motion carries, 8 - 0.

#### XI. ETP PROGRAM ASSESSMENT CONDUCTED BY SOCIAL POLICY

Ms. Annelies Goger, Ph.D., M.C.P./Senior Associate and Mr. Marian Negoita, Ph.D., presented a PowerPoint document.

Ms. Goger began the presentation stating that over the past year, year and a half we have had the privilege of working closely with ETP to conduct an assessment of ETP programs. It is a requirement of the statute to conduct a regular evaluation to see what can be improved and how things are going.

ETP was created in 1982. The purpose of this assessment is to see the future of work and how the economy is changing, the transitions that are happening, and all of the needs that employers have. A key focus of the assessment, which is one of the largest incumbent worker training programs in the country, is how California compares to other states. Where are these investments going and how is it aligned with employer needs. The research is being done in

two phases. Phase I is complete and Phase II is just beginning. Phase I is a mixed method study. It has quantitative components and connotative components. In Phase I, we did more of the quantitative side, interviews with employers, labor federations, consultants, MECs and staff at ETP. We asked where what some of the issues are, successes, the challenges, etc. We used that information to develop an employee survey instrument and to test it. We looked at two company level outcomes. The research questions asked what are the benefits and value of ETP to companies and workers? How can ETP promote continuous improvement? How can ETP be updated to meet the current training needs?

ETP has three main ways that people access ETP funding: (1) directly through Single Employer and Employer applies directly; (2) they apply with a consultant; and the third is through the MEC structure where an intermediary such as an industry association or JATC. The relationship is mediated, making it more accessible for smaller and medium sized employers and for those that are in many ways more innovative, and more flexibility for innovative partnerships and strategies.

#### PHASE I FINDINGS:

Employers and labor organizations ("Users") reported many benefit o ETP participation. Users find ETPs administrative processes overly cumbersome, although they have become more efficient and flexible in recent years. Expanding partnerships has allowed ETP to target skills upgrading to specific sectors and to support for innovative models of training (i.e., Apprenticeships, Alternative and Renewable Fuel and Vehicle Technology Program (AB 118); and Community college sector initiatives. Employer training needs vary, but common training needs were new technologies, lean production, and managerial and supervisory skills. Small and mid-sized employers have a high need for more technical assistance and guidance.

The following totals were taken from ETP annual reports, years 2012 through 2017 and ETP administrative data, 2016-2017. Each year, ETP funded 388 contracts, for a total of \$80.7M, on average. The average value of each training contract was \$208,165. ETP approved 106,376 incumbent workers to train in 2016-2017.

Employers that participate in ETP through MECs have a different profile from those that participate through single-employer contracts. MECs are smaller and concentrated in the building trades; and Single-employer contracts are larger and concentrated in manufacturing. Small and mid-sized companies were more likely to: achieve training as planned and train a higher share of their workforce. Factors influencing whether a contractor achieved training as planned: spending more per approved trainee, participation in a MEC, and having low levels of labor turnover.

#### <u>PHASE II</u>

Phase II is beginning right now and we are planning to do two things; one of which is an impact study and the second is an employer survey. The impact study will be basically a quasi-experimental analysis of ETP participating companies, where we look at the number of outcomes such as firm size, or company size, sales and a couple of other indicators developed by Dunn & Bradstreet, which is the company we will be working with to compare data with for this. So we are comparing ETP companies with non-ETP funded companies which are extremely similar to them, at the start of participation.

Employer Survey we already developed the instrument in the Phase I and we are just now planning to carry the research. We are looking at perceptions of users about the application

system, what it is to work with ETP generally speaking, what the perceptions are, and second big batch of questions is going to be about companies training needs. What do they want, what do they need, what's called for right now, what's needed right now. The third batch of questions is going to be the value of ETP for the companies. What do they value?

Mr. Broad asked if there were any questions from the Panel.

Ms. Newsom commented about wanting to know how to better evaluate the value to the worker. Is there wage progression from the training they are receiving? Are there career ladders that they are now allowed to pursue? Are they receiving certifications now? How is the worker better off from the ETP training that they received? Ms. Goger acknowledged Ms. Newsom's concerns.

Ms. Bell asked if 2016, 2017, and 2018 were the years they looked at to come up with their data. Ms. Goger responded in the affirmative.

Ms. Bell asked within those 3 years did they look at all contracts? A percentage, or what is the amount? What is the data? Mr. Negoita responded, we looked at all contracts that started in 2016 and ended in 2018, but we did not look at companies that started in 2017 because we wanted to see the entire cycle. One funding cycle, from beginning to end.

Mr. Broad inquired about putting together a study around workers who received training from ETP versus other workers from other companies who did not receive training from ETP. Mr. Broad suggested breaking this down into different categories, for instance, did they receive a certificate or not under ETP training, what are the salary differences of workers that received training from ETP and workers that did not, if the salary was higher with ETP training – what percentage higher is it and so forth.

Ms. Goger and Mr. Negoita both indicated that while it can be done, it is a very time consuming process as long as you had the right data and sales force. From a legal standpoint, Mr. Negoita does not know if ETP has the right to use that information without the individual's permission. This would need to be looked into.

#### XII. REVIEW AND ACTION ON PROPOSALS

#### Single Employers

#### Tab # 25 – AEROJET ROCKETDYNE, INC.

Ms. Torres presented a proposal on behalf of Aerojet Rocketdyne, Inc., (Aerojet Rocketdyne) in the amount of \$269,360. Founded in 1942, Aerojet Rocketdyne, Inc., (www.rocket.com) is a wholly owned subsidiary of Aerojet Rocketdyne Holdings, Inc. The Company provides propulsion and energetics to the space, missile defense, strategic, tactical missile and armament areas of the Aerospace and Defense industry. Aerojet Rocketdyne operates multiple locations nationwide. The Company's executive offices are in El Segundo, with additional headquarters functions located in Rancho Cordova. The Company also maintains California facilities in Canoga Park and Folsom. Training under this proposal will take place at the Canoga Park and El Segundo locations only.

Ms. Torres introduced Darin Holcombe, Specialist Talent & Organizational Development; Juliana Kirby, Director of Client Services, COO from Training Funding Partners.

Mr. Tweini thanked Mr. Holcombe for having Veterans be 10% of their workforce.

Ms. Roberts wanted to know the location of the Canoga Park facility. Mr. Holcombe stated it was located at DeSoto and Canogo Park.

Ms. Newsom thanked Mr. Holcombe for the high wages and right-sizing the proposal and for dedicating a segment for dealing with difficult people.

ACTION: Ms. Roberts moved and Mr. Tweini seconded the approval of the proposal For Aerojet Rocketdyne, Inc. in the amount of \$269,360.

Motion carried, 8 - 0.

#### Tab #26 – GRIFOLS BIOLOGICALS INC.

Ms. Torres presented a proposal on behalf of Grifols Biologicals Inc.(GB), in the amount of \$395,200. Founded in 1940, Grifols Biologicals Inc. (www.grifols.com) is wholly owned by Grifols S.A. in Spain. The Company develops and produces therapies and products in three healthcare divisions: bioscience therapies made from human plasma; hospital products and pharmacy IV solutions; and diagnostic tools for laboratory professionals. GBI products and services serve healthcare professionals and patients in 90 countries worldwide. The Company has two manufacturing facilities in the United States; one in Los Angeles and one in Clayton, North Carolina. GBI requests ETP funding to train 950 full-time employees at its Los Angeles location, where all training will take place.

Ms. Torres introduced Kevin Castaneda, Performance Development Manager.

Mr. Tweini asked what they were planning to do in order to actively recruit veterans. Mr. Castaneda responded that they don't actively pursue veterans, however, they do have veterans that currently work with the company.

Ms. Roberts commended them for doing a great job on their previous contract.

Ms. Newsom asked Mr. Castaneda to provide any details about the manufacturing staff regarding wage progression married with the training that they received. Mr. Castaneda responded that they have a new septic area and are looking to expand further in that area. There is approximately 10% of the workers who will be trained in this area and once they are fully trained they will receive a \$2.50 wage increase. Overall workforce is above the \$16.15/hr, then to add the \$2.50 puts them in a higher wage capacity.

Mr. Broad said with drug manufacturers they are a site specific approval through the FDA. Mr. Broad asked if their company is restricted to those same regulations as they are producing products. Mr. Castenada stated that yes, it is same regulations they must adhere to. Each country that they sell their product to, an Allied company comes in on a frequent basis, approximately every two years, they come in and do pre-approval inspections, everything from validation to operations and then they give them the go-ahead and sign off and then they are free to start production in those areas.

Mr. Morales wanted confirmation that all the training was happening at the East L.A. site. Mr. Castenada confirmed yes it is.

ACTION: Ms. Roberts moved and Ms. Newsom seconded the approval of the proposal

For Grifols Biologicals, Inc. in the amount of \$395,200.

Motion carried, 8 - 0.

# Tab #27 – PROVIDENCE WEST VALLEY HEALTHCARE CENTER, LLC DBA PROVIDENCE WEST VALLEY

Ms. Torres presented a proposal on behalf of Providence West Valley Healthcare Center, LLC dba Providence West Valley (PWV) in the amount of \$618,904. Founded in 2012, Providence West Valley Healthcare Center, LLC dba Providence West Valley (PWV) (www.westvalleyhc.com) is a skilled nursing facility owned and managed by Providence Healthcare Center, LLC (Providence) based in Utah. PWV's services include skilled nursing, clinical care, post-surgical care, intravenous therapy, tracheotomy care, pain management, parenteral TPN/PPN therapy, wound care, custodial care, hospice care, respite care, memory care, activity programs, social services, dietary services, occupational therapy, speech therapy, physical therapy and rehabilitation for various disorders including fractures, wounds, joint replacements, amputees, stroke, dysphagia, COPD, decubitis ulcers, general weakness and debilitation, chronic pain, arthritis, Parkinson's disease, and forms of dementia.

Ms. Torres stated there was a correction on the "Occupations Wage Table" for Job #2, Certified Nurse, Base Wage is incorrect and should be \$12/hr.

They are also requesting a wage modification for Job #1 for the set from the \$22.18 to the modified wage for Priority Industry of \$24.13 for those incumbent workers. They are also requesting a wage modification for Job #2 for the HUA for San Bernardino, San Bernardino County, Porterville, Tulare, Bakersfield, and Kern Counties. These trainees qualify for the set wage rather than the State average wage. Additionally, the standard wage would be modified and additional 25%. That would make their minimum wage requirement at \$13.28 inclusive of any health care benefits.

Ms. Torres introduced Debbie Smith, Director of Administrative Services; William Parker, CEO of NTS.

Ms. Newsom asked why they are asking for wage modification instead of paying the nurses more. Ms. Newsom asked that she elaborate on wage progression with trainees. Ms. Smith responded with most of the CNAs when they begin are unexperienced and when they complete their training they will progress upwards in salary.

Ms. Newsom asked if the CNAs require a higher education training prior to coming to Providence West Valley. Ms. Smith responded they need to have a certificate from a community college. Ms. Smith further stated not all of their facilities begin at minimum wage.

Mr. Broad stated that as we are in a competitive market with CNAs why is this not affecting the labor market in your place. Ms. Smith responded that it most definitely was affecting the labor market with them, however, it depends on the location of the facility, because CNAs rates will vary from hospitals and area.

Mr. Broad wanted to know how many of the employees would be affected by the wage modification. Mr. Parker responded approximately 286 employees.

Ms. Roberts wanted to know if some of the employees from the previous contract going to be the same retrainees on the present contract. Ms. Smith responded that approximately 75% would be retrainees on the present contact, but would be training in other areas.

Mr. Tweini stated he also had trouble with the wages. Mr. Tweini was also troubled because of the lack of mention about veterans.

Ms. Bell asked what percentage of veterans do they employ. Ms. Smith responded they do, but that she does not know the percentage.

Ms. Bell asked for clarification as to what type of training they are offering the retrainees on this contract as opposed to the previous contract. Ms. Smith indicated this is simply ongoing training to keep up with new regulations, but the training is different.

Ms. Roberts raised a concern questioning that ETP funded training for CNAs on the last contract. Are they still CNAs or have they moved up the career ladder. Ms. Roberts asked for an approximately percentage standpoint. Ms. Smith responded she did not have that information.

Ms. Newsom moved for a motion to approve without the wage modification that would trigger wages to be paid below \$15/hour for Jobs #2 and #3. Ms. Bell seconded the motion.

Ms. Torres clarified that for Job #2 the \$2.50 health benefit would not apply in order to meet the \$15basic hourly rate.

ACTION: Ms. Newsom moved for a motion to approve without the wage modification that would trigger wages to be paid below \$15/hour for Jobs #2 and #3. Ms. Bell seconded the motion.

Mr. Tweini opposed approval of the proposal.

Motion carried, 7 - 0.

Break taken – back at 11:15 a.m.

#### Tab #28 – WEST HILLS HOSPITAL DBA WEST HILLS

Ms. Torres presented a proposal on behalf of West Hills Hospital dba West Hills (West Hills Hospital) in the amount of \$311,220. West Hills Hospital dba West Hills Hospital & Medical Center (West Hills Hospital) (www.westhillshospital.com) is a subsidiary of HCA, Inc., Hospital Corporation of America (HCA), and headquartered in Nashville, Tennessee. HCA owns and operates 179 hospitals in 20 states and England. HCA currently owns five hospitals in California: Riverside Community, Los Robles in Thousand Oaks, Good Samaritan Hospital in San Jose, Regional Medical Center of San Jose and West Hills. The Hospital has 1,050-employee, 212-bed, and is a Joint Commission Accredited acute care hospital located in West Hills, the San Fernando Valley region of Los Angeles. West Hills Hospital offers advanced and specialized healthcare services: a complete 24-hour emergency room; cardiac and coronary units; maternal and child health services; radiology; nuclear medicine; imaging; rehabilitation and therapy services; comprehensive cancer care; and several minimally invasive surgical specialties. This will be West Hills Hospital's first ETP Contract. The proposal will target 315 workers at its West Hills facility where all training will take place.

Ms. Torres introduced Lourdes Maria R. Casao, PhD, RN-BC, FNP, Director of Education.

Mr. Tweini thanked Ms. Casao for employing veterans and urged her to continue in hiring veterans.

ACTION: Ms. Roberts moved and Ms. Bell seconded the approval of the proposal For West Hills Hospital dba West Hills Hospital and Medical Center in the amount of \$311,220.

Motion carried, 8 - 0.

#### Tab #29 – EDWARDS LIFESCIENCES LLC

Ms. Bernard presented a proposal on behalf of Edwards Lifesciences LLC (Edwards) in the amount of \$495,950. Founded in 1958 and headquartered in Irvine, Edwards Lifesciences LLC (Edwards) (www.edwards.com) develops, manufactures and markets medical devices and technologies used in the treatment of advanced cardiovascular disease and hemodynamic monitoring. The Company's product line is sold in over 100 countries to hospitals, physicians, and other healthcare providers. Edwards' products include tissue replacement heart valves, valve repair products, trans catheter heart valves, hemodynamic monitoring devices, and other critical care technologies that facilitate cardiac surgery procedures through minimally invasive surgery. Edwards has one California location in Irvine.

Ms. Bernard introduced Cynthia Lenahan, Director of Learning and Technical Training; Rob Sanger, Director of Training Services, CMTA.

Ms, Newsom asked about the wage progression regarding the production staff and quality specialists – how do they progress in their wages? Ms. Lenahan responded the employees go through an annual talent development review every year with every employee with the HR business partner, hiring manager or manager itself which rolls up to the director. The employees do need to become certified in order to qualify.

Ms. Roberts asked why they only performed at 75% with the last contract. Ms. Lenahan responded that the last contract focused solely on professionals within regulatory and clinical and the volume was just not there. They were going through a quality systems simplification because of some FDA requirements changing. So they did not roll out training during this time. Ms. Roberts noted that the previous contract was at 80%. Ms. Roberts made the suggestion to right size it down to the \$354,000.

Mr. Tweini thanked the company for hiring of veterans.

ACTION: Ms. Roberts moved and Ms. Newsom seconded the approval of the proposal For Edwards Lifesciences, LLC reducing the amount to \$354,000.

Motion carried, 8 - 0.

#### Tab # 30 – HUNTER INDUSTRIES INCORPORATED

Ms. Bernard presented a proposal on behalf of Hunter Industries Incorporated (Hunter) in the amount of \$458,640. Founded in 1981 and headquartered in San Marcos, Hunter Industries Incorporated (Hunter) (www.hunterindustries.com) manufactures products for irrigation, outdoor

lighting, dispensing technology and custom manufacturing sectors. Hunter offers a diverse array of water- and energy efficient products utilized everywhere for residential landscapes, commercial campuses, stadiums, theme parks, city parks, hotels, municipal buildings and golf courses. The Company's core business is producing products that allow irrigation professionals to create solutions that use minimal water and energy to create optimal landscape function and ambiance. The current product line includes pop-up gear-driven rotors, high-efficiency rotary nozzles, spray sprinklers, valves, controllers, central controllers, professional landscape drip and weather sensors. In 2017, Hunter purchased Dispensing Dynamics International, Inc. (DDI) as a wholly-owned affiliated company. Located in City of Industry (Los Angeles County), DDI offers customers a wide variety of paper, soap and air dispensing products for bathroom facilities. Both locations will participate in training. This is Hunter's second ETP Contract, and the first in the last five years.

Ms. Bernard introduced Scotty Oliver Lombardi, Senor Manager of Global Talen Management; Rob Sanger, Director of Training Services of CMTA.

Ms. Bell asked what the performance percentage was on the previous contract since it was not listed in the current proposal. Mr. Lombardi responded he did not know, but found out that the previous contract was back in the 1980's.

Mr. Tweini asked for the number of veterans they employ. Mr. Lombardi responded that it is about 9%.

ACTION: Ms. Bell moved and Mr. Tweini seconded the approval of the proposal For Hunter Industries, Inc. in the amount of \$458,640.

Motion carried, 8 - 0.

#### Tab #31 – PCL CONSTRUCTION SERVCES, INC.

#### WITHDRAWN BY PCL CONSTRUCTION SERVICES, INC.

#### Tab #32 – ABBOTT VASCULAR, INC.

# \*\*\*CHAIRMAN BARRY BROAD RECUSED HIMSELF DUE TO OWNING STOCK IN A PARENT COMPANY\*\*\*

Mr. Hoover presented a proposal on behalf of Abbott Vascular, Inc. (AV) in the amount of \$603,200. Founded in 2006 and headquartered in Santa Clara, Abbott Vascular (AV), www.abbottvascular.com, is a subsidiary of Abbott Laboratories, a 120-year old Corporation based in Illinois. AV designs, manufactures, and markets medical devices including vessel closures and structural heart products for the treatment of cardiovascular diseases and management of chronic pain and movement disorders. Some of AV's customers include hospitals, surgical-centers, long-term care facilities, imaging centers, and drug manufacturers.

AV employs 3,500 full-time staff at three California facilities. AV's headquarters is in Santa Clara, housing Executive, Marketing, Human Resource, IT, and Research Operators. The Temecula and Menlo Park facilities houses Manufacturing and Support Operators. Training will be conducted at the company's Santa Clara, Temecula and Menlo Park facilities.

This is AV's fifth ETP contract, second in the last five years. In the previous project, training focused on cross-training frontline manufacturing workers to use state-of-the-art biotech machines, tools, and techniques in a clean room environment to manufacture AV's product portfolio. Under this Contract AV will cross-train production/operation workers in new biotech manufacturing equipment, as the courses under the previous contract have changed and are no longer available. Additionally, trainees will receive training on a new quality initiative, Job Instruction (JI).

Mr. Hoover introduced Joe Hardell, Manager, Learning and Job Mastery; Christine Hall, Site Training Specialist; and Phil Herrera of Herrera & Company.

Mr. Tweini thanked Mr. Hardell for his service and the program they have for the veterans.

ACTION: Mr. Tweini moved and Ms. Newsom seconded the approval of the proposal For Abbott Vascular, Inc. in the amount of \$603,200.

Motion carried, 7 - 0.

#### Tab # 33 – BAY SHIP & YACHT COMPANY

Mr. Hoover presented a proposal on behalf of Bay Ship & Yacht Company (Bay Ship) in the amount of \$299,520. Founded in 1977 and headquartered in Alameda, Bay Ship & Yacht Co. (Bay Ship) (www.bayship.com/) is a subsidiary of Bay Maritime Group. Located close to the Port of Oakland, Bay Ship provides dry-docking, maintenance and repair services for vessels of different types of ships-tugboats, ferries, cruise ships, pilot boats, yachts and research vessels. It provides the designing, engineering, painting, fabrication, hydraulic, machine shop, welding and electrical services for these ships. Bay Ship will act as the lead employer, seeking funding to train employees at its headquarters and its affiliate- Bay Marine Boatworks located in Richmond. ETP-funded training will only be delivered at the Alameda and Richmond facilities.

This will be Bay Ship's fifth ETP Contract, and the fourth within the last five years. During the previous Contracts, technical skills' training on new dry-dock and specialized shipyard functions was delivered to Craftsmen. This proposal will deliver new technical skills' training for new equipment to enhance its production. Even though some of the training types delivered in this new proposal are the same as in previous contract, training topics have been modified. Trainees who participated in the prior training plan will not repeat any courses.

Bay Ship is the only shipyard in the Bay Area. Its customers are based in vessels belonging to the military, shipping companies, ferry companies, cruise companies, research organizations and private ship owners. Bay Ship is located in a high cost of living area where it is difficult to find experienced craftsmen. ETP funds will assist the Company upgrade skills of individuals with little experience.

Mr. Hoover introduced Thomas Edgerton, Training Manager; Chris Pankey, Recruiting Manager.

Ms. Bell asked what is the craftsman in Job # 1, 2, and 3. Mr. Edgerton responded that they have two dry docks and a sinker lift. Where you are deployed could be at the dry dock or sinker lift depending on what needs the most attention. The employees don't work on the same thing every day. It just depends on where the need is that day. Ms. Bell asked where the craftsman training takes place. Mr. Edgerton responded that it was at the dry dock.

Mr. Tweini thanked him for his work on the veteran program. Mr. Edgerton responded that they are really pro veterans.

Mr. Broad pointed out that this is their 4<sup>th</sup> proposal in the last five years and therefore, wanted to right size it down 15%. Mr. Edgerton responded that he was in agreement with Mr. Broad's proposal.

ACTION: Mr. Broad moved and Mr. Tweini seconded the approval to reduce the proposal For Bay Ship & Yacht Co. 15% making the new amount of \$254,592.

Motion carried, 8 - 0.

#### Multiple Employer Contracts

# Tab #34 – RIVERSIDE COMMUNITY COLLEGE DISTRICT, OFFICE OF ECONOMIC DEVELOPMENT

Ms. Bernard presented a proposal on behalf of Riverside Community College District, Office of Economic Development (RCCD OED) in the amount of \$553,026. Founded in 1916, Riverside Community College District, Office of Economic Development (RCCD OED) (www.rccd.edu) is a Western Association of Schools and Colleges approved public training agency that provides academic instruction leading to a degree, certificate or transfer to a four-year college, serving 1.2 Million residents in its service area. RCCD is comprised of three colleges: Moreno Valley College, Norco College and Riverside City College. RCCD's Office of Economic Development (OED) and Customized Training Solutions Center, located in Riverside, creates and markets customized, vocational training to incumbent workers employed by local businesses across Southern California. The OED works primarily with manufacturing, transportation and logistics, distribution, aerospace, and engineering companies.

This proposal will reach large and small priority and non-priority businesses. Participating employers will be located in Riverside, San Bernardino, San Diego, Orange and Los Angeles Counties.

This is RCCD's ninth ETP Contract, and the fifth in the last five years.

Ms. Bernard introduced Mark Mitchell, Executive Director, Business & Corporate Innovation, Customized Training Solutions.

Ms. Newsom asked that under Training Vendors, Quest Consulting and Training to receive a fee of \$75K and Cerritos Community College to receive a fee of \$20K, and asked why he was outsourcing his training. Mr. Mitchell responded that Both Quest and Cerritos have been long time subcontractors with the company. They wanted to make sure they meet performance standards, and with both of these companies, they know this will happen. It is important to maintain these longtime relationships with both companies.

Ms. Roberts asked Ms. Bernard about the projected performance rate of 81%. Ms. Bernard responded that it was current as of two weeks ago. Ms. Roberts then suggested a 15% cut on this proposal in order to meet the 100% performance. Mr. Mitchell indicated that he would be amenable to this, but wanted to provide further explanation as to why the 15% cut should not take place. Mr. Mitchell explained why the delays took place but did state again that he would be amenable to the reduction of 15%. Ms. Roberts invited him back for more if they find they need to.

Mr. Tweini thanked Mr. Mitchell for their work with the veterans.

ACTION: Ms. Roberts moved and Ms. Newsom seconded the approval to reduce the Proposal for Riverside Community College District, OED by 15% making the new amount \$470,072.

Motion carried, 8 – 0.

#### Tab #35 – SAN DIEGO CHAPTER ABC TRAINING TRUST FUND

#### PULLED

#### Tab #36 – SOCIETY OF MANUFACTURING ENGINEERS

Ms. Bernard presented a proposal on behalf of Society of Manufacturing Engineers (SME) in the amount of \$319,080. Founded in 1969, Society of Manufacturing Engineers (SME) (www.sme.org) is an association of professionals, educators, and students committed to promoting and supporting the manufacturing industry. SME is involved in all facets of manufacturing engineering and is dedicated to advancing and educating the manufacturing industry through a variety of tactics and outlets to manufacturers and its distributors.

Headquartered in Dearborn, MI, the Company's goal is to promote manufacturing technology, develop a skilled workforce for its member companies, and advance manufacturing and attract future generations to the industry. SME focuses its efforts on several areas of manufacturing including aerospace and defense, energy, medical equipment/device, motorized vehicles, among others. The Company also provides events, media, membership, education foundation, and training and development through its proprietary education program within its training division, Tooling U-SME. SME provides a comprehensive portfolio of manufacturing-specific, professional development training products and services to its customers.

This is SME's second ETP contract, and the second in the last five years.

Ms. Bernard introduced Brian Hogan, National Accounts Manager, Michelle Reychener of Training Funding Partners.

Mr. Broad asked about the wage modification. Mr. Broad asked if they really needed this as it will only pertain to approximately 10-20 employees. Mr. Hogan stated he was in agreement to withdraw the wage modification.

Mr. Tweini asked about their work with veterans and urged them to do more with the veterans. Mr. Hogan responded that it would actually be their clients that would be attracting, hiring veterans; however, SME is very supportive of working with veterans.

Mr. Broad addressed everyone regarding the wage modification as it has come up in most proposals today. Mr. Broad encouraged all companies that when there is a situation of high employment and a tight labor market, please don't request it unless it is justifiable. Mr. Broad discourages asking for the wage modification just because it's there.

ACTION: Ms. Roberts moved and Mr. Tweini seconded the approval of the proposal Without the wage modification for Society of Manufacturing Engineers in the amount of \$319,080.

Motion carried, 8 - 0.

#### Tab #37 – BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

Ms. Lazarewicz presented a proposal on behalf of Butte-Glenn Community College District (Butte College) in the amount of \$599,991. Founded in 1968 and headquartered in Oroville, Butte College (www.butte.edu) is a 2-year community college that provides academic instruction and workforce training. Butte College's economic workforce development center, The Training Place, works directly with businesses throughout California to provide occupational and professional development training options for employers, and the general population. The College's tailored learning solutions seek to foster a business environment that will lead to the retention and creation of high-skilled jobs that will enhance the overall prosperity of California. Butte College promotes training that help employers achieve higher performance.

This will be Butte College's fifth ETP-funded project, the fifth in the past five years.

This project is a "Critical Proposal", as defined in Title 22, California Code of Regulations (CCR) 4402.2. Butte-Glenn Community College District (Butte College) seeks funding mainly for Hazwoper training, required to assist the clean-up efforts of the Camp Fire. This training will help trainees who were left jobless after the fire to seek and retain employment.

Ms. Lazarewicz introduced Annie Rafferty, Director Contract Education, Training & Development; Linda L. Zorn, Executive Director, Economic & Workforce Development; L. Julie Aguiar, Administrative Secretary – Grants, Economic & Workforce Development.

Mr. Broad asked about wage modification. Because of the State of Emergency and businesses have closed, but some federal disaster monies have to pay at a certain rate. Mr. Broad asked for some assurance that the wage modification will go to people who actually *need* the wage modifications as opposed to *want* the wage modification.

Mr. Knox responded and said that ETP could do it, and it would be written in the contract as such. What can be done is to start looking at the way the wages are coming in. Like with the JATCs we can look at the wages and wage modifications and see how they are coming in.

Ms. Rafferty responded in October when she submitted a new contract there were 60 names contractors – all of whom they traditionally worked with and we have training plans that reflect growth and high wage and upscaling those employees and retaining that employer.

Ms. Newsom asked if that was without the wage modification. Ms. Rafferty responded that it was without the wage modification. Ms. Rafferty went on to state that they get to choose who they enroll and have a certification and commitment from. If they find there is an employer who refuses to pay the employee the wage that he is entitled to for his position, they have the right not to choose that employer.

Ms. Roberts mentioned the 20 counties and asked why they were responding to people down in L.A. area. Ms. Rafferty responded that in response to the Governor's proposal relating to the Certified Nurse's Assistant Training, they took a leadership role an understanding what was required of that certification and also ensuring the retention of the trainees. They have partnered up with Rockport Health Services. They 70 facilities throughout California.

Ms. Roberts and Mr. Broad commend them for reaching out to the Camp Fire victims and businesses.

Ms. Newsom asked about outsourcing the training. Ann Newman from Stockton popped out to her. Ms. Rafferty responded that she is an attorney from Stockton and supports Human Resources and leadership training. Ms. Newsom asked for clarification of what Ms. Newman's charge is. Ms. Rafferty confirmed that Ms. Newman charges \$300/hr.

Mr. Broad added that he would like to have in the contract spelled out protocols for quality assurance.

ACTION: Ms. Roberts moved and Mr. Tweini seconded the approval of the proposal For Butte-Glenn Community College District in the amount of \$599,991.

Motion carried, 8 - 0.

#### Tab #38 – WESTERN ELECTRICAL CONTRACTORS ASSOCIATION, INC.

#### PULLED

#### Tab #39 – CONTRACT SERVICES ADMINISTRATION TRAINING TRUST FUND

Ms. Testa presented a proposal on behalf of Contract Services Administration Training Trust Fund (Contract Services) in the amount of \$336,380. Founded in 1995 and Located in Burbank, Contract Services Administration Training Trust Fund (Contract Services) (https://csattf.org) is a non-profit organization that administers and provides training for workers in the entertainment industry (motion picture and television). Contract Services is provided for and governed by the collective bargaining agreement between the Producers, The International Alliance of Theatrical Stage Employees (I.A.T.S.E.), the Moving Picture Technicians Artists and Allied Crafts of the United States, its territories, and Canada (M.P.T.A.A.C.), and the Producers and the Basic Crafts Locals. Trainees are based in the Los Angeles region.

Contract Services' curriculum is developed with input from labor and management that is later approved by a committee of studio representatives. Participating Employers provide feedback, and subject matter experts ensure course offerings are current and adhere to industry standards. Course offerings include Animation, Costume Design, Digital Painting, Prop and Design, and 3D software programs. Contract Services also offers two Trust trainings: Motion Picture Studio Electrician and Maintenance Air Conditioning Mechanic.

This will be Contract Services' first ETP project.

Ms. Testa introduced Jeremy McDowel, CFO; Jason Schomas, Director.

Mr. Broad reminded Mr. McDowell to obtain letters from all the unions involved.

ACTION: Mr. Tweini moved and Mr. Broad seconded the approval of the proposal For Contract Services Administration Training Trust Fund in the amount of \$336,380.

Motion carried, 8 - 0.

#### **Amendments**

#### Tab #40 – EMPLOYERS GROUP SERVICES COPORATION

Ms. Bernard presented a proposal on behalf of Employers Group Services Corporation (Employers Group) in the amount of \$322,480. Founded in 1896, Employers Group Service Corp. (Employers Group) (www.employersgroup.com), is a non-profit trade association specializing in Human Resources (HR) Management. It offers several programs and services for its members including: telephone support and public workshops for HR professionals; consulting services on affirmative action planning and employee relations; surveys on compensation and benefits trends; and training in compliance, leadership, quality, productivity enhancement, and Lean Manufacturing.

Ms. Bernard introduced Jeffrey Hull, Director Learning Services.

Mr. Broad asked how many times a proposal can be amended, as there is an ETP repeat contractor rule.

Mr. Knox noted that if the amount was over \$950K, they would need to wait 18 months before they can come back for another amendment.

ACTION: Ms. Roberts moved and Ms. Bell seconded the approval of the proposal For Employers Group Service Corp. in the amount of \$322,480.

Motion carried, 8 - 0.

#### Tab #41 – GREATER SAN FERNANDO VALLEY CHAMBER OF COMMERCE

Ms. Torres presented a proposal on behalf of Greater San Fernando Valley Chamber of Commerce (Greater San Fernando Chapter) in the amount of \$249,205. Founded in 1911 and located in Van Nuys, the Greater San Fernando Valley Chamber of Commerce (Greater San Fernando Chamber) (www.sanfernandovalleychamber.com) is a nonprofit membership organization whose mission is to create and foster a sustainable business environment in the San Fernando Valley region through networking opportunities, advocacy, promotion, and community projects. Greater San Fernando Chamber partners with other chambers within Los Angeles County, including Valley Industry & Commerce Association and The Valley Economic Alliance. These partnerships help identify the needs of manufacturers and connect employers to the tools needed to help them become more successful.

Ms. Torres introduced Nancy Hoffman Vanyek, ACE Chief Executive Officer.

Ms. Roberts asked about this being a second amendment. Ms. Vanyek said that they need more funding due to demand, and that they went through the initial funds more quickly than anticipated. Additionally, the money they have now is with a different job number, which is currently on hold with their training process, as they await this amendment.

ACTION: Ms. Roberts moved and Mr. Tweini seconded the approval of the proposal For Greater San Fernando Valley Chamber of Commerce in the amount of \$249,205.

Motion carried, 8 - 0.

#### Tab #42 – PYRAMID LA MANAGEMENT, L.P. dba SHERATON GATEWAY LA HOTEL

Ms. Torres presented a proposal on behalf Pyramid LA Management, L.P. (Pyramid) in the amount of \$221,550. Pyramid Hotel Group was founded in 1999 and is headquartered in Boston, MA. It manages over 71 hotels and resorts throughout the continental United States, Hawaii, the Caribbean, Ireland and the United Kingdom. Pyramid Hotel Group is the employer of Pyramid LA Management L.P. dba Sheraton Gateway Los Angeles Hotel (Pyramid-Sheraton) and Pyramid-Sheraton is the Contract holder. Training is solely for the benefit of employees at Pyramid-Sheraton. The Company's goal is to improve its Guest Service Score (GSS) that is critical in maintaining its current 4-Star Forbes rating. To achieve this, employee skills must be upgraded by training them in Business, Computer, Continuous Improvement and Management Skills.

Ms. Torres introduced Erika Barba, Director of Human Resources; Steve Benson, National Training Co.

Mr. Broad stated they are missing a letter from United Air Local Union 11. The majority of the employees are covered under a collective bargaining unit. Approving amendment would have to be contingent upon getting the union letters of support.

Ms. Newsom asked if they were in a labor dispute. Ms. Barba said no. Ms. Newsom wants to see the wages when they come back.

ACTION: Ms. Newsom moved and Mr. Smiles seconded the approval of the proposal For Pryamid LA Management L.P. dba Sheraton Gateway LA Hotel in the amount of \$221,550, contingent upon securing a union letter of support.

Motion carried, 8 - 0.

#### Tab #43 – STUDIO ARTS, LTD.

# \*\*\* Eric Huelsman, President, had flight issues and was unable to attend. Panel agreed to move this over to the next Panel meeting.

Prior to hearing Public Comments, Chairman Barry Broad addressed the "wage modification" further indicating that we need to speak to these companies an educate them as to when it is appropriate to ask for the wage modification and when it's not appropriate. Mr. Broad's concern is that the companies that really do need the wage modification, get it and that they are not just arbitrarily putting this into their contracts "just in case."

#### XIII. PUBLIC COMMENT

Steve Duscha addressed the promotion of Lis Testa as Manager of the new ETP unit, Program Projects Unit (PPU). He is very happy to see this new unit as it will be helpful to the field offices. He is also happy that ETMS will be gone.

#### XIV. MEETING ADJOURNMENT

Meeting adjourned at 12:53 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:

wages/benefits paid during training by participating employers;
 development, recruitment, placement, and assessment costs; and,
 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.

TRAINING PROPOSAL AMENDMENT
ALLDATA LLC
Approval Type: N/A
Reference Number: 18-0607
Contract Number: 18CS-0212-000

Panel Meeting Date:	03/29/2019	<b>Revision Number:</b>	1
Regional Office:	Sacramento Regional Office	Requested Date:	01/16/2019
Analyst Name:	Townsend, Aleli	<b>Revision Status:</b>	In Contract Review Unit
Contract Term Date:	2/5/2018 - 2/4/2020	Effective Date:	01/16/2019
Proposal Type:	Single Employer Contract (SE)		
Critical Proposal:	No		
Funding Source:	OSC		

#### FUNDING AMENDMENT:

Current Funding (\$) Reque		Requested Funding Increase (\$)			Revised Funding (\$)			
\$96,080.00		\$39,700.00		\$135,780.00				
Training Cost	Admin Cost		Sup	oort Cost		Substantial Contribution	Total In Kind	
\$116,714.00	\$19,066.00			N/A		\$0.00	\$500,000.00	
PROJECT PROFILE								
Repeat Contractor: Yes								
High Unemployment Area:	No			Turn Over Rate(Applicant):			10.00 %	
Industry Sector			Priority Industry					
Information			Yes					

#### **AMENDMENT REQUEST DETAILS:**

#### **Reason for the Amendment Request:**

ALLDATA requests \$39,700 increase in approved funding amount. The Company is making great progress on this current agreement at 4840.50 hours (91% performance status) for potential earnings of \$87,944, with more rosters completed and awaiting revision to enter into ETMS.

#### **REVISED ITEMS:**

#### Costing Group

Attribute	Job Title	No. Trainees		Min Training Hours		Max Training Hours		Estimated Training Hours		
		From	То	From	То	From	То	From	То	
	Group No. 1 Location: ALLDATA LLC									
S-RET	Sales Professional	65	65	8.00	8.00	200.00	200.00	30.00	43.00	
	Customer Service	33	33	8.00	8.00	200.00	200.00	10.00	15.00	
	Information	25	25	8.00	8.00	200.00	200.00	20.00	28.00	

	Technology								
	Business Administration	32	32	8.00	8.00	200.00	200.00	20.00	28.00
	Products Production	35	35	8.00	8.00	200.00	200.00	30.00	43.00
	Group No. 2 Location:	ALLDATA	LLC						
S-RET-	Customer Service	2	2	8.00	8.00	200.00	200.00	10.00	15.00
JOBCREATION	Sales Professional	15	15	8.00	8.00	200.00	200.00	30.00	43.00
	Information Technology	1	1	8.00	8.00	200.00	200.00	20.00	28.00
	Business Administration	2	2	8.00	8.00	200.00	200.00	20.00	28.00
	Products Production	5	5	8.00	8.00	200.00	200.00	30.00	43.00

#### 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	190	34	\$18.00	\$612.00	\$116,280.00
	2	S-RET-JOBCREATION	25	39	\$20.00	\$780.00	\$19,500.00
		Funding Total:	215				\$135,780.00
		Grand Total:	215				\$135,780.00

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

## **Introduction**

ALLDATA, LLC (ALLDATA) is a software provider for repair information connected to Original Equipment Manufacturer parts and services for the automotive and collision repair industries.

## **Amendment Details**

ALLDATA requests \$39,700 increase in approved funding amount. The Company is making great progress on this current agreement at 4840.50 hours (91% performance status) for potential earnings of \$87,944, with more rosters completed and awaiting revision to enter into ETMS. ALLDATA's training schedule increased to two weeks per month due to the organization's effort to prepare employees for their role. Current and newly hired sales staff are receiving many hours of intense trainings to give them a thorough understanding of the Company's highly technical products. Additionally, sales will require training in new generation software, Gen3, Gen3-Wiring Diagrams, and Enhanced Diagnostics to sell, support, and troubleshoot.

## **Recommendations**

Staff recommends approval.

## **ACTIVE CONTRACT PERFORMANCE**

This table summarizes active contract(s) performance for ALLDATA LLC

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0212-000	\$96,080.00	02/05/2018 - 02/04/2020	215	228	0	0

Based on the ETP System, for the current contract, <u>4840.50</u> reimbursable hours have been tracked for potential earnings of <u>\$87,944.00</u> (<u>91.49</u>% of approved amount).

## **Exhibit B: Curriculum**

#### Classroom/Simulated Laboratory

Training Type (Level)	Course/Class Topic
Business Skills	Automotive Consulting
Business Skills	Automotive Industry
Business Skills	Automotive Service Excellence
Business Skills	Business Acumen
Business Skills	Business Analysis
Business Skills	Business Performance
Business Skills	Communication Skills
Business Skills	Conflict Resolution
Business Skills	Customer Service
Business Skills	Demos and Closures
Business Skills	Final Segmentation
Business Skills	Finance and Accounting Techniques
Business Skills	Leadership Skills
Business Skills	Marketing and Automation
Business Skills	Negotiation Skills
Business Skills	New Sales Rep Bootcamp
Business Skills	Phone Technical Support
Business Skills	Pipeline Account Management
Business Skills	Presentation Skills
Business Skills	Pricing Strategies
Business Skills	Problem Solving and Decision Making
Business Skills	Product and Business Retention
Business Skills	Product R and D Techniques
Business Skills	Project Management
Business Skills	Sales Skills
Business Skills	SalesForce Admin Essentials
Business Skills	Team Building
Business Skills	Time Management
Computer Skills (Standard)	Adobe
Computer Skills (Standard)	Agile
Computer Skills (Standard)	Copy Writing
Computer Skills (Standard)	Database Management
Computer Skills (Standard)	Doc Platform Training - Products and Industry Standards
Computer Skills (Standard)	EBRS Tools System
Computer Skills (Standard)	Email Technical Support
Computer Skills (Standard)	Enhanced Diagnostics
Computer Skills (Standard)	

Computer Skills (Standard)	Gen3 software
Computer Skills (Standard)	Graphic Design
Computer Skills (Standard)	Help Desk Institute
Computer Skills (Standard)	Info As Service
Computer Skills (Standard)	Intermediate/Advanced MS Office
Computer Skills (Standard)	IT - Agile Software Life Cycle
Computer Skills (Standard)	IT - DEVOXX (DTE)
Computer Skills (Standard)	IT - Infrastructure Life Cycle
Computer Skills (Standard)	IT - Oracle Database
Computer Skills (Standard)	IT Development
Computer Skills (Standard)	IT Management
Computer Skills (Standard)	IT QA Assurance
Computer Skills (Standard)	IT Scrum Master
Computer Skills (Standard)	Microsoft/Cisco
Computer Skills (Standard)	Mobile Apps
Computer Skills (Standard)	MS Dynamics
Computer Skills (Standard)	Peoplesoft
Computer Skills (Standard)	Product Upgrades
Computer Skills (Standard)	Products Training
Computer Skills (Standard)	UX and Visual Aids
Computer Skills (Standard)	Web Development
Computer Skills (Standard)	Wiring Diagrams



# **Training Proposal for:**

# California Harvesters, Inc.

## Contract Number: ET19-0417

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

## PROJECT PROFILE

Contract	Retrainee		Industry	Services	(G)	
Attributes:	Seasonal		Sector(s):	Agricultu	re (B)	
	HUA SET					
	3L1					
				Priority Industry: 🗌 Yes 🛛 No		
Counties	Kern, Tulare, Fresno		Repeat	☐ Yes 🛛 No		
Served:	Rent, Tulare, Ti	63110	Contractor:			
Union(s):	🗌 Yes 🛛 No					
Number of	Number of Employees in: CA: 903		U.S.:903		Worldwide: 903	
<u>Turnover R</u>	rnover Rate: 15%					
Managers/ (% of total tra	<u>Supervisors</u> : inees)	0%				

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$199,640

Total ETP Funding
\$199,640

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rang Hou Class / Lab		Average Cost per Trainee	
1	Retrainee Seasonal HUA SET	Business Skills, Continuous Impr, HazMat, Commercial Skills, Literacy Skills, PL-Commercial Skills	421	8-200 Weighte 20	•	\$460	*\$13.28
2	SET HUA	Business Skills, Continuous Improvement, HazMat, Commercial Skills, PL- Commercial Skills	13	8-200 Weighter 20	-	\$460	*\$13.28

\*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 Numbers 1 and 2 (HUA): \$13.28 per hour for 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?: X Yes No Maybe

Up to \$1.28 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					
Crew Boss		15			
Field Worker		392			
Forklift Operator		14			
Job Number 2					
Administrative Staff (Salary)		6			
Administrative Staff (Hourly)		4			
Frontline Supervisor		3			

## INTRODUCTION

Founded in 2017, California Harvesters, Inc. (CA Harvesters) (<u>www.caharvesters.com</u>) is a firstof-its-kind business model specifically designed in order to create high-quality farm labor jobs in California's Central Valley. The Company operates from a single location located in the city of Bakersfield. In addition to providing benefits and opportunities for professional growth, CA Harvesters is also unique in that it is governed by the California Harvesters Farm Labor Trust Agreement that was created to improve wages, working conditions, and job opportunities in farm work; and workers become members of the trust, which leads to worker participation in major business decisions.

#### Veterans Program

CA Harvesters hires veterans, but no veteran component is included in this project.

## PROJECT DETAILS

CA Harvesters currently employs farm workers solely to table grape growers. However, next year, in order to increase year-round employment opportunities, the Company will expand its portfolio to include citrus growers within the Central Valley. The addition of citrus harvest runs, which runs contra-seasonal to the table grape harvest, will provide employees with continued income and thus provide a pathway to more secure and stable employment. This shift will require significant training for employees.

The training plan developed will increase worker skills in both table grape and citrus harvest environments. Training in both environments will develop workers skills and potentially provide additional harvesting opportunities in the future. Incumbent workers will receive training in citrus pruning and harvesting to increase employee skills.

Staff training will also include effective communication, leadership skills, and conflict resolution. CA Harvesters plans to implement a cultural shift among growers and field workers to improve worker communication and enhance team synergy to increase productivity.

#### Training Plan

CA Harvesters hired the Fair Foods Standards Council (FFCS), an impartial third-party auditor with years of experience interviewing agricultural workers, to conduct a formal needs assessment. Feedback concluded that workers desire and need additional training in contra-seasonal crop harvesting. Training will be delivered by in-house instructors and training vendors.

**Business Skills**: Training will be offered to Administrative Staff and Supervisors. Curriculum will include Customer Service, Time Management, and Finance training. Training topics will improve productivity and provide measurable goals to track employee performance and obtain productivity data.

**Continuous Improvement**: Training will be offered to Administrative Staff, Crew Leads/Bosses, Supervisors, and Field Workers. Topics delivered will improve communication in the workplace, problem-solving, and leadership skills. Training will improve employee retention by creating competency and secureness in executing job duties.

**Hazardous Materials:** Training will be provided to Field Workers to increase staff knowledge of hazardous materials and proper handling and disposal procedures.

**Literacy Skills**: Training will be offered to Field Workers to improve trainee's use of the English language. Literacy and English as a Second Language (ESL) training will develop workers' communication skills and provide further opportunity for advancement within the workplace.

**Commercial Skills**: Training will be offered to Crew Leads/Bosses, Supervisors, and Field Workers to ensure workers are aware of safety procedures and operate machinery effectively. Training provided will result in safety and forklift certifications that will increase employee skills and better prepare them for additional work opportunities.

#### Productive Laboratory

Trainees may produce goods for profit as part of the Productive Lab (PL) training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. A total of 424 workers will receive up to five hours of PL training to gain proficiency and ensure workers are able to safely sustain the physical work required when completing required field work. Specifically, field workers will be trained in the following activities for table grapes and citrus harvesting: pruning, tying, crown suckering, leafing, tipping, skirting, bunch dropping, cane turning, thinning, equipment operation, girdling, and harvesting. Equipment utilized in PL training will include, but not limited to: grape circumference measuring equipment, scales, wheelbarrows, ladders, forklifts, box packing machines, harvesting clippers, and pruning shears.

Under the supervision of the instructor, trainees will demonstrate competency in the ability to appropriately group vines and bind them together securely without damaging the vine or grape. For Citrus training, workers will learn to prune unhealthy and badly positioned branches from trees. Pruning citrus trees will allow better air circulation and expose leaves to light. Trainees must also demonstrate skills such as identifying twin laterals, the number of leaves to remove (skill and judgement), and the ability to remove one shoot without damaging the other.

CA Harvesters requests a PL trainer-to-trainee ratio of 1:3 because trainees typically work in small groups of three due to the type of work and equipment used. The PL training environment will provide trainees skills to produce quality crops in a sustainable fashion that enhances their value, by offering explanation, comprehension, and trainee inquiries in a small group setting. This ratio is ideal for mastering specific job skills, training costs, and time management. Initially 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.

#### Commitment to Training

CA Harvesters spends approximately \$65,000 annually in training at its Bakersfield location. Training provided to staff includes worker protection standard, new employee orientation, and safety training.

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

> Training Infrastructure

The Safety Manager, will administer this training project with the assistance of three Supervisors, and all Crew Leads/Bosses. Roles have been assigned to ensure training is scheduled for field and administrative staff, training is tracked, documentation is consistent, and data entry is completed using ETP Online Systems. Training will be provided by both in-house, and training vendors.

#### Seasonal Workers

The Panel is authorized to fund training for Seasonal Workers pursuant to specific statutory standards for Special Employment Training, at Unemployment Insurance Code Section 10214.5(d). (S.B.1680, Stats. 2006.) The Panel adopted guidelines for a Seasonal Worker pilot program effective January 1, 2007 consistent with this enactment. As stated in the guidelines, the purpose of this program is to increase employment retention and productivity in all cycles of crop production including harvesting, packing, processing, and transportation.

CA Harvest qualifies as a Major Seasonal Industry, and the 421 seasonal time-base trainees in Job Number 1 are eligible, under the statute and guidelines. All of the trainees are hired, in time for the season. Under the Seasonal Worker statute and guidelines, the Panel is authorized to substitute a special employment retention requirement; and to modify the cap on literacy skills training.

> Modifications

CA Harvest is also requesting the Seasonal Worker retention modification for Job Number 1. This is 500 hours within the 12-month period following the end of training.

CA Harvest is requesting the Seasonal Worker cap on literacy training, modified upward from 45% to 50% of total training hours per trainee, for Job Number 1.

#### High Unemployment Area

Trainees in Job Numbers 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 Kern County are in an HUA. For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. CA Harvesters request a wage modification from \$17.70 per hour to \$13.28 per hour for these trainees.

#### Frontline Supervisors

CA Harvesters is requesting to include 3 Supervisors in this training proposal. These employees supervise and work with Field Workers and Crew Bosses. These Supervisors spend more than 50% of their time performing frontline work tasks in crop harvesting. As such, they meet the Panel's definition of "frontline workers" and qualify for Special Employment Training (SET) funding.

## RECOMMENDATION

Staff recommends approval of this proposal.

## **DEVELOPMENT SERVICES**

N/A

## ADMINISTRATIVE SERVICES

N/A

## TRAINING VENDORS

- Paraprofessional Healthcare Institute in Bronx, NY has been retained to provide training for a fee of \$2,000. Training will include communication and leadership training. CA Harvesters has utilized this company as a training vendor in the past, and they are familiar with the Company's model and work-force demographic.
- AG Safe in Modesto, CA will provide Commercial Skills training for a fee of \$2,000.
- 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**

- Financial Literacy and Management
- Customer Service
- Problem Solving
- Time Management

#### **COMMERCIAL SKILLS**

- Safety (I-9 Training)\*
- Forklift Operation
- Equipment Operation
- Proper Harvest Procedures
- Proper Pruning Procedures

#### **CONTINUOUS IMPROVEMENT**

- Communication Skills
- Conflict Resolution
- Leadership Skills

## **HAZARDOUS MATERIALS**

- Pesticides
- Proper Handling

## LITERACY SKILLS

- English as a Second Language (ESL)
- Literacy Training

Literacy Training cannot exceed 50% of total training hours per-trainee \*Safety Training cannot exceed 10% of total training hours per-trainee (This cap does not apply to Hazmat)

## Productive Lab Hours (1:3)

0-5

## **COMMERCIAL SKILLS**

- Proper Harvest Procedures
- Proper Pruning Procedures
- Best Practices for Packing Produce
- Equipment Operation

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



# **Training Proposal for:**

# **City of Richmond**

# Contract Number: ET19-0448

Panel Meeting of: March 29, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

## PROJECT PROFILE

Contract Attributes:	At-Risk Youth Ex-Offender Multiple Barriers New Hire SET	Industry Sector(s):	Construction (C) Green Technology		
	Veterans		Priority Industry: 🛛 Yes 🗌 No		
Counties	Contra Costa, Alameda, Santa	Repeat			
Served:	Clara, San Francisco and San Mateo County	Contractor:	⊠ Yes □ No		
Union(s):	🗌 Yes 🛛 No				
Turnover Rate:		N/A			
Managers/	Supervisors: (% of total trainees)	N/A			

## **FUNDING DETAIL**

Program Costs	+	Support Costs	=	Total ETP Funding
\$163,800	]	\$0		\$163,800
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

## TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of	Range Hou Class /		Average Cost per	Post- Retention
No.		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Trainees		CBT	Trainee	Wage
1	New Hire	Commercial Skills,	26	8-260	0	\$5,850	\$16.09
	Multiple Barriers	HAZWOPER	OSHA 10, HAZWOPER We		Weighted Avg:		
	At-Risk Youth			225	5		
	Ex-Offender						
	SET						
2	New Hire	Commercial Skills,	2	8-260	0	\$5,850	\$16.09
	Veterans	OSHA 10, HAZWOPER		Weighte	d Ava.		
	Multiple Barriers			22	•		
	SET						

Minimum Wage by County: Contra Costa, Alameda, Santa Clara, San Francisco, and San Mateo counties – Job 1: \$16.09 per hour; Job 2: \$16.09 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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occu	ipation	
Occupation Titles	Wage Range	Estimated # of Trainees
Construction Laborer		15
Carpenter - Entry Level		10
Solar Installer		3

## **INTRODUCTION**

City of Richmond (<u>www.ci.richmond.ca.us</u>) provides policy direction and guidance on all workforce development and preparation activities in Richmond. One of City of Richmond's most successful programs is the RichmondBUILD Careers Academy (RichmondBUILD), which provides vocational skills training in high-growth and energy efficiency construction. City of Richmond has a strong representation from the construction sector, which includes members from the Building Trades and Apprenticeship programs serving as industry advisors to the program.

City of Richmond plans to train a total of 28 unemployed individuals from three distinct groups: (1) At-Risk Youth, (2) Ex-Offender, and (3) Veterans. Upon completion of training, trainees will be placed and retained in full-time jobs in construction industries throughout the Bay Area. This project will be City of Richmond's fifth ETP Contract, third in the last five years. City of Richmond will be training individuals on new construction projects throughout Contra Costa County. Training will take place at City of Richmond's Richmond facility.

## Veterans Program

City of Richmond has committed to include two veterans (Job Number 2) within this proposal. City of Richmond leverages its own outreach efforts with the Contra Costa Building Trades Council which identifies employing veterans as a top priority. In addition, RichmondBUILD targets outreach to veterans through the Employment Development Department's (EDD) One-Stop Centers and other community-based organizations serving the veterans' population.

## **Employer Demand**

The robust economy and a tight-labor market has created a strong demand for entry-level and skilled workers. Specifically in the construction industry, employers are experiencing a need for qualified, trained workers to help expand footprints and to remain competitive.

This proposal will help City of Richmond address the anticipated workforce needs of employers involved in large scale construction projects in Contra Costa County. Using labor market information provided by EDD, project labor agreements, and first source hiring documents on several local projects helped identify the most likely areas of need for skilled workers. City of Richmond cites the following projects that will create employment opportunities for its residents:

- Bay Walk Project 200 housing units, approximately 10 acres.
- Quarry Project 193 housing units, develop approximately 5.5 acres of the site and preserve the remaining 12.9 acres of the 18.4 acres site as open space.
- Terminal One Project 400 plus housing units, approximately 13.8 acres developed for residential and public open space uses, as well as road and trail.

Over the past two years, City of Richmond averaged 20 to 25 students per training session. There are three sessions a year with each being twelve weeks long. Graduation and placement rates are 90 percent. In 2019, City of Richmond anticipates the same numbers. All projects listed above have committed to a local-hire goal of at least 25% and RichmondBUILD will be the primary source for the hiring.

## PROJECT DETAILS

## Training Plan

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

**Commercial Skills:** This training will be offered to all occupations. Trainees will learn Assembling and fastening materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue. Training will provide core and essential skills in construction, which will lead to jobs and careers within the industry.

#### Solar Energy Training Program

RichmondBUILD has included Solar Energy Installation training within its list of training programs. Solar Installer is also listed within its occupations to be trained.

## **Certified Safety Training**

- 1. <u>OSHA 10.</u> 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. 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. <u>Hazardous Waste Operations and Emergency Response Standard (HAZWOPER)</u>. This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

New Hire training hours are capped at 260 per-trainee.

## **Curriculum Development**

City of Richmond's curriculum was developed with direct input from the Building Trades, which includes Carpenters, Laborers, Electricians, and Pipefitters. Participating employers and members of the Building Trades provide on-going feedback on the curriculum and the Direct Entry Agreement provides confirmation that the curriculum meets industry standards and needs.

## Commitment to Training

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

#### Training Infrastructure

City of Richmond's Director will oversee all ETP training and serve as signatory of the Contract. The Project Coordinator (dedicated administrator) and an Administrative Assistant will schedule training, collect rosters, and meet with ETP staff. City of Richmond will be training individuals on new construction projects in Contra Costa County.

## Marketing and Support Costs

City of Richmond does not seek Marketing and Support Costs for this proposal. RichmondBUILD's success in marketing and recruitment is based on collaborations with numerous public and private partners including: Contra Costa College; the Contra Costa County WIB; the Richmond Housing Authority; Rising Sun Energy Center; Turner Group Construction; and Net Electric. In addition, City of Richmond will actively market its training program to area employers using several strategies. These include the City of Richmond's local employment ordinance, community benefits agreements, and development agreements with local employers.

#### New Hire Recruitment Plan

Over the past 12 years, RichmondBUILD has placed graduates in high-wage jobs with approximately 100 applicants typically competing for the 25 available seats in each training session. As such, word-of-mouth communication has been the most effective recruitment tool.

RichmondBUILD also coordinates closely with the EDD One-Stop Centers to track interest and facilitate recruitment into the program. Flyers about the program are available as well as a sign-up sheet for reminder calls, which results in a high participation for information sessions held at RichmondBUILD. After attending these sessions, all interested individuals must pass a basic math, reading, and agility test to qualify for training. Additionally, participants must have a GED or high school diploma.

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

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.

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

#### > Wage and Retention Modifications

Trainees in Job Numbers 1 & 2 have two or more barriers to employment (e.g. - mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP New Hire Minimum Wage- \$16.09 (post-retention). City of Richmond requests this wage modification.

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

Job Numbers 1 & 2 will be funded as Special Employment Training / Multiple Barriers under the Ex-Offender / At-Risk Youth Guidelines. City of Richmond will be responsible for documenting the eligibility criteria for this program.

For Ex-Offenders, this must include: case number from the conviction proceeding; parole or probation officer's name and phone number; and, records from the institution where incarcerated.

For At-Risk Youth, the documentation must show that the trainee is between 18 and 23 years of age. They will be deemed at-risk if they are not in school or employed full-time, and meet other criteria specified in the ETP program guidelines.

Retention Modification

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

#### Wage Modification

City of Richmond requests a post-retention wage modification for these trainees at 25% below the ETP Minimum Wage. This modification is permissible under the At-Risk Youth Project Guidelines for good cause.

#### Impact/Outcome

Completion of the core training results in a certification of Pre-Apprenticeship Construction Training Skills, recognized by the Carpenters' and Laborers' Unions throughout the Bay Area. Depending on individual course work, a trainee may also receive various industry certifications such as in solar technology and installation.

Training delivered in this project will lead to trainees earning the following certifications:

- OSHA 10 Certification
- HAZWOPER 40 Certification

## **Training Agency Certification**

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study.

City of Richmond is eligible as a training agency based on the following:

- Approval for WIOA funding under Proposition 39 (workforce-development program)
- Successful past performance with ETP (see Prior Project table)

## **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.

## No Funding From Other Sources Used for ETP

Although City of Richmond does receive funding from other government sources, WIOA, such funds will not be used to defray ETP-funded training and administration costs. ETP funds will only be used to fund training hours not paid for by other government sources.

## RECOMMENDATION

Staff recommends approval of this proposal.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET16-0398	Richmond	4/4/16 – 4/3/18	\$127,350	\$123,680 (97%)
*ET13-0179	Richmond	12/31/12 – 12/30/14	\$183,000	\$127,539 (70%)

\* This Contract served only the At-Risk Youth Ex-offender populations. RichmonBUILD placed 27 new hire trainees for earnings of 70%. In effort to improve performance in the proposed project, RichmondBUILD has worked with private sector employers to increase job opportunities for program graduates. Strong relationships with local unions will also strengthen the pathway into employment.

## **DEVELOPMENT SERVICES**

N/A

## **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**

- Overview of established safety rules and regulation, and maintaining a safe and clean work environment
- Assembling and fastening materials to make framework or props, while using hand tools and wood screws, nails, dowel pins, or glue
- Building or repairing cabinets, doors, framework, floors, and other wooden fixtures used in buildings, while using woodworking machines, carpenter's hand tools, and power tools
- Preparation of foundations and floors; installation of floor components
- Construction of walls: framing, exterior sheathing, and sheetrock
- Constructing forms and chutes for pouring concrete
- Erecting scaffolding and ladders for assembling structures above ground level
- Filling cracks and other defects in plaster or plasterboard and sand patch using patching plaster, trowel, and sanding tools
- Finishing surfaces of woodwork or wallboard in houses and buildings using paint, hand tools, and paneling
- Installing structures and fixtures such as windows, frames, floorings, trims, or hardware using carpenter's hand and power tools
- Solar-Panel Installation

#### OSHA 10 (OSHA-Certified Instructor)

OSHA 10

#### HAZWOPER 40 (OSHA-Certified Instructor)

OSHA 40

Note: Reimbursement for new hire training is capped at 260 total training hours per trainee.



# Panel Amendment #1 Proposal for: Hall Ambulance Service, Inc. Contract Number: ET18-0188

## Amendment Effective Date: March 29, 2019

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: M. Paccerelli

## **CURRENT PROJECT PROFILE**

Contract Type:	Priority/Retrain SET/HUA Medical Skills	ee	Industry Sector(s):	Healthcare Services	
Counties Served:	Kern		Repeat Contractor:	Yes	🛛 No
Union(s):	🗌 Yes 🛛 No		Priority Industry:	🛛 Yes	🗌 No
Current Cont	ract Term: April	2, 2018 to April 1, 2020	Substantial Contribution:	☐ Yes ⊠ No	

## **CURRENT FUNDING**

Current Funding \$242,550

## **AMENDMENT FUNDING**

Requested Funding	Total Funding
+\$173,250	\$415,800

## AMENDMENT TRAINING PLAN TABLE

Job			Estimated	Range o	of Hours	Average	Post-
No.	Job Description	Type of Training	No. of Trainees	Class / Lab	CBT	Cost per Trainee	Retention Wage
1	SET/HUA Priority/Retrainee	MST Didactic & Clinical Preceptor,	385	8-200	0	\$1,080	*\$12.53
	Medical Skills	Computer Skills, Cont. Imp.		Weighte 6			

\*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: \$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

Up to \$1.53 per hour may be used to meet the Post-Retention Wage in Job Number 1.

Wage Range by Occupation				
Occupation Title	Wage Range			
Emergency Medical Technician				
Paramedic				
Registered Nurse				
Dispatcher				
Administrative Staff				

## INTRODUCTION

Founded in 1971, Hall Ambulance Services, Inc. (Hall Ambulance) is the largest emergency and non-emergency medical transportation provider in Kern County, providing transport services to 90% of Kern County with a base operation in Bakersfield. Hall Ambulance has 16 locations that services Lamont, Arvin, Frazier Park, Taft, Shafter, Mojave, Tehachapi, Boron, California City and Rosamond. All locations are participating in this Contract.

## **AMENDMENT DETAILS**

Training focuses on Emergency Medical Technicians (EMT) and Paramedics in Kern County. Hall Ambulance hires individuals with no experience or from unrelated fields and encourages incumbent employees to become EMTs and Paramedics. Each employee requires 200 hours of extensive training in emergency medical services, anatomy and physiology, medical emergencies, trauma, pre-hospital setting, and patient transportation to gain competency as EMT or Paramedic. Training is also provided to improve trainee skills and knowledge in quality and safe patient care required under the Affordable Care Act.

Although Hall Ambulance had an initial training demand consistent with this Amendment, the company submitted a conservative training plan. As a first-time ETP Contractor, this was to ensure that the Company was able to properly manage and implement the project. Within 10 months into the contract term, Hall Ambulance has completed 80% of the required training hours. Hall Ambulance requests to increase the weighted average by 25 hours. The additional hours will allow trainees to continue training.

In summary:

- Increase the funding amount by \$173,250, from \$242,550 to \$415,800
- Increase the weighted average hours by 25, from 35 to 60
- Increase the average cost per trainee by \$450, from \$630 to \$1,080

## RECOMMENDATION

Staff recommends approval of this Amendment.

## CURRENT CONTRACT PERFORMANCE

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

Agreement	Approved	Term	No. Trainees	No. Completed	No.
No.	Amount		Enrolled	Training	Retained
ET18-0188	\$242,550	4/02/18 - 4/01/20	385	15	15

To date, the ETP Online Tracking System shows 8,659 eligible training hours have been tracked for earning of \$194,040 (80% of the current Contract amount).

## Exhibit B: Menu Curriculum

#### Class/Lab Hours

8-200

Trainees may receive any of the following:

## MEDICAL SKILLS (DIDACTIC)

- Abdominal Emergencies
- Advanced Cardiac Life Support (ACLS)
- Airway Management
- Allergic Reaction
- Ambulance & Medical Equipment Operation
- Anatomy & Physiology
- Assessments
- Behavioral/Psychiatric Emergencies and Suicide
- Bleeding and Shock
- Cardiology
- Cardiac Emergencies
- Chest and Abdominal Trauma
- Diabetic Emergencies and Altered Mental Status
- Emergency Medical Care
- Emergencies for Patients with Special Challenges
- Environmental Emergencies
- Geriatric Abuse Special Home
- Geriatric Emergencies
- Hazardous Materials, Multiple-Casualty Incidents, and Incident Management
- Hematologic and Renal Emergencies Life Span Development
- Highway Safety and Vehicle Extrication
- Life Span Development
- Lifting and Moving Patients
- Medical Training
- Medical Terminology
- Multisystem Trauma
- Musculoskeletal Trauma
- Neonatal
- Obstetrics & Gynecology
- Pediatric Advanced Life Support (PALS)
- Pediatrics
- Pharmacology
- Poisoning and Overdose Emergencies
- Research Principles and Evidence-Based Practice
- Respiration and Artificial Ventilation
- Respiratory Emergencies Scene Size-Up
- Scene Size-Up
- Soft-Tissue Trauma
- Transport Physiology
- Trauma to the Head, Neck, and Spine
- Ventilation, Perfusion, and Shock: Understanding Pathophysiology
- Vital Signs and Monitoring Devices

## MEDICAL SKILLS – CLINICAL PRECEPTOR

Supervised Clinical Field Ambulance Training

#### **COMPUTER SKILLS**

- Electronic Medical Records System (EMS)
- Accounting software
- Client Management Relationship
- Client Billing Software
- Scheduling software

## CONTINUOUS IMPROVEMENT

- Communication
- Customer Service
- Documentation
- EMS Operations
- EMS Response to Terrorism/Clinical & Ambulance Rotations
- Leadership
- Team Building
- Standard Operating Procedures
- Transport Logistics and Standardized Protocols
- Well Being of the EMT
- Well Being of a Paramedic

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:** 

# Hyundai AutoEver America, LLC

## Contract Number: ET19-0445

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

## PROJECT PROFILE

Contract Retrainee		Industry	Services (0	G)	
Attributes:	Priority Rate		Sector(s):	Profession	al, Scientific Technology (54)
				Priority Ind	ustry: 🖂 Yes 🗌 No
Counties	Orange San Diego		Repeat	⊠ Yes □ No	
Served:		Contractor:			
Union(s):	🗌 Yes 🛛 No				
Number of Employees in:		CA: 230	U.S.: 319	١	Worldwide: 3,000
<u>Turnover Rate</u> :		11%			
Managers/3 (% of total tra	<u>Supervisors</u> : inees)	18%			

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
\$130,000

\$127,426	Tota	al ETP Funding	
		\$127,426	

## TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per	Post- Retention
No.				Class / Lab	СВТ	Trainee	Wage
1	Retrainee	Business Skills, Computer Skills,	169	8-200	0-15	\$754	\$17.70
	Priority Rate	Cont. Imp.,		Weighte 29	•		

Minimum Wage by County: Job Number 1: \$18.14/hr in Orange and \$17.70/hr in San Diego					
Health Benefits: Xes D 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			
Administrative Staff		11			
Application Admin/Customer Support		9			
Software Engineers		90			
Architects		9			
Analysts		19			
Managers		31			

## INTRODUCTION

Founded in 2005 and headquartered in Fountain Valley, Hyundai AutoEver America, LLC (HAEA) (www.autoeveramerica.com), an affiliate of Hyundai Motor America, is the North American hub of Information Technology (IT) services for Hyundai-Kia Motor Group. HAEA provides a full range of IT services including application development, business intelligence software, cloud computing platforms, data/cyber security, mobile digital/telematics and artificial intelligence innovation. HAEA enables its customers to focus on running their core business, align IT capabilities across Hyundai-Kia Motor Group subsidiaries, and leverage technology to reduce costs. HAEA is a trusted business advisor for Hyundai-Kia Motor Group subsidiaries which include: Hyundai Motors America, Hyundai Motors Manufacturing Alabama, Hyundai Auto Canada Corporation, Kia Motors America, Kia Motors Manufacturing Georgia and Kia Canada Inc.

This will be HAEA's second ETP Contract, and the second in the last five years. Previous training focused on new technologies and processes, such as moving from .NET platform to JAVA; implementing new product development computer software, and implementing a business analysis initiative. Training also included implementing a comprehensive content management platform to build websites, mobile apps and forms.

#### Veterans Program

HAEA is committed to hiring and retaining Veterans and utilizes online recruiting companies such as Monster.com, Military.com. and HireVets.gov. HAEA is a proud employer of Veterans and appreciates the unique skill set that comes from serving in the military. Additionally, as job openings are filled and should any Veterans require assistance in transitioning from public service to private employment HAEA is able to connect with a military liaison as appropriate to assist.

#### PROJECT DETAILS

The Company strives to explore new markets and this has led to overhauling everything that defines the core of its business and move towards being a software IT services company compared to being a leading automaker. For example, big data analytics platforms are now used to optimize various parts, giving original equipment manufacturers a quantitative advantage in an intensely competitive market. Likewise, continued innovation will lead to the introduction of an advanced self-driving car enabled with artificial intelligence-based systems that will become an essential component in new premium vehicles over the next decade.

To integrate these technologies effectively, HAEA must train its workforce to deliver these IT services. The Company has identified immediate needs for training in technological advancements that are now required in the automobile industry. HAEA identified two areas that are imperative to their success: technology training and skill training including RoadMap/In Touch Communication & Collaboration.

HAEA technology training will be delivered in Cloud Computing, Mobile Digital/Telematics, Open Source Technology, and Artificial Intelligence innovation training. Skill training will be delivered in RoadMap/In Touch Communication & Collaboration training, Business Analysis and Wow Customer Experience Training.

## Training Plan

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

**Business Skills**: Training will be provided to all occupations in Business Performance/Skills Enhancement, Project Management and Business Productivity. Training will allow employees to define and create solutions that meet business needs, goals and objectives.

**Computer Skills**: Training will be provided to all occupations in the latest software development skills to maximize productivity and allow workers to quickly address the shifting focus toward platform-based IT services, enhanced products via mobile digital, and increased levels of automation in the automobile industry.

**Continuous Improvement**: Training will be provided to all occupations in best practices and processes to implement lean efficiency principals along with steps in the innovation process, from ideation to launch. This training will provide employees the skills necessary to recognize effective processes and procedures to keep pace with providing innovative IT services.

#### Commitment to Training

In 2018, HAEA invested \$94,000 in training across its California facilities in artificial intelligence training, cloud computing training, and AWS certified solutions architect training. ETP funds will not displace the existing financial commitment to training.

Training Infrastructure

Training will be delivered by in-house trainers and vendors as needed. The Manager of Human Resources & Administration will oversee overall administration of the project. The Senior Compensation Analyst will execute the training plan and coordinate training to ensure proper record keeping procedures are in place. HAEA also retained Training Grants Intelligence, Inc. to assist with project administration.

## RECOMMENDATION

Staff recommends approval of this proposal.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$%
		11/15/16		
ET17-0302	Fountain Valley	-	\$80,910	\$80,910 (100%)
		11/14/18		

## DEVELOPMENT SERVICES

Training Grants Intelligence, Inc. (TGII) in Suwanee, Georgia, assisted with development at no charge.

## **ADMINISTRATIVE SERVICES**

TGII will also perform administrative services for an amount 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**

- Best Practices (change management, system control, user access, login and access requests, privileged system accounts, remote access, business continuity plan, continuity controls)
- Business Analysis to meet HAEA Needs, Goals & Objectives
- Business Communication Skills
- Business Performance/Skills Enhancement
- Business Productivity
- Early Management (Introduction to People Management)
- Office Skills (efficiency, organization, attention to detail)
- Project Management
- RoadMap/In Touch Communication & Collaboration
- Wow Customer Experience Training

## **COMPUTER SKILLS**

- Adobe ME Training
- Advanced Software Development
- Artificial Intelligence Training
- AWS Certified Solutions Architect Training
- Certified Ethical Hacker Training
- Certified Information Systems Security Professional Training
- Cisco Certified Network Associate Training
- Cisco Certified Network Professional Training
- Cloud Computing Training
- CompTIA A+ ITIL Training
- Cyber Security Management
- Cyber Security Technologies Training
- Data Center Operations and Management Training
- Data Management and Analytics Training
- Digital Voice and Data Communication Technologies
- Information Technology Innovation, Leadership and Entrepreneurship
- JAVA, .NET Training
- Microsoft Certified Solutions Expert: Cloud Platform and Infrastructure Training
- Microsoft Office Intermediate/Advanced (Word, Excel, Access, PowerPoint)
- Mobile Digital Training
- Opens Source Technology Training
- Paradigms in Programming
- Project Management Professional Training
- Python Language Training
- Secure Data Training
- Software Architecture Training
- Software Engineering Training
- Sphere Server Training

- System Administration Training
- Systems Analysis Training
- Systems, Applications and Products Training
- Telematics Training
- Visual Paradigm and Design Training
- Web Design and Application Development Database Configuration and Application

## **CONTINUOUS IMPROVEMENT**

- Focus Improvement
- High Performance Work Teams Training
- Leadership Skills
- Lean Training
- Organizational Capability Continuous Improvement
- Process Improvement
- Productivity Training
- Quality Concepts
- Succession Planning
- Systems, Applications and Products
- Teambuilding
- Winning Together via Strategic Thinking & Effective Leadership

<u>CBT Hours</u> 0 – 15

## **CONTINUOUS IMPROVEMENT**

- Collaboration (2 hours)
- Conflict Resolution (1 hour)
- Organizational Skills (1 hour)

## **BUSINESS SKILLS**

- Business Ethics (1 hour)
- Business Writing & Business Etiquette (1 hour)
- Communication Skills (2 hours)

## **COMPUTER SKILLS**

- InfoSec Awareness (4 hours)
- Microsoft SharePoint Design (3 hours)

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:**

# LiveRamp, Inc.

## Contract Number: ET19-0447

Panel Meeting of: March 29, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

## PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative		Industry Sector(s):	Services (G) Professional, Scientific Technology (	
				Priority Ir	ndustry: 🖂 Yes 🗌 No
Counties Served:	San Francisco		Repeat Contractor:	🗌 Yes 🖾 No	
Union(s):	🗌 Yes 🖾 No		•		
Number of Employees in:		CA: 405	U.S.: 657		Worldwide: 872
<u>Turnover Rate</u> :		4%			
Managers/Supervisors: (% of total trainees)		7%			

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$327,539

Total ETP Funding
\$199,550

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rang Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp.	257	8-200 Weighte 25	0	\$650	\$19.31
2	Retrainee Job Creation Priority Rate	Business Skills, Computer Skills, Cont. Imp.	50	8-200 Weighte 25	-	\$650	\$16.09

Minimum Wage by County: Job Number 1: \$19.31 for San Francisco County

Job Number 2(Job Creation): \$16.09 for San Francisco 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					
Operations Staff		20			
Accounting Staff		15			
Marketing Staff		20			
Technical Staff		27			
Engineers		55			
Architects		25			
Project Managers		25			
Leads		50			
Managers		20			
Job Number 2					
Operations Staff		5			
Accounting Staff		5			
Marketing Staff		5			
Technical Staff		5			
Engineers		20			

LiveRamp, Inc.	March 29, 2019	ET19-0447
Architects		5
Project Managers		2
Leads		2
Managers		1

## **INTRODUCTION**

Founded in 2011 and headquartered in San Francisco, LiveRamp, Inc. (LiveRamp) (www.liveramp.com) (LiveRamp) is a digital marketing innovator offering products/services that function across computer and cell phone platforms. Its digital marketing platform allows clients to tailor advertising campaigns using its out-of-the-box technology. In simple terms, a data management platform is software operating like a data warehouse that collects information (with consent of consumers), sorts, and manages in ways that are useful for marketers and publishers. LiveRamp's marketing tool, Identity Link, are used in media campaign designs that potentially utilize a variety of media to reach new customers. Services provided by LiveRamp such as Platform Integration helps move data across different digital channels marketers publish content onto such as applications and websites including games, music sites, blogs, shopping and movies.

LiveRamp has offices in six U.S. cities and six countries internationally in Europe and Asia. ETPfunded training will be conducted at LiveRamp's San Francisco facility. LiveRamps clients include advertising agencies, data owners, digital marketing platforms and publishers.

LiveRamp is expanding to serve more companies and markets based in California having recently separated from it's former parent company in 2018. Consequently, the Company must train staff in technological-skills to remain competitive and support growth.

## Veterans Program

LiveRamp accepts referrals from military entities and considers qualified veterans for new openings as a part of its regular- hiring process. The Company sends job postings to be listed on job boards directly, but does not use any third-party agencies for recruitment of veterans. Though LiveRamp recruits Veterans, no Veteran component is included in this 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.

LiveRamp will hire 50 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net-new jobs" as a condition of contract.

Due to increased customer demands and business-capacity growth, LiveRamp must hire staff to keep pace while addressing its expansion into a growing technology market which is anticipated to increase from \$12 billion to \$120 billion in the next ten years. It plans to expand its facility's current square footage by adding a third floor in its current the building to accommodate the new employees.

## PROJECT DETAILS

## Training Plan

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

**Business Skills**: Training will be offered to Project Manager, Engineers, Managers, Marketing and Technical Staff. Staff requires training to be more proficient in account management, communications skills and internet marketing. Other topics include Client Relationships, Marketing Support and Business Development to stay current with technology changes critical to staying proficient and incorporating expertise into its products being developed.

**Computer Skills**: Training will be offered to Operations Staff, Engineers and Architects to maintain proprietary technologies. Project Managers and Marketing Staff will also receive training in Database Tools, Cloud Computing and AdTech Industry. Accounting Staff will train in support products and systems, Systems Upgrades and Systems Training.

**Continuous Improvement**: Training will be offered to all occupations to increase technical competence to solve problems, make effective decisions, and solutions. Training will also be provided to Managers to enhance staff productivity and processes. Topics include Project Management Skills, Leadership and Building Effective Work Teams.

## Temporary to Permanent Hiring

LiveRamp will train 25 workers under Panel guidelines for the Temporary-to-Permanent program (Job Numbers 1 & 2). The Company has retained these employees on a temporary basis with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 4-6 months. LiveRamp reportedly offers company-paid portions of Health Benefits once the employee is converted in full-time permanent status.

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

## Commitment to Training

The Company's annual California training budget is approximately \$400,000 and includes basic computer skills, safety, orientation, anti-harassment, company procedures and policy. ETP funds will not displace the existing financial commitment to training.

Training Infrastructure

LiveRamp has two dedicated administrators. The Talent Enablement Specialist will oversee the project with support from the Training Coordinator. Additionally, the Company has retained California Training Administration (CTA) to help with its administrative duties. Training will be delivered by in-house experts and vendors as needed.

## Impact/Outcome

ETP funding will help LiveRamp meet industry-wide talent shortfalls, improve efficiency, upgrade skills and support company growth.

Goals include:

- Increase productivity as a result of increased and improved skills.
- Create a high performance workplace by supporting supplemental training, including cross training.
- Increase promotional opportunities within the organization.
- Improve quality and customer satisfaction overall.

## RECOMMENDATION

Staff recommends approval of this proposal.

## **DEVELOPMENT SERVICES**

CTA in Rocklin assisted with development for a flat fee of \$2,500.

## **ADMINISTRATIVE SERVICES**

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

## TRAINING VENDORS

To Be Determined

## Exhibit B: Menu Curriculum

## Class/Lab/E-Learning Hours

8-200

Trainees may receive any of the following:

## **BUSINESS SKILLS**

- Workplace Communication Skills
  - o Business/Report Writing Skills
  - o Creating Effective Presentations
  - Presentation Skills
  - Proposal Writing
  - o Marketing/Sales of LiveRamp Products
  - Sales Marketing Tools
  - Strategic Seller/Strategic Planning Training
- Product Training and Updates
  - o Identity Link/Smart Reach
  - o Digital Marketing
  - PO/SA Training (Product Operation/Solution Architect)
  - o Ratecard
  - o Partner Marketing
  - o Data Store Deep Dive
  - o Reseller Program
  - o LiveRamp Vision
  - o LiveRamp TV
  - o AdTech CLiff Notes
  - o Consortuim Overview
  - o Advertising Products (Print and Digital)
  - o Support Skills Customer, Supplier, Sales
  - Budgeting Techniques/Financial Reports
  - Accounting & Finance Processes
  - o Understanding LiveRamp Specific Systems and Best Practices
  - Technical Product Support
  - o Cross-Functional Product Training
  - System and Workplace Security Awareness
- Account Management
  - o Client Relationship Management
  - Consultative Sales
  - Contract Management
  - Handling Objections & Closing
  - Negotiation Skills
  - Sales Analytics
- Advanced Targeting Techniques
  - Programmatic Real-Time Bidding
  - Demographics
  - Geographics
  - o Behavioral
  - Retargeting
  - o Device
  - o IP Address (Internet Protocol)
  - o Content and Category

- Internet Marketing
  - SEO (Search Engine Optimization)
  - o Monetization
  - o Website Analytics
  - o Email Marketing
  - o Social Media

## **COMPUTER SKILLS**

- LiveRamp/IdentityLink Platform
- Google Suite for Business
- Technical Services Tools & Training
- UDEMY System Employee Content Suite
- SCRUM Tool for Managing Product Development
- Sales-Ops Training (Sales Software & Platform Tools)
- Technical Service Software (Linux, Ruby, ActiveRecords)
- Microsoft Programs (Advanced/Intermediate)(Word, Excel, PowerPoint, Access, Publisher)
- System Integration/Configuration
- System Upgrades/New Systems Training
- Adobe Creative Suite
- Cloud Computing
- CRM Customer Relationship Management
- Internet Design Tools
- IT/IS Sales Marketing and Content Professionals
  - IT Solutions (Information Technology)
  - Computer Programming
  - Database Tools
  - o Information Security
  - MIS Management Information Systems
  - o Network Administration
  - o System Analysis
  - Technology Support
  - Website Design and Development
- Computer and/or Internet Navigation
- Digital News Platforms
- Google Business Applications
- Workday System
  - Reporting & Analytic Functionality
  - o Reviewing Configuration Requirements
  - o Understand Key Metrics for Your Organization
  - Perform Administrative Activities
- NetSuite Systems Training
- Programming Languages
  - CSS Language (Cascading Style Sheets)
  - o Java Language
  - Structured Query Language (SQL)
- Scripting Language
  - HTML Language
  - o JavaScript Language
  - PHP Language (Personal Home Page)

- o Ruby on Rails Language
- Importing Configurations
- Delivery Workflows
- Active Record
- Technical Project
- File Based Recognition
- Tools and Processes
- Data Store Deep Dive Training
- Interface Definition Language
- Cookie Sync
- Client Side Tags
- Endpoints and Integration
- International Workflows
- Customized Integrations
- Structured Query Language
- Consultive Trouble Shooting
- Onboarding Data Distribution Service Overview
- On-Call Tickets and Resources

#### **CONTINUOUS IMPROVEMENT**

- Building Effective Work Teams
- Leadership/Coaching Essentials
  - Leading at LiveRamp
  - o Giving/Receiving Feedback
  - Influence without Authority
  - Leading through Change
  - Leadership Brand
  - o Genius Maker Developing Great Leaders
  - o Coaching for Performance
  - o Identifying and Training High-Potential Employees
  - Effective Communication
  - Motivating and Inspiring Others
  - o Adaptive Leadership
- Team Meetings
- Design Your Impact
- Managing Workflow and Schedules
- Problem Solving/Process Innovation
- Efficiency & Quality Improvements
- Customer Service
- Project Management Skills
- Managing Multiple Priorities
- Goal Setting
- Train-the-Trainer Skills

#### <u>CBT</u> 0-100

#### **COMPUTER SKILLS**

- Brands (2.25 hrs)
- TV Ecosystem Overview (0.5 hr)
- Traditional TV Buying (0.25 hr)

- TV #4: Addressable TV for Advertisers (0.5 hr)
- TV #5: TV Measurement for Advertisers (0.5 hr)
- TV #2: Advanced TV 101 (0.5 hr)
- Ratecard Walk-Thru (1 hr)
- Marketing Fundamentals (1.5 hrs)
- Connected T (1 hr)
- Identity Overview (1hr)
- Sales Operations Training #1 (0.5 hr)
- Identity Link and Smart Reach (1 hr)
- Digital Marketing (1 hr)
- Identity Link for Measurement (1 hr)
- PO/SA training, Overview and Rules of Engagement (1 hr)
- Ratecard Walk Through (1 hr)
- Overview from Partner Marketing (1 hr)
- Data Store Deep Dive (1 hr)
- Overview of the Reseller Program (1 hr)
- AdTech Cliff Notes (1 hr)
- Overview of the Consortium (1 hr)
- Core Overview (0.5 hr)
- Connect (1 hr)
- Identity Link for Measurement (1.5 hrs)
- Data Store (1.5 hrs)
- Stats (1.5 hrs)
- Identity (2.5 hrs)
- Writing Data + Endpoints (1 hr)
- Technical Services-Better, Faster, Stronger (1 hr)
- Arbor and New Pixel Serving (1 hr)
- Privacy (0.5 hr)
- SideCar (0.75 hr)
- Hashing (1 hr)
- Building and Reselling the MatchNetwork (1 hr)
- Location Data (1 hr)
- Business Intelligence 101 (1 hr)
- Using Looker + SQL (1 hr)
- The Cluster (1 hr)
- SLA (Service-Level Agreement) Tracking (1 hr)
- Identity (0.75 hr)
- Google Store Sales Technical Workflow (0.75 hr)
- AdTech Industry w/Stefan (2 hrs)
- Taxonomy EndPoint Training (1 hr)
- Brands Billing Training (1 hr)
- Extra Technical Service Content (1 hr)
- Data Store (0.75 hr)
- Learn and Understand Angular JS (7 hrs)
- Angular Crash Course for Busy Developers (8.75 hrs)
- Tech Explorations Raspberry Pi: Full Stack Minibian (7.75 hrs)
- Cleaning Up Your Excel Data (1.5 hrs)
- Managing and Analyzing Data in Excel (1.5 hrs)
- Setting Up a Database in Excel (0.75 hr)
- Excel 2010: Financial Functions in Depth (2.25 hrs)

- Excel 2010: Charts in Depth (3.5 hrs)
- Excel 2010: Pivot Tables in Depth (3.75 hrs)
- Excel 2010: Data Validation in Depth (1 hr)
- Excel 2010: Advanced Formatting Techniques (3 hrs)
- Excel 2010: Macros in Depth (2.75 hrs)
- Excel 2010: Managing Multiple Worksheets and Workbooks (1.5 hrs)
- Excel 2010: Advanced Formulas and Functions (5 hrs)
- Excel 2010 Power Shortcuts (3.75 hrs)
- Migrating from Excel 2003 to Excel 2010 (1.25 hrs)
- Excel 2010: Working with Dates and Times (1.25 hrs)
- Up and Running with VBA in Excel (3 hrs)
- Excel 2010: New Features (1.75 hrs)
- Excel 2010: Real-World Projects (1 hr)
- Excel 2007: Charts in Depth (3.5 hrs)
- Excel 2007: Data Validation in Depth (1 hr)
- Excel 2007: Business Statistics (4.25 hrs)
- Excel 2007: Working with Dates and Times (1.5 hrs)
- Excel 2007: Creating Business Budgets (1 hr)
- Excel 2007: Managing Multiple Worksheets and Workbooks (1.25 hrs)
- Excel 2007: Macros in Depth (2.5 hrs)
- Excel 2007: Advanced Formatting Techniques (3 hrs)
- Excel 2007: Creating Charts with Dynamic Data (0.75 hr)
- Excel 2007: Creating and Managing Invoices (0.5 hr)
- Excel 2007: Advanced Formulas and Functions (5.25 hrs)
- Excel 2007: Power Shortcuts (2 hrs)
- Excel 2007: Formulas and Functions (2.5 hrs)
- Excel 2007: Pivot Tables for Data Analysis (2.75 hrs)
- Excel 2007: Financial Analysis (2.25 hrs)
- Outlook 2010: Time Management with Calendar and Tasks (2.5 hrs)
- Outlook 2010: Power Shortcuts (2.5 hrs)
- Migrating from Outlook 2003 to Outlook 2010 (1 hr)
- Outlook 2010: Effective Email Management (1.75 hrs)
- Outlook 2010: New Features (0.75 hr)
- Outlook 2010: Real-World Projects (0.25 hr)
- Outlook 2007: Time Management with Calendar and Tasks (2.5 hrs)
- Outlook 2007: Power Shortcuts (2 hrs)
- Outlook 2007: Effective Email Management (1.5 hrs)
- Migrating from Outlook 2003 to Outlook 2007 (1 hr)
- Camtasia Studio 8 Essential Training (6.25 hrs)
- PowerPoint 2010 Power Shortcuts (2.5 hrs)
- PowerPoint Tips and Tricks for Business Presentations (3 hrs)
- PowerPoint 2010: Audio and Video in Depth (4.5 hrs)
- Migrating from PowerPoint 2003 to PowerPoint 2010 (1 hr)
- PowerPoint 2010: New Features (1 hr)
- PowerPoint 2010: Real-World Projects (0.5 hr)
- PowerPoint 2007: Audio and Video in Depth (3.5 hrs)
- SharePoint Designer 2007: Branding SharePoint Sites (5.75 hrs)
- Access 2010: Forms and Reports in Depth (3 hrs)
- Up and Running with VBA in Access (3.5 hrs)
- Access 2010: Queries in Depth (3 hrs)

- Access 2010 Power Shortcuts (3.75 hrs)
- Migrating from Access 2003 to Access 2010 (1 hr)
- Access 2010 New Features (0.5 hr)
- Access 2010: Real-World Projects (0.5 hr)
- Access 2007: Forms and Reports in Depth (3.5 hrs)
- Access 2007 Power Shortcuts (3.5 hrs)
- Access 2007: Queries in Depth (2 hrs)
- Migrating from Access 2003 to Access 2007 (0.75 hr)
- Up and Running with HTML (4.5 hrs)
- Up and Running with Bootstrap (2.5 hrs)
- Creating a First Web Site with Dreamweaver CS6 (2.75 hrs)
- Illustrator for Web Design (5.5 hrs)
- Photoshop for Web Design (5 hrs)
- CSS: Transitions and Transforms (2.5 hrs)
- Choosing and Using Web Fonts (7 hrs)
- Fireworks CS6 Essential Training (5.5 hrs)
- WordPress Essential Training (6.5 hrs)
- Create an Expandable FAQ Listing with jQuery (0.75 hr)
- Create an Expandable FAQ Listing with jQuery & Dreamweaver (0.75 hr)
- Designing Web Sites from Photoshop to Dreamweaver (3 hrs)
- Interaction Design Fundamentals (3.25 hrs)
- CSS: Page Layouts (8 hrs)
- Create a Rotating Carousel with jQuery (1 hr)
- Create a Rotating Carousel with jQuery and Dreamweaver (1 hr)
- CSS: Styling Forms (4 hrs)
- Create an Animated Bar Chart with jQuery and Dreamweaver (0.75 hr)
- Create an Animated Bar Chart with jQuery (0.75 hr)
- Start with a Theme: Photography Portfolios in Wordpress (1 hr)
- Create Animated Rollovers with jQuery (0.5 hr)
- Create Animated Rollovers with jQuery and Dreamweaver (0.5 hr)
- Web Form Design Best Practices (3.75 hrs)
- Create an Online Portfolio with WordPress (3.25 hrs)
- Create an Interactive Map with jQuery (0.75 hr)
- Create an Interactive Map with jQuery and Dreamweaver (1.25 hrs)
- Typography with CSS in Dreamweaver (2.5 hrs)
- Create an HTML5 Video Gallery with jQuery (1 hr)
- HTML5 Video Gallery with jQuery and Dreamweaver (1.25 hrs)
- Typography for Web Designers (6.5 hrs)
- Set a Marquee to Autoplay with jQuery and Dreamweaver (0.5 hr)
- Set a Marguee to Autoplay with jQuery (0.5 hr)
- HTML5: Graphics and Animation with Canvas (3 hrs)
- HTML5: Web Forms in Depth (2 hrs)
- Create an Interactive Photo Gallery with jQuery and Dreamweaver (2 hrs)
- Fireworks CS5: Rapid Prototyping (5 hrs)
- Illustrator CS5 for Web and Interactive Design (6.25 hrs)
- Photoshop CS5 for the Web (6 hrs)
- Creating a First Web Site with Dreamweaver CS5 (2.25 hrs)
- Fireworks CS5 Essential Training (8 hrs)
- Web Design Fundamentals (2.75 hrs)
- Creating a Portfolio Web Site Using Flash CS4 Professional (4 hrs)

- Web Site Strategy and Planning (1.5 hrs)
- Creating a First Web Site with Dreamweaver CS4 (2.75 hrs)
- Fireworks CS4: Rapid Prototyping (4.25 hrs)
- CSS Positioning Best Practices (2.5 hrs)
- Creating a First Web Site with Flash CS4 Professional (3 hrs)
- Web Site Planning and Wireframing: Hands-On Training (2.5 hrs)
- Photoshop CS4 for the Web (7 hrs)
- Illustrator CS4 for the Web (3 hrs)
- Fireworks CS4 Essential Training (7.25 hrs)
- Illustrator CS3 for the Web (3 hrs)
- Photoshop CS3 for the Web Essential Training (8 hrs)
- Fireworks CS3 Essential Training (7.5 hrs)
- Web ReDesign: Strategies for Success (2.5 hrs)
- CSS Web Site Design (6 hrs)
- Photoshop CS2 for the Web Essential Training (8 hrs)
- Maximizing Your Web Video Audience with Hypersyndication (1.5 hrs)
- Up and Running with Flash Media Server (2.5 hrs)
- HTML5: Video and Audio in Depth (2 hrs)
- Publishing Video with the Flash Platform (2.25 hrs)
- Flash CS3 Interactive Video Techniques (2 hrs)
- Podcast + Videocast Essential Training (5 hrs)
- Infographics: Area Bubbles (0.5 hr)
- Infographics: Visualizing Relationships (1 hr)
- Infographics: Planning and Wireframing (0.75 hr)
- Preparing CMS Web Graphics and Layouts Using Open Source (1.75hrs)
- Creating a Responsive Web Design (1.5 hrs)
- EaseIJS First Look (1.5 hrs)
- Hot Studio, Experience Design (1 hr)
- Web Accessibility Principles (6.25 hrs)
- Drupal 7 Custom Module Development (3 hrs)
- Create a Sliding Tabbed Panel with jQuery (1 hr)
- Create a Sliding Tabbed Panel with jQuery and Dreamweaver (1 hr)
- HTML Essential Training (2012) (5.5 hrs)
- PHP 5.4 New Features (1 hr)
- Dreamweaver with PHP and MySQL (5 hrs)
- HTML5 for Flash Developers (3.25 hrs)
- Drupal 7 Advanced Training (8 hrs)
- Migrating from Joomla! 1.5 to Joomla! 2.5 (4 hrs)
- Joomla! 2.5 Essential Training (8 hrs)
- MVC Frameworks for Building PHP Web Applications (3.5 hrs)
- HTML5: Messaging and Communications in Depth (0.75 hr)
- HTML5: Document Editing in Depth (0.5 hr)
- HTML5: Background Processes with Web Workers (1 hr)
- jQuery Mobile Essential Training (3.25 hrs)
- HTML5: File API in Depth (1 hr)
- Drupal 7: Reporting and Visualizing Data (4.5 hrs)
- Up and Running with WebMatrix and ASP.NET (2 hrs)
- PostgreSQL 9 with PHP Essential Training (4.75 hrs)
- Joomla! 1.7: Programming and Packaging Extensions (5.5 hrs)
- Flex 4.5 and PHP: Creating Data-Driven Applications (3.5 hrs)

- HTML5: Geolocation in Depth (0.5 hr)
- HTML5: Managing Browser History (0.5 hr)
- HTML5: Drag and Drop in Depth (1 hr)
- WordPress 3: Developing Secure Sites (2.5 hrs)
- HTML5: Local Storage and Offline Applications in Depth (2.5 hrs)
- iOS 4 Web Applications with HTML5 and CSS3 (3.5 hrs)
- SQLite 3 with PHP Essential Training (6 hrs)
- Joomla! 1.5: Developing Secure Sites (1.25 hrs)
- HTML5 First Look (4.50 hrs)
- Prototype and Script Essential Training (6.25 hrs)
- Creating Dynamic Menus (1 hr)
- Drupal 6: Creating and Editing Custom Themes (4.25 hrs)
- ColdFusion 9 Essential Training (7.25 hrs)
- jQuery Essential Training (4 hrs)
- Dreamweaver CS4: Introduction to Spry (4.25 hrs)
- Dreamweaver CS4 Dynamic Development (5.5 hrs)
- ActionScript 3.0: Building Particle Systems (1.5 hrs)
- ActionScript 3.0: Working with XML (2.5 hrs)
- AJAX Essential Training (4.5 hrs)
- Silverlight Essential Training (2007) (4.5 hrs)
- ColdFusion 8 Beyond the Basics (7 hrs)
- ColdFusion 8 Essential Training (6.75 hrs)
- Dreamweaver CS3 Dynamic Development (7 hrs)
- Setting Up PHP 5 for Windows with Apache or IIS (0.25 hr)
- Building an Online Shopping Cart (2006) (4 hrs)
- Flash Professional 8 Building Data-Driven Applications (6.25 hrs)
- Dreamweaver 8 Dynamic Development (7 hrs)
- Java Advanced Training (3.5 hrs)
- Object-Oriented Programming with PHP (1.75 hrs)
- Interactive Data Visualization with Processing (7.75 hrs)
- Create a Tooltip with jQuery (1 hr)
- Create a Tooltip with jQuery and Dreamweaver (1 hr)
- Objective-C Essential Training (6.5 hrs)
- C/C++ Essential Training (8 hrs)
- Building Facebook Applications with HTML and Java (3 hrs)
- ActionScript 3.0 in Flash Professional CS5 Essentials (7 hrs)
- Up and Running with Java Applications (1.75 hrs)
- Java Essential Training (7.25 hrs)
- Using Regular Expressions (5.5 hrs)
- C# Essential Training (6.75 hrs)
- JavaScript Essential Training (2011) (5.5 hrs)
- HTML5: Structure, Syntax and Semantics (4.5 hrs)
- Ruby on Rails 3 Essential Training (8 hrs)
- Python 3 Essential Training (6.50 hrs)
- Perl 5 Essential Training (7 hrs)
- CSS for Developers (4 hrs)
- CGI Essential Training (1.5 hrs)
- Ruby Essential Training (7 hrs)
- XHTML and HTML Essential Training (4.75 hrs)
- ASP.NET Essential Training (6 hrs)

- Practical and Effective JavaScript (5.5 hrs)
- Real-World XML (3.5 hrs)
- PHP with MySQL Beyond the Basics (8 hrs)
- Flash CS4 Professional: Object-Oriented Programs (4 hrs)
- ActionScript 3.0 in Flash CS4 Professional for Designers (6.25 hrs)
- Flex 3 Beyond the Basics (8 hrs)
- Flex 3 Essential Training (8 hrs)
- Ruby on Rails Beyond the Basics (2007) (8 hrs)
- ActionScript 3.0 in Flash CS3 Professional Beyond the Basics (4 hrs)
- JavaScript Essential Training (2007) (7 hrs)
- PHP with MySQL Essential Training (8 hrs)
- ActionScript 3.0 in Flash CS3 Professional Essentials (7.5 hrs)
- AJAX Crash Course by SitePoint (1.25 hrs)
- Ruby on Rails Essential Training (2007) (8 hrs)
- ActionScript 3.0 in Flex Builder 2.0 Essentials (8 hrs)
- XML Essential Training (5.75 hrs)
- ActionScript 2.0 Beyond the Basics (8 hrs)
- ActionScript 2.0 Essential Training (8 hrs)
- XHTML Essential Training (3.75 hrs)
- Using Perl/CGI Scripts (2.25 hrs)

#### **CONTINUOUS IMPROVEMENT**

- Difficult Conversations: Master Difficult Conversations (1 hr)
- Acumen Presents: Sheila Heen on Difficult Conversations (1 hr)
- Managing Change fundamentals: The People Side (1.75 hrs)
- Change Management Training: Master the Change Process (2 hrs)
- Lean Leadership, Lean Culture & Change Management (6.75 hrs)
- Managing and Leading Chang: Real World Strategies & Tools (2 hrs)
- Organizational Culture Change Training Management Skills (2.5 hrs)
- Motivation: The Science of Motivating Yourself and your Team (3.75 hrs)
- Team Workflows in JIRA (1.25 hrs)
- Culture: How to Manage Team Conflict (0.5 hrs)
- Team Facilitation: The Core Skill of Great Team Leaders (3.25 hrs)
- Decision Making: Solve Problems (3.25 hrs)
- Feedback is Fuel (0.5 hr)
- Giving and Receiving Feedback for Management (1.25 hrs)
- The Essentials of Feedback & Performance Management 2018 (2.5 hrs)
- Delivering Useful Feedback in a Corporate Setting (2 hrs)
- Deliver Powerful, Painless Feedback to Motivate vs Frustrate (0.75 hr)
- Conscious Listening (1.25 hrs)
- Active Listening Masterclass (0.5 hr)

#### **BUSINESS SKILLS**

- Sales Skills Fundamentals (1.25 hrs)
- Effective Public Speaking (1 hr)
- Negotiation (0.5 hr)
- Brand Building Basics (0.5 hr)
- Invaluable: Becoming a Leading Authority (0.75 hr)
- Invaluable: Building Professional Connections (0.75 hr)
- Insights from a Business Coach (0.5 hr)

- Achieving Your Goals (0.5 hr)
- Invaluable: Making Yourself Irreplaceable (0.75 hr)
- Invaluable: Developing Your Business Savvy (1 hr)
- Invaluable: Unlocking Your Abilities (1 hr)
- Project Management (2 hrs)
- Time Management (2.75 hrs)
- Effective Meetings (1.5 hrs)
- Creating an Effective Resume (3.5 hrs)
- Pitching Projects and Products to Executives (0.75 hr)
- SEO (Search Engine Optimization) (3.5 hrs)
- Analyzing Your Website to Improve SEO (1.75 hrs)
- Up and Running with Facebook (2 hrs)
- Up and Running with Pinterest (1 hr)
- Google+ for Business (2.5 hrs)
- Google Analytics Essential Training (5 hrs)
- Online Marketing (1.75 hrs)
- Improving SEO Using Accessibility Techniques (2.5 hrs)
- Search Engine Optimization Getting Started (2010) (2.25 hrs)
- Social Media Marketing with Facebook and Twitter (5.5 hrs)
- Vimeo Essential Training (1.5 hrs)
- YouTube Essential Training (2 hrs)
- Creating an HTML Email Newsletter (1 hr)
- Effective Email Marketing Strategies (1 hr)

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

ETP ETP	TRAINING PROPOSAL AMENDMENT MAG Aerospace Industries, LLC dba Zodiac Water & Waste Ae Systems Approval Type: N/A Reference Number: 17-0667 Contract Number: 18CS-0021-000			
Panel Meeting Date:	03/29/2019	<b>Revision Number:</b>	1	
Regional Office:	North Hollywood Regional Office	<b>Requested Date:</b>	02/19/2019	
Analyst Name:	Paccerelli, Margarita	<b>Revision Status:</b>	In Contract Review Unit	
Contract Term Date:	8/1/2017 - 7/31/2019	Effective Date:	01/17/2019	

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

# Effective Date:

01/17/2019

#### **FUNDING AMENDMENT:**

Current Funding (\$) Reque		ested Funding Increase	(\$)	Revised Funding (\$)		
\$95,040.00 \$2		\$25,920.00	\$25,920.00 \$		5120,960.00	
Training Cost	Admin C	Cost	Support Cost		Substantial Contribution	Total In Kind
\$105,183.00	\$15,777	.00	N/A		\$0.00	\$100,000.00

#### PROJECT PROFILE

Repeat Contractor:	No	No						
High Unemployment Area:	(es			Turn Ove	5.00 %			
Industry Sector				Priority Industry				
Manufacturing				Yes				
Union			Union	Local	No.	of Trainees		
Other-International Association and Aerospace Workers	n of Machinist	Local Lodge 3	311			100		

#### AMENDMENT REQUEST DETAILS:

#### Reason for the Amendment Request:

Zodiac would like to increase the current contract to \$120,960. This is an increase of \$25,920. We are requesting to increase the weighted average hours in Job 1 from 33 to 42 with an average cost per trainee from \$594 to \$756 (See Exhibit C). ETP training is currently being provided for trainees and is progressing better than planned. The Company has nearly exhausted its training funds and needs additional training in Manufacturing Skills (Design Standards and Processes), Continuous Improvement (Zodiac Quality Systems), and Computer Skills (Manufacturing Resource Planning software).

#### **REVISED ITEMS:**

#### **Costing Group**

Attribute	Job Title	No. Trainees		No. Trainees Min Training Hours		Max Training Hours		Estimated Training Hours	
		From	То	From	То	From	То	From	То
	Group No. 1 Location: Zodiac Water & Waste Aero Systems								
S-RET	Production Worker	100	100	8.00	8.00	200.00	200.00	33.00	42.00
	Staff	5	5	8.00	8.00	200.00	200.00	33.00	42.00
	Engineer	10	10	8.00	8.00	200.00	200.00	33.00	42.00
-	Customer Service	9	9	8.00	8.00	200.00	200.00	33.00	42.00
	Support Stafff	10	10	8.00	8.00	200.00	200.00	33.00	42.00
	Managers/Supervisors/Directors	16	16	8.00	8.00	200.00	200.00	33.00	42.00
	Technical Staff	10	10	8.00	8.00	200.00	200.00	33.00	42.00

#### 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	160	42	\$18.00	\$756.00	\$120,960.00
		Funding Total:	160				\$120,960.00
	-	Grand Total:	160				\$120,960.00

Legend of Attributes						
Code Description						
S	Single Employer					
RET	Retrainee					

#### Introduction

MAG Aerospace Industries, LLC dba Zodiac Water & Waste Aero Systems (Zodiac Water) is a multi-dimensional supplier of cabin systems, commercial aircraft water and waste systems, and galley inserts equipment. Its customer base includes commuter and executive aircraft programs such as Boeing and Airbus. This is Zodiac Water's first ETP Agreement, focusing on the Company's expansion through improved productivity and reduced design times and costs.

#### Amendment Details

Zodiac Water is requesting to increase the weighted average by 9 hours, from 33 to 42, in Job Number 1. The Company has one month to train and still has training planned for the remainder of the training period; however, the Company has exhausted its training funds. This Amendment will allow enrolled trainees to receive additional training in Manufacturing Skills (Design Standards and Processes), Continuous Improvement (Zodiac Quality Systems), and Computer Skills (Manufacturing Resource Planning software).

#### **Recommendations**

Staff recommends approval of this Amendment.

#### ACTIVE CONTRACT PERFORMANCE

This table summarizes active contract(s) performance for MAG Aerospace Industries, LLC dba Zodiac Water & Waste Aero Systems:

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0021-000	\$95,040.00	08/01/2017 - 07/31/2019	160	271	0	0

Based on the ETP System, for the current contract <u>4886.92</u> reimbursable hours have been tracked for potential earnings of <u>\$87,964.56</u> (<u>92.49</u> % of approved amount). The Company still has rosters that are awaiting data entry.

#### Exhibit B

#### **Classroom /Simulated Laboratory**

Training Type (Level)	Course/Class Topic
Manufacturing Skills (ME) (Standard)	Assembly Procedures and Methods
Business Skills	Business Processes
Continuous Improvement Skills	Coaching/Counseling/Motivation Techniques
Business Skills	Communication Skills
Continuous Improvement Skills	Communication Skills
Manufacturing Skills (ME) (Standard)	Design Standards and Processes
Manufacturing Skills (ME) (Standard)	Emergency Response Team Training
Manufacturing Skills (ME) (Standard)	Forklift Procedures
Manufacturing Skills (ME) (Standard)	Hazardous Safety Procedures
Manufacturing Skills (ME) (Standard)	Hazardous Waste
Manufacturing Skills (ME) (Standard)	HAZMAT Training
Continuous Improvement Skills	Inspection Procedures
Manufacturing Skills (ME) (Standard)	Inspection Procedures
Continuous Improvement Skills	Lean Manufacturing
Manufacturing Skills (ME) (Standard)	Lean Manufacturing
Manufacturing Skills (ME) (Standard)	Manufacturing Operating Procedures
Computer Skills (Standard)	Manufacturing Resource Planning Software
Manufacturing Skills (ME) (Standard)	Manufacturing Techniques
Manufacturing Skills (ME) (Standard)	Material Handling
Computer Skills (Standard)	MS Office (Advanced)
Computer Skills (Standard)	MS Office (Intermediate)
Business Skills	Product and Service Knowledge
Manufacturing Skills (ME) (Standard)	Production Processes
Computer Skills (Standard)	Production/Distribution/Planning Software
Business Skills	Project Management
Continuous Improvement Skills	Quality Control
Manufacturing Skills (ME) (Standard)	Repair Station Procedures
Manufacturing Skills (ME) (Standard)	Standard Operating Procedures
Continuous Improvement Skills	Standard Work Instructions
Continuous Improvement Skills	Team Problem Solving & Resolution
Continuous Improvement Skills	Zodiac Quality Systems

International Association of Machinists and Aerospace Workers



DISTRICT LODGE 947

March 18, 2019

Employment Training Panel 1100 J Street 4<sup>th</sup> Floor Sacramento, CA 95814

Re: MAG Aerospace Industries, LLC. Dba Zodiac Water & Waste Aero Systems Employment Training Panel

To Whom It May Concern;

This letter confirms the support that the International Association of Machinists and Aerospace Workers (IAMAW) has given to Zodiac Water and Waste Aero Systems for the proposed Employment Training Panel (ETP) amendment.

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

Sincerely, amus

James Perks IAMAW Business Representative District Lodge 947, on behalf of Local Lodge 311



Amendment Proposal #2 for:

# Saisoft Enterprises, Inc. dba Professional Career Development Center

## Contract Number: ET19-0299

Amendment Effective Date: March 30, 2019

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

#### **CURRENT PROJECT PROFILE**

Contract Type:	Priority/Retrainee SET Multiple Barriers New Hire Medical Skills	Industry Sector(s):	Healthcare Technology/IT
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino	Repeat Contractor:	🗌 Yes 🛛 No
Union(s):	🗌 Yes 🛛 No	Priority Industry:	🛛 Yes 🗌 No

Current Contract Term: November 5, 2018 to November 4, 2020

Current Funding		In-Kind Contribution
\$200,104		\$346,800

#### AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$186,500	+\$12,940	+\$199,440	N/A

Total Funding	
\$399,544	

### AMENDMENT TRAINING PLAN TABLE

Job		Type of	Estimated	Range o	f Hours	Average	Post-
No.	Job Description (By Contract Type)	Training	No. of Trainees	Class / Lab	CBT	Cost per Trainee	Retention Wage
1	SET Multiple Barriers	Computer Skills, Job Readiness,	8	8-260	0	\$2,849	\$13.66
	New Hire	MS Didactic, MS Preceptor		Weighted	Ū		
2	Priority SET	Computer Skills, Job Readiness,	6	8-200	0	\$2,780	\$16.70
	Medical Skills Multiple Barriers	MS Didactic, MS Preceptor		Weighted	Avg: 100		
3	Retrainee	MS Didactic,	10	8-200	0	\$1,112	\$22.77
	SET Medical Skills Priority	MS Preceptor		Weighted	Avg: 40		
4	Priority	Computer Skills	21	8-200	0	\$2,780	\$16.70
5	Retrainee	Computer Skills	21	Weighted 8-200	Avg: 100 0	\$2,460	\$16.70
5	Retrainee	Computer Skills	21		Weighted Avg: 40		φ10.70
6	New Hire	Computer Skills,	8	8-260	0	\$2,849	\$11.00
	SET Medical Skills Multiple Barriers HUA	Job Readiness, MS Didactic, MS Preceptor		Weighted	Avg: 100		
7	Priority SET	Computer Skills, Job Readiness,	6	8-200	0	\$2,780	\$12.53
	Medical Skills Multiple Barriers HUA	MS Didactic, MS Preceptor		Weighted Avg: 100			
8	Phase II	Computer Skills	39	8-200	0	\$2,780	\$17.70
	Retrainee Priority Rate			Weighted Avg: 100			
9	Phase II Retrainee	Computer Skills	37	8-200	0	\$2,460	\$17.70
	Reudinee			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:** <u>Job Number 1(SET/New Hire)</u>: \$14.62 per hour for Los Angeles County; \$14.58 per hour for Orange County; and \$13.66 per hour for Riverside and San Bernardino Counties

<u>Job Number 2(SET/MB)</u>: \$17.54 per hour for Los Angeles County; \$17.50 per hour for Orange County, and \$16.70 per hour for Riverside and San Bernardino Counties

Job Number 3(SET/Priority Industry): \$22.77 per hour

<u>Job Number 4 & 5:</u> \$18.22 per hour for Alameda, Contra Costa, Marin, San Mateo, San Francisco, 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; \$16.70 per hour for all other Counties

<u>Job Number 6 (SET/MB/New Hire/HUA):</u> \$13.25 per hour for Los Angeles County; \$11.00 per hour for Orange County; and \$11.00 per hour for Riverside and San Bernardino Counties

<u>Job Number 7 (SET/MB/HUA):</u> \$13.25 per hour for Los Angeles County; \$13.12 per hour for Orange County, and \$12.53 per hour for Riverside and San Bernardino Counties

#### Phase II

<u>Job Number 8-9:</u> \$19.31 for Alameda, Contra Costa, Marin, San Mateo, Santa Clara, San Francisco; \$18.56 per hour for Los Angeles County; \$18.14 per hour for Orange County; and \$17.70 per hour for San Diego, Sacramento and all other Counties

**Health Benefits:** Xes 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 Title	Wage Range					
Job Number 1 & 6						
Certified Nursing Assistant						
Home Health Aide						
Emergency Medical Technician						
Job Number 2 & 7						
Certified Nursing Assistant						
Home Health Aide						
Emergency Medical Technician						
Job Number 3						
Certified Nursing Assistant						
Licensed Vocational Nurse						
Registered Nurse						
Job Number 4-5 & 8-9						
Technical Analyst						
PC/Hardware Technicians						
System Analyst						

System Administrators	
Database Administrator	
Programmer Analyst	
Web Programmer	
Network Administrator	
Project Administrator	

#### INTRODUCTION

Founded in 2005, Professional Career Development Center was recently acquired by Saisoft Enterprises, Inc. in 2018. The new company, Saisoft Enterprises, Inc. dba Professional Career Development Center (Saisoft) (<u>www.procareer.org</u>), is an approved school by the Bureau for Private Postsecondary Education that provides training programs in allied healthcare and were approved as of October 2018 by the BPPE to provide training in IT training programs.

#### AMENDMENT DETAILS

To meet Employer demand, Saisoft requests additional funding to provide Computer and Medical Skills training to participating employers and new hire trainees (Multiple Barriers). Saisoft has provided certification statements in support of increased funding to train an additional 76 trainees over the duration of the Agreement. Training by the career development center remains on-going and is scheduled to continue through summer 2019.

To date, Saisoft has delivered over 5,000 reimbursable hours for potential earning of \$148,469 (70% of approved amount). Trainees currently enrolled in the training program have exceeded the total number of trainees originally projected. This Amendment will allow Saisoft to continue training employees of participating employers in IT Skills to improve skills in computer programming, software development, and Server/Database Administration.

Employers have indicated a great need for Computer Skills training due to rapid changes in technology. Although Employers provide in-house training, they are unable to keep up with the amount and frequency of training on their own. Computer Skills training for IT workers will focus on the latest operating systems, network administration, database administration, software development and cloud computing technologies. The training is generally delivered in an instructor-led online virtual classroom environment where the instructor can demonstrate use of the software being trained on as well as shared presentations. Students will communicate with the instructor in real time.

Summary of Amendment Changes:

- Adds Job Numbers 8-9
- Increases total Contract amount by \$199,440, from \$200,104 to \$399,544
- Increases total number of trainees by 76, from 80 to 156
- Increases Support Costs by \$12,940, from \$14,004 to \$26,944

#### EMPLOYER CORE GROUP

The career development center has provided additional companies to add to its participating employer list (100B) to validate employer demand (80%). Four companies have provided certification statements to confirm IT training for approximately 123 trainees.

#### RECOMMENDATION

Staff recommends approval of this Amendment.

#### SUMMARIZE PRIOR MODS/AMENDS

• **Revision 1:** Added Computer Skills Training; added Job Numbers 4-7; added High Unemployment Area; and redistributed funding from Job Numbers 1-3 to 4-7.

#### CURRENT CONTRACT PERFORMANCE

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

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0299	\$200,104	11/05/18- 11/04/20	170	161*	TBD

Based on ETP Systems to date, Saisoft has delivered approximately 5,600 reimbursable hours for potential earnings of \$148,469 (74% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through March 2019.

#### Exhibit B: Menu Curriculum

#### Class/Lab Hours

Job Number 1 **& 6:** 8-260 Job Numbers 2-**3 & 7**: 8-200 Trainees may receive any of the following:

#### **MEDICAL SKILLS TRAINING-DIDACTIC**

#### CERTIFIED NURSING ASSISTANT PROGRAM (CNA)

- Vital Signs
- Introduction
- Medical Terminology
- Anatomy
- Patients Rights
- Communication/Interpersonal Skills
- Prevention and Management of Catastrophe and Unusual Occurrences
- Body Mechanics
- Medical and Surgical Asepsis
- Weights and Measures
- Patient Care Skills
- Patient Care Procedures
- Nutrition
- Emergency Procedures
- Long-Term Care Resident
- Rehabilitative/Restorative Care Nursing
- Observation and Charting
- Death and Dying

#### MEDICAL SKILLS TRAINING-PRECEPTOR

- Vital Signs
- Prevention and Management of Catastrophe and Unusual Occurrences
- Body Mechanics
- Medical and Surgical Asepsis
- Patient Care Skills
- Patient Care Procedures
- Personal Care Services
- Cleaning and Care Tasks in the Homes
- Nutrition
- Emergency Procedures
- Rehabilitative/Restorative Care Nursing
- Observation and Charting

#### HOME HEALTH AIDE (HHA)

- Introduction to Aide and Agency Role
- Interpretation of Medical and Social Needs of Clients

- Personal Care Services
- Nutrition
- Cleaning and Care Tasks in the Homes

#### NURSING INFORMATICS

- Nursing Science and the Foundation of Knowledge
- Introduction to Information Science and Systems
- Overview of Nursing Informatics
- Applications of Informatics in Nursing
- Standardized Terminologies to Support Nursing Practices
- Information and Knowledge needs of Nursing Practices
- Privacy and Legislative Aspects-HITECH and HIPAA
- Systems Development Lifecycle
- Information Copyright, Fair Use and Data Security
- Purpose and Use of Electronic Health Records
- Informatics Tools to Promote Patient Outcomes and Safety
- Case Studies and Simulations

#### **EMERGENCY MEDICAL TECHNICIAN (EMT)**

- Preparatory
- Anatomy and Physiology Medical Terminology
- Pathophysiology
- Life Span Development
- Public Health
- Pharmacology
- Airway Management
- Assessment
- Medicine
- Shock and Resuscitation
- Trauma
- Special Patient Populations
- EMS Operations
- EMT Skills
- Nalaxone, Epipen, Glocometer Usage Skills
- Basic Tactical Casualty Care
- Ambulance Ride Along (P)

#### JOB READINESS SKILLS (Job Numbers 1, 2, and 6 only) (ALL PROGRAMS)

- Working as a team (Team Building)
  - Communication Skills
    - Conflict Resolution
    - Time Management
- Problem Solving & Decision Making
- New Nurses Orientation Training
- Patient Bill of Rights/Responsibilities
  - Patient Self-Determinations Act

• Elder Abuse Definition & Reporting Mechanism

#### COMPUTER SKILLS (Job Numbers 1, 2, and 6 only)

- Using Windows Operating Systems
  - File and Folder Management
    - Safe Browsing Practices
    - Basic Troubleshooting
- Creating, Editing, Printing, and Saving Files
- Microsoft Suite (Word, Excel, Access, PowerPoint, and Outlook)

#### Class/Lab Hours 8-200 (Job Numbers 4 & 5)

#### INFORMATION TECHNOLOGY TRAINING PROGRAM

#### **COMPUTER SKILLS**

- Cisco Certified Network Associate
  - CompTIA Network +
  - CompTIA Security+
  - CompTIA Server+
  - Computer Office Automation
    - Computer Technician
      - Java Programming
- Microsoft SQL Server Database Administration
- Microsoft Windows Server Administration
- Software Development Lifecycle Project Management
  - Python Programming
  - Microsoft Azure Infrastructure Solutions
    - Cybersecurity and Ethical Hacking
      - Data Science
      - Machine Learning
  - Cloud Computing with Amazon Web Services
  - Programming SQL Server with Transact-SQL
  - Computer Information Systems Security Protocol
    - Penetration Testing with Kali Linux
      - VMWare Administration
      - SQL Server Reporting Services
        - Programming in C#
          - Tableau Software

Note: Reimbursement for New Hire training is capped at 260 total training hours per trainee for Job Numbers 1 **and 6**, regardless of the method of delivery. Reimbursement for retraining is capped at 200 total training hours per trainee for Job Numbers 2, 3, **4**, **5**, **and 7** regardless of method of delivery.

# Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Saisoft Enterprises, Inc.	CCG No.: ET19-0299
Reference No: 18-0683	Page 1 of 1
PRINT OR TYPE IN ALPHABETICAL ORDER	
Company: EcoATM LLC	
Address: 10121 Barnes Canyon Road	
City, State, Zip: San Diego, CA 92121	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Agreement: 47	
Total # of full-time company employees worldwide: 388	
Total # of full-time company employees in California: 235	
Company: ITC Service Group	
Address: 7777 Greenback Lane, Suite 201	
City, State, Zip: Citrus Heights, CA 95610	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Agreement: 10	
Total # of full-time company employees worldwide: 600	
Total # of full-time company employees in California: 120	
Company: Oceanside Glasstile Company	
Address: 5858 Edison Place	
City, State, Zip: Carlsbad, CA 92008	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Agreement: 6	
Total # of full-time company employees worldwide: 478	
Total # of full-time company employees in California: 35	
Company: Pomeroy IT Solutions Company	
Address: 3200 El Camino Real, Ste 180	
City, State, Zip: Irvine, CA 92602	
Collective Bargaining Agreement(s): N/A	
Estimated # of employees to be retrained under this Agreement: 60	
Total # of full-time company employees worldwide: 3,083	
Total # of full-time company employees in California: 450	



# Panel Amendment #1 Proposal for: Seersoft, Inc. dba CA Rehabilitation Specialists Contract Number: ET19-0211

Amendment Effective Date: March 30, 2019

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

### **CURRENT PROJECT PROFILE**

Contract		Industry		
Туре:	Priority/SB<100 SET Frontline - Retrainee Job Creation SET Medical Skills	Sector(s):	Healthcare	
Counties		Repeat		
Served:	Los Angeles	Contractor:	🛛 Yes	🗌 No
Union(s):	🗌 Yes 🛛 No	Priority Industry:	🛛 Yes	🗌 No
Current Contract Term: August 18, 2018 to		Substantial	🗌 Yes	
	August 17, 2020	Contribution:	🖂 No	

#### CURRENT FUNDING

Current Funding \$65,208

### **AMENDMENT FUNDING**

Requested Funding	Total Funding
+\$65,208	\$130,416

#### AMENDMENT TRAINING PLAN TABLE

Job	Job		Estimated	Range o	of Hours	Average	Post-	
No. Description		Type of Training	No. of Trainees	Class / Lab	CBT	Cost per Trainee	Retention Wage	
1	Priority	Business Skills, Computer Skills,	48	8-200	0	\$2,080	\$22.77	
	SB<100	Comm'I. Skills,		Weighted Avg: 80				
	SET	MS-Preceptor,		0	0			
	Medical Skills	MS-Didactic						
2	Job Creation	Business Skills,	12	8-200	0	\$2,548	\$13.25	
	SET	Computer Skills, Comm'l. Skills,		Weighted	l Avg: <b>98</b>			
	Priority	MS-Preceptor,			-			
	Medical Skills	MS-Didactic						

Wages reflect the ETP minimum wage requirements in effect when the Contract was approved. However, no trainees will be paid less than the State of local minimum wage rage 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): \$22.77 per hour for Los Angeles County.

Job Number 2 (SET/Job Creation): \$13.25 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 \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 1 and up to \$1.25 per hour for Job Number 2.

Wage Range by Occupation						
Occupation Title	Wage Range					
Job Number 1						
Registered Nurse						
Licensed Vocational Nurse						
Business Development/Revenue Cycle Staff						
Pathologists						
Registered Physical Therapists						
Occupational Therapists						
Administration Staff						
Medical Assistant/Nurse Practitioners						
Job Number 2 (Job Creation)						
Registered Nurse						
Licensed Vocational Nurse						
Occupational Therapists						

#### INTRODUCTION

Founded in 2007, Seersoft, Inc. dba California Rehabilitation Specialists (Seersoft) offers physical, occupational and speech therapy services. The Company began as a medical billing and accounting firm, but later included therapy and staffing services to remedy an underserved field. Seersoft's referrals come directly from acute care hospitals, insurance adjusters, physicians, clinics and other healthcare providers.

#### AMENDMENT DETAILS

The Company has delivered an average of 74 training hours per trainee in Job Number 1 and an average of 80 hours in Job Number 2. Seersoft has delivered 2,253 eligible hours for potential earnings of \$58,578 (89% of contract amount). The Company estimates that it will deliver approximately 120 training hours in Medical Skills training to staff in Job Number 1 and up to 200 hours in Job Number 2 (between 2019-2020).

As the elder population continues to grow, demand for Seersoft's medical services continues to increase as well. To meet demand, the Company requests additional funding to continue training. Although Seersoft initially submitted its proposal for an amount to match its training need (over \$249k), funding was right-sized to match earnings from the Company's prior Contract (ET15-0213). This Amendment will double the contract amount from \$65,208 to \$130,416.

Training will ensure staff can provide quality rehabilitation services to meet patient medical needs. All occupations included in this project will receive additional training as a result of ETP funding. As a healthcare provider, it is imperative that Seersoft improve employee nursing skills and introduce workers to new medical procedures and techniques used in the healthcare industry. With additional funding, the company will continue training staff to meet industry standards, and mandated federal requirements such as documentation procedures (Electronic Health Records) and Rehabilitation Billing and Coding.

In summary:

- Increases the weighted average in Job Number 1 by 40, from 40 to 80
- Increases the weighted average in Job Number 2 by 49, from 49 to 98
- Increases total contract amount by \$65,208, from \$65,208 to \$130,416
- Increases cost per trainee in Job Number 1 by \$1,040, from \$1,040 to \$2,080
- Increases cost per trainee in Job Number 2 by, \$1,274, from \$1,274 to \$2,548

#### RECOMMENDATION

Staff recommends approval of this Amendment.

#### CURRENT CONTRACT PERFORMANCE

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

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET19-0211	\$65,208	08/18/18- 08/17/20	30	TBD	TBD

Based on ETP Systems to date, 2,253 reimbursable hours have been tracked for potential earnings of \$58,578 (89% of approved amount). The Company has delivered an average of 74 hours of training in Job Number 1 and an average of 80 hours of training in Job Number 2.

#### Exhibit B: Menu Curriculum

#### Class/Lab Hours

8-200 Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- AIDET
- Conflict Resolution
- Contract Negotiation
- Leadership
- Statistics
- Strategic Planning
- Team Building

#### **COMMERCIAL SKILLS**

- Aquatic Therapy
- Brain Injury Rehabilitation
- Cardiac Rehabilitation
- Cold Laser Therapy
- Conditioning Protocol for Therapy Patients
- Functional Capacity
- Functional Restoration
- Hyperbaric Oxygen
- Occupational Therapy Skills
- Stroke Rehabilitation
- Speech & Language Pathology Skills
- Physical Therapy Skills
- Respiratory Assessment & Care
- Respiratory Care Practitioner Skills

#### COMPUTER SKILLS

- Electronic Medical Records Application Skills
- MS Office (Intermediate & Advanced ONLY)
  - $\circ$  Word
  - o Excel
  - o PowerPoint
- Nordian Medicare Endeavor
- Patient Billing & Accounts Receiveable (PBAR)

#### MEDICAL SKILLS-DIDACTIC

- Arterial Blood Gas Interpretation (ABG)
- Annual Skills Updates
- Basic Life Support (BLS)
- Biofeedback

- Body Mechanics
- Equipment Skills
- Ergonomics
- Functional Restoration
- Infection Control
- Mobility Assessment
- Passy-Muir Valve Placement (PMV)
- Patient Assessment & Care
- Rehabilitative Nursing Skills
- Safe Patient handling
- Splint Assessments & Measurements
- Telemedicine
- Ventilator & Tracheotomy Care
- Wheelchair Assessment
- Wound Care

#### MEDICAL SKILLS-PRECEPTOR

- Work Conditioning Protocol for Therapy Patients
- Occupational Therapy Skills
- Patient Assessment & Care
- Physical Therapy Skills
- Rehabilitative Nursing Skills
- Respiratory Care Practitioner Skills
- Speech & Language Pathology Skills

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



# Training Proposal for: Simpson Strong-Tie Company, Inc.

# Contract Number: ET19-0446

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: K. Hernandez

#### PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate		Industry Sector(s):	Manufacturing (E)	
				Priority In	dustry: 🛛 Yes 🗌 No
Counties Served:	Riverside		Repeat Contractor:	⊠Yes □No	
Union(s):	Union(s): Yes No Los Angeles S and Communications Workers				nd Transportation Local 170
Number of Employees in:		CA: 450	U.S.: 1,500		Worldwide: 2,000
<u>Turnover Rate</u> :		10%			
Managers/3 (% of total tra	<u>Supervisors</u> : <sup>inees)</sup>	8%			

#### FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)
<b>¢</b> 000 <b>7</b> 05

\$202,725

Total ETF	PFunding
\$198	3,900

#### TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per	
No.				Class / Lab	CBT	Trainee	Wage
1	Retrainee Priority Rate	Computer Skills, Cont. Imp., HazMat, Mfg. Skills, OSHA 10/30, PL - Mfg. Skills	150	8-200 Weighter 51	0 d Avg:	\$1,326	\$17.70

Minimum Wage by County: Job Number 1: \$17.70/hr in Riverside				
Health Benefits: Xes No This is employer share of cost for healthcare premiums –				
medical, dental, vision.				
Used to meet the Post-Retention Wage?: 🛛 Yes 🗌 No 🗌 Maybe				

			6 I I NI I A
Up to \$2.50/hr may	be used to meet the	Post-Retention Wag	ge for Job Number 1

Wage Range by Occupation			
Occupation Titles	Wage Range	Estimated # of Trainees	
Maintenance/Tool Maker		11	
Welders		15	
Fabricators Tier I		16	
Fabricators Tier II		11	
Shippers Tier I		14	
Shippers Tier II		9	
Mechanics		10	
Production Staff		19	
Customer Service/Sales Staff		15	
Engineering/IT Staff		10	
Finance/AP Staff		8	
Managers		12	

#### INTRODUCTION

Founded in 1956, and a subsidiary of Simpson Manufacturing Company, Inc. Simpson Strong-Tie Company, Inc. (SST) (<u>www.strongtie.com</u>), creates structural products that help contractors build safer and stronger buildings. A leader in structural systems research and technology, SST is one of the largest suppliers of structural building products in the world. As of January 2019, SST's Riverside facility has become the sole manufacturer of its Steel Strong Walls product set and will be responsible for supplying all of SST's US market customers. This product is used in residential and commercial buildings. The Riverside facility is also the sole manufacturer of SST's Structural Steel Special Moment Frames (SMF) product set which is used to keep steel buildings strong and safe. The SMF product set is an innovative concept mainly used in steel framed commercial and multi-family buildings and is in the process of being engineered to expand into buildings 3 to15 stories in height. SST continues to build their partnership with top homebuilders, architects, engineers, and the construction supply chain throughout the country. HD Supply White Cap, Hub Construction Supply, Reno Hardware, Home Depot, and Lowe's are several of their largest customers. In addition, SST products are sold directly to general contractors, residential homebuilders, multi-family developers and high-rise condo tower developers.

This will be the seventh ETP contract between SST and ETP, the third in the last five years. Training in its last project was associated with a \$3.4M investment in welding robots, three automated presses, material handling conveyors/robots, paint line equipment, wall assembly conveyors and improved software systems used to operate this equipment. Consequently, the Company has implemented an extensive training program specifically to provide workers the knowledge and skills to successfully operate new machineries and implement respective computerized operational processes.

#### Veterans Program

SST is committed to hiring and retaining Veterans. SST posts job openings directly on Indeed.com's, Indeed Military website, to recruit Veterans. In addition, SST is the lead sponsor of Habitat for Humanity's (HH) Habitat Strong program which is HH's national initiative to build homes for and provide volunteer and employment assistance to Veterans and their families. Established in 2015, Habitat Strong is meant to help Habitat affiliates build disaster-resilient homes.

#### PROJECT DETAILS

The Riverside facility is the manufacturing site for a new product set which will launch in 2019. The Company will begin producing the new patented product set and must be prepared for full production in 2020. This patented product set, "Links for Midrise Steel," is created out of large 200 to 400 pound steel links. This new product set will allow SST to expand into the midrise building products market and be used in commercial buildings up to 30 stories. SST invested approximately \$5-6 million in new equipment to increase production capabilities to enable the Company to produce the new product set. The recent investment in new manufacturing equipment requires frontline Production Staff to receive Manufacturing Skills training focused on New Mid Rise Steel Line Operation, Use of High End Saw equipment, Use of IBeam software and Use of Plasma Cutter equipment.

Additionally, the Company is implementing a new Enterprise Resource Planning System (SAP Software) slated to go live in the 3<sup>rd</sup> quarter of 2019. The ERP System will touch every aspect of the business and will integrate business processes such as procurement, manufacturing, sales, distribution, finance/accounting, production planning, and inventory management into one platform. The ERP System training will be company-wide with every employee receiving specific job related Computer Skills training in order to align all departments and eliminate redundant activities.

#### Training Plan

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

**Computer Skills**: Training will be offered to all occupations. Training topics include applications skills in CAD/CAM, Proprietary Reporting & Support Systems (DOS System), and Server & Hardware Configurations. Training will allow workers to generate accurate and up-to-date reports and provide financial and operational visibility. Generate accurate and up to date reports for the management of the business, providing financial and operational visibility critical to growth.

**Continuous Improvement**: Training will be offered to all occupations. Training will be delivered in an effort to eliminate wasteful activities in processes which will include the beginning of Lean Six Sigma training. Frontline workers will be empowered to make decisions and take immediate action, resulting in a greater attention to detail, reduction in scrap and rework and enabling rapid response to customer concerns and requests.

**Manufacturing Skills**: Training will be offered to all occupations. Technical training will be delivered to a cross section of Frontline workers focused on New Mid Rise Steel Line Operation, Equipment Operation, Plant Operations, and Production Skills. A significant amount of training will focus on newly-acquired equipment and computerized modules to provide workers with knowledge and skills to operate equipment in start-up/installation and operating standards.

#### Certified Safety Training

- <u>OSHA 10/30.</u> 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. <u>Hazardous Materials (HAZMAT)</u>. 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 training or CBT. In this proposal, Welders, Fabricators Tier I & II, Shippers Tier I & II, Mechanics, and Production Staff will receive up to 24 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 CaI-OSHA, but is administered under the Department of Transportation and CaITRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

#### **Productive Laboratory**

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

SST requests PL training for approximately 127 Maintenance/Tool Maker, Welders, Fabricators Tier I, Fabricators Tier II, Shippers Tier I, Shippers Tier II, Mechanics, Production Staff, Engineering/IT Staff, and Managers. Training topics include Steel Strong Walls, Paint Line, Special Moment Frames, Manual Press Machines, Welding Robots, Automatic Press Machines, and Auto Punch and Cut Press. Trainees may receive all their training hours in PL-Manufacturing Skills (up to 40 hours) or a combination of class/lab including PL hours. 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 will be qualified, skilled, subject-matter experts, and/or machine-certified to instruct and deliver the course content and material. Trainers are responsible for directing the operations and instructions as well as coaching, mentoring, evaluating, and critiquing trainees as work is performed. SST will provide training at a ratio of up to 1:3, depending on the type of equipment being used. Staff will benefit from being trained at the same time. The 1:3 ratio for machinery training will also allow the Company to break down equipment once, rather than three times.

The Company anticipates a decrease in production during PL to allow trainees to learn the equipment and possibility of products with higher defect levels. This will allow trainees to acquire the skills to become competent in the operation of the equipment without the pressure of normal production requirements.

#### Commitment to Training

In 2018, SST invested \$50,000 in training at the Riverside facility. Training includes Enterprise Resource Planning System (SAP Software), ISO 9001:2008, Lean Six Sigma, Equipment Operation and Production Skills.

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

Training Infrastructure

Training will be delivered by in-house trainers and vendors as needed. The Plant Director will oversee overall administration of the project. The Production Manager will execute the training plan and coordinate the training effort to ensure proper record keeping procedures are in place. SST also retained Training Grants Intelligence, Inc. to assist with project administration.

#### 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 \$%
ET17-0391	Riverside	01/26/17 - 01/25/19	\$141,930	\$139,647* (98%)
ET15-0326	Riverside	12/1/14 _ 11/30/16	\$162,000	\$162,000 (100%)

\*ET17-0391: The last day of ETP training was 10/27/18. SST Riverside has documented 8,050 eligible training hours for 161 trainees who completed retention to earn 98% of the Contract amount.

#### **DEVELOPMENT SERVICES**

SST retained Training Grants Intelligence, Inc. in Suwanee, Georgia, to assist with development of this proposal at no charge.

#### ADMINISTRATIVE SERVICES

Training Grants Intelligence, Inc. 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

8 – 200 Trainees may receive any of the following:

#### **COMPUTER SKILLS**

- CAD/CAM (Computer Aided Design/Computer Aided Manufacturing)
- Enterprise Resource Planning System (SAP Software)
- Microsoft Office/Applications (Intermediate/Advanced)
- Proprietary Reporting & Support Systems (DOS System)
- Server & Hardware Configurations

#### CONTINUOUS IMPROVEMENT

- Best Practices
- Business Strategies for Growth
- Continuous Improvement Techniques
- Customer Service Skills for Growth
- Frontline Decision Making & Problem Solving
- High Performance Workplace Systems
- ISO 9001:2008
- Leadership for Growth
- Lean Six Sigma
- Performance Management
- Quality Concepts
- Sales & Marketing for Growth
- Team Building

#### HAZARDOUS MATERIALS

- Blood borne Pathogens/Biohazards
- Classification of hazardous products,
- Compliance with federal hazardous material regulations.
- Creating a security plan
- Flammable/Combustible materials
- Haz/Com- Safety Data Sheets
- Hazardous products identification, packing, marking and labeling, documentation,
- How to package the material, and how to mark it properly.
- How to report an incident.
- Learning to assign proper shipping name, the division, the identification number, the proper warning label,
- Oily rags/Filters
- Pesticides
- Shipping papers, emergency response information, emergency telephone numbers, compatibility, blocking, placarding,
- Small Quantity Generator of Haz/Waste
- Spill Prevention
- Universal waste
- Waste management
- Wood dust Hazards

#### MANUFACTURING SKILLS

- Advanced Techniques for new products, industries & processes
- Assembly Skills
- Design & Engineering
- Equipment Maintenance
- Equipment Operation
- Logistics & Distribution Operations Training
- New Mid Rise Steel Line Operation
- Production Skills
- Quality Assurance, Control & Improvement Training
- Safe Operating Procedures with Equipment
- Use of High End Saw
- Use of High End Steel
- Use of IBEAM
- Use of Media Blaster
- Use of Plasma Cutter
- Warehouse Skills

#### OSHA 10/30

- OSHA 10
- OSHA 30

#### PL Hours

0 - 40

#### MANUFACTURING SKILLS (1:3 trainer-to-trainee ratio)

- Auto Press Machines
- Auto Punch and Cut Press
- Manual Press Machines
- Paint Line
- Specials Moment Frames
- Steel Strong Walls
- Use of Media Blaster
- Use of IBEAM
- Use of Plasma Cutter
- Use of High End Saw
- Use of High End Steel
- Welding Robots

Safety Training will be limited to 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.



Mario Vega

Business Manager/ Financial Secretary 9101 East Whittier Blvd., 2x1 Floor Pico Rivera, California 90660-2405

Ruben Rico Business Representative

Phone: 562-695-4066

### Fax: 562-695-4807

Febraury 11, 2019

Andre El-Khoury Simpson Strong Tie 12246 Holly Street Riverside, CA 92509

From: SMART Local Union 170

Dear Andre El-Khoury:

We are aware that employees of Simpson Strong Tie Company, Inc. will receive training Funded through the Employment Training Panel (ETP) and we concur with the proposed Training.

We feel that ETP-funded training will assist employees of Simpson Strong Tie Company Inc. to obtain the skill to enable them to remain competitive in the manufacturing industry And improve the job security of their employees.

This letter is to advise you that the SMART Local Union 170 is representing the workers At Simpson Strong Tie Company Inc, in support of the Employment Training Panel (ETP) project. We look forward to the success of the training.

If you should have questions or concerns with regard to this letter of support, please Contact our Local Union 170 office at (562) 695-4066.

Sincerely,

lain Vega Mario Vega

**Business Manager** 

Cc: Ruben Rico Business Representative



Communications Workers of America AFL-CIO CWA Local 9415 1831 Park Boulevard Oakland CA 94606 Ph: (510) 834-9415 Fax: (510) 893-8275 www.cwa9415.org

February 11, 2019

Andre El-Khoury Simpson Strong Tie Company, Inc. 12246 Holly Street Riverside, CA 92509

Dear Mr. El-Khoury,

The union is aware that the employees at Simpson Strong-Tie will receive training funded through the Employment Training Panel (ETP). We at the Communications Workers of America Local 9415 are in full agreement of said training.

The union supports Simpson Strong Tie Company, Inc. in this endeavor. Newly acquired skills for CWA members will help promote job satisfaction, enhance job security and make employees more effective and efficient in their present role and responsibilities.

Sincerely,

Decovan (Coby) Rhem, President



## TRAINING PROPOSAL AMENDMENT

Sysco Los Angeles, Inc. Approval Type: N/A Reference Number: 17-0631 Contract Number: 18CS-0050-000

Panel Meeting Date:	03/29/2019	<b>Revision Number:</b>	1
Regional Office:	North Hollywood Regional Office	<b>Requested Date:</b>	02/07/2019
Analyst Name:	Paccerelli, Margarita	<b>Revision Status:</b>	In Contract Review Unit
Contract Term Date:	9/5/2017 - 9/4/2019	Effective Date:	01/14/2019
Proposal Type:	Single Employer Contract (SE)		
Critical Proposal:	No		

## **FUNDING AMENDMENT:**

SET

Funding Source:

Current Funding	Current Funding (\$) Reque			uested Funding Increase (\$)				
\$247,238.00		\$61,502.00			\$308,740.00			
Training Cost	Admin C	Cost	Support Cost		Substantial Contribution	Total In Kind		
\$312,279.00	\$48,121	.00	N/A		\$51,660.00	\$315,000.00		

## PROJECT PROFILE

Repeat Contractor:	Yes						
High Unemployment Area:	No	Turn Over Rate(Applicant): 4.00 %					
Indu	stry Sector		Priority Industry				
Trade (Wholesale)			No				

## AMENDMENT REQUEST DETAILS:

## Reason for the Amendment Request:

Sysco LA requests additional funds to accommodate increased demand for training.

## **REVISED ITEMS:**

#### Costing Group

Attribute	Job Title	No. Trainees		Min Training Hours		Max Training Hours		Estimated Training Hours		
		From	То	From	То	From	То	From	То	
	Group No. 1 Location: Sysco Los Angeles, Inc.									
S-RET	Administrative Staff	12	12	8.00	8.00	200.00	200.00	90.00	112.00	
	Customer Service Staff	12	12	8.00	8.00	200.00	200.00	90.00	112.00	

	рвэд	ŀ	L	00.8	00.8	200.00	200.00	120.00	00.00f
	ThatS thoqquS	ŀ	ŀ	00.8	00.8	200.00	200.00	120.00	00.091
	Marketing Associate	L	L	00.8	00.8	200.00	200.00	120.00	00.091
	Customer Service Staff	L	L	00.8	00.8	200.00	200.00	120.00	00.091
JOBCREATION S-RET-	ftaft strative Staff	L	L	00.8	00.8	200.00	200.00	120.00	00.091
	Group No. 2 Location:	Sysco Los	oul 'sələbuA	-;					
	Technical Staff	12	15	00.8	00.8	200.00	200.00	00.06	00.211
	Support Staff	12	15	00.8	00.8	200.00	200.00	00.06	00.211
	Marketing Associate	945	941	00.8	00.8	200.00	200.00	00.06	00.211
	реэд	12	12	00.8	00.8	200.00	200.00	00.06	112.00

## **belisted pribru Abenena**

Cost Per Group	Cost Per Trainee	Reimbursement Rate	Weighted Average Puurs	Number Of Trainees	sətudirttA	Group No.	6uipun-1
\$344,400.00	00.089,1\$	\$¢00.3	115	505	S-RET	ŀ	SET
00.000,01\$	\$3,200.00	\$20.00	091	S	JOBCREATION S-RET-	5	
\$360,400.00				210	:lɛtoT gnibnuन		
\$360,400.00				210	Grand Total:		

Legend of Attributes						
Description	əpoŋ					
Single Employer	S					
Retrainee	RET					
Job Creation – Retrainee Initiative Program						

#### **Introduction**

Sysco Los Angeles, Inc. (Sysco LA) is a wholly-owned distribution center that markets and distributes a complete line of food and food-related products to restaurants, healthcare facilities, educational facilities, lodging establishments, and other such businesses throughout the Los Angeles area.

#### **Amendment Details**

Sysco LA is requesting to increase the weighted average by 22 hours in Job Number 1 and 40 hours in Job Number 2 (Job Creation) to allow trainees to continue training. The Company has exhausted 100% of its training funds; however, it needs additional training in its new system, Sales Force, as well as Computerized Inventory, Sales Cloud Computing, and Product Knowledge. Job Creation trainees also need additional training to reach competency in Sysco Business Practices and Sysco Quality Standards.

#### Recommendations

Staff recommends approval of the Amendment request.

## **ACTIVE CONTRACT PERFORMANCE**

This table summarizes active contract(s) performance for Sysco Los Angeles, Inc.

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0050-000	\$247,238.00	09/05/2017 - 09/04/2019	210	159	0	0

Based on the ETP System, for the current contract <u>18537.50</u> reimbursable hours have been tracked for potential earnings of <u>\$251,077.88</u> (<u>101.22</u>% of approved amount).

## Curriculum

#### Exhibit B

## Classroom /Simulated Laboratory

Training Type (Level)	Course/Class Topic
Business Skills	Advanced Operating Procedures
Business Skills	Customer Service Standards
Business Skills	Handling Difficult Customers
Business Skills	Improving Customer Contact
Business Skills	Internet Marketing
Business Skills	Marketing Campaigns
Business Skills	Marketing to the Asian Marketplace
Business Skills	Markting to the Hispanic Marketplace
Business Skills	Opportunity Related Data
Business Skills	Product Knowledge and Sales Techniques
Business Skills	Sales Presentations
Business Skills	Standard Operating Procedures
Business Skills	Sysco Business Practices
Business Skills	Targeted Marketing
Business Skills	Time Management
Computer Skills (Standard)	Computerized Inventory
Computer Skills (Standard)	Contract Management
Computer Skills (Standard)	Laptop Techniques
Computer Skills (Standard)	Sales Cloud Computing
Computer Skills (Standard)	Salesforce.com
Computer Skills (Standard)	Smartphone Applications
Computer Skills (Standard)	Social Networking
Computer Skills (Standard)	Sysco Desktop Applications
Computer Skills (Standard)	Sysco Market
Computer Skills (Standard)	Sysco Market Express
Computer Skills (Standard)	Tablet Applications
Continuous Improvement Skills	Quality Assurance
Continuous Improvement Skills	Resolving Customer Problems
Continuous Improvement Skills	Sysco Food Safety
Continuous Improvement Skills	Sysco Quality Standards
Continuous Improvement Skills	Team Communication



# **Training Proposal for:**

# TEC of California, Inc.

# Contract Number: ET19-0442

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: L. Vuong

## PROJECT PROFILE

Contract Attributes:	Retrainee		Industry Sector(s):	Services Trade W	(G) /holesale (42)	
				Priority Ir	ndustry: 🗌 Yes 🛛 No	
Counties Served:	Los Angeles, Sa San Bernardino	ameda, San Francisco, s Angeles, Sacramento, in Bernardino, in Joaquin, Solano		🗌 Yes 🖾 No		
Union(s):	🗌 Yes 🛛 No					
Number of	Employees in:	CA: 572	U.S.: 1,228		Worldwide: 1,228	
<u>Turnover R</u>	Turnover Rate: 9%					
Managers/ (% of total tra	<u>Supervisors</u> : inees)	3%				

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$180,082

Total ETP Funding	
\$197,524	

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range Hou Class / Lab		Average Cost per Trainee	
1	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Impr.	226	8-200 Weightee 38	•	\$874	\$17.70

\*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: \$19.31 per hour for Alameda and San Francisco Counties; \$18.56
per hour for Los Angeles County; and \$17.70 for Sacramento County and all other Counties.
Health Benefits: Xes 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						
Administrative Support Staff		5						
Craft Workers (Technician)		195						
Warehouse Staff		11						
Driver		5						
Supervisor/Manager		5						
Sales Staff		5						

## INTRODUCTION

Founded in 1976, TEC of California, Inc. (TEC) (<u>www.teceqipment.com</u>) is a wholly owned subsidiary of TEC Equipment, Inc. in Portland, Oregon. A family-owned business, TEC operates 24 locations in Oregon, California, Arizona, Nevada and Washington. TEC services several different types of trucks and commercial vehicles for Volvo, Mack, Isuzu and Wabash Trailers. TEC provides a convenience one-stop shopping for all trucking-related needs, which include services, sales, repair and engine rebuilds, new and used parts, trailer and truck, collision center services, leasing/rental, financing, insurance and warranty products. Major customers include regional and national truck fleets, local and state government agencies, agriculture companies, grocery stores and rental and leasing companies. TEC requests ETP funding to train 226 full-time employees at its 12 locations throughout California (Alameda, San Francisco, Sacramento, San Joaquin, Los Angeles, San Bernardino and Solano Counties) where all training will take place.

### Veterans Program

TEC is working to recruit Veterans into its workforce through its website, job fairs, and other forms of outreach; however, this project does not include a Vet's training component.

### PROJECT DETAILS

TEC currently faces challenges related to a fast-paced, technology-driven environment, customer demand, industry requirements, the need for continued training and development, and the opening of a new facility in Dixon by summer 2019. These challenges require extensive training to implement new technology, processes and practices quickly and efficiently while maintaining superior quality standards. Training will support products and services, upgrade workforce skills, and enable the Company to keep up with technological advances.

To remain competitive, TEC must provide workers the tools to compete in this highly demanding market. In addition, the Company's goals are to increase operational efficiencies and retention, improve services, adapt to new technology and standardize processes and procedures across all facilities.

### Training Plan

Training will be provided via Classroom/Laboratory and Videoconference in the following:

**Business Skills**: This training will be offered to all occupations and will focus on customer service, financial strategy, business planning, leadership and decision making.

**Commercial Skills**: This training will be offered to Craft Workers (Technician), Warehouse Staff, Drivers, and Supervisors/Managers. Training will include equipment operation, engine diagnostics, brake systems, and maintenance procedures. Training will prepare staff to repair and service all types of engines, systems, and equipment to better serve customers.

**Computer Skills**: This training will be offered to all occupations. Trainees will receive highly technical skills to effectively use the Company's hardward and software programs as well as operation systems to support business operations.

**Continuous Improvement**: This training will be offered to all occupations and will ensure trainees have the skills to improve processes and maximize efficiency to exceed customer expectations and increase business.

#### Commitment to Training

TEC has a current annual training budget of approximately \$230,000 for all California facilities. The Company's current training consists of general safety, new hire orientation, basic computer skills and engine services, and job-specific skills. Training is delivered via class/lab, CBT, and on-the-job training. All training is job specific and company-wide.

ETP funds will enable the Company to provide more training hours to each trainee, strengthening its workforce. 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 on-site by in-house staff and training vendors as needed. The Company has a detailed training schedule and plan in place and is ready to begin training upon Panel approval. TEC has designated a Tax Manager to oversee all project administration. TEC has also designated an Administrative Staff member and a team of Managers at each location to manage and collect all training data, coordinate and conduct training and report to the Regional Vice President. The Regional Vice President will also interface with the Tax Manager for enrollment, tracking, invoicing, and ensure compliance with all ETP requirements.

## RECOMMENDATION

Staff recommends approval of this proposal.

## **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:

## **BUSINESS SKILLS**

- Communication Skills
- Customer Service/Support
- Time Management
- Data Collection and Recordkeeping
- Effective Business/Technical Writing
- Finance/Accounting Skills
- Marketing/Sales Skills
- Materials Selection/Product Optimization
- Sales Training
- Standard Operating Procedures
- Presentation Skills
- Procurement/Supply Chain Management
- Warranty Procedures/Guidelines
- TEC Equipment's Business Model

## **COMMERCIAL SKILLS**

- Heavy Duty Machine Operations
- Electrical Troubleshooting
- Manual transmission
- Engine Diagnostics/Overhaul
- Automated Transmission Diagnostics and Repair
- Emissions Diagnostics
- Preventive Maintenance
- Introduction to Electrical
- Tune up and Injector Install
- Introduction to Air Conditioning
- Brake Systems
- Chemical Clean up
- Automotive/Electrical Safety
- Equipment Operation/Maintenance
- Electro Mechanical/Maintenance Skills
- Forklift Training
- Paint Quality, Defects, Prevention, Repair
- Paint Types and Application Techniques
- Troubleshoot and Repair

## **COMPUTER SKILLS**

- Microsoft Applications (Intermediate and Advanced)
- Decisive
- Assist
- Salesforce
- Enrich

- CDK (Accounting)
- Cybersecurity
- SharePoint
- Skype for Business Skills
- Time Management System
- Adobe Skills
- TEC Information Systems
- Engineering Systems Skills

## **CONTINUOUS IMPROVEMENT**

- Team Building
- Problem Solving
- Change Management
- Environmental Sustainability Practices
- Leadership Skills
- Lean/Six Sigma
- Process Improvement/Efficiency Skills
- Product Quality Planning/Product Liability
- Project/Program Management
- Risk Management Skills
- Time Management
- Troubleshooting/Root cause Analysis
- Performance Development

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:**

# Thales Avionics, Inc.

# Contract Number: ET19-0440

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: M. Ibarra

## PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative		Industry Sector(s):	Manufact Aerospac	turing (E) ce Related	
				Priority Ir	ndustry: 🛛 Yes 🗌 No	
Counties Served:	Orange and Santa Clara		Repeat Contractor:	⊠Yes □No		
Union(s):	🗌 Yes 🛛 No					
Number of Employees in: CA: 1,600		CA: 1,600	U.S.:3,500		Worldwide: 64,000	
Turnover Rate: 4%						
	Managers/Supervisors: 4 (% of total trainees)					

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$310,128

Total ETP Funding							
\$199,888							

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range Hou Class /		Average Cost per Trainee	Post- Retention Wage
				Lab	-		J
1	Retrainee	Business Skills, Computer Skills,	911	8 - 200	0	\$208	\$18.14
	Priority Rate	Priority Rate Continuous Impr, Manufacturing Skills		Weighte 8	d Avg:		
2	Retrainee	Business Skills,	20	8 - 200	0	\$520	\$15.12
	Priority Rate Job Creation Initiative	Computer Skills, Continuous Impr, Manufacturing Skills		Weighte 20		-	

**Minimum Wage by County:** <u>Job Number 1:</u> \$18.14 per hour for Orange County; and \$19.31 per hour for Santa Clara County; <u>Job Number 2 (Job Creation):</u> \$15.12 per hour for Orange County; and \$16.00 per hour for Santa Clara County.

and \$16.09 per hour for Santa Clara County.

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

## **Used to meet the Post-Retention Wage?:** ⊠ Yes □ No □ Maybe

Up to \$2.50 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$1.09 per hour may be used to meet the Post-Retention Wage in Job Number 2.

Wage Range by Occupation								
Occupation Titles	Wage Range	Estimated # of Trainees						
Job Number 1 (Orange County):								
Administrative Staff		40						
Production Staff		210						
Engineer		500						
Technician/Maintenance		80						
Supervisor/Manager		31						
Job Number 1 (Santa Clara County):								
Administrative Staff		5						
Production Staff		10						
Engineer		10						
Technician/Maintenance		20						
Supervisor/Manager		5						
Job Number 2 – Job Creation (Orange County):								
Administrative Staff		1						
Production Staff		5						
Engineer		5						
Technician/Maintenance		1						

Job Number 2 – Job Creation (Santa Clara County):	
Administrative Staff	1
Production Staff	3
Engineer	3
Technician/Maintenance	1

## INTRODUCTION

Founded in 2009, Thales Avionics, Inc. (Thales) (<u>www.thalesgroup.com</u>) is a manufacturer of interactive in-flight entertainment (IFE) systems for the airline industry. Under the Company's brand, InFlyt Experience (located in Irvine) and eSecurity (located in San Jose), Thales offers a wide range of cabin systems designed to make flying a more enjoyable experience for passengers and crew. The Company also delivers comprehensive solutions which align the passenger experience to the unique needs of each airline's brand, while entertaining, connecting, and engaging people before, during, and after flights. Among the new technologies, Thales recently introduced its 23-inch in-seat display, offering an unprecedented viewing experience for passengers on long-haul commercial flights.

Thales, a subsidiary of Thales USA, Inc. (Thales USA), has four California locations: Irvine, San Jose, Long Beach, and San Francisco. This project will target training for approximately 931 incumbent and newly-hired workers at the Irvine and San Jose locations only.

### Veterans Program

Thales is committed to promoting jobs to Veterans, with job openings automatically posted on its Veteran's job boards. In addition, the Company is planning to launch a formal Veterans recruitment program in 2019, which will involve Veterans sourcing strategy, as well as associated recruitment metrics. Although Thales continually hires, trains, and retains Veterans within its organization, it will not include a Veterans component in this project.

## PROJECT DETAILS

This will be Thales' third ETP contract and third in the last five years. In its previous projects, Thales provided extensive training to successfully transition to its new Systems, Applications, Products (SAP) ERP system. Training also focused on modern design and technical methodologies specific to the Company's new products, services, business processes, and new project management portfolio system to support company growth. Training in this proposal is driven by business growth and increased demand, with the Company recently securing new contracts with China Southern, Sichuan, and Hong Kong Airlines to install new IFE and connectivity solutions and systems. Growth required the Company to develop and implement a comprehensive training program to provide inexperienced workers with product knowledge, process improvement, technical expertise, and leadership development. Thales is committed to continuing its efforts in digital transformation to successfully support growth

Thales is introducing new and innovative technologies to create more personalized, consumercentric services to adapt to evolving market demands. Additionally, the speed of technology development has contributed to innovative IFE, with improved features and higher levels of performance. Consequently, as IFE and connectivity systems become more digitized and open, they also become more vulnerable to cyber-attacks and other information breaches. As a result, the Company must build security processes at development and work with customers to securely deploy solutions. Thales is committed to continually advancing and expanding its in-flight system offerings, requiring the Company train employees to master its entire digital ecosystem.

## **Retrainee - Job Creation**

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

To support and keep pace with the Company's growth and business goals mentioned above, Thales will expand business capacity by adding newly-hired workers to its existing business functions. The Company will hire 20 new employees: 12 in Irvine and 8 in San Jose. The dateof-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. Thales also represents that these trainees will be hired into "net new jobs" as a condition of contract.

## Training Plan

In this proposal, some curriculum topics are repeated from the prior contracts; however, the subject matter has been updated and there will be no duplication of training. Newly-hired workers will have different levels of knowledge and skills and require training to advance and close skills gaps.

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

**Business Skills** – Training topics include Business Plan & Negotiation, Change Management, Coaching Skills, Growing Service Business, Interpersonal Communication Skills, Leadership Skills, Product/Service Knowledge, and Technical Writing Skills

**Computer Skills** – Training topics include Android Internals, Application Development for Android, Cyber Security, Enterprise Resource Planning (ERP), System Applications Products (SAP), Internet & Web Application, Primavera, Record Management System (RMS), and Software Design and Programming System.

**Continuous Improvement** – Training topics include 5S/Six Sigma, Agile Practices, Bid & Project, Design Patterns, International Organization Standardization (ISO), Lean Processes, Planning & Scheduling Techniques, Process Improvement, Project/Program Management, Product Engineering, Quality Assurance & Supplier Audit, Scrum Training, and Supply Chain.

**Manufacturing Skills** – Training topics include Assembly Procedures, Operating Procedures, Systems Integration/Installation, Equipment/Tools Operations/Maintenance, and Production Practices.

#### 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. Its current annual training budget per facility is \$700,000 for all training including project and technical training. ETP training is designed for advanced job skills which will allow Thales to provide in-depth job skills training to meet the Company's overall business needs.

Each year, Thales undergoes a Professional Development Discussion process over a three-month period. During this process, managers and employees meet and discuss individual professional

development, including training development, required to fulfill their current roles and responsibilities and meet future career goals.

Additionally, the Company's commitment to training includes evolving Thales University. The training program consists of seven full time employees, four based in Irvine. The Irvine campus will play a central role in Thales' training and development of its employees to successfully support growth and all major transformations within the Company.

Training Infrastructure

In its previous project, Thales experienced an unanticipated personnel turnover within the Learning and Development Department in its Irvine facility. During the term of the contract, key staff members designated to oversee administration of the ETP project left the Company. The personnel changes resulted in the lack of coordination, accountability, implementation, and management of the ETP project. Hence, Thales earned only 77% of the contract amount.

Thales' Learning and Development team is now stable. The Company acquired a new Training Director in Irvine who will have overall responsibility of the project along with the Company's Practice Director. Further, Thales will utilize an administrative subcontractor to assist with project administration. Thales will also designate Practice Leaders and Operations Managers, as well as assign a staff member as a point-of-contact and a Program Manager at each location to partner in scheduling, documenting, and overseeing the training at each location, as well as collecting and submitting training rosters to the administrative subcontractor for data entry into ETP systems.

Accordingly, this project has been right-sized to \$199,888. Thales is committed to deliver the training plan within the term and earn 100% of the funds under this project.

Training will be delivered by in-house trainers and training vendors acquired during the training period. ETP training is scheduled to commence with contract approval.

## RECOMMENDATION

Staff recommends approval of this proposal.

## PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET17-0327	Irvine, San Jose	12/26/16 – 12/25/18	\$269,000	\$207,445 (77%)*
ET15-0379	Irvine	2/2/15 – 2/1/17	\$277,200	\$207,900 (75%)

\*ET17-0327: The last day of ETP training was 9/26/18. Thales documented a total of 13,191 eligible training hours, approximately 77% of the contract amount (\$207,445) for 577 trainees. The Company submitted the final invoice closeout on 1/11/19 and is currently being processed by ETP.

## **DEVELOPMENT SERVICES**

Thales retained Training Funding Source (TFS) in Seal Beach to assist with development of this proposal for a flat fee of \$2,900.

## **ADMINISTRATIVE SERVICES**

Thales also retained TFS to perform administrative services in connection with this proposal for a fee not to exceed 8% of payment earned.

## **TRAINING VENDORS**

To Be Determined

## Class/Lab and E-Learning Hours

8 - 200 Trainees may receive any of the following:

## **BUSINESS SKILLS**

- nsl9 seenisu8 👃
- tnəməganaM əpnada ∔
- Coaching Skills
- -Creativity & Innovation
- Einancials
- Growing Service Business
- Interpersonal Communication skills
- + Leadership
- Product/Service Knowledge
- La Sales, Marketing, and Negotiation
- Team and Time Management
- 🚽 Technical Writing Skills

# COMPUTER SKILLS

- Android Internals
- Application Development for Android
- ARCADIA Architecture Analysis & Design Approach Database
   ARCADIA Architecture Analysis & Design Approach Database
   Administrator Skills (includes development, performance, tuning)
- ERP (Enterprise Resource Planning)
- 4 SAP (Systems, Applications, Product)
- enineering ∔
- + Hardware
- International Council on Systems Engineering (INCOSE)
- Certified Systems Engineering Professional (CSEP)
- Internet & Web Application
- Microsoft Office Intermediate or Advanced
- Multimedia & Information Technology
- + Orchestra
- Primavera
- + Record Management System (RMS)
- 4 Software Design and Programming System

# CONTINUOUS IMPROVEMENT

- emgi2 xi2/22 🚦
- Agile Practices
- Bid & Project
- Capture Leader for Complex Bid
- atterns 🕹
- + Electro Static Discharge (ESD)
- International Organization Standardization (ISO) Certifications
   IVVQ Practitioners (Integration Validation Verification
- Qualification) 🕹 🕹
- Planning & Scheduling Techniques
- 🕂 Process Improvement (Chorus)

0440-01T3

- Project/Program Management
- Product Engineering
- 👍 q-Pulse
- **4** Quality Assurance & Supplier Audit
- **k** Risk & Opportunity Management
- Scaled Agile Framework (SAFe)
- Scrum Training & Certification
- Supply Chain

### **MANUFACTURING SKILLS**

- Assembly Procedures
- Equipment/Tools Operations/Maintenance
- Operating Procedures
- Production Practices
- Systems Integration/Installation

Safety Training will be limited to 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 AMENDMENT Tiger Lines, LLC Approval Type: N/A Reference Number: 17-0815 Contract Number: 18CS-0115-000

Panel Meeting Date:	March 29, 2019	<b>Revision Number:</b>	1
Regional Office:	Sacramento Regional Office	Requested Date:	01/08/2019
Analyst Name:	Kaiser, Cristina	<b>Revision Status:</b>	In Contract Review Unit
Contract Term Date:	10/30/2017 - 10/29/2019	Effective Date:	March 30, 2019

Proposal Type:	Single Employer Contract (SE)
Critical Proposal:	No
Funding Source:	OSC
FUNDING AMENDMEN	T:

Current Funding (\$) Requested Fun			ding Increase	(\$)	Revis	ed Funding (\$)	
\$65,065.00		\$20,	\$20,220.00		\$85,285.00		
Training Cost	Admin Cost Supp		oort Cost		Substantial contribution	Total In Kind	
\$71,299.00	\$13,986.00			N/A	\$0.00		\$90,000.00
PROJECT PROFILE							
Repeat Contractor:	Yes						
High Unemployment Area:	Yes			Turn Over Rate(Applicant): 14.00 %			
Industry Sector						Priority Industry	/
Transportation and Warehousing				No			

#### AMENDMENT REQUEST DETAILS:

#### **Reason for the Amendment Request:**

The Contractor has provided 3,780 reimbursable hours for potential earnings of \$66,366 (102%). Furthermore, the Company has additional hours to upload and more training scheduled through 2019. Tiger Lines saw an 18% increase in 2018 and projects a 10% increase for 2019. With the increase comes the higher demand for cross-training and hiring additional employees. The Company plans to hire 150 seasonal drivers within the next 4 months which will require extensive training. Tiger Lines must also train its current employees on specialized trailers such as Tippers. The Contractor is requesting an increase of \$20,220.00 in additional funds to complete additional training.

#### **REVISED ITEMS:**

#### **Costing Group**

Attribute	Job Title	No. Trainees		Min Tr Ho	aining urs		raining urs		d Training urs
		From	То	From	То	From	То	From	То
	Group No. 1 Location: Corporate Headquarters								
S-RET	Driver	25	25	8.00	8.00	200.00	200.00	30.00	50.00
	Fleet Technicians	4	4	8.00	8.00	200.00	200.00	30.00	50.00

Training Proposal Amendment - Reference No. 17-0815 / Revision No. 1

	Group No. 3 Location: Corporate Headquarters								
S-RET- JOBCREATION	Driver JC	26	26	8.00	8.00	200.00	200.00	40.00	60.00
	Group No. 3 Location:	Fresno							
S-RET- JOBCREATION	Driver	8	8	8.00	8.00	200.00	200.00	30.00	33.00

#### 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	42	43	\$15.00	\$645.00	\$27,090.00
	2	S-RET-SEASONAL	25	29	\$15.00	\$435.00	\$10,875.00
	3	S-RET-JOBCREATION	38	53	\$20.00	\$1,060.00	\$40,280.00
	4	S-RET-SEASONAL-VET	10	28	\$22.00	\$616.00	\$6,160.00
	5	S-RET-JOBCREATION- VET	1	40	\$22.00	\$880.00	\$880.00
		Funding Total:	116				\$85,285.00
		Grand Total:	116				\$85,285.00

Legend of Attributes				
Code Description				
S	Single Employer			
RET	Retrainee			
JOBCREATION	Job Creation – Retrainee Initiative Program			
SEASONAL	Seasonal Worker			
VET	Veterans Program			

#### Introduction

Tiger Lines is a California-based trucking company that specializes in hauling agricultural crop production from farm-to-processor. The Company also hauls forest byproducts such as lumber and rocks as well as recyclable/waste materials. To remain competitive and expand, Tiger Lines must train staff in all areas of its industry to meet and exceed customer expectations.

#### Amendment Details

To date, Contractor has tracked 3780 reimbursable hours for potential earnings of \$66,366 in ETP Systems. Contractor requests an additional \$20,220 in funding in order to provide much needed, additional training to current and new employees. Training for current, returning, and incoming employees includes specialized training on specific trailers such as Refuse Trailers and Tippers, proper documentation, and customer service. With the hiring of seasonal employees, the Company also invests a large number of training hours per trainee to provide the proper training for the drivers. The training for drivers begins on March 21, 2019 and will continue through the end of this Contract.

#### **Recommendations**

Staff recommends approval.

#### ACTIVE CONTRACT PERFORMANCE

This table summarizes active contract(s) performance for Tiger Lines

Contract Number	Approved Amount	Term	Total No. Trainees (Estimated)	Trainees Enrolled	Trainees Completed Training	Total Trainees Retained
18CS-0115-000	\$65,065.00	10/30/2017 - 10/29/2019	116	259	0	0

Based on the ETP System, 3,780 reimbursable hours have been tracked for potential earnings of \$66,366 (102% of approved amount)

## Curriculum

## Exhibit B

## Classroom /Simulated Laboratory

Training Type (Level)	Course/Class Topic
Business Skills	Business Communication
Business Skills	Business Fundamentals
Business Skills	Business Performance
Business Skills	Communication Skills
Business Skills	Conflict Resolution
Business Skills	Customer Relationship Management
Business Skills	Customer Service
Business Skills	Dealing with Difficult People
Business Skills	Employee Engagement
Business Skills	Financial Analysis
Business Skills	Interpersonal Communications
Business Skills	Leadership
Business Skills	Logistical Operational Skills
Business Skills	Marketing/Sales Techniques
Business Skills	Negotiations
Business Skills	Operational Skills
Business Skills	Planning and Organizing
Business Skills	Product Knowledge
Business Skills	Project Management
Business Skills	Project Requirements Analysis
Business Skills	Strategic Planning
Business Skills	Time Management
Business Skills	Train-the-Trainer
Commercial Skills (Standard)	Backing-Up
Commercial Skills (Standard)	Basket Trailers
Commercial Skills (Standard)	Belt Trailers
Commercial Skills (Standard)	Commercial Trailer Repair
Commercial Skills (Standard)	Commercial Truck Repair
Commercial Skills (Standard)	Coupling of Doubles
Commercial Skills (Standard)	Differential Locking
Commercial Skills (Standard)	Dry Vans
Commercial Skills (Standard)	End Dumps
Commercial Skills (Standard)	Fifth Wheel and Tandem Sliding
Commercial Skills (Standard)	Flat Bed Doubles
Commercial Skills (Standard)	Gear Shifting
Commercial Skills (Standard)	Grape Trailers

Commercial Skills (Standard)	Hoppers
Commercial Skills (Standard)	Live Floors
Commercial Skills (Standard)	Off-Road Driving
Commercial Skills (Standard)	On-The-Road Skills
	a contraction of the second seco
Commercial Skills (Standard)	Performing Truck Inspections
Commercial Skills (Standard)	Pre-Trip/Post-Trip Inspections
Commercial Skills (Standard)	Tanks
Commercial Skills (Standard)	Tight Turning and Backing Skills
Commercial Skills (Standard)	Tipper Operation
Commercial Skills (Standard)	Tomato Trailers (Bulk Tubs)
Commercial Skills (Standard)	Tractor and Trailer Connecting
Commercial Skills (Standard)	Welding
Computer Skills (Standard)	M/S Great Plains
Computer Skills (Standard)	Microsoft Office (Intermediate/Advanced)
Computer Skills (Standard)	Quickbooks
Continuous Improvement Skills	Change Management
Continuous Improvement Skills	Creating a Quality Organization
Continuous Improvement Skills	Cross Training
Continuous Improvement Skills	Decision Making
Continuous Improvement Skills	How to Coach and Mentor
Continuous Improvement Skills	Key Performance Indicators
Continuous Improvement Skills	Leadership Skills for Frontline Workers
Continuous Improvement Skills	Lean Procedures Practices
Continuous Improvement Skills	Meeting Management
Continuous Improvement Skills	Problem Solving
Continuous Improvement Skills	Process Improvement
Continuous Improvement Skills	Strategic Planning
Continuous Improvement Skills	Team Building
Management Skills	Behavior Style Strategies
Management Skills	Coaching Procedures
Management Skills	Decision Making
Management Skills	Effective Management
Management Skills	Effective Meetings for Managers
Management Skills	Effective Planning for New Managers
Management Skills	Finance for Technical Managers
Management Skills	Leadership Skills
Management Skills	Motivation
Management Skills	Team Building
-	

### E-Learning – Instructor Led/Distance Learning

Training Type (Level)	Course/Class Topic	
Business Skills	Business Communication	
Business Skills	Business Fundamentals	
Business Skills	Business Performance	
Business Skills	Communication Skills	

Business Skills	Conflict Resolution
Business Skills	Cost Control
Business Skills	Customer Relationship Management
Business Skills	
Business Skills	Dealing with Difficult People
Business Skills	Employee Engagement
Business Skills	Financial Analysis
Business Skills	Interpersonal Communications
Business Skills	Leadership Marketing/Sales Techniques
Business Skills	Logistical Operational Skills
Business Skills	Negotiations
Business Skills	Operational Skills
Business Skills	Planning and Organization
Business Skills	Product Knowledge
Business Skills	Project Management
Business Skills	Project Requirements Analysis
Business Skills	Strategic Planning
Business Skills	Time Management
Business Skills	Train-the-Trainer
Commercial Skills (Standard)	Backing-Up
Commercial Skills (Standard)	Basket Trailers
Commercial Skills (Standard)	Belt Trailers
Commercial Skills (Standard)	Commercial Trailer Repair
Commercial Skills (Standard)	Commercial Truck Repair
Commercial Skills (Standard)	Coupling of Doubles
Commercial Skills (Standard)	Differential Locking
Commercial Skills (Standard)	Dry Vans
Commercial Skills (Standard)	End Dumps
Commercial Skills (Standard)	Fifth Wheel and Tandem Sliding
Commercial Skills (Standard)	Flat Bed Doubles
Commercial Skills (Standard)	Gear Shifting
Commercial Skills (Standard)	Grape Trailers
Commercial Skills (Standard)	Hoppers
Commercial Skills (Standard)	Live Floors
Commercial Skills (Standard)	Off-Road Driving
Commercial Skills (Standard)	On-The-Road Skills
Commercial Skills (Standard)	Performing Truck Inspections
Commercial Skills (Standard)	Pre-Trip/Post-Trip Inspections
Commercial Skills (Standard)	Tanks
Commercial Skills (Standard)	Tight Turning and Backing Skills
Commercial Skills (Standard)	Tipper Operation
Commercial Skills (Standard)	Tomato Trailers (Bulk Tubs)
Commercial Skills (Standard)	Tractor and Trailer Connecting
Commercial Skills (Standard)	Welding
Computer Skills (Standard)	M/S Great Plains
Computer Skills (Standard)	Microsoft Office (Intermediate/Advanced)

Computer Skills (Standard)	Quickbooks
Continuous Improvement Skills	Change Management
Continuous Improvement Skills	Creating a Quality Organization
Continuous Improvement Skills	Cross Training
Continuous Improvement Skills	Decision Making
Continuous Improvement Skills	How to Coach and Mentor
Continuous Improvement Skills	Key Performance Indicators
Continuous Improvement Skills	Leadership Skills for Frontline Workers
Continuous Improvement Skills	Lean Procedures Practices
Continuous Improvement Skills	Meeting Management
Continuous Improvement Skills	Problem Solving
Continuous Improvement Skills	Process Improvement
Continuous Improvement Skills	Strategic Planning
Continuous Improvement Skills	Team Building
Management Skills	Behavior Style Strategies
Management Skills	Coaching Procedures
Management Skills	Decision Making
Management Skills	Effective Management
Management Skills	Effective Meetings for Managers
Management Skills	Effective Planning for New Managers
Management Skills	Finance for Technical Managers
Management Skills	Leadership Skills
Management Skills	Motivation
Management Skills	Team Building

#### **Productive Laboratory**

Training Type (Level)	Course/Class Topic	Trainer to Trainee Ratio	Max Hours
Commercial Skills	Diesel Engine Repair	1:1	0.00
Commercial Skills	Electrical Repair	1:1	0.00
Commercial Skills	Tire Repair	1:1	0.00
Commercial Skills	Tractor Body Repair	1:1	0.00
Commercial Skills	Trailer Repair	1:1	0.00
Commercial Skills	Welding	1:1	0.00

## Advanced Technology (AT) Training Justification

Training Type (Level)	Course/Class Topic	Justification
Commercial Skills	Diesel Engine Repair	
Commercial Skills	Electrical Repair	
Commercial Skills	Tire Repair	
Commercial Skills	Tractor Body Repair	
Commercial Skills	Trailer Repair	
Commercial Skills	Welding	



# **Training Proposal for:**

# **UFCW Northern California Meat Apprenticeship Trust Fund**

# Contract Number: ET19-0939

Panel Meeting of: March 29, 2019

ETP Regional Office: San Francisco Bay Area

Analyst: C. Hoover

# PROJECT PROFILE

Contract	Retrainee	Industry	Services (G)	
Attributes:	Apprenticeship	Sector(s):	Retail (44-45)	
	Veterans			
			Priority Industry: 🗌 Yes 🛛 No	
Counties		Repeat		
Served:	Northern California	Contractor:	🛛 Yes 🗌 No	
Union(s):	Yes No United Food & Commercial Workers Union (Local 5 and Local 8)			
Turnover Rate:		≤20%		
Managers/Supervisors: (% of total trainees)		N/A		

## **FUNDING DETAIL**

Program Costs	+	Support Costs	=	Total ETP Funding	
\$184,464		\$12,810 8%		\$197,274	
In-Kind Contribution:	50% of <sup>-</sup>	Total ETP Funding Required	1	Inherent	

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee	Commercial Skills	56	8-200	0	\$3,234	*\$20.60
	Apprentice			Weighte 144			
2	Retrainee	Commercial Skills	5	8-200	0	\$3,234	*\$20.60
	Veterans			Weighted Avg:			
	Apprentice			144	1		

\*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: SET Wage Non-Priority: \$32.18 per hour [Note: The Post-
Retention Wage is based on the union-negotiated wage/benefits.]
Health Benefits: Xes No This is employer share of cost for healthcare premiums –
medical, dental, vision.
Used to meet the Post-Retention Wage?: X Yes No Maybe
Up to \$7.35 per hour may be used to meet the Post-Retention Wage. This amount has been

verified in the collective-bargaining agreement (CBA) wage tables.

Wage Range by Occupation						
Occupation Titles	Wage Range	Estimated # of Trainees				
Job Number 1:						
Apprentice Meat Cutter		56				
Job Number 2:						
Veteran Apprentice Meat Cutter		5				

## INTRODUCTION

Founded in 1949 and headquartered in Hayward, UFCW Northern California Meat Apprenticeship Trust Fund (UFCW Meat Trust) (<u>www.ufcw5.org</u>) seeks training funds for 61 new and continuing apprentices in the retail and wholesale meat-cutting industry. UFCW is a non-traditional Apprenticeship program. Traditional apprenticeships are in the building trades. The term "non-traditional" is used by the Division of Apprenticeship Standards (DAS) for other industry sectors such as Retail Food, Machining, Automotive and Healthcare.

The current program sponsored by UFCW Northern California Meat Joint Apprenticeship Committee (JAC) was formed by a merger of three separate Joint Apprenticeship Training Committees (JATC) in Local 5 and Local 8: Humboldt & Del Norte Meat Cutters; Oakland & Vicinity Meat Industry; and, Santa Clara County Meat Cutters. This merger was approved by DAS in late 2014. Individual employers negotiate directly with UFCW, as expressed in a Master Agreement (Safeway MOU).

The JAC serves 48 counties throughout Northern California. UFCW Meat Trust will deliver training at the following seven locations: Hayward, San Jose, South San Francisco, Novato, Modesto, Roseville, and at a new location in Martinez. This will be the third ETP Contract with UFCW Meat Trust, and its third over the last five years. Funding is for Apprenticeship training only.

### Veterans Program

UFCW Meat Trust has committed to training 5 Veteran Apprentice Meat Cutters (Job Number 2). Since 2008, UFCW Meat Trust has been working with the Department of Veterans Affairs to train veterans. UFCW Meat Trust has been developing and operating its training program with a focus on the recruitment of veterans.

### 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 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 a one-year apprenticeship program. Normally, first-year Apprentices are not eligible due to the higher drop-out rates associated with the entry-level trainees. With a one-year program as described here, that eligibility standard is waived.

For the trades, including Retail Food, 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 \$26 to \$21 per class/lab hour. The ETP wage for Apprentices is no less than \$20.60 per hour (with health benefits per the CBA). However, the actual wages paid are shown in the Wage Range by Occupation table for the Panel's information.

Under the Apprenticeship Training Program, the post-retention wage has been standardized to use the Special Employment Training (SET) wage. In this case, it is \$32.18 per hour for a non-priority industry (Retail Food). In the event wages for Apprentices are below SET, as in this proposal, the Panel recognizes the union-negotiated wage.

## **PROJECT DETAILS**

This is a one-year apprenticeship program, following a year of entry-level "meat clerk" training to learn the rudiments pertinent to one occupational specialty (Meat Cutter).

Apprentices are full-time permanent employees with a given signatory employer, such that on-thejob training totals 4,160 hours over the course of two years (including one year as a Meat Clerk). Wages for both Apprentices and Meat Clerks are proportionate to journey-level Meat Cutters with advancements at each six-month period. RSI begins in the second year, as noted above, after the Meat Clerk has been accepted into the apprenticeship program.

ETP will fund RSI, which is delivered as classroom training. Standard RSI for this program is 144 hours. However, ETP will also fund ancillary RSI, up to the 200-hour cap per-trainee. The training curriculum was developed with input from the national UFCW and the signatory employers.

#### **Employer Demand**

Signatory employers need Apprentices skilled in food-safe handling practices consistent with Federal & Drug Administration (FDA) standards. Employers also require familiarization with new technologies, equipment, and materials affecting the industry. There has also been an increase in demand for meat-management (commercial) skills to reduce waste in expensive product, re-work and job delays while meeting employer needs in the competitive retail-food industry.

Certifed journey-level meat cutters are in high demand with experienced employees retiring and the opening of new stores and expansion of existing stores thoughout Northern California such as the new Lucky's in Dublin and the increases to square-footage to Safeways in Oakland.

UFCW Meat Trust had 56 enrollees and 56 graduates in 2016. In 2017, it had 73 enrollees and 22 graduates. In 2018, it had 82 enrollees and 24 graduates. This year, UFCW Meat Trust will be opening a training facility in Martinez and projects 80-90 enrollees and 58 graduates.

### Training Plan

**Commercial Skills:** Meat Cutters will receive training on operational skills like the following: Supermarket Math (necessary to help trainees understand gross/net profit and labor percentage); Safeway (not specific to Safeway Stores); safety training-working safely with knives/power equipment, proper lifting techniques, and proper knife sharpening; and History of Sanitation (overview of government oversight of the meat industry including handling/sanitary clean-up procedures).

Courses in meat- Beef, Pork, Lamb, and Veal will be delivered to properly inspect, grade, and cut meats while providing an overview of cooking/nutritional values. Sausage Making courses will be delivered to provide an overview of the types of sausages, casings, and cooking/nutritional values.

Seafood courses will provide an overview of farm-raised versus wild seafood. A Country of Origin Labeling (COOL) course will inform trainees of the labeling of seafood. An overview of cooking and nutritional values for seafood will be delivered, as well.

#### **Commitment to Training**

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

Training Infrastructure

UFCW Meat Trust's Joint Apprenticeship Committee (JAC) Director will be the dedicated administrator for this project. The JAC Chairman (Santa Clara) and one administration staff member will assist with the ETP project. UFCW Meat Trust has five in-house instructors to deliver ETP-funded training. These trainers are required to have ten-plus years of experience in the industry, and they are subject-matter experts (journey-level Meat Cutters).

#### Impact/Outcome

Successful completion of the apprenticeship program will result in journey-level status as certified by DAS.

## Marketing and Support Costs

UFCW Meat Trust engages in outreach and recruitment activities with a special focus on increasing participation by ethnic minorities and women. It will sponsor workshops, seminars, and other informational meetings with assistance from employment and educational agencies.

The JAC's union and employer representatives also participate in job fairs, school-career days, and meetings with minority and women organizations. JAC representatives will explain the program's opportunities and assist with the "meat clerk" application process. Over the last five years, a 99% graduation rate for minorities and women was reported at the JAC's headquarters in Hayward.

JAC outreach also includes the Employment Development Department (EDD), the Division of Apprenticeship Standards (District Offices), and the County Superintendent of Schools covering multiple counties and colleges. The JAC participates at EDD workshops to recruit veterans.

Furthermore, the JAC regularly evaluates training by obtaining employer feedback while revising the curriculum and other aspects of training as warranted through DAS. Staff recommends Support Costs of 8% for these purposes.

#### **Tuition Reimbursement**

UFCW Meat Trust 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.

## ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	Completed	
ET18-0900	\$126,126	8/22/2017– 8/21/2019	63	69	66

Based on ETP Systems, 9,207 reimbursable hours have been tracked for potential earnings of \$121,916 (97% of approved amount). The Contractor projects final earnings of 97%.

## PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET15-0924	Northern California	4/6/2015– 4/5/2017	\$125,100	\$125,100 (100%)

## **DEVELOPMENT SERVICES**

N/A

## **ADMINISTRATIVE SERVICES**

N/A

## TRAINING VENDORS

N/A

## Exhibit B: Menu Curriculum

### Class/Lab/E-Learning Hours

8 - 200

Trainees may receive any of the following:

## **Commercial Skills**

## Safeway (not specific to Safeway Stores)

- Working Safely with Knives and Power Equipment
- Proper Lifting Techniques
- Proper Knife Sharpening

## Supermarket Math

• Understanding Gross/Net Profit and Labor Percent

## History of Sanitation

- The Jungle (History of Government Oversight)
- HACCP (Hazard Analysis & Critical Control Points)
- Proper Clean-Up Procedures

## <mark>∔ <u>Beef</u></mark>

- Inspection and Grading Breeds of Cattle
- Proper Beef Cuts
- Cooking and Nutritional Values

#### <u>Pork</u>

- Changes in the Pork Industry
- Proper Pork Cuts
- Cooking and Nutritional Values

## Lamb and Veal

- Distinguishing Lamb from Veal
- Proper Lamb/Veal Cuts
- Cooking and Nutritional Values

## Sausage Making

- History
- Types of Sausages
- Castings
- Cooking and Nutritional Values

## Seafood

- Farm Raised vs. Wild
- COOL (Country Of Origin Labeling)
- Cooking and Nutritional Values

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:**

# **Teledyne Controls, LLC**

# Contract Number: ET19-0441

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

## PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative Veterans		Industry Sector(s):	Manufact	turing (E)
				Priority Industry: 🛛 Yes 🗌 No	
Counties Served:	Los Angeles		Repeat Contractor:	🛛 Yes 🗌 No	
Union(s):	🗌 Yes 🛛 No				
Number of Employees in: CA: 535		CA: 535	U.S.: 6,400		Worldwide: 10,300
Turnover Rate: 6%		6%			
Managers/Supervisors: 3% (% of total trainees)		3%			

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$325,000

Total ETP Funding				
\$238,420				

# TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rang Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage*
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, PL-Mfg. Skills	212	8-200 Weighte 40		\$1,040	\$18.56
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, PL-Mfg. Skills	10	8-200 Weighte 46	•	\$1,196	\$15.47
3	Retrainee Priority Rate Veterans Job Creation Initiative	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, PL-Mfg. Skills	5	8-200 Weighte 46	-	\$1,196	\$15.47

\*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: \$18.56 per hour for Los Angeles County.

Job Numbers 2-3: (Job Creation/Veterans): \$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?: Set Yes Set No Set Maybe

Up to \$2.50 per hour may be used to meet the Post-Retention Wage in Job Number 1 and \$0.67 per hour in Job Number 2.

Wage Range by Occupation						
Occupation Titles	Wage Range	Estimated # of Trainees				
Job Number 1						
Administrative Staff		10				
Customer Service Staff		10				
Director		2				
Engineer		42				
IT Staff		10				

Lead	15
Manager/Supervisor	15
Production Staff	90
Support Staff	18
Job Number 2 (Job Creation)	
Administrative Staff	2
Customer Service Staff	1
Engineer	1
IT Staff	1
Lead	1
Production Staff	2
Support Staff	2
Job Number 3 (Job Creation/Veterans)	
Production Staff	3
Support Staff	2

## **INTRODUCTION**

Founded in 1966 and located in El Segundo, Teledyne Controls, LLC (Teledyne) (<u>www.teledynecontrols.com</u>), is a leading manufacturer of onboard avionic and ground based electronic systems. Teledyne is a wholly-owned subsidiary of Teledyne Technologies, Inc. The Company offers solutions to collect, analyze, automate, and manage aircraft data transfer systems. Teledyne solutions enable aircraft operators to transfer and collect content to Ether based or WiFi-enabled devices, increase flight safety, and ensure operational efficiency through aircraft data and information management. The Company has worked with civil and military operators worldwide for more than 50 years. This will be Teledyne's second ETP Contract.

Teledyne's prior ETP Contract focused on reducing manufacturing and repair time and implemented new operational processes. Due to production demands, workers did not receive all planned Class and Productive Lab training, enabling them to fully execute new company initiatives such as the Continuous Improvement Program. This new proposal focusses on continuation of improved business operations. While some curriculum topics are similar to the prior project, no training will be duplicated for any trainee.

### Veterans Program

Teledyne will actively source and recruit Veterans for open positions (Job Creation). The Company has committed to hire and train five Veterans under this training project (Job Number 3). The Panel has established a higher reimbursement rate and other incentives for training California veterans.

### PROJECT DETAILS

Teledyne continues to develop, design, and manufacture new wireless technology solutions for aircraft. Teledyne's electronic systems include capabilities to streamline processes and improve uploading speeds of new software and navigation databases. The aerospace and military industry have emphasized a great need for real-time aircraft data communication systems that provide

pilots with additional inflight data. These computer systems are used during flight and at the gates and are upgraded occasionally to ensure systems are better equipped to meet communication needs and enhance airline safety.

To meet customer needs, Teledyne has partnered with Panasonic Avionics to connect aircraft to ground operations in all inflight phases. Training topics in Business and Computer Skills training will enable employees with the skills and knowledge to move from legacy software systems to new upgraded computer platforms that will reduce errors and operating costs for customers.

Panasonic Avionics and Teledyne, will combine Teledyne's Wireless Groundlink Comm+ product suite with Panasonic's Global Communications Service to provide cost effective customer connectivity. The companies will also combine Teledyne's Groundlink AID+ solution (All–in-One Box) with Panasonic's Weather Solution to provide real time weather that can be delivered directly to the flight deck. As a result, Teledyne Staff will participate in training that will increase employee skill sets to design and manufacture new Onboard Network Systems and automated data loading systems that can deliver aircraft data efficiently. Curriculum topics will include the following: Avionics Software Distribution, Navigation Databases, Wired and Wireless Connectivity, Product Reliability, and Quality Systems training.

### 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 to increase customer satisfaction and sales abilities. Trainees will receive training in Customer Service, Communication, and Flight and Cabin Operations.

**Computer Skills**: Training will be offered to all occupations to improve employee abilities to utilize computer software programs. As the company expands its offerings in flight data management and connectivity solutions, staff must increase computer knowledge and skill sets to develop and manufacture new systems. Topics will include Python Software Skills, Weather Solutions, and Integrated Data Systems.

**Continuous Improvement**: Training will be offered to all occupations to improve operating efficiency and reduce production costs. Curriculum topics will include Lean manufacturing, Problem Solving and Resolution, and Standard Operating Procedures (SOP).

**Manufacturing Skills**: Training will be offered to Leads, Managers/Supervisors, and Production Workers. Trainees will learn processes and procedures to manufacture new company products and also receive cross training to ensure staff is able to work on multiple assembly lines.

### **Productive Laboratory**

Approximately 30 Production Workers will participate in Productive Lab training (PL). Trainees will learn to operate the following equipment: Digital Multimeters, Channel Digital Storage Oscilloscopes, Testing Chambers, Testing Equipment, Vacuum Sealers, Environmental Chambers, Lithium Battery Chargers, and Maintenance Equipment (Manufacturing Skills training). PL training will allow the Company to cross train workers on multiple equipment to have a larger group of Staff who can complete complex production tasks. As a result, PL training will increase manufacturing capacity, reduce delivery times, and improve customer satisfaction.

Trainees may receive up to 40 hours of PL training. During PL training, the trainee must complete a checklist of duties while under an instructor's supervision. Steps will include the following:

- 1. Powering up Machine
- 2. Perform Startup Procedures
- 3. Machine Calibration/Set Charge Profile
- 4. Stage Product for testing
- 5. Conduct Digital Measurements/Operate Oscilloscope/Prepare Chamber for Test/Stage Material
- 6. Document results
- 7. Powering down machine.

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training. The company is also requesting a trainer-to-trainee ratio of 1:3 to best manage time restraints and maintain production levels. Due to demand, Production workers have limited availability to attend training. PL training will be observed by an experienced Operator who will also serve as a mentor to the trainee.

### **Commitment to Training**

Teledyne spends approximately \$430,000 annually on training at the El Segundo location. Training currently provided to staff includes FAA Repair Station Support training, OSHA mandated training, and Communication Skills training. Training provided is mandatory and job-specific.

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

Teledyne has developed a training team to oversee and coordinate this project. The team consist of two Directors, two Managers, three Supervisors, two Trainers, and a Training Administrator. The Training Administrator worked as the point of contact on the prior Contract and is familiar with ETP requirements. She will oversee administration of this Contract. The Administrator will maintain all rosters, schedule training. All training will take place at the El Segundo location (single location). In addition, the company has hired the National Training Company (NTC) to provide administrative services over the duration of the Contract. Services provided include enrollment, data entry, and assistance with documentation procedures, and submission of payments. Training will be delivered by in-house instructors.

To ensure success of this training plan, Teledyne has made internal changes to ensure trainees are able to attend all necessary training. Production demands have leveled, allowing the available time needed to deliver training to workers. The Company has restructured its training program to allow for better scheduling to attend training sessions. In addition, Teledyne will allocate additional trainers to support PL training efforts. Some of the trainers have special technical skills that require a higher trainer-to-trainee ratio for PL training. Allowing the ratio of 1:3 will allow the Company to meet production demands and requirements for PL training. Teledyne is also willing to hire training vendors to provide training if internal trainers are not available.

### DIRECTORS

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

### **Retrainee - Job Creation**

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

The Company will hire 10 new employees in Job Number 2 and 5 new employees (Veterans) in Job Number 3. Teledyne is expanding existing business capacity by adding newly-hired employees to an existing function. Trainees will learn to design and manufacture Teledyne data systems and products. Training is imperative to the success of the Company, as Teledyne products are sophisticated systems that require attention to detail. Training will ensure newly hired employees are equipped with the skills and knowledge to design and manufacture new and current products/systems. 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.

## 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 \$%
ET17-0123	El Segundo	07/05/16- 07/04/18	\$339,560	\$238,094 (70%)

ET17-0123: The Company earned \$238,094 under the first ETP Contract. The low performance was due to production demands. Workers were not released from work to attend training given the Company's production demands. Training focused primarily on reducing manufacturing and repair time, but did not include any Productive Lab training.

To ensure success of the new ETP project, staff has worked alongside Managers and Supervisors to create a detailed training schedule that will allow workers to participate in training without lowering production levels. The funding amount has been right sized to reflect company earnings from the prior Contract.

## **DEVELOPMENT SERVICES**

The Company retained National Training Company, Inc. (NTC) in Irvine to assist with development of this proposal for a flat fee of \$15,000.

## ADMINISTRATIVE SERVICES

NTC 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

8-200

Trainees may receive any of the following:

### **BUSINESS SKILLS**

- Communication Skills
- Customer Service Skills
- Goal Setting
- Maintenance, Flight, and Cabin Operations
- Program/Project Management Skills
- Technical Product Specifications

### CONTINUOUS IMPROVEMENT

- Defect Elimination
- Lean Manufacturing
- Problem Solving and Resolution
- Quality Systems Training
- Standard Operating Procedures
- Technical Accuracy

### **COMPUTER SKILLS**

- Aircraft Communications, Addressing and Reporting System (ACARS)
- Avionics Software Distribution
- Calibration Databases
- Cyber Security
- Data Automation Solutions
- Encryption Technology
- Global Communications Service
- GroundLink Communication System
- Integrated Data Systems
- Internal Customer Applications
- MS Office (Intermediate and Advanced)
- Navigation Databases
- Real Time Flight Data Transmission
- Python Software Skills
- Software Installation and Maintenance
- Weather Solution
- Wired and Wireless Connectivity

### **MANUFACTURING SKILLS**

- Assembly Procedures
- Battery Charger Configuration
- Blueprint Reading
- Equipment Cross-Training
- FAA Repair Station Support
- GSM Cellular Service
- Humidity Control Systems
- Forklift Training

- Inspection Procedures
- Microwave Frequency Band (Ku-Band)
- Operator Certification Program
- Oxygen Monitoring Systems
- Product Reliability
- Probe Testing Equipment
- Reading Technical Specifications
- Soldering Procedures
- USB Host and Device Ports

### Productive Lab Hours (1:3)

0-40

### MANUFACTURING SKILLS

- Digital Multimeter
- Channel Digital Storage Oscilloscope
- Testing Equipment
- Testing Chamber
- Vacuum Sealer
- Environmental Chamber
- Lithium Battery Charger
- Maintenance Equipment

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:**

# Balda C. Brewer, Inc.

## Contract Number: ET19-0443

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: C. Clady

## PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate		Industry Sector(s):	Manufacturing (E)	
				Priority Industry: 🛛 Yes 🗌 No	
Counties Served:	San Diego and San Bernardino		Repeat Contractor:	☐ Yes ⊠ No	
Union(s):	🗌 Yes 🖾 No				
Number of Employees in: CA: 226		U.S.: 210	Worldwide: 3,210		
Turnover Rate: 4%		4%			
Managers/Supervisors: (% of total trainees)		15%			

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$109,233

Total ETP Funding
\$213,200

## TRAINING PLAN TABLE

Job	Job Description	scription Type of Training	Estimated No. of	Range of Hours		Average Cost per	Post- Retention
No. Sob Description Type of Training		Trainees	Class / Lab	CBT	Trainee	Wage*	
1	Retrainee	Business Skills,	220	8-200	0	\$910	\$17.70
	Priority Rate Computer Skills, Cont. Improv., HazMat, Mfg. Skills, PL Mfg.Skills		Weighted Avg: 35				
2	Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Cont. Improv., HazMat, Mfg. Skills, PL Mfg.Skills	10	8-200 Weighte 50	•	\$1,300	\$14.48

\*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.

<b>Minimum Wage by County:</b> Job Number 1: \$17.70 per hour for San Bernardino County and San Diego County.
Job Number 2 ( Job Creation) : \$14.48 in San Bernardino County and \$14.74 in San Diego
County <b>Health Benefits:</b> Xes No This is employer share of cost for healthcare premiums –

medical, dental, vision.

Used to meet the Post-Retention	n Wage?: 🖂 Yes	🗌 No	🗌 Maybe
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Up to \$2.50 per hour may be used to meet the Post-Retention Wage for Job Number 2 only.

Wage Range by Occupation				
Occupation Titles	Wage Range	Estimated # of Trainees		
Job 1				
Production		180		
Administration		25		
Supervisor /Manager		15		
Job Creation 2 ( Job Creation)				
Production		10		

## INTRODUCTION

Founded in 1978 and headquartered in Oceanside, Balda C. Brewer, Inc. (Balda) (www.sgbalda.com) manufactures and assemble multi-component high precision injection molding and automated system assemblies. Balda C. Brewer, Inc. offers a range of capabilities from product development to delivery of a final product packaged and sterilized where appropriate. Balda Precision is the Plastic Division, a subsidiary of Balda C. Brewer, Inc. and will also participate in training. The Stevanto Group is the parent company with two locations: Oceanside (San Diego County) and Ontario (San Bernardino County). All training in this project will be conducted at both facilities. Balda C. Brewer, Inc. customers are from pharmaceutical, diagnostic, and medical industry companies.

### Veterans

Balda hires veterans, though no Veteran component is included in the project.

### PROJECT DETAILS

Balda's custom injection molding business is highly dynamic given the various markets its services and increasingly demanding customer expectations. Customers are primarily leaders and innovators in their respective fields. Therefore, their businesses are constantly changing, requiring Balda to keep pace with industry changes. These changes are due to new customers, product development, and innovation, tooling, equipment, material formulations, supply agreements, and system procedures.

To keep pace with new and current customer demands, Balda will provide on material processing, statistics and quality management, technology management, health & safety, material science, supply chain, business management, leadership development, risk management, and professional skills.

In addition, the Company will implement a new ERP software that requires 40 hours of training for each employee over the next 2 years. The Company has also invested over \$700,000 in new manufacturing equipment. The equipment includes: Variable Speed Drive Controls, Robotics & Automation, Nitrogen Generator, and Computerized Maintenance Management Software (CMMS). Training will provide staff with skills necessary for Balda C. Brewer, Inc. to remain competitive within the industry.

### **Retrainee - Job Creation**

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

The Company will hire 10 new employees (Job Number 2). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract. The new employees will work In the production department.

To meet customer demand for diagnostic healthcare and medical device programs, additional workers are needed to operate new equipment and work new shifts. The Company plans to add 12 hour shifts which will increase pay and productivity.

### Training Plan

Production trainees will receive Manufacturing, Operational Efficiencies, Technical Processing, Process Documentation, Productive Lab, Computer, Continuous Improvement and Business

skills training. Administrative trainees will receive Manufacturing, Computer, Continuous Improvement and Business skills training. Supervisor/Manager trainees will receive Manufacturing, Productive Lab, Computer, Continuous Improvement and Business skills training

**Business Skills**: Training will be offered to all employees. Training will focus on Client Service Strategies, Communication, Leadership, Presentation Skills, Risk Management and Team Building.

**Computer Skills**: Training will be offered to all employees. Training will focus on Database Management, Electronic Forms, ERP, Microsoft Office, Solid works and Web Management.

**Continuous Improvement**: Training will be provided to all employees. Training will focus on Lean Manufacturing, Process Improvement, Six Sigma, and Quality Improvement.

**Manufacturing Skills**: This training will be provided to production staff. Training will focus on Blue Print Reading, Inventory Management, Plastics, Schematics Standard Operating Procedures and Tool Operation.

<u>Hazardous Materials (HAZMAT:</u> Training will be delivered to Production staff and will allow staff to operate in an appropriate manner when handing hazardous materials. Topics include Hazardous Communication, HazMat Handling Storing, Hazardous Materials, Spill Prevention, and water Filtration Process.

**Productive Lab Training:** Training will be provided to Production staff. Training will be provided on Injection Molding machines, quality testing machines, heat stamp and robotics. Training will also be on Six Sigma and Lean Manufacturing. Trainees will be working under the supervision or a qualified instructor.

Balda will train production staff up to 24 hours on various machines. Training will be provided at a 1:3 trainer-to-trainee ratio on equipment where two people are needed to operate the machine simultaneously.

### Commitment to Training

Balda provided training in the past on Scientific Molding, Quality Inspection, Harassment, HR Fundamentals, Communication skills and Leadership Skills. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

Training Infrastructure

The project will be overseen by the Company's Human Resource Director with the assistance of the Human Resource Generalist. In addition, there will be four staff assigned for scheduling and coordination of training, enrolling trainees, and tracking training hours. There will be ten staff assigned to the second facility to include: Division Manager, Managers and Supervisors to assist with the coordination and administration of training. Training will be conducted by in-house experts. Balda has retained Training Funding Source, to assist with administration. The Company has a training plan in place and is ready to begin training upon approval.

## RECOMMENDATION

Staff recommends approval of this proposal.

## **DEVELOPMENT SERVICES**

The Company retained Training Funding Source in Seal Beach to assist with development of this proposal for a flat fee of \$4,900.

## **ADMINISTRATIVE SERVICES**

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

### **TRAINING VENDORS**

To Be Determined

### Exhibit B: Menu Curriculum

### Class/Lab Hours

8-200

Trainees may receive any of the following:

### **BUSINESS SKILLS**

- Budget Costing and Estimation
- Business Case Development
- Client Service Strategies
- Communication
- Finance for Non-Finance Managers
- Leadership
- Logistics and Transportation
- Presentation Skills
- Production and Inventory Management
- Product and Service Knowledge
- Project Management
- Retaining Talent
- Risk Management
- Situational Behavior/Perception
- Schedule Development
- Supply Chain Management
- Team Building
- Visual Management
- Team Collaboration for Product Development

### **COMPUTER SKILLS**

- Data Base Management
- Electronic Forms
- ERP-MRP (JobBOSS)
- Mattec (EPICOR)
- Microsoft Office, Project (Intermediate/Advanced)
- Pro-E
- Solid Works
- Voice Over Internet Protocol (VOIP)
- Web Management
- Windows Management

### **CONTINUOUS IMPROVEMENT**

- 5S
- ISO 13485
- Lean Manufacturing
- Machine Calibrations
- Process Improvement
- Product Testing
- Process Improvement
- Productivity Improvement

- Quality Improvement
- Recycle-Reuse-Refurbish
- Six Sigma

### **HAZARDOUS MATERIALS**

- Hazardous Communication
- HazMat Handling and Operations
- Storing Hazardous Materials
- Spill Prevention
- Water Filtration Process

### **MANUFACTURING SKILLS**

- AC/DC Circuits
- BluePrint Reading
- Clean Room operations
- Design & Prototyping
- Distribution Processes & Procedures
- Equipment Operation, Maintenance & Troubleshooting
- FDA, ISO 13485, 14644
- Geometric Dimensioning/Tolerancing
- Good Manufacturing practices (GMP)
- Hydraulics
- Inventory Management
- Inspection Techniques
- Molding
- OSHA 18001
- Plastics
- Printing: 3D, Pad
- Preventative Maintenance
- Schematics
- Standard Operating Procedures
- Statistical Process Control
- Tool Operation

## PL Hours

0 - 24

### PRODUCTIVE LAB (PL) – MANUFACTURING SKILLS (1:3)

- 5S
- Six Sigma
- Equipment Processing
- Manufacturing Processes
- Documenting Material formulations

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



## **RETRAINEE - JOB CREATION**

# **Training Proposal for:**

# **OWB** Packers, LLC

## Contract Number: ET19-0444

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: R. Swier

## PROJECT PROFILE

Contract Attributes:	HUA Job Creation Initiative Priority Rate Retrainee		Industry Sector(s):	Manufact	uring (E)
				Priority In	idustry: 🖂 Yes 🗌 No
Counties Served:	Imperial		Repeat Contractor:	Yes No	
Union(s):	🗌 Yes 🛛 No				
Number of Employees in: CA: 360		U.S.: 360		Worldwide: 360	
Turnover Rate: 3%		3%			
Managers/Supervisors: (% of total trainees)		5%			

## **FUNDING DETAIL**

In-Kind Contribution: (100% of Total ETP Funding Required)

\$900,000

Total ETP Funding	
\$624,000	

## TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of	Hours		Average Cost per	Post- Retention
No.		rypo or fraining	Trainees	Class / Lab	СВТ	Trainee	
1	Retrainee HUA Priority Rate	Business Skills, Computer Skills, Cont. Improv., HazMat, Mgmt. Skills, Mfg. Skills, PL- Mfg. Skills	360	8-200 Weighte 50	-	\$1,300	\$13.28
2	Retrainee Job Creation Initiative HUA Priority Rate	Business Skills, Computer Skills, Cont. Improv., HazMat, Mgmt. Skills, Mfg. Skills, PL- Mfg. Skills	120	8-200 Weighte 50	•	\$1,300	\$12.00

\*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 13.28 per hour; Job #2 \$12.00 per hour for Imperial County
(HUA).	
Health Benefits: 🛛 Yes 🗌 No	This is employer share of cost for healthcare premiums –
medical. dental. vision.	

Employer may use up to \$1.28 of employer paid health benefits to meet the Post-Retention Wage in Job numbers 1.

Wage Range by Occupation					
Occupation Titles Wage Range Estimated #					
Production		327			
Administration		120			
Sales		10			
Management/Supervisor		23			

## INTRODUCTION

Founded in 2016, OWB Packers, LLC (OWB) (<u>www.oneworldbeef.com</u>) is a meat packing facility in Brawley, CA. OWB operates as a Custom Toll-Processing (CTP) method beef facility, which allows customers to trace products back to the cattle ranch of origin. As Such, a rancher can order cuts that will meet the unique requirements of international or specialty buyers. This method also allows small ranchers to process custom, or "farm to fork" cuts of meat specific to the needs of its customers. The Company processes beef from different ranchers, and CTP also enables them to track the means of freight travel. All finished products are certified to meet USDA quality guidelines.

### VETERANS PROGRAM

To date, the OWB has 3 Veterans on payroll. OWB Packers hire vets, though no Vet component is included in the project.

### PROJECT DETAILS

This is OWB's second ETP Contract, the second in the last five years. Previous training focused on getting the plant operational and training the initial workforce. Training in this new proposal will focus on the skills needed for increased production, cross training, and improving processes.

Since beginning operations, OWB has brought over 300 jobs to the City of Brawley which suffers from one of the highest unemployment rates in the state. (The 337,000 square foot facility was shut down by previous owners in early 2014, with 1,300 employees being laid off). OWB has consistently added new jobs and continues to expand business capacity by hiring new staff. OWB intends to hire up to 120 employees during this proposed ETP Contract and expand to approximately 600 employees by 2023.

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. This growth necessitates OWB expand business capacity by bringing large pieces of equipment back online as volume through the plant grows. The majority of equipment was included with the acquisition of the plant. This equipment requires both extensive maintenance training and detailed operational training. The ground beef and rendering operations, with equipment worth \$8M and \$30M respectively, are complex and potentially dangerous to operate, requiring extensive worker training.

Training will focus on improving skills and cross training front-line workers to maintain production needs while upholding superior quality standards. Production employees in fabrication will learn highly specialized meat cutting skills with a focus on quality and yield (e.g. carefully carving each cut of meat per the customer's order to yield the maximum amount of harvestable product possible). OWB is a USDA certified processing plant. USDA certification requires the highest standards for cleanliness and humane treatment of animals. Secondly, employees will learn to efficiently process the animals into their component parts as they move down the line.

### **Green/Clean Operations**

OWB will implement a revolutionary new biological waste water treatment technology that will dramatically mitigate both energy and water usage by reclaiming and irrigating with all of the water used throughout the beef processing value chain. Employees will learn to operate and care for this system which uses tens of millions of worms that ingest the organic matter to come out of the facility and Incumbent in the effluent discharged from the plant.

### **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.

PL training will be provided to frontline staff in harvesting operations, fabrication, slaughter, wastewater treatment, pericardium preparation, shipping, packaging, hide preparation and rendering for up to 60 hours per trainee. (See Curriculum at Manufacturing Skills.) Safe operation and handling of all equipment and tools will be included as an integral part of the training process.

Qualified in-house trainers will provide training at a trainer-to-trainee ratio not to exceed 1:3. Most PL instruction will be conducted at a ratio of 1:1; however, there will be instances where a small group of three trainees will receive PL training. These small group sessions will occur primarily at the beginning of training when trainees are first learning their jobs. Production staff will receive PL training on set-up, maintenance and operation of complex and potentially dangerous equipment. Due to the large number of employees hired at a time, the 1:3 ratio allows the company to complete training in a fast and efficient manner. The trainer will review, observe, coach, demonstrate, as well as document PL training.

### **Retrainee - Job Creation**

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

OWB is growing into an existing facility (currently utilizing 30%) that once housed 1300 employees. Most of the equipment was obtained from the acquisition from the previous owner. However, it must be made operational and then OWB will train employees on operations/maintenance of this new equipment. The Company will hire 120 new employees (Job Number 2) under this agreement which is a 33% overall increase in staff. 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

**Business Skills:** Training will be offered to all occupations in Accounting, Asset Management, Material Management, Knowledge of Meat Cuts/Yields, teamwork and other job-specific skills. Training will provide Administrative support functions the skills needed to give them a general understanding of how a beef processing plant operates and how to operate better as an overall team.

**Computer Skills:** Training will be offered to all occupations in Attendance Tracker and MS Office, as well as job-specific training in ERP System, Preventative Maintenance Program and other software applications.

**Continuous Improvement:** Training will be offered to all occupations in Production Scheduling, Production Operations/Workflow, Quality Control, ISO Certification and other related skills. Training will provide a basic understanding of how the Custom Toll beef process works and how to maximize production efficiency.

**Hazardous Materials:** Training will be offered to all occupations except Administrative Staff in Hazardous Risk Materials, Waste Water Handling/Treatment, and Handling Hazardous Materials. Training does not lead to a Hazmat Certification.

**Management Skills:** Training will be offered to Managers/Supervisors in Leadership, Decision Making, Motivation/Engagement, Coaching, Teambuilding and Strategic Planning. Managers will learn to effectively lead and direct employees and develop their skills as they learn their new jobs.

**Manufacturing Skills:** Training will be offered to Production and select Managers in topics related to beef processing. Topics include Equipment Operation, Cut Specifications, Knife Handling/Sharpening and Cross-Functional Skills. Operations and handling of all equipment and tools will be included as an integral part of the training process.

### High Unemployment Area

All proposed trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Brawley (Imperial County) are in an HUA.

Wage Modification

Job Number 1: OWB is asking for a 25% wage modification from the ETP Standard Minimum Wage to the HUA Minimum Wage (from \$17.70 per hour to \$13.28 per hour). Sixty percent of trainees earn below the ETP standard wage of \$17.70.

Job Number 2: OWB is asking for a 25% wage modification from the ETP Standard Minimum Wage to the HUA Minimum Wage (from \$14.48 per hour to \$12.00 per hour). Seventy five percent of trainees earn below the ETP standard wage of \$17.70.

Training Infrastructure

Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house staff and vendors if needed. The Company's Human Resources Manager and Office Administrator will oversee administration of this project. The Owner, Plant Manager, and Supervisors will execute the training plan and coordinate the training effort to ensure proper record keeping procedures are in place. Training on the proposed contract will take place at the Brawley facility.

### 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 \$%
ET17-0257	Brawley	10/31/16- 10/30/18	\$470,000	\$470,000 (100%)

## **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:

### **BUSINESS SKILLS**

- Accounting Skills
- Asset Management
- Material Management
- Inventory Control/Warehousing
- Sales Skills
- Knowledge of Meat Cuts and Yields
- Teamwork
- Leadership

### **COMPUTER SKILLS**

- Intermediate/Advanced MS Office Suite
- ERP System
- Preventative Maintenance Program
- Attendance Tracker
- Paychex Payroll Software
- Flex Time (Time and Attendance Software)

### **CONTINUOUS IMPROVEMENT**

- Production Scheduling
- Production Operations/Workflow
- Quality Control Concepts
- British Retail Consortium Certifications
- Animal Welfare Management
- Process Improvement
- Lean
- ISO Certification

### **HAZARDOUS MATERIALS**

- Hazardous Risk Materials Handling
- Waste Water Handling/Treatment
- HazMat Handling

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

- Leadership for Management
- Decision Making
- Motivation/Engagement
- Administration
- Coaching Procedures
- Teambuilding
- Strategic Planning

### MANUFACTURING SKILLS

- Equipment Operation, Maintenance & Troubleshooting
- QA/QC Training
- Cut Specifications for Individual Products
- Yield Management and Controls
- Knife Handling and Sharpening
- Production Safety Training
- Repetitive Motion Training to Avoid Injury
- Shipping
- · Cross-Functional Production Equipment/Skills

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

### Productive Lab Hours

0-60

### MANUFACTURING SKILLS (Ratio 1:3)

- Harvesting Operations
- Pericardium Sacs (Heart Sacs)
- Hides
- Rendering
- Fabrication
- Material Handling/Shipping
- Maintenance Preventive Repair Measurement
- Quality Control
- Cross-Functional Production Equipment/Skills
- Waste Water Handling/Treatment

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:**

# PCL Construction Services, Inc.

## Contract Number: ET19-0394

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

## PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative SET		Industry Sector(s):	Construc	tion (C)
				Priority In	idustry: 🖂 Yes 🗌 No
Counties Served:	Los Angeles, Orange, San Diego		Repeat Contractor:	☐ Yes ⊠ No	
Union(s):	🗌 Yes 🛛 No				
Number of Employees in: CA: 295		CA: 295	U.S.: 1,686		Worldwide: 4,000
Turnover Rate: 11%					
Managers/Supervisors: N (% of total trainees)		N/A			

## FUNDING DETAIL

In-Kind Contribution: (100% of Total ETP Funding Required)

\$553,000

Total ETP Funding \$248,430

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rang Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee Priority Rate SET	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, OSHA 10/30	223	8 - 200 Weighte 35	•	\$910	\$24.13
2	Retrainee Job Creation Priority Rate SET	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., HazMat, OSHA 10/30	50	8 - 200 Weighte 35	•	\$910	*\$14.74

\*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 per hour

Job Number 2(SET/Job Creation): \$14.74/hr. in San Diego County; \$15.12/hr in Orange County; and \$15.47/hr in Los Angeles County

**Health Benefits:**  $\boxtimes$  Yes  $\square$  No This is employer share of cost for healthcare premiums – medical, dental, vision.

### **Used to meet the Post-Retention Wage?:** Xes No Maybe

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

Wage Range by Occupation					
Occupation Titles	Wage Range	Estimated # of Trainees			
Job Number 1					
Accounting Staff		20			
Operations Staff		155			
Estimating Staff		13			
Scheduling Staff		3			
Virtual Construction		5			
Marketing Staff		9			
Administrative Staff		13			
Systems/IT Staff		5			
Job Number 2					
Estimating Staff		5			
Operations Staff		40			
Virtual Construction Staff		5			

### INTRODUCTION

Founded in 1906, PCL Construction Services, Inc. (PCL) (www.pcl.com) provides construction management, pre-construction services, general contracting, virtual design and construction technology services. The Company's international headquarters is located in Edmonton, AB, Canada and the US headquarters is located in Denver, Colorado. The Company has multiple locations within the United States and worldwide. This proposal will include training at PCL's locations in Glendale, Tustin and San Diego.

The Company delivers services across many building sectors including higher education, civic aviation, sports and entertainment and residential projects. Customers include UCLA and UC Irvine, where the Company has worked on projects such as residence halls, libraries and laboratory facilities. Currently, PCL is working on projects at the Los Angeles and San Diego International Airports, Disney, the Anshutz Entertainment Group, Universal Studios, LA Live event center and the Stubhub Center.

### Veterans Program

PCL actively recruits Veterans through career fairs and employee referrals. However, the Company is not requesting a Veterans Job Number.

### PROJECT DETAILS

PCL has steadily grown in California and anticipates continued growth in excess of 40% over the next two years. The current construction economy is providing the Company opportunities for new public and private sector work, and evolving technology demands greater workforce productivity. In 2017, PCL's California locations hired 64 new staff and anticipates hiring approximately 100 new staff to fulfill project needs for upcoming jobs. New workers will support projects such as a redevelopment of San Diego's Seaport Village, and a Consolidated Rental Car Facility at LAX. Further, PCL will is working with civic customers including the City of San Diego and UC San Diego.

In addition, there are many changes in technology related to lean process improvement, metric data capture, automation, artificial intelligence, virtual reality and augmented reality that the Company must address. To stay competitive, PCL must train staff on all emerging technologies and updates to existing technologies. Further, the Company has acquired a new Faro Laser Scanner and DJI Mavic Pro 2 Drone (\$75,000). This new equipment will allow staff to supplement Building Information Modeling (BIM) coordination, verify field conditions, and reduce laborious efforts previously required to take photo and manual measurement. The new equipment will allow staff to complete tasks previously outsourced.

Finally, PCL must cross-train staff across many positions to supplement work and provide lateral skillsets. For example, training on Navisworks, a software program specific to Virtual Construction positions, will be provided to staff in Operations and Marketing to supplement their project workflows. Currently the Company is committed to training all staff at least 35 hours annually.

### **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. PCL is expanding existing business capacity by adding newly-hired employees to an existing function due to significant growth overall.

The Company will hire 50 new employees (Job Number 2) in this project. 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 provided via Class/Lab and Computer-Based Training in the following:

**Business Skills**: Accounting Skills, Change Management, Communication Skills, Leadership Skills for Frontline Workers, Marketing & Business Development and Project Management Skills

Commercial Skills: LEED, Estimating, Scheduling, Product Knowledge and Site Awareness

**Computer Skills**: BIM, Computer-Assisted Drafting, Project Document Control, Financial Accounting Software, Construction Software, Marketing Software, Estimating Software, and Laser Scanning & Processing

**Continuous Improvement**: Quality & Process Improvement, Problem Solving & Frontline Decision-Making Skills, Study Action Teams

**Hazardous Materials**: The following topics do not quality under ETP's guidelines for Certified Safety Training: Handling Hazardous Materials, Asbestos Abatement and Lead Abatement

### Certified Safety Training

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

### Computer-Based Training

PCL will provide CBT to all occupations in Commercial Skills. This will assist PCL with training and cross-training goals. Training will include: Environmental Management Training, Mobile Cranes, Personnel Baskets, and Rigging, Heavy Equipment, Scaffolding, Grinders, Light Tower, Material and Equipment Handling.

### Special Employment Training

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. PCL 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 in Job Number 1.

### Wage Modification

The Panel may accept a SET wage modification for a priority industry from \$32.18 to \$24.13. PCL is requested the wage modification for Job Number 1.

### Temporary to Permanent Hiring

The Company will train four workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 2). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 180 days. It is

expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

### Commitment to Training

PCL annual California training budget is \$192,000 and includes Ethics, Code of Conduct, Personal Accountability, Effective Meetings, Using Social Media, Diversity & Inclusion, Pre-Job and Safety Instructions and Sexual Harassment Prevention. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

Training Infrastructure

PCL is ready to start training in early 2019. The Area Manager and the Virtual Construction Staff will oversee this project. It will be administered by the HR Professional Development Advisor and Coordinator positions in the Company's Glendale office. Administrative Assistants in the Tustin and San Diego offices will collect ETP training rosters and send to staff in Glendale. A total of seven staff will work to ensure success of the ETP training project. Further, all training is scheduled via the Company's intranet training page, where staff may also access the computer based training modules as well. Training will be delivered by in-house experts and vendors as needed.

### RECOMMENDATION

Staff recommends approval of this proposal.

### **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:

### **BUSINESS SKILLS**

- Accounting Skills
- Change Management
- Coaching
- Client Relations
- Effective Communications Skills
- Frontline Leadership Skills
- Marketing & Business Development
- Performance Management/Goal Setting
- Project Management Skills

### COMMERCIAL SKILLS

- Leadership in Energy and Environmental Design
- Construction Estimating/Scheduling & Operations Skills
- Product Knowledge Skills
- Site Awareness

### **COMPUTER SKILLS**

- Building Information Modeling & Computer-Assisted Drafting Skills
  - o 360 Field/Glue
  - o Revit
  - o Navisworks
  - o PartsLab
  - o Synchro
  - o Virtual Reality
  - o Bluebeam
- Project Document Control
- Financial Accounting Software Skills
- Estimating Software Application Skills
- Construction Software & Scheduling Application Skills
- Marketing Software Application Skills
- Customer Relationship Management Deltek
- Microsoft Office (Intermediate/Advanced)
- Information Management/Power BI
- Laser Scanning/Processing Skills

### **CONTINUOUS IMPROVEMENT**

- Study Action Teams
- Quality & Process Improvement
- Problem Solving
- Frontline Decision-Making Skills

### HAZARDOUS MATERIALS

- Handling Hazardous Materials
- Asbestos Abatement
- Lead Abatement

### OSHA 10/30 (OSHA Certified Instructor)

- OSHA 10
- OSHA 30

### CBT Hours

0 – 100

### **COMMERCIAL SKILLS**

- Global Harmonization System of Classification and Labeling of Chemicals (.5 hr)
- Environmental Management Training/Sustainable Business Practices-General Stream (1 hr)
- Environmental Management Training/Sustainable Business Practices-Estimating/Business Development Stream (1.5 hr)
- Environmental Management Training/Sustainable Business Practices-Finance and Administration Stream (1hr)
- Environmental Management Training/Sustainable Business Practices-Operations Stream (4 hr)
- Environmental Stream (2.5 hr)
- Project Document Control File Management and Solutions Site and Safety Management (3 hr)
- Hand and Finger Injury Prevention (.5 hr)
- Tower Cranes (.5 hr)
- Mobile Cranes, Personnel Baskets and Rigging (1 hr)
- Worker and Material Hoist (.5 hr)
- Trenching and Excavation (1 hr)
- Hazcom/Workplace Hazardous Materials Information Systems (.5 hr)
- Control of Hazardous Energy (.5 hr)
- Compressed Gasses (.5 hr)
- Heavy Equipment (1 hr)
- Cutting and Welding (.5 hr)
- Respiratory Protection (.5 hr)
- Confined Space Entry (1 hr)
- Commercial Driving (.5 hr)
- Scaffolding (.5 hr)
- Asbestos Abatement (1 hr)
- Lead Abatement (1 hr)
- Demolition (.5 hr)
- Silica Protection (.5 hr)
- Mold Guidelines (1 hr)
- Fall Protection (.5 hr)
- Grinders (.5 hr)
- Aerial Platform Work (.5 hr)
- Hydrotesting (.5 hr)
- Heat Stress Prevention (.5 hr)
- Working in Cold Environments (.5 hr)

- First Line Breaks (.5 hr)
- Electrical Safety for Construction Workers (.5 hr)
- Flammable Liquid and Storage and Handling (.5 hr)
- Flagging and Barricades (.5 hr)
- Abrasive Blasting (.5 hr)
- Cleaning with Solvents (.5 hr)
- Construction Equipment (.5 hr)
- Portable Ladders (.5 hr)
- Light Tower (.5 hr)
- Radiation Safety (.5 hr)
- Sanitation and Drinking Water (.5 hr)
- Hand and Power Tools-Drills (.5 hr)
- Hand and Power Tools-Saws (.5 hr)
- Hand and Power Tools-Hand, Powder, and Pneumatic Tools (.5 hr)
- Hand and Power Tools-Hand, Hydraulic (.5 hr)
- Material and Equipment Handling (.5 hr)
- Marine Operations (.5 hr)
- Introduction to Bluebeam (2 hr)
- Doing Business with the Government (2 hr)
- Project Document Control (1 hr)

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



# **Training Proposal for:**

# **Building Skills Partnership**

# Contract Number: ET19-0432

Panel Meeting of: March 29, 2019

ETP Regional Office: North Hollywood

Analyst: M. Webb

## PROJECT PROFILE

Contract Attributes:	SET Retrainee Multiple Barriers	Industry Sector(s):	Services (G) Green Technology	
			Priority Industry: 🗌 Yes 🛛 No	
Counties		Repeat		
Served:	Alameda, Los Angeles,	Contractor:	🖂 Yes 🗌 No	
	Orange, San Diego, Santa			
	Clara, San Franciso,			
	Sacramento			
Union(s):	Yes IN No SEIU-USWW Lo	ocal 1877		
Turnover Rate:		≤20%		
Managers/	Supervisors: (% of total trainees)	≤20%		

## FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$526,240		\$36,520 8%		\$562,760
In-Kind Contribution:	50% of Total ETP Funding Required			\$281,380

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee SET Multiple Barriers	Business Skills, Comm'I. Skills, Computer Skills, Cont. Imp., Literacy Skills	440	8-200 Weightee 52	•	\$1,279	*\$12.05

\*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:** \$12.30 per hour in Alameda, San Francisco and Santa Clara counties; \$13.55 per hour in Los Angeles County; \$12.75 per hour in Orange County; \$12.25 per hour in Sacramento County; and \$12.05 per hour in San Diego county per Collective Bargaining Agreement.

**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		
Janitor		350		
Floorcare Worker		90		

## INTRODUCTION

Building Skills Partnership (BSP) (<u>www.buildingskills.org</u>) is a statewide non-profit collaboration between the Service Employees International Union (SEIU) Local 1877, building service employers, and community leaders from California. Service Employees International Union-United Service Workers West (SEIU-USWW) represent approximately 40,000 property serve workers throughout California, most of whom are immigrants. Property service workers include Workers who provide important services to buildings. Occupations include the following: Janitors, Security Officers, Maintenance and Custodial Workers, Airport, Arena, and Stadium Workers. BSP provides services to six regions in California-Alameda, Los Angeles, Orange County, San Diego, Santa Clara, San Francisco and Sacramento.

Approximately 80 janitorial employers contribute to the BSP's trust fund, and over 50 building owners and facility managers have donated training space for BSP on-site classes. BSP's mission is to: improve the quality of life for low-wage building service workers; and assist unionized building service employers to develop a stronger workforce to remain competitive. Currently under its trust fund obligations, BSP offers services to approximately 12,000 union janitors and service workers in California.

This is BSP's eighth ETP Contract, and the fifth in the last five years. Approximately 250 workers graduate per year from the ADVANCE program. Workplace training provided through the program include Commercial and Continuous Improvement Skills, and Vocational English as a second language.

The ADVANCE training program will include some individuals who may have participated in prior BSP Contracts, require additional instruction, particularly in new Green Janitor Education courses. BSP estimates that approximately 40% of the proposed trainees will be new to the program, while the remaining 60% require continued Green Janitor Education. Under the new training project, BSP will include the expansion and development of vocational skills curriculum as well as the necessary skills used for the various residential property service workers.

### Veterans Program

As a training entity, BSP does not recruit new employees, or actively recruit Veterans.

### PROJECT DETAILS

The Green Janitor Project has played an important role in helping Los Angeles lower its use of energy. With buildings making up 40% of total energy consumption, BSP's certification program, The Green Janitor Project, ensures workers are equipped to use green techniques while cleaning buildings. To date, this program has been held at 65 sites and has certified 850 service workers. In prior Contracts, BSP trained Janitors. Training under this proposal will include skills to help Floorcare workers. Floorcare workers often act as the shift supervisor overseeing the work of others. Currently there is a shortage of qualified Floorcare workers. BSP is responding to this shortage by providing curriculum that will increase worker skills and help them to transition from Janitor to Floorcare Worker.

Training will include skills to properly maintain flooring and safety training to execute janitorial tasks. Trainees with experience will also receive training in leadership skills train new floor care technicians.

The Green Janitor Project will include training in supervisory skills in addition to green skills, cleanroom standards, and LEED certification. Participating employers have continued to request training in these areas to ensure workers can meet green and cleanroom standards and are familiar with chemicals and recycling programs that ultimately reduce labor and material costs.

Limited job and English skills are the single greatest barriers for property service employers when trying to advance janitor duties. Unfortunately, there are few community training resources available to these hard working employees. Prior to the start of training, the building service company met with BSP and union representatives to complete a needs assessment and training readiness survey to ensure BSP curriculum will meet the needs of Employers.

### Training Plan

Training will be provided via class/lab in the following:

**Business Skills:** Training will be offered to all occupations to improve communication and enhance employee knowledge on green initiatives. Course topics delivered will include customer service skills to identify customer needs, handle complaints and requests and improve customer relations.

**Commercial Skills:** Training will be offered to all occupations to operate and maintain equipment. Curriculum topics provided will also increase worker skills in cleanup requirements, sanitary standards, and energy efficiency standards.

**Computer Skills:** Training will be offered to Janitors to utilize computer software programs, page messaging, and other PDA systems. Janitors will learn to navigate through the work order systems and accurately enter data.

**Continuous Improvement:** Training will be offered to all occupations to learn to work independently, execute job tasks safely and efficiently, respond and solve problems, and implement green building maintenance measures. Staff will learn to promote team concepts, emphasize the importance of maintaining service levels, and improve customer satisfaction.

**Literacy Skills:** Training will be offered to all occupations in written and verbal communication, and basic math. This training will enable Janitorial companies to meet changing marketplace demands with workers who can comprehend work directives confidently and efficiently.

### Special Employment Training/Multiple Barriers

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. Trainees must earn the statewide average hourly wage at the end of the retention period. All trainees have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These trainees may receive the ETP Minimum Wage post-retention. BSP requests a post-retention wage of \$12.05 per hour. This wage is in accordance with the collective bargaining agreement (SEIU-USWW).

### **Green/Clean Operations**

BSP will continue to train workers on green skills and cleanroom standards to comply with green initiatives of public building space/services. Janitors will learn to maintain building green initiatives and recycling programs, automated lighting and water controls, and how to utilize new cleaning chemical and tools.

### **Marketing and Support Costs**

BSP's marketing efforts consist of circulating newsletters, giving presentations, contacting new employees via telephone and email, and meeting with new participating employers to discuss the training program in detail. Under prior ETP Contracts, BSP initially planned to market its program statewide, but subsequently decided to focus solely on the Los Angeles area. However, following measurable success, BSP will now market the proposed training plan on a statewide level including rural and high unemployment areas.

### **Curriculum Development**

Property Managers, Owners, employees, Employers, and SEIU-USWW representatives have collaborated to develop the curriculum used in BSP training programs. Together they have developed a skill-driven curriculum that seeks to meet the needs of participating employers. BSP has used surveys, focus groups, and testimonials from all of the parties above to determine the appropriate content for the classes. ETP assistance will allow BSP to expand its curriculum to meet Employer needs and provide more advanced, formal training to a larger population of building service employees.

BSP surveys both the Employer and trainee to determine if training provided through their program has met Employer needs. Trainers also test the trainee to determine competency levels at the beginning and end of the ADVANCE training programs. BSP then documents the success rates

of trainees who have passed the Green Janitor Education Certification Program. Employers also continue to provide feedback to BSP staff following trainee placement.

### Commitment to Training

Participating Employers will continue to provide new hire orientation training, and informal oneon-one essential job skills training. Basic safety training will also be provided in accordance with all pertinent requirements under state and federal law.

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

### Training Infrastructure

The Los Angeles Regional Director will oversee all project administration. BSP has eight full-time staff workers statewide to assist with marketing, recruitment, needs assessment, and training scheduling. BSP has six full-time AmeriCorps volunteers and has retained a subcontractor to assist with administrative duties.

### Trainer Qualifications

BSP has one full-time and 16-18 part-time in-house experts to provide training. The Company also has Spanish speaking instructors to provide training to Spanish speaking workers.

### **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 BSP's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET17-0469	\$381,500	4/3/17-4/2/19	507	341	341

Based on ETP Systems, 16,882 reimbursable hours have been tracked for potential earnings of \$253,230 (96% of contract amount). The Contractor projects final earnings of 100%.

### PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET16-0397	Statewide	6/30/16-6/30/18	\$58,176	\$58,176 (100%)
ET15-0409	ET15-0409 Statewide 4/6/15-4/5/17		\$385,975	\$351,679 (91%)
ET13-0205	Statewide	12/31/12-12/31/14	\$398,665	\$320,065 (80%)

## **DEVELOPMENT SERVICES**

California Labor Federation in Orangevale and Strategy Workplace Communications in Alameda assisted with development at no charge.

## ADMINISTRATIVE SERVICES

Strategy Workplace Communications will also 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 Trainees may receive any of the following:

### COMMERCIAL SKILLS

- Proper usage of floor care materials, products and equipment
- Water conservation practices
- Air quality control practices
- Operating and maintenance procedures that result in energy savings
- Following of waste management and recycling program practices
- Using and maintaining new energy efficiency equipment correctly
- Mixing and handling green chemicals correctly
- Using green cleaning devices appropriately
- Using clean room standards in high tech environments
- Identify and reporting property hazards and damages
- Developing and following green cleaning procedures
- Following green cleaning inspection standards
- Understand Safety and Security procedures under Homeland Security program in their building and using safe evacuation procedures
- Developing and applying security and safety standards and procedures established by client
- Training on new green standards mandated by local or state legislation
- Training to meet industry backed maintenance certification requirements as the industry is "upskilled"
- Understanding of Energy Star standards and criteria
- Understanding of LEED certification standards and criteria set by the U.S. Green Building Council
- Green Janitors Education Program Certification (30-hour course)
- Floorcare Technician Certification (8-hour course)

## COMPUTER SKILLS

- Using data using company software programs to conduct work duties (Basic "off-theshelf" courses such as Word, Excel, PowerPoint, etc. are not allowable)
- Using page messaging and other PDA systems, such as tablets to report and communicate work duties

## LITERACY SKILLS

Vocational English as a Second Language:

- Using job specific words, phrases and abbreviations
- Filling out work documents such as tenant/client instruction, work orders, reports and safety information
- Understanding verbal directions and instructions
- Reading workplace documents such as tenant/client instruction, work orders, reports and safety information
- Reading work procedures, directives and surveys
- Helping limited English-speaking employees to understand and follow procedures

Basic Math:

- Using fractions and numbering systems
- Understanding basic algebraic equations
- Interpreting charts and graphs
- Understanding proper measurements for mixing of chemicals and other cleaning supplies

### (Literacy Skills cannot exceed 50% of total training hours)

### CONTINUOUS IMPROVEMENT

- Giving and receiving feedback and evaluations
- Cultivating better interpersonal relationships while at work
- Exhibiting leadership skills
- Developing better decision-making skills

Process Improvement:

- Understanding contracts, procedures and forms
- Recognizing roles and responsibilities of team members
- Assisting customers as a team
- Understanding and recognizing change
- Identifying and complying with green standards established for offices and common areas
- Developing quality green measurements
- Applying leadership skills during an emergency situation
- Applying team problem solving processes daily and during crisis situations

## **BUSINESS SKILLS**

Customer Service:

- Developing advanced customer relations and service knowledge
- Identifying customer needs
- Explaining green initiatives
- Applying innovative ways of handling complaints and requests
- Communicate effectively with tenants in cases of an emergency Communication Skills:
- Effective verbal and written communication through accurate and concise work reporting
- Responding to client concerns and requests professionally
- Communicating with customers, co-workers, supervisors, managers, building owners and management representatives effectively
- Training and mentoring new floorcare workers (4-hour course)

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



# **Training Proposal for:**

# San Diego Chapter ABC Training Trust Fund

# Contract Number: ET19-0938

Panel Meeting of: March 29, 2019

ETP Regional Office: San Diego

Analyst: H. Bernard

# PROJECT PROFILE

Contract Attributes:	Apprenticship Priority Rate Retrainee HUA	Industry Sector(s):	MEC (H) Construction (23) Services (61,71,72,81,92)		
			Priority Industry: 🛛 Yes 🗌 No		
Counties		Repeat			
Served:	San Diego, Imperial	Contractor:	🗌 Yes 🖾 No		
Union(s):	☐ Yes ⊠ No				
Turnover Rate:		N/A			
Managers/	Supervisors: (% of total trainees)	N/A			

# **FUNDING DETAIL**

Program Costs	+	Support Costs	=	Total ETP Funding
\$388,500		\$27,010 8%		\$415,510
In-Kind Contribution: 50% of Total ETP Funding Required				Inherent

# TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rang Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee Apprentice	Business Skills Commercial Skills	132	8-200 Weighte	0	\$2,246	\$24.13
	Priority Rate	HazMat		100	•		
2	Retrainee	Business Skills Commercial Skills	53	8-200	0	\$2,246	\$24.13
	Apprentice Priority Rate	HazMat		Weighte 100	•		

Minimum Wage by County: Modified Statewide Average Wage (SET) - \$24.13 for Job Numbers 1 & 2.

**Health Benefits:** 🛛 Yes 🗌 No This is employer share of cost for healthcare premiums –

medical,	dental,	vision.	
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### Used to meet the Post-Retention Wage?: Xes No Maybe

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

Wage Range by Occupation					
Occupation Titles	Wage Range	Estimated # of Trainees			
Job Number 1					
Electrician Apprentice - Year 2		17			
Electrician Apprentice - Year 3		45			
Electrician Apprentice - Year 4		70			
Job Number 2					
Plumber Apprentice – Year 2		14			
Plumber Apprentice – Year 3		19			
Plumber Apprentice – Year 4		20			

### INTRODUCTION

San Diego Chapter ABC Training Trust Fund (ABCSD), is a trade association founded in 1976. The Training Trust of the organization was formed in 1986 (www.abcsd.org) to serve the needs of contractors in the San Diego & Imperial areas. The Organization is eligible under ETP guidelines as a Unilateral Apprenticeship Committee (UAC).

ABCSD represents merit shop (non-union) construction and construction-related firms. ABCSD's contractor membership is comprised primarily of firms performing work in the industrial, commercial and institutional sectors of the construction industry in San Diego and Imperial Counties and serves 222 employer members. ABCSD offers apprenticeship, craft training, safety and management education programs and a variety of other services.

ABCSD is registered with the Division of Apprenticeship Standards (DAS) and trains Apprentices and Journeymen in the following 5 trades: Electrical, Electronic Systems Technician, Plumbing, Pipefitting and Sheet Metal. ABCSD serves 449 Apprentices and 587 Journeymen across all programs; however, this project will include only the Electrical and Plumbing Apprentices. In 2017, ABCSD graduated 53 Electrical and 13 Plumbing Apprentices and expects to graduate 33 Electrical and 7 Plumbing Apprentices in 2018.

#### Veterans

ABCSD actively recruits Veterans and works with the following Veterans organizations: Veterans Affairs (VA) Office, Maine Corps Community Center, Veterans Village of San Diego, Wounded Warrior Project, San Diego County Veterans Services, VA Outpatient Clinic, VA Hospital Transition Center, among others. Through these partnerships, ABCSD attends career fairs for all branches of the Armed Services and is listed as a resource for Veterans looking for skilled training and employment in the construction industry.

### **PROJECT DETAILS**

#### **Employer Demand**

The construction industry faces a serious shortage of qualified workers. Many employers have an aging workforce set to retire soon and lack younger staff who can backfill the vacancies. It becomes imperative that Apprentices are trained to meet the needs of employers over the next decade.

Some current and upcoming Southern California construction projects include: Father Joe's Village in San Diego; Pauma Casino in Pauma Valley; a support facility at the San Diego International Airport; Otay Mesa Detention Center in San Diego; and University of California, San Diego (UCSD) improvements.

#### 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 both the Electrical and Plumbing programs are 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, reducing the priority industry rate from \$26 to \$21 per class/lab hour.

#### High Unemployment Area

Some trainees (Job Numbers 1 & 2) may work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25% in Imperial County. However, ABCSD is not requesting a wage and/or retention modification.

### **Special Employment Training**

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. However, ABCSD is a priority industry and trainees are required to meet the modified statewide average hourly wage at the end of the retention period. All Apprentices are paid at least \$6.65 in Health & Welfare benefits, of which up to \$2.50 may be used for the trainees to meet the SET Modified Wage.

#### Training Plan

Class/Lab training will be delivered at ABCSD's training center in Poway. The training center includes 16 classrooms, a computer lab and an 11,000 square foot hands-on working lab. The following are some of the curriculum topics included in the Curriculum.

**Business Skills**: Employability Skills, Fundamentals of Crew Leadership, Basic Communication Skills.

**Commercial Skills:** Construction Math, Basic Electronic Theory, Conduit Bending, Control Systems and Fundamental Concepts, Overcurrent Protection, Practical Application of Lighting, Electricity in HVAC, Motor Operation and Maintenance, Medium Voltage Terminations/Splices, Plumbing Code, Arc Welding, Types of Valves, Installing Water Heathers, Types of Valves.

**Hazardous Materials:** Hazardous Locations, Health Care Facilities, Indirect and Special Waste, MedGas.

### **Curriculum Development/ Trainer Qualifications**

ABCSD's curriculum is created by the National Center for Construction Education and Research (NCCER) and meets all minimum industry training criteria through the State of CA's Division of Apprenticeship Standards (DAS). The curriculum is revised every 3 to 5 years depending on industry changes and is developed with the support of 125 Construct CEO's and academic leaders.

ABCSD's trainers meet DAS's requirements which are either of the following:

- The possession of an associate degree and four years of occupational experience
- Completion of at least 12 semester units of apprenticeship or college level coursework and six years of occupational experience and a Journeyman Certification
- Six years occupational experience in the subject matter and ten years experiences as an apprenticeship instructor for the DAS.

### Marketing and Support Costs

ABCSD is requesting 8% in support costs to fund marketing to employers, recruit apprentices, and conduct ongoing assessments of employer-specific job requirements. There are five full-time staff members who will assist with marketing and recruitment.

ABCSD is looking for better ways to appeal to younger generations. As such training is publicized through social media and other platforms including: the Build Your Future website that focuses on high school graduates and military Veterans; holding summer camps to expose high school students to the trades; and hosting open houses at the training center. In an effort to recruit participating employers, ABCSD pursues potential companies and hosts networking events, and prospective member events throughout the year. ETP staff recommends the 8% in support costs.

#### **Tuition Reimbursement**

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

#### Training Coordinator

Employers will continue to make contributions to the ABCSD for Apprentices and Journeymen. ETP funds will not displace the existing financial commitment to training. Safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

#### Training Infrastructure

This project will be overseen by ABCSD's Vice President of Workforce Development. The VP along with a team of a Workforce Development Manager, a Public Works Consultant and an Administrative Assistant will schedule training, track training rosters and upload the data into ETP's Online Systems. Instructors at ABCSD will track attendance on ETP approved rosters and forward to administrative staff for upload.

### **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:

### **Electrical Apprentices**

### **BUSINESS SKILLS**

- Basic Employability Skills
- Fundamentals of Crew Leadership
- Basic Communication Skills

### COMMERCIAL SKILLS

- Construction Math
- Construction Drawings
- Role in the Green Environment
- Basic Electronic Theory
- Alternating Current
- Motors: Theory and Application
- Conduit Bending
- Pull and Junction Boxes
- Grounding and Bonding
- Electric Lighting
- Conductor Installations
- Cable Tray
- Conductor Terminations and Splices
- Circuit Breakers and Fuses
- Control systems and Fundamental Concepts
- Load Calculations-Branch, Feeder Circuits and Services
- Conductor Selection and Calculations
- Practical Applications of Lighting
- Overcurrent Protection
- Distribution Equipment
- Transformers
- Commercial Electrical Services
- Motor Calculations
- Voice, Data and Video
- Motor Controls
- Electricity in HVAC
- Standby and emergency Systems
- Fire Alarm Systems
- Specialty Transformers
- Specialty Locations
- Advanced Controls
- HAVC Controls
- Heat Tracing and Freeze Protection
- Motor Operation and Maintenance
- Medium Voltage Termations/Splices

### HAZARDOUS MATERIALS

- Hazardous Locations
- Health Care Facilities

### **Plumbing Apprentices**

### **BUSINESS SKILLS**

- Basic Communication Skills
- Business Principles for Plumbers
- Fundamentals of Crew Leadership

### **COMMERCIAL SKILLS**

- Construction Math
- Reading commercial Drawings
- Your Role in the Green Environment
- Structural Penetrations, Insulation, Fire Stopping
- Installing and Testing DWV Piping
- Installing Roof, Floor and Area Drains
- Basic Electricity
- Equipment and Systems
- Types of Valves
- Installing fixtures and Valves
- Installing Water Heaters
- Installing and Testing Water Supply Piping
- Fuel Gas and Fuel Oil Systems
- Advanced Trade Math
- Advanced Blueprint Reading
- Applied Math
- Sizing and Protecting the Water Supply System
- Types of Venting
- Sewage and Sump Pumps
- Corrosive-Resistant Waste Piping
- Compressed Air
- Service Plumbing
- Plumbing Code
- Standards and Specifications
- Water Pressure Booster and Recirculation Systems
- Hydronic and Solar Heating
- SMAW Equipment and Setup
- Shielded Metal Arc Electrodes
- Arc Welding
- Private Water Supply systems
- Private Waste Disposal Systems
- Swimming Pools and Hot Tubs
- Plumbing for Mobile Homes and Travel Trailers
- Intro to Medical Gas and Vacuum Systems
- Base Metal Preparation
- SMAW Groove Welds with Backing

### HAZARDOUS MATERIALS

- Indirect and Special Waste
- MedGas

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



# **Training Proposal for:**

# Western Electrical Contractors Association, Inc.

# Contract Number: ET19-0937

Panel Meeting of: March 29, 2019

## ETP Regional Office: Sacramento

Analyst: K. Jones

# PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship	Industry Sector(s):	Construction (C)
	Veterans		
			Priority Industry: 🛛 Yes 🗌 No
Counties		Repeat	
Served:	Statewide	Contractor:	⊠ Yes □ No
Union(s):	🗌 Yes 🛛 No Unilateral Appre	nticeship Cor	nmittee
Turnover Rate:		≤20%	
Managers/	Supervisors: (% of total trainees)	N/A	

# **FUNDING DETAIL**

Program Costs	+	Support Costs	=	Total ETP Funding
\$421,890		\$29,274 8%		\$451,164
In-Kind Contribution: 50% of Total ETP Funding Required			l	Inherent

# TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rango Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee Apprentice	Commercial Skills, OSHA 10	262	8-210 Weighte 70	•	\$1,572	\$24.13
2	Retrainee Apprentice Veterans	Commercial Skills, OSHA 10	25	8-210 Weighter 70	-	\$1,572	\$24.13

	Minimum Wage by County:	\$24.13 per hour	Statewide	(Priority	/ Industry	)
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**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 \$2.13 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 and 2.

Wage Range by Occu	upation	
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice Wireman Electrician		262
Job Number 2		
Veteran Apprentice Wireman Electrician		25

## **INTRODUCTION**

Founded in 1937, Western Electrical Contractors Association, Inc. (WECA) is a statewide nonprofit organization serving its membership of non-union electrical contractors. WECA operates a Unilateral Apprenticeship Committee (UAC) and Training Trust formed and funded by the membership to provide Division of Apprenticeship Standards (DAS) approved training. WECA also offers journeymen courses and exam prep. Industry needs are jointly determined by the UAC, with WECA staff and members.

This is WECA's fourth ETP Contract, and the fourth ETP Contract in the last five years.

### Veterans Program

The curriculum for Veteran trainees will be the same as Apprentice training and reimbursed at the same rate as other Apprentices.

WECA works in cooperation with Volunteers of America, Honor a Hero, and participates in Hire a Vet job fairs sponsored by EDD. WECA has a hiring preference for, and actively recruits veterans.

### 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, reducing the priority industry rate from \$26 to \$21 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

As demand for qualified Apprentices has grown, WECA has been able to increase its membership base to 257 contractors. To meet member needs, WECA has increased the number of Apprentices by 10% over the last two years, and currently represents more than 749 Apprentices statewide. This increase in Apprentices requires WECA to train staff on the skills needed to be safe and efficient Wireman Electricians.

WECA has developed and customized a Wireman Electrician curriculum to address local needs and projects their Apprentices are involved in. The training will prepare Wireman Electrician's to work on large construction projects including Cache Creek Hotel Expansion in Yolo County, Sutter Roseville ED/Critical Care Expansion in Placer County, Ukiah Valley Medical Center in Mendocino County, The Chawanakee Elementary School in Fresno County, and the Oakley Fire Station in Contra Costa County.

### Training Plan

Training will be provided via class/lab in the following:

**Commercial Skills**: Training will include circuits, transformers, motors, capacitors and basic principles of electricity. Courses will include Ohms Law Review, Magnetic Induction, Motors, Floor Types and Planning Conduit Runs and Commercial Electrical Load Calculations.

**OSHA 10**: Trainees will receive OSHA 10 training in a series of courses "bundled" by industry sector and occupation. The coursework is geared to construction work, and must be approved by Cal-OSHA. The instructors must be certified by Cal-OSHA as well. Completion of the training results in a certificate that expands employment opportunities. OSHA 10 is not included in the 10% limitation on safety training.

### Commitment to Training

ETP funding will not displace WECA's financial commitment to training. Signatory employers will continue to make contributions to the training trust for every hour worked by Apprentices. General

safety training is provided by participating employers in accordance with all pertinent requirements under state and federal law.

### Training Infrastructure

The Operations Director and an Administrative Assistant who were involved in previous ETP Contracts, will oversee administration. The Training Director will schedule training and the Administrative Assistant will review attendance rosters, enroll trainees, and upload training hours into the ETP online sites. The Director of Operations will be responsible for project performance and report progress to WECA's board members bi-monthly. Training will be delivered by in-house experts and vendors.

### Trainer Qualifications

The Training Director will recruit, conduct needs assessments and schedule training. Eleven fulltime subject-matter experts will provide training.

### Impact/Outcome

Apprentices trained under this proposal will be certified as Journeymen Wireman Electricians once they complete the entire apprentice curriculum. Trainees will also receive OSHA 10 certifications once the apprentice curriculum has been completed.

### Marketing and Support Costs

WECA will disseminate class information throughout the year to its Apprentice Commercial Electrician and the electrical contractors who employ them. WECA will market through newsletters, personal contacts, telephone calls, advertisements via the Internet, emails, its website and the local Workforce Investment Board.

Some employers have already been recruited and additional recruitment will be on-going for nonmember electrical contractors. WECA and its UAC will also assess employer-specific job requirements during the contract term. WECA requests, and staff recommends, 8% support costs for these purposes.

### Electronic Recordkeeping

WECA uses a recordkeeping system ("WECA Base") to track the training. This system has been in place since 2005. ETP has reviewed and approved this system for purposes of tracking training.

#### **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.

### PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET17-0914	Statewide	11/07/16 - 11/06/18	\$449,248	\$449,248 (100%)
ET15-0914	Statewide	09/02/14 - 09/01/16	\$298,016	\$298,016 (100%)
ET13-0905	Statewide	10/01/12 - 09/30/14	\$298,620	\$298,620 (100%)

# **DEVELOPMENT SERVICES**

N/A

# **ADMINISTRATIVE SERVICES**

N/A

# TRAINING VENDORS

Cintas of Sacramento will provide Health and Safety training for a fee of \$79 per trainee.

Safewest of La Mesa will provide Health and Safety training for a fee of \$50 per trainee.

Other trainers will be identified for ETP record-keeping purposes, as they are retained by WECA.

## Exhibit B: Menu Curriculum

### Class/Lab Hours

8-210

Apprentices may receive any of the following:

### **COMMERCIAL SKILLS**

2<sup>nd</sup> Year 1<sup>st</sup> Semester:

- Day 1 Branch Circuits & Feeders
- Day 2 Conductors & Over Current Protection
- Day 3 -Wiring Methods, Wiring Materials, Raceways & Boxes
- Day 4 Grounding
- Day 5 Midterm Review
- Day 6 Wiring Materials Switches Panel & Switchboards
- Day 7 Dwelling Load Calculations
- Day 8 Load Calculations Cont. Demand Factor Calculations
- Day 9 Introduction to Motors
- Day 10 Semester Review

### 2<sup>nd</sup> Year 2<sup>nd</sup> Semester:

- Day 1 Ohms Law Review, Parallel Circuit, Triangles
- Day 2 Magnetic Induction, AC Inductance, Resistive Inductive Series Circuits/Parallel Circuits
- Day 3 Capacitors, AC Circuit, Series Circuit/Parallel
- Day 4 Resistive Inductive Capacitance Series/Parallel Circuits
- Day 5 Midterm Exam
- Day 6 Three Phase Circuits/Transformers
- Day 7 Transformers, Size Primary, DC Generators/Motors
- Day 8 -Three Phase Alternators/Phase Motors/Single Phase Motors, Code and Sizing the Circuit
- Day 9 Motors, Wiring a Single and Three Phase Motor

### 3<sup>rd</sup> Year 1<sup>st</sup> Semester:

- Day 1 Welcome and Course Overview, Harassment Prevention, Using the NEC, Hazard Communications (reading MSDS), CPR
- Day 2 The Design-Construction Process, Construction Documents: Types and Functions, In-Class Assignment: Using Construction Documents, Construction Plans Walk-Through
- Day 3 Scales, In-Class Lab: Using Architectural Scales, Plans, Elevations, and Symbols, In-Class Assignment: Civil Plans, Preparing for Electrical Underground, Optional In-Class Lab: POCO Primary Conduit Material Estimation
- Day 4 Structural Sheets, Footings, Foundations, Walls, Parallel Conductors, Conduit Sizing, and Equipment Grounding in Parallel, In-Class Assignment: Conductors in Parallel, Grounding Electrode Systems & Main Bonding Jumpers, In-Class Activity: Conductors in Parallel and Grounding

- Day 5 Midterm Exam, Coordinating Electrical Circuit Ampacity Factors
- Day 6 Introduction to Laguna Pointe Plans, In-Class Lab: Finding Walls for Conduit Layout, Working Clearances and Services, Sight Lighting, In-Class Lab: Site Lighting
- Day 7 Floor Types and Planning Conduit Runs, Busway Systems
- In-Class Activity: Busway Systems, Mechanical Sheets
- Day 8 Commercial Electrical Load Calculations and Sizing Electrical Equipment, Plumbing Sheets and Basic Fire Protection, Coordinating Plan Information Prior to Completing Electrical, Rough-In
- Day 9 Elevators, Coordinating Before Completing Electrical Roughin for Lighting Circuits, In-Class Lab: Creating Installation Plan for Corridor Lighting for One Floor of a Commercial Structure, Preparation for Final Exam: Q & A and Open Discussion
- Day 10 Semester Review

### 3rd Year 2nd Semester:

- Day 1 Welcome and Course Overview, Electrical Quantities and Circuits, Electrical Quantities, Ohm's Law, Series & Parallel Circuits and Calculations Review, Electrical Tools and Test Instruments, Electrical Safety, Solenoids, Shading, Coils, Sizes, and Specifications
- Day 2 Coordinating Electrical Circuit Amapacity Factors, Conductor Ampacities and Derating, Sizing Single Motor Systems Using the NEC, In-Class Assignment: Motors Worksheet, Contactors and Magnetic Motor Starters, In-Class Activity: Lighting Contractors and Motor Starters, In-Class Activity: Motor Starters and Overload/ "Heater" Selection
- Day 3 Using the NEC for Voltage Drop, Conductors, and Raceways, Electrical Symbols & Diagrams, Control Devices, Ladder Diagrams and Wiring Diagrams, Lab Prep: Rules and Operating Procedures, Lab: Basic Control Circuits - Assemble, Operate, Test, and Trouble-Shoot
- Day 4 In-Class Assignment: Motors Worksheet, Control Devices Continued, Control Logic, Review of Control Circuit Labs, Lab Prep: Motor Control Circuits, Lab: Motor: Motor Control Circuits – Multi Start-Stop Stations - Assemble, Operate, Test, and Trouble-Shoot
- Day 5 Review for Midterm Exam, Midterm Exam, Optional Lab (Time Permitting): Motor Control Circuits – HOA – E-Stop – Limit Switch -Assemble, Operate, Test, and Trouble-Shoot
- Day 6 Review: Junction & Pull Boxes, Conduit Bodies & Enclosure Sizing and Fill Requirements, NEC Definitions, AC Generators, Transformers and Motors, Reversing Motor Circuits, Optional: In-Class Reversing Motor Demonstration, Lab Prep: Motor Control Circuits, Labs: Reversing Motor Control Circuits - Assemble, Operate, Test, and Trouble-Shoot
- Day 7 In-Class Assignment: Grounding, Bonding, Parallel Conductors and NEC Review, In-Class Actibity: Using the NEC to Size Parallel Conductors & Raceways, Sizing Main Bonding Jumper, Grounding Electrode Conductor and Equipment, Grounding Conductors, etc., General-Purpose Relays and Timing & Counting

Functions, Labs: Relay and Timer Function Motor Control Circuits - Assemble, Operate, Test and Trouble-Shoot

- Day 8 -Common Alternating Current Circuit Configurations, Adjustment & Correction Factors for Exposed Raceways Installed on or Above Rooftops – Review, Using the NEC: Sizing Parallel Feeder Conductors & Raceways, Sizing Overcurrent Protection (for Transformers), Sizing System Bonding Jumpers, Grounding Electrode Conductors and Equipment Grounding Conductor, etc., Labs: Additional Timer Function Motor Control Circuits - Assemble, Operate, Test and Trouble-Shoot
- Day 9 Review of Blue Prints and Construction Documents, Lab: Motor Control Circuit Design Using Constructor™ Software, Optional Lab: Trouble-Shoot a Lighting Control Circuit with SIMUTECH Software
- Day 10 Review for Final Exam, Lab (Time Permitting): Additional Motor Control Circuits or Additional SIMUTECH Troubleshooting

#### 4th Year 1st Semester:

- Day 1 Orientation, Electrical Safety & First Aid, Arc Flash, PPE & Clothing, Power Generation, Transmission, Distribution, Types and Differences between Electrical Systems, Single Phase/Three Phase Systems, High Voltage Systems, Wye- Delta/Open Delta Concepts Article 408,230 Code Practice Service requirements and Article 100, 110 Code Practice Working Clearances
- Day 2 Electromechanical and Solid State Relays: Types & Applications, Operating Characteristic and Relay Construction – Poles-Throws- Breaks, Contact Protection, and Transient Voltage Protection, Electrically Held and Mechanically Held Relays and Contactors, Lab Exercises: Lighting Automation Control Circuits
- Day 3 Capacito Article 300, 310 Code Practice, Conductor Insulation and Ampacity ratings, Derating applications and Worksheets, Terminal Ratings with Regards to Ampacity Ratings for Conductors, Overcurrent Conditions, Article 240 Code Practice, Short Circuit, Ground Fault and Overload Defined, Differences between Fuses and Breakers, Long and Short Time Current Ratings for Conductors, Differences between a Power Panel and Lighting and Appliance Panel regarding Secondary Conductor and Panel Bussing Protection, Lab Exercises: Forward Reverse Motor Starting Review, Forward Reverse Motor Starting Using General Purpose Relays for Electrical Interlock, Local & Remote Switching with Automatic Motor Restart, Electric Lift
- Day 4 Photoelectric and Proximity Controls (Hall Effect Sensors), Different type Detectors, Detection Applications and Installation Techniques, Lab Exercises: Grain Silo and Conveyor System
- Day 5 Lab Exercise: Electric Gate, First Quarter Review and Midterm Exam
- Day 6 Article 200, 250 Code Practice, Grounding, Applications for the Line Side of the Service, Grounding Applications for the Load Side of the Service, Article 250 Terminology, The Differences Between Grounding and Bonding, The Requirements for Bonding, Parallel

Service Requirements and Adjustments Made for Voltage Drop Corrections, Lab Exercise: Control for an Automatic Car Wash

- Day 7 Reduced Voltage Motor Starting Methods & Applications, When to apply Voltage Reduction, The Differences between the Starting Methods, Lab Exercises: Wye-Delta, Part Winding, Primary Resistor Reduced Voltage Starting Applications
- Day 8 Article 430 Code Practice, Short Circuit, Ground Fault and Overload Applications and Requirements for a Single Motor, Service Factor Ratings, Integral Overload Protection, Supplementary Overload Protection, Fuse Ratings and Breaker Ratings for Motors, Locked Rotor Current Calculations, Lab Exercise Plugging, Brake Motor Braking Applications
- Day 9 Article 440 Code Practice, Sizing Motor Feeder Circuit Conductors, Controllers, and Disconnecting Means, Lab Exercise Motor Braking Applications Continued DC Injection Circuit.
- Day 10 Semester Review

4th Year 2nd Semester:

- Day 1 Orientation, Designing and Installing Wiring Methods, Sizing Auxiliary Gutters, Pull Boxes, Box Fill, Branch Circuits, Feeders, & Wiring Methods, NEC Articles 210, 215, 312, 314 Chapter 3 NEC, Code Practice
- Day 2 Review Motors and Compressor Motors, NEC Articles 430, 440, Code Practice, Accelerating/Decelerating Circuit Logic Along With Braking Application Review, Compelling, Accelerating and Decelerating Applications and Lab Exercises: Compelling, Accelerating and Decelerating Circuits
- Day 3 Variable Frequency Drives, Lab Exercises: Installing & Programming a Variable Frequency Drive
- Day 4 Programmable Controllers Introduction, Theory and Applications, Lab Exercises: Computer Lab Design a PLC Diagram for a Pump House to Control General Lighting Circuits and all Motor Operations for Two Motors, Apply the Circuit to a PLC Lab Board and Operate
- Day 5 Review for Midterm, Midterm Exam, Code Practice
- Day 6 Solid State Devices: Types and Applications, Photovoltaic & Renewable Energy Concepts, Electronics Lab Exercises: Building Electronic Circuits, Half Wave, Full Wave, Full Wave Bridge Rectifiers, SCR Circuit, Triac Light Dimmer Circuit
- Day 7 Solid State Devices Theory & Applications (cont), Lab Exercises: Transistor Circuits, DC Speed Control, Photo Cell, Alternating LED Circuit, Electronic Motor Controls Circuits, Review Solid-State Relays and Solid-State Starters, Relay Contact Protection Circuits, Current Sinking and Current Sourcing Applied to Signaling Devices, Introduction to Photovoltaic Systems
- Day 8 Working Safely and Competently with Solar Energy, Practice Worksheet Exercises on PV- Array formations, PV System Sizing and Installation Requirements per NEC Article 690, Preventative Maintenance and Troubleshooting, Metering Equipment, Lab

Exercises: Troubleshooting Simulation and LOGO Car Wash Lab Exercise, Program the Ladder Diagram and Hard Wire Circuit in Lab

- Day 9 Articles 220, 404, 406, 410 and 422 Code Practice Receptacle and Luminaire Installation Requirements, Demand Factors for Residential Ranges, Commercial Demand Factors, Determining Required Lighting and Receptacle Loads, Lab Exercises: Troubleshooting Circuits using Computer Simulations for Variety of Situations, Lab Exercise Hard Wire a Garage Door Circuit, Complete any Unfinished Lab Exercises
- Day 10 Lab Exercise: Security Alarm System, 4<sup>th</sup> yr 1<sup>st</sup> and 2<sup>nd</sup> Semester Review on Theory and Code

5th Year 1st Semester:

- Day 1 Orientation, Purpose & Scope of the NEC Code NEC Articles 90-110: Definitions, General Wiring Installations, CPR Training
- Day 2 Identification and Application of Rules for the Grounded Conductor, Branch Circuit Requirements and Layouts, Feeders & Service Calculations, Practice Activity: Calculating Demand Factors, Overcurrent Protection; Overview of Tap Rules, Requirements for Grounding & Bonding, Surge Arrestors and Transient Voltage Suppressors
- Day 3 Wiring Methods: General Requirements, Conductors, Meter sockets, Outlet Boxes & Enclosures, Raceways & Cables, Practice Exercises: Box Fill Calculations, Practice Exercises: Conductor De-Rating/Ambient Temperature Correction, Conductor/Cable Burial Depth, Calculate Requirements for Conductors in a Vertical Raceway
- Day 4 Equipment for General Use, Identification and Uses of Flexible Cord Cables, Identification & Uses of Fixture Wires, General Installation Requirements for Switches, Receptacles, Switchboards, Panel Boards, & Light Fixtures, General Requirements for Appliances
- Day 5 Midterm Exam
- Day 6 Electric Heating, & Snow Melting & De-Icing, Motors, Motor Circuits, & Controllers, Practice Exercise: Sizing Conductor for Overload, Short Circuit and Ground Fault Protection, Comparison of Refrigeration-Type Motors, Sizing Overcurrent Protection for Transformers, Installation Requirements for Generators, Capacitors, & Storage Batteries, Defining Hazardous Locations & Wiring Requirements, Practice Activity: Sizing Sealing Fittings
- Day 7 Defining Hazardous Locations & Wiring Requirements Cont., Special Considerations for Healthcare Facilities, Places of Assembly, Theaters, Carnivals
- Day 8 Agricultural Buildings, Mobile Homes, Floating Buildings, Special Equipment Installation Requirements Including Swimming Pool, Elevator, & Crane Installations
- Day 9 Special Conditions: Back-Up Electrical Systems, Class 1-2-3 Low Voltage Circuits, Fire Alarm Considerations, Communication Systems, Review of NEC Tables

### OSHA 10 (Certified OSHA Instructor)

- Module 1: Introduction to OSHA and the OSH Act
- Module 2: General Safety and Health Provisions
- Module 3A: Health Hazards: Hazard Communication
- Module 3B: Health Hazards: Hazardous Materials
- Module 4: Cranes and Rigging
- Module 5: Focus Four: Electrical Safety
- Module 6: Struck- By and Caught in Between
- Module 7: Fall Protection
- Module 8: Personal Protective Equipment
- Module 9: Hand and Power tools
- Module 10: Scaffolds
- Module 11: Stairways and Ladders

Safety Training cannot exceed 10% of total training hour's per-trainee (This cap does not apply to OSHA 10)

Note: Reimbursement is capped at 210 total training hours per trainee, regardless of the method of delivery.



Amendment Proposal #3 for:

# Studio Arts, Ltd. Contract Number: ET18-0158

Amendment Effective Date: March 30, 2019

Panel Meeting of: March 29, 2019

<b>ETP Regional Office:</b> Central Office - Program Projects Unit <b>Analyst:</b> E.	E. Testa
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# **CURRENT PROJECT PROFILE**

Contract		Industry	
Туре:	Priority Retrainee SB<100	Sector(s):	Multimedia/Entertainment
Counties Served:	Los Angeles, Orange	Repeat Contractor:	🛛 Yes 🗌 No
Union(s):	🖂 Yes 🗌 No	Priority Industry:	🛛 Yes 🗌 No

Current Contract Term: January 25, 2018 to January 24, 2020

Current Funding		In-Kind Contribution
\$949,477		\$1,092,500

# AMENDMENT FUNDING

Requested Funding	Support Costs	Amendment Funding	In-Kind Contribution
+\$234,208	+\$16,214	+\$250,422	+\$250,000

Total Funding			
\$1,199,899			

# AMENDMENT TRAINING PLAN TABLE

Job		Type of	Estimated	Range of Hours		Average	Post-
No.	Job Description (By Contract Type)	Training	No. of Trainees	Class / Lab	CBT	Cost per Trainee	Retention Wage
1	Priority	Advanced	299	8-240	0	\$2,502	\$17.50
	Retrainee	Technology		Weighted	Avg: <b>90</b>		
2	Priority	Advanced	301	8-240	0	\$1,501	\$17.50
	SB<100	Technology		Weighted Avg: 54			

Minimum Wage by County:	\$17 54 for Los Angeles Count	y and \$17.50 for Orange County.
minute trage by 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 Xaybe

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation					
Occupation Title	Wage Range				
Animator					
Art Director					
Artist					
Compositor					
Construction Coordinator					
Costume Designer					
Editor					
Hair Stylist					
Illustrator/Storyboard					
Lighting Tech					
Makeup Artist					
Matte Artist					
Model Maker					
Modeler					
Ornamental Plasterer					
Production Designer					
Prop Designer/Animation					
Prop Maker					
Set Decorator					
Set Designer					
Technical Director					
Textures Artist					
Visual Development					

## INTRODUCTION

Founded in 2001, Studio Arts, Ltd. (Studio Arts) (www.studioarts.com) is a private training company for high-tech, computer-based software and hardware for the motion picture, television and post-production industries located in Los Angeles. The school serves motion picture and television production, visual effects, game, production design, mobile entertainment, educational entertainment and online gaming, set design, prop-making, and model-making companies in Southern California. This is Studio Arts seventh ETP proposal, its fifth in the last five years.

# AMENDMENT DETAILS

Studio Arts requests additional funds to complete ongoing training. In the initial proposal, the Company focused on a conservative approach to maximize training to meet demand for all employers. As training progressed, trainees and employer's interest in the Skills Mastery Program offered by the Company increased. Due to the success of this program, the Company is projected to meet the contract funding amount, prior to trainees' completion of the program.

This Amendment will:

- Increase the total contract amount by \$250,422, from \$949,477 to \$1,199,899;
- Increase the total number of trainees by 1, from 599 to 600;
- Increase the weighted hours of training in Job Number 1 by 20, from 70 to 90; and in Job Number 2 by 10, from 44 to 54;
- Increase the average cost per trainee in Job Number 1 by \$556, from \$1,946 to \$2,502; and in Job Number 2 by \$278, from \$1,223 to 1,501.

## RECOMMENDATION

Staff recommends approval of this Amendment.

## SUMMARIZE PRIOR MODS/AMENDS

- Revision 1: Increased contract amount by \$326,456
- Revision 2: Added E-Learning as a training method

## CURRENT CONTRACT PERFORMANCE

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

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
E18-0158	\$949,477	1/25/18 – 1/24/20	953	852	175

Based on ETP Systems to date, 27,612 reimbursable hours have been tracked for potential earnings of \$718,361.80 (76% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through October 2019.

# Exhibit B: Menu Curriculum

### Class/Lab/E-Learning Hours

8-240

Trainees may receive any of the following:

### ADVANCED TECHNOLOGY

- 2D Digital Animation
- 3D Storyboarding and Rough Layout
- Adobe Lightroom
- After Effects
- Avid
- AutoCAD
- CG Animation
- Character Design
- Cinema 4D
- Comic Book Illustration
- Composting
- Concept Design
- Corel Painter
- Costume Plot Pro
- Creature Design
- DaVinci Resolve
- Demo Reels
- Digital Design and Illustration
- Digital Drafting
- Digital Storyboarding
- Entertainment Design
- Environmental Design
- Eyeon Digital View
- Final Cut
- Filemaker Pro
- Fusion
- FX Dynamics and Systems
- Game Design
- Graphic Design and Illustration
- Houdini
- InDesign
- Illustrator Advanced Tools
- Lighting, Dynamics and VFX
- MARI
- Mac OS
- Marvelous Designer
- Maya
- Mobile Gaming
- Modeling
- Modo
- Motion Capture
- Motion Graphics

- Motion Tracking
- NUKE
- Painting and Textures
- Photoshop for Art and Costume Designs
- Photoshop Compositing
- Production Design
- Rapid Prototyping
- Red Camera
- Renderman
- Revit
- Rhino
- Rigging
- Roto & Tracking with MOCHA
- Scripting (Unity, Python, Unreal)
- SketchUp Pro
- Solidworks
- Special Effects Makeup
- Substance Designer
- Textures
- Toon Boom
- Topography Graphic Design
- Unity
- Vectorworks
- Virtual Reality (VR) Production, Design, Animation, Gaming
- Visual Effects
- ZBrush

Note: Reimbursement for retraining is capped at 240 total training hours regardless of the method of delivery.

**DELEGATION ORDER** 



**RETRAINEE - JOB CREATION** 

# **Training Proposal for:**

# Balanced Body, Inc.

# Contract Number: ET19-0419

Approval Date: February 19, 2019

ETP Regional Office: Sacramento

Analyst: C. Kaiser

# PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative HUA		Industry Sector(s):	Manufact	turing (E)
				Priority Ir	ndustry: 🖂 Yes 🗌 No
Counties Served:	Sacramento		Repeat Contractor:	🖾 Yes 🔲 No	
Union(s):	🗌 Yes 🛛 No		·		
Number of Employees in: C		CA: 203	U.S.:203		Worldwide: 203
<u>Turnover Rate</u> :		8%			
Managers/Supervisors: (% of total trainees)		8%			

# **FUNDING DETAIL**

In-Kind Contribution: (100% of Total ETP Funding Required)

\$146,982

Total ETP Funding
\$3,640

# TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per	
No.				Class / Lab	CBT	Trainee	Wage
1	Retrainee Priority Rate HUA	Advanced Tech, Business Skills, Computer Skills, Continuous Impr, Literacy Skills, Mangement Skills, Manufacturing Skills, OSHA 10/30, PL- Mfg Skills	10	8-200 Weighte 10	•	\$260	\$13.28*
2	Retrainee Job Creation Priority Rate HUA	Advanced Tech, Business Skills, Computer Skills, Continuous Impr, Literacy Skills, Mangement Skills, Manufacturing Skills, OSHA 10/30, PL- Mfg Skills	4	8-200 Weighte 10	•	\$260	\$12.00*

\*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 Sacramento County; Job 2: \$12.00 per hour for Sacramento County.

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

#### **Used to meet the Post-Retention Wage?:** Xes No Maybe

For Job Number 1: Up to \$0.28 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation					
Occupation Titles	Wage Range	Estimated # of Trainees			
Job Number 1:					
Administrative Staff		1			
Engineering Staff		1			
Information Technology Staff		1			
Managers/Supervisors		1			
Marketing Staff		1			
Production Staff		2			
Purchasing Staff		1			
Sales Staff		1			
Warehouse Staff		1			

Balanced Body, Inc.	ET19-0419
Job Number 2:	
Administrative Staff	1
Production Staff	2
Purchasing Staff	1

### INTRODUCTION

Founded in 1978 and located in Sacramento, Balanced Body, Inc. (Balanced Body) (<u>www.pilates.com</u>) manufactures Pilates and other "mindful" movement equipment, which are shipped domestically and internationally. The Company's products include Studio Reformer, the Allegro Reformer, the EXO Chair and the Bodhi Suspension System. The Company also offers education and continuing education for fitness instructors. Customers include small businesses that operate independent fitness studios in the United States and worldwide. A portion of their business also includes commercial fitness chains, such as Equinox, LA Sports Club and Bally Total Fitness, Universities, Rehabilitation Clinics, Hospitals, and individual customers. This will be the Company's second ETP Contract and second in the last five years.

### PROJECT DETAILS

In the prior Contract, Balanced Body focused on its Enterprise Resource Planning (ERP) system which was purchased in 2016. However, the subcontractor was unable to provide training as planned. For this Contract, the Company will move forward with ERP planning utilizing a different ERP consultant to train. The training program will be rolled-out to one department at a time. This will allow the Company to focus training per departmental usage instead of a blanketed training.

In addition, training will focus on Business Skills and Continuous Improvement. Training will prepare employees for a pending facility expansion due to increased customer demand for products. Staff will receive training in areas such as blue prints, Lean Manufacturing, project management, and SQL. The Company also plans to cross-train Production Staff.

#### **Retrainee - Job Creation**

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

Balanced Body has grown since the last contract: revenue has increased approximately 20% over the last year and over 60 employees were hired. Over the next two years, the Company projects 20% increase in revenue year over year and plans to expand its production facility by an additional 30,000 square feet. The Company will hire 4 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 methods. In-house subject matter experts and external training vendors may be utilized to deliver training in the following:

**Advanced Technology**: Training will be offered to Information Technology Staff. These trainees will receive advanced skills to keep in line with the constant changes in technology. Training topics include HTML, Full Stack, SQL, and Network Security.

AT will be delivered in highly technical learning environments with special curricula, instructors and training labs. The costs for delivering AT training is approximately \$40 per trainee per hour, plus hardware, software, and setup costs. The trainer-to-trainee ratio is 1:10 to allow for in-depth coverage and personal attention from the instructor.

**Business Skills**: Training will be offered to all occupations. Training topics include Inventory Control, Planning, and Customer Service. Trainees will learn customer service and managing expectations.

**Computer Skills**: Training will be offered to all occupations. Training topics include Database Management and Exchange Administration. Trainees will learn to correctly use software.

**Continuous Improvement**: Training will be offered to all occupations. Training topics include Change Management and Problem Solving. Trainees will learn professionalism and production methods.

**Literacy Skills**: Training will be offered to all occupations except Managers. Training will improve communication for English learners as it pertains to their specific job duties. Training topics include Basic Math and Basic English.

**Management Skills**: Training will be offered to Managers/Supervisors. Training will be in leadership skills.

**Manufacturing Skills**: Training will be offered to Production Staff, Warehouse Staff, and Managers/Supervisors. Training topics include Forklift and Glue Booth. Trainees will learn how to properly use equipment.

### Certified Safety Training:

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

### Productive Laboratory (PL)

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

PL training will be provided to Production Staff and Warehouse Staff in Manufacturing Skills to supplement Class/Lab training. PL is necessary to strengthen skills and understanding of equipment operation including machinery and hoists that require hands-on training. Trainees will be instructed on operational procedures and then operate the equipment independently as the trainer observes. All PL training will take place onsite with a 1:1 trainer-to-trainee ratio. Trainees will receive up to 8 hours of PL training.

### High Unemployment Area

Trainees in Job Numbers 1 and 2 work in Sacramento 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 start-of-training wages.

Wage Modification

Balanced Body is requesting a wage modification from \$17.70 per hour to \$13.28 per hour for Job Number 1 and \$14.56 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 \$10,000 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

Training will be provided by qualified in-house trainers and vendors. Balanced Body has designated the Production Director to oversee the ETP contract with assistance from the entire Human Resources department. The Human Resources Manager will oversee training and a Human Resource Staff will oversee administrative duties such as uploading hours and maintaining rosters.

### RECOMMENDATION

Staff recommends approval of this proposal.

## PRIOR PROJECTS

The following table summarizes performance by Balanced Body under an ETP Contract that was completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET16-0420	Sacramento	2/1/2016– 1/31/2018	\$62,640	\$3,577 (6%)

This Contract depended on the Company's implementation of the ERP system purchased in 2016. The vendor was slow to implement and did not provide training in a timely manner. Thus, the Company was only able to provide limited training.

Since its prior project, the Company has made changes to improve performance, appointing more dedicated staff members to administer the Contract (as compared to only one person administering the prior project), and obtaining Senior Management support including the Company's CEO. The proposal for this contract has been right-sized to the amount earned from the previous contract.

## **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:

### **ADVANCED TECHNOLOGY** (1:10) (For Developers and IT Only)

- Android Programming
- CSS (Cascading Style Sheets)
- Frameworks
- Full Stack
- HTML
- iOS Programming
- JavaScript
- Network Security
- SQL
- SSIS (SQL Server Integration Services)
- SSRS (SQL Server Reporting Services)

### **BUSINESS SKILLS:**

- Budget Analysis
- Communication Skills
- Customer Service
- Inventory Control
- Marketing
- Negotiation
- Planning
- Project Management
- Procurement
- Sales Training
- Strategic Planning
- SWOT (Strength, Weaknesses, Opportunities, Threats) Analysis
- Technical Writing
- Train the Trainer

### **COMPUTER SKILLS:**

- Adobe Suite
- CAD/CAM
- Database Management
- Digital Multimedia
- Eloqua
- Engineering Solidworks
- Exchange Administration
- Microsoft Dynamics CRM (Customer Relationship Management)
- Microsoft Office Suite (Intermediate and Advanced)
- MRP/ERP (Manufacturing Resource Planning)
- Wrike

#### **CONTINUOUS IMPROVEMENT:**

- Bloodborne Pathogens
- Change Management
- Conflict Management
- Decision Making Skills
- Innovative Thinking
- ISO (International Standards Organization) Training
- LEAN Manufacturing
- Lockout/Tagout
- Just In Time Production
- Problem Solving
- Quality Assurance
- Respirator
- Root Cause Analysis
- Six Sigma
- Teambuilding
- Total Quality Management

### LITERACY SKILLS:

- Basic Math
- Basic English

### **MANAGEMENT SKILLS:**

• Leadership

### **MANUFACTURING SKILLS:**

- Blue Prints
- CNC Machine
- Crane/Hoist
- Drill Press
- Electronics
- Forklift
- Glue Booth
- Hoist
- Joiner
- Lathe
- Machining
- Mill
- Planer
- Saw
- Sewing Machine
- Shipping and Receiving
- Spray Paint Booth
- Trash Pump

### OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

# PL Hours

0-200

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

- Blue Prints
- CNC Machine
- Crane/Hoist
- Drill Press
- Electronics
- Forklift
- Glue Booth
- Hoist
- Joiner
- Lathe
- Machining
- Mill
- Planer
- Saw
- Sewing Machine
- Shipping and Receiving
- Spray Paint Booth
- Trash Pump

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.



# **Retrainee - Job Creation**

# **Training Proposal for:**

# Esperanza Therapy Services, LLC.

# Small Business

# ET19-0436

Approval Date: February 14, 2019			
ETP Regional Office: Sacramento	Analyst: K. Jones		
CONTRACTOR			
Type of Industry:	Services (G)		
	Healthcare (62)		
	Priority Industry: 🛛 Yes 🗌 No		
Number of Full-Time Employees			
California:	26		
Worldwide:	26		
Number to be trained:	25		
	Owner 🛛 Yes 🗌 No		
Out-of-State Competition:	No OSC		
Special Employment Training (SET):	🛛 Yes 🗌 No		
High Unemployment Area (HUA):	🛛 Yes 🗌 No		
Turnover Rate:	7%		
Repeat Contractor:	🗌 Yes 🖾 No		
FUNDING			
Requested Amount:	\$19,500		
In-Kind Contribution:	\$35,000		

### TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per	Post- Retention
No.	Job Description	· ) / · · · · · · · · · · · · · · · · ·		Class / Lab	CBT	Trainee	Wage*
1	Priority/Retrainee	Business Skills,	20	8-200	0	\$780	\$13.28
	Medical Skills Training	Computer Skills, MS-Didactic		Weighte	0		
	SB <100	nie Bladelie		30			
	SET						
	HUA				-		
2	Priority/Retrainee	Business Skills, Computer Skills, MS-Didactic ng	5	8-200	0	\$780	\$12.00
	Job Creation			Weighte	d Avg:		
	Medical Skills Training			30	)		
	SB <100						
	SET						
	HUA						

\*It will be made a condition of contract that the 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.

•	Reimbursement Rate:	Job #'s 1 & 2: \$	26 Small Business Rate			
•	County(ies):	Fresno				
•	Occupations to be Trained:	Owner, Program Supervisor, Administrative S Behavior Technicians, Accounting Staff, Management Staff.				
•	Union Representation:	🗌 Yes				
		🖂 No				
•	Health Benefits:	Job #1: \$1.28 per	r hour			
<u>su</u>	BCONTRACTORS					
•	Development Services:	N/A				
•	Administrative Services:	N/A				

Training Vendors: To Be Determined

## **OVERVIEW**

Founded in 2014 and located in Fresno, Esperanza Therapy Services, LLC. (Esperanza) (<u>https://www.esperanzats.com/</u>) provides therapeutic behavioral services to more than 400 developmentally delayed individuals. Services include direct behavior intervention, parent training, and social skills training. Esperanza offers services to those with disabilities, and also the whole family, to ensure understanding of the disability and support for caregivers. Training will be provided at the Company's two locations in Fresno. This will be Esperanza's first ETP Contract.

### Need for Training

In an effort to increase the skill sets of staff, Esperanza has developed a training plan that will prepare Behavior Technicians to become certified with the Behavior Analyst Certification Board (BACB). This Certification will enahnce trainee's clinical knowledge and provide the highest level of care to clients, and ensure Esperanza's ability to compete with other businesses in the industry. Courses will include Clinical Supervisor Training, Advanced Board Certified Behavior Analyst Training, and Intervention Techniques. The BACB certification will also enhance promotional opportunities for staff and create opportunities for wage increases.

Training will also be provided to the Owner, Program Supervisors, Administrative Staff, Accounting Staff, and Management Staff To increase business efficiencies and ensure HIPPA compliance. Esperanza is currently developing an electronic Client Management System (CMS). Training is required to ensure all occupations utilize different aspects of this software. This new system will enhance patient tracking, billing and treatment plan development by making patient records available electronically. Training on this new system is required to ensure staff have the understanding and experience to use it effectively.

### 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.

Esperanza is expanding its business capacity by offering services in Kern and Santa Clara counties. Esperanza is adding newly-hired employees to the exisiting postions of Program Supervisor, Administrative Staff and Behavior Technicians to meet the needs of clients in these new counties. The Company expects to gain 40 new clients in these regions during 2019. Esperanza has committed to hiring five new employees (Job Number 2) to support the expansion. 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 the Contract.

### Training Plan

Training will be provided via Class/Lab training by In-house experts and training vendors in the following:

**Business Skills:** Training will be offered to all occupations to enhance client satisfaction and enhance business efficiencies. Courses include Operational Processes and Scheduling, Referral Coordination and Strategic Planning.

**Computer Skills:** Training will be offered to all occupations to increase knowledge of the newly designed CMS software. Courses include Client Management System, Employee Management System, and Microsoft Office Suite (Intermediate/Advanced).

**Medical Skills – Didactic:** Training will be offered to Behavior Technicians to prepare trainees for BCAB Certification. Courses include Assessment Skills and Processes, Behavior Technician Training, and Advanced Registered Behavior Technician Training.

# SET/HUA

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.

The 25 trainees in Job Numbers 1 and 2 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's location in Fresno County qualifies for HUA status under these standards.

For these trainees, the Panel may modify the Modified Statewide Average Wage by up to 25% if post-retention wages exceed the start-of-training wages. Esperanza requests a wage modification from \$24.13 per hour to \$13.28 per hour for the 20 trainees in Job Number 1, and a wage modification from \$24.13 per hour to \$12.00 per hour for the five trainees in Job Number 2.

### Training Infrastructure

The Chief Executive Officer will oversee the training project. The Human Resources Generalist will coordinate and schedule training and complete all administrative requirements including enrolling trainees and tracking training hours in the ETP online systems. Training will be delivered by in-house experts and vendors as needed. The Company is ready to begin training upon approval.

### RECOMMENDATION

Staff recommends approval of this proposal.

## Exhibit B: Menu Curriculum

## Class/Lab Hours

8-200

## **BUSINESS SKILLS**

- Eligibility Process
- Operational Processes and Scheduling
- Quality Assurance
- Referral Coordination
- Strategic Planning

#### **COMPUTER SKILLS**

- Client Management System
- Employee Management System
- Microsoft Office Suite (Intermidiate/Advanced)

#### MEDICAL SKILLS-DIDACTIC

- Advanced Board Certified Behavior Analyst Training
- Advanced Registered Behavior Technician Training
- Assessment Skills and Processes
- Behavior Technician Training
- Cinical Supervisor Training
- Intervention Techniques

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



G3 Quality, Inc.		
Delegation < \$75,000 Single Employer		
Approval Date: February 12, 2019	19-0422	
ETP Regional Office: North Hollywood	Analyst: M. Paccerelli	
<b><u>CONTRACTOR</u></b> www.g3quality.com		
<ul> <li>Type of Industry:</li> <li>Number of Full-Time Employees         <ul> <li>California: Worldwide:</li> <li>Number to be trained:</li> </ul> </li> </ul>	Services (G) Construction (23) Priority Industry: Yes No Small Business 58 58 58 38 Small Business Only: Owner Yes No	
<ul> <li>Out-of-State Competition:</li> <li>Special Employment Training (SET):</li> <li>High Unemployment Area (HUA):</li> <li>Turnover Rate:</li> <li>Repeat Contractor:</li> </ul>	Solution       Solution         Solution       Solution         Solution       Yes         No       Solution         Solution       Yes         No       Solution         Solution       Yes         Yes       No         Solution       Yes         Yes       NO	
Requested Amount:		

•	Requested Amount.	\$43,680
•	In-Kind Contribution:	\$58,080

## **TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of	Range of Hours	Average Cost per	ETP Required	
INO.			Trainees	Class / Lab	CBT	Trainee	Wage*
1	Priorirty Initiative Retrain Small Business	Business Skills Commercial Skills Computer Skills Continuous Impr HazMat OSHA 10/30	30	8-200 Weighted 40	•	\$1,040	\$18.56
2	Priorirty Initiative Retrain Small Business Job Creation Initiative	Business Skills Commercial Skills Computer Skills Continuous Impr HazMat OSHA 10/30	8	8-200 Weighter 60	•	\$1,560	\$16.00

- Reimbursement Rate:
- County(ies):
- Occupations to be Trained:
- Union Representation for Trainees:
- Health Benefits: (Employer Paid to Meet ETP Wage)

Job #1 & 2: \$26 Prioity/ Program Initatives

Los Angeles

Field Inspector, Lab Technician, Project Lead, Administrative Staff, Manager, Supervisor, Owner

🗌 Yes 🖂 No

 $\Box$  No  $\boxtimes$  Yes

Up to \$2.50 /hour may be included to meet ETP Required Wage for Job# 1.

## **OVERVIEW**

Year Company Founded:2013Company Headquarters: Single locationCerritos, CA			
Facility Location(s occur	s) where t	raining will	Cerritos (Los Angeles County)

Nature of Business	G3 Quality, Inc. (G3) provides engineering, construction observation, and materials testing services to infrastructure projects. The Company has a fully accredited laboratory for material designs in the fields of geotechnical, flexible pavement, rigid pavement and structures; and mobile laboratories for on-site, real time materials quality monitoring. The Company also provides quality control consulting, inspection, and testing.

Customer Base:	Infrastructure (roadway, airports, ports, water and wastewater) construction projects for clients which including, construction contractors: local cities, counties and municipalities; and government agencies.
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Business / Industry Needs / Changes	In the last two years, the Company has grown significantly, doubling the number of employees. To keep up with its growth, G3 anticipates hiring additional staff during the contract term.
	G3's ongoing and projected projects include:
	<ul> <li>Lost Hills: A 10-mile shoulder widening and complete reconstruction of a north and south bound highway lanes</li> </ul>
	<ul> <li>Mentone Pipeline: A \$42.5M pipeline extension project consisting of laying two miles of 72-inch diameter steel pipe</li> </ul>
	<ul> <li>I-10 Design Build Project: This project was recently secured in 2018 and will continue until 2022, which will double the company revenue.</li> </ul>
	The Company also invested \$225K in a new software, LaStrada, which will be implemented this year.

## Training Plan:

Need for Training:	<ul> <li>New Software - Field staff will receive training in the Company's new software. Training was not included in the purchase price. Training will allow staff to electronically track and report testing results.</li> </ul>
	<ul> <li>Field Operational Demands - The Company contracts with union field inspectors who must be certified in order to work on any G3 projects. While the union supports G3's need for qualified staff, they are unable to meet the Company's staffing needs. G3 is left to recruit and train its own field inspectors. The proposed training will help the company address the shortage of skilled workers by hiring new employees and training them in technical skills necessary to become certified as field inspectors. By doing so, G3 can address its staffing needs to keep up with customer demands, support its growth, and to remain competitive in the industry.</li> </ul>

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<ul> <li>Continuous Improvement – Training will be provided to all staff and will focus on continuous improvement philosophy such as Six Sigma, Lean, and ISO. This training will keep the Company increasingly competitive.</li> </ul>
<ul> <li>Organization Demands – Training will also focus on leadership within the organization. In 2017, key operational management positions were added to the Company to support its tremendous growth and to ensure its Managers, Supervisors, and Leads have the appropriate support and tools to execute the Company's ongoing growth plan and keep the Company competitive.</li> </ul>

Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training: Productive Lab ЪΤ

🛛 Class/lab	E-Learning	Ľ C

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

Certified Safety Training	🖾 OSHA 10/30
, ,	
	🔀 Hazardous Materials (HAZMAT)

Job Creation Justification	Expanding existing business capacity by adding newly-hired employees to an existing
	function

Training Infrastructure & Administrative Plan	• <b>Coordination of Training (Oversight):</b> G3's Vice President will oversee project administration and implementation of training. A detailed training schedule is in place and will begin upon ETP approval. New employees will receive 40 hours of training during the first week upon hiring and all trainees will receive between two to eight hours per month during the training period.
	<ul> <li>Trainers: In-house experts will conduct training including Manager, Supervisors, and Project Leads. Vendors will be used as needed.</li> <li>Administrative Duties: A subcontractor has been retained to assist with administration and ensure that all training records meet ETP compliance.</li> </ul>

## 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	Not to exceed 13% of payment earned
Training Vendors	To Be Determined	N/A	N/A

## Exhibit B: Menu Curriculum

Trainees may receive any of the following:

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.

#### Class/Lab Hours

8-200

Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Administrative Processes/Procedures
- Budgeting and Financial Management
- Coaching
- Communication Skills
- Customer Relations
- Goal Setting
- Leadership
- Marketing & Business Development
- Performance Management
- Planning
- Product and Service Knowledge
- Project Management
- Sales
- Time Management

## **COMMERCIAL SKILLS**

- Construction Techniques
- Equipment Operations/Maintenance
- Engineering, Construction Observation and Materials testing
- Geotechnical, Flexible/Rigid Pavement and Structures
- Inspection Laboratory Procedures/Techniques
- Job Site Procedures
- Laboratory Testing Procedures
- Material Testing
- Mobile Testing
- Pavement Evaluation
- Quality Control
- Sample Processing
- Spectral Techniques
- Standard Operating procedures (SOP)
- Warehouse Procedures (Shipping, Receiving, Order Picking/Packing)
- Work Procedures

## **COMPUTER SKILLS**

- Adobe (PDF, InDesign, Photoshop, Illustrator, etc.)
- Cloud Solutions
- Computer Graphics, Design & Drafting
- Customer Relationship Management (CRM)
- Dropbox

- E-Mail marketing tools
- La Strada
- Microsoft Office/Project/Sharepoint
- Payroll/HR
- PeakNet
- Perkin Elmer ICPS
- Quickbooks/SAP
- Seal Analytical
- Time tracking
- Timberline
- Total Chrome
- Trace Finder
- WordPress, Web Design and Graphics Software

#### **CONTINUOUS IMPROVEMENT**

- Hazard Analysis And Critical Control Points (HACCP)
- ISO
- Lean Process Improvement
- Performance Improvement
- Process/Quality Improvement/Efficiency /Workflow
- Problem Solving
- Productivity Improvement
- Quality Assurance/Quality Control
- Six Sigma Methodology
- Teambuilding

#### HAZARDOUS MATERIALS

- Hazardous Communication
- Labeling- Global Harmonzing System

#### **OSHA**

- OSHA 10
- OSHA 30

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



## **Training Proposal for:**

# Little Diversified Architectural Consulting, Inc.

# Delegation ≤ \$75,000 Single Employer

ET19-0393		
Approval Date: February 7, 2019		
ETP Regional Office: San Diego	Analyst: M. Ibarra	
<u>CONTRACTOR</u> www.littleonline.com		
Type of Industry:	Technical Services (G)	
	Priority Industry: 🛛 Yes 🗌 No	
Number of Full-Time Employees		
California:	72	
Worldwide:	407	
Number to be trained:	72	
Out-of-State Competition:	🖂 Yes 🗌 No	
Special Employment Training (SET):	🗌 Yes 🖾 No	
High Unemployment Area (HUA):	🗌 Yes 🖾 No	
Turnover Rate:	3%	
Repeat Contractor:	🗌 Yes 🖾 No	
FUNDING		
Requested Amount:	\$74,880	
In-Kind Contribution:	\$150,660	

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range Hou Class / Lab		Average Cost per Trainee	ETP Required Wage*
1	Priority Initiative Retraining	Business Skills Commercial Skills Computer Skills PL-Computer Skills	72	8-200 Weightee 40	-	\$1,040	\$18.14

- Reimbursement Rate:
- County:
- Occupations to be Trained:

\$26 Priority/Program Initiatives

Orange

 $\Box$  Yes  $\boxtimes$  No

 $\boxtimes$  No  $\square$  Yes

Accountant, CAD Technician, Design Architect, Design Principal, Engineering Design Specialist, Engineer, Interior Designer, Architect, Landscape Architect, Marketing Specialist, Office Operations Staff, Office President, Project Facilitator, Project Manager, Specifier, Architectural Design Staff, Graphic Designer, Studio Principal, Strategic Program Manager, and Information Technology Manager

- Union Representation for Trainees:
- Health Benefits: (Employer Paid to Meet ETP Wage)

## **OVERVIEW**

Year Company Founded:	1964	Company Headquarters: Single location Charlotte, NC	
Facility Locations	Outside (	CA	Charlotte, NC Durham, NC Orlando, FL Arlington, VA
Total Number of Facility locations in California Facility location(s) where training will occur			1 Newport Beach, CA (Orange County)

Nature of Business	Little Diversified Architectural Consulting, Inc. (Little) is an international architecture and design consulting firm. The Company provides exterior/ interior architecture, engineering, sustainable design, planning and land development, and digital media and Computer-Aided Facility
	digital media and Computer-Aided Facility Management (CAFM) occupancy strategies.

Customer Base:	School districts, higher education facilities, major
	retailers, healthcare design developers, and
	building and general office space landlords

<ul> <li>average</li> <li>Focus a build sus industry</li> <li>Upgrade includes: Naviswo investme as, LEE</li> </ul>	d of 50% of the regional (or country) for new and renovated buildings. and implement changes to design and istainable facilities in accordance with standards e Autodesk software suite which c Revit, Bluebeam, AutoCAD, Autodesk orks, and Sketchup Pro. with a \$250K ent to address industry needs, as well ED, 2030 Challenge and sustainable standards.
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## Training Plan:

Need for Training:	Provide workforce knowledge and skills training to understand codes and requirements needed
	to maintain standards and allow trainees to increase their skills as building practitioners or accredited professionals.
	<ul> <li>Extensive training in Autodesk software application skills to support ongoing updates as the Company purchases user licenses annually.</li> </ul>

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-Le	arning 🛛 CBT 🖂 F	Productive Lab
Business Skills	Commercial Skills	Computer Skills
Productive Laboratory	Justification: New Equipment New Production Procedure Certification Standards 40 PL Hours per-trainee	
	Occupations Receiving PL T Various Technical Staff	raining:
The PL instructor must be dedicated to training, at a ratio of 1:1.		

Training Infrastructure &	Coordination of Training (Oversight): The Company's President will oversee the ETP project.
Administrative Plan	Company's President will oversee the ETP project.
	• <b>Trainers:</b> In-house subject matter experts and training vendors, if necessary. Training is ongoing; however, ETP training will start at contract approval.
	• Administrative Duties: Little will contract with an administrative subcontractor to assist with project administration. The Company's President has overall responsibility of the project. Little has designated its Learning & Development Leader to coordinate, manage, and administer training, including scheduling and documenting. The Learning & Development Leader will also meet with ETP staff and work with Little's third-party administrator.

## RECOMMENDATION

Staff recommends approval of this proposal.

## **SUBCONTRACTORS**

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Welsh Advisors	Anaheim, CA	\$5,896.80
Administrative	Welsh Advisors	Anaheim, CA	Not to exceed 13%
Training Vendors	To Be Determined	N/A	N/A

#### Exhibit B: Menu Curriculum

#### Class/Lab and E-Learning Hours

8 – 200 Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Project Management
- Leadership Skills
- Negotiation Skills
- Professional Writing Skills
- Communication Skills
- Sales and Marketing Skills
- Accounting Skills
- Presentation Skills
- Administrative Support Skills

#### COMMERCIAL SKILLS

- Product, Engineering, and Design Practices & Processes
- Product Knowledge
- Building and Construction Standards
- Building and Construction Codes Update
- Design Standards
- Innovation Processes
- Interior Design
- Building Design
- Construction Document Writing
- Project Research

## COMPUTER SKILLS

- Revit
- SketchUp
- Microsoft Office (Word, Excel, PowerPoint, etc.) Intermediate or Advanced Only
- AutoCAD
- Bluebeam
- Concur Software
- BST Accounting Software
- Human Resources Software
- Softphone Training
- CRM Database Cosential
- Newforma Project Management
- Autodesk Navisworks

#### **Productive Lab Hours**

#### 0 - 40

#### COMPUTER SKILLS (Ratio: 1:1)

- Revit
- SketchUp
- AutoCAD

- Bluebeam
- Newforma Project Management

#### **CBT Hours**

0 - 40

#### **COMPUTER SKILLS**

- Concur Application Skills (1 hour)
- Newforma Project Management (4 hours)
- Bluebeam Application Skills (2 hours)
- Cosential (1 hour)
- Revit Application Skills (20 hours)
- AutoCAD (5 hours)
- Sketchup (8 hours)
- Manager Training (5 hours)

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



# Panel Amendment #1 Proposal for: Norman Industrial Materials, Inc. dba Industrial Metal Supply Company

## Contract Number: ET18-0176

Amendment Effective Date: December 20, 2018

Approval Date: March 9, 2019

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

## **CURRENT PROJECT PROFILE**

Contract Type:	Priority/Retra	ainee	Industry Sector(s):	Manufacturir	ng
				Services	
Counties			Repeat		
Served:	Los Angeles San Diego	, Riverside, Orange,	Contractor:	🛛 Yes	🗌 No
Union(s):	🗌 Yes 🛛	No	Priority Industry:	🛛 Yes	🗌 No
Current Contract Term:		February 28, 2018 to	Substantial	🗌 Yes	
		February 27, 2020	Contribution:	🖂 No	

## **CURRENT FUNDING**

Current Funding

\$28,512

## AMENDMENT FUNDING

Requested Funding		Total Funding
\$28,512		\$57,024

## AMENDMENT TRAINING PLAN TABLE

Job	Job Description Type of Tra	Type of Training	ining Estimated No. of Trainees	Range of Hours		Average Cost per	Post- Retention
No.	(By Contract Type)			Class / Lab	CBT	Trainee	Wage
1	Priority/Retrainee	Business Skills, Computer Skills,	144	8-200	0	\$396	\$16.70
		Continuous Impr, Mfg Skills		Weighte 22	-		

Minimum Wage by County: \$17.54 per hour for Los Angeles County, \$17.50 per hour for Orange County, \$16.70 per hour for Riverside and \$17.03 per hour for San Diego County.
Health Benefits: ∑ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: ∑ Yes ☐ No

Up to \$1.90 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation				
Occupation Title	Wage Range			
Production				
Sales and Administration				
Manager 1				
Manager 2				

#### INTRODUCTION

Norman Industrial Materials, Inc. dba Industrial Metal Supply Company (IMS) (imsmetals.com) is a full-line metal distributor and fabricator serving Southern California and Arizona. The Company is headquartered in Sun Valley and has additional facilities in California in San Diego, Irvine, and Riverside. IMS also has a facility in Arizona located in Phoenix. This proposal will include all four California locations.

## AMENDMENT DETAILS

Contractor originally requested \$114,000 for training, focused on the rollout of the new ERP system. The proposal was right-sized consistent with earnings from the previous Contract (ET15-022). The Company has completed 100% of the total training hours and is requesting a 100% increase in the contract amount to continue training on the new ERP system for all employees and to cross train Production Staff.

In summary:

- The funding amount will increase by \$28,512 from \$28,512 to \$57,024.
- The weighted average hours in Job Number 1 will increase from 11 to 22.
- The average cost per trainee in Job Number 1 will increase from \$198 to \$396.

## RECOMMENDATION

Staff recommends approval of this Amendment.

## CURRENT CONTRACT PERFORMANCE

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

Contract No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET18-0176	\$28,512	02/28/2018– 02/27/2020	301	0	0

To date, 2,820 eligible training hours have been tracked (>100% of the current Agreement amount).

#### Exhibit B: Menu Curriculum

#### Class/Lab Hours

8-200 Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Communication Skills
- Sales & Product Knowledge
- Customer Service
- Business Performance

#### **COMPUTER SKILLS**

- Enterprise Resource Planning
- Microsoft Office (Intermediate & Advanced)
- Salesforce

#### CONTINUOUS IMPROVEMENT

- Process Improvement
- Lean Manufacturing
- Quality Management Systems
- Quality Internal Auditor

#### MANUFACTURING SKILLS

- Metal Prep & Cutting
- Trimming Procedures & Order Packaging
- Machine Set Up & Changeover

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.

**DELEGATION ORDER** 



Retrainee - Job Creation Training Proposal for:

# Perez Farms, LP

Small Business
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## ET19-0421

Ap	proval	Date:	February 19, 2019	
· • P	p: 0 / a:	Datoi	1 0010019 10, 2010	

ETP	Regional	Office:	Sacramento
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## **CONTRACTOR**

• Type of Industry:

Agriculture (B)

☐ Yes ⊠ No

🛛 Yes 🗌 No

 $\Box$  Yes  $\boxtimes$  No

0%

Analyst: D. Jordan

Priority Industry: 🛛 Yes 🗌 No

•	Number	of Full-Time	Employees
•	NULLIDOL		LINPIOyCC3

California:	14	
Worldwide:	14	

Number to be trained: 66

		Owner 🗌 Yes 🖂 No
•	Out-of-State Competition:	Competitors Outside CA

- Special Employment Training (SET):
- High Unemployment Area (HUA):
- Turnover Rate:
- Repeat Contractor:

## **FUNDING**

•	Requested Amount:	\$36,400
•	In-Kind Contribution:	\$48,720

ETP 130 – SB (Revised 08/22/2018)

## TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Rang Hou Class / Lab		Average Cost per Trainee	
1	Retrainee Priority Rate SB <100 HUA	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	14	8-200 Weighte 25	•	\$650	\$13.28
2	Retrainee Priority Rate Seasonal SB <100 HUA	Commercial Skills, OSHA 10/30	50	8-200 Weighte 20	•	\$520	\$13.28
3	Retrainee Job Creation Initiative Priority Rate SB<100 HUA	Business Skills, Commercial Skills, Computer Skills	2	8-200 Weighte 25	•	\$650	\$12.00

\*It will be made a condition of contract that the trainees in this Job Number 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.

- Reimbursement Rate:
- County:

•

- Occupations to be Trained:
- Union Representation:

Administrative Staff, Field Staff, Field Leads, Managers

Job #'s 1-3: \$26 Small Business Rate

🗌 Yes

Stanislaus

- 🛛 No
- N/A

#### **SUBCONTRACTORS**

Health Benefits:

• Development Services:

Propel Consulting Group of El Dorado Hills assisted with development services for a flat fee of \$2,500.

Propel Consulting Group will also assist with

administration for a fee not to exceed 7% of

- Administrative Services:
- Training Vendors:

To Be Determined.

earned funds.

#### INTRODUCTION

Founded in 1992 and headquartered in Crows Landing, Perez Farms, LP (Perez Farms) (<u>www.perezfarms.com</u>), with both conventional and organic land, grows almonds, alfalfa, apricots, beans, broccoli, garlic, tomatoes, watermelons and wheat. Customers are wholesale food distributors and food processors. Training will take place at Perez Farms' location in Crows Landing. This will be the Company's first ETP contract.

#### **Need For Training**

Perez Farms will provide training on adding technical business and financial skill sets in addition to its expertise in farming. This addition is driven by industry demands and the need to remain competitive in the agricultural industry. Training will provide staff a better understanding of new financial processes and company goals. Staff will receive training on software such as Farmers Office, business planning, and financial reporting.

Additionally, Perez Farms will be increasing planting acreage and adding new crops (beans, garlic and tomatoes). With the addition, staff will need to improve reporting, tracking, and analyzing process improvements that were recently implemented, including harvesting practices and proper use of pesticides, chemicals and fertilizers. Training will allow staff to determine care and treatment of each crop based on weather, water usage and soil. In addition, staff will receive training on new equipment including harvesters, tractors and forklifts.

#### **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.

Perez Farms will be expanding business capacity by increasing planting acreage. The Company will hire 2 new Administrative Staff (Job Number 3). Newly hired staff will be tasked to ensure implementation of upgraded equipment and a new orchard development program. Additionally, newly hired staff will make sure the Company remains compliant with new safety rules and regulations. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

#### Training Plan

Training will be delivered via Class/Lab by in-house subject matter experts and vendors, if necessary.

**Business Skills**: Training will be offered to Administrative Staff and Managers. Training topics include Project Management, Customer Service, Accounting and Finance Principles, and Communication Skills. Training will focus on training Managers to communicate effectively with Owners and Field staff. In addition, staff will be trained on larger workload assignments.

**Commercial Skills**: Training will be offered to Field Staff and Field Leads. Training will focus on new processes used for planting and harvesting crops. Training topics include Equipment Operation, Irrigation Techniques, Pesticide Application, Fertilization Techniques and Tractor Operation.

**Computer Skills**: Training will be offered to Administrative Staff and Managers. Training will focus on Microsoft Office Intermediate/Advanced and Farmers Office. Training will allow staff to provide more detailed financial data to simplify scope of the business for ownership.

**OSHA 10/30**: Training will be delivered to all Field Staff, Field Leads and Managers. This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for Frontline Supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

#### High Unemployment Area

All trainees in this proposal 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

Perez is requesting a modification for the trainees in Job Numbers 1 & 2 (from \$17.70 per hour to \$13.28 per hour) and Job Number 3 (from \$14.48 per hour to \$12.00 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. Perez Farms requests this retention modification for trainees in Job Number 2.

#### Commitment to Training

Perez Farms' annual training budget is approximately \$200,000. ETP funds will not displace the Company's existing financial commitment to training. The Company provides training in farming best practices; equipment usage and maintenance; harvesting practices; and pesticide, chemical and fertilizer practices. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

Training Infrastructure

Perez Farms has a structured training plan in place. The CFO will oversee project administration and an Administrative staff and three Managers have been assigned to handle training rosters and performance tracking. The Company has also retained Propel Consulting Group to assist with administrative duties.

#### RECOMMENDATION

Staff recommends approval of this proposal.

## Exhibit B: Menu Curriculum

#### Class/Lab Hours

8 - 200

Trainees may receive any of the following:

#### **COMMERCIAL SKILLS**

- Equipment Maintenance
- Equipment Operation
- Fertilization Techniques
- Food Safety
- Forklift Operation
- Handling Hazardous Materials
- Harvesting Techniques
- Irrigation Techniques
- Pesticide Application
- Planting Techniques
- Quality/Yield Analysis
- Tractor Operation

#### **BUSINESS SKILLS**

- Accounting & Finance Principles
- Business Planning & Analysis
- Customer Service
- Communication Skills
- Conflict Resolution
- Decision Making & Problem Solving
- Project Management

#### **COMPUTER SKILLS**

- Intermediate/Advanced Microsoft Office
- Farmers Office

#### OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training will be limited to 10% of a trainee's 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:** 

Prime Tech Cabinets, Inc.

# Delegation < \$75,000 Single Employer

## ET19-0434

Analyst: K. Hernandez

Priority Industry: Xes No

Manufacturing (E)

Approval Date: February 12, 2019

ETP Regional Office: San Diego

**<u>CONTRACTOR</u>** www.ptcabinets.com

• Type of Industry:

• Number of Full-Time Employees

California: 148

Worldwide: 148

Number to be trained: 54

•	Out-of-State Competition:	🛛 Yes 🗌 No
•	Special Employment Training (SET):	🗌 Yes 🔀 No

High Unemployment Area (HUA): □ Yes ⊠ No

•	Turnover Rate:	17%
•	Repeat Contractor:	🛛 Yes 🗌 No

## **FUNDING**

- Requested Amount: \$70,200
- In-Kind Contribution: \$75,088

## TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of	Rang Hou		Average Cost per	ETP Required
No.		.,,	Trainees	Class / Lab	CBT	Trainee	Wage*
1	Priority Retrainee	Business Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL-Cont. Imp., PL-Mfg. Skills	54	8-200 Weighte 50	-	\$1,300	\$18.14

Orange

\$26 Prioity/ Program Initatives

Managers/Supervisors

 $\Box$  Yes  $\boxtimes$  No

Production Staff, Assembly/Install Staff, Sales &

Administration Staff, Warehouse Staff,

- Reimbursement Rate:
- County(ies):
- Occupations to be Trained:
- Union Representation for Trainees:
  - Health Benefits: (Employer Paid to Meet<br/>ETP Wage)□ No ⊠ YesUp to \$2.50 /hour may be included to meet ETP<br/>Required Wage for Job# 1.

## **OVERVIEW**

•

Year Company Founded:	2007	Company Headquarters: Single location Santa Ana		
Facility location(s	) where tr	aining will occur	Santa Ana (Orange)	
Nature of Busines	S		<ul> <li>Prime Tech Cabinets, Inc. (PTC) designs, manufactures, and installs custom cabinetry including cabinets, closets, and other storage products for residential and commercial customers.</li> </ul>	
Customer Base:			<ul> <li>PTC sells products directly to homeowners and commercial remodelers that renovate single-family homes. However, the vast majority of its business is generated from delivering products and services to large homebuilders, commercial general contractors and multi- family developers.</li> </ul>	

Business / Industry Needs / Changes	<ul> <li>The apartment building boom in Orange County has driven enormous growth in its multi-family division. Over the last few years, multi-family developers were faced with a tight labor market and growing construction costs that resulted in a shift to renovating existing buildings with a focus on upgrading kitchens and baths. PTC works with developers from the design phase through cabinetry manufacturing and installation. PTC must provide customers with quick-turn around on cabinetry manufacturing, high-quality finished products, and a high volume of installation services at a reasonable price.</li> </ul>

## Training Plan:

	1
Need for Training:	<ul> <li>To remain competitive, PTC must reduce waste, scrap and rework. Therefore, Production and Assembly/Install Staff need training on how to increase manufacturing capacity and installation efficiency.</li> <li>To increase manufacturing capacity and installation efficiency, PTC must now assume many previously outsourced processes to minimize variable production costs of waste and rework. Therefore, PTC designed a production line system in which each product is worked by 15 to 20 people to complete manufacturing and installation. The product and material handling training has been expanded to include ten different insert options, twenty different handle options, twenty different hinge options, and thirty different finishes. Assuming these manufacturing processes internally has resulted in the need to train Production and Assembly/Install Staff on new manufacturing machines including lathes and laminators.</li> </ul>

Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

🛛 Class/lab

🛛 Productive Lab

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills	PL-Continuous Improvement	PL-Manufacturing Skills

Certified Safety Training	⊠ OSHA 10/30	
Productive Laboratory	Justification:	
	<ul> <li>New Equipment</li> <li>New Production Procedures</li> </ul>	
	40 PL Hours per-trainee	
	Occupations Receiving PL Training: Production and Assembly/Install Staff	
The PL instructor must be dedic	cated to training, at a ratio of 1:3.	
Ratio Higher than 1:1	Production processes require teams of up to 3 workers to work with actual components, parts and machinery. Trainees will learn the sounds, resistances, tolerances and textures associated with proper machine operations and assembly and preventive maintenance.	

#### **Modifications from Standard**

Weighted Average Hours over 45	50 Hours

Modification(s) fall within Panel guidelines whereas, the company needs significant technical training hours focused on Manufacturing and Computer Skills (custom designed ERP platform). In addition, numerous staff will participate in OSHA 10/30 training that otherwise would take up to a quarter to over half of their average weighted hours.

Training Infrastructure & Administrative Plan	<ul> <li>Coordination of Training (Oversight): The President will oversee the project administration and training implementation (coordinating and scheduling) with assistance from the Human Resources Manager.</li> <li>Trainers: Training will be delivered by in-house expert and vendors as needed.</li> <li>Administrative Duties: PTC has retained an</li> </ul>
	administrative subcontractor to assist with project administration.

## Repeat Contract

Number Of Agreements in last 5 years:	1
<ul> <li>Training provided / focus in last Contract:</li> </ul>	<ul> <li>Trainees were cross-trained on multiple pieces of equipment to be able to work on any phase of the production process.</li> </ul>

	E113-0404
	<ul> <li>Training focused on the Company's ERP system (Microvellum), CAD/CAM software and QuickBooks financial software.</li> </ul>
Difference in Training Plan:	Many of the Production and Assembly/Install Staff did not participate in previous training project. In addition, PTC invested in several new machines that require training for all Production Staff. Further, new software platforms require different project management and mapping procedures training for Managers/Supervisors.

## 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 \$%
ET16-0300	Santa Ana	12/16/15 – 12/15/17	\$73,440	\$73,440 (100%)

## RECOMMENDATION

Staff recommends approval of this proposal and modifications

## **SUBCONTRACTORS**

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	Assured Incentives Group	San Clemente	\$7,000
Administrative	Assured Incentives Group	San Clemente	10% of payment earned
Training Vendors	To Be Determined	N/A	N/A

#### Class/Lab Hours

8 – 200

Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Advanced Financial Management Principles
- Customer Service & Sales Skills

### **COMPUTER SKILLS**

- CAD/CAM Drawing & Design
- QuickBooks Online Reports & Projections
- ERP Purchasing/ Inventory/Report Writing

#### **CONTINUOUS IMPROVEMENT**

- Custom Assembly Troubleshooting
- Measurement & Blueprint Reading
- Doors & Hinges Troubleshooting
- Warehouse Best Practices
- Itemizing & Tagging Product Categories
- Protective Wrapping & Processing

#### **MANUFACTURING SKILLS**

- Advanced CNC Operations CNC Boring
- Paint Spraying & Texturing Technique
- Laminator Press Machine Functions
- Saws, Banders & Spooler Best Practices

#### OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

#### Productive Lab Hours (Ratio 1:3)

0 – 40

#### **MANUFACTURING SKILLS**

- Advanced CNC Operations CNC Boring
- Paint Spraying & Texturing Technique
- Laminator Press Machine Functions
- Saws, Banders & Spooler Best Practices

#### **CONTINUOUS IMPROVEMENT**

- Custom Assembly Troubleshooting
- Measurement & Blueprint Reading
- Doors & Hinges Troubleshooting
- Protective Wrapping & Processing

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

**DELEGATION ORDER** 



## Retrainee - Job Creation Training Proposal for:

# **Priority Architectural Graphics, Inc.**

# Small Business

ET19-0435

Approval Date: February 19, 2019					
ETP Regional Office: San Francisco Bay Area Analyst: R. Jackson					
CONTRACTOR					
• Type of Industry:	Manufacturing (E)				
	Priority Industry: 🖂 Yes 🗌 No				
Number of Full-Time Employees					
California:	25				
Worldwide:	25				
Number to be trained:	18				
	Owner 🛛 Yes 🗌 No				
Out-of-State Competition:	NAICS Code Eligible 339950				
Special Employment Training (SET):	🗌 Yes 🖾 No				
High Unemployment Area (HUA):	🗌 Yes 🖾 No				
Turnover Rate:	4%				
Repeat Contractor:	□ Yes ⊠ No				
<u>FUNDING</u>					
Requested Amount:	\$19,500				

In-Kind Contribution: \$15,000

#### TRAINING PLAN TABLE

Job	Job Description		Estimated	Range of Hours		Average	
No.	Job Description	Type of Training No. of Trainees		Class / Lab	CBT	Cost per Trainee	Retention Wage
1	Retrainee	Management Skills,	15	8-60	0	\$1,040	\$19.31
	SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Impr, Commercial Skills, OSHA 30		Weighte 4(	-		
2	Retrainee SB <100 Priority Rate Job Creation Initiative	Management Skills, Business Skills, Computer Skills, Continuous Impr, Commercials Skills, OSHA 30	3	8-60 Weighte 50	•	\$1,300	\$16.09

- Reimbursement Rate:
- County(ies):
- Occupations to be Trained:

Union Representation:

\$26 Small Business Rate

San Francisco

Fabrication Staff, Engineer, Production Staff, Project Manager, Office Manager, Production Manager, Operations Manager, President, Owner, Designer, Estimator, Design Manager, Installation Manager

🗌 Yes

🛛 No

Health Benefits: N/A

## **SUBCONTRACTORS**

•	Development Services:	N/A
•	Administrative Services:	N/A
•	Training Vendors:	LearnIt in San Francisco will provide some Business Skills. American Management Association in New York will provide some Management Skills and Business Skills.

#### **OVERVIEW**

Since 1995, this San Francisco-based small business has grown to offer a full array of signage design, fabrication and installation services. Priority Architecture Graphics, Inc. (Priority Architecture) (www.prioritygraphics.com) serves diverse businesses including contractors and government clients. The Company's team of engineers, designers and trades specialists enable it to offer a broad selection of signage including: Engraving, Paint, Laser, 3-D print and CNC based signage. This will be the Company's first ETP contract.

#### Need for Training

Priority Architectural plans to take advantage of increased business opportunities due to growth in Bay Area construction demands. Efficiency changes have been implemented in processes and new technologies to assist workers with recently acquired Contracts and to further reinforce bidding competitivness. Training will increase trainee skills and reduce waste.

#### **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 Priority Architectural is expanding business capacity by hiring new employees to prepare for increased business opportunities. The Company will hire three 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. Trainees will be hired into "net new jobs" as a condition of contract.

#### Training Plan

Training topics were identified by Prioirty Architectural's Management team in an effort to meet identified training priorities. Class/Lab and E-Learning training will be delivered by in-house staff and vendors.

**Business Skills:** Training will be delivered to all occupations. Topics such as Leadership, Supplemental Human Resources Skills, and Communications Strategies will be delivered. Training will assist with reforming HR processes, expanding the skillsets of employees to promote within and managing increased responsibilities resulting from recent business growth.

**Commercial Skills:** Training will be offered to Production Staff, Engineer, Designer, Estimator, Production Manager, Operations Manager, President, Owner, Design Manager, Installation Manager and Project Manager. Training will boost overall productivity, improve safety, and assist with specific competencies. Crane Operations, Singage Skills, and Rigging are some examples of topics delivered.

**Computer Skills:** Training will be offered to Project Managers, Operations Manager, Installation Manager, Production Staff, Engineer, and Production Manager. Training on products like GAANT Charts and CPM Scheduling will be delivered. Other course topics include: BIM Modeling, Auto CAD and BlueBeam. Staff needs to be proficient and current on the newest software to be competitive.

**Continuous Improvement:** Training will be offered to all occupations to improve efficiency. Training topics such as Lean and Production Planning will be delivered. This training will reduce/eliminate waste, enable trainees to effectively respond to customer demands, add more flexibility/new skills through cross-training, increase on-time delivery, and meet efficiency goals.

**Management Skills:** Training will be offered to Office Manager, Project Manager, Operations Manager, Installation Manager, Design Manager and Production Manager. Training will allow managers to develop new policies and procedures to improve bugeting, estimating, job-cost bidding and reliability in business reports.

#### Certified Safety Training

1. <u>OSHA 30.</u> This training is a series of courses "bundled" by industry sector and occupation. It consists of 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

ETP funds will not displace the Company's existing financial commitment to training. The Company's training budget for all California sites is approximately \$3,000 for 2019 for new-hire orientation, Cal OSHA required training, basic job skills, workplace ethics and anti-harassment training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

> Training Infrastructure

Prioirty Architectural's President will manage the project internally, with assistance from the Operations Manager and an Administrative Staff. A training plan has been developed by the Company's management and is ready to implement at approval. Vendors and internal trainers have been identified to coordinate training.

#### RECOMMENDATION

Staff recommends approval of this proposal.

## Exhibit B: Menu Curriculum

#### Class/Lab/E-Learning Hours

8-60 (Jobs 1 & 2) Trainees may receive any of the following:

### **BUSINESS SKILLS**

- Communication Strategies
  - o Negotiation
  - o Collaboration
  - o Business Writing
  - Presentation Skills
- Project Management
- Leadership
- Supplemental Human Resources Skills (Non-Disciplinary)

#### **CONTINUOUS IMPROVEMENT**

- Lean
- Production Planning
- IT Service Integration

#### **COMMERCIAL SKILLS**

- Construction Processes
  - o Change Orders
- Estimating

•

- Equipment Training
  - Crane Operation
  - o Rigging
  - Forklift Operation
- Signage Skills
  - o Electrical Wiring
  - o Installation
  - o Welding
  - Blueprint Reading

#### **COMPUTER SKILLS**

- Construction Applications
  - o BIM Modeling
  - o AutoCad
  - o BlueBeam
  - CPM Scheduling
  - o GAANT Chart Creation

#### MANAGEMENT SKILLS (For Managers Only)

• Accounting and Finance

#### OSHA 30 (OSHA-Certified Trainer)

• OSHA 30

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

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



Training Proposal for:

# San Diego Electrical Training Administrative Services Corporation

Delegation < \$75,000 Single Employer			
	19-0416		
Approval Date: February 14, 2019			
ETP Regional Office: San Diego	Analyst: H. Bernard		
CONTRACTOR N/A			
Type of Industry:	Finance/Insurance (D)		
	Finance & Insurance (52)		
	Priority Industry: 🗌 Yes 🖾 No		
Number of Full-Time Employees	🖂 Small Business		
California:	17		
Worldwide:	17		
Number to be trained:	17		
	Small Business Only:		
	Owner 🗌 Yes 🖾 No		
Out-of-State Competition:	🗌 Yes 🖾 No		
Special Employment Training (SET):	🖂 Yes 🗌 No		
High Unemployment Area (HUA):	🖂 Yes 🗌 No		
	3: Number of Trainees in HUA		
Turnover Rate:	0%		
Repeat Contractor:	□ Yes ⊠ NO		
FUNDING			
Requested Amount:	\$17,680		
In-Kind Contribution:	\$22,871		

#### TRAINING PLAN TABLE

Job	Job Docorintion	Type of Training	e of Training No. of		Range of Hours		ETP Required
No. Job Description Type of Trainin		· ) / · · · · · · · · · · · · · · · · ·	Trainees	Class / Lab	СВТ	Cost per Trainee	Wage*
1	Standard Retraining	Business Skills, Computer Skills,	17	8-200	N/A	\$1,040	\$32.18
	Small Business SET	Cont. Improv.		Weighte 40	•		

\*It will be made a condition of contract that the 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.

- Reimbursement Rate:
- County(ies):
- Occupations to be Trained:
- Union Representation for Trainees:

Job #1: \$26 Standard Retraining

San Diego, Imperial

Administrative Staff, Bookkeeper, Facility Management, Instructor, Office Manager, Coordinator, Chief Financial Officer

🛛 Yes 🗌 No

Office and Professional Employees International Union Local No. 537

• Health Benefits: (Employer Paid to Meet ETP Wage)

 $\Box$  No  $\boxtimes$  Yes

Up to \$2.50 /hour may be included to meet ETP Required Wage for Job#1.

## **OVERVIEW**

Year Company Founded:	2004	Company Headquarters: San Diego		
Total Number of F California	acility loo	cations in 2 (San Diego & Imperial)		
Facility location(s) where training will occur		raining will occur	<ul> <li>Cities &amp; (Counties) San Diego (San Diego), Imperial (Imperial)</li> </ul>	

Nature of Business	Corpora corpora adminis Trainin student	The San Diego Electrical Training Administrative Services Corporation (SDETASC) is a non-profit mutual benefit corporation. The Organization's specific purpose is to administer employee benefit funds for the San Diego Electrica Training Trust. This includes providing educational training to students and skills to union workers; promoting and participat in outreach events; and running the daily operations of the Trust.	
<i>Customer Base:</i> (List Industrie customers)	es /	<ul> <li>Signatory Employers of the San Diego Electrical Training Trust and Apprentices/trainees.</li> </ul>	

	E119-0410
Business / Industry Needs / Changes	<ul> <li>Recently, the SDETASC had a change of leadership, and hired four new staff members. As a result, the Organization is focused on Team Building, Communication and Project Management in an effort to improve administrative processes.</li> <li>The Organization is currently implementing a document management system, Square 9, in effort to meet its goal of going paperless.</li> </ul>

### Training Plan:

Need for Training:	<ul> <li>The Organization will bring in a vendor for a weeklong training session focused us on communication skills, teambuilding and customer service skills. The goal of this training is to increase organizational efficiency and productivity.</li> <li>Extensive training will be provided on Square 9 for all staff to ensure successful implementation of the system.</li> </ul>
	<ul> <li>SDETASC will train staff on Computer Skills including QuickBooks, Microsoft Office</li> </ul>
	Software, and Customer Relations Management
	Software.

Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

	1	т
Business Skills	Computer Skills	Continuous Improvement
Training Infrastructure & Administrative Plan	<ul> <li>Coordination of Trai project will be overseen Financial Officer with as Manager.</li> <li>Trainers: Training will subject matter experts a</li> </ul>	i <b>ning (Oversight):</b> This by the SDETASC's Chief ssistance by the Office
		d by SDETASC's Office

## SET FUNDING AND WAGE MODIFICATIONS

SDETASC employs seven Administrative trainees who are represented by OPEIU local 537. These staff earn wages, which are below the Statewide Average Wage (SET) of \$32.18. However, because these trainees are represented by a collective bargaining agreement (CBA), ETP will accept the CBA wages. The ETP Analyst has verified the wages against the CBA's wage chart. All other trainees included in this proposal will meet the Statewide Average Wage of \$32.18 with up to \$2.50 in health benefits.

# HIGH UNEMPLOYMENT AREA (HUA)

Under this project, three staff members are located in Imperial County, which is a HUA. However, SDETASC is not requesting a wage modification for these trainees.

### 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 Hours & E-Learning

8 – 200 Trainees may receive any of the following:

### **BUSINESS SKILLS**

- Accounting Skills
- Budgeting Skills
- Communication Skills
- Conflict Management
- Customer Relations/Service
- DISC Training
- Leadership Skills
- Project Management Skills

#### **COMPUTER SKILLS**

- Bluebeam Revu
- Customer Relations Management
- Microsoft Office Software Training Introduction-Advanced
- Square 9 Software
- QuickBooks

### **CONTINUOUS IMPROVEMENT**

- Problem Solving/Decision Making
- Productivity Improvement
- Teambuilding

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



# Office and Professional Employees International Union Local No. 537

3229 East Foothill Blvd Pasadena, CA 91107 (626) 577-5600 Fax (626) 577-0100 www.opeiu537.org <u>Sent via email</u> jpoblete@sdett.org

December 17, 2018

Stewart Knox Executive Director Employment Training Panel 9095 Rio San Diego Drive, Suite 300 San Diego, CA 92108

RE: San Diego Electrical Training Administrative Services Corporation

Dear Mr. Knox,

Office and Professional Employees International Union Local 537 (OPEIU Local 537), represents approximately 1,000 members; eight of which are employed by San Diego Electrical Training Administrative Services Corporation (SDETASC). OPEIU Local 537 is devoted and dedicated to the advancement of professional, office and clerical employees. We encourage our members to embrace the necessary steps towards achieving an improved lifestyle, economic well-being, and utilizing their rights as workers and citizens.

OPEIU Local 537 supports the proposed Employment Training Panel (ETP) application by SDETASC for training as outlined in their application.

If you need further information from our office, please feel free to contact me at (626) 577-5600.

In Unity,

Lynnette

Business Representative LTH:mm OPEIU #537/AFL-CIO, CLC



Training Proposal for:

# Senga Engineering, Inc.

Delegation < \$75,000 Single Employer			
	19-0423		
Approval Date: February 12, 2019			
ETP Regional Office: San Diego	Analyst: C. Clady		
CONTRACTOR www.senga-eng.com			
Type of Industry:	Services (G)		
	Manufacturing (33)		
	Priority Industry: 🛛 Yes 🗌 No		
Number of Full-Time Employees	🖂 Small Business		
California:	54		
Worldwide:	54		
Number to be trained:	37		
	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:	19%		
Repeat Contractor:	⊠ Yes □ NO		
FUNDING			
Requested Amount:	\$29,822		
In-Kind Contribution:	\$22,558		

# TRAINING PLAN TABLE

Job	Job Description	Type of Training	Estimated No. of	Hou		Average Cost per	ETP Required
No. No.		Trainees	Class / Lab	CBT	Trainee	Wage*	
1	Priority	Business Skills, Computer Skills,	37	8-200	0	\$806	\$18.14
	Small Business	Continuous Impr, Mfg. Skills		Weighte 31	d Avg:		

\*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:
- County:

•

• Occupations to be Trained:

\$26 Prioity/ Program Initatives

Orange

Owner, Administrative, Supervisor/Manager, Technical, Production

- Union Representation for Trainees:
- Health Benefits: (Employer Paid to Meet ETP Wage)

- 🗌 No 🖂 Yes
- Up to \$2.50 per hour

### **OVERVIEW**

Year Company Founded:	1979	<i>Company Headqua</i> Santa Ana, CA	arters: 🛛 Single location
Facility location(s) where training will occur		aining will occur	<ul> <li>Santa Ana (Orange County)</li> </ul>

Nature of Business	Senga Engineering, Inc. (Senga) manufactures precision-machined components for a broad range of companies and industries, with a focus on aerospace, connector and medical industries.	
Customer Base:	<ul> <li>Energy, Aerospace, Oil &amp; Gas, and Defense industries</li> </ul>	

Business / Industry Needs / Changes	<ul> <li>Senga's defense customers require compliance with the International Traffic in Arms Regulations (ITAR) which increases quality requirements of all products. Training will focus on machining, inspection, and plating skills.</li> </ul>
	<ul> <li>International Standard (ISO 9100) registration requires updated courses to allow usage of the Quality Management System (QMS).</li> </ul>

<ul> <li>Processes require improvements. The Company has grown 5% in the last three years. Training will allow employees to increase production and reduce waste.</li> </ul>
<ul> <li>A new Enterprise Resource Planning (ERP) system will be implemented in 2019.</li> </ul>

# Training Plan:

Need for Training:	<ul> <li>Training is required for all staff in Manufacturing, Business, Computer, and Continuous Improvement skills to continue to meet changing customer business demands,.</li> </ul>
	<ul> <li>Training will be provided for recently hired Production and Management staff in ITAR regulations.</li> </ul>
	<ul> <li>Business Skills training is needed for Technical, Production, and Managers in updated ITAR courses, goal setting, leadership, and problem solving.</li> </ul>
	<ul> <li>Computer skills training is needed by all staff on the new ERP system and Office 365 to increase efficiency both internally and externally. Staff also requires training in new, updated software (ER, Veri Cut, Master Cam 2017 and Solid works).</li> </ul>

Training courses listed in the Menu Curriculum will be provided via the following training methods under the following Types of Training:

Class/lab	earning 🗌 CBT 🔄 F	Productive Lab
Business Skills	Manufacturing Skills	Continuous Improvement
Computer Skills		
Training Infrastructure & Administrative Plan	Resource Manager wi administration of the pr Trainers: In-house sub Administrative Dution Resources Manager w	5

### **Repeat Contract**

Number Of Agreements in last 5 years:	2
<ul> <li>Training provided / focus in last Agreement:</li> </ul>	<ul> <li>In the most recent agreement (ET17-0438), training focused on continuous improvement, Lean Manufacturing, compliance, and recent changes in IS 9001/AS9100.</li> </ul>
Difference in Training Plan:	<ul> <li>This project will focus on advanced- level machinery, a new Enterprise Resource Planning (ERP) software, Office 365, and ISO updates.</li> </ul>

## PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$%
ET17-0438	Santa Ana	3/15/2017- 3/14/2018	\$19,136	\$18,592 (97%)
ET15-0434	Santa Ana	5/4/2015- 5/3/2016	\$14,040	\$14,001 (100%)

### RECOMMENDATION

Staff recommends approval of this proposal and modifications

### **SUBCONTRACTORS**

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	None		
Administrative	None		
Training Vendors	To Be Determined		

### Exhibit B: Menu Curriculum

#### Class/Lab Hours

8-200

00 Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Developing Troubleshooting Skills
- Communication and Self Presentation Skills
- Conflict Resolution between Cultures
- Problem Solving
- Time Management
- Business Writing
- Leadership Training
- !TAR and EAR
- Additive Manufacturing Business

### **COMPUTER SKILLS**

- Statistical Process Control
- Microsoft 365 Word
- Microsoft 365 Excel
- Microsoft 365 PowerPoint
- Microsoft 365 Outlook
- How to use Windows 1 O
- How to edit Senga's website
- Basic Computer Security
- Basics of G & M Code Programming
- Control Panel Functions for the .CNC Lathe
- Control Panel Functions for the CNC Mill
- Canned Cycles for the Lathe
- Canned Cycles for the Mill
- ESPIRIT Software
- 30 Printing
- PC-DMIS level 101 to 301
- CAD Programming-Solidwork Basics:
- CAD Programming- Solidworks Advance:
- Programming in Excel
- Q-Das (Operators)
- Q-Das (Inspectors & Managers)
- Q-Das (Engineers)
- •

### **CONTINUOUS IMPROVEMENT**

- AS9100 Internal Auditing
- ERP Training
- Many Courses included in ERP once we change our system in 2019

# MANUFACTURING SKILLS

- Blueprint Reading & Understanding Technical Diagrams
- Practical Math for Industry
- Hand Tools
- Measurement

Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery.



# **RETRAINEE - JOB CREATION**

# **Training Proposal for:**

# **United Drill Bushing Corporation**

# Delegation < \$75,000 Single Employer

# Contract Number: ET19-0438

Approval Date: February 14, 2019

ETP Regional Office: North Hollywood

Analyst: J. Romero

# PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative			istry or(s):	Manufacturin	ıg (E)
					Priority Indus	stry: 🖂 Yes 🗌 No
Counties Served:	Los Angeles		Repea Contra		🗌 Yes 🛛 I	No
Union(s):	🗌 Yes 🛛 No					
Number of	Employees in:	CA:	116	U.S.:	116	Worldwide: 116
Turnover R	Rate:	7%				
Managers/ (% of total tra	<u>Supervisors</u> : inees)	7%				
In-Kind	<b>Contribution:</b> (100% of	Total			Total F	TP Funding

ETP Funding Required)

\$46,534

Total	ETP Funding
	\$40,430

Out-of-State Competition:	⊠ Yes □ No
Occupations to be Trained:	Production, Machinist, Engineer, Administrative Staff, Manager/Supervisor

# TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range Hou Class / Lab		Average Cost per Trainee	Post- Retention Wage
1	Retrainee Priority	Business Skills Computer Skills Continuous Impr. Mfg. Skills HazMat PL- Mfg. Skills	74	8-200 Weighte 20	•	\$520	\$18.56
2	Job Creation Retrainee Priority	Business Skills Computer Skills Continuous Impr. Mfg. Skills HazMat PL- Mfg. Skills	3	8-200 Weighte 25	-	\$650	\$15.47

**Minimum Wage by County:** Job Number 1: \$18.56 per hour in Los Angeles County Job Number 2 (Job Creation): \$15.47 in Los Angeles County

Health Benefits: Used to meet the Post-Retention Wage?: 
Yes 
No

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

## **OVERVIEW**

Year Company Founded:	1964	<b>Company</b> Downey	<b>/ Headquarters:</b> X Single location
Total Number of Facility locations in California		ations in	1
Facility location(s) where training will occur		aining	Downey

Nature of Business:	<ul> <li>Manufactures drill bushings, tooling components and jig fixturing products</li> <li>Products include complete line of taper lock tooling, and customized and standard tooling kits for aerospace and automotive retrofit and repair</li> </ul>
Customer Base:	<ul> <li>Aerospace, aircraft, automotive and military industries</li> </ul>

Business / Industry Needs /	Due to increased product demand, sales and
Changes	production have increased by 15% in the last 12 months
	<ul> <li>Company has steadily grown by 30% in the last five years</li> <li>Must hire three additional personnel to fill in new positions within the company</li> </ul>

### Training Plan:

Need for Training:	<ul> <li>Business Skills will be provided to Administrative staff and Manager/Supervisors. Training will increase product knowledge and upgrade employee skillset to meet the present and future needs of business operation.</li> <li>Computer Skills will be provided to all occupations and include training in the Company's new ERP system (Acumatica)</li> <li>Continuous Improvement will be provided to all occupations. Training will upgrade employee skillset and knowledge in process and quality improvement, preventive and corrective solutions.</li> <li>Hazardous Materials will be provided to Production leads and Manager/Supervisors in the proper handling and storing of hazardous materials.</li> <li>Manufacturing Skills will be provided to Production, Machinists and Managers/Supervisors. Training will increase skills in manufacturing processes and procedures, identify quality issues and improve efficiency.</li> </ul>

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	🗌 СВТ	Productive Lab
	MS Preceptor	☐ MS Didactic	

Business Skills	Computer Skills	Continuous Improvement
Manufacturing Skills	PL- Manufacturing Skills	Hazardous Materials

Certified Safety Training	□ OSHA 10/30
	☑ Hazardous Materials (HAZMAT)

Productive Laboratory	Justification: ☑ New Equipment ☑ New Production Procedures		
	10 PL Hours per-trainee		
	Occupations Receiving PL Training: Production, Machinist		
The PL instructor must be dedicated to training, at a ratio of 1:2.			
Ratio Higher than 1:1	Production and/or production process requires a team of workers.		
Job Creation Justification	Expanding existing business capacity by adding newly-hired employees to an existing function		

# Training Infrastructure & Administrative Plan

<ul> <li>Project Oversight: The President will oversee the project with the assistance from the Director of Human Resources and Plant Manager.</li> </ul>
Trainers:     In house - Types of Training:
<ul> <li>In-house – Types of Training:</li> <li>Vendor – Types of Training by vendor:</li> </ul>
Administration:
The Company retained Training Funding Source to assist with enrollment, data collection, and data entry into ETP systems.
⊠ 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 Hours

8-200

Trainees may receive any of the following:

#### **BUSINESS SKILLS**

- Accounting/Finance
- Coaching/Communication
- Conflict Resolution
- Customer Relations
- Goal Setting
- Inventory Control
- Leadership
- Marketing & Business Development
- Performance and Project Management
- Program Management
- Product Knowledge
- Team Building

### **COMPUTER SKILLS**

- Accounting
- Payroll
- CAD/CAM
- MS Office
- ERP Software (Acumatica)
  - o Program Management
  - Purchasing
  - o Quote
  - o Warehouse
  - o Scheduling

### **CONTINUOUS IMPROVEMENT**

- Corrective/Preventive Actions
- Process/Productivity/Quality improvement

### HAZARDOUS MATERIALS

• Proper Handling of Hazardous Materials

### MANUFACTURING SKILLS

- Blueprint Reading
- Equipment/Tool Operation, Maintenance & Troubleshooting
- Good Manufacturing Practices
- Inspection Techniques
- Preventive Maintenance
- Quality Systems
- Standard Operating Procedures
- Materials Handling and Storage

# <u>PL Hours</u> 0 - 10

### MANUFACTURING SKILLS (Ratio 1:2)

- Equipment/Tool Operations •
- Equipment/Tool Troubleshooting and Maintenance •

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