

PANEL PACKET

December 2020



Employment Training Panel



State of California—Labor and Workforce Development Agency

Employment Training Panel

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M e m o r a n d u m

To: Panel Members

Date December 11, 2020

From: Reg Javier
Director

Subject: **Future Meeting Sites**

<i>December 11, 2020</i>	Virtual Meeting
<i>January 29, 2021</i>	Virtual Meeting
<i>February 26, 2021</i>	Virtual Meeting
<i>March Panel – April 2, 2021</i>	Virtual Meeting



**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting
October 23, 2020

Panel Members

Janice Roberts
Acting Chairperson

Gloria Bell
Member

Chris Dombrowski
Ex-Officio Member

Ernesto Morales
Member

Gretchen Newsom
Member

Rick Smiles
Member

Douglas Tracy
Member

Madison Hull
Member

Executive Staff

Reg Javier
Executive Director

Peter Cooper
Assistant Director

Michael Cable
Legal Counsel

**STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL**

Zoom Virtual Meeting
October 23, 2020

I. PUBLIC PANEL MEETING CALL TO ORDER

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

II. ROLL CALL

Present

Janice Roberts
Gloria Bell
Chris Dombrowski
Gretchen Newsom
Madison Hull
Rick Smiles
Douglas Tracy

Absent

Ernesto Morales

Executive Staff

Reg Javier, Executive Director
Peter Cooper, Assistant Director
Michael Cable, Legal Counsel

III. AGENDA

Acting Chairperson Roberts asked if the Panel Members reviewed the Agenda.

ACTION: Ms. Newsom moved and Mr. Dombrowski seconded approval of the Agenda. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

IV. MINUTES

Acting Chairperson Roberts asked if the Panel Members reviewed the Meeting Minutes from the last Panel Meeting.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the Meeting Minutes. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

V. REPORT OF THE EXECUTIVE DIRECTOR

Mr. Javier welcomed the Panel Members, Applicants, and Stakeholders and reported that today's meeting is approximately \$8.1M with \$40,005 in delegation orders, for a total of \$8.1M.

Mr. Javier recognized the following persons in attendance: Diana Torres, San Diego Regional Office Manager; Ryan Swier, North Hollywood Regional Office Manager; Jana Lazarewicz, Sacramento Regional Office Manager, and Heather Miguel, Program Projects Unit Manager.

Mr. Javier introduced and welcomed new panel member Madison Hull and looking forward to working together.

Regarding today's proposals:

Mr. Javier stated that helping employers respond to the COVID Pandemic continues to be our top priority. Today there are 10 COVID Pilot proposals with a value of \$2M. Mr. Javier expressed to the panel members that we are listening to you. You will notice a change to the way we show you wages in the proposals. We have included more detail on the number of trainees at the lower end of the pay scale, as you requested at the last Panel.

It was also reported ETP has begun rolling out our Paid Family Leave Pilot for Small Businesses, which a PowerPoint presentation will be given by Lis Testa later in the morning.

Regarding Legal and Legislative Matters:

Our Legal Counsel, Michael Cable, prepared a Legislative memorandum to you and it is in your packet. September 30th is the last day for the Governor to sign or veto bills. AB 1457 (Reyes and Cervantes), which requires ETP to establish a pilot project to enhance a regional business training center network of community college contract education centers, passed the Legislature and is awaiting action by the Governor.

Progress on Cal-E-Force Roll Out:

Mr. Javier then introduced Tara Armstrong Deputy Director of Technical Branch supporting the implementation of ETPs Cal-E-Force system

VI. REPORT OF THE CAL-E-FORCE ROLL OUT

Tara Armstrong gave an update on Cal-E-Force and shared Stakeholder demonstrations on Participating Employer Certification process: Include process and engagement and result and next steps.

Migration plan: Include Beta legacy Single Employer Contacts and contracts without transactional history or as we refer to them as No Activity yet in 1st wave.

Refresher training sessions on How to use Cal-E-Force.

Single employer in October; MECs in November and December. Information on sessions are emailed to stakeholders and on the ETP website.

Coming in November and December are the Pre-Application and Application functionality demonstrations. Schedule for these will again be sent via email and also posted on the ETP website.

And lastly, we have also increased communications doing email blasts and website postings, as well as on-going updates to our system FAQs and training materials.

Our command center is also available for questions, please visit our website for the email link.

VII. REPORT OF THE ASSISTANT DIRECTOR

Regarding Core Funds for this Fiscal Year:

If all FY 20/21 proposals are funded today, the panel will have approved just over \$34.6M in 137 projects to date. ETP will have approximately \$45.3M for the remainder of the 20/21 Fiscal year with a demand of \$72.6M.

Under Delegation Order for these proposals will all be capped at \$75K to be approved under the Delegation Order on a continuous flow basis, which as of today we have approved a total of 14 delegations.

Regarding remaining funds for this Fiscal year and the Pre-application process:

We will only have roughly \$45M after the panel meeting today if all proposals are funded. In December, we have a large panel with roughly \$15M in proposals. This will leave us with only \$30M for the 2nd half of this fiscal year, with a continued strong demand. We will have to do some more belt-tightening. We heard the panel's concern about not keeping applicants waiting in line if they don't have a chance of getting funded this year. In order to further prioritize the allocation of our funds, we will begin the process of de-activating pre-apps that do not have Covid NAICS. This means we will only be moving forward ones that have a NAICS that is part of the Covid Response Program or a NAICS that is part of the Covid Pilot program.

Mr. Cooper also reported ETP has brought two proposals back for further consideration and discussion. These are Building Skills Partnership – Tab 28 and Associated Building Contractors Central California Chapter -- Tab 18.

Regarding 20/21 program funding:

To date we have had approximately 679 projects submitted, with a value just over \$72.6M.

Regarding Demand and Allocations:

Single Employer Contracts: requests in Regional Offices& AAU \$38.9M (\$30M original allocation)

MEC: requests \$12.9M demand (\$20M originally)

Small Business: \$14.3M demand (\$ M originally)

Critical Proposals: \$420,000 demand (\$5M originally)

Apprenticeships: \$5.9M in demand (\$20M originally)

Overall demand is currently \$72.6M, with \$45.3M left for fiscal year 20/21

Number of projects for 20/21 in AAU and applications received by the RO's

Total number of projects in the RO: 138

Total number of projects in AAU: 541

Currently a total of 679 which is down from 896 in September.

Ms. Newsom stated Tab No. 11, M-5 Training School of Protective Services, under this MEC it's entirely non priority industry and meeting some of ETP goals by targeting veterans with multiple barriers that are hard to hire were so and what they did from the previous meeting to now with the revised wage ranges.

Mr. Cooper requested a Motion to Approve the Consent Calendar with the four noted modifications.

Acting Chairperson Roberts asked if there were any other questions from the public or Panel regarding the Consent Calendar and asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the Consent Calendar. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 – 0.

VIII. UPDATE ON PAID FAMILY LEAVE SMALL BUSINESS GRANT PRESENTATION

Ms. Testa presented an update and a PowerPoint presentation on the Paid Family Leave Small Business Grant. This year is the first year of the PFL SB Grant. This grant will provide small businesses with under 10 employees \$500 per employee who is out on leave utilizing the Paid Family Leave program to either bond with a new child or to take care of a sick family member. The small businesses can use the \$500 funds to train, market for, or to hire someone to cover the duties of the employee who is out on PFL.

The application period for this year's grant was Thursday, October 15, 2020. We received one (1) application. The application was scored and scoring results are presented below. Here is the applicant, their requested funding amount, and their application score, Central Valley Hispanic Chamber of Commerce with a score 91 out of 100.

For the \$500,000 that remains to be rewarded for this grant this FY, ETP is exploring looking for likely candidates to help with this work in other areas of the state, and also to partner with EDD's Disability Branch for assistance with identifying eligible small businesses to participate in this grant. We are also considering setting up a system where ETP will be the sole source of funding dissemination for the remaining grant funds this year, and if that approach proves successful, in continuing that approach in following years.

Ms. Testa asked the Panel if there were any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of awarding Central Valley Hispanic Chamber of Commerce with their request amount of \$500,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 – 0.

IX. REVIEW AND ACTION ON PROPOSALS

SINGLE EMPLOYER CONTRACTS

Tab No. 14: American Medical Response of Southern California

Ms. Torres presented a proposal on behalf of Alta Hospitals System, LLC (Alta). Alta is a Repeat Contractor and a Priority Industry. Total ETP funding being requested is for the amount of \$499,100 to train 800 incumbent workers as well as 100 Job Creation retrainees While AMR does

not have a dedicated recruitment program for Veterans, the Company is committed to hiring and retaining Veterans through California. EMTs and Paramedics are represented American Federation of State, County & Municipal Employees; International Association of EMTs & Paramedics; and San Diego Emergency Medical Services Association. The respective unions have submitted letters of support for this training project.

Ms. Torres stated that Staff recommends approval of this project and introduced Tom Hartke, VP of Tax; Karl Metcalf, P of Tax, Shannon Marshall, Training, AMR, and James Wynott, Administrative Subcontractor, Think LLP.

Acting Chairperson Roberts asked if all contracts now going to be under this alternate record keeping a during this COVID timeframe and only thought it was applicable to the COVID project specifically, not every contract that we added.

Ms. Torres stated any ETP contractor may request alternative record keeping and it is approved, on a case by case basis. It could either be in the COVID pilot or it can be in any standard agreement.

Ms. Bell asked what are they doing strategically and inquired if they have any plans to look into a form of recruitment program for veterans.

Mr. Hartke responded they do work with a recruiting partner to fill any jobs provide them the jobs for the veterans and their families. They also attend a lot of veteran and military career fairs to help bring in veterans into their employment.

Ms. Newsom stated the last time they came before the panel members took it a task or the low wages that you're paying the EMTs \$13 an hour and 168 of the proposed trainees. Ms. Newsom understands they have a collective bargaining agreement and that there's definitely nuances pertaining to that, but really uncomfortable with paying such low wages to these workers.

Acting Chairperson Roberts stated she also had concerned and appreciates the staff for breaking out all of the wages that really helps and think it's too low of wages for those type of positions. It seems like they would have much more turnover regarding that but their turnover is very low for that.

Ms. Newsom stated can the applicant talk to how long it takes for the EMT to receive a wage that's above \$15 an hour after this training.

Mr. Hartke replied that over half of those, are actually at \$15 and their goal is to try to give them opportunities to grow, help them move towards say a paramedic role and provide training. There's also opportunities for them to make more, there's shift differentials where they may be paid anywhere from .50 cents to three and a half dollars an hour or more, if they work certain shifts.

Ms. Newsom again stated she is uncomfortable with these workers at such low wages and deserve more wages and would like to remove the \$13 to \$15 an hour.

Ms. Bell agreed and in total support with what Ms. Newsom stated.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of wage modification for American Medical Response of Southern California in the amount of \$499,100. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 15: Hall Ambulance Service, Inc.

Mr. Swier presented a proposal on behalf of Hall Ambulance Service, Inc. which is a Repeat Contractor and a Priority Industry requesting \$294,285 in ETP funding to train 385 Retraitees and Job Creation employees combined. Hall requests a wage modification from \$33.34 to \$25.01 Priority Industry Modified. The company is requesting an HUA wage modification for Job 2 and Job 3 which falls under set funding.

Mr. Swier stated that Staff recommends approval of this project and introduced Myron Smith, General Manager, Larry Mandel, Consultant- Training Refund Group.

Ms. Hull inquired if they have a women's recruitment or outreach program.

Mr. Smith replied not an official one but do recruit women specifically and know the veterans will come up. They partner with the current patriot partnership to hire veteran openings.

Ms. Newsom expressed concern regarding the 115 EMT's proposed to be paid a wage range of \$13.70 per hour up to \$15 an hour and requested that Ms. Smith if there is anything that he wanted to say.

Mr. Smith explained that these are the current they are moving everybody to \$14.75 come January 1st, with the goal and plan of moving everybody to \$15 and higher in 2022 and that is base.

Ms. Bell then wanted to clarify with Mr. Smith that what was being said was that as of January 1, 2021 no one would be paid under \$14.75.

Mr. Smith replied no, \$14.75 base, not including the benefits, including the benefits will be over.

Ms. Newsom expressed that it is still very uncomfortable paying the EMT's such a low wage, and would see a motion to remove those employees. But can work with staff to see if they can move them up to \$15/hr. if they want to include them in their training proposal.

Mr. Mandel added the base wage as of January 1 will be \$14.75. However, there is opportunities within the first six months for each of the EMT's to receive additional wages based on performance. Once they get beyond that six months, then they'll all be over the \$15 and since this will be a two year project, by the end of the training period, everybody will be in excess of \$15/hr.

Acting Chairperson Roberts noted she would like it to be at the beginning of the year, versus two years from now when the contract expires. The panel now have a request to remove those employees that are going to be making less than \$15 an hour by the beginning of the year and eliminate anyone that's not going to be making \$15 an hour? Or is the \$14.75 acceptable, if they're making that at the beginning of the year?

Ms. Newsom added no, we're talking .25 cents and no EMTs deserve to be making at least \$15 an hour.

Acting Chairperson Roberts noted regarding their performance, did 71% on their last performance and how ETP did right size that to their current performance. But Mr. Smith stated they lost some trainers and all the things going on with COVID. Acting Chairperson Roberts wanted to make sure that they have the right infrastructure at this point to make this successful.

Mr. Smith explained they are working with their HR department, went through an extensive throughout COVID, identification of all employees, EMT paramedics who meet the requirements through Q&A reviews and performance to function as a preceptor, then put them through the appropriate training to be a preceptor in a field training officer and increase the amount of training officers and field training crews and instructors by 50%.

Acting Chairperson Roberts asked Mr. Mandel to make sure that they get their full amount of funding. Acting Chairperson Roberts suggested that for more clarification and a better understanding of the wages, that the wages will have to be \$15 an hour and will only support employees that are making \$15 an hour.

Acting Chairperson Roberts asked for a motion that Hall Ambulance Service, Inc. works with Staff to revise their proposal with the suggestions made by Panel Members.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of wage modification Hall Ambulance Service, Inc., in the amount of \$294,285. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 16: Covenant Care California, LLC

Ms. Lazarewicz introduced Covenant Care California, LLC, which is a Repeat Contractor and a Priority Industry requesting of \$499,583 to train 749 Retraintees, Covenant Care California, LLC will serve as the lead employer in this proposal with eight affiliates. Training under this proposal will include 23 locations throughout California. This is Covenant Care's fourth ETP Contract, and the third in the last five years. Please note that although the post retention Wage for Job No. 2 shows \$13.76 per hour. The lowest minimum wage for this job number starts at \$15 per hour.

Ms. Lazarewicz stated that Staff recommends approval of this project and introduced Jacqueline Turner, Director of Education and Regulatory Affairs; William Parker, Consultant - National Training Systems.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Ms. Newsom seconded approval of the Covenant Care California, LLC, in the amount of \$499,583. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 17: Sutter Home Winery, Inc.

Ms. Lazarewicz introduced the Sutter Home Winery, Inc., which is a Priority Industry and Repeat Contractor with good prior performance. P&P Trust is requesting \$ \$451,375 in ETP funding to train 525 workers and 25 new workers. Training under this proposal will be for six locations: Napa, American Canyon, Plymouth, Paso Robles, Saint Helena, and Lodi.

Ms. Lazarewicz stated that Staff recommends approval of this project and introduced Carol Dietz-Walker, Training and Development Manager; Janet Campanile, Manager of Compensation and Benefits; Diana Solis, HR Representative; Tom O'Brien, Vice President of Human Resources.

Acting Chairperson Roberts thanked them for all the work they have done throughout the fires in Saint Helena and appreciated what they are doing to keep their employees employed during this really tragic time. Expressed she was worried a little bit about their performance from last time and didn't right size it but again the panel really want you to get the full amount of funding and inquired if they have any type of LMS system for training or document training.

Mr. O'Brien replied yes, they do have a an LMS system that they put in place, and built up the ability to work Remotely and Set up some of their spaces to be much better suited for COVID related issues and problems.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of the Sutter Home Winery, Inc. in the amount of \$451,375. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

MULTIPLE EMPLOYER CONTRACTS

Tab No. 18: Associated Builders & Contractors Central California Chapter

Mr. Swier introduced Associated Builders & Contractors Central California Chapter and stated at the December 2019 panel meeting the proposal did not move forward due to a lack of motion. ABC subsequently submitted and revised proposal at the September 2020 panel meeting, but that funding proposal was not approved. The concerns raised includes the core group of participating employers remaining the same from the proposed one in December 2019 the proposed based wages of \$15 an hour and the wage progression for trainees employed. For this proposal, the core group has been revised, ABC representatives report that although it continues to serve the 24

employers previously presented as part of their membership, the updated list is more accurately represents those employers that will benefit from this ETP funded training. Staff made efforts to provide the panel with more occupational wage details, and this proposal provides more detailed breakdown of wages by occupation. ABC is a first time proposed contractor, they're requesting \$194,700 for 330 retrainees. Located throughout Central California. Additionally, ABC is requesting an HUA wage modification for Job No. 1

Mr. Swier stated Staff recommends approval of this proposal and introduced Laura Barnes, President; Russell Johnson, Government Affairs Director; Keith Brama, President of Propel Consulting Group.

Ms. Hull inquired if they have a women's recruitment and outreach or any retention program.

Mr. Johnson replied they do not have a specific women recruitment program. However, do have many women that attend their program and actually had many women go through their safety professional Program. It's one of the most popular programs for women attending their programs.

Ms. Newsom asked, as the workers they're proposing to train, how many women are.

Ms. Barnes explained they have about 10 to 15% of their enrollment are women.

Ms. Newsom asked to state for the record that none of these workers that was outlined are electricians, and noticed in the MEC, they included Electrical Contractors.

Ms. Barnes confirmed and explained that there are members of Electrical Contractors workforce that participate in other forms of training,

Ms. Bell noticed their equipment operator starts off at \$15 and then operator can go from \$15 to \$20 and asked how long it takes to get there.

Mr. Johnson replied it really is up to them and their individual drive and also how they perform in the workplace.

Ms. Bell then asked if then he can go there to that amount.

Mr. Johnson stated He may be taking a training for a second piece of equipment or third piece of equipment. But what really advances him above others that he's competing with is coming in and taking some of the safety training.

Ms. Bell then asked when they see people actually taking initiative and motivated to besides taking training because that's required. But the other Programs that they offer and getting.

Mr. Johnson stated they had someone who took some of their trainings to become a safety professional and became a safety professional out in the field, did that on her own initiative with her employers blessing and then they paid for her to attend the training.

Ms. Bell then inquired what's that progression and advancing by testing,

Mr. Johnson stated it would be the same thing they could get.

Ms. Hull noted a suggestion that ABC work with the ETP to include resources and pathways for

women to enter into the high skilled and trained careers, working with the tools.

Acting Chairperson Roberts added they have really been persistent on this, for reworking their proposal over and over again, based on the panel recommendations and do not want to dissuade from coming back again. Once this is approved, only because this is not typical. But wanted to make sure and understand all of the kind of concerns that the panel has on some of these Contracts, so if you do come back.

Ms. Newsom added the application has gotten better and better and thanked them for that.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of Associated Builders & Contractors Central California Chapter in the amount of \$194,700. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 19: Riviera, Inc. dba The Enterprise U

Mr. Swier presented a proposal for Riviera, Inc. dba The Enterprise U which is a Priority Industry and Repeat Contractor is requesting \$599,923 to train 749 Retraitees. TEU provides training services, consulting, coaching and software solutions to clients in the industries of manufacturing, entertainment, technology, logistics, and biotechnology.

Mr. Swier stated that Staff recommends approval of this proposal and introduced Winny Ho, Executive Director.

Ms. Newsom thanked them for already having their trainees in Priority industry and for their high wages.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of Riviera, Inc. dba The Enterprise U in the amount of \$599,923. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 20: Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund

Mr. Hoover introduced Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund, which is a Priority Industry and Repeat Contractor is requesting \$428,130 in ETP Funding. Estimated number of trainees to be trained in Job Number 1, the journey workers

are 43 and for Job Number 2, the apprentice is 143. Training is provided at seven training centers operated by FTI in Los Angeles, San Diego, San Bernardino, San Luis Obispo and Kern Counties. This will be the ninth ETP Agreement with FTI, the fifth in the last five years.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced David Burtle, Director of Training Finishing Trades Institute District 16 / Steve Duscha, Consultant, Duscha Advisories.

Ms. Newsom thanked the applicant for reducing the amount that they would have normally requested, because we have such limited funds.

Acting Chairperson Roberts noted they are going to see many of these apprenticeship programs coming back. And they're going to be broken up. But again, reminded everyone to remember, the apprenticeship programs only have a limited amount of funds that they're going to allocate. So once those funds are exhausted, then there won't be any more apprenticeship programs coming through. Acting Chairperson Roberts wanted to make a note of that and will see several ones coming back over and over again.

Ms. Hull thanked them for including women in their program and currently having 59 enrolled.

Acting Chairperson Bell asked if the Panel had any questions.

Hearing none, Acting Chairperson Bell asked for a motion.

ACTION: Mr. Smiles moved and Ms. Newsom seconded approval of Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund in the amount of \$428,130. Acting Chairperson Bell called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Acting Chairperson Roberts then requested everyone take a five minute break.

Tab No. 21: Fresno, Madera, Kings, & Tulare Electrical Industries Joint Apprenticeship and Training Committee

Mr. Hoover introduced Fresno, Madera, Kings, & Tulare Electrical Industries Joint Apprenticeship and Training Committee, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$211,120 in ETP funding. Estimated number of trainees for Job Number 1, the Journey workers are 12 and for Job Number 2, the apprentice is 105. The Fresno Electrical JATC is governed by a Board of Trustees comprised of labor and management representatives, and is a joint effort of the International Brotherhood of Electrical Workers (IBEW) Local 100 and the National Electrical Contractors Association. All trainees are members of IBEW Local 100 located in Fresno, Madera, Kings and Tulare Counties (Region), currently represents over 710 electricians in those counties.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Joe Estrada, Training Director Fresno Madera / Kelly Greer, Consultant, Strategy Workplace Communications.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of the Fresno, Madera, Kings, & Tulare Electrical Industries Joint Apprenticeship and Training Committee in the amount of \$211,120. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 22: International Union of Elevator Constructors Local No. 18

Mr. Hoover introduced the International Union of Elevator Constructors Local No. 18, which is a Priority Industry and Repeat Contractor with good prior performance and is requesting \$427,350 in ETP funding and serves over 600 Apprentices and 1,300 Journey level Elevator Constructors. Workers are represented by the International Union of Elevator Constructors Local 18. Employers are represented by the National Elevator Bargaining Association and the Elevator Contractors of America. The Local Education Agency for the IUEC Local 18 is the Los Angeles Unified School District (LAUSD). This will be IUEC Local 18's third ETP Contract, and the third in five years.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Tony Gazzaniga, Business Manager IUEC Local 18 / Steve Duscha, Consultant, Duscha Advisories.

Ms. Newsom thanked them for increasing number of women and their trade 15% of as it stands, and moving.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the International Union of Elevator Constructors Local No. 18 in the amount of \$427,350. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 23: Joint Journeymen and Apprenticeship Trust

Mr. Hoover introduced the Joint Journeymen and Apprenticeship Trust, which is a Priority Industry and Repeat Contractor is requesting \$427,686 in ETP funding. Estimated number of trainees for Job Number 1, the apprentice is 111, for Job Number 2, the journey workers are 26 and Job Number 3, the Tradesmen are 22.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Jon Newbro, JJATC Director of Training / Steve Duscha, Consultant, Duscha Advisories.

Acting Chairperson Roberts asked for a motion to approve.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of the Joint Journeymen and Apprenticeship Trust in the amount of \$427,686. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 24: Laborers' Training and Retraining Trust Fund for Southern California-The Laborers School

Mr. Hoover introduced a proposal from Laborers' Training and Retraining Trust Fund for Southern California-The Laborers School which is requesting \$247,620 in ETP funding. Founded in 1970, Laborers' Training and Retraining Trust Fund for Southern California-The Laborers School (The Laborers School), serves eight Southern California Locals (89, 220, 300, 585, 652, 783, 1309, and 1184) covering 12 counties in Southern California including Bakersfield, Long Beach, Los Angeles, Riverside, San Bernardino, San Diego, Santa Ana, Ventura, and Wilmington. The Laborers School serves 2,362 Apprentices.

The Laborers School is requesting 8% in support costs for Job Numbers 1-3 and 20% support costs for Job Number 4 (Veterans) to fund marketing to employers to recruit apprentices; to fund its staff in recruiting and qualifying additional participating employers for this program; and to conduct ongoing assessments of employer-specific job requirements. There will be staff members at The Laborers School that will assist with the marketing, recruitment, needs assessments and scheduling of training.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Lu Snyder, Office Manager Laborers Training School / Kelly Greer, Consultant, Strategy Workplace Communications.

Ms. Newsom inquired how last month, the panel approved the same proposal for the same amount for the same training, and then here it is again. But they've added the labor school to the title and is that therefore exceeding the apprenticeship cap.

Ms. Snyder explained that it was broken into two and that was worked out ahead of time. A lot of times they have like Northern California and Southern California agreements within the trades.

Ms. Newsom then noted they would have different affiliates that are represented, but this is the same unions.

Ms. Greer then stated from the very beginning of the apprenticeship program, they have requested that these giant multi County Schools be allowed to hold separate contracts. When the ETP program began, they requested that they be divided up when they were so large, this group includes eight locals, 30 trades, 12 counties, and 14 schools. And they really have been working with staff. And basically, what they have said is that to hold it together because it was going to be too difficult to actually monitor and develop all these different projects. So this is not something that they've done, just brought up with ETP to try to get around the COVID, it's always been something that they've been discussing.

Ms. Newsom then asked Ms. Greer to elaborate for the record how its separate school, because this looks like the same application from last month.

Ms. Greer explained that this proposal will train Construction Craft Laborers and Landscape and Irrigation Fitters who attend one of the school's fourteen training sites. Azusa is the largest training site under this proposal and some of the trainees may receive training there. However, the majority of trainees in this project will be trained at the 13 satellite training centers and are separate sets of training centers. This emphasis on the other training centers that allows The Laborers School to

train Apprentices and Journey workers in rural areas. Ms. Greer wanted to clarify, that is not an attempt to keep dividing up these projects, there are only three of these kind of projects that they've been working with staff on, and now have seen all three with them and not going to keep getting all these divided up projects. That was never their intent and was just to serve people in the most equitable way.

Acting Chairperson Roberts expressed concern that this one looks awkward, because it looks like it's the same. So going forward to try to refrain from doing that, this is for the satellite centers, it's a different segment of workers that are being trained in different regions. And that was look better.

Acting Chairperson Roberts stated as she mentioned before, they only have a certain amount of allocation, how they want to allocate that, she's not concerned about that. If there's going to be \$18M or \$20M, once they exhaust those funds, have to decide how they want to distribute it. You can't just at the end of the exhaustion of the funds, say we want another \$5M because we've got more people to train, once they do it, that's the end of it.

Ms. Greer noted it is very important that this funding for the apprentices be given out in a way that is fair for all the apprentices, and working very hard to make sure that they're all getting what they need, and fairly divided up.

Ms. Newsom inquired under their training, what is a quality electrical worker.

Ms. Snyder explained that its confined space awareness permit required confined space instance and procedures.

Ms. Newsom then stated it's not actually trained electricians.

Ms. Snyder replied, no it's training their labor program.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Ms. Hull seconded the approval of Laborers' Training and Retraining Trust Fund for Southern California-The Laborers School request for Funding in the amount of \$378,860. Acting Chairperson Roberts called for a vote, and all Panel Members present voted against the motion.

Motion carried, 7 to 0.

Tab No. 25: Los Angeles County Electrical Educational and Training Trust Fund

Mr. Hoover introduced a proposal from Los Angeles County Electrical Educational and Training Trust Fund which is requesting \$379,266 in ETP funding. Founded in 1964, Los Angeles County Electrical Educational and Training Trust Fund also known as LA Electrical Training Institute (ETI) is a training organization serving Los Angeles County. ETI is governed by a Board of Trustees comprised of 3 labor and 3 management representatives and is a joint effort of the International Brotherhood of Electrical Workers (IBEW) Local 11 and the Los Angeles County Chapter National Electrical Contractors Association (NECA). ETI has approximately 261 signatory contractors who contribute to the trust fund and understand the market advantage of having well-trained and qualified union electricians on their job sites. This will be ETI's sixth ETP Contract; the second in the last five years.

Training Director Electrical Training Institute / Kelly Greer, Consultant, Strategy Workplace Communications.

Mr. Brauer noted coming out of that recession, with a lot of limited funds in 2008, wanted to make sure that the proposals that were brought to you work with the trades on had that tried to stay within the limits, and that's clearly their intent which is to do that piece and suggested the panel have a discussion how the trades training is organized in different ways.

Acting Chairperson Roberts thanked Mr. Brauer.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Bell moved and Mr. Smiles seconded approval of Los Angeles County Electrical Educational and Training Trust Fund in the amount of \$379,266. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

Tab No. 26: Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties

Mr. Hoover introduced a proposal from Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties which is requesting \$363,462 in ETP funding. The JATC was created in collective bargaining between Local 393 and management represented by the South Bay Piping Industry and the Santa Clara Valley Contractors Association. This will be Pipe Trades JATC's seventh ETP Contract, and the fifth in the last five years. As such, Pipe Trades JATC is requesting 8% support costs for Job Number 1 & 2 and 20% support costs for Job Number 3 (Veterans) to fund its staff in recruiting and qualifying additional participating employers for this program.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Carl F. Cimino, Director Pipe Trades Training Center / Cindy Amaral, Office Manager / Kelly Greer, Strategy Workplace Communications.

Ms. Newsom inquired how many women they have in their program.

Mr. Cimino replied they have a dozen.

Acting Chairperson Roberts noted their wages are very high.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Smiles seconded approval of Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties in the amount of \$363,462. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0

{Ms. Newsom recused herself for this proposal}

Tab No. 27: San Diego Electrical Training Trust Fund

Mr. Hoover introduced a proposal from San Diego Electrical Training Trust Fund which is requesting \$381,068 in ETP funding. ontrols, and other electrical equipment in commercial, industrial, and residential facilities. ETP training is entirely center-based and will be delivered at SDETT's training centers, in Imperial County. This is SDETT's sixth ETP Contract, and the fourth in the last five years. SDETT is committed to train 20 Veterans (Job Number 3) and to supporting job-related training that helps Veterans transition into the California workforce.

Mr. Hoover stated that Staff recommends approval of this proposal and introduced Carl F. Cimino, Director Pipe Trades Training Center / Cindy Amaral, Office Manager / Kelly Greer, Strategy Workplace Communications.

Ms. Hull inquired how many women they have in their program.

Mr. Johnson replied they currently have 18, which represents 3.8% of the total 565 apprentice pool. And as mentioned in the application, they do have a full time outreach coordinator, Christina Marquez, to go out and actually recruit more women, even for applications. On average, their applicant pool is about 1% to 2% female, and trying to boost that number so they can get more female apprentice in the program.

Acting Chairperson Roberts made a blanket statement regarding all the apprenticeship programs, for their continue success with hiring veterans. Acting Chairperson Roberts knows they put in veteran components in each one of them and just want to make a point that we really appreciate that and carry on Ali's legacy regarding his emphasis on Veterans.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Mr. Smiles moved and Ms. Bell seconded approval of San Diego Electrical Training Trust Fund in the amount of \$381,068. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 6 to 0.

{Ms. Newsom returns to the zoom webinar}

AMENDMENTS

Tab No. 32: Building Skills Partnership

Mr. Swier introduced a proposal amendment from Building Skills Partnership. This is Phase 1 Amendment request for additional funding was processed and presented at the September 2020 panel meeting. However, the panel did not approve them and it stating concerns with low

wages, overall funding level of the agreement and the existing status of funding under a new agreement. Subsequent to the panel meeting, BSP requested an opportunity to return to the October panel meeting for reconsideration of its amendment request. Current wage information has been added into this month's proposal. They're requesting an amendment for an additional \$183,162 which increases the total funding to \$745,656.

Mr. Swier stated that Staff recommends approval of this proposal and introduced Laura Medina/Chief Operating Officer; Luis Sandoval/Executive Director; David Huerta/SEIU-USWW President; Andrew Gross- Gaitan/SEIU-USWW, Research Director; Kelly Greer/Strategy Consultant; John Brauer/CalFed Consultant; Nica Tanaka/CalFed Consultant.

Ms. Medina stated that they asking for a reconsideration of the panel's decision on the amendment in September. And what we hope to do today is offer a holistic picture of the work that their organization does, with regards to training and upskilling of service workers with multiple barriers, and who are and who have part of an industry been with historically

Mr. Huerta explained this industry competes with underground with the underground economy, and is an unskilled labor workforce. And that way, that's why the importance of this program is so critical. When we first engaged in this program, in 2008, it came as a part of a conversation with the property owners in direct marketing with them over the new contract. And in that negotiation, the bargaining the contractors, or the owners, approached them and they talked about the possibility of being able to invest in being able to invest in in what is predominantly an immigrant workforce, and really trying to raise the skill level of the workers, specifically around the issue of English as a second language. And so that was the first really effort to try to really try to bring the skill set of janitors up, and really being able to focus on English second language as a means of being able to create direct interaction with tenants in the sense of the work that they do in the building.

Acting Chairperson Roberts stated that here's the situation that we have here with this amendment is that it's not what they are stating, and their narratives or discussion is not really what I'm looking at as far as this amendment is concerned. It sounds a little suspicious, that you're asking for \$183,000, which is just about 37% of what they've already trained on.

Mr. Gross- Gaitan explained that currently working quite closely with the with the governor's office, to figure out ways to take the training that we've developed with the employers on COVID-19, disinfection and Infectious Disease Control, and be able to bring that to the entire industry.

Ms. Greer stated that when staff was helping with this amendment, went over what the cap was. And were under the understanding that the cap was not for this year, but for the year that originally applied for the contract. And went back over kind of the last like four months. And noticed that the other amendments have also been over 600. So it seems like there was a change somewhere along the line and policy of what was allowable in caps for amendments, and were not trying to ask for more than were eligible for and just assumed because of the past amendments being passed.

Acting Chairperson Roberts wanted to stated she is wrong, some of the amendments the panel did not pass, maybe one or two, but not all of them. It's the panel's discretion and it has nothing to do with what the staff says to you what's going to happen, it's really up to the panel to make that discretion and make that something.

Acting Chairperson Roberts went on to state that the Panel does appreciate everybody's comments regarding the wages, wage structure, that's very helpful and certainly makes a big difference on what the panel considered last time around the low wages. And so that, would probably be off the table at this point, the critical positions, the key, the governor's approvals, and all those things that you mentioned, are all really crucial. We've never, in the past, objected to any building school partnerships, contracts should come through every year and get funding. We're not saying that we've ever denied funding before, we know that this is very valid occupation to train and the population and the demographics, we understand all of that. However, this is a new year. I am willing to, to work with you on this regarding your wage structure. It's really about what you requested regarding this amendment,

Acting Chairperson Roberts recommended extending and amending their funding by an additional \$49,000.

Acting Chairperson Roberts asked if the Panel had any questions.

Hearing none, Acting Chairperson Roberts asked for a motion.

ACTION: Ms. Newsom moved and Mr. Dombrowski seconded the approval of Building Skills Partnership's request for Additional Funding in the amount of \$49,000. Acting Chairperson Roberts called for a vote, and all Panel Members present voted in the affirmative.

Motion carried, 7 to 0.

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

Acting Chairperson Roberts wanted to put on the agenda regarding wages and to discuss support costs and see if during this time if they're really valid, and maybe we could reduce those to kind of reduce some of our spending.

XI. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

John Brauer is in support of Acting Chairperson Roberts idea and had raised at a policy meeting before looking at those administrative costs in these times and given earlier comments during the meeting, putting more money into the pot for training programs, or at least on the apprenticeship side, is worth considering.

XII. MEETING ADJOURNMENT

Acting Chairperson Roberts adjourned the meeting at 11:47 a.m.

Single Employer Contractor

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

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

These features apply to core program funding.

Multiple Employer Contractor

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

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

Retraining

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

New Hire Training

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

These features apply to core program funding.

Delegation Order Process

- The Panel has delegated authority to the Executive Director, without consultation with the Panel Chair, to approve (1) small business (100 or fewer employees) for \$75,000 or less, and (2) single 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.



Employment Training Panel

M e m o r a n d u m

To: Panel Members

Date: December 11, 2020

From: Elisabeth Testa, Policy Manager

File:

Subject: Action Item Request: Discontinue Amendments that Increase Funding for the Remainder of FY 20-21

Background:

ETP allows revision requests to increase the total funding awarded to an existing ETP contract. In any given year, ETP will see approximately 20 of these amendment requests, which usually total between \$2-3M in funding.

Given that ETP is currently experiencing massive demand for our program simultaneously with a decrease in our total funding available, we have been searching for ways to maximize our funding, especially as the larger economy continues to be heavily impacted by the COVID pandemic. We are at a point where current demand for funding, in terms of preliminary applications currently in AAU and the Field Office's queues, exceeds the funding that remains available for this FY. When looking at how funds need to be distributed over the remainder of the FY, there is no likelihood of funding being available for amendments that increase contract value.

Therefore, staff would like Panel's approval to cease accepting amendments that increase funding for the remainder of this FY.

This can preserve an additional \$1-2M available of our total budget to use for additional contracts this FY. This will also help in reducing the backlog of Preliminary Applications currently in the Applications Assessment Unit.

This moratorium on funding increase amendments can be reviewed along with the other funding priorities (ie: project caps, allocations, etc) for next FY in spring, 2021.

Contracts are entered into through the mutual agreement of both parties, in this case, ETP and the contractor. Amendments, including funding increase amendments, can therefore also only occur through the agreement of both parties; meaning: the contractor has no entitlement to an amendment. Given this fact, and our current funding situation and wider economic landscape, staff feels this is a pragmatic step that

can help us to manage our funds for the remainder of the fiscal year to the greatest benefit of all.

Request:

Staff is requesting a moratorium be placed on amendments that increase funding for the remainder of FY 20-21, effective for projects appearing at the January, 2021 Panel meeting and onwards.



Employment Training Panel

M e m o r a n d u m

To: Panel Members

Date: December 11, 2020

From: Elisabeth Testa, Policy Manager

File:

Subject: Action Item Request: Extend the COVID Response Plan to June 30, 2021

Background:

In March of this year, as the COVID pandemic began to seriously impact our economy, ETP launched the COVID Response Plan. This plan provides a series of revisions that customers may request to help ease complications that arose in trying to adjust to the new requirements caused by the pandemic, especially around electronic recordkeeping requirements and other important contract elements. The Response Plan also provided a list of contractors who would be eligible for expedited processing during eligibility and development. These included small businesses, MECs, and companies who have an EDD assigned NAICS code that falls within a set of industries that the Governor has declared as essential.

In May, with the pandemic still widespread, ETP amended the Response Plan to add some additional benefits for customers, and also launched the ETP COVID Pilot, which is a program aimed at incentivizing hiring in both Single Employers and MECs in the health care and food supply chain industries, to help ease the strain of the pandemic on our communities.

Currently, both the COVID Response Plan and the COVID Pilot are set to expire on December 31, 2020.

Since the pandemic is still very much active, with no vaccine as yet widely available, staff would like to extend the COVID Response Plan through June 30, 2021, the end of the current fiscal year, with an option to again extend the program at that time if it is still needed.

However, staff is *not* requesting to also extend the COVID Pilot. We currently have enough Preliminary Applications in house to more than consume the remaining funding available for this FY. Therefore, we do not have additional funding available to continue the COVID Pilot past the end of the calendar year.

To clarify: if Panel approves this extension, then any revision request submitted under the COVID Response Plan must be received by COB on 6/30/2021 in order to be processed.

Similarly, any Preliminary Application under consideration for expedited processing under the COVID Response Plan must also be received by COB 6/30/2021 in order to be processed as such.

COVID Pilot Preliminary Applications must be received by the original deadline of COB 12/31/2020.

Request:

Staff is requesting that the COVID Response Plan be extended, as outlined above, to June 30, 2021, with an option to extend again at that time if necessary.

Presentation with Action Items:

**Moratorium on
Amendments that
Increase Funding**

**Extension of COVID
Response Plan**



Moratorium on Amendments that Increase Funding



Moratorium on Amendments that Increase Funding

- ETP allows revision requests to increase the total funding awarded to an existing ETP contract.
- In any given year, ETP will see approximately 20 of these amendment requests, which usually total between \$2-3M in funding.
- Given that ETP is currently experiencing massive demand for our program simultaneously with a decrease in our total funding available, we have been searching for ways to maximize our funding, especially as the larger economy continues to be heavily impacted by the COVID pandemic.



Moratorium on Amendments that Increase Funding (2)

- We are at a point where current demand for funding, in terms of preliminary applications currently in AAU and the Field Office's queues, exceeds the funding that remains available for this FY.
- When looking at how funds need to be distributed over the remainder of the FY, there is no likelihood of funding being available for amendments that increase contract value.
- Therefore, staff would like Panel's approval to cease accepting amendments that increase funding for the remainder of this FY.



Moratorium on Amendments that Increase Funding (3)

- This can preserve an additional \$1-2M available of our total budget to use for additional contracts this FY. This will also help in reducing the backlog of Preliminary Applications currently in the Applications Assessment Unit.
- This moratorium on funding increase amendments can be reviewed along with the other funding priorities (ie: project caps, allocations, etc) for next FY in spring, 2021.

Moratorium on Amendments that Increase Funding (4)

- Contracts are entered into through the mutual agreement of both parties, in this case, ETP and the contractor.
- Amendments, including funding increase amendments, can therefore also only occur through the agreement of both parties; meaning: the contractor has no entitlement to an amendment.
- Given this fact, and our current funding situation and wider economic landscape, staff feels this is a pragmatic step that can help us to manage our funds for the remainder of the fiscal year to the greatest benefit of all.

Moratorium on Amendments that Increase Funding (5)

- **Request:**
- Staff is requesting a moratorium be placed on amendments that increase funding for the remainder of FY 20-21, effective for projects appearing at the January, 2021 Panel meeting and onwards.

Extension of COVID Response Plan



Extension of COVID Response Plan

- In March of this year, as the COVID pandemic began to seriously impact our economy, ETP launched the COVID Response Plan.
- This plan provides a series of revisions that customers may request to help ease complications that arose in trying to adjust to the new requirements caused by the pandemic, especially around electronic recordkeeping requirements and other important contract elements.
- The Response Plan also provided a list of contractors who would be eligible for expedited processing during eligibility and development.
- These included small businesses, MECs, and companies who have an EDD assigned NAICS code that falls within a set of industries that the Governor has declared as essential.



Extension of COVID Response Plan (2)

- In May, with the pandemic still widespread, ETP amended the Response Plan to add some additional benefits for customers, and also launched the ETP COVID Pilot, which is a program aimed at incentivizing hiring in both Single Employers and MECs in the health care and food supply chain industries, to help ease the strain of the pandemic on our communities.
- Currently, both the COVID Response Plan and the COVID Pilot are set to expire on December 31, 2020.



Extension of COVID Response Plan (3)

- Since the pandemic is still very much active, with no vaccine as yet widely available, staff would like to extend the COVID Response Plan through June 30, 2021, the end of the current fiscal year, with an option to again extend the program at that time if it is still needed.
- However, staff is *not* requesting to also extend the COVID Pilot. We currently have enough Preliminary Applications in house to more than consume the remaining funding available for this FY. Therefore, we do not have additional funding available to continue the COVID Pilot past the end of the calendar year.



Extension of COVID Response Plan (4)

- To clarify: if Panel approves this extension, then any revision request submitted under the COVID Response Plan must be received by COB on 6/30/2021 in order to be processed.
- Similarly, any Preliminary Application under consideration for expedited processing under the COVID Response Plan must also be received by COB 6/30/2021 in order to be processed as such.
- COVID Pilot Preliminary Applications must be received by the original deadline of COB 12/31/2020.



Extension of COVID Response Plan (5)

- **Request:**
- Staff is requesting that the COVID Response Plan be extended, as outlined above, to June 30, 2021, with an option to extend again at that time if necessary.

**Any
questions/comments?**

Thank you.





**COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
ABC Home Health Care LLC dba Bridge Home Health
and Hospice, LLC**

Contract Number: ET21-0237

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego, Santa Clara Clara, Riverside, San Bernardino, Contra Costa, Marin, Fresno, Alameda, Monterey	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 960	U.S.: 1,000	Worldwide: 1,000
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	8%		

FUNDING DETAIL

In-Kind Contribution
\$300,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurse		40
Licensed Vocational Nurse		25
Certified Home Health Aide		9
		3
Therapist		10
Branch Manager		8
Intake Coordinator		5

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2009, and headquartered in San Diego, ABC Home Health Care LLC, dba Bridge Home Health and Hospice, LLC (ABC) (www.bridgehh.com) and its affiliates provide home skilled nursing and rehabilitative care, therapeutic services, including physical, speech and occupational therapies, medical social services, activities of daily living and hospice. Multi-disciplinary teams provide clinical, emotional, spiritual and social support for patients and families. ABC is accredited by the Joint Commission, Medicare Certified, and licensed by the Department of Public Health of California.

The Company's primary focus is to ensure the patient's transition from an acute care setting to a home setting is safe, effective and successful. Specialty services provided to patients include: orthopedic care, wound care, fall prevention, transitional care, speech therapy, hospice services and other specialty services. The ABC team is trained to manage all symptoms specially related to end stage illnesses, including pain, wound and respiratory management, while attending to the patient's nutritional and safety concerns.

The 12 affiliates participating in training are as follows:

- Bridge Home Health, LLC (San Diego)(San Diego County)
- Amara Hospice, LLC (Inland Empire)(Riverside County)
- Amara Home Hospice, LLC (Freemont) (Santa Clara County)
- Sanrose Homehealth Services, Inc. (Palm Springs) (Riverside County)
- Celestial Hospice Inc. (Ontario) (San Bernardino County)
- Bridge Hospice High Desert, LLC (Victorville) (San Bernardino County)
- Bridge Home Health East Bay, LLC (Walnut Creek) (Santa Clara County)
- Bridge Hospice East Bay LLC, (Walnut Creek) (Santa Clara County)
- American CM Hospice Inc. (San Rafael) (Marin County)
- Senior Bridge Home Health Care (Fresno) (Fresno County)
- ABC Home Health Care, LLC (San Diego) (San Diego County)
- Bridge Hospice Central Coast (Salinas) (Monterey County)

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veteran's component, the Company welcomes applications from Veterans and hires qualified applicants.

Retrainee - Job Creation

The Company will hire 100 new employees (Job Number 1). 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 Company is expanding due to the flexibility and quality of at-home-care patients receive. ABC has grown significantly from 5 affiliate locations in late 2016, to 12 participating affiliates today, and has solid plans to grow to 21 locations in California by the end of the 2nd quarter (June) 2021. Employee population growth has been on a steep curve, with 1,000 full time employees as of October, 2020. The Company has hired approximately 375 employees in the last six months and projects hiring 300 staff in the next two quarters.

PROJECT DETAILS

This will be ABC's second ETP Contract and the second in the past five years. The COVID-19 corona virus continues to spread around the globe, and more than 852,400 total confirmed cases have been detected in California alone as of October 14, 2020, prompting ABC to protect its frontline nursing and therapy staff.

ABC workers are on the front lines of treating the disease and are at risk of exposure. As the Company's care teams came to terms with the nature of the corona virus and its spread, best practices have emerged. Those strategies have become increasingly important as ABC looks to protect its staff members from contracting the disease. It's a vital component in ensuring workforce shortages don't make the situation worse.

Enhanced infection-control measures were put in place at each company location, including training on the use of personal protective equipment, staff forums on infection control, face-to-face education sessions, and regular hand-hygiene compliance assessments. The Company's facilities also increased the use of personal protective equipment for healthcare workers.

Training Plan / Curriculum

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

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on: signs and symptoms, modes of transmission of infection, correct infection control practices, personal protective equipment use, and working in isolation situations.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Vice President of Human Resource will oversee project success and an Human Resource Business Partner, along with an Human Resource Generalist and Director of Clinical Training to assure successful submission of ETP documents. In addition, ABC has retained an administrative contractor to assist with ETP project administration.

The facilities will utilize the Clinical Directors at each facility to oversee the training programs, and administrative contractor will receive and upload all trainee enrollments, data tracking, and invoicing. The Company has a detailed training plan and is ready to begin training upon approval.

Impact/Outcome

New hire Nursing and Therapy staff trainees will receive skills required to function effectively with COVID-19 patients with an emphasis on patient and staff safety through the proper use of personal protective equipment.

Commitment to Training

The Company's annual training budget per facility is approximately \$25,000 - \$35,000 for all training including onboarding, annual compliance, and skills competency 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.

Record Keeping

ABC will utilize an approved alternative record keeping to document training.

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 \$ %
ET17-0395	San Diego	3/6/2017- 3/5/2019	\$348,088	\$58,096 (17%)

ABC did not perform as expected in its first ETP Contract due to company restructuring, which resulted in a loss of its Human Resources department and staff to assist with the project. The Company since expanded the administrative branch responsible for documenting training.

DEVELOPMENT SERVICES

National Training Systems Inc. (NTS) in Ladera Ranch assisted with development for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

NTS will also perform administrative services for a fee of not to exceed 10% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Signs and Symptoms
- Modes of Transmission of Infection
- Correct Infection Control Practices and Personal Protective Equipment (ppe) Use
- Recommended Actions for Unprotected Exposures (e.g., not using recommended PPE, an unrecognized infectious patient contact)
- How and to Whom COVID-19 Cases Should be Reported
- Working in Isolation Situations
- Proper Donning and Doffing of PPE
- Proper Cleaning and Disinfecting Equipment and Supplies

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: **AFFIRMA Rehabilitation, Inc.**

Contract Number: ET21-0225

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: J. Lima

PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation HUA	Industry Sector(s):	Other (J) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 500	U.S.:600	Worldwide: 600
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$351,000

Total ETP Funding
\$120,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID SET	Other Titles (COVID Training Bundle)	60	4-4	0	2,000	\$34.00
				Weighted Avg: 4			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Therapist		45
Therapy Assistant		15

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1994 and headquartered in Aliso Viejo, AFFIRMA Rehabilitation, Inc. (AFFIRMA), (www.affirmarehabilitation.com) is a subsidiary of Covenant Care California LLC. AFFIRMA provides on-site rehabilitation therapy services at various contract healthcare facilities in Nevada and California; not owned by AFFIRMA. Services include physical, occupational, and speech therapy to help patients restore body function, alleviate pain, reduce permanent physical disabilities, as well as help aid in attention, memory, and problem-solving disorders. The Company's California therapy professionals serve in over 35 contract locations within 14 counties, with nine locations in high unemployment areas to which the company still maintains high wages for employees. The AFFIRMA workers out-stationed at these 35 locations are the subject of this proposal.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide; however, the lowest Post-Retention Wage is \$34.00.

- Some trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average. The Company's locations in Los Angeles, San Joaquin,

Stanislaus, and Fresno are in an HUA. However, AFFIRMA is not requesting a wage modification.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veteran's component, the company welcomes Veteran applicants into the workforce and currently employs Veterans on staff.

Retrainee - Job Creation

Demand for therapy is projected to grow and the company projects increase growth beyond 60 new hires included within this proposal. AFFIRMA has proposed a planned conservative number of Job Creation trainees to ensure 100% success of the requested funding for this project.

The Company will hire 60 new employees (Job Number 1) under the COVID Pilot. 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 may be hired into "net new jobs" or "backfill" as a condition of contract.

PROJECT DETAILS

AFFIRMA's therapy teams are considered essential critical infrastructure work and work in health care facilities that pose elevated risk of Coronavirus to themselves and their patients with large populations of seniors. For many of AFFIRMA's patients, therapy and getting up and moving around is critical for both physical and mental health. Therefore, the Company has had to adjust the way it delivers care which has resulted in increased costs and reduced patient volume. There is a need for training in the following:

- Wearing full PPE, including gowns, masks and eye protection, by all therapists and team members.
- Sterilizing all surfaces with medical-grade disinfectants between patients.
- Maintaining of Social-Distancing when not delivering hands-on care.
- Following on Centers for Disease Control guidelines, including frequent and thorough hand washing throughout the day.
- Screening of all patients, clinicians and team members for potential COVID-19 exposure.
- Limiting the number of patients in one gathering

The above strategies have become increasingly important as AFFIRMA looks to protect staff members from contracting the disease.

Training Plan / Curriculum

The delivery method listed in the curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on related safety training that include courses in pandemic awareness, Communication Standards, Corrective and Preventive Action Policy and Quality Fundamental/Core Skills.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Company has hired an administrative subcontractor to assist in the administration of the ETP program. In addition, the facilities will assign Facility Rehabilitation Directors at each facility to oversee the training programs and two coordinators with shared responsibility at the headquarters office to collect documentation. The Vice President will provide company oversight of the program.

Training is to be conducted by in-house onsite AFFIRMA trainers and vendors, if necessary.

Commitment to Training

The cost to provide training for 60 new hires that will average 50 hours of training, along with the cost of the instructors' wages is approximately \$351,000. The 50 average hours of training is in addition to the 4 hours of COVID-19 training per new hire. 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.

Record Keeping

AFFIRMA will use alternative record keeping as permitted by ETP's Response to COVID-19.

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 \$ %
ET19-0135	Multi-Location	7/1/2018 - 6/30/2020	\$387,504	*\$117,106 (30%)

*AFFIRMA's first ETP project encountered heavy challenges early on in 2018, due to a major change in the Medicare reimbursement method to the Medicare Patient-Driven Payment Model (PDPM). Consequently, AFFIRMA was unable to hire additional staff as initially planned. This resulted in a decrease of revenue, impacting the Company's training plan. The Company has since adjusted to the effects of the change and has respectively seen an increase in therapy revenues.

Additionally, AFFIRMA lost its internal administrator during the change. This caused a stall in the recording of hours. The Company has reorganized internal administration with more efficiency, adding two internal coordinators, who will work closely with the Vice President to coordinate the collection and flow of recorded training hours to its third party administrative subcontractor.

DEVELOPMENT SERVICES

AFFIRMA retained National Training Systems, Inc. in Ladera Ranch to assist with development of this proposal for a flat fee of \$6,000.

ADMINISTRATIVE SERVICES

AFFIRMA also retained National Training Systems, Inc. to perform administrative services in connection with this proposal for a fee of 10% earned not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

COVID TRAINING BUNDLE

- + Signs and Symptoms
- + Modes of Transmission of Infection
- + Correct Infection Control Practices and Personal Protective Equipment (PPE) Use
- + Recommended Actions for Unprotected Exposures
- + How and to Whom COVID-19 Cases Should Be Reported
- + Working in Isolation Situations
- + Proper Donning and Doffing of PPE
- + Proper Cleaning and Disinfecting Equipment and Supplies
- + Therapy for the COVID-19 Patient

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: AG Force, LLC

Contract Number: ET21-0215

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative	Industry Sector(s):	Agriculture (B) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 1,100	U.S.: 1,100	Worldwide: 1,100
<u>Turnover Rate:</u>	9%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$100,000

Total ETP Funding
\$100,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation Initiative Retrainee COVID SET	Other Titles (COVID Training Bundle)	50	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

Up to \$2.00 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		3
		1
		1
Accounting Staff		2
		2
		1
Harvesting Staff		20
		5
Quality Control Staff		10
		5

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2005 and headquartered in Fresno, AG Force, LLC (AG Force) is an agricultural service supply agency. The Company provides workers to various farms in the area to harvest fresh fruits and vegetables. Its customer base includes small and large farms across the central valley. Training will take place at the Company's Fresno facility. This is AG Force's first ETP Contract.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this proposal does not include a Veteran's component AG Force values the Veteran workforce.

Retrainee - Job Creation

As a result of the COVID pandemic, AG Force has implemented multiple preventative measures for employees that include temperature checks and additional administration to help with the increase documentation that tracking COVID requires. In addition, AG Force is facing an increase in demand due to increased produce sales. As a result, the Company will hire 50 new employees. 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.

PROJECT DETAILS

Training Plan / Curriculum

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

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

COVID related safety training that include courses in Social Distancing, Proper PPE Usage and Hand Washing Techniques.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Company Director will oversee this project with assistance from the office administrative team. This team will be responsible for enrollment, recording, tracking, scheduling training and securing ETP rosters.

Commitment to Training

AG Force has an annual training budget of approximately \$22,000 and includes state-mandated safety training, equipment maintenance and installation, food safety and security and sales training.

The Company utilizes subject matter experts within their Company to conduct their 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.

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/E-Learning Hours**

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- Accounting
- Communication Skills
- Database Administration
- Datatec Payroll System
- Effective Meetings
- Food Safety
- Hand Washing Techniques
- Microsoft Office (Intermediate/Advanced)
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Microsoft Outlook
 - Microsoft Access
- Proper PPE Usage
- Safe Working Conditions
- Safety Leadership
- Social Distancing
- Supply Chain Management
- VMware

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Ag-Wise Enterprises, Inc.

Contract Number: ET21-0223

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative Priority Rate SET	Industry Sector(s):	Agriculture (B) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 150	U.S.: 150	Worldwide: 150
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

*Post-Retention Wage is Contractual Wage

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour
Health Benefits: ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: ☒ Yes ☐ No ☐ Maybe
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Post Retention Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Irrigation Staff		20
		20
Mechanics		2
		8
Equipment Operators		20
		30

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Ag-Wise Enterprises, Inc. (AG-Wise) is a crop management company specializing in the production of California almonds distributed worldwide. The Company provides end to end services to other almond growers in California that involves almond growing and harvesting processes. The process includes land preparation, fertilization and fumigation, irrigation, crop maintenance, harvest, and hauling of the crop. Ag-Wise aims to become a full-service operation to other growers in producing quality crop with high yields.

AG-Wise customers are individuals or groups who own farmland in the State of California, but do not have the expertise to farm the land themselves. These landowners choose to invest in California agriculture and have growers like AG-Wise to do the farming process. AG-Wise's customers also include dairy farmers who convert part of their land into farming crops, but have no expertise in the farming process. AG-Wise's services then take over all the farming operation for the dairy farmer crops.

Veterans Program

Although there is no separate Veterans component in this project, AG-Wise employs Veterans through their normal hiring practices.

Retrainee - Job Creation

Over the past several years AG-Wise has doubled the acreage it farms for its customers. In anticipation to respond to this continued growth and commitment to provide reliable service, AG-Wise has determined that it can better meet customer needs by hiring more employees, offer competitive wages with a stable workflow. This commitment will achieve a steady workforce and will give the Company the capability to deliver a broader and dependable range of harvest services. Due to the demand from its farming customers, AG-Wise projects to hire additional 50 employees per year (2021 and 2022) and has already hired 35 employees within the last 6 months of 2020. Ag-Wise is shifting to hiring and training permanent employees to have a consistent workforce, have better control of the quality of work produced and sustain the creation of additional 8-hour work-shifts to lessen overtime hours.

The Company will hire 100 new employees (Job Number 1). 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.

PROJECT DETAILS

Training Plan / Curriculum

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

COVID Training Bundle: Training will be offered to all occupations. AG-Wise operates in the farming industry and handles items used for human consumption. Due to the COVID-19 pandemic, the Company implemented new guidelines in terms of proper distance and safe interaction with other individuals, maintaining healthy workforce and sanitary workplace, and the proper handling of equipment and products to prevent contamination. In addition, AG-Wise continues to refine and provide training in the use of the Company's symptom and contact checklist, COVID regulations, and Families First Coronavirus Response Act (FFCRA). Training in COVID-19 include courses in COVID Safety Training, Prevention of Virus Spread, Basic Knowledge of Coronavirus, Personal Protective Equipment, Symptoms and Contacts Checklists.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- **Wage**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

AG-Wise's Human Resources Administrator will be responsible for overseeing all aspects of the contract and will lead a team of four staff members from Human Resources, Ownership and Ranch Manager departments, who will provide training and manage internal administration. AG-Wise has a detailed training schedule in place and is ready to begin training upon Panel approval. Trainers will be a combination of in-house experts and vendors as needed. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

Commitment to Training

AG-Wise spends approximately \$100,000 for staff training and development annually. Training includes new hire orientation, business related and industry specific skills, State-mandated training, and elective courses for personal enrichment. 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.

Record Keeping

AG-Wise is using alternative recordkeeping method approved under the COVID-19 Response Plan.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

The Company retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal for a flat fee of \$1,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

4-4 Trainees may receive any of the following:

COVID TRAINING BUNDLE

- Basic Knowledge of Coronavirus
- Cleaning Tools & Equipment
- Contact Checklist
- Families First Coronavirus Response Act
- Preventing Virus Spread
- Proper use of PPE (Masks)
- Social Distancing
- Symptoms Checklist
- Testing Information
- Use of Sanitizers

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: ANAISKUS, LLC

Contract Number: ET21-0239

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Santa Clara, Sacramento, San Joaquin	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 837	U.S.: 837	Worldwide: 837
<u>Turnover Rate:</u>	17%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	COVID SET Job Creation	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$22.00
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Licensed Vocational Nurse		50
Registered Nurse		50

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Established in 2016 and headquartered in Fresno, ANAISKUS, LLC (ANAISKUS) (www.dycora.com) is a short and long term healthcare facility that employs over 30,000 professionals throughout California and all throughout the U.S. ANAISKUS offers short-term patient and resident care for those recovering from illness, injury or surgery and long-term care for patients in intermediate and late stages of Dementia and Alzheimer's disease. The Company's care team is made up of nursing staff, therapists, resident dietitians, activities and social services staff.

ANAISKUS in Fresno will serve as the lead employer in this proposal with its eleven affiliates:

- Dycora Transitional Health-Clovis LLC
- Dycora Transitional Health-Fowler LLC
- Dycora Transitional Health-Fresno LLC
- Dycora Transitional Health-Galt LLC
- Dycora Transitional Health-Manchester LLC
- Dycora Transitional Health-Memory Care of Fresno LLC
- Dycora Transitional Health-Quail Lake LLC
- Dycora Transitional Health-Reedley LLC
- Dycora Transitional Health-San Jose LLC
- Dycora Transitional Health-Sanger LLC
- Dycora Transitional Health-Weber Oaks LLC

All affiliate locations share the same name, Dycora Transitional Health, and will participate in this proposal. This is ANAISKUS' second ETP Contract and second in the last five years.

Veterans Program

Even though there is not a Veterans' component in this project, ANAISKUS actively recruits and hires Veterans using resources, such as, Veterans Outreach.

Special Employment Training

Under Special Employment Training, the participating employer is not required to demonstrate out-of-state competition.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Retrainee - Job Creation

During the early onset of COVID, the Company limited its patient count, as well as staff members, in each facility as a precautionary step of containment. However, ANAISKUS facilities recently increased its patient capacity and needs more staff members to balance the patient-to-nurse ratio. As a result, ANAISKUS will hire 100 new staff to meet these service demands.

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 will focus on COVID-related safety protocols to ensure social distancing requirements are adhered to while ensuring consumer demands are met.

PROJECT DETAILS

Training Plan / Curriculum

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

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on: Contact Precautions, Standard Precautions: Observation of Personal Protective Equipment Provision, COVID Guidance, and Infection Control.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Record Keeping

The Company will use an ETP approved alternative recordkeeping process for this project.

Commitment to Training

ANAISKUS has an annual training budget of approximately \$36,000 per facility and includes state-mandated safety training, equipment maintenance and installation, food safety and security, and sales training. The Company will increase the number of subject-matter experts specializing with equipment upgrades to deliver more training.

ETP funds will not displace the existing financial commitment to training. ETP funds will support the Company's ongoing financial commitment to training. At the completion of the ETP training, ANAISKUS will continue to provide its workforce the skillsets they need to develop and grow within the Company. Safety training is, and will continue to be provided, in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

The Executive Assistant will oversee this project. Each facility will have a designated staff person to oversee the training and be responsible for scheduling, collecting, and submitting the training rosters to a full-time administrator who will input into the ETP systems to ensure accuracy. This administrator has experience with ETP program from the last 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 \$ %
ET17-0459	Fresno, Santa Clara, Sacramento, San Joaquin	4/3/17 – 4/2/19	\$433,984	\$354,629 (82%)

DEVELOPMENT SERVICES

San Joaquin Valley College in Fresno assisted with development at no cost.

ADMINISTRATIVE SERVICES

San Joaquin Valley College 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**

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- Care for Residents with Dementia
- Contact Precautions
- COVID Guidance
- Donning & Doffing PPE
- Emergency Preparedness Practices for Handling Surge Capacity
- Enhanced Standard Precautions
- Environmental Cleaning and Disinfection
- Hand Hygiene
- Implement Appropriate Screening, Surveillance and Cohorting Practices
- Implementing Telehealth Services in Nursing Homes
- Infection Control
- Infection Prevention
- Patient Safety
- Prepare and Implement a Vaccine Delivery System
- Promote the Emotional Health of Staff Members and Residents
- Standard Precautions: Observation of Personal Protective Equipment Provision

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Autism Behavior Services Inc.

Contract Number: ET21-0222

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange, San Bernardino, Riverside, Stanislaus	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 283	U.S.: 325	Worldwide: 325
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$100,000

Total ETP Funding
\$100,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET COVID	Other Titles (COVID Training Bundle)	50	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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

Wage Range by Occupation		
Occupation Titles	Post Retention Wage Range	Estimated # of Trainees
Behavior Interventionist		17
		20
Behavior Specialist		10
Administrative Assistant		2
Behavior Analyst		1

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2010 and headquartered in Lake Forest, Autism Behavior Services Inc. (ABSI) (www.autismbehaviorservices.com), provides behavior therapy and evaluations of current behavior to individuals with disabilities. ABSI facilities are spread throughout the country including California, Arizona, Idaho, New Jersey, Oregon, Texas, Washington, Maryland New Mexico, Pennsylvania and Utah. Services are provided in the school, home, community, or clinic settings and involve groups for group therapy as well as development of goals and objectives for school programs, including supervision for those pursuing growth and upper level licensing or certification for therapy providers. ETP-funded training will be delivered throughout the Company's 6 California facilities in Orange, San Bernardino, Riverside, and Stanislaus Counties.

Special Employment Training

Under Special Employment Training (SET), the employer is not required to demonstrate out-of-state competition.

- **Wage Modification**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although ABSI hires Veterans using standard hiring practices, there is not a Veterans component in this project.

Retrainee - Job Creation

The COVID-19 pandemic initially prevented access to care for clients, affecting patient success and reducing the possibility of progressing from therapy services, increasing stress as well as creating staff scheduling and hiring new staff challenging. Additional labor and oversight from human resources and directors to manage the effects of the pandemic and increasing expenditures in operations while reducing revenues has also been a challenge. Need for care continues to grow while maintaining newly implemented COVID safety standards. Therefore, ABSI expects to hire at least 50 net-new employees (Job Number 1). 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.

PROJECT DETAILS

ABSI has an in-house training program that is prepared to provide training for all newly hired team members. Training will prepare employees to provide behavior therapy to individuals with disabilities. Training will allow ABSI to continue to serve populations with disabilities and reinstate services in affected areas. The curriculum will include hospital protocols; as well as new and updated COVID related safety processes and procedures.

Training Plan

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

Other Titles (COVID Training Bundle): Training will be offered to all occupations on COVID related business and safety guidelines, protocols and processes for customers and staff.

Commitment to Training

ABSI budgets approximately \$375,000 annually for training for each facility which includes new hire orientation, staff development, job specific training and safety training. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

ABSI's Human Resources Manager and Human Resources Specialist will oversee this project with assistance from the Development Director and Business Operations Director and dedicated staff at each training location. Training will be delivered by in-house experts and vendors, if 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/E-Learning Hours**

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- Using Personal Protective Equipment
- Social Distancing Guidelines
- Environmental Cleaning, Decontamination, and Disinfection
- Protocols for Suspected Infection
- CDC Guidelines on COVID19
- Functional Behavior Assessments
- Interdisciplinary Understanding of Autism Spectrum Disorder
- Understanding Funding Sources
- Discrete Trial Training
- Applied Behavior Analysis Skill Building Training and Session
- Parent Satisfaction
- Staff Support
- Clinical Evaluation
- Understanding Evidence Based Autism Treatment
- Providing Feedback
- Assessing Behavior Interventionist Performance
- Behavioral Case Conceptualization, Problem Solving, and Decision Making
- Leadership
- Team Building
- Communication
- Sales Skills
- Presentation Skills
- Client Service
- Compliance Management
- Effective Meetings
- Presentation Tools

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Best Formulations, Inc.

Contract Number: ET21-0228

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: D.Tran

PROJECT PROFILE

Contract Attributes:	Job Creation Initiative Retrainee Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 340	U.S.:340	Worldwide: 340
<u>Turnover Rate:</u>	14%		
<u>Managers/Supervisors:</u> (% of total trainees)	15%		

FUNDING DETAIL

In-Kind Contribution:
\$202,000

Total ETP Funding
\$198,950

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Impr, Hazmat, OSHA 10/30, Manufacturing Skills, Management Skills, PL - Mfg Skills	160	8-200	0	\$920	\$19.05
				Weighted Avg: 40			
2	Priority Rate Job Creation Initiative	Business Skills, Computer Skills, Continuous Impr, Hazmat, OSHA 10/30, Manufacturing Skills, Management Skills, PL – Mfg Skills	75	8-200	0	\$690	\$15.88
				Weighted Avg: 30			

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

Minimum Wage by County: Job Number 1: \$19.05 per hour for Los Angeles County;

Job Number 2: \$15.88 per hour for Los Angeles County

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

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

Up to \$2.50 per hour for Job Number 1 and up to \$0.88 per hour for Job Number 2 may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Production Level 2		60
Production Level 3		20
Technical/Quality 1		18
Technical/Quality 2		5
Technical/Quality 3		4
Administrator 1		12
Administrator 2		5
Administrator 3		5
Supervisor 1		3
Supervisor 2		14
Manager		14

Job Number 2		
Production Level 2		60
Technical/Quality Level 1		2
Technical/Quality Level 2		3
Technical/Quality Level 3		2
Administrator 1		2
Administrator 2		1
Administrator 3		1
Supervisor 1		1
Supervisor 2		1
Manager		2

INTRODUCTION

Best Formulations, Inc. (Best Formulations), founded in 1984 and located in the City Of Industry, is a manufacturer and private labeler of nutritional supplements for various nutraceuticals and pharmaceuticals that include tablets, soft gels, powders, capsules, dietary teas, and over the counter prescription drugs.

This will be Best Formulations fourth contract; the fourth within the last five years. The trainees in Job Number 2 in this proposal are aimed at newly hired staff to address the additional hiring need for Best Formulations as they build a new shift moving from a 24/5 operation to a 24/7 operating schedule. These recent hires will also be part of the new product division that Best Formulations is creating to expand its business and meet customer and industry demands.

Best Formulations has a second proposal under the COVID Pilot program for \$200,000 on the December agenda.

Veterans Program

The Company does not have a formal recruitment process for Veterans; however the Company does hire and have veterans currently employed at the Company. The internal recruiter has been assigned to develop a veteran outreach program to target veterans as the company continues to grow and hire new employees.

PROJECT DETAILS

Training provided under prior ETP contracts focused on enhancement of employee skills and some new machine operating procedures. This training project will build upon the previous training to further enhance and instill advanced skillsets. This project will also focus on plans to expand products and services for clients. The manufacturing process requires precise formulations and extensive mechanical work.

To that end, Best Formulations is investing in several new areas, including both physical equipment and technology, as well as expanding and creating a new product due to consumer demand. To meet these goals, Best Formulations will move from a 24/5 operation schedule to a 24/7 operating schedule which has created a need to hire an entire new shift. Best Formulations recently invested \$4.3M across new equipment and new technology to support workforce remote work and planned expansion for new product lines:

- Liquid filling/Tincture line
- Continuous soft gel drying machines
- Batch soft gel drying machines
- New ERP system
- New Technology/Microsoft Teams
- Warehouse Management System
- Personal Care Compounding – New product line
- Personal Care Filling Machines – New product line
- Algal Oil Encapsulation R&D – New technology advancements
- Coated Gummies R&D – New technology concept

These investments will require extensive training to the entire company staff. The goal of this training project is to provide training to all employees in cross functional departments. This will allow everyone to develop new skills which will allow for internal promotion into different units and cross promotional opportunities.

In addition to recent investments, Best Formulations has implemented all new operating procedures and COVID-19 facility regulations for safe working environments and compliance, both for personnel and new manufacturing standards. Since the start of the COVID-19 Pandemic, Best Formulations has experienced significant increases in leave of absences as employees find themselves dealing with illness and having to care for children due to school closures. To accommodate this as best as possible, a tele-commute policy has been implemented that allows employees to work from home for certain positions. This meets the social distancing guidelines that have been put in place by government orders. To protect the health and safety of the employees, Best Formulations has installed and incorporated new safety standards such as thermal scanners, daily temperature checks, plexiglass, hand sanitizing stations, and cleaning supplies distributed throughout.

Lastly, Best Formulations will be expanding into new product lines, investing in additional R&D to improve existing processes and operating efficiencies. Best Formulations is getting into the personal care segment and has invested in new equipment and technologies to help achieve this new goal. This expansion will require the hiring of additional employees, creation of a new work shift, and extensive training on new equipment, manufacturing processes, and product manufacturing techniques.

Retrainee - Job Creation

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

With the addition of new product lines, and a shift from a 24/5 to a 24/7 operating schedule. Best Formulations needs to hire more employees to meet production needs for a successful transition. The Company will hire 75 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

With the planned expansion and purchase of new equipment and technology, training is critical to ensure that the entire staff is adequately trained and knowledgeable to fully operate the machinery in respect to job duties.

Business Skills: Training will be offered to administrative staff, managers, and supervisors. Training will focus on learning the new ERP system and how that impacts the rest of the business processes.

Commercial Skills: Training will be offered to mostly to Production Staff, Quality Control, and Technical Staff. Training will focus on optimizing performance of manufacturing equipment and processes.

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

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

Management Skills: Training will be offered to Managers and Supervisors. Training will focus on the skills development for individuals who are preparing to transition into leadership and management roles.

Manufacturing Skills: Training will be offered to mostly quality and technical staff. Training will focus on operating procedures and getting all production floor staff internally certified and cross trained among multiple department units.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Production Staff and Quality/Technical Staff, will receive up to 1 hour of training.

Productive Laboratory (PL)

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

Best Formulations is requesting approximately 25 hours of PL due to a new product line, requiring extensive training, process testing, and product validation. PL will incorporate new method development and validation procedures. It will also provide on-site cross-training for Quality Control Staff, enhance workflow training between units, and keep current on regulatory requirements for safety and good manufacturing process techniques.

The subject-matter expert is the most senior and experienced employee. During PL, this individual will be 100% assigned to directly supervise the trainees and the training efforts.

PL is designed to have minimal impact on standard production because it will be scheduled on lighter workload days to provide for more detailed training. The ratio is set to 1:3 as this correlates to the general interaction between employees on the production floor.

Commitment to Training

Best Formulations spends approximately \$150,000 annually on training for all three facilities. The Company provides training on a wide variety of topics that include legally mandated training as well as training for manufacturing skills, business and computer skills, continuous improvement, and now COVID safety related training. Mandatory training topics included harassment prevention, OSHA mandated trainings, and SOP training for new hires and job position or promotional changes per Good manufacturing Processes.

Elective training topics are also provided which are not mandatory but highly recommended including leadership and entry-level management training for those working in senior roles preparing to move into management roles. These trainings were designed to increase knowledge and skills to ensure successful promotion and transition within the Company.

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

There will be three main individuals responsible for administering and overseeing the project along with designated support staff. The Company has designated the Benefits Administrator, and VP of People Experience as primary contacts. The Company has also retained the services of a third-party consultant, CMTA, to assist with administrative services for this contract.

Training will be provided mostly by internal staff and senior managers who are subject matter experts; however vendors may be used to provide supplemental training.

Impact/Outcome

This funding and training project will help build extensively upon the previous ETP funded training. This will solidify the skills that have been previously developed and will allow for employees to become as efficient and effective as possible. This funding will provide additional resources to ensure the right training program is in place.

Other Resources

Best Formulations also takes part in the California Competes program. The program is a 5 year term with \$450,000 in available tax credits.

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 \$ %
ET18-0215	Industry	05/28/18 – 05/27/20	\$106,360	\$106,360 (100%)
ET16-0325	Industry	12/31/15 – 12/30/17	\$93,600	\$88,976 (95%)

DEVELOPMENT SERVICES

Best Formulations retained CMTA in Sacramento to assist with development of this proposal for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

Best Formulations also retained CMTA to perform administrative services in connection with this proposal for a fee not to exceed 13% of funds 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

- DISC Assessment
- Business Communication
- Business Strategy
- Business Development
- Operating Guidelines
- Customer Relations
- Marketing Intelligence
- Consensus Building
- Inventory Management
- Documentation and Records
- Certifications (Organics, NSF, Gluten, Cosmetics)

COMPUTER SKILLS

- Excel (Intermediate, Advanced)
- New ERP Implementation Training
- Warehouse Management System
- Information Security
- Data Integrity
- OCloud Computing
- Business Intelligence App

CONTINUOUS IMPROVEMENT

- Emotional Intelligence
- Building Relationships
- Management Through Conflict
- Process and process Controls
- Quality Systems
- Communication
- Time Management For Business
- Lean Manufacturing Principles
- COVID Workplace Safety
- GDP (Good Documentation Practices)
- 5 WHYS
- OEE (Overall Equipment Efficiency)
- Fishbone Diagrams
- RedZone System
- Customer Satisfaction
- DISC Profile
- Coaching Skills
- SMART Goals

HAZARDOUS MATERIALS

- Cleaning Chemicals
- Hazard Symbols
- HazWoper
- Hazard Communications

OSHA 10/30

- OSHA 10
- OSHA 30

MANUFACTURING SKILLS

- New Equipment Operation
- Cross Training On New Equipment
- Product Safety
- Food Safety
- Good Laboratory Practices
- Hazard Analysis Critical Control Point (HACCP)
- Facility Cleanliness
- Current Good Manufacturing Practices (cGMP)
- Verisym Machine
- Encapsulation/Compression Machines
- Packaging Machines
- Equipment Maintenance
- Building Maintenance

MANAGEMENT SKILLS (Manager/Supervisors only)

- New Supervisor Training
- Leadership Training Hours

Productive Lab (PL)

0-25

MANUFACTURING SKILLS (Limited Ratio 1:3)

- Process Validation
- Equipment Validation
- Inductively Coupled Plasma Mass Spectrometer (ICP-MS)
- Gas Chromatograph Mass Spectrometer (GC-MS)
- Method Development
- Micro Testing
- Good Laboratory Practices

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

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



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Best Formulations, Inc.

Contract Number: ET21-0219

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: D.Tran

PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 335	U.S.:335	Worldwide: 335
<u>Turnover Rate:</u>	14%		
<u>Managers/Supervisors:</u> (% of total trainees)	2%		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET COVID	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

***Post-Retention Wage is the contractual wage.**

Minimum Wage by County: \$17.50 per hour statewide.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Production Level 2		89
Technical/Quality 1		1
Technical/Quality 1		2
Technical/Quality 2		1
Technical/Quality 3		1
Administrative 1		1
Administrative 1		1
Administrative 2/3		2
Supervisor 1		1
Manager		1

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Best Formulations Inc. (Best Formulations), founded in 1984 and located in the City Of Industry, is a manufacturer and private labeler of nutritional supplements for various nutraceuticals and pharmaceuticals that include tablets, soft gels, powders, capsules, dietary teas, and over the counter prescription drugs.

This will be the Company's third ETP proposal; the third in the last 5 years. In addition, Best Formulations, Inc. has a second proposal for \$198,950 on the December agenda for standard training funding.

Retrainee - Job Creation

The Company will hire 100 employees (Job Number 1). 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 recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the company is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

Best Formulations is experiencing continued growth at an accelerating rate and an increased demand for products by consumers due to the COVID 19 pandemic. The company has purchased new equipment and is investing in new technology to remain competitive in the industry as well as keep up with industry and consumer demand. Therefore, Best Formulations must hire at least 100 new workers to address these company business needs. In addition to the company growth and new equipment, due to COVID 19, Best Formulations has experienced a dramatic shift in the workplace and as a result, has made significant investments to best accommodate employee needs and provide greater safety to employees who have worked through the pandemic, while continuing to progress in plans of expansion and meeting increased customer demands.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days. Best Formulations is requesting this modification.

Veterans Program

Although this project does not include a Veteran’s component, the Company does hire and have veterans currently employed at the company. The internal recruiter has been assigned to develop a veteran outreach program to target veterans as the Company continues to grow and hire.

PROJECT DETAILS

Best Formulations is also undergoing a massive transformation both in workplace safety, remote workforce transition, and business expansion. COVID 19 training will allow the Company to accommodate new safety protocols and guidelines issued by various state, local, and federal agencies. The Company has installed sanitizing stations throughout the worksite, increased safeguards such as installing plexi-glass at all work stations, breakrooms, and high traffic areas. In addition, the Company has incorporated daily temperature checks, enforced social distancing guidelines, and has created new operating procedures to ensure cleanliness and employee safety. This requires constant training to reinforce the importance and developing good habits to ensure everyone’s safety.

Training Plan / Curriculum

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Other Titles/COVID Training Bundle: Training will be offered to all occupations in Business Skills, Computer Skills, Continuous Improvement, Hazardous Materials, HAZWOPER and Manufacturing Skills.

Impact/Outcome

The goal of this training project is to ensure every single employee understands the importance of workplace safety, cleanliness, and compliance with all safety regulations. In addition, this training will help provide enhanced training for new hires and prepare them to transition quickly into their respective roles. Our manufacturing process is extremely technical and highly mechanical so proper training will ensure that these consumable products are within specifications and are produced safely and delivered safely to consumers during the COVID 19 Pandemic.

Commitment to Training

Best Formulations currently spends approximately \$150,000 across all three facilities. The Company currently provides training on a wide variety of topics that include legally mandated training as well as standard manufacturing skills, business and computer skills, continuous improvement for Lean manufacturing, and now COVID related safety training.

In addition, Best Formulations provides optional training to build an individual's skillset to further enhance and develop high potential individuals for transition to leadership and management roles.

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

There will be three main individuals responsible for administering and overseeing the project along with designated support staff. The Company has designated the Benefits Administrator and VP of People Experience as primary contacts. The Company has also retained the services of a third-party consultant, CMTA, to assist with administrative services for this contract.

Training will be provided mostly by internal staff and senior managers who are subject-matter experts; however there may be a possibility of a vendor who will provide supplemental training.

Other Resources

Best Formulations also takes part in the California Competes program. The program is a 5 year term with \$450,000 in available tax credits.

Temporary to Permanent Hiring

The Company will train between 20-30 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is 2

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

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

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 \$ %
ET18-0215	Industry	05/28/18 – 05-27-20	\$106,360	\$106,360 (100%)
ET16-0325	Industry	12/31/15 – 12/30/17	\$93,600	\$88,976 (95%)

DEVELOPMENT SERVICES

Best Formulations retained CMTA in Sacramento to assist with development of this proposal for a flat fee of \$7,000.

ADMINISTRATIVE SERVICES

Best Formulations also retained CMTA to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

BUSINESS SKILLS: (COVID TRAINING BUNDLE)

- New hiring training (includes topics on workplace safety and COVID safe working practices)
- Building relationships
- Customer relations
- Inventory management
- Management through conflict
- Marketing intelligence
- Operating guidelines
- Personal development
- SMART Goals

COMPUTER SKILLS: (COVID TRAINING BUNDLE)

- Business intelligence app
- Data integrity
- Information security
- Tablet OPS workflow
- MS teams

CONTINUOUS IMPROVEMENT: (COVID TRAINING BUNDLE)

- 5 WHYS
- Building maintenance
- Coaching skills
- Customer visits
- DISC profile
- Equipment preventative maintenance
- Fishbone diagrams
- Good documentation practices
- Overall equipment efficiency
- RedZone system

HAZARDOUS MATERIALS: (COVID TRAINING BUNDLE)

- Cleaning chemicals
- Hazard communications
- Hazard symbols

HAZWOPER

- HazWoper

MANUFACTURING SKILLS: (COVID TRAINING BUNDLE)

- Compounding machines
- Good manufacturing practices
- Encapsulation/compression machines
- Facility cleanliness
- Packaging machines

- Verisym machine
- Bartell machine

COVID TRAINING BUNDLE

- ToolingU.com (30 mins)
- Employee infectious disease training – peak performance (30 mins)

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



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: BHC Alhambra Hospital, Inc.

Contract Number: ET21-0226

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative Priority Rate Medical Skills Training	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 5,000	U.S.: 90,000	Worldwide: 90,000
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET Medical Skills Training COVID	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$21.00
				Weighted Avg: 4			

*Post Retention wage is the Contractual Wage

Minimum Wage by County: Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, however the employer's lowest wage paid under this proposal is \$21.00.

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	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurse		20
Licensed Vocational Nurse/Licensed Practical Nurse		15
Licensed Psychiatric Technician		15
Therapist		20
Assessment Staff		15
Administration		15

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1974 and headquartered in Rosemead, BHC Alhambra Hospital, Inc. (BHC) (www.bhcalhambra.com) is a full service acute psychiatric hospital dedicated to providing quality behavioral health, eating disorder and substance abuse treatment to patients in San Gabriel Valley, Los Angeles County and surrounding areas. BHC offers short-term inpatient, partial hospitalization, intensive outpatient, and residential treatment services. Its facility is one of the few programs in Los Angeles and San Gabriel County that offer several treatment level options to adults, adolescent and pediatric patients.

Veterans Program

Although there is no separate Veterans component in this project, BHC employs Veterans through their normal hiring practices.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- **Wage**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage, however, FBII's employer's lowest wage paid under this proposal is \$21.00.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Retrainee - Job Creation

BHC experienced a steady growth in its number of patients in previous years but the COVID pandemic has caused a significant retirement among its more seasoned nurses due to the risk and fear of contracting COVID19 from possible exposure in the workplace as frontline staff. Consequently, BHC has an urgent need to hire and train replacements for these vacant positions. The new hire population will come from various areas of nursing (RN/LVN, Licensed Practical Nurse (LPN) and Licensed Psychiatric Technician (LPT) and a significant number of new graduate nursing program.

As a result in aforementioned decrease in staffing, the Company will hire 100 new employees (Job Number 1). 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.

PROJECT DETAILS

Training Plan / Curriculum

Training will be delivered via Class/Lab or E-Learning delivery methods.

COVID Training Bundle: Training will be offered to all occupations on COVID-related safety training and Medical Skills. Trainees will receive training on current protocols and procedures to keep both patients and employees safe. Training will ensure successful implementation of new healthcare standards covering patient assessment and care, pain management, physical therapy services, and equipment operation. Training will provide nurses, therapist and other allied medical staff with skills necessary to service an increasing patient population while maintaining quality of service and safety.

➤ Training Infrastructure

BHC's Director of Nursing assisted by the Assistant Director of Nursing will be responsible for overseeing all aspects of the ETP contract. The team will be responsible in scheduling and

tracking training hours and rosters for ETP Tracking purposes. BHC has a detailed training schedule in place and is ready to begin training upon Panel approval. Trainers will be a combination of in-house experts and vendors as needed. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

Commitment to Training

BHC spends approximately \$80,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the past has been both company-wide and job specific. The Company is committed to training its staff upon completion of the ETP program. Training will continue to be offered to staff to ensure competency within the Company and provide high-level healthcare to patients.

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.

Record Keeping

BHC is using an alternative recordkeeping method that is approved under the COVID-19 Response Plan.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Refund Group in Anaheim assisted BHC with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

4 – 4

Trainees may receive any of the following:

COVID BUNDLE

- **Medical Skills Didactic**
 - Advance Directive for Psychiatric Patients
 - Assessing and Managing Suicide Prevention
 - Basic Life Support
 - California Payment Laws Update
 - Cognitive Behavioral Therapy/ Acute Patients
 - Communication: Power Struggles vs. Therapeutic
 - Conflict Resolution Skills
 - Crisis Prevention Annual Recertification/Update
 - Crisis Prevention Training/Certification
 - Denial Prevention
 - Discharge Planning
 - Dos and Don'ts of Documentation
 - Eating Disorders Treatment (Reasons) Program
 - Emergency Medical Treatment Labor Act
 - HIPPA
 - Individual Patient Safety Crisis Plans
 - Infection Control- Annual Update
 - Involuntary Hold Process: 5150/ 5585/5250/5350
 - Long Acting Psychiatric Medication; Decanoates
 - Managing Difficult Patients
 - POC: Nursing Data Base
 - Protocol and Procedure Review
 - Q15 Safety Rounds in Locked Psychiatric Units
 - Rapid Response Skills
 - Regulatory Update
 - Utilization Review
 - Working with the Millennial Patient
 - Working with the Millennial Staff/Employee
 - Zero Suicide Initiative Protocols/Forms
 - Delivery Method /Level Productive Laboratory
 - Training Type (Level) Planned Course Offerings
- **Medical Skills Preceptor**
 - Adverse Drug Reaction
 - Annual Clinical Reorientation
 - Annual Reorientation
 - Clinical Chart Audit Review Key Items
 - Clinical Orientation
 - Educating Patient and Family
 - Frontline Leadership Skills- Charge Nurse
 - Managing Difficult Patients
 - Medication Administration & Management
 - Patient Fall Prevention Program
 - Psychotropic Medications Update
 - Regulatory Update

- Release of Information/Next of Kin Notification
- RN Treatment Plan Development
- Special Diets
- Treatment Plan

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



Training Proposal for:
Brea Chamber of Commerce

Contract Number: ET21-0246

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: T. Philips

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	MEC (H) Construction (23) Healthcare (62) Professional, Scientific, Technology (54) Trade Wholesale (42) Priority Industry: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Multiple	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$186,140		\$12,913 8%		\$199,053

In-Kind Contribution:		\$277,491
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Mfg. Skills	146	8-200	0	\$738	\$18.34
				Weighted Avg.: 30			
2	Retrainee Priority Rate SET	Business Skills, Computer Skills, MS - Didactic	60	8-200	0	\$738	\$25.01
				Weighted Avg.: 30			
3	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Impr.	55	8-200	0	\$855	\$26.00
				Weighted Avg.: 40			

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

Minimum Wage by County: Job Numbers 1 and 3: \$20.00 per hour in Alameda and Santa Clara Counties; \$19.05 per hour in Los Angeles County; \$18.39 per hour in Orange County; \$18.34 in all other counties. Job 2: Modified Statewide Average: \$25.01 per hour.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1:		
Carpenter		30
		20
Laborer		15
		10
		10
Mason		5
		15
		10
Plumber		13
		18
HVAC Technician		5
		12
		2
Job Number 2:		
Therapists		30
Clinical Supervisors		30

Job Number 3:		
Accountant		55

INTRODUCTION

Founded in 1913 and located near the northern edge of Orange County, the Brea Chamber of Commerce (Brea Chamber) (www.breachamber.org) is a nonprofit membership organization whose mission is to provide assistance to small businesses in the form of legislative updates and advocacy, as well as to serve as a general resource center for its membership. Brea Chamber embraces a belief that business has no borders and thus serves as a chamber without geographic boundary. It supports economic success, promotes an educated workforce, provides opportunities for women and minority-owned enterprises, and serves as an advocate for business for the region. Brea Chamber works with community organizations promoting the region's resources including Habitat for Humanity, the Small Business Development Center, municipal governments, North Orange County Community College district, local school districts and more.

Brea Chamber represents businesses which have operations in the cities of Buena Park, Fullerton, La Palma, and Stanton. The Brea Chamber has engaged in an aggressive outreach effort to bring together several participating employers which represent a cross section of the business community. Although most of the participating employers are expected to be in close proximity to Brea Chamber's general service area, many of them have operations throughout the state.

This will be Brea Chamber's first ETP project. Brea Chamber will support training in Business, Commercial, Computer, and Medical Skills - Didactic training to small and large companies in the following counties: Orange, Los Angeles, Riverside, San Bernardino, Kern, Alameda and Santa Clara.

The core group of employers consists of small and large employers statewide and represents 100% of the requested funding from priority and non-priority industries. Current participating employer demand includes training for Construction staff, Heating Ventilation and Air Conditioning (HVAC) Technicians, and Accountants. Training will also be provided to healthcare employees, Therapists, and Clinical Supervisors working at medical facilities facing new challenges presented by the COVID-19 pandemic.

Veterans Program

Although this project does not include a Veterans component, participating employer trainees may potentially include Veterans.

PROJECT DETAILS

Participating employers in all sectors are continually adjusting to a new and changing marketplace due to the COVID-19 pandemic. Each of the participating employers seeks to improve business skills in areas such as leadership, communications, and product knowledge. In addition, employer need training in computer skills to implement and troubleshoot new software programs as well as provide training on multiple platforms, accounting software, Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), and Microsoft suite programs.

Brea Chamber is engaged with companies and employers seeking to improve on business efficiency and employee retention. In order to remain competitive both domestically and internationally, employers are seeking new ways to provide their products and services by

combining pricing, value, and customer service to present an attractive value proposition for their customer bases.

Brea Chamber represents that Construction training will not include any training which parallels or competes with any current apprenticeship program.

Although some Accountants (e.g. Certified Public Accountants) require 80 hours of Continuing Professional Education (CPE) training every two years, Brea Chamber will ensure training utilized for CPE is not reported to ETP (via the ETP Online Tracking system) for reimbursement.

Training Plan

All training will be customized to meet each employer's needs based on assessments and industry demand. Training will occur at the participating employers' sites and other training sites in California and will be delivered via a classroom or an online E-Learning setting. The following are some of the curriculum topics included in the Menu Curriculum, Exhibit B:

Business Skills: This training will be offered to all occupations and may include courses such as Leadership Skills, Team Building Skills, Communications Skills, Sales Skills, and Marketing Skills.

Commercial Skills: This training will be offered to Accountants, Masons, Laborers, and Plumbers and may include courses such as Advanced Blueprint Reading, Grouted Masonry, Customer Relations, Advanced Diagnostics, and Accounting and Auditing Updates.

Computer Skills: This training will be offered to all occupations and may include courses such as Auditing and Accounting software, CRM, ERP, and Microsoft suite (Intermediate).

Continuous Improvement: This training will be offered to all occupations and may include courses such as Advanced Blueprint Reading, Field Operation Procedures, Leadership Skills, Process Improvement and Project Administration.

Manufacturing Skills: This training will be offered to the Operators classification and may include courses such as Silica Awareness, Parging in Masonry Construction, and Fall Protection.

Medical Skills - Didactic: This training will be offered to Therapists and Clinical Supervisors and may include courses such as Clinical Evaluation and Functional Behavior Assessment.

Trainer Qualifications

It is expected 90-95% of total training will be provided by the participating employers' own in-house staff. Participating employer in-house trainers are subject-matter experts in the field they are providing training, with years of experience in the topics of instruction as related to the participating employer. Brea Chamber will reimburse the ETP fixed fee reimbursement, minus the maximum allowable administrative cost, to participating employers directly for all training provided by the participating employer internal trainers for training costs. The remaining 5-10% of total training will be provided by third party trainers to be identified and utilized as needed.

Tuition Reimbursement

Brea Chamber 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.

Commitment to Training

Most participating employers provide basic on the job training or job specific training and will continue to do so. ETP funds are intended to provide supplemental training for companies that lack the resources to provide training on their own, but need training to upgrade the job skills of its workers to keep the workforce competitive. 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

Brea Chamber's President and CEO will oversee and market the program to partners and participating employers. In addition, Brea Chamber employs administrative staff who will assist with outreach and maintain all class/lab and On-Line E-Learning attendance rosters. An administrative subcontractor will provide project administration, including enrolling and tracking trainees in the ETP online systems. Brea Chamber will work with participating employers (internal trainers) and training vendors on training schedules, curriculum, and assessments for all training under the contract.

Marketing and Support Costs

Brea Chamber will market this training project through its website, including live presentations at monthly meetings, flyers and social media to its members and partners. It will also work with community partners to promote the ETP-funded training for companies. Brea Chamber requests 8% support to cover costs and outreach efforts required to market and recruit additional participating employers, assess specific training needs, and conduct necessary follow-up during retention. This will be an on-going activity throughout the duration of the Agreement.

Special Employment Training

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

➤ Wage and Retention Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$33.34 to \$25.01). Brea Chamber requests this modification for Job Number 2.

High Unemployment Area

Although some participating employers may have facilities located in an HUA, Brea Chamber is not asking for a wage modification.

Full-time Employment

Employees with Participating Employer, STAR of CA (Job Number 2), work with autistic children and young adults which presents an extremely demanding work environment for staff. As such, a permanent, full-time STAR of CA healthcare employee works at least 30 hours each week to allow flexibility and healthier work environment for staff.

For benefits eligibility purposes, these full-time workers are eligible to receive or earn any benefits and/or other company-provided benefits program at 30 hours per week. As such, for this healthcare employer, Brea Chamber requests to revise the ETP standard full-time employment requirement of 35 hours per week to 30 hours per week to accommodate all trainees funded in the proposed training plan.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Brea Chamber retained Training Refund Group in Anaheim to assist with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

Brea Chamber retained Training Refund Group to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned. All costs associated with the administrative services of the contract, up to the maximum allowed by ETP, will be reimbursed directly by Brea Chamber and not a Participating Employer.

TRAINING VENDORS

To Be Determined

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

8-200 Trainees may receive any of the following:

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

BUSINESS SKILLS

- Client Service
- Communications
- Compliance Management
- Customer Relations
- Decision Making & Problem Solving Skills
- Effective Meetings
- HR/Organizational Development
- Leadership
- Marketing
- Mentoring and Coaching
- Negotiation Skills
- Owner Billing with JD Edwards Solutions
- Presentation Skills
- Presentation Tools
- Product Knowledge
- Sales Skills
- Team Building

COMMERCIAL SKILLS**Accounting**

- Accounting and Auditing
- Best Accounting and Tax Practices
- Employer Benefit Plans
- Fraud Detection
- Government Auditing Standards
- Insurance & Bonds
- Insurance Best Practices
- Project Management
- Regulatory Compliance
- Risk Management
- Tax Compliance

Construction

- APL-Being More Productive with Autodesk Point Layout (APL) from the Model
- Estate Planning and Compliance
- Field Operational Procedures
- Leases and Rentals
- Project Budget Control I
- Project Budget Control II

COMPUTER SKILLS

- Accounting software
- Audit software
- Cascading Style Sheets (CSS) Boot Camp Training
- Case Management software
- Customer Relations Management (CRM) software
- Docusign Template Creation & Usage
- Doosan BASICS Module Training
- DYSEL (ERP) Business Usage
- Enterprise Resource Planning (ERP)
- Microsoft CRM Usage
- Microsoft Office Intermediate
- Online research
- Prolog Essentials
- Tax Compliance software
- Toyota Materials Handling (TMHU) SAP QUOTING SYSTEM Usage
- Toyota BASICS Module Training
- TRINDOCS Usage

CONTINUOUS IMPROVEMENT

- Advanced Blueprint Reading
- Advanced Troubleshooting
- Estimating Procedures and Processes
- Field Operation Procedures
- How to Estimate for Mechanical & Plumbing
- Interpret and Use Blueprints
- Job Costing and Accounting
- Job Layouts/Steps Related to Layout
- Last Planner-How to Run a Pull Scheduling Session
- Leadership Skills
- Lean Concepts
- Problem Solving in Masonry Mathematics
- Process Improvement
- Project Administration I
- Responsibilities of a Job Supervisor
- Scheduling Philosophy
- Toyota Kaizen Skills
- Toyota Lean Management Training

MANUFACTURING SKILLS

- Advanced Diagnosis
- Advanced Materials Safe working procedures and practices
- Advanced Troubleshooting
- APL-Being More Productive with Autodesk Point Layout from the Model
- Arches (Types, Hands-On Project)
- Asbestos Awareness
- Basic Bluebeam
- Black Belt Equipment Training

- Bloodborne Pathogens
- Boom Lift & Forklift Training
- Bricklaying Terminology
- Brick-Paving Techniques
- Bronze Technician Training Program
- Building a Straight Wall
- Building Codes-Reinforced
- Building Strong Work Relationships
- Cement Blocks and Bricks
- Class III Electric Truck Product
- Complete a Masonry Wall
- Components and Shell Bricks
- Concrete in Masonry Units
- Confined Space (Non-permit required)
- Confined Space/Safety
- Construction Best Practices
- Construction Math
- Construction of Jambs
- Construction of Pilasters
- Construction Techniques
- Custom Residential Work
- Electrical Systems & Theory
- Electronic Engine Cooling Systems
- Elevator Training
- Emergency Response Training (ERT)
- Engineering Best Practices
- Equipment Boot Camp Training
- Excavation Competent Person
- Fall Protection
- Forklift and Ariel Training
- Fundamentals of Water Flow and Plumbing Systems
- Gas and Fuel Systems
- General Contracting Code Overview
- General Products & Engines
- Glass Blocks
- Glazed Tile
- Gold Technician Training Program
- Grouted Masonry
- Hand Signals
- Hazmat Handling Training
- Heat Exchanger Systems
- Heavy Equipment Movement (Lifts, Excavators, Bobcat, etc.)
- Hilti Manufacturing Products Training
- Hydraulic Systems & Powertrain
- Integrated Coach Chassis Electrical Diagnosis
- Mast Inspection and Repair
- Materials-Veneer Construction
- Materials-Residential Masonry Design
- Mechanical Electrical and Plumbing (MEP) Scheduling From Beginning to End

- Metal Stud and Drywall
- National Fire Protection Agency (NFPA) 70E – Electrical Safety in the Workplace
- On Demand hot water systems
- Parging in Masonry Construction
- Patterns -Bonded Masonry • Planning and Construction of Custom Masonry
- Pipe Joining Methods & Procedures
- Planned Maintenance
- Platinum Technician Training Program
- Plumbing Code
- Plumbing Material Identification & Application
- Pump sizing and installation
- Qualified Rigger & Hand Signal Person
- Recognize the Terms Used with Reinforced Grouted Masonry
- Rough Terrain Forklift
- Scaffolding Safety Practices
- Scissor Lift User
- Self Performed Concrete & Rebar
- Self Performed Work (Estimate Preparation and Tracking)
- Sewage Pump System Repair
- Silica Awareness (Bi-Annual)
- Silver Technician Training Program
- Sit Down Electric Truck Product
- Site Work Models from Design to Construction
- Skill Saw Training
- Stand-up Electric Product
- Stick-On Veneer
- Stones
- Switches and electrical components
- Technician EveryWare Usage
- Technician Introduction Training
- Techniques for Setting and Laying Brick
- Trade Math
- Utility Marking Trenching Excavation, Soil Classification
- Various Types of Veneer Applied to a Fireplace
- Water booster pump and recirculating pump troubleshooting and repair
- Water Heater/ Boiler trouble shooting and repair

MEDICAL SKILLS -DIDACTIC

- Applied Behavior Analysis Skill Building Training and Session
- Assessing Behavior Interventionist Performance
- Behavioral case Conceptualization, problem solving, and Decision
- Clinical Evaluation
- Discrete Trial Training
- Functional Behavior Assessment (FBA)
- Interdisciplinary Understanding of Autism Spectrum Disorder Making
- Parent Satisfaction
- Providing Feedback

- Staff Support
- Understanding Evidence Based Autism Treatment
- Understanding Funding Sources

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

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Brea Chamber of Commerce

CCG No.: ET21-0246

Reference No: 20-0478

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: ALPS Heating and Air Conditioning, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 1895 S. Santa Cruz Street

City, State, Zip: Anaheim, CA 92805

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 45

Total # of full-time company employees in California: 45

Company: Cahill Contractors

Priority Industry? ☒ Yes ☐ No

Address: 425 California Street

City, State, Zip: San Francisco, CA 94104

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 50

Total # of full-time company employees worldwide: 350

Total # of full-time company employees in California: 350

Company: Caran Precision Engineering and Manufacturing

Priority Industry? ☒ Yes ☐ No

Address: 2830 Orbiter Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 40

Total # of full-time company employees worldwide: 175

Total # of full-time company employees in California: 175

Company: Pacific Masonry Walls, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 1007 W. Grove Avenue, Ste. J

City, State, Zip: Orange, CA 92865

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 85

Total # of full-time company employees in California: 85

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Brea Chamber of Commerce		CCG No.: ET21-0246
Reference No: 20-0478		Page 2 of 2
Company: SingerLewak		Priority Industry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address: 10960 Wilshire Blvd., 7 th Floor		
City, State, Zip: Los Angeles, CA 90024		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 55		
Total # of full-time company employees worldwide: 460		
Total # of full-time company employees in California: 455		
Company: STAR of CA		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4880 Market Street		
City, State, Zip: Ventura, CA 93003		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 60		
Total # of full-time company employees worldwide: 480		
Total # of full-time company employees in California: 360		
Company: Toyota Lift of Los Angeles		Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 12907 Imperial Highway		
City, State, Zip: Santa Fe Springs, CA 90670		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 25		
Total # of full-time company employees worldwide: 125		
Total # of full-time company employees in California: 125		



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Butte Glenn Community College District

Contract Number: ET21-0241

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	MEC (H) Manufacturing (33) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$100,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee - Job Creation COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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 up to \$2.50 per hour of health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Food Supply Chain Worker		15
Maintenance Staff		5
		5
Production Worker		15
Administrative Staff		10
Healthcare Worker		50

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1968 and headquartered in Oroville, Butte Glenn Community College District (Butte College) 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.

Employers in the core group are primarily agriculture, construction, manufacturing, technology, healthcare, and professional services such as marketing, sales, and customer service. 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.

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

Retrainee-Job Creation

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.

Participating employers are committed to hiring new employees based on company re-populating and/or growth. Hiring is due to increased services and production growth. The College plans to train 100 employees in occupations including Food Supply Chain Workers, Maintenance Staff, Production Workers, Administrative Staff, and Healthcare Workers.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Under this Contract, Butte College is not marketing training opportunities specifically to veterans. However, Butte College actively works with and markets training opportunities to veterans in the community. Butte College included a component to successfully train and find employment opportunities for veterans in past Contracts.

PROJECT DETAILS**Training Plan / Curriculum**

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be “COVID Training Bundle”.

Other Titles/COVID Training Bundle: Training will be offered to all occupations on: COVID related safety training that include courses in COVID-19 Safety & Environment, Job Relations, and Workplace Success.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Trainer Qualifications

Training for the proposed curriculum will be delivered by specialists from within the California Community College system and subject-matter experts. Some training may also be provided by experienced trainers who work for participating employers.

Tuition Reimbursement

Butte College 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.

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

Training will be delivered primarily at Butte College's training center (The Training Place) located in Chico, with some training provided at the participating employers' worksites. Butte College has partnered with training vendors to provide some specialized courses.

The Director of Contract Education and an Administrative Assistant will oversee training and administer this proposal. Five Training Coordinators will schedule training and the Administrative Assistant will review attendance rosters, enroll trainees, and upload training hours into the ETP online sites. Butte College also has instructors assisting with roster collection.

Training Agency Certification

Training agency eligibility requires certification by an independent third-party, as required for the type of school and course of study. Butte College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes Contractor's performances under active ETP Contracts:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0287	\$749,870	03/02/2020-03/01/2022	825	0	0
ET19-0425	\$599,991	02/01/2019-01/31/2021	608	477	387

ET20-0287: Based on ETP Systems, 2,200 reimbursable hours have been tracked for potential earnings of \$50,600 (7% of approved amount). Training is ongoing and the Contractor is currently uploading hours. The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through March 2022.

ET19-0425: Based on ETP Systems, 26,833 reimbursable hours have been tracked for potential earnings of \$599,991 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through January 2021.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0118	Oroville	08/01/2017-07/31/2019	\$749,235	\$749,235 (100%)
ET16-0128	Oroville	08/11/2015-08/10/2017	\$585,429	\$585,429 (100%)
ET15-1005	Oroville	06/30/2015-02/28/2017	\$116,610	\$116,042 (99%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

DPMG, Corp. (Design, Process, Management Group, Corp.) of Sacramento has been retained to provide COVID-19 Safety training for a fee of \$1,800 per day.

Law Office of Ann Wicks of Stockton has been retained to provide New Hire Orientation training for a fee of \$150 per person.

Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- + Communication
- + Communication Active Safety Briefing Participation Skills
- + Conflict Resolution
- + COVID: HR in the Operations
- + COVID19 Facility Procedures
- + COVID19 for Healthcare Facilities
- + COVID19 Geriatric Emergency Care
- + COVID19 HR Real in the Field
- + COVID19 Human Safety Performance Improvement
- + COVID19 Prevention in Long-term Care Facilities
- + COVID19 Safety & Environment
- + COVID19 Safety Spacing
- + COVID19 Tracing and Communication
- + Critical Thinking
- + Employee engagement while Social Distancing
- + Employee Relations
- + Equipment Operations
- + Food Safety: HACCEP, SQF, Good Food Safe Practices
- + How to Protect Yourself: Safe Use and Re-Use of PPE
- + Interviewing Skills
- + Job Relations
- + Leadership
- + Lean: 5S
- + MS Excel
- + New Hire Employer Orientation
- + Overnight/3rd Shift Team Leadership
- + Problem Solving
- + Remote Worker Readiness
- + Resiliency Zone Skills Training
- + Safety Leader Boot Camp
- + Sanitation Practices
- + Social Distancing: Workplace Organization
- + Three Way Safety Communication
- + Training Within Industry (TWI): Job Instruction
- + TWI: Job Relations
- + TWI: Job Safety
- + Workplace Success
- + Your Brain at Work

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: Butte Glenn Community College District
Reference No: 21-0274

CCG No.: ET21-0241
Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: California Olive Ranch

Priority Industry? ☒ Yes ☐ No

Address: 1367 E Lassen Ave

City, State, Zip: , Chico, CA 95973

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 160

Total # of full-time company employees in California: 152

Company: Cupertino Healthcare & Wellness Center

Priority Industry? ☒ Yes ☐ No

Address: 22590 Voss Ave

City, State, Zip: Cupertino, Ca 95014

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+

Company: Fifth Sun

Priority Industry? ☒ Yes ☐ No

Address: 495 Ryan Ave

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 53

Total # of full-time company employees worldwide: 256

Total # of full-time company employees in California: 256

Company: North Point Healthcare Center

Priority Industry? ☒ Yes ☐ No

Address: 668 E. Bullard Ave.

City, State, Zip: Fresno, CA 93710

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 140

Total # of full-time company employees in California: 140

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Butte Glenn Community College District
Reference No: 21-0274

CCG No.: ET21-0241
Page 2 of 3

Company: Novato Healthcare Center

Priority Industry? ☒ Yes ☐ No

Address: 1565 Hill Road

City, State, Zip: Novato, Ca 94947

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+

Company: Riverside Convalescent Hospital

Priority Industry? ☒ Yes ☐ No

Address: 375 Cohasset Rd

City, State, Zip: Chico, Ca 95926

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+

Company: San Pablo Healthcare & Wellness

Priority Industry? ☒ Yes ☐ No

Address: 13328 San Pablo Ave

City, State, Zip: San Pablo, Ca 94806

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+

Company: Windsor Chico Care Center

Priority Industry? ☒ Yes ☐ No

Address: 188 Cohasset Lane

City, State, Zip: Chico, Ca 95926

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Butte Glenn Community College District
Reference No: 21-0274

CCG No.: ET21-0241
Page 3 of 3

Company: Windsor Chico Creek

Priority Industry? ☒ Yes ☐ No

Address: 587 Rio Lindo Ave

City, State, Zip: Chico, CA 95926

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+

Company: Windsor Healthcare Center of Oakland

Priority Industry? ☒ Yes ☐ No

Address: 2919 Fruitvale Ave

City, State, Zip: Oakland, Ca 94602

Collective Bargaining Agreement(s): no

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 100+

Total # of full-time company employees in California: 100+



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: CareMeridian, LLC

Contract Number: ET21-0204

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Fresno, Los Angeles, Marin, Orange, Placer, Sacramento, San Diego, Santa Barbara, Santa Clara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 662	U.S.: 22,102	Worldwide: 22,102
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	14%		

FUNDING DETAIL

In-Kind Contribution
\$215,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	COVID Job Creation Initiative SET Priority Rate	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour
Health Benefits: ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: ☒ Yes ☐ No ☐ Maybe
 Up to \$2.34 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Operations Staff		6
		7
		5
Certified Nurse Assistant		18
Therapist/Technician		5
Licensed Practical Nurse		15
		10
Registered Nurse		20
Manager		14

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1992 and headquartered in Irvine, CareMeridian, LLC (CareMeridian) provides subacute and post-acute rehabilitation services for people of all ages with brain, spinal cord and medically complex injuries, illnesses and other challenges. In addition, the Company also supports unique needs of Military Service Members and Veterans recovering from the same complex injuries and illnesses. Customers include medical groups as well as physician networks and patients. CareMeridian's parent company is Neurorestorative Associates, Inc. (www.neurorestorative.com)

CareMeridian has 20 locations throughout California participating in this project in the following counties: San Diego, Fresno, Los Angeles, Sacramento, Ventura, Orange, Marin, Alameda, Santa Clara, Placer and Santa Barbara. This is CareMeridian's second ETP project, and the second in the last five years.

Special Employment Training

Under Special Employment Training, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although a Veteran component is not included several employees are Veterans. CareMeridian has implemented a new recruiting system, Human Resource Information System (HRIS) with specific focus on Veteran recruiting starting in 2021. A recruitment specialist works with Veteran job sites externally by creating ads that point back to CareMeridian applicant tracking system within the HRIS. There will be a primary focus on the licensed nursing (LVNs and RNs) positions in Fresno, where CareMeridian serve the largest Veterans population as patients.

Retrainee - Job Creation

Due to increased demand CareMeridian will hire 100 new employees in various occupations. 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 or may back fill into vacant positions due to related effects of the COVID Pandemic.

PROJECT DETAILS

The coronavirus (COVID-19) pandemic and the public health response are converging and negatively impacting all U.S. providers across the care continuum, with particularly severe implications for post-acute organizations.

Many post-acute organizations such as CareMeridian may see continued challenges in maintaining occupancy levels and containing costs. Cost containment may be an issue as preparation for COVID-19 cases may necessitate earlier transfers of eligible patients from hospitals to free up beds thus creating a surge in COVID-19 patients. Such transfer patients may be more critical in nature than the current patient population and could require an intensive use of resources.

CareMeridian's post-acute care facility patients are all high-risk individuals and require mandatory 24/7 care to avoid infection because they are at increased risk for COVID based on their health condition. Most of CareMeridian's patients have a tracheotomy and/or on a ventilator and cannot care for themselves, therefore are dependent on the Company's frontline workers to care for them 100% of the time. To meet these increased challenges CareMeridian has put into place new

programs and training for current and newly hired staff to help manage the increased attention to patient care due to COVID.

Training Plan / Curriculum

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

Other Titles/COVID Training Bundle: Training will be offered to all occupations on COVID Related Process changes, COVID Related Patient Care Skills, Documentation Skills, Patient Experience/Advanced Customer Service and Process/Quality Improvement Procedures.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Human Resource Department Director will have project oversight of including scheduling enrolling, tracking training hours and meeting with staff. In addition, the Company has assigned an administrative assistant at each facility coordinating training. CareMeridian has retained an administrative contractor to assist with administrative duties and has a detailed training plan in place.

Record Keeping

Due to COVID-19, CareMeridian will use an approved alternate recordkeeping.

Impact/Outcome

With the onset of the COVID-19 pandemic, the safety of CareMeridian's workforce and customers has become of paramount concern to CareMeridian and much of the ETP training will be designed to train employees to work in a new environment while still delivering on CareMeridian's commitment to excellence.

It is critical for CareMeridian to provide supplemental skills to its frontline workforce to allow them to be successful in the rapidly changing healthcare industry and adapt to the changing needs of the community and its patients during the COVID pandemic.

Commitment to Training

CareMeridian's training budget for its California facilities is approximately \$150,000 for 2020/2021. Training includes anti-harassment, diversity, basic computer skills, basic job skills training, and new employee orientation. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

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 \$ %
18CS-0157	Irvine	12/18/17- 12/17/19	\$281, 200	\$191,146 (68%)

CareMeridian reports it did not have a full understanding of the ETP process and requirements. In addition, the last application was developed and initially managed in the ETMS system, which was very difficult to manage and very inefficient on both ends.

The Company was also initially very conservative in the training hours they documented and reported to avoid submitting ineligible training for reimbursement. Once an administrative contractor was hired to assist CareMeridian, it revised its processes going forward to ensure all eligible training was documented and reported to ETP.

CareMeridian has spent considerable amount of time during the term of the previous contract educating the organization on how to complete rosters and ensure eligible training is tracked accurately. This process has been integrated into its formal training processes and will facilitate a more successful project. Additionally, CareMeridian retained an experienced administrative contractor to assist with project Development and Administration to help keep the project on track.

DEVELOPMENT SERVICES

Training Funding Partners in Irvine assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum**Class/Lab Hours& E Learning****4-4**

Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- Business Process Skills
- Cross-Training Skills
- Communication Skills
- COVID Related Process Changes
- COVID Related Patient Care Skills
- Documentation Skills
- Improved Manufacturing Processes
- Patient Experience/Advanced Customer Service
- Process/Quality Improvement Procedures

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Central Valley Training Center, Inc.

Contract Number: ET21-0229

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Fresno, Merced, Sacramento, San Joaquin, Stanislaus, Tulare	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 524	U.S.:524	Worldwide: 524
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$160,000

Total ETP Funding
\$160,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Job Creation Initiative SET COVID	Other Titles (COVID Training Bundle)	80	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

Post-Retention Wage is Contractual Wage

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		1
		1
Instructors		31
Job Development Staff		8
Program Operation Staff		7
RAPID Response Staff		26
		3
		3

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1982 and headquartered in Stockton, Central Valley Training Center, Inc. (CVTC) (www.cvtcinc.com) provides behavioral management services to intellectually disabled individuals. CVTC was one of the first companies in California to offer day programs to intellectually disabled individuals. The Company has 11 locations: Stockton (4), Sacramento (1), Fresno (3), Merced (1), Modesto (1), and Visalia (1). All locations will receive training under this proposal. This is CVTC's third ETP Contract and the third in the last five years.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

CVTC employs Veterans and actively recruits Veterans through the San Joaquin County WorkNet.

Retrainee - Job Creation

CVTC is expanding operations with the addition of a RAPID mobile crisis response service. RAPID is quickly expanding due to demand and requires the Company to hire RAPID Response Staff and additional staff to help support the program and clients. CVTC is also hiring additional staff to meet the demand of services in the communities they serve. The Company will hire 80 new employees (Job Number 1). 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.

PROJECT DETAILS

Training Plan / Curriculum

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

Social Distancing, Transportation Protocol, Health Screens, Cleaning and Disinfecting, and Infection Control.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Commitment to Training

The current annual training budget is approximately \$20,000 per facility. Most of the training is for new hire orientation, general safety, and efficient processes.

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

➤ Training Infrastructure

Training will be provided by qualified in-house trainers. Department Managers will collect and review the ETP rosters. The Contract will be overseen by the Chief Operating Officer and the Training Coordinator. In addition, the HR Coordinator and the Payroll Manager will assist with enrolling trainees and reviewing the rosters. CVTC has also retained the services of a third-party administrator who has extensive ETP experience to assist with the administration.

High Unemployment Area

Approximately 48 trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in San Joaquin and Tulare counties are in an HUA.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0145	\$138,600	9/8/2020 – 9/7/2022	231	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked for potential earnings of \$0 (0% of approved amount). Training is occurring and the contractor is currently in the process of uploading hours.

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 \$ %
ET17-0350	Stockton, Fresno, Modesto, Merced, Visalia	12/9/2016 – 12/8/2017	\$99,792	\$76,876 (77%)

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Propel Consulting Group will also perform administrative services for a fee not to exceed 7% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- Alternative Communication Methods
- Cleaning and Disinfecting
- Curriculum Modification and Space Utilization
- Exposure and Mitigation
- Hand Hygiene
- Health Screens
- Infection Control
- Informed Decision Making
- New Hire Orientation
- Person Centered Thinking and Planning
- Personal Protective Equipment
- Remote and Alternative Services
- Reopening Rollout
- Self-Determination
- Social Distancing
- Supplies and Equipment
- Transportation Protocols
- Zoom Training

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
The El Camino Community College District Foundation
Contract Number: ET21-0218

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	MEC (H) Manufacturing (33) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$100,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	COVID SET Job Creation	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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 up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurse		35
Licensed Vocational Nurse		5
		8
		12
Certified Nurse Assistant		20
Production Staff, Clerk		5
Shop Lead, Maintenance Staff, Technician		3
Quality Control Staff, Inspector		3
Technical Support Staff, Customer Service Staff, Purchasing Staff, Coordinator		1
		1
Supervisor, Forman, Manager		2
		1
Warehouse Staff, Driver		4

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1946, The El Camino Community College District Foundation (El Camino CCD) is a two-year community college offering academic and vocational education programs. El Camino CCD established the Business Training Center for Customized Training (www.businessassist.org) to advance California's economic growth and global competitiveness through education, training, and services contributing to workforce development, technology

deployment, and business development. Located in Hawthorne, El Camino CCD Business Training Center provides customized training, workshops, and technical assistance to employers.

This is El Camino CCD's twenty-fifth ETP Contract, and ninth in the last five years, including AB118 funded projects, one included in this month's December Panel Agenda.

El Camino CCD's active project (ET20-0171) currently serves employers who are not part of this COVID Pilot proposal, specifically designated to fund COVID Pilot participating employers.

Special Employment Training

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

- **Wage**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although there is no separate Veterans component in this project, participating employers regularly employ Veterans through their normal hiring practices.

Retrainee-Job Creation

Participating employers will hire/rehire 100 employees across all occupations. 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 recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the employer is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

PROJECT DETAILS

The purpose of this project is to rapidly support employers and workers in the healthcare and food supply chain that have been severely impacted by the COVID-19 pandemic. Due to the devastating effects of mandated stay-at-home orders over the past several months, employers now need to train newly hired staff following mass layoffs and furloughs caused by the pandemic. This project will support industries that are critical to the health and welfare of Californians and the ongoing efforts to reopen of the economy.

Training Plan / Curriculum

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

Other Titles/COVID Training Bundle: Training will be offered to all occupations. Training will focus on COVID-19 related safety. The proposed curriculum is designed to support a safe, clean work environment and mitigate the risk of further community spread of the Coronavirus.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

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.

Commitment to Training

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

➤ Training Infrastructure

The Director of the Center for Customized Training will oversee administration of this project. El Camino CCD has a Coordinator of ETP Programs, an Administrative Assistant, and a Recruiter to assist with marketing/recruitment, needs assessments, scheduling, and tracking of training hours. As a repeat contractor, these staff members have years of experience with ETP's administration and recordkeeping requirements.

Training will be conducted at participating employers' worksites and provided by contractors with environmental health and safety expertise. El Camino CCD has its COVID training plan in place and is prepared to begin training upon contract approval.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by El Camino CCD under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET20-0171	\$749,196	11/15/19 – 11/14/21	764	TBD	TBD

*ET20-0171 (standard project) - Based on ETP Systems, 6,151 reimbursable hours have been tracked for potential earnings of \$151,315 (20% of approved amount). To date, El Camino CCD has enrolled approximately 92% of the planned number of trainees and the Contractor projects final earnings of 100% based on training currently committed to by employers.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0101	Statewide	07/01/18 – 06/30/20	\$948,551	\$933,391 (98%)
ET17-0256	Statewide	11/07/16 – 11/06/18	\$949,480	\$899,308 (95%)
ET15-0427	Statewide	05/04/15 – 05/03/17	\$649,350	\$531,161 (82%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

Cerritos College in Norwalk will provide COVID Safety Training for an amount to be determined.

Additional training vendors may be identified during the Contract term.

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

4 - 4 Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- COVID-19 Safety Training

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: The El Camino Community College District Foundation CCG No.: ET21-0218

Reference No: 20-0764

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Alhambra Healthcare & Wellness Centre

Priority Industry? ☒ Yes ☐ No

Address: 415 S. Garfield Avenue

City, State, Zip: Alhambra, CA 91801

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 123

Total # of full-time company employees in California: 123

Company: Brighton Place San Diego

Priority Industry? ☒ Yes ☐ No

Address: 1350 Euclid Avenue

City, State, Zip: San Diego, CA 92105

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 100

Total # of full-time company employees in California: 100

Company: Brighton Place Spring Valley

Priority Industry? ☒ Yes ☐ No

Address: 9009 Campo Road

City, State, Zip: Spring Valley, CA 92077

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 80

Company: Bristol Farms

Priority Industry? ☒ Yes ☐ No

Address: 915 E. 230th Street

City, State, Zip: Carson, CA 90745

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: N/A

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 300

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: The El Camino Community College District Foundation CCG No.: ET21-0218

Reference No: 20-0764

Page 2 of 2

Company: Granite Hills Healthcare & Wellness Centre

Priority Industry? ☒ Yes ☐ No

Address: 1340 E. Madison Avenue

City, State, Zip: El Cajon, CA 92021

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 92

Total # of full-time company employees in California: 92

Company: Ivy Creek Healthcare & Wellness Centre

Priority Industry? ☒ Yes ☐ No

Address: 115 Bridge Street

City, State, Zip: San Gabriel, CA 91775

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 124

Total # of full-time company employees in California: 124

Company: Pasadena Healthcare & Wellness Center

Priority Industry? ☒ Yes ☐ No

Address: 2585 E. Washington Blvd.

City, State, Zip: Pasadena, CA 91107

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 142

Total # of full-time company employees in California: 142

Company: Pinegrove Healthcare & Wellness Centre

Priority Industry? ☒ Yes ☐ No

Address: 126 N. San Gabriel Blvd.

City, State, Zip: San Gabriel, CA 91775

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 123

Total # of full-time company employees in California: 123



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
Footprints Behavioral Interventions, Inc.
Contract Number: ET21-0227

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	COVID SET Job Creation Initiative Priority Rate Medical Skills Training	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, San Diego	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 87	U.S.: 156	Worldwide: 156
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$100,000

Total ETP Funding
\$100,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET COVID	Other Titles (COVID Training Bundle)	50	4-4	0	\$2,000	\$18.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Behavioral Technician		20
		24
Clinical and Behavioral Treatment Analyst		2
		2
		1
Administrator		1

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Footprints Behavioral Interventions, Inc. (FBII) (www.AutismFootprints.com) works with individuals with autism by providing behavioral services of early intervention through adulthood to help them develop and attain skills that will enable them to participate in family and community life. The Company works with patients, their parents and caregivers to improve the core deficits associated with an individual's disorder in communication, social interaction and challenging behavior in the natural environment. FBII's approach integrates behavioral and developmental intervention practices delivered by a multidisciplinary team of licensed and unlicensed behavioral health treatment specialists that include clinical psychologists, marriage and family therapists, and behavior analysts. Treatment methods are consistent with the evidence-based practices outlined by The National Professional Development Center on Autism, Autism Evidence-Based Practice Review Group, and Autism Standards Project.

FBII serves patients referred by the federal, state, and private health industry that include Tricare, Regional Centers, Medicaid, Anthem Blue Cross, Aetna, Humana, Cigna and Kaiser Permanente.

This is FBII's first ETP Contract. The Company has seven locations worldwide, two in California. FBII's Santa Ana and San Diego employees will participate in the ETP-funded training.

Veterans Program

FBII employs a number of Veterans at its California sites. The Company does not have a formal Veterans outreach program; however, all qualified Veteran candidates are encouraged to apply for positions through the normal company hiring policy.

Retrainee - Job Creation

Due to the continued increase of autism cases over the last 15 years, the need for treatment and intervention services has created a shortage in the supply of providers to support this need. The shortage resulted in longer waiting period before treatment providers become available to patients. To meet this challenge, FBII will hire and train new graduate providers who undergo extensive training and coaching program designed to prepare them to effectively serve patients.

In this COVID Pilot proposal, FBII will hire 50 employees in newly-created positions in Job Number 1. The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of contract.

PROJECT DETAILS

Training Plan / Curriculum

Training will be delivered via Class/Lab and E-Learning delivery methods.

COVID Training Bundle: Training will be offered to all occupation. Training in COVID-19 that include courses in COVID Safety Training, Personal Protective Equipment, Diversity and Cultural competence and Medical Skills.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- **Wage**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

FBII's Director of Operations will be responsible for overseeing all aspects of the contract and will lead a team of four staff members who will provide training and manage internal administration. FBII has a detailed training schedule in place and is ready to begin training upon Panel approval. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

Commitment to Training

FBII spends approximately \$10,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the past has been both company-wide and job specific. The Company is committed to training its staff upon completion of the ETP program. Training will continue to be offered to staff members to ensure competency within the company and provide high-level healthcare to patients.

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.

Record Keeping

The Company will use an ETP approved alternative recordkeeping process for this project.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Refund Group in Anaheim assisted with development at no cost.

ADMINISTRATIVE SERVICES

Training Refund Group 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**

4 – 4 Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- COVID Safety Training
- Personal Protective Equipment
- Diversity and Cultural Competence Training
- HIPAA and Confidentiality
- Annual Policy Review
- Advance Directive
- Patient Rights
- Exposure Control Plan & Illness Policy
- Incident Reporting Policy
- Patient Grievance Procedure
- Fraud, Waste & Abuse Policy
- Basic Life Support
- Blood-borne Pathogens
- Mandated Reporter Training
- Nonviolent Crisis Intervention Flex Training
- Autism Core Knowledge
- Principles of Applied Behavior Analysis
- Principles of working with Autism Effectively
- Treating Individuals with Challenging Behaviors
- Data Collection and Evaluation
- Positive Behavior Supports
- Discrete Trial Teaching
- Person Centered Planning
- Functional Analysis
- Philosophy, Values and Advocacy
- Legal and Ethical Considerations
- Understand Autism-CSD's Approach
- Understanding Autism
- Let's Focus on Relationships
- Behaviors
- Coping Skills
- Interdisciplinary Approach
- Treatment Priorities and Focus of Treatment
- Case Assignments
- Preparing for Session(s)
- Your First Session(s)
- Later Sessions
- Session Planning
- Writing Session Notes
- Objective vs. Subjective Language Practice
- Session Note Practice
- Session Note Template and Visual Guide

- Debriefing
- Collecting Client Signatures-Post Conversion
- Modification Requests

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Foster Poultry Farms

Contract Number: ET21-0211

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Manufacturing (E) Agriculture (11) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Merced, Fresno, Tulare, Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 630		
Number of Employees in:	CA: 9,800	U.S.: 14,000	Worldwide: 14,000
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$215,000

Total ETP Funding
\$180,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Contract Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID SET HUA	Other Titles (COVID Training Bundle)	90	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administration		18
		5
Maintenance		24
		5
Warehouse		2
		4
Quality Control		9
		2
Front-Line Supervisors		3
		4
Engineering		1
Sanitation		9
Environmental Services		1
Veterinary/Vaccination		2
Medical Services		1

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1939 and headquartered in Livingston, Foster Poultry Farms (Foster Farms) (www.fosterfarms.com) is the largest poultry producer in the Western United States. The Company's farms grow, process, package, and ship its products to grocery stores and restaurants throughout the United States. Products includes fresh chicken, chicken and turkey deli products, frozen appetizers, franks and corn dogs. Training under this proposal will be delivered at the Company's headquarters in Livingston as well as its facilities in Fresno, Porterville, Compton and Turlock.

This is Foster Farms' fifth ETP Contract and the fourth in the last five years.

Union Support

Maintenance, Sanitation, and Warehouse workers are represented by Teamsters Local Union No. 630. The union has submitted a letter of support for this training project. There will be a total of 25 Maintenance, Sanitation and Warehouse workers from the Company's site in Los Angeles County training under this Project.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although the Company does not have a Veterans' component in this project, Foster Farms actively recruits the Veteran workforce by attending job fairs such as: Hire a Vet Job and Resource Fair, Tulare County Veterans Opportunity Day, and America's Job Center Resource and Job Fair.

Retrainee - Job Creation

Foster Farms is committed to growth in the Company as market share expands and demand increases. This growth will require extensive onboarding and training of new workers. Foster Farms is committed in training all new hires in COVID protocol training as it secures a safe work environment for all employees. The Company will hire 90 new employees. 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.

PROJECT DETAILS

Training Plan / Curriculum

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

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

COVID related safety training that include courses in COVID Protocols, COVID Signs and Symptoms, Environmental Health and Safety, Personal Protective Equipment, Personal Hygiene, Social Distancing, Food Product Safety, Poultry Processing Overview, Workplace Sanitation, Remote Working, Production Equipment-Safe Operation and Preventative Maintenance.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Training and Organizational Development Staff will be responsible for program oversight and communication with ETP. The Vice President of Human Resources will oversee all administrative responsibilities, including enrollment, recording, tracking, scheduling training, securing ETP rosters, verifying training and retention completion and ensure compliance with all ETP requirements.

Strategic Business Solutions, LLC will assist with the implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house experts and vendors as needed.

Commitment to Training

Foster Farms commits approximately \$300,000 annually for each facility and includes state-mandated safety training, equipment maintenance and installation and sales training. The Company utilizes in-house subject matter experts to conduct training. Moving forward, Foster Farms intends to significantly increase the number of training experts specializing with equipment upgrades to deliver more 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.

Electronic Recordkeeping/LMS

Staff has reviewed and approved Foster Farm's Learning Management System – Red Vector-Convergence for recordkeeping.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0222 (Critical Proposal)	\$553,150	12/23/19- 12/22/21	630	7	0

Based on ETP Systems, 5,334 reimbursable hours have been tracked for potential earnings of \$122,682 (22% of approved amount). Training is ongoing and the Contractor is currently uploading hours. The Contractor projects final earnings of 100% based on training currently in progress through September of 2021.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0170	Livingston, Fresno, Turlock, Compton	2/24/18-2/23/20	\$683,550	\$593,243 (87%)
ET16-0284	Livingston, Fresno, Turlock, Compton	2/1/16-1/31/18	\$249,840	\$201,850 (81%)

DEVELOPMENT SERVICES

Strategic Business Solutions in Visalia assisted with development for a flat fee of \$8,250.

ADMINISTRATIVE SERVICES

Strategic Business Solutions will also perform administrative services for a fee of 10% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- COVID Protocols
- COVID Signs and Symptoms
- Environmental Health and Safety
- Food Product Safety
- Personal Hygiene
- Personal Protective Equipment
- Poultry Processing Overview
- Production Equipment- Safe Operation
- Production Equipment- Preventative Maintenance
- Remote Working
- Social Distancing
- Workplace Sanitation

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

Lou Villalvazo
Secretary-Treasurer

Frank Afoa
President



October 15, 2020

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand Foster Farms is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:
(25)

630 GENERAL LABOR LVL 1
630 GENERAL LABOR LVL 2
630 SANITATION (1st and 2nd shift)
630 OPERATOR
630 COOK ASSISTANT
630 COOKER OPERATOR
630 SANITARIAN-LAUNDRY-FACILITY
630 PACKAGING OPERATOR
630 CORN LINE OPERATOR
630 SPICE ROOM
630 MASTER COOK
630 MASTER WAREHOUSEMAN
630 FORKLIFT OPERATOR
630 SANITATION (3rd shift)
630 TRAINER
630 MASTER SANITARIAN
630 GROUNDS MAINTENANCE
630 PARTS CLERK
630 MECHANIC B
630 MECHANIC A
630 TECHNICIAN
630 LEAD OVER MASTER UNSUP
630 LEVEL 1 LEAD
630 LEVEL 2 LEAD
630 LEVEL 3 LEAD
630 LEVEL 4 LEAD
630 LEVEL 5 LEAD
630 LEVEL 6 LEAD

Food, Industrial and Beverage Warehouse, Drivers and Clerical Employees Union - Los Angeles and Vicinity
750 S. Stanford Avenue / Los Angeles, California 90021-1416
(213) 627-2178 / Fax (213) 627-0846



Training Courses/Plan:

CONTINUOUS IMPROVEMENT

COVID Bundle (Protocols, Personal Protective Equipment Personal Hygiene, Social Distancing)

Food Product Safety

MANUFACTURING SKILLS

Poultry Processing Overview

Workplace Sanitation Best Practices

Production Equipment Safe Operation and Maintenance

The Union Teamsters Local Union No. 630 with respective Local(s) has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

Lou Villalvazo
Secretary-Treasurer

Frank Afoa
President



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

Sincerely,

OSCAR RUIZ

Divisional Representative
Teamsters Local 630
750 S. Stanford Ave.
Los Angeles CA 90021





COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Fowler Packing Company, Inc.

Contract Number: ET21-0213

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Agriculture (B) Manufacturing (33) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 550	U.S.:550	Worldwide: 550
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation Initiative SET COVID Retrainee Priority Rate	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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
 \$2.00 per hour may be used to meet the Post-Retention Wage

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		2
		3
Accounting Staff		1
		5
		2
Sales Staff		2
		3
		7
Shipping Staff		20
		3
		2
Production Staff		23
		2
Maintenance Staff		3
		7
		2
Quality Control Staff		7
		6

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training

Founded in 1950 and headquartered in Fresno, Fowler Packing Company, Inc. (Fowler Packing) (www.fowlerpacking.com) is a three-generation, family-owned grower, packer and shipper of fresh produce. The Company processes 15 million boxes of citrus and 7 million boxes of stone fruit and table grapes per year, of which two-thirds are grown by the Company. Customer base includes small and large retailers, such as Costco and Wal-Mart. Training will take place at the Company's Fresno facility.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veteran's component Fowler Packing values the Veteran workforce and recruits Veterans at any opportunity.

Retrainee - Job Creation

As a result of the COVID pandemic, Fowler Packing has implemented multiple preventative measures that include social distancing and staggered schedules. Fowler Packing is also increasing business capacity and increasing production output due to demand on packing lines. As a result, the Company will hire 100 new employees (Job Number 1). 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.

PROJECT DETAILS

Fowler Packing is an essential business that continues to be in full operation in light of the COVID-19 global pandemic. The Company has taken steps such as staggered schedules, social distancing, and PPE care to keep its employees safe during this time. As a result of the added precautions and the staggered schedules along with keeping up with consumer demand; the Company is planning to add to their workforce. The new employees need to be trained on the COVID precautions and manufacturing processes in order to create a safe and seamless transition into Fowler's workforce.

Training Plan / Curriculum

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

COVID related safety training that include courses in Social Distancing, PPE Usage, Hand Hygiene and Cold Storage.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Commitment to Training

Fowler Packing has an annual training budget of approximately \$35,000 for their Fresno training facilities. The Company utilizes subject matter experts within the Company to conduct training. Moving forward, the Company intends to significantly increase the number of subject matter experts specializing with equipment upgrades to deliver more training. The training budget includes state-mandated safety training, equipment maintenance and installation, food safety and security, and sales training.

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

➤ Training Infrastructure

The Vice-President of Human Resources will oversee this project with assistance from the Human Resources staff and the Safety training staff. This team will be responsible for enrollment, recording, tracking, scheduling training and securing ETP rosters. The Company had added staff to the HR and Training team to prioritize training within the organization. The team will be focused on delivery and documenting training.

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 \$ %
**ET19-0151	Fresno	8/6/2018- 11/3/2020	\$198,900	\$92,274 (46%)
*ET16-0210	Fresno	11/1/2015- 10/31/2017	\$348,750	\$229,923 (66%)

****ET19-0151:** Based on ETP Systems, 3,549 reimbursable hours have been tracked for potential earnings of \$92,274 (46% of approved amount). Due to reduced staff in the Fowler Packing HR and Training department during the contract period, the IT department administered training program and was not able to organize and facilitate training the way Fowler Packing intended at the contract's start date. Recently, the Company has added staff to the HR and Training department which will enable the Company to improve performance with the new contract. With a team of eight, the HR and Training department will be focused on execution and delivery of training.

***ET16-0210:** Training payment earned was hindered by customer reprioritization. The Company had to shift time and focus on the sudden increased demand for production, preventing the consistent delivery of training. Fowler Packing has adjusted its training infrastructure to adapt to unexpected production demands while successfully delivering training.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- Accounting
- Box Forming Equipment
- Communication Skills
- Cold Storage
- Effective meetings
- Food Safety
- Forklift Certification
- Hand Hygiene
- Inventory Control
- PPE usage
- Receiving Process
- Safe Working Conditions
- Safety Leadership
- Social Distancing
- Supply Chain Management

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
Greater San Fernando Valley Chamber of Commerce
Contract Number: ET21-0242

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	MEC (H) Manufacturing (33) Healthcare (62) Agriculture (11) Construction (23) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$100,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee - Job Creation SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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 up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administration Staff		10
		10
Operator		10
		10
Production Worker		10
		10
Engineer		6
Shop Lead		10
Customer Service Staff		7
Technician		10
Manager/Supervisor		7

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1911 and located in Van Nuys, the Greater San Fernando Valley Chamber of Commerce (the Chamber) (www.sanfernandovalleychamber.com) is a nonprofit membership organization dedicated to providing business education, networking opportunities, advocacy, and community improvement. The Chamber maintains partnerships with community organizations in a shared commitment to stimulate a diverse and strong economic climate.

The Chamber works with a broad spectrum of employers representing industries including manufacturing, transportation, healthcare, aviation, automotive, service, and retail. The Chamber provides business assistance resources through professional counseling, entrepreneurial training, specialized business courses, labor law seminars, and access to capital workshops. This will be the Chamber's fourth ETP Contract, and the fourth in the last five years.

Retrainee-Job Creation

Participating employers will hire/rehire 100 employees across all occupations. 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 recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the employer is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although there is no separate Veterans component in this project, the Chamber works directly with local organizations that focus on Veteran needs. In addition, participating employers regularly employ Veterans through their normal hiring practices.

PROJECT DETAILS

Due to the devastating impact of COVID-19, nearly all businesses are facing economic losses. Businesses under mandatory change-in-service guidelines are being severely impacted. Companies have to adapt to the "next normal" with increased innovation and fast adoption of new requirements and business models. Companies have had to alter their business structure, job composition, and institute processes that minimize human contact between consumers and workers.

Since the onset of the pandemic, the Chamber has viewed itself as a first responder to the business community. The Chamber's resources will play a key role in helping businesses rebound successfully by stabilizing their operations and rebuilding their workforce. The proposed training will be tailored to each company's needs and integrate COVID-19 related health and safety measures with business skills, continuous improvement techniques, and software technology. The Chamber will target participating employers operating in industries deemed priority under the COVID Pilot program guidelines.

Training Plan / Curriculum

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

COVID Training Bundle: Training will be offered to all occupations. Training will focus on COVID-19 related safety, process improvements, business innovation and structural changes, best practices, and resource management. The proposed curriculum is designed to support a safe, efficient work environment and mitigate the risk of further community spread of the Coronavirus.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Tuition Reimbursement

The Chamber 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.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Most companies provide job-specific skills and informal on-the-job training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Chamber's CEO and one staff member will oversee project administration including scheduling, enrollment, attendance tracking, and documentation. The Chamber has also retained an administrative consultant to ensure that all training meets ETP requirements. Training will be conducted at participating employers' worksites and will be delivered by specialized training vendors with well-established relationships with the Chamber.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by the Chamber under active ETP Contracts:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET21-0118	\$599,440	07/01/20 – 06/30/22	508	94	0
**ET20-0112	\$749,300	08/05/19 – 08/04/21	635	547	547

*ET21-0118 - Based on ETP Systems, 6,560 reimbursable hours have been tracked for potential earnings of \$161,245 (27% of approved amount). To date, the Chamber has enrolled approximately 20% of the planned number of trainees and the Contractor projects final earnings of 100% based on training currently committed to by employers.

**ET20-0112 - Based on ETP Systems, 32,432 reimbursable hours have been tracked for potential earnings of \$797,179 (106% of approved amount). To date, the Chamber has earned \$708,914 (95%) and the Contractor anticipates final earnings of 100%.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0136	Statewide	10/30/17 – 10/29/19	\$603,464	\$580,886 (96%)

DEVELOPMENT SERVICES

DLI & Associates LLC in San Juan Capistrano assisted with development at no cost.

ADMINISTRATIVE SERVICES

DLI & Associates LLC will also perform administrative services for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

The following vendors have been retained to provide training for an amount to be determined:

Custom Corporate Communications (Redondo Beach) – Quality Engineering Training
Western Training Group (Playa Del Rey) – Business and Computer Skills related Training

Other trainers will be identified as they are retained.

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

4 - 4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- COVID-19 Safety Training
- Business Writing Skills
- Communication Skills
- Customer Service
- Sales Skills
- Social Media Marketing
- Project Management
- Leadership Skills
- Finance for Non-Finance People
- Goal Setting
- Managing Change
- Performance Management Skills
- Problem Solving
- Team Building
- Time and Priority Management
- E-Commerce
- QuickBooks and Accounting Software
- Search Engine Optimization (SEO)
- Social Media Networking Training
- Advanced Microsoft Office Suite (Word, Excel, Access, PowerPoint)
- ISO Auditor Training
- Quality Engineering
- Six Sigma
- Statistical Process Control Team Building
- Lean Enterprise
- Lean Manufacturing
- Lean Office
- Kaizen 7S
- Process Improvement
- Process Mapping
- Problem Solving
- Root Cause Analysis
- Set Up Time Reduction

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Greater San Fernando Valley COC
Reference No: 20-0691

CCG No.: ET21-0242
Page 1 of 1

ALPHABETIZE BY COMPANY NAME

Company: Bree Engineering Corp

Priority Industry? ☒ Yes ☐ No

Address: 1275 Stone Drive

City, State, Zip: San Marcos, CA 92078

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 22

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

Company: Comfort Keepers

Priority Industry? ☒ Yes ☐ No

Address: 4420 Rainer Ave #202

City, State, Zip: San Diego, CA 92120

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 1500

Total # of full-time company employees in California: 234

Company: Kush Alley Inc.

Priority Industry? ☒ Yes ☐ No

Address: 16733 Schoenborn St.

City, State, Zip: North Hills, CA 91343

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 70

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

Company: Micro Precision Swiss LLC

Priority Industry? ☒ Yes ☐ No

Address: 3233 W. Harvard Street

City, State, Zip: Santa Ana, CA 92704

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 1500

Total # of full-time company employees in California: 200



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: In STEPPS, Inc.

Contract Number: ET21-0244

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: S. Bailey

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative Medical Skills Training SET	Industry Sector(s):	Other (J) Healthcare (62) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 160	U.S.: 160	Worldwide: 160
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID Medical Skills Training SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Post-Retention Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Board Certified Behavior Analyst		20
		2
Therapist		10
		45
		5
Case Manager		12
		6

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2010, In STEPPS, Inc. (In STEPPS) (www.instepps.com) provides treatment, training, and support to children with autism and other developmental disabilities. The Company's services encompass individualized behavior therapy for students with Autism Spectrum Disorder, developmental disabilities and delays, and other diagnoses such as Attention-Deficit/Hyperactivity Disorder or Anxiety Disorders. Other services include social skills teaching in the natural environment, social skills in groups, school support, parent support and education, workshops for parents, summer camps, and onsite training and coaching in Pivotal Response Treatment for professionals.

The proposed training plan will target workers at the Company's three California facilities located in Irvine (headquarters), Vista and Los Angeles.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

While In STEPPS does not have a dedicated recruitment program for Veterans, the Company is committed to hiring and retaining Veterans through Southern California.

Retrainee - Job Creation

In this proposal, In STEPPS will hire 100 staff to address the shortage of trained personnel in the field of behavioral science. The Company has hired 50 new staff in the last few months and anticipates hiring 125 new staff in 2021.

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.

PROJECT DETAILS

There is a short supply of skilled and experienced workers behavioral sciences field, specifically, workers skilled in dealing with patients that have autistic spectrum disorders. Finding qualified staff to meet patient needs has been difficult due to the personalized nature of care that takes place in patient homes and COVID 19. Currently, families that receive a diagnosis on the spectrum have to wait six months before beginning treatment. To that end, In STEPPS must rapidly on-board and train large numbers of inexperienced providers to meet the increased patient load from other facilities in the area shutting down due to COVID.

These newly hired trainees will go through a new rigorous training and coaching program designed to prepare them to effectively serve a patient population that can be incredibly difficult to engage. The new training program will include a “train-the-trainers” model program for clinical supervisors based upon current “implementation science” research. This unique training sequence provides staff with the gradual learning steps necessary to truly understand autism and creatively apply strategies and techniques to fit the needs of individual patients.

The training program will strengthen the capacity of staff to support the active engagement and skill development of patients with autism in treatment. Specifically, this training will: increase staff ability to understand and effectively address the complex communication, social, and behavioral challenges typically resulting from an autism spectrum disorder; and empower parents, family members and caregivers to help their children, teens and young adults become more motivated, independent, active participants in family and community life. The emphasis is on the integration and application of the new found skills and knowledge gained through the training program will ensure that staff can actively respond with exercises, discussion, role playing activities, video analysis, self-reflection exercises, live modeling and feedback to achieve success with patients.

Training Plan / Curriculum

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

Training Type will be “COVID Training Bundle”.

Other Titles/COVID Training Bundle: Training will be offered to all occupations on: Business Skills; Commercial Skills; Computer Skills; Medical Skills.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Director of Training will oversee the project with the assistance of the HR department, who will facilitate training across the three sites that will participate in the program. The Company has also retained an administrative third party to assist with project administration for the project.

Recordkeeping

Due to COVID19, In STEPPS will use an approved alternative recordkeeping.

Impact/Outcome

ETP training will help the Company provide staff with the skills necessary to provide specialized care to all its patients. Staff will have the tools necessary to respond to unique demands whilst in the field working with patients. Patients will then be able to establish and sustain peer relationships and to develop plans that will help them to succeed in important areas of life, making a difference not only in the patient's life but in the lives of the patient's family and friends.

Commitment to Training

This year, In Stepps has invested \$25,000 to implement a more targeted training plan that includes both initial staff on-boarding as well as continuous improvement for current staff. The new on-boarding program includes didactic training for a minimum of four weeks as well as preceptor training before newly hired staff can enter the field with patients of their own. The focus on newly hired staff will assist the Company to meet its current patient demands with skilled workers.

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.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0248	\$185,250	10/08/2018-1/07/2021	143	0	0

Based on ETP Systems, 9,008 reimbursable hours have been tracked for potential earnings of \$234,208 (Over 100% of approved amount). In Stepps has submitted final invoices for \$121,914 earned and earned in progress (65% of approved amount).

DEVELOPMENT SERVICES

Training Refund Group in Anaheim assisted with development at no cost.

ADMINISTRATIVE SERVICES

Training Refund Group 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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- ✚ Leadership Skills
- ✚ Team Building
- ✚ Interpersonal Skills
- ✚ Medical Writing
- ✚ Best Practices
- ✚ Autism Spectrum Disorder/Developmental Disabilities
- ✚ Introduction to Pivotal Response Treatment
- ✚ Introduction to Applied Behavior Analysis
- ✚ Applied Behavior Analysis Basics
- ✚ Function Based Interventions
- ✚ Behavior Reduction Strategies
- ✚ Visual Supports
- ✚ Skill Acquisition Strategies
- ✚ Expressive/Receptive Skills
- ✚ Task Analysis
- ✚ Discrete Trial Training
- ✚ Motivation, Shared Control
- ✚ Pivotal Response Treatment
- ✚ Naturalistic Development Behavior Interventions
- ✚ Maintenance, Generalizations
- ✚ Challenging Behaviors
- ✚ Crisis Plan
- ✚ Data Collection
- ✚ Pivotal Response Treatment Fidelity of Implementation
- ✚ Crisis Intervention Strategies
- ✚ Development Assessment for Young Children
- ✚ Intro to Parent Consultation
- ✚ Research Units in Behavior Intervention
- ✚ Parent Training Curriculum
- ✚ Early Start Supervision
- ✚ Providing Support & Feedback
- ✚ Clinical Evaluation
- ✚ Client Outcome Measurement
- ✚ Mentorship
- ✚ Functional Behavior Assessment
- ✚ Teaching Daily Living Skills
- ✚ Teaching Social Skills
- ✚ Teaching Functional Communication Training
- ✚ Practice Management Software

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for:

Kern Community College District

Contract Number: ET21-0207

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	COVID Retrainee Job Creation Initiative New Hire SET HUA	Industry Sector(s):	MEC (H) Manufacturing (33) Healthcare (62) Services (61,71,72,81,92) Construction (23) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total Funding Required:	\$107,940
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Job Creation Initiative SET COVID	Other Titles (COVID Training Bundle)	88	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			
2	New Hire SET COVID	Other Titles (COVID Training Bundle)	12	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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 up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
JOB NUMBER 1		
Clerk		3
		3
		2
Field Worker		3
		2
		2
Certified Medical Assistant		8
		3
		2
Maintenance Mechanic		1
		6
		2
Production Lead		1
		2
		1
Business Analyst		2
Machine Operator		1
		1

Administrative Assistant		4
		2
Dispatcher		3
		3
Emergency Medical Technician (EMT)		2
		2
Licensed Vocational Nurse		6
		2
Supervisor		2
		5
		2
Registered Nurse		8
Radiology Technician		1
		1
JOB NUMBER 2		
Clerk		2
		1
Field Worker		3
		3
Administrative Assistant		1
Machine Operator		2

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Kern Community College District (KCCD) (www.kccd.edu) was formed in 1968 to serve the communities of Kern Tulare, Inyo, Mono, and San Bernardino Counties through the programs of Bakersfield College, Porterville College, and Cerro Coso College. Governed by a locally elected Board of Trustees, KCCD's colleges offer programs and services that develop student potential and create opportunities to its diverse student population and regional need. KCCD also offer additional convenient, localized instruction at education centers in Delano, Bakersfield, Mammoth/ Bishop, Edwards Air Force, and Kern River Valley.

KCCD is eligible to contract with ETP under the Unemployment Insurance (UI) Code, Section 10205(c) as a training agency.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- **Wage**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veteran's component, all qualified Veteran candidates are encouraged to apply for positions with the participating employers through the normal company hiring policy.

Retrainee-Job Creation

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. Participating employers will hire and rehire 100 employees across all occupations. The recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the employer is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

PROJECT DETAILS

This will be KCCCD's 13th ETP Contract and the fifth within the last five years. The proposed training will be different from its current active project (ET20-0149), which focuses on upskilling of incumbent workers. In this COVID pilot project, training will focus on providing new hires and newly-hired individuals with specific workplace success skills (to prepare them to succeed in their new positions) and COVID safety protocols and guidelines. The COVID-19 pandemic resulted in layoffs and furloughs as employers face many challenges; however, operations are starting to stabilize and the workforce is beginning to increase.

This proposal will also include unemployed individuals for jobs in essential industries that have been substantially impacted by the COVID-19 pandemic. The proposed training will offer entry points into careers in healthcare, manufacturing, and other frontline occupations.

Under the COVID Pilot, KCCCD will provide training and/or placement with participating employers in the following sub-industries of: Healthcare; Pharmacies; Medical and Pharmaceutical Manufacturing; Measuring Device Manufacturing; Medical Equipment Manufacturing; Testing Laboratories; Agriculture; Food Manufacturing; Beverage Manufacturing; Soap and Toilet Paper Manufacturing; and Food and Beverage Stores.

Training Plan

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

Other Titles/COVID-19 Bundle: Training will be offered to all occupations on Workplace Success which will focus on company processes and procedures. New hire trainees will receive training in Job Readiness skills such as resume writing and interview preparation. Trainees will also receive training in Safe Environment which will cover COVID-19 Safety protocols and guidelines.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Curriculum Development

COVID-19 Bundle is limited to four hours designed primarily to provide job readiness skills to help trainees successfully gain and retain employment. KCCD keeps informed about employer needs through its community partnership with industry professionals and private employers. Participating employers and trainees also complete surveys to assess and measure the effectiveness of the training.

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**

KCCD's Executive Director of Economic and Workforce Development Programs will oversee the administration and implementation of this project. There will be three full-time staff members dedicated to marketing, recruitment, needs assessments, coordinating training delivery, and project administration. Training will be provided by KCCD instructors and/or participating employers.

Marketing

KCCD has a number of methods for conducting outreach and recruitment for its training programs which includes mailing of marketing materials and maintaining database of companies to advertise its programs; brochures and marketing software to reach targeted customers in its service areas; and working closely with past clients using employer and employee evaluations to determine training needs.

KCCD partners with the Kern Economic Development Council, local Workforce Investment Boards, and the Kern Building Trades Council who provides referrals and recruitment support. For New Hire recruitment and outreach, KCCD will also utilize its partners at the Employers' Training Resource, Bakersfield Kern Homeless Collaborative, and One-Stop Centers.

Tuition Reimbursement

KCCD 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.

High Unemployment Area

Some trainees in Job Numbers 1 and 2 may work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. Participating employer locations of employers in Kern, Los Angeles, Riverside, San Bernardino, Fresno, and Ventura Counties are in an HUA.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by KCCD under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0149	\$1,799,699	12/10/18 – 03/09/21	863	0	0

Based on ETP Systems, 17,130 reimbursable hours have been tracked for potential earnings of \$421,398 (62% of approved amount).

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0139	Statewide	10/30/17 – 10/29/19	\$581,344	\$557,694 (96%)
*ET16-0232	Statewide	10/26/15 - 10/25/17	\$947,826	\$605,536 (64%)
ET15-0246	Statewide	09/02/14 - 01/01/16	\$749,221	\$677,419 (90%)

*ET16-0232 - The low performance was due to commitment from two large participating employers that did not materialize and there was not enough time in the contract to recruit new employers. In addition, there were staffing issues which failed to provide adequate oversight in the administration of this contract. KCCD has since taken corrective action by designating a team to closely monitor the ETP contracts, including employer recruitment. KCCD has shown good performance in their succeeding ETP contracts.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

4-4

Trainees may receive any of the following:

OTHER TITLES

COVID-19 Bundle

- Workplace Success
- Safe Environment

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Kern Community College District

CCG No.: ET21-0207

Reference No: 21-0037

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ALPHABETIZE BY COMPANY NAME

Company: Bakersfield Family Medical Center

Priority Industry? ☒ Yes ☐ No

Address: 4560 Calif. Ave. Suite 430

City, State, Zip: Bakersfield, CA 93309

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 360

Total # of full-time company employees in California: 360

Company: Hacienda Heights Healthcare & Wellness Centre, LP

Priority Industry? ☒ Yes ☐ No

Address: 1311 E Date Street

City, State, Zip: San Bernardino, CA 92404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 8

Total # of full-time company employees worldwide: 115

Company: Hacienda Heights Healthcare & Wellness Centre, LP

Company: Nestle / Dreyers Ice Cream

Priority Industry? ☒ Yes ☐ No

Address: 7301 District Blvd.

City, State, Zip: Bakersfield, CA 93312

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 2,500

Total # of full-time company employees in California: 1,500

Company: Tasteful Selections LLC

Priority Industry? ☒ Yes ☐ No

Address: 13003 Di Giorgio Road

City, State, Zip: Arvin, CA 93202

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 119

Total # of full-time company employees in California: 119

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Kern Community College District

CCG No.: ET21-0207

Reference No: 21-0037

Page 2 of 2

Company: Wonderful Orchard

Priority Industry? ☒ Yes ☐ No

Address: 6801 E. Lerdo Highway

City, State, Zip: Shafter, CA 93263

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 850

Total # of full-time company employees in California: 800



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
KND Real Estate 40, LLC dba Kindred Paramount
Contract Number: ET21-0234

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET Medical Skills Training HUA	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 4,800	U.S.: 38,300	Worldwide: 38,300
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution
\$210,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$23.26
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurses		30
Licensed Vocational Nurse		8
		5
Technicians		10
New Graduate Nurse		47

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2018, KND Real Estate 40, LLC dba Kindred Paramount (KND), is part of Kindred Healthcare. Kindred Healthcare is a post-acute healthcare services company that operates long-term acute-care hospitals and provides rehabilitation services across the United States. Kindred Healthcare's headquarters and support services center are located in Louisville, Kentucky.

KND is a 177-bed transitional care hospital located in Paramount. The facility offers the same in-depth care patients receive in a traditional hospital, but KND's patients are by physician referral due to the need for an extended recovery period.

Kindred also has a Retrainee and Retrainee Job Creation project going to this month's December Panel (Contract amount \$456,320). Some Job Creation trainees in this project may participate in the COVID Pilot project, as concurrent enrollment is allowed under the COVID Pilot Guidelines. New graduate nurses at Kindred hospitals typically receive 500 hours of training over their first

year, and other new hires receive an average of 30 to 40 hours of specific job related skills as part of the core program. Training in this project consists of four hours of COVID specific instruction, and will not duplicate training received in KND's project focusing on core training.

Special Employment Training

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

➤ Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

➤ Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veteran's component, KND hires and employees Veterans.

Retrainee - Job Creation

As a result of the COVID pandemic, KND lost frontline staff, however, now anticipates hiring 100 additional employees to address the expected influx of patients requiring care related to the ongoing COVID crisis; while handling patients with other ailments.

During the initial stages of the COVID pandemic, KND experienced a reduction in workforce due to stay-at-home orders mandated by the state; along with the need to limit many patient procedures, medical exams and testing. During this time, over 40 Nurses and Technicians did not return to KND, as they were in a high risk category. Some of the employees opted for an earlier than expected retirement due COVID high risk factors.

Training will focus on newly hired staff and returning furloughed employees. Caring for COVID patients is different than other types of long term care. This adds to the need to hire additional staff and provide training which will include hospital protocols; as well as new and updated COVID related safety processes and procedures.

PROJECT DETAILS

Training Plan/Curriculum

Training will be delivered via Classroom/Laboratory or E-Learning by in-house experts in the following:

Other Titles (COVID Training Bundle): Training will be offered to all occupations on COVID related business and safety guidelines, protocols and processes for patients, customers and staff. The course topics are specific to COVID related issues such as Face Masks, Hand Washing and Temperature Checks, Pandemic Awareness and Action, Continuity Plans and Bloodborne Pathogens.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ **Training Infrastructure**

KND has already started the hiring/rehiring process and is ready to begin training upon approval. The Director of Nursing and Clinical Services will oversee this program. Additional assistance will be provided by the Education Coordinator who will oversee project administration and scheduling. The Company has also retained a third-party administrator to assist with the administration of this project.

Recordkeeping

Due to COVID-19, KND will use an approved alternative recordkeeping system.

Commitment to Training

KND's training budget for the Paramount location is approximately \$80,000 per year and includes new-hire staff orientation, diversity, sexual harassment prevention, safety, vocational and basic skills training. ETP funds will not displace the existing financial commitment to training.

High Unemployment Area

Trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. Kindred Paramount's location in Los Angeles County is in an HUA.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Refund Group in Anaheim assisted with development for a flat fee of \$8000.

ADMINISTRATIVE SERVICES

Training Refund Group 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/Videoconferencing Hours**

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Bloodborne Pathogen Awareness
- Business Process Skills
- Cross-Training Skills
- Communication Skills
- COVID Related Process Changes
- COVID Related Patient Care Skills
- COVID Related Safety
- Documentation Skills
- Continuity Plans
- Face Masks, Hand Washing, Temperature Checks
- Pandemic Awareness and Action
- Pharmaceutical Tablet Testing Equipment
- Process/Quality Improvement Procedures

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



Training Proposal for:
Long Beach Area Chamber of Commerce

Contract Number: ET21-0249

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	MEC (H) Construction (23) Services (61,71,72,81,92) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Alameda, Kern, Los Angeles, Orange, Riverside, San Bernardino, Santa Clara	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$187,000		\$13,000 8%		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$260,222
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm. Skills, Computer Skills, OSHA 10/30	165	8-200	0	\$984	\$19.00
				Weighted Avg: 40			
2	Priority Rate SET Medical Skills Training	Business Skills, Computer Skills, MS Didactic	45	8-200	0	\$492	\$25.01
				Weighted Avg: 20			
3	Retrainee	Business Skills, Comm. Skills, Computer Skills	25	8-200	0	\$620	\$21.00
				Weighted Avg: 29			

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

Minimum Wage by County: Job Number 1 and 3: \$20.00 per hour in Alameda and Santa Clara Counties; \$19.05 per hour in Los Angeles County; \$18.39 per hour in Orange County; \$18.34 per hour in Kern, Riverside and San Bernardino counties

Job Number 2 (SET/Priority Industry): \$25.01 per hour

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

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

Up to \$1.00 per hour may be used to meet the Post-Retention Wage for Job Number 1; and up to \$2.50 per hour for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Administration		5
		35
		5
Installers		5
		25
		10
Laborers		5
		15
		5
Foremen		15
Production		5
		25
		10

Job Number 2		
Licensed Vocational Nurse		10
		10
Registered Nurse		25
Job Number 3		
Accountant		5
		20

INTRODUCTION

Founded in 1891, the Long Beach Area Chamber (Long Beach Chamber) (www.lbchamber.com) promotes business, advocacy, community and economic development while serving as a catalyst for improving the overall quality of life in our community and region. Long Beach Chamber also provides assistance to support small businesses. This assistance includes legislative updates and advocacy, information on current business issues; such as COVID-19, peaceful protests and other general resources for our Long Beach Chamber members.

Long Beach Chamber members, and other nearby business have expressed the need to expand and improve employee skills to address changing business processes and demand. Members stated that with ongoing advancements in technology and materials, employees need training to expand their skillsets to help the employer in growing their business; as well as, improving efficiency in products and services in an effort to remain competitive and thrive. The Long Beach Chamber intends to bring ETP-funded training to multi-industry businesses to support business needs as expressed by employers.

The Chamber serves all employers in supporting economic success, promoting an educated workforce, providing opportunities for women and minority-owned enterprises, and serving as an advocate for business. It serves as a chamber representing Long Beach but also reaches out to all of Los Angeles County; as well as northern and western Orange County. ETP-funded training will also extend to local employers, and its additional facilities located in other areas including Riverside, San Bernardino, Kern, Alameda and Santa Clara Counties.

This will be Long Beach Chamber's first ETP Contract. The Contractor's core group of participating employers represent over 100% of employer training demand to account for changes in employer's business needs which might impact their training plans. The core group of employers consists of both small and large; and priority and non-priority employers statewide. Participating employers include training for Construction Staff, Production Staff and Accountants employed in companies facing out-of-state competition from employers providing the same services at lower costs. Training will also be provided to Licensed Vocational Nurses and Registered Nurses working at medical facilities facing patient surges due to the pandemic.

Veterans Program

Although this project does not include a Veterans component, participating employers may potentially include Veterans.

PROJECT DETAILS

Training demand outlined in the curriculum will be customized to meet each employer's needs based on assessments and industry demand. Training will occur at the participating employers' sites and other training sites in California.

Training Plan

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

Business Skills: Training will be offered to all occupations in customer service, communication, strategic thinking, negotiation techniques and presentation skills. Trainees will learn to interact more effectively with internal and external customers and enhance business performance.

Commercial Skills: Training will be offered to Accountants, Foremen, Installers, Laborers and Production workers (occupation specific) and may include job specific training in Advanced Blueprint Reading, Construction Best Practices, Heavy Equipment Movement, Customer Relations, Project Administration, and Accounting and Auditing Updates. Training for Construction staff will not replace, parallel, supplant, compete with or duplicate existing apprenticeship training programs for those trades.

Computer Skills: Training will be offered to all occupations. Trainees will learn how to be more proficient with multiple office productivity applications, computer graphics, project applications and computer troubleshooting.

Medical Skills - Didactic: This training will be offered to RN's and LVN's and may include courses such as Basic Life Supports, Infection Control, and Patient Fall Prevention.

Certified Safety Training

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

Trainer Qualifications

The Contractor anticipates 90-95% of the total training will be provided by the participating employers' own in-house experts. Participating employer in-house trainers are subject-matter experts in the field they are providing training, with years of experience in the topics of instruction. Long Beach Chamber will reimburse the ETP fixed fee reimbursement for training, minus the maximum allowable administrative cost, to participating employers directly. The reimbursement will fund the training provided by the participating employer's internal trainers. The remaining 5-10% of total training will be provided by vendors, as needed.

Commitment to Training

ETP funds are intended to provide supplemental training for companies that lack the resources to provide training on their own, but need training to upgrade the job skills of its workers to keep the workforce competitive. Participating employers provide basic on the job training, workplace violence, diversity or job specific training and will continue to do so. 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**

Long Beach Chamber's President and CEO, along with the Chambers Executive Assistant to the President, will oversee and market training to partners and participating employers. An administrative subcontractor will provide project administration, including enrolling and tracking trainees in the ETP online systems. Long Beach Chamber will work with participating employers (internal trainers) and training vendors on training schedules, curriculum, and assessments for all training under this Contract.

Tuition Reimbursement

Trainees 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

Marketing and Support Costs

Long Beach Chamber will utilize its website, including live presentations at monthly meetings, flyers and social media to its members and partners. It will also work with community partners to promote the ETP-funded training for companies. Long Beach Chamber requests 8% support to cover costs and outreach efforts required to market and recruit additional participating employers, assess specific training needs, develop job-specific curricula and training schedules, and conduct necessary follow-up during retention. This will be an on-going activity throughout the duration of the Agreement.

Special Employment Training

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

➤ **Wage Modification**

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$33.34 to \$25.01). Long Beach Chamber requests this modification for Job Number 2.

High Unemployment Area

Although some participating employers may be located in an HUA, Long Beach Chamber is not asking for a wage modification.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Refund Group in Anaheim assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

Training Refund Group will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned. All costs associated with the administrative services function of this contract are the responsibility of the Long Beach Chamber. Further, the Long Beach Chamber may subcontract out these services directly to a third-party subcontractor at their discretion. However, all costs associated with the administrative services of the contract, up to the maximum allowed by ETP, will be reimbursed directly by Long Beach Chamber and not a Participating Employer.

TRAINING VENDORS

The majority of training will be provided by Participating Employers' in-house experts. Third-party trainers will be identified for ETP record-keeping purposes, as needed.

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Leadership
- Team Building
- Communications
- Sales Skills
- Presentation Skills
- Client Service
- Compliance Management
- Effective Meetings
- Presentation Tools
- Marketing
- Product Knowledge
- Mentoring and Coaching
- Negotiation Skills
- Job Costing and Accounting
- Insurance & Bonds
- Scheduling Philosophy
- Project Administration
- Project Budget Control
- Estimating Procedures and Processes
- Critical Thinking Skills

COMMERCIAL SKILLS**Construction**

- Advanced Blueprint Reading
- Arches (Types, Hands-On Project)
- Bricklaying Terminology
- Brick-Paving Techniques
- Building a Straight Wall
- Building Codes-Reinforced
- Interpret and Use Blueprints
- Job Layouts/Steps Related to Layout
- Learn the Communications Skills Required of a Job Supervisor
- Responsibilities of a Job Supervisor
- Safety, Health and Employment Rules and Procedures
- Techniques for Setting and Laying Brick
- Trade Math
- Advanced Materials - Safe Working Procedures and Practices
- Construction Best Practices
- Heavy Equipment Movement (Lifts, Excavators, Bobcat, etc.)
- Field Operation Procedures
- Plumbing Material Identification & Application
- Pipe Joining Methods & Procedures
- Excavation Competent Person

- Engineering Best Practices
- Switches and Electrical Components
- Plumbing Code
- Heat Exchanger Systems
- Fall Protection/Safety
- Confined Space/Safety
- How to Estimate for Mechanical & Plumbing
- Metal Stud and Drywall
- Self-Performed Concrete & Rebar
- Asbestos Awareness
- Elevator Training
- Qualified Rigger & Hand Signal Person
- Silica Awareness
- Scaffold Training
- Hand Held Tools
- Boom Lift & Forklift Training
- Emergency Response Training
- Fall Protection
- Qualified Rigger
- USA 811 Utility Marking Trenching Excavation, Soil Classification
- NFPA 70E
- Last Planner-How to Run a Pull Scheduling Session
- Self-Performed Work (Estimate Preparation and Tracking)
- Lessons Learned-AC2 & Change Order Review
- Prequalification (Public & Private)
- Scissor Lift User

Accounting

- Fraud (detection, analysis, review)
- Best Practices
 - Audit Techniques
 - Tax Strategies
 - Project Management
- Accounting & Auditing Updates
- Employee Retirement Income Security Act and Employer Benefit Plans
- Tax Updates
- Technical Updates (changes to accounting and auditing procedures)
- Estates and Trusts
 - Government Accounting Standards Board Update
 - Advanced Estate Planning
 - Common Fraud and Internal Controls
 - Auditing Government Pension Plans
- Government Accounting Standards Board 68

COMPUTER SKILLS

- Audit Software
- Accounting Software
- Microsoft Office Intermediate
- CRM
- ERP

- Becker CPE
- Practice CS
- CCH Software Suite
- APL-Being More Productive with Autodesk Point Layout from the Model
- Basic Bluebeam
- Site Work Models from Design to Construction
- MEP Scheduling From Beginning to End
- Prolog Essentials
- Owner Billing in JDE
- Online Resources and Application Skills
- Electronic Medical Records Application Skills

MEDICAL SKILLS -DIDACTIC

- Advanced Cardiac Life Support
- Basic Life Support
- Regulatory Update (Joint Commission, CMS, etc.)
- Behavioral Health
- Diabetes Care & Management
- Evidence Based Practices
- Infection Control
- Patient Fall Prevention
- Culturally Appropriate Care
- Best Practices
- Culture of Safety
- Patient and Care Documentation Skills

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training cannot exceed 10% of the total training hour's per-trainee.

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

**Participating Employers in Retrainee
Multiple Employer Contracts**
Self-reported listing of potential employers participating in the contract

Contractor's Name: Long Beach Area Chamber of Commerce

CCG No.: ET21-0249

Reference No: 20-0552

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ALPHABETIZE BY COMPANY NAME

Company: Brascia Builders

Priority? ☒ Yes ☐ No

Address: 2801 E. Anaheim Street

City, State, Zip: Long Beach, CA 90804

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 43

Total # of full-time company employees in California: 43

Company: Cambrian Homecare

Priority? ☒ Yes ☐ No

Address: 5199 Pacific Coast Highway

City, State, Zip: Long Beach, CA 90804

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 560

Total # of full-time company employees in California: 560

Company: RBA Builders

Priority? ☒ Yes ☐ No

Address: 17601 Sampson Lane

City, State, Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 40

Total # of full-time company employees worldwide: 85

Total # of full-time company employees in California: 85

Company: Taber Construction

Priority? ☒ Yes ☐ No

Address: 1442 Ritchey Street

City, State, Zip: Santa Ana, CA 92705

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 105

Total # of full-time company employees worldwide: 245

Total # of full-time company employees in California: 245

**Participating Employers in Retrainee
Multiple Employer Contracts**
Self-reported listing of potential employers participating in the contract

Contractor's Name: Long Beach Area Chamber of Commerce

CCG No.: ET21-0249

Reference No: 20-0552

Page 2 of 2

Company: Windes

Priority? ☐ Yes ☒ No

Address: 3780 Kilroy Airport Way, Suite 600

City, State, Zip: Long Beach, CA 90806

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 165

Total # of full-time company employees in California: 165



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Managed Career Solutions SPC

Contract Number: ET21-0208

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	COVID New Hire SET	Industry Sector(s):	MEC (H) Healthcare (62) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	N/A		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
	New Hire COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

*Post-Retention Wage is Contractual Wage

<p>Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour</p> <p>Health Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This is employer share of cost for healthcare premiums – medical, dental, vision.</p> <p>Used to meet the Post-Retention Wage?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe</p> <p>Up to \$2.50 per hour may be used to meet the Post-Retention Wage. This amount has been verified in the collective bargaining agreement wage tables.</p> <p>Participating employers may use health benefits to meet the Post-Retention Wage.</p>

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Certified Nurse Assistant		70
Retail Clerk/Customer Service Representative		20
Loss Prevention/Security		10

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1987, Managed Career Solutions, SPC (MCS) (www.mcscareergroup.com) provides workforce development services in Los Angeles County. These services include outreach, intake, case management, job training and job placement for adults and dislocated workers, including priority service to veterans. The Company assists in providing trainees with skills to help maintain gainful employment based on their education, work history and interest.

MCS also partners with Workforce Innovation and Opportunity Act (WIOA) to help provide supportive services to Veterans and underserved Adults. MCS operates comprehensive one-stop employment centers, known as American Job Centers of California for the City and County of Los Angeles. These supportive services provide for child care, transportation assistance, and additional costs necessary for training such as uniforms, supplies and books.

This is MCS's sixth ETP Contract, and it's third within the last five years. In this proposal, MCS is requesting ETP funds to train 100 (New Hire) trainees primarily to become entry-level Healthcare Workers, Retail Clerks/Customer Service Representatives and Loss Prevention/Security Staff for the healthcare sectors and in food and retail service stores. Trainees will be placed with employers per ETP's allowances permitted by ETP's COVID Pilot for Rapid Re-Employment.

Veterans Program

Although there is not a Veterans' component in this project, MCS partners with, and is a current provider in the State's Veteran's Employment Related and Assistance Program (VEAP) as administered by the Employment Development Department (EDD). VEAP is funded with Governor's Discretionary WIOA Adult Funding. The Contractor has a strong relationship with Veterans Organizations including US Vets, and Volunteers of America's Homeless Veteran's Reintegration Program (HVRP). These organizations refer Veterans to MCS to assist with assessment, counseling, job training and job placement services as MCS is experienced in assisting Veterans to transition and adapt to the demands of the Civilian Workforce.

The Contractor anticipates including an estimated 15 Veterans in training to be placed in employment with eligible employers, based on trainee assessment and participating employer demand.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

Wage Modification

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using up to \$2.50 in health benefits to meet the minimum wage.

Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Employment Demand (New Hire)

Current Labor Market Information outlined by EDD projects growth and hiring for health-related and retail opportunities as follows:

- Certified Nursing Assistant (CNA) occupations related to health care occupations in Los Angeles County are projected to increase to 36,130 by 2026, a 15% increase from 2016.
- Retail Clerks/Customer Service Representative hiring in Los Angeles County projects an increase in the hiring of 167,176 in the retail industry retail industry workers by 2022.
- Security Guard/Loss Prevention occupations projections in Los Angeles County for security guard occupations, including loss prevention workers, is at 60,240 jobs, an increase of 14% over the next 10 years.

Since March 2020, the unemployment rate in the Los Angeles County area has dramatically increased due to the COVID-19 pandemic. The purpose of this proposal is to train unemployed people for jobs in healthcare, the food supply chain, and other frontline occupations that have been substantially impacted by the COVID-19 pandemic.

Employers with approved ETP NAICS codes have been pre-determined to meet placement requirements.

Incidental Placement

Incidental placement with public and nonprofit entities of up to 20% is allowed for COVID Pilot New-Hire trainees.

PROJECT DETAILS

Trainees will be offered the COVID Safety Bundle. This program is developed to provide confidence for both the employee and employer, to insure the trainee is able to transition and adapt to the current work environment.

Training Plan/Curriculum

The delivery method listed in curriculum will be Class/Lab; however, MCS may use Computer Based Training (CBT), Productive Lab (PL), or E-Learning to deliver training.

Other Titles/Job Readiness (COVID-19 Bundle): Training will be offered to all occupations on COVID Knowledge, Workplace Success, Interviewing, Critical Thinking, Conflict Resolution, and Goal Setting.

The COVID-19 training Bundle is limited to four (4) hours of training designed primarily to prepare and provide trainees with training leading to the successful transition into employment placement and retention.

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.

Marketing

MCS markets and recruit trainees through three of its One-Stop Career Centers including EDD, and various other one-stop centers throughout the Los Angeles area. MCS also outreaches all its programs to the Department of Rehabilitation and the Los Angeles County Department of Social Services (DPSS), and these agencies refer assessed candidates to MCS for job training and placement. MCS has been providing return-to-work activities since the 1990s and has established longstanding relationships with local area employers. Employers have already been identified for job placement.

Commitment to Training

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

➤ Training Infrastructure

MCS's Program Director, will provide administrative oversight. She will be assisted by two MCS Case Managers, two MCS Outreach Specialists and a Business Services

Representative. Outreach and recruitment is scheduled to commence 12/1/20 for trainees to begin training upon project approval

Trainer Qualifications

Training will be provided by MCS trainers who are subject matter experts, and may also include COVID training from Licensed Vocational Nurses (LVN's) or Registered Nurses (RN's) from American Medical Careers (a division of MCS).

Training Agency Certification

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

MCS is eligible as a training agency based on the following:

- Certification by America's Job Center of California Operator, funded through the City of Los Angeles and the County of Los Angeles Workforce Innovation and Opportunity Act (WIOA) grants.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0258	\$207,272	11/05/18 – 02/02/21	50	36	30

Based on ETP Systems, 8,389 reimbursable hours have been tracked for potential earnings exceeding the Contract amount of \$207,272 (100% of approved amount). Although the potential earnings exceed the total Contract amount, the Contractor is aware that ETP funding is capped at the Contract amount. To date the Contractor has received \$155,881 in earned and approved funds. The final closeout invoice for the remaining earned funding of \$53,197, is currently in process.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET16-0239	Los Angeles	11/06/15 – 11/05/17	\$199,000	\$180,072 (91%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- COVID Knowledge
 - History
 - Transmission/Symptoms
 - COVID Guidelines, Preventions and Precautions
 - COVID Treatment, Testing and Contact Tracing
- Workplace Success
- Conflict Resolution
- Resume Development
- Interview Skills
- Communication Skills
- Time Management
- Critical Thinking
- Goal Setting
- Financial Literacy

Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Murrieta Chamber of Commerce

Contract Number: ET21-0233

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	COVID Retrainee Job Creation Initiative SET	Industry Sector(s):	Manufacturing (E) Manufacturing (33) Retail (44-45) Realestate (53) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multiple Counties	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$100,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee - Job Creation COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

* Post Retention Wage is the Contractual Wage

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/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 up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Post Retention Wage Range by Occupation		
Occupation Titles	Post Retention Wage Range	Estimated # of Trainees
Owner		2
Administration Staff		10
Operators		5
		5
Production Workers		5
		5
Engineers		10
Assembly Staff		10
Managers		5
Leads		5
		5
Supervisors		10
Technicians		5
		5
Customer Service Staff		5
Marketing and Sales Staff		8

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and

the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1915 and located in Southwest Riverside County, the Murrieta Chamber of Commerce (Murrieta Chamber) (www.murrietachamber.org) is a nonprofit membership organization whose mission is to create and foster a sustainable business environment in the Murrieta area through networking, promotion and advocacy, and to assist small businesses to grow and achieve their goals through education and mentorship. The Murrieta Chamber works in partnership with the City of Murrieta and with other Chambers in Southwest Riverside County that together form the Southwest California Legislative Council.

The Chamber also partners with the Southwest Cluster of the Riverside County Manufacturers and Exporters Association. This association helps identify the needs of manufacturers and links employers to tools to help them to be more successful. Many of these companies need training to upgrade the skills of their workforce to help them grow and stay competitive in Southern California.

This is Murrieta Chamber's sixth ETP project, the fourth in the last five years. In addition, Murrieta Chamber also has a proposal request for \$599,472 included in the December 2020 Panel meeting Agenda.

Retrainee-Job Creation

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 recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the employer is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition. Murrieta Chambers Participating Employers were affected by the COVID-19 crisis and furloughed staff. As the economy improves their Participating Employers are rehiring laid-off workers as demand increases for their products and services.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veterans component the Murrieta Chamber's Participating Employers training population may potentially include Veterans. In addition, the Murrieta Chamber has a Military Affairs Committee which works closely with local organizations that focus on Veteran needs, with the focus on 3 main areas: education, employment, and

entrepreneurship. They also produce a job fair each year where they focus on those who are transitioning out of the military to the private sector.

PROJECT DETAILS

The Murrieta Chamber Participating Employers have requested to have access to ETP's Rapid Response Reemployment and Retaining Pilot program in order to train healthcare, food supply chain, pharmacies, medical equipment manufacturing and other essential industries. The unemployment rate in Riverside and San Diego County are currently 11.2% and 9.9% respectively. There is tremendous demand from Participating Employers that need to increase their workforce but have significant costs associated with training employees on how the safety protocols have changed for each position at the company.

Further, the Murrieta Chamber in March of 2020 had to pivot to help the business community with the challenges of COVID-19. They shifted quickly to providing training, information and access to resources on a regular basis and by obtaining a number of online tools such as Zoom, Streamyard, and they were able to accomplish many of these objectives. They created programming such as their Learn It Live program delivered every other Tuesday for all businesses to attend a weekly Business Briefing where Murrieta Chamber would share updates to the business community regarding changes to regulations or State mandates that businesses need to be aware of. They also worked closely with their Workforce Development Board to make sure that they were assisting businesses in all ways necessary as well as creating a survey to find out what needs were in the business community.

The core group of employers consists of small and large employers state-wide and represents 95% of the requested funding. It is anticipated approximately 7% of the trainees will be from small businesses.

Training Plan / Curriculum

All training will be customized to meet each employers needs based on assessments and industry demand. Training will occur at the participating employers' sites and other training sites in California. Training will be delivered virtually via an E-Learning delivery method or in a classroom setting based on health guidelines.

Other Titles/COVID Training Bundle: Training will be offered to all occupations. The proposed curriculum is designed to support a safe, clean work environment and mitigate the risk of further community spread of the Coronavirus. The curriculum is designed primarily to provide job readiness skills to help trainees gain and retain employment. The training offered will be designed to integrate COVID Safety protocols into Business Skills, Continuous Improvement Skills and Computer Skills.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

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 Agreement.

Commitment to Training

Most participating employers provide basic on the job training or job specific training and will continue to do so. ETP funds are intended to provide supplemental training for companies that lack the resources to provide training on their own, but need training to upgrade the job skills of its workers to keep the workforce competitive. 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

Murrieta Chamber's President/CEO will oversee and market the program to partners, external trainers and participating employers. In addition, Murrieta's Business Relations Coordinator will assist with outreach and maintain all class/lab attendance rosters. An Administrative Subcontractor, DLI & Associates, LLC, will provide project administration, including enrolling and tracking trainees in the ETP online systems. The Training vendors will work with Murrieta Chamber on training schedules, training curriculum, training assessments and provide all training under the Agreement.

Trainer Qualifications

Trainers from Custom Corporate Communications (C3) hold a minimum of 5 years of experience in the subject, as well as required degrees in the topics of instruction. Those from Western Training Group hold necessary certifications for topics of instruction and go through a careful vetting process with extensive background and reference checks.

Record Keeping

Murrieta Chamber has requested alternate recordkeeping method in accordance with ETP COVID-19 Guidelines.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0170	\$749,040	11/04/19 - 11/03/21	640	298	191*

*\$224,997 has been earned and approved with an additional \$479,628 (94%) earned and in processing. Based on ETP Systems, 30,983 reimbursable hours have been tracked for potential earnings of \$710,064 (95% of approved amount). Contractor projects final earnings of 100% based on training currently in progress through August 2021.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0285	Multiple-Counties	10/29/18 - 10/28/20	\$948,169	\$948,169 (100%)
ET17-0442	Multiple-Counties	04/03/17 - 04/02/19	\$935,543	\$790,289 (85%)

DEVELOPMENT SERVICES

DLI & Associates, LLC in San Juan Capistrano assisted with the development of this proposal at no cost.

ADMINISTRATIVE SERVICES

DLI & Associates, LLC will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

Custom Corporate Communications (C3) of Redondo Beach has been retained to provide Continuous Improvement, Business, Computer, and Manufacturing Skills training for a fee yet to be determined.

Western Training Group of Playa Del Rey has been retained to provide Continuous Improvement, Business, Computer, and Manufacturing Skills training for a fee yet to be determined. Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)**BUSINESS SKILLS**

- Business Writing Skills
- Communication Skills
- Sales Skills
- Social Media Marketing
- Project Management
- Leadership Skills
 - Finance for Non-Finance People
 - Goal Setting
 - Managing Change
 - Performance Management Skills
 - Problem Solving
 - Team Building
 - Time and Priority Management

COMPUTER SKILLS

- Ecommerce
- QuickBooks and Accounting Software
- Search Engine Optimization (SEO)
- Social Media Networking Training
- Microsoft Office Suite (Intermediate/Advanced)
 - Word
 - Excel
 - Access
 - PowerPoint

CONTINUOUS IMPROVEMENT

- ISO Auditor Training
- Quality Engineering
- Six Sigma
- Statistical Process Control Team Building
- Lean Enterprise
 - Lean Manufacturing
 - Lean Office
 - Kaizen 7S
 - Process Improvement
 - Process Mapping
 - Problem Solving
 - Root Cause Analysis
 - Set Up Time Reduction

MANUFACTURING SKILLS

- Advanced Measurement Skills
- Inventory Management
- Electrical Fundamentals
- Blue Print Reading

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Murrieta Chamber of Commerce

CCG No.: ET21-0233

Reference No: 20-0692

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ALPHABETIZE BY COMPANY NAME

Company: American Jerky

Priority? ☒ Yes ☐ No

Address: 2400 E. Francis Street

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): NO

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 63

Total # of full-time company employees in California: 63

Company: Eco's Earth Friendly Products

Priority? ☒ Yes ☐ No

Address: 11150 Hope Street

City, State, Zip: Cypress, CA 90630

Collective Bargaining Agreement(s): NO

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 265

Total # of full-time company employees in California: 80

Company: Glaukos

Priority? ☒ Yes ☐ No

Address: 229 Avenida Fabricante

City, State, Zip: San Clemente, CA 92672

Collective Bargaining Agreement(s): NO

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 740

Total # of full-time company employees in California: 250

Company: PAR Pharmaceutical

Priority? ☒ Yes ☐ No

Address: 9601 Jeronimo Rd

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): NO

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

Total # of full-time company employees worldwide: 3500

Total # of full-time company employees in California: 250

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Murrieta Chamber of Commerce		CCG No.: ET21-0233
Reference No: 20-0692		Page 2 of 2
Company: Wilson Creek Winery		Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 35960 Rancho California Road		
City, State, Zip: Temecula, CA 92521		
Collective Bargaining Agreement(s): NO		
Estimated # of employees to be retrained under this Contract: 10		
Total # of full-time company employees worldwide: 90		
Total # of full-time company employees in California: 90		



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Owens Healthcare, Inc.

Contract Number: ET21-0235

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: J. Dongallo

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Retail (F) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Shasta, Butte, Lassen, Sutter	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 141	U.S.:141	Worldwide: 141
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$125,000

Total ETP Funding
\$110,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	COVID Job Creation Initiative SET	Other Titles (COVID Training Bundle)	55	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: Job Number 1 (COVID/SET/Statewide) \$17.50 per hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		12
		4
		4
Delivery Drivers		4
Pharmacists		5
Pharmacy Technician		10
		5
Real Estate Staff		4
		1
		1
Respiratory Therapists		5

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1957 and headquartered in Redding, Owens Healthcare, Inc. (Owens Healthcare) (<https://www.myowens.com/>) is a pharmacist-owned healthcare company specializing in the areas of Retail Pharmacy, Compounding Pharmacy, Long Term Care Pharmacy, Infusion Services, Medical Equipment, and Respiratory Services. Each entity offers specialized services for individuals throughout Northern California including customized medications, pain management, concentrators and nebulizers, and IV antibiotics. Training will take place at six California locations in Butte (1), Lassen (1), Shasta (3) and Sutter (1) counties.

This is Owens Healthcare's third ETP project and third in the last five years.

Veterans Program

Even though there is not a Veterans' component in this project, Owens Healthcare actively recruits and hires Veterans using resources such as Veterans Outreach.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage Modification

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Retrainee - Job Creation

The Company plans for expansion through the purchase of new land and development of medical facility buildings. This will increase Owens Healthcare's geographical service coverage, which will require an increase of new staff. As a result of this plan, Owens Healthcare will hire 55 new staff to meet service demands. 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 will focus on COVID-related safety protocols to ensure social distancing requirements are adhered to while ensuring consumer demands are met.

PROJECT DETAILS

Training Plan / Curriculum

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on: Alternative Communication Methods, Exposure and Mitigation, Infection Control, Remote and Alternative Services and Transportation Protocol.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's locations in Shasta, Butte, Lassen and Sutter counties are in an HUA.

Commitment to Training

Owens Healthcare has an annual training budget of approximately \$50,000 per facility. The Company utilizes subject-matter experts to conduct training. The Company intends to significantly increase the number of subject-matter experts specializing with equipment upgrades to deliver more training. The training budget includes state-mandated safety training, supplies and equipment, health screens, cleaning and disinfecting.

ETP funds will not displace the existing financial commitment to training. ETP funds will support the Company's ongoing financial commitment to training. At the completion of the ETP training, Owens Healthcare will continue to provide its workforce the skillsets they need to develop and grow within the Company. Safety training is, and will continue to be provided, in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The HR manager and Compliance Coordinator will oversee this project. In addition, the same HR staff member who was involved in previous ETP agreements will assist with overall tracking and administration. Each facility will have a designated staff person to oversee the training and be responsible for scheduling, collecting, and submitting the training rosters to a full-time administrator who will input into the ETP systems to ensure accuracy. This administrator has experience with ETP program from the last contract.

Propel Consulting Group will assist with the implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house facility experts and vendors as needed.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET21-0156	\$192,780	8/29/2020-8/28/2022	154	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked for potential earnings of \$0 (0% of approved amount). Training is occurring and the contractor is currently in the process of uploading hours.

PRIOR PROJECTS

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

Contract No.	Location (County)	Term	Approved Amount	Payment Earned \$ %
18CS-0168-00	Shasta, Butte, Lassen, Siskiyou, Sutter, Tehama, Trinity	12/18/2017-12/17/2019	\$137,230	\$137,230 (100%)

DEVELOPMENT SERVICES

Propel Consulting Group of El Dorado Hills, California assisted with development for a flat fee of \$1,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- Alternative Communication Methods
- Cleaning and Disinfecting
- Curriculum Modification and Space Utilization
- Exposure and Mitigation
- Hand Hygiene
- Health Screens
- Infection Control
- Informed Decision Making
- New Hire Orientation
- Personal Protective Equipment
- Remote and Alternative Services
- Social Distancing
- Supplies and Equipment
- Transportation Protocols
- Zoom/Webinar Training

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Pulmuone Foods USA, Inc.

Contract Number: ET21-0247

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 280	U.S.: 370	Worldwide: 5,000
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour statewide.

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

Used to meet the Post-Retention Wage?: ☒ Yes ☐ No ☐ Maybe
Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administration		10
		15
		5
		12
Production		15
		15
		10
		18

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1984, Pulmuone Foods USA, Inc. (Pulmuone) (www.pulmuonefoodusa.com) is a food product manufacturer. The Company manufactures a variety of food products such as tofu, Asian-style dumplings and noodle bowls using organic ingredients to provide healthy alternatives and are distributed to grocery chains, large box stores, and restaurants. The Company has two locations in California (Fullerton and Gilroy) and employees from both locations will participate in this ETP Contract.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- **Wage**

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- **Retention Modification**

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Retrainee - Job Creation

The nature of the food industry is continually changing. Even with the COVID pandemic, Pulmuone has noticed an increase in product demand. In addition, consumers are constantly looking for new and better food products, fresh new flavors with ease of use to make healthy dishes. Due to increased demands Pulmuone plans to hire more employees in order to maintain its commitment to continue to produce new and better products.

The Company will hire 100 new employees to address the increase in demand. 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.

Veterans Program

Pulmuone employs a number of Veterans at its California sites. The Company does not have a formal Veterans outreach program; however, all qualified Veteran candidates are encouraged to apply for positions through the normal company hiring policy.

PROJECT DETAILS

Training Plan / Curriculum

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

COVID Training Bundle: Training will be offered to all occupations related to Business Skills, Continuous Improvement and Computer Skills. Newly-hired employees need to gain skills from this training to enable them to perform their job efficiently while following COVID safety protocols and regulations to maintain a COVID-free workplace.

➤ **Training Infrastructure**

Pulmuone’s Corporate HR Manager will be responsible for overseeing all aspects of the ETP Contract and will lead a team of four staff members from Human Resources (2 HR Generalists, 1 HR Analyst and 1 HR Administrator) who will schedule training and manage internal administration. One of the HR Generalist will coordinate the collection of training rosters from the Gilroy location for ETP Tracking purposes. Pulmuone has a detailed training schedule in place and is ready to begin training upon Panel approval. Trainers will be internal employees with expertise in the subject matters to be provided for training. An outside administrative consultant has also been retained to ensure that all training records meet ETP compliance.

Commitment to Training

Pulmuone spends approximately \$15,000 annually for training. Courses include new hire orientation, mandatory training, and in-service medical skills training. Training delivered in the

past has been both company-wide and job specific. The Company is committed to training its staff upon completion of the ETP program. Training will continue to be offered to staff members to ensure competency within and provide high-level healthcare to patients. 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.

Record Keeping

Pulmuone is using alternative recordkeeping methods approved under the COVID-19 Response Plan.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Pulmuone retained Training Refund Group in Anaheim to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Pulmuone also retained Training Refund Group to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

4 – 4 Trainees may receive any of the following:

BUSINESS SKILLS (COVID Bundle)

- Accounting/Auditing
- Financial Risk Analysis
- Forecasting and Budgeting
- Accounting & Financing Applications
- Motivation Techniques
- Communication Skills
- Effective Meetings
- Active Listening
- Project Management
- Time Management
- Goal Setting
- Interpersonal Skills.
- Marketing & Business Development
- Inventory Control
- Report Writing
- Effective Meeting
- Job Costing
- Leadership

COMMERCIAL SKILLS (COVID Bundle)

- Product Knowledge
- Microbiological Testing Training
- Compliance Training
- Lab Safety Training
- Manufacturing Processes
- Forklift Certification
- Product Specifications
- Manufacturing Operating Procedures
- Operating New Production Equipment
- Production Safety Training
- Maintaining and Calibrating Laboratory Equipment
- Repair and Maintenance of All Equipment
- Weight and Volume Testing

COMPUTER SKILLS (COVID Bundle)

- ERP Training
- MS Projects
- MS Office

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



Training Proposal for:
Rockview Dairies, Inc. dba Rockview Farms

Contract Number: ET21-0205

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 495 and No. 63		
Number of Employees in:	CA: 300	U.S.: 300	Worldwide: 300
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

FUNDING DETAIL

In-Kind Contribution
\$171,810

Total ETP Funding
\$131,721

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills	249	8-200	0	\$529	\$19.05
				Weighted Avg: 23			

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

Minimum Wage by County: \$19.05 per hour for Los Angeles County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Transportation Staff		6
		51
		6
Warehouse Staff		16
		19
Production Staff		16
		57
Engineer		3
		6
		5
Fleet Maintenance Staff		2
		4
Customer Service Staff		3
		4
Quality Systems Staff		5
		10
		5
Manager/Supervisor		31

INTRODUCTION

Founded in 1927 and headquartered in Downey, Rockview Dairies, Inc. dba Rockview Farms (Rockview) (www.rockviewfarms.com) is an independent, family-owned dairy manufacturer. For decades, the Company has produced, processed, packaged and distributed dairy products such as milk, organic milk, butter, buttermilk, cottage cheese, cream, sour cream, yogurt, and eggnog. Rockview also offers juices, fruit drinks, water, tea, lemonade, salads, desserts, eggs and other dairy products. Additionally, Rockview owns its own farms and cows, raised without growth hormones. Rockview organic milk comes from cows fed with 100% certified organic feed produced on land untreated with synthetic fertilizers, pesticides, herbicides or fungicides for at least three seasons prior to harvesting the crop.

The Company distributes products to the food service industry, school districts, and independent markets, along with retail customers, drive-thru dairies and home delivery. The Company operates two facilities in California: Downey and Southgate. This proposal will target workers from both facilities, where all training will take place.

Veterans Program

Although the Company does not have a separate Veteran Job Number, Rockview welcomes Veteran applicants to join the Company, and consistently has 2% Veterans in its workforce.

Union Support

Transportation Staff, Warehouse Staff, Production Staff, Engineer, Fleet Maintenance Staff, Customer Service Staff, and Quality Systems Staff are represented by Teamsters Local Union No. 495 and No. 63. The unions have submitted letters of support for this training project.

PROJECT DETAILS

To support current and future business needs, Rockview must cross-train and develop the skill sets of its workforce in order to adapt to the new business environment resulting from the COVID-19 pandemic. Currently, the Company faces unique challenges and employee safety is Rockview's first priority. Manufacturing provides an important and critical role in the food supply chain; therefore, Rockview has restructured its existing training plan to keep staff employed, safe, and updated with industry requirements. In addition, Rockview strives to become certified for the Safe Quality Food Program, which is a rigorous and credible food safety and quality program that is recognized by retailers, brand owners, and the Global Food Safety Initiative, (a private organization, established and managed by the international trade association, the Consumer Goods Forum). Recognition and certification allow the Company to meet industry, customer, and regulatory requirements for all sectors of the food supply chain – from the farm to the retail stores.

This will be Rockview's second ETP Contract, and the second in the past five years. Previous training focused on improving productivity, basic product knowledge/manufacturing practices and general operation systems. Training under this proposal will concentrate on COVID-19 response plan, certification for the Safe Quality Food, cross-trained its workforce, and comply with the Food and Drug Administration requirements. To support this critical shift in business, Rockview has implemented a company-wide training program in new manufacturing, production and operation practices while adhering to the current guidelines from the Centers for Disease Control and California Department of Public Health.

ETP funding will allow Rockview to attract new customers by increasing quality and expanding products. Training will enable the Company to retain skilled workers, remain competitive, meet industry standards and customer specifications, and adapt to new business practices and

procedures, while maintaining superior quality standards. Workers will gain skills to optimize job performance, better serve customers, and improve efficiencies. Training is essential to the Company's business operations and success. None of the training from the prior ETP Contract will be repeated except for trainees that did not participate in prior ETP training.

Training Plan

Business Skills: This training will be offered to all occupations and focused on business processes and operations, customer service, and product knowledge. Training will improve and increase employee skills so they can work more effectively, and help lead the Company through the certification process.

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

Continuous Improvement: This training will be offered to all occupations to improve product quality and reduce costs while moving to the high performance workplace.

Hazardous Materials: This training will be offered to all occupations. Trainees will learn proper techniques, knowledge and communication on handling hazardous materials and COVID-19 safety.

Manufacturing Skills: This training will be offered to Transportation Staff, Warehouse Staff, Production Staff, Engineers, Fleet Maintenance Staff, Quality Systems Staff, and Managers/Supervisors. Training will help trainees maintain, operate and improve highly automated equipment and systems, and best manufacturing and operational practices. It will also upgrade worker's job skills, delivery flexibility, and increase production to meet growing customer demands.

E-Learning/Alternate Recordkeeping

Rockview will use alternative recordkeeping for E-Learning approved by ETP as permitted by ETP's Response to COVID-19.

Commitment to Training

Rockview has an annual training budget of approximately \$65,000 for Downey and Southgate. Training consists of Six Sigma, Dale Carnegie (Leadership), Food Safety, COVID-19 prevention, standard operating procedures, FDA compliance, and mandated safety training and sexual harassment prevention. Most training is delivered via lass/lab.

ETP funds will support Rockview's ongoing financial commitment to training and allows the Company to implement changes throughout the organization to meets its goals. After the completion of the ETP training, the Company is committed to continuing the quality and frequency of employee 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

Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house staff and vendors if needed. Rockview has designated a Director of Safety and Loss Prevention and a Management team including five department Managers to initiate, monitor and oversee ETP training and all administrative responsibilities including scheduling, managing, delivery and documentation of training. The Company will also utilize a third party administrator to assist with the administrative process for enrollment, data tracking, invoicing, participate in ETP monitoring activities and ensure compliance with all ETP requirements.

Impact/Outcome

Rockview anticipates the following outcomes as a result of training:

- Safe Quality Food certified
- Meet industry and customer requirements and expectations
- Produce quality products
- Attract new customers and
- Promote Company growth

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 \$ %
ET16-0167	Downey and Southgate	10/05/15 – 10/04/17	\$222,750	\$135,062 (61%)

Although Rockview only achieved 61% of the expected earning, 170 trainees completed retention and a total of 7608 eligible training hours.

According to the Company's representative, it was unable to utilize 100% of the ETP funding due to delay in equipment delivery. The delay in execution of the training plan resulted in some training not being documented. In addition, these were changes in Administrative Staff. The Company also over estimated the number of training hours it could deliver in their training plan.

To ensure the success of this proposal, Rockview has taken corrective action and designated a Director of Safety and Loss Prevention and a Management team including 5 department Managers to oversee ETP training and administrative responsibilities, which include detailed management of employee training schedules and documentation. Going forward, staff has coordinated and communicated with trainers and trainees to ensure all training is properly documented in a timely manner. In addition, equipment has been delivered, and training schedule is ready to be executed. This proposal has been rightsized to more closely match prior performance.

DEVELOPMENT SERVICES

Rockview retained National Training Systems, Inc. in Ladera Ranch to assist with development of this proposal for a flat fee of \$6,586.

ADMINISTRATIVE SERVICES

National Training Systems, Inc. will also perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

To Be Determined

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Change Management
- Customer Service
- Performance Management
- Performance Metrics
- Project Management
- Product Knowledge
- Strategic Planning and Policy Deployment
- Safe Quality Foods Certification
- COVID-19 Procedures, Practices and Equipment

COMPUTER SKILLS

- Microsoft Office Skills (Intermediate & Advanced)

CONTINUOUS IMPROVEMENT

- Leadership Skills
- Process Improvement
- Production Workflow
- Quality Improvement
- Safe Quality Foods
- Hazard Analysis Critical Control Point

HAZARDOUS MATERIALS

- Hazardous Materials/Hazardous Waste

MANUFACTURING SKILLS

- Cross-Training (Products, Equipment and Processes)
- Good manufacturing Practices
- Lean manufacturing Processes
- Machine Operations
- Machine Maintenance
- Preventative Maintenance
- Safety (Equipment and Procedures)
- Sanitation and Chemicals
- Standard Operating Procedures
- Testing of Milk for Traces of Antibiotics

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.



TEAMSTERS LOCAL UNION NO. 495

*Automotive, Industrial, Theme Park
Service Sector and Allied Workers*

PROTECTING THE RIGHTS OF MEMBERS SINCE 1939

R.M. "BOB" LENNOX
Secretary-Treasurer

DAMASCUS CASTELLANOS
President

September 1, 2020

EMPLOYMENT TRAINING PANEL

1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand Rockview Dairies, Inc. is requesting ETP funding. The proposed training plan for the specified members has our support.

Approximately 10 trainees from the following occupations will be participating in this project:

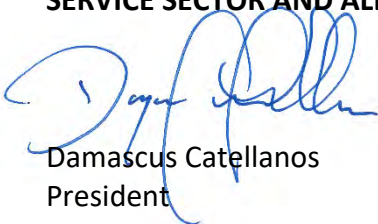
- Customer Service
- Accounting

The Union with respective Local 495 has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

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

Sincerely,

**TEAMSTERS AUTOMOTIVE, INDUSTRIAL, THEME PARK
SERVICE SECTOR AND ALLIED WORKERS LOCAL NO. 495**



Damascus Castellanos
President

DC:re



TEAMSTERS

LOCAL UNION NO. 63

Freight, Parcel,
Bakery, Dairy,
Meat, Poultry
and Factory
Workers in the
Los Angeles
Metropolitan
Area.

General Truck
Drivers,
Warehousemen
and Helpers in
Los Angeles,
San Bernardino,
Riverside
Counties,
California.

Agricultural and
Related Product
Workers in the
California
Counties of San
Diego, Imperial,
Orange,
Alameda,
Los Angeles,
San Bernardino,
Ventura, Santa
Barbara, Kern,
San Luis
Obispo, Tulare,
Kings,
Monterey, San
Benito, Fresno
and Merced.

927 Village Oaks
Drive
Covina, CA
91724
(626) 859-4005
FAX
(626) 859-4084

379 W. Valley
Blvd.
Rialto, Calif.
92376
(909) 877-4760
FAX
(909) 877-2452

September 10, 2020

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand Rockview Dairies, Inc. is requesting ETP funding. The proposed training plan for the specified members has our support.

Approximately 200 trainees from the following occupations will be participating in this project:

Driver
Driver Foreman
Yardman
Warehousesman
Pastuerizer
Federal operator
H90 Operator
Pouch Machine Operator

N8 Filler Operator
6 Gallon Filler Operator
Fogg Filler Operator
Case Dock Operator
Sanitor
Loadout Personnel
Maintenance Mechanic
Oiler

The Union with respective Local 63 has received a Notice of Intent to train Collective Bargaining agreement represented workers. In accordance with ETP regulation 4404, the Notice of Intent contained the information regarding the proposed training, the impacted employee population, the labor organization opportunity to participate in the agreement's development, and the effective date of the application.

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

Sincerely,

Carlos Barnett
Business Representative
Teamsters Local 63
CB/jr



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Santa Monica Community College District

Contract Number: ET21-0220

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	MEC (H) Manufacturing (33) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$250,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee - Job Creation SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

*Post-Retention Wage is Contractual Wage.

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		3
		2
Production Staff		15
		10
Assembly Worker		12
		8
Food Technician		5
		6
		4
Warehouse Worker		9
		6
Maintenance Worker		5
		5
Logistics Staff		5
		5

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1929, Santa Monica Community College District (SMC) is a two-year public community college located in the Santa Monica. Accredited by the Western Association of Schools and Colleges, SMC serves approximately 33,000 students and offers over 90 fields of study.

In the proposed project, SMC's focus will be to serve manufacturers that are hiring and/or rehiring employees due to the COVID-19 pandemic. This will be SMC's eleventh ETP Agreement, its fourth within the last five years. This project will only serve those participating employers who are eligible under the COVID Pilot Guidelines. It will not serve the same participating employers receiving benefit under its current contract (ET20-0212).

Retrainee-Job Creation

Participating employers will hire/rehire 100 employees across all occupations. 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 recall or rehire of laid-off workers (backfilling) is allowed, with justification to show that the employer is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although there will be no Veterans training component in this proposal, participating employers actively hire veterans, and veterans will be trained in this project.

PROJECT DETAILS

The COVID-19 Pandemic has brought a number of new challenges to food and beverage manufacturers that were already facing skilled workforce shortages. At the start of the pandemic many initially lost clients that were seeking more basic food products. Some manufacturers suddenly saw a decrease in orders and had to cut back a production shift. Other manufacturers saw active covid19 cases in their production areas and had to shut down production areas while workers were quarantined. Unfortunately the vast majority of production jobs cannot be done

remotely, so companies had to cut back production. Adhering to COVID-19 rules of barriers, PPE's and social distancing further reduced the production output.

Employers are requiring more food safety specialists to achieve even higher standards in both food safety and personal protection. This training will assist in expanding re-employment efforts and will train newly hired and/or returning workers in best practices and safety protocols of manufacturing goods in a COVID-safe environment.

Training Plan/ Curriculum

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

COVID Training Bundle): Training will be offered to all occupations on COVID related topics such as Infection Prevention, procedural protocol and policy guidelines.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Commitment to Training

ETP funds will not displace the existing financial commitment to training of participating employers. Participating employers will continue to provide new hire, safety, and specialized training to staff alongside ETP funded training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Director of SMC's Workforce and Economic Development Office will oversee the administration and delivery of this project. An administrative team of five members will enroll trainees, screen and collect all incoming training rosters, and complete data entry over the duration of this Agreement.

Approximately 90% of training will be conducted at participating employer's worksites and 10% at SMC's campus in Santa Monica. Training will be delivered 100% by SMC faculty in their respective fields as well as training vendors. Training vendors will deliver approximately 20%-30% of training under this agreement.

Tuition Reimbursement

SMC 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)	No. Completed Training	No. Retained
ET20-0212	\$748,906	12/23/19-12/22/21	638	0	0

Based on ETP Systems, 4,545 reimbursable hours have been tracked for potential earnings of \$118,170 (16% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through September 2021. This Contract is not servicing the same participating employers included in the proposed COVID Pilot proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0192	Santa Monica	02/26/18-03/25/20	\$949,688	\$791,957 (83%)
ET17-0150	Santa Monica	07/25/16-07/24/18	\$949,579	\$939,150 (99%)

DEVELOPMENT SERVICES

SMC retained Kirkpatrick Enterprise International in Valencia to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- Re-Employment Training
- Split Shifts and Flexible Hours
- Expanded Family Support
- Cal/OSHA Guidelines
- Aerosol Transmissible Diseases Standard
- Injury and Illness Prevention Program
- Establishing Infection Prevention Measures
- Establish a Sick Employee Plan
- Paid Sick Leave and Expanded Family and Medical Leave
- Manufacturing Methods and Control of Infection Transmission
- Physical Distancing Methods and Controls
- Adjusting Workloads and Schedules
- Creating and Maintaining Physical Barriers
- Sanitation and Disinfection During and Between Shifts
- Personal Protective Equipment – Types and Proper Usage
- Establish Additional Washing Facilities
- Disinfectants Available in All Areas
- Extensive Employee Training
- General Plant Management

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Santa Monica Community College District

CCG No.: ET21-0220

Reference No: 21-0157

Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: Anita's Mexican Foods

Priority Industry? ☒ Yes ☐ No

Address: 3454 N. Mike Daly

City, State, Zip: San Bernardino CA 92407

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 425

Total # of full-time company employees in California: 425

Company: Captek Softgel International

Priority Industry? ☒ Yes ☐ No

Address: 16218 Arthur St.

City, State, Zip: Cerritos CA 90703

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 420

Total # of full-time company employees in California: 420

Company: Egge Machine Co.

Priority Industry? ☒ Yes ☐ No

Address: 11707 Slauson Ave.

City, State, Zip: Santa Fe Springs CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 4

Total # of full-time company employees worldwide: 31

Total # of full-time company employees in California: 31

Company: Metalcrafters

Priority Industry? ☒ Yes ☐ No

Address: 11161 Slater Ave.

City, State, Zip: Fountain Valley CA 92708

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 83

Total # of full-time company employees in California: 83

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Santa Monica Community College District	CCG No.: ET21-0220
Reference No: 21-0157	Page 2 of 2

Company: Mission Foods-Fresno	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2849 E. Edgar Ave.	
City, State, Zip: Fresno, CA 93706	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 25	
Total # of full-time company employees worldwide: 17,845	
Total # of full-time company employees in California: 2,300	
Company: Mission Foods-Hayward	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 23415 E. Cabot St.	
City, State, Zip: Hayward, CA 90720	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 15	
Total # of full-time company employees worldwide: 17,845	
Total # of full-time company employees in California: 2,300	
Company: Old Pueblo Ranch	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 316 N. Ford Blvd	
City, State, Zip: L.A. CA 90022	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 25	
Total # of full-time company employees worldwide: 425	
Total # of full-time company employees in California: 425	
Company: Rich's Foods	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 3401 W. Segerstrom Ave.	
City, State, Zip: Santa Ana, CA 92704	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 20	
Total # of full-time company employees worldwide: 1200	
Total # of full-time company employees in California: 425	



Training Proposal for:
Southern California Surveyors Joint Apprenticeship Trust

Contract Number: ET21-0940

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Monteon

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No International Union of Operating Engineers, Local 12		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$152,895		\$10,545 8%		\$163,440

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Apprentice	Commercial Skills	125	8-200	0	\$1,039	\$27.93
				Weighted Avg: 54			
1	Retrainee Priority Rate Journeyworker	Commercial Skills	35	8-200	0	\$959	\$49.88
				Weighted Avg: 39			

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

Minimum Wage by County: Job Numbers 1 & 2 (SET/Priority Industry): \$25.01 per hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice Surveyor		125
Job Number 2		
Journeyworker Chainman, Chief of Party		35

INTRODUCTION

Established in 1960, and headquartered in Rancho Cucamonga, the Southern California Surveyors Joint Apprenticeship Trust (SCSJAT) (www.scsurveyjac.org) provides Apprentice and Journeyman Surveyors training throughout 12 counties in Southern California. It is administered jointly by the Southern California Association of Civil Engineers and Land Surveyors. The International Union of Operating Engineers, Local 12 (IUOE). SCSJAC has approximately 100 signatory companies that include engineering, surveying, and construction firms.

This will be SCSJAT's fifth ETP Contract, and the fourth within the last five years. In this proposal, training will continue for Apprentices and Journeymen. Training includes surveying equipment, survey procedures, surveying practices, surveying computations, advanced coordinate geometry, plan reading, and laptop surveying/aerial photogrammetry. Training will be provided at the main

training facility in Rancho Cucamonga as well as at employer sites, union halls and classroom space at Santiago Canyon College.

Veterans Program

SCSJAT is committed to supporting and recruiting Veterans into its program. It partners with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. In addition, SCSJAT works with service members from Camp Pendleton who transitioning out of the military to enroll them into the apprenticeship program. Currently, there are 18 Veterans enrolled in the apprenticeship program. For ease of program administration, SCSJAT is not requesting a Veteran Job Number for this project.

Women's Program

SCSJAT is committed to recruiting women into its program and participates in high school and college career fairs. Currently, the program has five women Apprentices and two women Instructors. One of these Instructors is the first woman ever to hold a Job Steward position for the surveyors division. In addition, she is actively engaged in recruiting more women on behalf of the program and engages in industry conferences include Tradeswomen Build Nations and is a member of the IUOE's women's group, which supports women in the trade.

COVID

During COVID, training will be provided through E-Learning and Class/Lab methodologies. While much of the training will be provided remotely, on-site training will occur for courses in which hands-on practice is required. In order to keep staff and trainees safe SCSJAT has implemented safety practices including mask mandates for all individuals entering the training facilities, social distancing requirements, cleaning between each class and reduced class sizes.

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 portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years. The curriculum is developed with input from DAS and a designated Local Educational Agency, in this case Santiago Canyon College.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

The Chief of Party and Chainman (Journeyworker) trainees are employed by engineering, surveying and construction firms throughout Southern California. They are required to attend approximately 54 hours/per quarter of classroom training. After completion of the training, they may be dispatched as a Chief of Party. The Apprentice trainees are employed by engineering,

surveying and construction firms throughout Southern California. Apprentices are required to attend approximately 100 hours/per semester over three years. After completion of the training, the Apprentices earn the status of Chainman.

Training will focus on industry changes and new equipment and technological skills employers require. This includes Unmanned Aerial Vehicles, Ground Penetrating Radar, advanced GPS technologies and digital levels. This training will prepare trainees for projects throughout Southern California including: transportation projects and upgrades to 91, 405 and 10 freeways; an Amazon logistics site; upgrades at LAX; upgrades to Los Angeles and Orange Counties Metro Lines; and the Port of Long Beach upgrades.

Training Plan

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

Commercial Skills: Training will be provided to all occupations on topics including Survey Procedures, Equipment & Techniques, Measuring Systems, Coordinate Geometry, Topographic Surveying Methods and Techniques, Staking Procedures and Improvement Plans and Performing GPS Surveys.

Learning Management System

Staff has reviewed and approved SCSJAT's LMS System for recordkeeping.

Marketing and Support Costs

Participating employers are notified by email and regular mail of program and upgrade courses. The SCSJAT also markets and advertises its program through their union local and via mailers sent to EDD offices and announcement on its website. The SCSJAT is requesting 8% in support costs to assist in apprentice recruitment, employer outreach, and to conduct assessments of employer-specific job requirements. Staff recommends the 8% support costs.

Commitment to Training

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

➤ Training Infrastructure

Training will be overseen by the Training Administrator with assistance from a Training Coordinator, Office Manager and Administrative Assistant who schedule training and perform administrative functions. Training will be delivered by in-house experts with at least six years' experience in the industry.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0917	Multi Counties	9/3/18 – 9/2/20	\$314,750	\$0*
ET17-0915	Multi Counties	10/29/16 – 10/28/18	\$154,330	\$154,330 (100%)
ET15-0902	Multi Counties	7/7/14 – 7/6/16	\$153,700	\$153,700 (100%)

*ET19-0917: SCSJAT has tracked earnings equivalent to 100% of the Contract amount. Once the final invoice is approved, it is expected that 100% of Contract will be earned.

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**Survey Procedures**

- Apprentice Responsibilities and Public Relations
- Field Notes
- Identification of Monuments
- Linear Measurements
- Introduction to Station and Location Systems
- Review of Angles, Bearings and Instruments
- Leveling Methods
- Global Positioning Systems
- Plan Reading and Grade Sheets
- Introduction to Construction Surveys

Surveying Equipment & Techniques

- Overview of the Survey Industry
- Basic Field Operations and Setting Survey Points
- Basic Measurement Techniques in Surveying
- Introduction to Angle Measuring and Field Instruments
- Introduction to Leveling
- Introduction to Topographic Surveys
- First Aid
- Computer Literacy

Surveying Practices

- Review of Measuring Systems
- Review of Angles, Bearings and Location Systems
- Trigonometry
- Slope Staking
- Electronic Distance Measuring and Recording

Surveying Computations

- Coordinate Geometry
- Horizontal and Vertical Curves
- Traverse Surveys

Surveying Projects

- Safety Procedures
- U.S. Public Land Surveys
- Property Surveys
- Subdivision Surveys
- Topographic and Photogrammetric Surveys
- Staking Procedures for Various Projects
- Heavy Construction Surveys
- ALTA Surveys
- Total Stations

- Public Relations
- Scope of Profession

Plane Surveying & Coordinate Geometry

- Surveying Mathematics and Coordinate Geometry
- Modern Field Methods and Measuring Systems
- Locating/Eliminating Plan, Calculation and Staking Errors

Advanced Coordinate Geometry

- Advanced Coordinate Geometry and Curve Calculations
- Complex Field Problems and Accuracy Requirements
- Field and Office Calculating Techniques

Laptop Surveying/Aerial Photogrammetry

- Laptop Surveying Using Trimble Business Center Software
- Topographic Surveying Methods and Techniques
- Topographic Surveying Analysis and Review
- Performing Topographic Surveys
- Plotting Field Data and Surveys for Quantities
- Photogrammetry, Ground Control and Topo Analysis

Plan Reading & Subdivision Surveying

- Types of Plans, Plan Reading and Locating Errors
- Grading Plans and Control for Construction Projects
- Staking Procedures and Improvement Plans

Major Project Plans & Survey Layout

- Construction Plan Reading, Survey Control and Layout
- Case Study of Multi-Story Building - Structural
- Plans and Layout for Other Major Construction Projects

Control & Geodetic Surveying

- Triangulation and State Plane Coordinate Systems
- Astronomy and Global Positioning Systems
- Performing GPS Surveys
- Dredging and Hydrographic Surveys

U.S. Public Land & Property Description

- Public Land System and Subdivision of Sections
- Retracement Surveys and Restoration of Corners
- Reading and Interpreting Property Descriptions

Property Surveys & Legal Descriptions

- Property Surveys and Legal Descriptions
- Laws Affecting Surveyors
- Supervision and Public Relations

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.



Proposal for:
Stearns, Conrad and Schmidt Consulting Engineers, Inc.
dba SCS Engineers

Contract Number: ET21-0224

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Services (G) Construction (23) Mining, Oil Gas (21) Manufacturing (33) Agriculture (11) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, San Mateo, Los Angeles, Orange, Imperial, San Diego, Kern, Stanislaus, San Bernardino, Sacramento, Santa Barbara, Sonoma, Yolo	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 385	U.S.: 983	Worldwide: 983
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	13%		

FUNDING DETAIL

In-Kind Contribution
\$194,600

Total ETP Funding
\$188,370

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Hazardous Mat HAZWOPER, OSHA 10/30	273	8-200	0-30	\$690	\$18.34
				Weighted Avg: 30			

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

Minimum Wage by County: \$20.00 for Alameda and San Mateo Counties; \$19.05 for Los Angeles County; \$18.39 for Orange County; and \$18.34 for Imperial, San Diego, Kern, Stanislaus, San Bernardino, Sacramento, Yolo, Santa Barbara and Sonoma counties

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

Used to meet the Post-Retention Wage?: ☒ Yes ☐ No ☐ Maybe
Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Field Staff		43
		17
		19
Administrative/Office Support Staff		10
		20
		12
Project Manager		41
		7
Engineer		12
Information Technology Staff		37
Manager/Supervisor		20
		35

INTRODUCTION

Founded in 1970, Stearns, Conrad and Schmidt Consulting Engineers, Inc. dba SCS Engineers (SCS) (www.scsengineers.com) is an environmental consulting and construction firm serving public and private clients across the nation and around the world. SCS's core capabilities are in solid and hazardous waste management, renewable energy, remediation, and environmental compliance.

SCS specializes in the assessment, design, permitting, construction, operation and maintenance, and monitoring of sustainable environmental solutions and facilities. The Company produces technologies and programs that lower industrial operating costs and reduce greenhouse gases for private and public clients establishing goals to reduce their environmental impact. Its customer base includes agriculture, construction, oil and gas, mining and extraction, waste management, healthcare, manufacturing, transportation, retail, utilities and government entities.

Headquartered in Long Beach, SCS has locations in Bakersfield, Pasadena, Sylmar, Carlsbad, San Diego, El Centro, Huntington Beach, Modesto, Ontario, Pleasanton, Sacramento, West Sacramento, San Carlos, Santa Maria, and Santa Rosa. All locations will participate in the proposed training.

Green/Clean Operations

SCS is entrusted by its clients with the management of more than 35 million metric tons of anthropogenic CO₂e greenhouse gases every year. SCS collects and beneficially use or destroy enough to offset greenhouse gas emissions from 7.4 million passenger cars annually.

Veterans Program

SCS does not currently have a specific Veterans recruitment program in place; however, several long-time employees are Veterans. SCS also encourage qualified Veteran candidates to apply for positions through the normal company hiring policy.

PROJECT DETAILS

This will be SCS's first ETP Contract. SCS is experiencing a surge in demand for its agricultural and landfill methane recovery to natural gas projects. As SCS continues to rapidly expand its technologies and programs, it is finding its market place in various industry sectors as municipalities and companies want to reach climate change goals without passing all the expense to consumers.

To keep up with industry changes and regulatory requirements, there is a significant need for SCS to upgrade the skills of its employees, the focus of this proposal. Training will also provide employees with the knowledge and skills to maintain certifications required to safely and effectively perform their jobs such as OSHA 10/30 and HAZWOPER.

Training Plan

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

Business Skills: Training will be offered to all occupations to develop skills and understanding of the industry and internal business functionality such as Project Management, Client Success and Business Ethics.

Commercial Skills: Training will be offered to Field Staff to ensure proper operation and maintenance of tools and equipment. This training will cover a wide range of topics such as Collection and Control Systems, Heavy Equipment Operations, Gas Emissions Monitor and Management of Landfill Operations.

Computer Skills: Training will be offered to all occupations to utilize the Company's Employee Resource Management software and Project Management system to generate proposals and contracts or share files across the organization.

Hazardous Materials: Training will be offered to occupations working around hazardous materials to ensure continued safe operations. Course topics will include Materials Handling, Bloodborne Pathogens, Confined Space Entry and Atmospheric Hazards.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site. Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. Trainees will not receive 40 hours unless they work full time onsite at the clean-up location.

Computer-Based Training (CBT)

CBT will be provided to supplement class/lab which is a more convenient means of delivering basic training. Trainees will receive up to 30 hours of CBT.

High Unemployment Area

Some trainees in Job Number 1 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in Bakersfield (Kern County), El Centro (Imperial County), Modesto (Stanislaus County), and Long Beach, Pasadena, and Sylmar (Los Angeles Counties) are in an HUA.

➤ Wage Modification

For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. However, the Company is not requesting a wage modification.

Temporary to Permanent Hiring

SCS will train five workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for “converting” temporary workers into full-time permanent employment is six months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums within 30 days 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

ETP funds will not displace the existing financial commitment to training. SCS Engineers spend approximately \$80,000 per location for staff training and development annually. Training included new hire orientation, State-mandated training, business related and industry specific skills. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The Corporate Training and Development Manager will oversee this project. There will be two staff members who will manage the project administration. Training will be provided by in-house experts and training vendors as needed. SCS will use an ETP approved alternate recordkeeping process for this project.

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/E-Learning Hours**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Ethics
- Client Success
- Project Management

COMMERCIAL SKILLS

- Collection and Control Systems
- Gas Emissions Monitor
- Heavy Equipment Operations
- Landfill Stability
- Maintenance of Tools and Equipment
- Management of Landfill Operations
- Operations Management & Maintenance
- Operating Standards

COMPUTER SKILLS

- Employee Resource Management Software
- Project Management System

HAZARDOUS MATERIALS

- Asbestos Awareness
- Atmospheric Hazards
- Bloodborne Pathogens
- Confined Space
- Hazardous Materials Handling

HAZWOPER

- HAZWOPER

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

CBT Hours

0 – 30

BUSINESS SKILLS

- Contracts and Deliverables (0.4 hours)
- Enhanced Client Focus (1.1 hours)
- Ethics (1 hour)
- Field Services Philosophy (0.4 hours)
- Management of Landfill Operations (2 hours)
- Project Management (8 hours)

HAZWOPER

- HAZWOPER 8-hour Certificate (8 hours)

COMPUTER SKILLS

- Employee Resource Management Software (0.5 hours)
- General Computer Skills (0.4 hours)
- Project File Management Software (1 hour)

COMMERCIAL SKILLS

- Drilling Atop Lined Landfills Internal Certification (1 hour)
- Elevated Temperature Landfills (0.25 hours)
- Flare Installation (0.66 hours)
- Four Gas Person Monitors (0.3 hours)
- General Inspection and Maintenance of Tools and Equipment (0.33 hours)
- Landfill Extraction Well Training (1 hour)
- Monthly Landfill Cover Integrity Inspections (0.25 hours)
- OM&M Introductory Competencies (2 hours)
- Perimeter Probe Monitoring (0.5 hours)
- Surface Emissions Monitoring (0.5 hours)
- Technical Standard Operating Procedures (0.4 hours)
- Working in Potentially Flammable Atmospheres (0.5 hours)

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

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



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
The Corporation for Manufacturing Excellence
Contract Number: E21-0214

Panel Meeting of: December 11, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: L. Bellamy

PROJECT PROFILE

Contract Attributes:	COVID New Hire SET Job Creation Initiative	Industry Sector(s):	MEC (H) Manufacturing (33) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multi Counties	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$200,000		N/A		\$200,000

In-Kind Contribution:	50% of Total ETP Funding Required	\$246,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee - Job Creation COVID SET	Other Titles (COVID Training Bundle)	100	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

*Post-Retention Wage is Contractual Wage

Minimum Wage by County: COVID Pilot minimum wage for all counties is \$17.50 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

\$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1:		
Office/Support Staff		10
		15
		4
Production/Quality Staff		21
		33
		3
Engineers		2
		2
Managers/Supervisors		10

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training (SET).

Founded in 1995 and headquartered in San Ramon, The Corporation for Manufacturing Excellence (Manex) (www.manexconsulting.com) provides business-improvement services to manufacturers. These services include corporate strategy, innovation, strategic planning, marketing, sales training and development, Lean manufacturing, supply chains and logistics, Six Sigma, ISO processes, performance management and systems implementation including ERP readiness, change management, and program management.

Manex provides training to food manufacturers and processors, high-tech medical device manufacturers, and PC-board manufacturers. Manex has strong partnerships with regional and state organizations and works with key industry associations to assure an effective and efficient program.

This will be Manex's sixteenth ETP Contract, and its fifth in the last five years. In this proposal, Manex focus will be to serve manufacturers (participating employers) that are hiring and/or rehiring employees due to the COVID-19 pandemic. The COVID-19 pandemic has brought an increased amount of layoffs and job shortages to manufacturers. Manex is finding that several small manufacturing clients within the designated business sectors of ETP's COVID Pilot program have experienced a negative impact on sales and are streamlining production to reduce costs resulting in layoffs or furloughs to survive. With these companies beginning to rehire and stabilize operations, ETP-funded training will deliver extensive training on the best practices and safety protocols of manufacturing goods in a COVID-safe environment.

Retrainee-Job Creation

In this proposal, Manex plans to deliver training to participating employers (PE) that plan to hire 100 net-new employees (Job Number 1). 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. This proposal's post-retention wage will reflect \$17.50 as per the COVID Pilot guidelines.

Veterans Program

Although this project does not include a Veteran's job component, Manex's PEs actively recruit veterans for its training by contacting Concord's Veterans Affairs Center for leads.

PROJECT DETAILS

Training Plan / Curriculum

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training. Training will be offered to all occupations on:

Other Titles/COVID Training Bundle: Training will be delivered to all occupations on topics such as business strategies, accounting systems, basic quality tools, lean manufacturing, data collection, and benchmarking.

Special Employment Training

Under SET, the participating employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Training Hours

Hours of training: 4-hour minimum and maximum (per trainee) funded by ETP.

➤ Training Infrastructure

Manex's Director of Client Services (dedicated administrator) will oversee this project and conducts needs' assessments at its clients' facilities. A Client Services Representative is responsible for ensuring each PE meets ETP's guidelines, enrolls and enters data into ETP's online systems, reviews rosters for completeness, conducts invoicing, and reviews plan updates. Manex trainers will deliver training, while collecting rosters and providing the rosters to the Client Services Representative. However, some outside-training vendors could be used as well.

Trainer Qualifications

Most of the training will be provided directly by Manex employees or Manex contractors. All Manex employees and contractors have extensive knowledge and a wide range of certifications including Project Management Professional, Lean Bronze, APICS Certified, Certified ISO Auditor, SQF Food Safety Certification and Six Sigma Master Black Belts. Training will only be delivered by outside vendors if an employer requires specific training that Manex does not have the internal expertise to deliver, examples of this may include Advanced Technology training and training on specific machining software or VESL.

Tuition Reimbursement

Manex 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.

Commitment to Training

Participating employers' internal training programs will continue to provide job-specific and organization-wide training related to initial on-boarding, orientation, company policies, basic-manufacturing skills specific to its operations, machine-specific training, process training, general health and safety training. ETP-funded training will improve operational performance and support increased manufacturing competitiveness.

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

Record Keeping

Alternative recordkeeping method approved under the COVID-19 Response Plan.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0105	\$749,808	6/1/19 – 6/30/21	674	189	485

Based on ETP systems, 11,800 reimbursable hours have been tracked for potential earnings of \$271,400 (36% of approved amount). The Contractor projects final earnings of 96% based on training currently committed to by employers and in progress through April 1, 2021.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0113	Statewide	6/1/17 – 6/30/19	\$948,775	\$948,775 (100%)
ET16-0147	Statewide	9/8/15 – 9/7/17	\$949,912	\$887,901 (93%)
ET14-0274	Statewide	2/3/14 – 2/2/16	\$656,725	\$634,428 (97%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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

4–4

Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Accounting Systems
- Air Filtration / Clean Room
- American Institute of Baking (Quality Standards)
- Assembly & Surface Mount
- Assembly Operations
- Assessment Principles
- Audit Principles
- Automated Equipment
- Bagging Machines
- Basic Math
 - Applying Math to Job Functions
 - Fundamentals of Mathematics
- Basic Quality Tools
- Basic Writing Skills
- Benchmarking Principles
- Bio-Science Manufacturing
- Blueprint Reading
- Budget Analysis
- Building Teams
- Business Administration for Small / Medium Sized Mfg.
- Business Improvement Principles
- Business Plans
- Business Strategies
- CAD / CAM / CAE
- Cellular Manufacturing
- Change Management
- Chemistry
- Clean and Green Technology
 - Introduction of Green Manufacturing Practices
 - Manufacturing of Green Technologies and Products
 - Solar, Wind, Alternative Energy
- CNC
- Coaching / Feedback
- Communication Skills
- Communications Systems
- Completing Job-Related Forms
- Computer Aided Design (CAD)
- Computer Aided Engineering (CAE)
- Computer Aided Manufacturing (CAM)
- Computer Electronics
- Computer Numeric Control (CNC)
- Computer Skills
- Computer / Internet Applications in Business
- Computer-Based / Web-Based Training Systems

- Conflict Management
- Continuous Improvement Skills
- Creative Problem-Solving Skills
- Creative / Innovative Thinking Skills
- Customer Service
- Cutting / Sewing
- Cycle Time Reduction
- Cycle-Time Management Techniques
- Cycle-Time Reduction Techniques
- Database Management
- Decision Making Skills
- Decision Making / Problem Solving
- Defining Problems
- Design for Manufacturing Acceptability
- Design of Experiments
- Desktop Publishing
- Developing Action Plans
- Developing Marketing Strategies
- Developing Sales Strategies
- Developing Solutions
- Developing Teams
- Digital Entertainment Systems
- Effective Meetings
- Effective Teams
- Effective Writing
- Electro Static Discharge
- Electronic Assembly Workmanship
- Electronics
- Empowerment Processes
- Enterprise Resource Planning (ERP)
- Equipment Operations
- Equipment / Preventive Maintenance
- ERP / MRP Readiness
- ERP / MRP System Implementation
- ERP / MRP Systems
- Excel (Intermediate and Advanced Skills)
- Export Tech
- Fabric / Garment Manufacturing Skills
- Facilitation Skills
- Facilities Management
- Finance for Small / Medium Sized Manufacturers
- Five S Principles
- Food Processing
- Food Safety / Food Quality Systems/ SFMI / AIB
- Fork Lift Training
- Good Manufacturing Practices (GMP)
- Graphics
- Handling Changes
- Hazard Assessment Critical Control Point (HACCP- Food Safety)
- Hazardous Assessment Critical Control Point (HACCP)

- Implementation Skills
- International Standards Organization (ISO) Certification
- Internet
- Interpersonal Skills
- Interpreting & Analyzing Data
- Introduction to Hand Tools
- Inventory Control
- ISO
- Just-in-Time Production (JIT)
 - Cycle-time Reduction
 - Cycle-time Management
 - Developing JIT
 - Evaluating JIT
 - Implementing JIT
 - Organizing for JIT
 - JIT Principles
 - JIT Production
- Kaizen Principles
- Kanban Principles
- Layout
- Leadership Skills
- Leadership / Management Development
- Lean Manufacturing
- Lean Manufacturing Principles
- Listening Skills
- Machine Tool Technology
- Machine Trades
- Machining
- Maintenance Mechanic Overview Level 1
- Maintenance Mechanic Overview Level 2
- Managing Change
- Managing Customer Service (Internal & External)
- Managing Innovation
- Manufacturing Cells
- Manufacturing Excellence
- Manufacturing Processes
- Manufacturing Resource Planning (MRP)
- Marketing for Small / Medium Sized Manufacturers
 - Evaluating Marketing Effectiveness
 - Marketing Concepts
 - Marketing Techniques
 - Practical Marketing Applications
- Materials Management
- Meeting Customer Expectations (Internal / External)
- Metrology / Geometric Dimensioning & Tolerances
- Monitoring the Process
- Motivation / Reinforcement
- Mounts
- Multi-Cultural Awareness
- Negotiating Skills
- New Product Introduction

- Optimal Operating Methods
- Oral Skills
 - Basic Grammatical Structure
 - Presentation Skills
 - Pronunciation
 - Vocational Vocabulary and Phrases
- Payroll Systems
- Performance Management
- Physics
- Pneumatics / Hydraulics
- Presentations
- Presses
- Pressing
- Process Capabilities
- Process Control Principles
- Process Improvement
- Process / Product Handling
- Production Operations / Workflow
- Production Scheduling
- Production Techniques
- Programmable Logic Controllers (PLC)
- Programming
- Project Management
- Project Management Techniques
- Publishing
- Quality
- Reading Comprehension
- Re-Engineering Concepts
- Refrigeration / Heating
- Relationship Building for Small / Medium Sized Manufacturer
- Root Cause Analysis
- Self-Directed Work Teams
- Selling / Serving the Customer
- Sequencing Sewing Operations
- Setup Reduction
- Sew Engineering / Setting Piece Rates
- Sew Trainer
- Shipping / Receiving
- Shop Skills -- Drawing, Measurement, and Instrumentation
- Situation / Problem Analysis
- Soldering Skills
- Special Machines / Inspections
- Spreadsheets
- Statistical Process Control (SPC):
 - Data Collection
 - Design for Manufacturing Acceptability
 - Design of Experiments
 - Developing SPC
 - Documenting Processes
 - Evaluating SPC
 - Failure Mode Effects Analysis

- Five S Principles
- Graphing
- Implementing SPC
- Kaizen Principles
- Kanban Principles
- Key Process Indicators
- Lean Manufacturing Principles
- Organizing for SPC
- Root Cause Analysis
- SPC Concepts, Theory & Application
- SPC Tools
- Statistical Process Control (SPC)
- Six Sigma
- Statistical Techniques
- Taguchi Methods
- Variation/Process Control
- Validation
- Statistics Skills for Operations
- Strategic Planning
- Strategic Sourcing
- Surface Mount Technology (SMT)
- Sustainability
- System Analysis
- System Strategies
- Taguchi Methods: Design of Experiments
- Team Building / Problem Solving
 - Building Teams
 - Communication
 - Creative / Innovative Thinking
 - Decision Making
 - Developing Action Plans
 - Developing Solutions
 - Effective Teams
 - Empowerment Process
 - High Performance Work Teams
 - Leadership
 - Multicultural Communication / Diversity
 - Problem Solving
 - Self-Directed Work Teams
 - Situation / Problem Solving
 - Team Concepts
 - Team Building / Problem Solving
- Teamwork in an Empowered Workforce
- Technical Training
- Technical Writing
- Telecommuting
- Total Cost of Ownership
- Total Productive Manufacturing
- Total Quality Management (TQM)
 - Audit Planning
 - Basic Quality Tools
 - Benchmarking

- Business Process Improvement Change Process
- Continuous Improvement
- Creative Problem Solving / Innovation
- Creative / Innovative Thinking
- Developing TQM
- Evaluating TQM
- Implementing TQM
- Organizing for TQM
- Quality Concepts
- TQM Strategies
- Train the Trainer
- Training Within Industry (TWI)
- Understanding Product Specs/Drawings
- Value Stream Mapping
- Variation / Process Control
- VESL
 - Comprehension Skills
 - Communicating Common Work-Related Instructions
 - Equipment Operation Language
 - Job-Related Vocabulary & Phrases
 - Multi-Cultural Communication
 - Shop Floor Language
 - SPC Language
 - Understanding Common Work-Related Instructions
 - Understanding Schematics Used on the Job
- Warehousing Operations / Distribution
- Website Development and Maintenance
- Welding
- Word Processing
- Work Measurement
- Workflow
- World Class Manufacturing Principles

<p>Note: Reimbursement for retraining is capped at 4 total-training hours per trainee, regardless of the method of delivery.</p>
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**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: The Corporation for Manufacturing Excellence
Reference No: 20-0709

CCG No.: ET21-0214
Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: Bay Associates

Priority Industry? ☒ Yes ☐ No

Address: 46840 Lakeside

City, State, Zip: Fremont, CA 94538

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 500

Total # of full-time company employees in California: 85

Company: Blue Diamond

Priority Industry? ☒ Yes ☐ No

Address: 1802 C St.

City, State, Zip: Sacramento, CA 95814

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 1,000

Total # of full-time company employees in California: 1,000

Company: Gyrus (Olympus)

Priority Industry? ☒ Yes ☐ No

Address: 2400 Ringwood Avenue

City, State, Zip: San Jose, CA 95131

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 5,000

Total # of full-time company employees in California: 550

Company: PJs Rebar

Priority Industry? ☒ Yes ☐ No

Address: 45055 Fremont Blvd.

City, State, Zip: Fremont, CA 94538

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 10

Total # of full-time company employees worldwide: 137

Total # of full-time company employees in California: 137

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: The Corporation for Manufacturing Excellence

CCG No.: ET21-0214

Reference No: 20-0709

Page 2 of 3

Company: Plastikon Industries

Priority Industry? ☒ Yes ☐ No

Address: 688 Sandoval Way

City, State, Zip: Hayward, CA 94544

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 252

Total # of full-time company employees in California: 252

Company: Ramar Foods

Priority Industry? ☒ Yes ☐ No

Address: 1101 Railroad Lane

City, State, Zip: Pittsburg, CA 94565

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 325

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

Company: Scandic Springs

Priority Industry? ☒ Yes ☐ No

Address: 700 Montague Avenue

City, State, Zip: San Leandro, CA 94577

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 43

Total # of full-time company employees in California: 43

Company: Vacuum Process Engineering, Inc. (VPE)

Priority Industry? ☒ Yes ☐ No

Address: 110 Commerce Circle

City, State, Zip: Sacramento, CA 95815

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 15

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: The Corporation for Manufacturing Excellence

CCG No.: ET21-0214

Reference No: 20-0709

Page 3 of 3

Company: Vintage 99

Priority Industry? ☒ Yes ☐ No

Address: 611 Enterprise Court

City, State, Zip: Livermore, CA 94550

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26



Training Proposal for:
**Tri-Counties Sheet Metal Workers' Joint Apprenticeship
 Committee**

Contract Number: ET21-0935

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Luis Obispo, Santa Barbara, Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local 104 District 3		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$106,650		\$8,221 Job Number 1-2: 8% Job Number 3: 20%		\$114,871

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyperson	Commercial Skills Computers Skills OSHA 10/30	9	8-200	0	\$738	\$45.48
				Weighted Avg: 30			
2	Retrainee Priority Rate Apprentice	Commercial Skills Computer Skills OSHA 10/30	57	8-210	0	\$1,732	\$25.01
				Weighted Avg: 90			
3	Retrainee Priority Rate Apprentice Veterans	Commercial Skills Computer Skills OSHA 10/30	5	8-210	0	\$1,901	\$25.01
				Weighted Avg: 90			

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

Minimum Wage by County: \$25.01/hr. Statewide for all Job Numbers

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1 - Journeyworker		
Sheet Metal Journeyworker		9
Job Number 2 - Apprentices		
Sheet Metal Apprentice		57
Job Number 3 - Veteran Apprentices		
Sheet Metal Veteran Apprentice		5

INTRODUCTION

Tri-Counties Sheet Metal Workers' Joint Apprenticeship Committee (Tri-Counties JAC) was founded jointly by the Sheet Metal Workers' International Local 104 and the Sheet Metal and Air Conditioning Contractors National Association in 1941. Tri-Counties JAC provides training to the Apprentices and Journeyworkers within the Local 104 membership. The Tri-Counties JAC is dedicated to developing and improving work skills that lead to secure and well-paying job opportunities in the sheet metal construction industry. There will be two training centers participating in this project, one located in Ventura and the other in Santa Maria. This will be Tri-Counties JAC's second contract with ETP and the second within the last 5 years.

Veterans Program

Tri-Counties JAC recruits Veterans locally through career fairs in partnership with Navy bases located in Point Mugu & Point Hueneme, as well as a Veteran's Career Day in Ventura County. Nationally, Tri-Counties JAC participates in SMART Heroes program. This program trains both active duty and separated Veterans for seven weeks. Once completed, the Veteran is eligible for automatic entry to any SMART JAC program nationwide and start as 2nd year Apprentices. Tri-Counties JAC has included a separate Job Number (Job Number 3) to better track Veterans in the program.

Women's Program

Tri-Counties JAC currently has two women in its apprenticeship program. Women are recruited through the local Community Colleges' Welding and HVAC programs. It also partners with the Future Farmers of America, 4-H programs and the National Association of Women in Construction to recruit high school students, including women.

COVID-19

Despite the pandemic, all classes are taught onsite with the exception of HVAC & Detailing which are provided via E-Learning. However, in order to ensure trainees do not share tools or protective gear, the JAC made significant investments in new materials to keep trainees safe. Further, all staff, students and trainers must follow social distancing rules, agree to temperature checks and wear masks at all times in the training facilities. Class schedules have been adjusted so fewer students are in the building at the same time. Finally, training classes have been modified so that half of the trainees are in a lecture while the other half are in the lab, practicing their skills.

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 \$23 to \$18 per class/lab hour.

PROJECT DETAILS

The sheet metal trade is one of the only trades that designs, manufactures and installs its own products. Sheet Metal Workers take ordinary pieces of flat metal and make them into specialized products such as duct systems and solar panels. Currently the workforce is aging out and retiring from the industry, creating major staffing challenges for employers. The proposed training will upgrade Journeyworkers' skills and train Apprentices to fill the skills gap. Further, because there is an increased need for Apprentices to backfill those retiring, Tri-Counties JAC has grown in the

last few years. And as a result, has purchased a new property with plans to build a new training facility to replace its current facility in Santa Maria, set to open in 2022.

Apprentices and Journeyworkers will be trained to work the following upcoming major construction projects: Cal Poly University Research Complex, Measure T Santa Maria Elementary School Project, Ventura County Todd Road Jail, a new school in the Oroville Union High School District, and San Luis Obispo French Hospital Building Project.

Training Plan

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

Commercial Skills: This training will be offered to all occupations. Trainees will learn pattern development used to draw, fabricate and install anything out of a piece of flat metal. They will learn to read plan specifications to ensure that they are able to fabricate and install products correctly. Classes will also include Architectural & General Sheet Metal, Duct Cleaning, and Introduction to Welding among others.

Computer Skills: This training will be offered to all occupations. Training will include 3-Dimensional (3-D) virtual construction software and AutoCAD training. This additional training in software applications will provide trainees the ability to schedule, plan, and track jobs; meet lean construction project requirements; and install and adjust automated systems.

Certified Safety Training

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. 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.

Marketing and Support Costs

Marketing is provided through Tri-Counties JAC’s website, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. Tri-Counties JAC also promotes this training program at labor-management meetings and industry assemblies.

Tri-Counties JAC requests, and staff supports, 8% support costs for Job Number 1-2 and 20% support costs for Job Number 3 (Veterans) to fund recruitment and assessment of additional participants. While many participants have already been recruited, additional recruitment and assessment activities with employers and the JAC must occur to support apprenticeship training.

Commitment to Training

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

Training Infrastructure

The Training Coordinator will oversee the project. Two staff members will assist with the marketing, recruitment, needs assessments, scheduling and administration of training. In addition, Strategy Workplace Communications has been retrained to assist with administrative functions.

Trainer Qualifications

Tri-Counties JAC has eight trainers who will provide training. The trainers are former or current members of the trade and experts in the subject matter.

Impact/Outcome

Trainees earn certifications in subjects such as OSHA 10/30, welding, fall protection safety, construction safety, forklift safety, platform lift safety, scaffold safety, hoisting, rigging and signaling.

Tuition Reimbursement

Tri-Counties Sheet Metal Workers' Joint Apprenticeship Committee 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 Tri-Counties Sheet Metal Workers' Joint Apprenticeship Committee's performance under an active ETP Contract:

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0913	\$226,830	08/01/2019-07/31/2021	67	7	0

Based on ETP Systems, 9,722 reimbursable hours have been tracked for potential earnings of \$187,148 (82% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

DEVELOPMENT SERVICES

Tri-Counties JAC retained Strategy Workplace Communications in Alameda and California Labor Federation in Oakland to assist with development of this proposal for no fee.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

Tri-Counties Sheet Metal Workers' Joint Apprenticeship Committee has retained 360 Training for OSHA 10/30 online training. The cost of service per trainee is \$59 for OSHA 10 and \$159 for OSHA 30.

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

8-200 Trainees may receive any of the following:

Journeyworkers – Job Number 1**COMMERCIAL SKILLS**

- + Architectural & General Sheet Metal
- + Beginning HVAC
- + Duct Cleaning
- + Energy Auditing
- + EPA Certification
- + Fire, Life, Safety Certification (1 & 2)
- + Infectious Control Risk Assessment
- + Introduction to Welding
- + Mechanical Acceptance Testing Training (Title 24)
- + MIG Welding (GMAW)
- + Service & Start-Up
- + Sheet Metal/HVAC Detailing
- + Stick Welding (SMAW)
- + TAB Certification
- + TIG Welding (GTAW)
- + Trimble GPS Training

COMPUTER SKILLS

- + AutoCAD (Introduction, Intermediate, Advanced)
- + Benchmark Certification (CAD)
- + Revit Detailing Software
- + Bluebeam Software
- + Building Information Modeling Software

OSHA

- + OSHA 10
- + OSHA 30

Class/Lab & E-Learning Hours

8-210 Trainees may receive any of the following:

Apprentices - Job Numbers 2 & 3**COMMERCIAL SKILLS****Core 1 (Safety/Tools)**

- + Communication
- + Emergency Procedures
- + Field Safety
- + Geometric Construction
- + Hand Tools
- + Hazard Communication
- + Hoisting and Rigging
- + Lines and Lettering
- + Safety in Field Installation
- + Shop Safety

Core II (Beginning Layout)

- ✚ Freehand Sketching
- ✚ Introduction to Parallel Lines
- ✚ Pictorial Drawings
- ✚ Sheet Metal and Metal Products

Core III (Advanced Layout)

- ✚ Change Ogee Offsets
- ✚ Duct Change Elbows
- ✚ Duct S Offsets
- ✚ Introduction to Triangulation
- ✚ Y Branches

Core IV (Architectural Principles)

- ✚ Additional Architectural Sheet Metal Work
- ✚ Architectural Sheet Metal Practices
- ✚ Flashings
- ✚ Introduction to Architectural Sheet Metal
- ✚ Roof Drainage Systems
- ✚ Waterproofing Roof Edges & Walls

Plans and Specifications

- ✚ Architectural Drawings
- ✚ Electrical Drawings
- ✚ Mechanical Drawings
- ✚ Sheet Metal Shop Drawings
- ✚ Specifications
- ✚ Structural Drawings
- ✚ The Contract Documents

Architectural Installation

- ✚ Advanced Roof Drainage Systems
- ✚ Advanced Sheet Metal Fabrication
- ✚ Architectural Sheet Metal Shop Drawings
- ✚ Creating Shop Details
- ✚ Installing Architectural Sheet Metal Items
- ✚ Planning Architectural Installation

HVAC I

- ✚ Air and Air Properties
- ✚ Cooling
- ✚ Duct Design
- ✚ Duct Systems
- ✚ Energy Management Systems
- ✚ Heating
- ✚ Indoor Air Quality
- ✚ Introduction to HVAC Systems
- ✚ Refrigerant Cycle
- ✚ Servicing HVAC Equipment
- ✚ Start-Up and Commissioning Systems
- ✚ Ventilation

HVAC II

- ✚ Controls
- ✚ Electricity
- ✚ Refrigerant Cycle
- ✚ Servicing HVAC Systems
- ✚ Start-Up and Commissioning Systems
- ✚ TAB Instrument Use
- ✚ TAB Work

Sheet Metal Welding

- ✚ Codes and Symbols
- ✚ GMAW Process
- ✚ GTAW Process
- ✚ Introduction to Welding
- ✚ SMAW Process
- ✚ Welding Equipment Set-Up
- ✚ Welding Equipment Safety
- ✚ Welding Safety

Foreman and Project Management Training

- ✚ Foreman Training
- ✚ Human Relations
- ✚ Introduction to Supervision
- ✚ Personnel Records
- ✚ Planning and Organizing
- ✚ Project Management
- ✚ Supervisory Training

COMPUTER SKILLS

- ✚ AutoCAD

OSHA

- ✚ OSHA 10
- ✚ OSHA 30

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

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



Training Proposal for:

United Association of Plumbers, Pipe and Refrigeration

Fitters UA Local 246

Contract Number: ET21-0930

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Monteon

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Veterans Priority Rate	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Kings, Madera, Tulare	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Association of Plumbers, Pipe and Refrigeration Fitters, UA Local 246		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$140,528		\$11,200 Job Numbers 1 & 2 - 8% Job Number 3 - 20%		\$151,728

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker Priority Rate	Commercial Skills, Computer Skills, OSHA 10/30	10	8-200	0	\$984	\$42.65
				Weighted Avg: 40			
2	Retrainee Apprentice Priority Rate	Commercial Skills, Computer Skills, OSHA 10/30	68	8-210	0	\$1,848	\$25.01
				Weighted Avg: 96			
3	Retrainee Apprentice Veteran Priority Rate	Commercial Skills, Computer Skills, OSHA 10/30	8	8-210	0	\$2,028	\$25.01
				Weighted Avg: 96			

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

Minimum Wage by County: Job Numbers 1-3 (SET/Priority Industry): \$25.01 per hour

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

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

Up to \$1.55 per hour may be used to meet the ETP minimum Post-Retention Wage in Job Numbers 2 & 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Plumbers and Steamfitters		10
Job Number 2		
Apprentice Plumbers and Steamfitters		12
		56
Job Number 3		
Veteran Apprentice Plumbers and Steamfitters		2
		6

INTRODUCTION

Founded in 1942, United Association of Plumbers, Pipe and Refrigeration Fitters, UA Local 246 (UA Plumbers) trains Apprentices and Journeyworkers for the piping industry. UA Plumbers serves 441 union members across 4 counties in the San Joaquin Valley (Fresno, Madera, Kings and Tulare Counties), and consists of three management representatives from the Mechanical

Contractors Association and three members from UA Local 246 representing labor. There are 21 signatory employers, 90% of which are small business. This is UA Plumbers' fifth ETP Contract and fifth in the last five years.

As technology and industry change so do the needs for qualified individuals with pipe trades training and experience. Apprentices and Journeyworkers work in residential, commercial, industrial, and refrigeration/air conditioning services and repair in transit, healthcare, education, housing, water treatment and technology industries.

Veterans Program

UA Plumbers is committed to supporting job-related training that helps Veterans transition into the workforce. UA Plumbers also recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. In addition, UA Plumbers works with the Veterans in Piping (VIP) program offered by the National United Association. VIP offers high-quality skills training and jobs in the pipe trades to active duty military personnel preparing to leave the service. The National United Association provides participants with additional skill training opportunities by connecting them to established apprenticeship training programs. Upon entry into the UA Plumbers program, Veterans are given credit for the classes they have already taken through VIP. Currently, there are seven Veterans enrolled in the program.

Women's Program

To increase the recruitment of women into the trades, UA Plumbers has partnered with Trades Women Inc., Fresno County Office of Education, and Tulare Office of Education. Further, it hosts an annual Women in the Trades Apprenticeship day at the Training Center. Attendees learn what the Apprenticeship program is, how it works, and provides hands on activities providing a glimpse of what happens in the field. The UA Plumbers also attends various Career fairs in High Schools to reach out to the young women. Currently there is one woman in the program.

COVID Response

Due to Covid 19, UA Plumbers will deliver the curriculum via E-Learning and class/lab formats. Currently, most training is provided remotely via E-Learning, which a few classes held in person. For in-person learning, safeguards have been implemented to keep trainees and staff safe. These include sanitizing stations, temperature checks, health screenings, social distancing and mask mandates while in the building.

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 portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is five years. The curriculum is developed with input from DAS and a designated Local Educational Agency.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

Trainees will receive training in the use of plumbing and piping equipment, updated building standards, and green business practices necessary to meet commercial demand to develop, retrofit, and maintain greener energy and water flow into/out of buildings. Plumbers must learn installation skills in accordance with plumbing codes and health and safety regulations. Pipefitters are responsible for designing and installing complex heating systems, special piping for acid, gas, oil, air, oxygen, nitrogen, ultra-high-purity water and gas systems, and other substances. Refrigeration and air conditioning mechanics are responsible for the service, repair, installation and retrofit of all types of refrigeration equipment. As technology and the industry changes, they must be trained in installing and maintaining hydronics systems and temperature regulation.

Much of plumbers, pipe and refrigeration work revolves around energy management or the efficient operation of building components. Many commercial and industrial businesses are seeking LEED certification, as such Apprentices and Journeyworkers must understand energy efficiency and the mechanisms that support the greenhouse gas reduction initiatives. Training will prepare trainees for the new projects in the Fresno area, as well as backfill retiring Journeyworkers. These projects include: Table Mountain Casino Expansion, HVACR Service and Maintenance, School Renovations in the Clovis and Fresno Areas, Clovis/Fresno Hospitals, and pipe fabrication in wineries, and processing plants.

Training Plan

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

Commercial Skills: Training will be offered to all occupations and will help trainees prepare for upcoming work projects. Training will include Backflow Prevention, Chillers & Boilers, Green Compliance and Systems, HVAC Performance and Compliance, Pipefitting, Rigging, Title 24 and Welding.

Computer Skills: Training will be offered to all occupations to ensure that workers are up-to-date with new and emerging technologies and software. Topics include, Computer-Aided Drafting and 3-D Drawings Software.

Certified Safety Training

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. 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.

Marketing and Support Costs

UA Plumbers will disseminate class information throughout the year to all Apprentice and Journeyworker plumbers, and pipe and refrigeration fitters as well as the contractors who employ them. UA Plumbers will market through newsletters, personal contacts, telephone calls, advertisements via the Internet, emails, its website and participation with the local Workforce Development Board. Application announcements for the Apprentice program will be sent to local, state and federal agencies as well as to local high schools, community colleges and community-based organizations.

The UA requests, and staff supports, the 8% support costs for Job Numbers 1 & 2 and 20% for Job Number 3 (Veterans) for these activities.

Commitment to Training

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

➤ Training Infrastructure

The Training Coordinator will oversee the project with assistance from an Administrative Assistant. This Assistant will be responsible for marketing, recruiting, needs assessment and the training schedule. There are 11 part-time instructors who bring vast field experience to the classroom. They are members of UA Local 246 and experts in the training topics. Instructors attend special courses provided by the UA to stay current with changes in the industry.

Impact/Outcome

Certifications earned for the Journeyworkers and Apprentices training may include: OSHA 10, OSHA 30, Medical Gas Installer, Medical Gas Brazier, Foreman's Certification, Industrial Rigger Certification and various welding certifications.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0918	\$298,590	8/05/19 - 8/04/21	85	101	0

Based on ETP Systems, 12,829 reimbursable hours have been tracked for potential earnings of \$254,833 (85% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0909	Fresno, Madera, Kings, Tulare	8/06/18 – 8/05/20	\$335,612	\$293,002 (87%)
*ET17-0911	Fresno, Madera, Kings, Tulare	9/26/16 – 9/25/18	\$237,800	\$172,515 (73%)
**ET14-0911	Fresno, Madera, Kings, Tulare	2/03/14- 2/02/16	\$179,420	\$130,432 (73%)

***ET17-0911**: Some Apprentice and Journeyworkers included in this contract did not meet ETP's retention requirement. In addition, UA Plumbers had some trainees who were enrolled in another Contract and were unable to invoice for those designated trainees.

****ET14-0911**: According to the Contractor, performance was lower than anticipated because several construction projects had been delayed preventing 20 Journeyworkers trainees from completing the retention period.

DEVELOPMENT SERVICES

California Labor Federation of Oakland in partnership with Strategy Workplace Communications of Alameda assisted with development at no cost.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

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

8-200 Job Number 1

JOURNEYWORKER

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Aerial Lift Certification
- Air Water Analysis
- Backflow Certification
- Backflow Prevention
- Backflow Prevention Certification
- BACnet Programming
- Basic Welding
- Brazing
- Building Controls
- Chillers/Boilers Certification
- CPR/First Aid
- Compressor Overhaul
- COVID Safety Training
- Crane Signal Person Certification
 - Design & Installation of New Energy Efficient Equipment & Materials
- Direct Digital Controls – Principals of Operation, Calibration, Documentation, Shutdowns
 - Drawing Interpretation and Plan Reading
 - Electrical Safety
 - Energy Efficiency in Existing Equipment and Materials
 - Fall Protection
 - Falling Objects
 - Foreman
 - Foreman and Worker Responsibility
 - G-PRO
- Drawing Interpretation
- Direct Digital Controls
- Drawing Interpretation and Plan Reading
- Electric Motors
- Foreman Certification
- Forklift Certification
- Green Compliance
- HVACR UA Star Certification
- HVAC Star Certificate
- HVAC Star Prep
- HVAC STAR Review and Exam-Heating Ventilation Air Conditioning Refrigeration Star Review and Exit Exam
- HVACR Performance & Compliance
- HVACR STAR Mastery Review and Certification

- Hydronics Systems and Refrigeration
- Industry Math
- Industrial Rigging Certification
- Johnson Controls Courses
- Johnson DX9100 (Brand of Digital Controller)
 - LEED Standards
- Medical Gas Certification
- Medical Gas Install
- Medical Gas Installation
- Medical Gas Installation, System Testing, Maintenance, Repair, Standards and Brazing Certification
- Medical Gas Refresher
- National Environmental Balancing Bureau Commissioning Certification
- Orbital Welding
- Orbital Welding Certification
- Pipefitting
- Plumbing Code
- Rigging
- Rigging Certification
- Robotic Total Station
- Safe Working Practices
 - Scaffolding
- Solar Installations
- Specialty Seminars for Service Work
- Start Test and Balance
- Soldering and Brazing
- Standards for Excellence
- Use/Care/Tool
- Title 24
- Tremble
- Trade Math
- Water Quality Program
- Welding
- Welding and Burning
 - Working Around Pipelines
 - Working in Confined Spaces

COMPUTER SKILLS

- 3-D Drawings Software
- Computer-Aided Drafting

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Class/Lab & E-Learning Hours

8 - 210 Job Numbers 2 & 3

Apprentice

Trainees may receive any of the following:

COMMERCIAL SKILLS

Plumbing and Pipefitters

- Advanced Drawing
- Advanced Pipefitting
- Advanced Plan Reading
- Advanced Plumbing
- AutoCad
- Backflow Prevention
- Code/Water Supply
- Crane Signal Person Certification
- Drainage
- Drawing II
- Drawing Interpretation & Plan Reading
- Exit Exam Review
- Foreman Training
- Gas Installations
- Green Systems
- Hydronics/ Steam
- Instrumentation & Process Control
- Layout
- Medical Gas
- Medical Gas Certification
- Oxy Fuel Cut & Weld
- Pipe Fitting
- Pipefitting and Service
- Pipefitting Layout
- Pipefitting, Valves, Supports
- Plumbing Code
- Plumbing Code Review
- Plumbing Fixtures
- Plumbing Service
- Pumps
- Related Science
- Related Science
- Review and Exit Exam
- Rigging
- Rigging
- Rigging for Certification
- Steam Systems
- Steam Systems
- Tube Bending

- Water Supply
- Welding
- Welding for Certification

Refrigeration

- Advanced Electricity
- Advanced Pneumatics
- Air Water Analysis
- Basic Computers
- Basic Electricity
- Boilers
- Building Controls
- Calibration
- Chillers
- Controls I
- Controls II
- CPR
- Customer Service
- Drawing Interpretation and Plan Reading
- Electro Pneumatics
- Energy Audits
- G-PRO
- Hydronics
- Motor Alignment
- Pneumatic DDC Introduction
- Pneumatics
- Refrigerant Controls
- Refrigeration
- Soldering and Brazing
- Start Test and Balance

COMMERCIAL SKILLS (All Trades)

- Aerial Lift Certification
- Backflow Certification
- Backflow Prevention
- Basic Welding
- Building Controls
- Compressor Overhaul
- COVID Safety Training
- CPR/First Aid
- Direct Digital Controls
- Drawing Interpretation and Plan Reading
- Electric Motors
- Foreman Certification
- Forklift Certification
- HVAC Star Certificate
- HVAC Star Prep

- HVAC STAR Review and Exam -Heating Ventilation Air Conditioning Refrigeration Star Review and Exit Exam
- HVACR Performance & Compliance
- HVACR STAR Mastery Review and Certification
- HVACR UA Star Certification
- Hydronics Systems and Refrigeration
- Industry Math
- Medical Gas Certification
- Medical Gas Install
- Medical Gas Refresher
- Rigging
- Rigging Certification
- Soldering and Brazing
- Standards for Excellence
- Title 24
- Trade Math
- Tremble
- Use/Care/Tool
- Water Quality Program
- Welding

COMPUTER SKILLS (All Trades)

- 3D Drawings Software
- Computer-Aided Drafting

OSHA 10/30 (Certified OSHA Instructor) (All Trades)

- OSHA 10
- OSHA 30

Safety Training cannot exceed 10% of total training hour's per-trainee.
This cap does not apply to OSHA 10/30.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee in Job Number 1; and capped at 210 total training hours per trainee in Job Numbers 2 and 3, regardless of the method of delivery.



Training Proposal for:
Ventura County Electrical Joint Apprenticeship and
Training Trust Fund
Contract Number: ET21-0928

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Monteon

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Veterans Priority Rate	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 952		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$118,392		\$10,018 Job 1-2 8% Job 3 20%		\$128,410

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker Priority Rate	Business Skills, Commercial Skills, OSHA 10/30	11	8-200	0	\$590	\$42.00
				Weighted Avg: 24			
2	Retrainee Apprentice Priority Rate	Business Skills, Commercial Skills, OSHA 10/30	55	8-210	0	\$1,848	\$25.01
				Weighted Avg: 96			
3	Retrainee Apprentice Veterans Priority Rate	Business Skills, Commercial Skills, OSHA 10/30	10	8-210	0	\$2,028	\$25.01
				Weighted Avg: 96			

*Post-Retention Wage is the Contractual Wage

Actual Wage: Job Number 1: \$42.00/hr.; Job Numbers 2 & 3: \$25.01/hr.

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

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

For trainees in Job Number 2 and Job Number 3, up to \$4.01 per hour may be used to meet the Post-Retention Wage. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker		11
Job Number 2		
Apprentice Electrician/Inside Wireman		12
		43
Job Number 3		
Veteran Apprentice Electrician/Inside Wireman		3
		7

INTRODUCTION

Ventura County Electrical Joint Apprenticeship and Training Trust Fund (Ventura County Electrical or the Trust) (www.vcjatc.org), was founded in 1977, to provide up-to-date industry skills training and secure high-quality job opportunities for its members. Ventura County Electrical is governed

by a Board of Trustees comprised of four labor and four management representatives and is a joint effort of the International Brotherhood of Electrical Workers Local 952 and the National Electrical Contractors Association. This will be the Trust's 6th ETP contract and 6th within the last 5 years.

All trainees are members of IBEW Local 952, which currently represents over 459 electricians with over 100 participating employers. Ventura County Electrical trains inside wiremen who install the power, lighting, controls and other electrical equipment in commercial and industrial buildings. Ventura employers and their Electricians play an important role in retrofitting the buildings in the county so that the buildings use the latest energy efficiency technologies and materials. This project will assist Ventura County's electrical companies meet local and state energy efficiency goals.

Veterans Program

Ventura County Electrical recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. On its website, the Trust advertises special dedicated days for Veterans to apply for the apprenticeship program. The Trust is committed to supporting job-related training that helps Veterans transition into the California workforce and included a Veteran component in this project (Job Number 3) to support this effort.

Women's Program

Ventura County Electrical currently has 4 women enrolled in the program. To encourage more women to join, the Trust is actively corresponding with, Women in Non Traditional Employment Roles, National Association of Women in Construction, and Magic Camp. The Trust is actively engaged with a local charter high school that is aimed at preparing high school level students for careers in construction and engineering. To improve retention of women, the Trust offers training on inclusive workplace practices to create an inclusive work environment for everyone.

COVID

Due to Covid-19, Ventura County Electrical will deliver the curriculum both through E-Learning and class/lab formats with the majority of training provided via E-Learning. In-person training sessions include Conduit Bending. The Trust is also conducting testing on site for all virtual classes. In addition to providing most of its training virtually, the Trust has implemented a number of safeguards to keep trainees safe, which include making large investments in new materials so that trainees do not share tools, materials or protective gear, social distancing rules, temperature checks, and mask mandates at all times. Further, class schedules have been adjusted so that fewer students are in the building at one time. In the future when classes are onsite, the classes will be split. Half of the class will be held in the classroom and the other half will be held in the lab.

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. The curriculum is developed with input from DAS and a designated Local Educational Agency, in this case Ventura County Office of Education.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

Inside Wiremen install and maintain the various types of electrical systems found in commercial and industrial facilities, electric vehicle stations, and transit systems. They also install conduit systems that contain the wire from the motor control centers or panel boards to the equipment that uses electricity. Electricians are trained to use the latest energy efficient technologies and materials so that the above buildings meet CA building requirements. The school also runs the Energy Storage and Microgrid Training and Certification (ESAMTAC). The school's ESAMTAC energy storage classes help the workers build and service solar power plants. Although the ESAMTAC course has not yet been added to the apprentices' DAS curriculum, these classes will be necessary for the workers in the new solar power storage plants.

Participating employers have identified the following additional reasons for training: new energy efficiency regulations, out-of-state competition, need to reduce costs, higher quality standards, retiring workforce, and increasing complexity of construction projects. A few of the construction projects Electricians will be working include: Battery storage facilities in Oxnard, Amazon Distribution Center in Camarillo, Del Sol High School in Oxnard, Power Distribution System upgrade at Naval Base Ventura County, and Ventura County De-Salter Project.

Training Plan

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

Business Skills: Business Skills courses will be offered to all occupations. Apprentices and Journeyworkers will be trained in new national building codes and green practices, following certification guidelines, using collaborative bidding, project development practices, budgets, interacting with other types of construction workers, implementing green solutions. Training will also include team-building and leadership skills to ensure trainees can lead teams in an effective and efficient manner.

Commercial Skills: Commercial Skills courses will be offered to all occupations. Training will include energy-efficient technologies and products such as green building materials, solar photovoltaic panels, new motor controls, advanced welding, green materials testing and audit equipment.

Certified Safety Training

OSHA 10/30: This training is a series of courses "bundled" by industry sector and occupation. 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.

Marketing and Support Costs

Through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and the website, class information will be disseminated throughout the year to all apprentice and journey level electricians within the jurisdiction as well as to the electrical contractors who employ them. Application announcements for the program are disseminated to local, state and federal agencies as well as to local high schools and community colleges; community-based organizations are also included in this effort (mailings and onsite job fairs).

Ventura County Electrical is requesting 8% support costs for Job Numbers 1 & 2 and 20% support costs in Job Number 3 (Veterans).

Commitment to Training

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

Training Infrastructure

The Training Director of Ventura County Electrical will oversee the project. The Trust has 13 part-time trainers and one full-time trainer. The trainers are former or current members of the trade and have received or are scheduled to receive Master Certification status. Strategy Workplace Communications has been retained to provide administrative services.

Impact/Outcome

Certifications earned for the Journeyworkers and Apprentices may include: OSHA 10, OSHA 30, Rigging & Lifting, Green Audits, Arc Flash Safety Awareness, Building Automation Systems & California Advanced Lighting Controls Program, Lighting & Acceptance Testing, Title 24 Lighting Installation & Codes, and Energy Storage & Microgrid Training & Certification.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0908	\$252,800	09/03/2019 - 09/02/2021	108	101	0

Based on ETP Systems, 12058 reimbursable hours have been tracked for potential earnings of \$234,433 (92% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0912	Oxnard	07/30/18 – 07/29/20	\$325,330	\$325,330 (100%)
ET17-0929	Oxnard	01/27/17- 01/26/19	\$195,000	\$195,000 (100%)
ET16-0911	Oxnard	10/05/15- 10/04/17	\$222,800	\$220,024 (99%)
ET14-0908	Oxnard	01/02/14- 01/01/16	\$315,340	\$201,649 (64%)*

*ET14-0908 – The contractor cited administrative issues as the primary reason for low performance. Since then, the Contractor learned how to better administer ETP projects and has improved performance in subsequent contracts accordingly.

DEVELOPMENT SERVICES

California Labor Federation, in Sacramento, and Strategy Workplace Communications, in Oakland, assisted with development of this proposal at no cost.

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/E-Learning Hours

8 – 200 hours (Job Number 1)

Trainees may receive any of the following:

Journeyworker Training

Commercial Skills

- AC Theory
- Anti-Harassment
- Blueprint Reading and Specifications
- Building Automation Systems
- California Advanced Lighting Controls Program (CALCTP)
- Conduit Bending & Raceway Installations
- Confined Space Entrant & Attendant
- CPR/First-Aid/AED
- DC Theory
- Electric Vehicle Infrastructure Training Program (EVITP)
- Electrical Project Supervision
- Electrical Safe Work Practices based on the NFPA70E
- Electrical Test Instruments
- Energy Storage & Microgrid Training (ESAMTAC)
- Fiber Optics
- Fire Alarm Systems
- Forklift and Aerial Lift Safety
- Grounding and Bonding
- Hand Tools and Power Tools
- Hazardous Locations
- Lockout-Tagout Methods
- Low Voltage Structured Wiring Systems
- Mathematics for Electrical Workers
- Motors & Motor Control Systems
- National Electrical Code Calculations
- National Electrical Codeology
- Orientation to Organization and Structures
- Overcurrent Protection
- Photovoltaic Systems
- Process Instrumentation
- Programmable Logic Controllers (PLC's)
- Rigging and Lifting Fundamentals
- Security Systems
- Torque Fundamentals

- Transformers
- Wiring Methods and Materials

Business Skills

- Project Estimating
- Project Planning and Scheduling
- Completing Work Reports
- Team Building Skills
- AutoCAD

OSHA

- OSHA 10
- OSHA 30

Class/Lab/E-Learning Hours

8 – 210 Hours (Job Numbers 2 & 3)

Trainees may receive any of the following:

Apprentice Training

Commercial Skills

- AC Theory
- Anti-Harassment
- Blueprint Reading and Specifications
- Building Automation Systems
- California Advanced Lighting Controls Program (CALCTP)
- Conduit Bending & Raceway Installations
- Confined Space Entrant & Attendant
- CPR/First-Aid/AED
- DC Theory
- Electric Vehicle Infrastructure Training Program (EVITP)
- Electrical Project Supervision
- Electrical Safe Work Practices based on the NFPA70E
- Electrical Test Instruments
- Energy Storage & Microgrid Training (ESAMTAC)
- Fiber Optics
- Fire Alarm Systems
- Forklift and Aerial Lift Safety
- Grounding and Bonding
- Hand Tools and Power Tools
- Hazardous Locations
- Lockout-Tagout Methods
- Low Voltage Structured Wiring Systems
- Mathematics for Electrical Workers

- Motors & Motor Control Systems
- National Electrical Code Calculations
- National Electrical Codeology
- Orientation to Organization and Structures
- Overcurrent Protection
- Photovoltaic Systems
- Process Instrumentation
- Programmable Logic Controllers (PLC's)
- Rigging and Lifting Fundamentals
- Security Systems
- Torque Fundamentals
- Transformers
- Wiring Methods and Materials

Business Skills

- Project Estimating
- Project Planning and Scheduling
- Completing Work Reports
- Team Building Skills
- AutoCAD

OSHA

- OSHA 10
- OSHA 30

Note: Reimbursement for Job Number 1 training is capped at 200 total training hours per trainee. Reimbursement for Job Numbers 2 and 3 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA Safety for a total of 210 hours. Safety training cannot exceed 10% of total training hours for any individual trainee. This 10% safety training cap does not apply to Hazardous Materials or OSHA 10/30 training.



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Vino Farms, LLC

Contract Number: ET21-0230

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET HUA	Industry Sector(s):	Agriculture (B) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Napa, San Joaquin, San Luis Obispo, Santa Barbara, Sonoma	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 356	U.S.: 356	Worldwide: 356
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution
\$90,000

Total ETP Funding
\$90,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET COVID	Other Titles (COVID Training Bundle)	45	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

Up to \$2.30 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Staff		1
		1
Field Staff		40
Leads		2
		1

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2008 and headquartered in Lodi, Vino Farms, LLC (Vino), plants, harvests, and delivers wine grapes for wineries, investment companies, and individual vineyard owners. Vino has over 100 vineyards throughout California. The Company also provides customized services such as consulting and managing a winery's existing vineyard. Training will take place at the Company's five locations in Lodi, Healdsburg, Napa, Los Alamos and San Miguel.

This is Vino's second ETP Contract and the second in the last five years.

Veterans Program

Vino employs Veterans but does not actively recruit Veterans or keep an active census on how many employees are Veterans.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.30 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Retrainee - Job Creation

Vino anticipates a 5% growth over the next year. It has contracted with at least two new wineries and are in the process of contracting with additional wineries. Due to this growth and additional acres of farmland, the Company has committed to hiring 45 new employees (Job Number 1). 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.

PROJECT DETAILS

Training Plan / Curriculum

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

Training Type will be “COVID Training Bundle”.

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

Basic Knowledge of Coronavirus, Cleaning Tools and Equipment, Contact Checklist, Families First Coronavirus Response Act, Preventing Virus Spread, Proper Use of PPE (Personal Protective Equipment), Social Distancing, Symptoms Checklist, Testing Information, and Use of Sanitizers

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Director of Safety will oversee the ETP Contract along with assistance from the Administrative Assistant to the Director, and one administrator per location. Visits to all locations are routinely made and rosters will be picked up from each of the location administrators on a regular basis. The Company has also retained the services of a third-party administrator who has extensive ETP experience to assist with the administration. Training will be provided by qualified in-house trainers.

Alternative Recordkeeping

The Company will use an ETP approved alternative recordkeeping process for this project.

Commitment to Training

The current annual training budget is approximately \$300,000 and includes new hire orientation, general safety, efficient processes and food 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.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20--0134	\$175,030	8/1/2019 – 7/31/2021	281	0	0

Based on ETP Systems, 0 reimbursable hours have been tracked. Training is occurring and the Contractor is currently in the process of uploading hours. The Contractor projects final earnings of 100% based on training currently in progress through May 2021.

DEVELOPMENT SERVICES

Propel Consulting Group in El Dorado Hills assisted with development for a flat fee of \$1,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Basic Knowledge of Coronavirus
- Cleaning Tools & Equipment
- Contact Checklist
- Families First Coronavirus Response Act
- Preventing Virus Spread
- Proper use of PPE (Masks)
- Social Distancing
- Symptoms Checklist
- Testing Information
- Use of Sanitizers

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



COVID Rapid Reemployment and Retraining Pilot
Training Proposal for:
West Hills Hospital dba West Hills Hospital & Medical Center
Contract Number: ET21-0212

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Niquet

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU 121 RN (Service Employee International Union) and SEIU/UHW (United HealthCare Workers)		
Number of Employees in:	CA: 6,500	U.S.: 196,000	Worldwide: 280,000
<u>Turnover Rate:</u>	13%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$150,000

Total ETP Funding
\$150,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET COVID	Other Titles (COVID Training Bundle)	75	4-4	0	\$2,000	\$17.50
				Weighted Avg: 4			

*Post-Retention Wage is Contractual Wage

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

Up to \$0.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Registered Nurse		40
Nursing Staff		2
Nursing Staff		1
Clinical Dietician		2
Environmental Services		3
Environmental Services		1
Patient Support Staff		3
Laboratory Staff		3
Radiology Staff		5
Respiratory Therapist		3
Physical Therapist		3
Patient Care Staff		2
Patient Care Staff		2
Technician		1
Technician		3
Technician		1

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1968 and headquartered in Nashville, Tennessee, West Hills Hospital dba West Hills Hospital & Medical Center (West Hills) (www.westhillshospital.com) is a subsidiary of Hospital Corporation of America (HCA), Far West Division. HCA owns and operates 185 hospitals and approximately 2,000 sites of care, including surgery centers, free standing emergency rooms, urgent care centers and physician clinics in 21 states and the United Kingdom. In California, there are 5 Surgical Centers (Los Gatos, Los Robles, West Hills, Silicon Valley and Bascom) and 5 hospitals (Good Samaritan Hospital, Los Robles Regional Medical Center, Regional Medical Center of San Jose, West Hills Hospital and Medical Center and Riverside Community Hospital).

Serving the San Fernando Valley region of Los Angeles for more than 50 years West Hills is a licensed 260-bed acute care facility. They offer numerous services, including orthopedic surgery, gastrointestinal and critical care. The facility also provides a Women's Diagnostic Center and Level II Neonatal Intensive Care Unit and is home to the renowned Grossman Burn Center. The facility also has a complete 24-hour emergency department, radiology, nuclear medicine, imaging, rehabilitation and therapy services and a comprehensive cancer care unit.

This will be West Hills second ETP Contract and the second within the last five years. All training in this proposal will take place at the Company's West Hills facility.

Special Employment Training

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

➤ Wage Modification

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$0.50 in health benefits to meet the minimum wage.

Veterans Program

Although West Hills hires a significant number of Veterans using standard hiring practices, there is not a separate Veterans component in this project.

Retrainee - Job Creation

In the COVID Pilot proposal, West Hills will hire 75 new employees (Job Number 1). 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 healthcare industry has experienced significant changes during the COVID-19 pandemic and has implemented new procedures and practices relating to staff and patient safety and health as well as the Centers for Disease Control and Prevention guidelines and therefore there is significant need for West Hills to increase its workforce and provide additional training in these new and changing guidelines and procedures.

This proposed training is different from the current Agreement in that it will train new staff in proper personal protective equipment (PPE), prevention of spread of respiratory diseases, proper cleaning and sanitization, infection prevention and control as well as specific guidelines for departments/units.

PROJECT DETAIL

Training Plan/Curriculum

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

Other Titles (COVID Training Bundle): Training will be offered to all occupations on COVID related topics such as Infection Prevention, procedural protocol and policy guidelines.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Commitment to Training

West Hills budgets approximately \$800,000 annually for training for each facility which includes new hire orientation, staff development, job specific training and safety training. ETP funds will not displace the Company's existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law

➤ Training Infrastructure

The Company's Director of Education, Supervisor of Education and Vice President of Human Resources will oversee ETP training and administrative responsibilities. West Hills has also retained a third party to assist with administrative duties. The Company is ready to start training upon Panel approval.

Union Support

All trainees are represented by SEIU 121 RN (Service Employee International Union) and SEIU/UHW (United HealthCare Workers). The unions have submitted a letter of support for this training project.

Alternative Recordkeeping

The Company will be using an ETP approved alternative recordkeeping method approved under the COVID-19 Response Plan.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0339	\$331,200	02/03/19-02/03/21	315	25	25

Based on ETP Systems, 8,949 reimbursable hours have been tracked for potential earnings of \$232,674 (70% of approved amount). To date West Hills has submitted \$83,200 in approved earning (25%). The

Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through November 2021.

DEVELOPMENT SERVICES

The Company retained Altus Group US Inc. in Hunt Valley, MD to assist with development of this proposal for a fee of \$10,500.

ADMINISTRATIVE SERVICES

Altus Group US 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/E-Learning Hours

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- Admissions/Clerical Skills
- Care of Burn Patients
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of Trauma Patient
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Communications Skills
- Core Measure in Patient Safety Tools
- Critical Care Nursing Skills
- Dietician Skills
- Environmental Skills
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses)
- Hemodynamic Monitoring
- Infection Prevention / COVID training
- Intravenous (IV) Therapy
- Knowledge and Demonstrated Skills Regarding OSHA Sharps Safety
- Knowledge and Skills Related to Infection Prevention Before, During, and After Procedures
- Laboratory Skills
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Nutritional Considerations, Importance in the Hospital
- Operating Room Skills
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Physical Therapy Therapist/Aide skills
- Post-Neurological Injury Nursing Skills
- Post-Orthopedic Surgery Nursing Skills
- Post-Trauma Injury Nursing Skills
- Pre and Post-Operative Care
- Quality Control
- Radiology Skills
- Respiratory Assessment & Care
- Respiratory Skills for Respiratory Therapists
- Safe Identification and Labeling of All Specimens
- Safety training
- Surgical Nursing Skills
- Telemetry Nursing Skills
- Trauma Nursing Skills

- Triage Nursing Skills
- Ventilator & Tracheotomy Care

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



1040 Lincoln Avenue; Pasadena, CA 91103

October 7, 2020

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand West Hills Hospital dba West Hills Hospital and Medical Center is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project:

Registered Nurse (40) and New Grad RNs (20)

Sincerely,

A handwritten signature in black ink, appearing to read "Shamora Freeman".

Shamora Freeman

Union Representative

SEIU Local 121RN



UNITED HEALTHCARE
WORKERS WEST
SERVICE EMPLOYEES
INTERNATIONAL
UNION, CLC

Dave Regan - President
Stan Lyles - Vice President

560 Thomas L. Berkley Way
Oakland, CA 94612
510-251-1250
FAX 510-763-2680

5480 Ferguson Drive
Los Angeles, CA 90022
323-734-8399
FAX 323-721-3538

October 16, 2020

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand West Hills Hospital dba West Hills Hospital and Medical Center is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees (in parentheses) from the following occupations will be participating in this project:

Admin Asst Nursing/Clerical Nursing (5), Clinical Dietician (2), Environmental Services (5), Patient Admissions(3), Radiology Tech(5), Laboratory Staff(3), Respiratory Therapists(3), Physical Tech(2), Physical Therapists(3)Tech staff (5) Cath Lab, GI Lab, Interventional radiology), Health Information techs(4).

Sincerely,

Erika Moody-Gilliard

Coordinator - Hospital Division
SEIU United Healthcare Workers – West
5480 Ferguson Drive
Los Angeles, California 90022
Cell: (323) 637-5509
Fax: (323) 721-3538
Email: emoody-gilliard@seiu-uhw.org



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Wonderful Pistachios & Almonds LLC

Contract Number: ET21-0206

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SET Retrainee	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Fresno, Kern, Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 1,039	U.S.: 7,000	Worldwide: 9,000
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution
\$210,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	COVID Job Creation Initiative SET Retrainee	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: (COVID/SET/Statewide): \$17.50 per hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administrative Support Staff		4
		3
		3
Customer Service Staff		10
		10
		10
Engineer		15
		5
Manager/Supervisor		1
		4
Production Worker		25
Support Staff		4
		3
		3

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 1989, Wonderful Pistachios & Almonds LLC (Wonderful Pistachios) (www.wonderful.com), is the lead employer with two closely affiliated entities, Wonderful Growers

Cooperative and Cal Pure Produce Inc. All three entities are wholly-owned subsidiaries of the Wonderful Company LLC in Los Angeles. Headquartered in Lost Hills, Wonderful Pistachios has six facilities in California: five growing and processing sites in Lost Hills, Firebaugh, and Bakersfield; and an office in Los Angeles. International sites include Belgium, China, Korea, India, Mexico and Brazil.

Wonderful Pistachios farms 125,000 acres of almonds and pistachios (in tandem with grower partners) that harvest approximately 600 million pounds annually. Wonderful Pistachios grows, processes, and markets its product to ensure quality. Its products are sold under the Wonderful label, as well as private-label, to food manufacturers and foodservice customers across the US and worldwide. Wonderful Pistachios also offers in-shell and shelled pistachios, along with various almond products, including whole, sliced, slivered, or diced, all of which are supplied in raw, roasted, blanched and flavored forms. Customers include retail and wholesale food distributors worldwide such as Costco, Wal-Mart, Tesco, Blue Diamond, Planter's, Kraft, Trader Joe's and Whole Foods.

Training will take place its Lost Hills, Firebaugh, Bakersfield and Los Angeles facilities. The two affiliated entities are located in Los Angeles. This will be Wonderful Pistachios' fourth ETP Contract, and the third within the last five years.

Special Employment Training

Under Special Employment Training (SET), the employer is not required to demonstrate out-of-state competition.

- Wage Modification

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using up to \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although there is not a Veterans' component in this proposal, Wonderful Pistachios actively recruits and hires Veterans. Wonderful Pistachios uses recruitment firms that specialize in hiring Veterans including LinkedIn.com, Monster.com, Indeed.com and America's Job Center. Wonderful Pistachios is committed to Veteran inclusion and encourages Veterans to apply for positions within the Company.

Retrainee - Job Creation

In this proposal, Wonderful Pistachios and its affiliates will hire 100 net new employees (Job Number 1). The Companies have experienced a 4% growth in business and product volume, and anticipate additional growth of 4% in the coming year. Training is required for all new employees. 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.

PROJECT DETAILS

The Companies are focused on speeding up the new hire process and quickly prepare new staff working in this new COVID-19 environment. Training in this Contract will focus on clean production, on-boarding new staff, safety and sanitation precautions, and enhanced processes to prevent workers and products exposure to COVID-19.

It is vital for the Companies to maintain a healthy workforce. Therefore, training is necessary to prepare workers limiting their exposure to COVID-19 inside, and outside of the workplace. This can only be done with proper safety, COVID-19 procedures, safety quality food handling, and good manufacturing practices training. Its main training goals and objectives include helping new workers to adjust and adapt to the new COVID-19 environment, keep up with updates and changes to their job tasks and functions, and support the Companies' growth to remain competitive in the marketplace.

Training Plan

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

Other Titles/COVID Training Bundle: Training will be offered to all occupations on related safety training that include courses in pandemic awareness, Chemical Hazards Communication Standards, Corrective and Preventive Action Policy and Quality Fundamental/Core Skills.

E-Learning/Alternate Recordkeeping

Due to COVID-19, Wonderful Pistachios will use an approved alternate recordkeeping.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

Temporary to Permanent Hiring

The Companies will train 10 workers (Production Worker and Support Staff) under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). The Companies have 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 six months. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

Under Panel guidelines for the Temporary to Permanent program, these trainees must be eligible to participate in ETP-funded training pursuant to Unemployment Insurance Code Section 10201(c). Trainees cannot be enrolled until after they have been hired by Wonderful 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

Wonderful Pistachios' current annual training budget is approximately \$600,000 for itself and its two affiliates. The Companies provide new-hired orientation, sexual harassment prevention, first-aid training, job skills training, OSHA mandated training and on-the-job training program for

manufacturing skills. In addition, Microsoft basic level is provided as needed. All training is mandatory and all workers receive some 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

Training will begin upon Panel approval by in-house experts. Wonderful Pistachios has designated a team that includes a Director of Training, Area Leader of Employee Training & Development, a team of Managers/Supervisors and a Training Coordinator to oversee ETP training and administrative responsibilities. A team of Managers/Supervisors and trainers will travel to each location to provide training, secure rosters and ensure ETP compliance. The Company has also retained a third party to assist with administrative duties.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0340	\$406,120	12/14/18 - 12/13/20	710	468	468

Based on ETP Systems, 15,772 reimbursable hours have been tracked for potential earnings of \$410,072 (100% of approved amount). The Contractor projects final earnings of 100% based on training completed 12/11/19.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
*ET17-0117	Lost Hills, Firebaugh, Bakersfield, Los Angeles	07/01/16 – 06/30/18	\$749,070	\$407,882 (55%)
ET15-0323 (Drought)	Lost Hills, Firebaugh, Bakersfield, Los Angeles	11/24/14 – 11/23/16	\$743,400	\$740,538 (99%)

*ET17-0117: The Company was unable to utilize 100% of ETP funding due to production demands during scheduled training. Since the last contract, production has leveled out allowing trainees to attend more training. To ensure success, the Company developed a conservative training plan for the ETP project and a more practical schedule that accommodates trainees to meet the training goals of the Company. The

Company also designated a team that include a Director of Training, Managers/Supervisors and Training Coordinator to closely oversee ETP training and administrative responsibilities, with emphasis on management of training schedules. Training plans were closely coordinated with management to prevent conflict with production demands. Wonderful took corrective action and is demonstrating greater program success under its subsequent Contract.

DEVELOPMENT SERVICES

National Training Company, Inc. (NTC) in Irvine assisted with development for a flat fee of \$10,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

4-4

Trainees may receive any of the following:

OTHER TITLES (COVID Training Bundle)

- Communication Skills
- Continuity Plans
- COVID-19 Procedures
- Decision Making
- Disinfecting Work Stations
- Good Manufacturing Practices
- Leadership Skills
- Manufacturing Operating Procedures
- Manufacturing Processes
- Packaging Inventory Levels
- Performing Detailed Daily Cleaning and Disinfecting
- Problem Solving
- Quality Control
- Safety Procedures
- Safety Quality Food Certification
- Sanitation
- Standard Operating Procedures
- Critical Thinking Skills
- Measuring for Success
- Team Building
- Time Management
- Wonderful Improvement Network
- Compliance Tracking
- Control Systems
- Equipment Cross-Training
- Equipment Inspection
- Equipment Maintenance and Repair Skills
- Forklift Certification
- Inventory & Raw Materials Training
- Product Packaging
- Product Specifications
- Internal Computer Systems

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

Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Best Buy Health Inc. dba GreatCall

Contract Number: ET21-0248

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: C. Clady

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Diego	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 809	U.S.: 1,441	Worldwide: 1,441
<u>Turnover Rate:</u>	6%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

FUNDING DETAIL

In-Kind Contribution: (100% SE of Total ETP Funding Required)
\$476,000

Total ETP Funding
\$331,200

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills Computer Skills Continuous Improvement	360	8-200	0	\$920	\$18.34
				Weighted Avg: 40			

*Post-Retention Wage is the Contractual Wage

Minimum Wage by County: San Diego County Job 1 \$ 18.34 per hour.

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

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

Up to \$2.34 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Customer Support Staff		25
		110
		50
Operations Support Staff		15
		15
		50
Information Technology/Engineering Staff		65
Supervisors /Managers		30

INTRODUCTION

Best Buy Health, Inc. dba (GreatCall) www.greatcall.com is headquartered in San Diego and maintains inbound Customer based Sales and Service Centers in Carlsbad, California, Reno, Nevada, Texas, and Michigan. The California location is in Carlsbad and is the subject of this Contract. GreatCall was initially founded in 2006, and was recently acquired by Best Buy Health Inc. GreatCall is the leader in creating mobile health and safety solutions for the active aging, which includes easy to use mobile devices, tools for caregivers, and medical alerts. The Company sells its products through retailers and directly to consumers, as well as online. The Company is best known for its easy-to-use Jitterbug cell phones for the senior citizen market, as well as the 5Star medical alert service.

GreatCall's mobile technology products and solutions provide consumers with customizable health and safety applications that are easy to set up, easy to use and with 24/7/365 access to its entirely U.S. based service and support team. All GreatCall devices have a one-touch button that connects customers to agents who can help with medical problems, including Telephone Urgent Care.

Veterans Program

The Company does not actively recruit for Veterans, however, there are Veterans on staff.

PROJECT DETAILS

This is the first ETP project for GreatCall. Training will focus on the Company's response to the COVID pandemic and the skills and knowledge needed to support this immediate need, as well as new products and technology to grow its businesses, enhance product diversity and quality, to meet increasing customer needs.

COVID-19 has opened a greater demand for the adoption of telehealth services, and creating newfound opportunities for technology companies looking to change the way healthcare is delivered by moving more care into the home and out of institutional settings. With that, GreatCall has seen demand for its services remain strong by stepping up efforts to keep seniors out of higher modalities of care.

To that end, the Company recently introduced Lively Flip, the next generation of its Jitterbug phone which includes voice services with Alexa as an enhanced feature to allow users to use their voice to make calls, write texts, check the weather, and more. The new phone also offers an entire response team, from personal operators to tech support, and urgent response agents.

Training Plan

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

Business Skills: All occupations will receive training in this category to perform their specific job functions in the GreatCall environment and to provide improved and consistent customer service through new/updated technology and products, improved communication skills, and customer service/support skills.

Computer Skills: Computer Skills training will be provided to all occupations based specifically on the systems they utilize in their daily job function. Newly hired employees will receive training in all GreatCall systems to enable them to effectively perform their job function. All occupations need adequate training to operate various desktop tools to increase output and accuracy.

Continuous Improvement: The goal of Continuous Improvement Skills training is to improve the Company's efficiencies and productivity by implementing improved processes throughout the organization. All occupations will receive training in areas such as Process/Performance Improvement/Reengineering Skills and Team Development for them to work efficiently in the growing and changing GreatCall environment.

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. GreatCall provides ongoing training including basic job skills, telephone etiquette, new employee orientation, anti-harassment, stress management, drug and alcohol abuse in the workplace, ADA requirements in the workplace, business ethics, diversity, managing within the law, and training on the Sarbanes-Oxley Act. The total training budget in California is \$1,000,000.

➤ Training Infrastructure

The Project Manager will oversee the project and an administrative subcontractor has been retained to assist with project administration. In addition, the Company has multiple trainers in

California who will be responsible for managing the scheduling, delivery, and documentation of training for the Carlsbad facility. Training will be conducted by in-house experts at the Carlsbad location.

Record Keeping

Due to COVID-19, GreatCall will use an approved alternate recordkeeping.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Best Buy Health retained Training Funding Partners in Fountain Valley to assist with development of this proposal for a flat fee of \$11,500.

ADMINISTRATIVE SERVICES

Training Funding Partners will also perform administrative services in connection with this proposal for a fee of 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

8-200 hours

Trainees may receive any of the following:

BUSINESS SKILLS

- Account/Billing Processes
- Business Acumen
- Business Process Skills
- Collaborative Communication Skills
- Customer Service/Support Skills
- EMD (Emergency Medical Dispatch)/EPD (Emergency Police Dispatch)
- New/Updated Technology and Products
- Technical Product Support
- Time Management

COMPUTER SKILLS

- Customer Relationship Management (CRM) System Skills
- GreatCall Proprietary System Skills
- Intermediate/Advanced Microsoft Word, Excel, PowerPoint
- Microsoft Project

CONTINUOUS IMPROVEMENT

- Leadership/Delegation/Coaching Skills
- Process/Performance Improvement/Reengineering Skills
- Project/Program Development/Management
- Team Development
- Troubleshooting Skills

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



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Love 2 Learn Consulting, LLC

Contract Number: ET21-0243

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: S. Bailey

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative Medical Skills Training SET	Industry Sector(s):	Other (J) Healthcare (62) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 92	U.S.:92	Worldwide: 92	
<u>Turnover Rate:</u>	12%			
<u>Managers/Supervisors:</u> (% of total trainees)	0%			

FUNDING DETAIL

In-Kind Contribution:
\$200,000

Total ETP Funding
\$200,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation COVID Medical Skills Training SET	Other Titles (COVID Training Bundle)	100	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Therapists		70
Parent Consultants		20
		10

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2008 and located in Huntington Beach, Love 2 Learn Consulting, LLC (L2L) (www.l2lconsulting.com) is a treatment facility for children with autism. The Company works with patients to develop the necessary skills to fully participate in family and community life. L2L provides behavioral, speech and/or occupational therapy, and social skills groups in a clinic, home, school or community setting. The Company employs a multidisciplinary team of behavioral health treatment specialists including Clinical Psychologists, Marriage and Family Therapists, Licensed Clinical Social Workers, parent consultants and Board Certified Behavior Analysts.

The targeted occupations for training under this proposal are Therapists and Parent Consultants. Therapists ("paraprofessionals/BIs") provide direct behavior intervention to clients (e.g., behavior reduction, communication skills, adaptive skills, etc.). Parent consultants assist with communication between therapists and clients and ensure that each client and their family receive the proper customized treatment. L2L's treatment methods are consistent with the evidence based practices outlined by leading national experts such as the National Professional Development Center on Autism, Autism Evidence-Based Practice Review Group, and Autism Standards Project.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Retrainee - Job Creation

To address the shortage of trained personnel in the field of behavioral science, the Company anticipates hiring 125 new Therapists and Parent Consultants in 2021. Therefore, the Company requests funding for 100 newly hired staff, under the Job Creation guidelines. 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.

Veterans

While L2L does not have a dedicated recruitment program for Veterans, the Company is committed to hiring and retaining Veterans.

PROJECT DETAILS

The increase in Autism rates over the last 15 years (from 1 in 150 to 1 in 68), combined with legislation, SB 126 enacted in 2013 requiring healthcare plans to include autism treatment, L2L has resulted in an enormous demand services; however, the number of trained specialists has decreased. Personnel shortages have been exacerbated by COVID as demand has continued to skyrocket and the number of trained personnel has decreased due to the personalized nature of care which requires workers to venture to patients' homes. The current wait time for access behavioral health services at a minimum is a 6 month. In order to address the shortage of specialized personnel, L2L has strived to improve the way it delivers the training program to staff as well as address the safety concerns of workers. The Company has taken on the challenge of rapidly on-boarding and training large numbers of inexperienced staff members over the next 12 months to meet its increased patient load.

In order to achieve the goals above, the Company has developed an innovative “train-the-trainers” model program for clinical supervisors based upon current “implementation science” research and recommended practices. Newly hired trainees will go through a rigorous training and coaching program designed to prepare them to effectively serve the patient population. Training will include Guidance & coaching on evidence-based practices for learners with autism spectrum disorders. The goal is to solidify a sustainable professional development system and internal culture in which all staff continually increase their knowledge and skills to meet the demand created by COVID.

Training Plan / Curriculum

The main focus of training for this project will be a “COVID Training Bundle”, which includes COVID 19 Safety Protocols. Newly hired worker training will include Intervention and Case Management Skills to ensure successful and safe patient interaction and development.

Training will also be delivered in Medical Skills Didactic and Medical Skills Preceptor.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

This project will be overseen by the Director of Clinical Training. The Director of Administrative Services along with staff in the human relations department will also assist in overseeing this project. The Company will also use in-house Team Leads to assist with implementing the training plan as well as project administration.

Record Keeping

Due to COVID19, L2L will use an approved alternative recordkeeping.

Impact/Outcome

The goal is to provide specialized care to all patients participating in L2L's program. This will be achieved by providing staff with the specialized skills necessary to respond to unique demands whilst in the field working with patients. Patients will then be able to establish and sustain peer relationships and to develop plans that will help them to succeed in important areas of life, making a difference not only in the patient's life but in the lives of the patient's family and friends.

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.

In 2019, L2L invested \$50,000 to implement a more targeted training plan that includes both initial staff on-boarding as well as continuous improvement for current staff already with the Company. Training included conflict resolution and good patient interactions. The Company will now implement this new training plan, with a focus on newly hired staff in order to increase skills necessary to meet the new demands created by COVID.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET19-0428	\$118,560	3/01/2019-5/28/2021	78	0	0

Based on ETP Systems, 3,962 reimbursable hours have been tracked for potential earnings of \$103,012 (86% of approved amount). The Contractor projects final earnings of 100% based on training completed and trainees in retention period or completed retention.

DEVELOPMENT SERVICES

The Company retained Training Refund Group in Anaheim to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

The Company also retained Training Refund Group to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

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

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID TRAINING BUNDLE)

- ✦ COVID 19 Safety Protocols
- ✦ Telehealth
- ✦ Routines Based Interventions
- ✦ Early Start Denver Model
- ✦ Early Intervention Progress Report
- ✦ Medical Documentation
- ✦ Early Intervention Case Conceptualization
- ✦ Early Intervention Program Assessment
- ✦ Early Intervention Program Development
- ✦ Early Intervention Case Management

MEDICAL SKILLS DIDACTIC

- ✦ Professionalism Overview and Cultural and Family Structure Sensitivity Training
- ✦ Introduction to Verbal Behavior Key Operants and The Verbal Behavior Milestones Assessment and Placement Program
- ✦ Applied Behavior Analysis Skill Building Training and Session Structuring
- ✦ Introduction to Behavior Reduction
- ✦ Learning Tree Overview and Electronic Data Collection
- ✦ Teaching New Behavior
- ✦ Client/Patient Rights
- ✦ Clinical Assessment
- ✦ Clinical Program Design
- ✦ Clinical Interventions
- ✦ Antecedent Interventions
- ✦ Consequent Interventions
- ✦ Discrete Trial Training
- ✦ Ethics in Translating
- ✦ Functions of Behavior: FBA
- ✦ Instructional Control
- ✦ Naturalistic Teaching Strategies
- ✦ Preparing for Crisis Situation
- ✦ Supporting Quality of Life for Persons with Developmental Disabilities
- ✦ Time Management and Contract Utilization
- ✦ Liability Management
- ✦ Understanding Funding Sources
- ✦ Teaching Interactions in Clients with Autism Spectrum Disorders
- ✦ Understanding Typical Development
- ✦ Interdisciplinary Understanding of Autism Spectrum Disorder
- ✦ Understanding Evidence Based Autism Treatment
- ✦ Coping Skill Techniques
- ✦ Client Outcome Measurement
- ✦ BACB Ethical Guideline Adherence
- ✦ Behavioral case Conceptualization, problem solving, and Decision Making
- ✦ Providing Feedback
- ✦ Assessing Behavior Interventionist Performance

- ✦ Current Journal/Research Group Literature Review Facilitation
- ✦ Global Developmental Model Training (Speech and OT)
- ✦ Defending Clinical Recommendations
- ✦ Parent Satisfaction
- ✦ Staff Support

MEDICAL SKILLS PRECEPTOR

- ✦ Clinical Evaluation
- ✦ Client Outcome Measurement
- ✦ Mentorship
- ✦ Functional Behavior Assessment
- ✦ Teaching Daily Living Skills
- ✦ Teaching Social Skills
- ✦ Teaching Functional Communication Training
- ✦ Development Assessment for Young Children – Administration and Scoring
- ✦ Vineland III Assessment Administration and Scoring
- ✦ Verbal Behavior Milestones Assessment and Placement Program – Baseline and Progress Management
- ✦ Assessment of Basic Language and Learning – Skills Baseline and Progress Management
- ✦ Assessment of Functional Living Skills – Baseline and Progress Management
- ✦ Peak Relational Training Baseline and Progress Management
- ✦ Accept Identify Move Baseline and Progress Management
- ✦ Acceptance and Commitment Therapy in Context training

<p>Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.</p>
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RETRAINEE - JOB CREATION

Critical Proposal for:

Reborn Cabinets

Contract Number: ET21-0250

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Critical Proposal Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 410	U.S.: 436	Worldwide: 436
<u>Turnover Rate:</u>	17%		
<u>Managers/Supervisors:</u> (% of total trainees)	5%		

FUNDING DETAIL

In-Kind Contribution
\$770,842

Total ETP Funding
\$599,472

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Mfg. Skills, Mgmt. Skills, Literacy Skills, PL-Comm'l. Skills	96	8-200	0	\$782	\$18.39
				Weighted Avg: 34			
2	Retrainee Priority Rate Job Creation	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Mfg. Skills, Mgmt. Skills, Literacy Skills, PL-Comm'l. Skills	285	8-200	0	\$1,840	\$15.33
				Weighted Avg: 80			

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

Minimum Wage by County: Job Number 1: Orange-\$18.39/hr

Job Number 2(Job Creation): Orange-\$15.33/hr.

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

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

Up to \$2.39 per hour may be used to meet the Post-Retention Wage in Job Number 1; and up to \$0.33 per hour in Job Number 2.

****Commission Income:** Sales Staff (Job Number 1 and 2) pay is based on straight commission at post retention.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Administration Staff		2
		6
		4
Engineers		2
		2
		4
Installers		6
		8
		8

Managers		10
Manufacturing Staff		10
		6
		4
Project Managers		2
		4
		3
Sales Staff**		15
Job Number 2		
Administration Staff		7
		5
		2
Engineers		8
		5
		5
Installers		35
		35
		10
Managers		3
		5
Manufacturing Staff		30
		15
		5
Marketers		8
		17
Project Managers		3
		5
		2
Sales Staff**		35
		35
		10

CRITICAL PROPOSAL

Reborn Cabinets (Reborn) is designated as a “Critical Proposal” recommended by the Governor’s Office of Business and Economic Development. The Company is expanding its footprint in Anaheim with a new headquarters and will be hiring 285 new employees. Training under this proposal will provide extensive training to Manufacturing Staff and Installers to meet production demands from a growing customer base in California and across the United States.

INTRODUCTION

Founded in 1983 and headquartered in Anaheim, Reborn (www.RebornCabinets.com) is a family-owned business that designs, manufactures, and installs custom cabinetry in kitchens and baths for homeowners. The Company has two facilities in Anaheim; its manufacturing operation that includes a training center and showroom, and a separate office building for its new headquarters. Reborn builds all of the cabinetry that is shipped across California and the United States in its Anaheim. The Company also has standalone showrooms in Pleasanton, Torrance, Lake Forest and San Diego. In addition, Reborn is an approved sell, furnish and install vendor for the Home Depot at numerous stores throughout California and the exclusive distributor of Kohler Brand and Jacuzzi Brand Walk-In Tubs for the entire state of California and Nevada.

Training will be for the employees at the Anaheim headquarters and manufacturing operation. This is Reborn's third ETP project, the third in the last five years.

Veterans Program

Although there is no dedicated Veterans job number, Reborn became affiliated with the Army Partnership for Youth Success (PaYS) program in the past several years. The PaYS Program is a strategic partnership between the U.S. Army, employers, and public sector agencies to provide employment opportunities to army veterans. Reborn recently hosted a reception for PaYS participants to provide targeted recruitment opportunities.

PROJECT DETAILS

Reborn has successfully expanded its market share and is continuing to grow its revenue in 2020 as a result of increased demand from individual homeowners, as well as the expansion and establishment of key partnerships with The Home Depot, Sam's Club and Costco. Specifically, the partnership opportunity with Costco was formalized during the second quarter of 2020, resulting in a rapid surge in business coming in from across the United States. These partnerships have created new opportunities but also new challenges. Specifically, meeting internal quality controls of individual homeowners, while also meeting the exacting demands of their key partners. Likewise, the challenges initially created by COVID-19 forced Reborn to make some difficult decisions, leading to some job losses in April 2020. However, by May 2020 the company saw a tremendous surge in its business and the company found itself experiencing record breaking numbers in terms of sales. June's sales were 150% above projections. As a result, Reborn brought back all furloughed employees and restarted its recruitment efforts to keep up with demand.

In order to meet the growing demand, Reborn is determined to build the workforce needed to meet its production goals. Reborn continues to invest in and expand its Reborn University training and professional development courses. This program creates individualized training plans for each employee, schedules training, and tracks each employee's progress. Those results determine and provide each employee with ongoing professional development opportunities. These formal training plans allow Reborn to take existing employees and give them an opportunity to increase their knowledge providing promotion opportunities for higher paying positions; reducing turnover and improving morale. The Reborn University classes cover both soft skills and hard skills, run weekly over 2 to 3 weeks. A continued focus on Reborn University training and professional development courses will be critical to the Company's ability to increase sales and attract strategic partnerships in the future.

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 285 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.

Reborn is growing at a rate of 25% per year and adding headcount commensurately. Reborn currently employs over 400 workers and expects to be at 550 by end of 2020 and at 700-800 full time employees by the third quarter of 2021. Reborn is planning to expand its reach in the market, which is in line with the company’s growth plans.

Training Plan

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

Business Skills: Training will be offered to Marketers, Sales and Administration Staff, Project Managers and Managers in skill to manage customer relationships, complex projects, and marketing campaigns; meet sales goals; and ensure effective communication with internal and external customers.

Commercial Skills: Training will be offered to Engineers, Installers, and Project Managers to ensure they have the technical skills to provide quality installation solutions for customers.

Computer Skills: Training will be offered to all occupations. Managers, Sales Staff and Project Managers will be the primary focus for Fluix, Resi Job Tracking Database and Buildertrend software training to effectively cost and manage projects. Microsoft Office training will be offered for job function efficiency.

Continuous Improvement: Training will be offered to all occupations, with a focus on Manufacturing Staff and Project Managers. Training in Lean Manufacturing, Teams, Improving Process Cycle Times and Leading Change will help current and new employees establish a continuous improvement mentality and focus on working effectively within teams. Project Managers will benefit from Time Management and Performance Management training to maximize efficiency and manage multiple priorities.

Literacy Skills: Training will be offered to select Installers and Manufacturing Staff whose limited language skills have been deemed a barrier to further their skills will have the opportunity to participate in Vocational English as a Second Language.

Management Skills: Training will be offered to Managers in skills to better manage their teams and develop the next level of leadership so that the organization can continue its growth trajectory.

Manufacturing Skills: Training will be offered to Managers, Project Managers, and Engineers and Manufacturing Staff to better manage increased production demands that come with growth. Production Skills, Quality Systems Requirements, Production and Inventory Management and Writing Standard Operating Procedures will reduce production and inventory issues and ensure greater efficiency between departments.

Productive Laboratory

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

Installers will receive approximately 80 hours of PL-Commercial Skills training. This training cannot be duplicated in a classroom or simulated lab environment because trainees must learn how to operate equipment that requires hands-on experience in the field. Also, circumstances arise on a live job that cannot be anticipated or replicated in a controlled lab environment. In addition, the opportunity to work one-on-one with a dedicated Field Trainer is critical to the learning experience.

The trainee and Field Trainer work side by side for a minimum of two weeks on multiple jobs. The Field Trainer provides continuous guidance and corrective action throughout the productive lab cycle focused on the proper techniques and use of equipment for all activities, including planning, demolition, equipment and materials usage, troubleshooting, interaction with the customer, cleanup (due to COVID this includes sanitation measures with appropriate cleaning supplies), and a final inspection checklist. Reborn has evaluated PL in the field and determined it leads to increased skills development as well as greater retention in the Installer occupation. Training will be provided at up to 1:2 trainer-to-trainee ratio because PL is typically delivered in small teams of two.

Commissions – Sales Staff

All Sales Staff at Reborn work under the same commission structure earning 10% of sales for each job sold. It generally takes Sales Staff one to two years at Reborn to consistently earn \$25 to \$50 per hour in commissions. Sales Staff wage information for this proposal is based on historical sales data over multiple years.

Retrainee Job Creation Sales Staff (Job Number 2) earn a minimum base wage of \$18.75 (non-commission) their first 90 days at the Company. New Sales Staff are able to earn commission two weeks after employment in addition to their base wage as they build their sales skills. Once new Sales Staff reach the 91st day at the Company they move to straight commission after three months of Reborn sales training and experience.

Commitment to Training

Reborn's annual training budget is approximately \$900,000 and includes simulated laboratory stations for bath installation training and dedicated field trainers for kitchen cabinet installation. 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

Reborn is ready to begin the training plan upon approval. The Director of Training and Development will oversee overall administration of the project. The Human Resources Department staff will execute the training plan and coordinate training to ensure proper record keeping procedures are in place. In addition, the Company retained an administrative subcontractor to assist with administrative duties. Training will be delivered by in-house experts and vendors as needed.

Alternative Recordkeeping

Reborn will use an approved alternative recordkeeping for E-Learning/Videoconferencing training sessions. The Trainers will submit all training documents upon completion of each training session.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0184	Anaheim	03/26/18 – 03/25/20	\$547,560	\$534,793 (98%)
ET17-0147	Anaheim	08/01/16 – 07/31/18	\$266,040	\$266,040 (100%)

DEVELOPMENT SERVICES

California Manufacturing Technology Consulting (CMTc) assisted with development of this proposal for a fee of \$15,000.

ADMINISTRATIVE SERVICES

CMTc 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

- Active Listening
- Advanced Sales Skills
- Advanced Strategies for Social Media
- Budgeting
- Coaching & Mentoring
- Collaboration: Two Heads Are Better Than One
- Data Analysis
- Data Presentation
- Effective Business Writing
- Effective Communication Skills
- Financial Reporting
- How to Conduct an Effective Meeting
- How to Create a Professional & Effective Email
- How to Create and Present an Impressive PowerPoint Presentation
- How to Deal with Difficult Customers
- How to Measure & Draw Kitchen Projects
- How to Measure a Bathroom Project
- Managing Conflict
- Maximizing Employee Performance
- Negotiation & Overcoming Objections
- Project Management
- Sales Skills for Customer Service Reps
- Sales Skills-S.A.L.E.S
- Script Training
- Ultimate Customer Experience
- Ultimate Customer Experience-Customer Service Skills
- Ultimate Customer Experience-How to Ensure Customer Expectations are Met

COMMERCIAL SKILLS

- Bath Solution Installation Training
- Field Engineering
- Signature Re-Facing Cabinet (Kitchen or Bath) Installation Training

COMPUTER SKILLS

- Buildertrend Software
- Call Center Software (Five 9)
- Engage Presentation Software
- Financial Mgmt. Software (Fluix)
- Lead Perfection Training
- Microsoft Office (Intermediate & Advanced)
- Resi Job Tracking Database
- Salesforce CRM Software

CONTINUOUS SKILLS

- Accountability in the Workplace
- Creating Successful Habits
- Critical Thinking/Strategic Thinking
- Diversity and Cultural Competence
- Effective Coaching
- Effective Delegation Strategies/Inspect What you Expect
- Employee Engagement
- From Good to Great, How Your Mindset & Attitude Affects Your Work
- Goal Setting in the Workplace
- Handling Conflict Effectively
- Harnessing & Developing Potential
- High Performance Leadership Skills
- How to Assign & Manage Projects
- How to Build a Winning Team
- How to Increase Productivity without Sacrificing Quality
- How to Work Collaboratively Across Departments
- Improving Process Cycle Times
- Integrity & Ethics
- Leadership
- Leading Change
- Leading Effective Meetings for Problem Solving
- Lean Manufacturing
- Learning Styles, Learning Curves
- Managing Change
- Motivating Your Team
- Problem Solving Skills
- Quality System Requirements
- Resilience
- Self-Coaching Strategies
- Team Building
- Time Management Skills

MANAGEMENT SKILLS (Managers/Supervisors Only)

- Coaching for Supervisors & Managers
- L.E.A.D. Management Mastery
- Leadership Development & Succession Planning
- Management/Supervisory Skills
- Succeeding as a New Manager
- Transitioning from Peer to Manager

MANUFACTURING SKILLS

- Productions Skills
 - Proper Setup and Use the CNC
 - Proper Set-Up and Use for Table Saws
 - Proper Set-Up and Use of the Finish Sander
 - Proper Set-Up and Use of the Automated Finish Line
 - Proper Set-Up and Use of a Hand Router
 - Proper Set-Up and Use of the Pin Router
 - Proper Set-Up and Use of the Blum boring machine
 - Proper Set-Up and Use of Pneumatic Hand Sanders

- CNC Training/Certification
- Effective Manufacturing Practices & Inspections
- Forklift Training/Certification
- Production and Inventory Management
- Quality Control
- Safety
- Writing Standard Operating Procedures

LITERACY SKILLS

- Vocational English as a Second Language

Productive Lab Hours

0-80

COMMERCIAL SKILLS (Limited 1:2 Ratio)

- Re-Facing Cabinet (Kitchen or Bath) Installation
 - Set Up & Demo
 - Room Dust Containment System
 - Identify Existing Damage
 - Demo without Damaging Existing Framework (countertops, doors, drawers, boxes, appliances, etc)
 - Cabinet Prep for All Materials (wood grain, OPV, solid colors)
 - Installation
 - Cabinet Modifications
 - Plumbing (including installing new sink, faucet, disposal)
 - Extending Stiles on Face Frame Cabinets
 - Routing and Filing Material
 - Mitering Corners of Cabinets
 - Leveling Doors and Installing Blum Hinges
 - Installing all Molding and Applications
 - Clean U & Final Inspection
- Bath Solution Installation
 - Set Up & Demo
 - Room Dust Containment System
 - Identify Existing Damage
 - Demo without Damaging Existing Framework
 - Water Shut Off & Water Pressure Check
 - Cabinet Prep for All Materials (wood grain, OPV, solid colors)
 - Installation
 - Drywall Cutting and Install
 - Plumbing: Moving Drains, Sweating Pipes, Cutting Pipes and Changing Two Valve System to Single Valve, Soldering
 - Tub to Shower Conversion
 - Shower Door Installation
 - Jacuzzi Wall Systems
 - Clean Up & Final Inspection

Literacy Training cannot exceed 45% of total training hours per-trainee
 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:

KND Real Estate 40, LLC dba Kindred Paramount

Contract Number: ET21-0217

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee SET Job Creation Initiative Medical Skills Training Priority Rate	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 4,800	U.S.: 38,300	Worldwide: 38,300
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

FUNDING DETAIL

In-Kind Contribution:
\$781,270

Total ETP Funding
\$456,320

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SET Medical Skills Training Priority Rate	Business Skills, Computer Skills, MS Clinical Preceptor, MS Didactic	254	8-200	0	\$690	\$25.01
				Weighted Avg: 30			
2	Retrainee SET Job Creation Initiative Medical Skills	Business Skills, Computer Skills, MS Clinical Preceptor, MS Didactic	47	8-260	0	\$5,980	\$33.00
				Weighted Avg: 260			

*Post-Retention Wage is the Contractual Wage.

Minimum Wage by County: Job Number 1 (SET/Priority): \$25.01 per hour statewide.

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

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

Up to \$1.75 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Registered Nurse		160
Licensed Vocational Nurse		12
		27
Technician		55
Job Number 2		
New Graduate Registered Nurse		47

INTRODUCTION

Founded in 2018 and located in Paramount, KND Real Estate 40, LLC dba Kindred Paramount (Kindred) (www.kindredhealthcare.com) is a 177 bed long-term acute care hospital. The Hospital's parent company, Kindred Healthcare, is headquartered in Louisville, Kentucky. Kindred's services include Pulmonary Care, Wound Care, Diabetes Management, Rehabilitation, Stroke and Brain Injury Care, and Organ Transplant Care.

Veterans Program

Kindred has not included a Veterans component in this proposal; however, the Hospital does employ Veterans through its normal hiring practices.

PROJECT DETAILS

As a long-term care provider, Kindred is experiencing a significant need to provide training and implement new techniques and modalities of patient care due to the ongoing COVID-19 pandemic. In addition to training on core services combined with learning how to treat the potential long-term complications of Coronavirus, all training must now include an enhanced level of safety training to mitigate the possible transmission of disease between patients and staff.

The proposed training plan is designed to ensure successful implementation of new healthcare standards related to patient assessment and care, pain management, infection control, physical therapy, and equipment operation. Preceptor training will also be included to provide hands-on experience and ensure that medical staff adhere to necessary protocol.

Retrainee - Job Creation

COVID-19 has compounded the ongoing industry shortage of skilled nurses. To ensure Kindred's ability to maintain its standard of care, the Hospital has committed to hiring 47 New Graduate Nurses (Job Number 2). These nurses are needed to maintain adequate staffing ratios and support the Hospital's expanding patient care departments/programs. 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.

Kindred also has a COVID Pilot project on this month's December Panel Agenda in the amount of \$200,000. Some Job Creation trainees in this project may participate in the COVID Pilot project, as concurrent enrollment is allowed under the COVID Pilot Guidelines.

Training Plan

Training will be delivered via Class/Lab and E-Learning at Kindred's facility in Paramount.

Business Skills: Training will be offered to all occupations and will focus on leadership skills, team performance, organization skills, customer service, and conflict resolution.

Computer Skills: Training will be offered to all occupations to help employees become more proficient at using innovative medical records management software to document, track, and report member data. This training will enable Kindred to improve its operational efficiencies.

Medical Skills Training: Approximately 207 RNs and 39 LVNs will participate in Medical Skills Didactic and Clinical Preceptor training. Technicians may receive training on select Medical Skills topics based on their respective job duties. This training will address deficiencies in specific skills to ensure that trainees are competent in advanced medical procedures. Training will focus on the latest techniques and methodologies for providing safe and effective patient care. Training topics will include patient assessment and care, new COVID-19 procedures, wound care management, code-specific responses/procedures, and documentation skills.

Training Hours Limitation

Retraining hours are capped at 200 per-trainee. However, the Hospital is requesting a modification to this cap. Kindred has a training program in place to provide New Graduate Nurses with the requisite skills to perform multiple tasks throughout the Hospital. The Hospital's typical New Graduate Nurse will go through an initial six months of extensive training, totaling more than 400 hours of specialized patient care instruction. Therefore, Kindred is requesting a 260-hour cap for the New Graduate Nurses in Job Number 2 only. This request is in accordance with ETP's new hire training cap of 260 hours per trainee and is consistent with prior Panel approval of proposals comprised of New Graduate Nurses.

Special Employment Training

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

➤ Wage and Retention Modifications

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from \$33.34 to \$25.01). Kindred requests this modification for Job Number 1 and 2.

Full-Time Work Week

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

Kindred is requesting a decrease in the full-time employment hours from 35 hours per week to 32 hours per week. The Hospital considers employees full-time and eligible for medical benefits at 32 hours per week. This request is consistent with industry standards.

Commitment to Training

Kindred Paramount spends approximately \$80,000 on training annually. Hospital funded training covers new hire orientation, sexual harassment prevention, diversity, and management responsibilities. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Kindred's Director of Nursing and Clinical Services will oversee administration of this project. The Hospital's Education Coordinator will assist with scheduling, delivering, and documenting training. Kindred has also retained an outside administrative consultant to assist with ETP administrative requirements. Training will be delivered by in-house subject matter experts and training vendors as needed. Kindred has a training schedule in place and is prepared to commence training upon contract approval.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Training Refund Group in Anaheim assisted with development for a flat fee of \$8,000.

ADMINISTRATIVE SERVICES

Training Refund Group 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 (Job Number 1)

8-260 (Job Number 2)

Trainees may receive any of the following:

BUSINESS SKILLS

- Leadership
- Team Building
- Lean Six Sigma
- Organization Skills
- Communication Skills
- Conflict Resolution
- Critical Thinking
- Customer Service
- Information Systems
- Time Management Skills
- Health Insurance and Accountability Act

COMPUTER SKILLS

- PIN Medical Records Management Software

MEDICAL SKILLS - DIDACTIC

- Advanced Directives
- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Code Orange/Hazardous Spills/Safety Data Sheet
- Code Pink/Abduction
- Code Silver/Weapon
- Code Yellow/Bomb Threat
- Code Blue/ Code Purple
- Conservatorship
- CORE Measures (Prevention of CLABSI/CAUTI)
- COVID 19
- Crisis Prevention Intervention (CPI)
- Culturally Appropriate Care
- Culture of Safety
- Documentation Skills
- Computer Training (Pinpoint)
- Employee Health/Safety
- Equipment Failure /Lock Out Tag Out
- Hospital Basics
- Occurrence Reporting
- Patient and Family Centered Care Skills
- Intensive Care Critical Care Training
- Preceptor Training
- Medical/Surgical Unit Training
- Medication Management and Safety
- Palliative Care/ End of Life Training

- Patient Movement/Lifting
- Radiation Safety
- Restraints
- Charge Nurse Training
- Acute Myocardial Infarction
- Activities of Daily Living
- Advanced Cardiac Life Support (ACLS)
- Ambulating a Patient with Ambulatory Device
- Arterial Blood Gas (ABG) Interpretation
- Arterial Lines
- Aspects of Aging
- Assessment
- Basic Life Support (BLS)
- Bladder and Bowel Management
- Body Mechanics
- Care Planning
- Care of the Bariatric Patient
- Care of the Cardiac Patient
- Care of the Geriatric Patient
- Care of Patient with LVAD
- Care of the Neurosurgical Patient
- Wound Care Management
- Care of the Stroke Patient
- Care of the Transplant Patient
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Dementia and Alzheimer's Disease
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Elder Abuse/Prevention and Reporting
- Pre and Post-Operative Care
- Patient Assessment & Care
- Intravenous (IV) Therapy
- Orthopedic Nursing Skills
- Ventilator and Tracheotomy Care
- Hemodynamic Monitoring
- Total Parenteral Nutrition

MEDICAL SKILLS – CLINICAL W/PRECEPTOR

- Advanced Directives
- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Code Orange/Hazardous Spills/Safety Data Sheet
- Code Pink/Abduction

- Code Silver/Weapon
- Code Yellow/Bomb Threat
- Code Blue/ Code Purple
- Conservatorship
- CORE Measures (Prevention of CLABSI/CAUTI)
- COVID 19
- Crisis Prevention Intervention (CPI)
- Culturally Appropriate Care
- Culture of Safety
- Documentation Skills
- Computer Training (Pinpoint)
- Employee Health/Safety
- Equipment Failure /Lock Out Tag Out
- Hospital Basics
- Occurrence Reporting
- Patient and Family Centered Care Skills
- Intensive Care Critical Care Training
- Preceptor Training
- Medical/Surgical Unit Training
- Medication Management and Safety
- Palliative Care/ End of Life Training
- Patient Movement/Lifting
- Radiation Safety
- Restraints
- Charge Nurse Training
- Acute Myocardial Infarction
- Activities of Daily Living
- Advanced Cardiac Life Support (ACLS)
- Ambulating a Patient with Ambulatory Device
- Arterial Blood Gas (ABG) Interpretation
- Arterial Lines
- Aspects of Aging
- Assessment
- Basic Life Support (BLS)
- Bladder and Bowel Management
- Body Mechanics
- Care Planning
- Care of the Bariatric Patient
- Care of the Cardiac Patient
- Care of the Geriatric Patient
- Care of Patient with LVAD
- Care of the Neurosurgical Patient
- Wound Care Management
- Care of the Stroke Patient
- Care of the Transplant Patient
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Critical Care Nursing Skills

- Decontamination Procedures
- Dementia and Alzheimer's Disease
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Elder Abuse/Prevention and Reporting
- Pre and Post-Operative Care
- Patient Assessment & Care
- Intravenous (IV) Therapy
- Orthopedic Nursing Skills
- Ventilator and Tracheotomy Care
- Hemodynamic Monitoring
- Total Parenteral Nutrition

Note: Reimbursement for retraining is capped at 200 total training hours per trainee for Job Number 1 and 260 total training hours per trainee for Job Number 2, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Critical Proposal for:

CalPlant 1, LLC

Contract Number: ET21-0240

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: C. Kaiser

PROJECT PROFILE

Contract Attributes:	Critical Proposal Job Creation Initiative Priority Rate Retrainee	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Glenn	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 107	U.S.:107	Worldwide: 107
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	1%		

FUNDING DETAIL

In-Kind Contribution:
\$919,825

Total ETP Funding
\$287,040

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Critical Proposal Priority Rate	Business Skills, Computer Skills, Continuous Impr, HazMat, Management Skills, Manufacturing Skills, OSHA 10/30	102	8-200	0	\$2,070	\$18.34
				Weighted Avg: 90			
2	Retrainee Critical Proposal Priority Rate Job Creation	Business Skills, Computer Skills, Continuous Impr, HazMat, Management Skills, Manufacturing Skills, OSHA 10/30	33	8-200	0	\$2,300	\$17.00
				Weighted Avg: 100			

Minimum Wage by County: Job Number 1: \$18.34 per hour for Glenn County.

Job Number 2: \$17.00 per hour for Glenn County.

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

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

Up to \$1.34 per hour may be used to meet the Post-Retention Wage for Job Number 1.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Administrative Staff		20
Maintenance Staff		2
		20
Management		5
Production Staff		10
		16
		29
Job Number 2:		
Administrative Staff		1
		1
Maintenance Staff		4
		1
Management		1

Production Staff		16
		2
		1
Security Guards		6

CRITICAL PROPOSAL

CalPlant 1, LLC is designated as a “Critical Proposal” recommended by the Governor’s Office of Business and Economic Development (GoBiz). The Company is increasing employment in California with an additional 33 employees. Training under this proposal will provide staff with extensive training on equipment management, production, and system applications.

INTRODUCTION

Founded in 2008 and headquartered in Willows, CalPlant 1, LLC (CalPlant) (www.calplant1.com) is the world’s first manufacturer of Medium Density Fiberboard (MDF) boards made from repurposing rice-straw. CalPlant’s customers include Home Depot, Columbia Forest Products, Bose Corp, Orepac, and Pergo. The Company’s location in Willows will receive training under this proposal.

This is CalPlants’ first ETP Contract.

Veterans Program

The Company does not actively recruit for Veterans at this time.

PROJECT DETAILS

CalPlant recently invested over \$170 million in new equipment including a press, dryer, and refiner. In addition, the Company is investing approximately \$2.5 million to train all occupations on operations and business performance over the next two years. The Company’s primary focus is to train Maintenance Staff and Production Staff on all equipment including the dryer, forming, press, and finishing. Trainees will also learn straw preparation, quality training, inventory, storage, and rolling stock. CalPlant will cross-train trainees for consistency and knowledge in all areas of production to help minimize downtime and to provide high quality skills for each trainee.

The Company is also investing approximately \$175 million in Information Technology infrastructure and software such as servers, ME Studio, Allevity, Bamboo, Autodesk Software, and Quickbooks which will require training for all occupations. Training will improve internal processes and increase staff’s proficiency in the use of various software applications. In addition, all occupations will receive training on business skills including Customer Service and Business Performance.

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.

CalPlant is expanding operations to 24 hours per day requiring multiple shifts to meet production demands. Thus, CalPlant is expanding its business capacity by hiring 33 new

employees including Administrative Staff, Maintenance Staff, Production Staff, Management, and Security Guards (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 E-Learning delivery methods. In-house subject-matter experts and vendors may be used to deliver training in the following:

Business Skills: Training will be offered to all occupations. Training will provide the skills to effectively and efficiently maintain business operations. Training topics include Accounting, Engineering, Marketing, and Sales.

Computer Skills: Training will be offered to all occupations. Training will improve software skills. Training topics include Adobe, Brady, and QuickBooks.

Continuous Improvement: Training will be offered to all occupations. Training will focus on eliminating waste and improving Company processes. Training topics include Problem Solving, Production Scheduling, and Storage.

Management Skills: Training will be offered to Management. Training will focus on developing strong managerial skills. Training topics include Leadership.

Manufacturing Skills: Training will be offered to Maintenance Staff, Management, and Production Staff. Training is intended to improve upon the employee’s knowledge of proper techniques for working with equipment and production. This also includes cross-training. Training topics include Dryer, Finishing, Packaging, and Production.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Materials (HAZMAT). This training is a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Maintenance Staff, Management, 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 Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, the certification entity has not yet been determined.

Commitment to Training

The Company’s current training budget for 2020 will exceed over \$800,000. Training includes safety training, new hire orientation, human resource requirements such as labor and

harassment training, fire extinguisher, and emergency training. CalPlant's management team is committed to making sure training is a success.

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

➤ Training Infrastructure

Training will be provided by qualified in-house trainers. CalPlant has designated the CEO to oversee the ETP Contract. In addition, the People Operations Manager, the Plant Manager, two People Operations Assistants, four Production Superintendents, and two Maintenance Managers will assist with scheduling, obtaining rosters, and uploading rosters to the ETP system.

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/E-Learning/Video Conferencing Hours**

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Business Performance
- Business Planning
- Cost Accounting
- Customer Service
- Document Control
- Engineering
- Industry Overview
- Marketing
- PO Tracking
- Product Overview/ Knowledge
- Project and Capital Project Management
- Purchasing
- Sales

COMPUTER SKILLS

- 7-Zip 19.00 (x64)
- A360 Desktop
- ABBYY FineReader
- ACAD/ CAD (Computer Aided Design)
- Ablebits Ultimate Suite
- Adobe
- Advantage Database Server
- Allen Bradley Software
- Allevity
- Andriod Software
- Autodesk Software
- Bamboo
- Bluebeam
- Brady Software
- CardMinder
- Cisco AnyConnect
- Computer Networking (LAN)
- Computer Programming
- Computerized Maintenance Management System (CMMS)
- Crossmatch
- DocuXplorer
- Entity Framework
- Factory Talk
- FARO LS
- FLIR Software
- FMAudit
- Forecast Pro

- Foxit
- HQMS (Enterprise Quality Management)
- HyperTerminal
- iOS Software
- ITSPlatform
- ME Studio
- Microsoft Office (Intermediate and Advanced)
- Microsoft SQL Server
- Mitel Connect
- Most Valuable Player (MVP) Ordering Software
- National Instruments Software
- Network Management
- Nitro Pro 10
- MVP (Maintenance Plant)
- PowerENGAGE
- Procore Drive
- Prod IQ
- QuickBooks
- Sew Servo
- ScanSnap Manager
- Studio 5K Pro
- Visual Studio
- Vmware
- VTransfer
- Webroot Software
- Windows Server
- WoodPro

CONTINUOUS IMPROVEMENT

- COVID Guidelines
- Eye Wash
- Handwashing
- Inventory
- Manufacturing Resource Planning and Control
- PPE (Personal Protective Equipment)
- Problem Solving
- Process Control
- Production Scheduling and Operations/ Workflow
- Storage
- Total Quality Management

HAZARDOUS MATERIALS (HAZMAT)

- Chemical Training
- Hazardous Cleanup
- Hazardous Materials (40-hr./24-hr. Certification)
- Hazardous Recognition
- Hazardous Spills
- Respiratory

MANAGEMENT SKILLS (Managers/Supervisors only)

- Leadership
- Management Coaching

MANUFACTURING SKILLS

- 3D Model Overview
- Baghouse Training
- Dryer
- Equipment Commissioning
- Equipment Labeling
- Equipment Training
- Finishing
- Forming
- Forklift Training
- Glue/Resin Blending
- Hot Work Safety
- Machine Center
- Maintenance
- Manlift
- Operations
- Packaging
- Press
- Production
- Quality Training
- Refiner
- Rolling Stock Familiarity
- Shipping/ Warehouse
- Straw Preparation
- Telehandler Training
- Welding

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety Training cannot exceed 50% of total training hours per-trainee (This cap does not apply to Hazmat or OSHA 10/30)

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



COVID Rapid Reemployment and Retraining Pilot

Training Proposal for: Swan Consulting, Inc.

Contract Number: ET21-0232

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: J. Fetsch

PROJECT PROFILE

Contract Attributes:	COVID Job Creation Initiative SB <100 SET	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Fresno	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 60	U.S.:60	Worldwide: 60
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$150,000

Total ETP Funding
\$150,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Job Creation SET SB <100 COVID	Other Titles (COVID Training Bundle)	75	4-4	0	2,000	\$17.50
				Weighted Avg: 4			

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

Minimum Wage by County: COVID Pilot Minimum wage for all counties is \$17.50/hour
Health Benefits: ☒ Yes ☐ No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: ☒ Yes ☐ No ☐ Maybe
 Up to \$2.50 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Behavioral Therapist		50
Team Lead		10
		5
Administration		5
		2
		3

INTRODUCTION

This proposal is developed in accordance with the COVID Pilot program guidelines to support the hiring of workers, as well as support industries critical to the health and welfare of Californians and the reopening of the economy during the COVID-19 pandemic. The COVID Pilot is funded under ETP Special Employment Training.

Founded in 2017 and headquartered Clovis, Swan Consulting, Inc. (Swan) (www.forwardbmh.com) provides behavioral therapy programs for children and youth with an Autism Spectrum Disorder (ASD) diagnosis or disorders with similar features. The Company provides services at a central facility and the child's home. In addition, Swan also provides services for teens and education programs for parents and siblings. The Company works collaboratively with local school districts to help build resources for families in the Fresno community. Training under this proposal will be delivered at the Company's headquarters and two locations in Fresno. This is Swan's first ETP project.

Special Employment Training

Under SET, the employer is not required to demonstrate out-of-state competition.

- Wage

Trainees qualify for the ETP COVID Pilot Minimum Wage of \$17.50 per hour statewide, with the possibility of using \$2.50 in health benefits to meet the minimum wage.

- Retention Modification

Under the COVID-19 Pilot, the Panel may modify the retention period for these trainees to a minimum of 20 hours per week of employment for 90 days.

Veterans Program

Although this project does not include a Veteran's component Swan does accept applications from veterans and consider the experience military service provides. The Company also has referred to organizations such as Fresno County Veteran Service Office and veteran job fairs.

Retrainee - Job Creation

During the COVID Pandemic and Shelter-in-Place order, the demand for behavioral health has grown exponentially. School closures resulted in more of a need for the services that Swan Consulting provides. In addition, the Company provides care to physically and cognitively disabled COVID-19 positive clients. The Company has redesigned its curriculum and adapted to the changes brought on by the pandemic that has resulted in an aggressive hiring plan. The Company must hire one Behavioral Therapist for every new client they take on and as the Company grows it must also add administrative personnel. Prior to the COVID 19 pandemic the Company had over 90 employees, they currently have 60 on staff, 30 of which are recent hires and will be included in this training plan. Swan plans to have well over 100 employees by the end of this training project which equated to a 10% increase in 2 years from Swan's full staffing capacity pre-Covid.

As a result of the sudden growth in demand and challenges brought on by the COVID-19 Pandemic, the Company will hire 75 new employees (Job Number 1). 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.

PROJECT DETAILS

Training Plan / Curriculum

The delivery method listed in curriculum will be Class/Lab, however, may use CBT, PL, or E-Learning when delivering training.

Training Type will be "COVID Training Bundle".

Other Titles/COVID Training Bundle: Training will be offered to all occupations on:

COVID related safety training that include courses in Basic Knowledge of Coronavirus, Cleaning/Sanitization of Surfaces, Contact Checklist, Families First Coronavirus Response Act, Preventing Virus Spread, Proper Use of PPE, Social Distancing, Symptoms Checklist, Testing Information, Use of Sanitizers, Use of Equipment and Client Stimuli.

Training Hours

Hours of training: 4 minimum and maximum per trainee funded by ETP.

➤ Training Infrastructure

The Company CEO will oversee the project and be responsible for program oversight and communication with ETP. A team of three administrators will be responsible for recording and scheduling training along with securing ETP rosters.

Propel Consulting Group will assist with implementation, compliance, reporting and reimbursements for the contract. Training will be provided by in-house experts and vendors as needed.

Commitment to Training

Swan commits approximately \$125,000 annually for each facility. The Company utilizes in-house subject-matter experts to conduct training. The training budget includes state-mandated safety training, required certificate training, and education on various disabilities employees may encounter.

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

DEVELOPMENT SERVICES

The Company retained Propel Consulting Group in El Dorado Hills to assist with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

The Company also retained Propel Consulting Group to perform administrative services in connection with this proposal for a fee of 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab/ E-Learning Hours

4-4 Trainees may receive any of the following:

OTHER TITLES (COVID-19 Bundle)

- Basic Knowledge of Coronavirus
- Cleaning/Sanitation of Surfaces
- Contact Checklist
- Families First Coronavirus Response Act
- Preventing Virus Spread
- Proper use of PPE
- Social Distancing
- Symptoms Checklist
- Testing Information
- Use of Sanitizers
- Use/Re-Use of Equipment & Client Stimuli

Note: Reimbursement for retraining is capped at 4 total training hours per trainee, regardless of the method of delivery.



Training Proposal for:
Columbus Manufacturing, Inc.

Contract Number: ET21-0210

Panel Meeting of: December 11, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: K. Lappen

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing (E) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Alameda	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 445	U.S.: 445	Worldwide: 445	
<u>Turnover Rate:</u>	13%			
<u>Managers/Supervisors:</u> (% of total trainees)	8%			

FUNDING DETAIL

In-Kind Contribution:
\$379,654

Total ETP Funding
\$276,345

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Cont. Imp., Mfg. Skills, Mgmt. Skills, HazMat, PL- Mfg. Skills	445	8-200	0	\$621	\$20.00
				Weighted Avg: 27			

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

Minimum Wage by County: \$20.00 per hour for Alameda County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Production Staff		45
		200
		70
Plant Operation Staff		0
		0
		95
Managers		35

INTRODUCTION

Founded in 1917 and headquartered in Hayward, Columbus Manufacturing, Inc. (Columbus) (www.columbuscraftmeats.com) is a food processing company specializing in salami and other prepared delicatessen meats, cheeses, and condiments. Columbus produces product including salami, deli meats packaging, salami snack, and Italian Specialties. Columbus' customer base includes stores such as Costco, Safeway, Trader Joe's and other retailers. ETP-funded training will be delivered at its two facilities (headquarters and the processing facility) in Hayward. Columbus' parent company is Hormel Foods, but its employees will not participate in ETP training.

Veterans Program

Even though this proposal does not include a Veteran's Job Number component, veterans are included as part of Columbus' recruitment process.

PROJECT DETAILS

This will be Columbus' second ETP project, and it's second within the last five years. Previous ETP training focused on upskilling and retaining employees in manufacturing. In this proposal, the Company will train employees on new equipment (Stuffer, Clipper, Salami Coating Automation, and Toby Slicer Replacement) and safety procedures. Though some of the training curriculum will appear to be the same, training topics have been modified. New manufacturing skills are needed as technologies in the industry continue to become more advanced. This training will not repeat training on any products or services that were part of its prior ETP Contract.

The Company has experienced a steady growth rate from 6% to 10% a year, and its workforce population has expanded from 338 to 445 since the last ETP Contract. To facilitate this growth, Columbus has added new machinery and processes, increased its headcount, and increased internal-training programs. Columbus recently purchased several new equipment including Stuffer, Clipper, Salami Coating Automation, Toby Slicer Replacement, and Security Camera System.

Columbus' internal training is called its Ambassador Program and Leadership Academy. Due to the COVID-19 pandemic, the demand for more training with smaller classes has increased to avoid large gatherings and maintain a safe distance. The Company is also heightening its Safety Procedure to provide a safer environment for the employees while maintaining productivity. Columbus is using E-Learning methods when possible. All of these changes have required additional trainings for Columbus' employees. With ETP funds, the Company will be able to train its workforce in new machinery and processes while maintaining health and safety.

Training Plan

The following will be delivered in Class/Lab, Productive Lab (PL), and E-Learning:

Business Skills: This training will be offered to all occupations on courses like Creative Problem Solving, Accounting and Finance, Delegation, Leadership, and Communication Skills to improve customer relations and specific administrative and management processes.

Continuous Improvement: This training will be offered to Production Staff and Plant Operation Staff on courses like Total Productive Manufacturing (TPM), Quality Good Manufacturing Processes (GMP), Quality Control / Quality Assurance, and Root Cause Analysis (RCA) in an effort to update and maintain competitiveness in the workforce.

Hazardous Materials: This training will be offered to Plant Production Staff and Plant Operation Staff on courses like Blood-Borne Pathogens, Chemicals, Ammonia Operator 1 Training, Hazard Communication, and Hazardous Material Handling to ensure safe handling of hazardous materials.

Management Skills: This training will be offered to Managers on courses like Change Management and Oracle Software (Health Benefit Portal) Training to be more effective in managing employees and projects.

Manufacturing Skills: This training will be offered to Production Staff and Plant Operation Staff on courses like Peeling, Fermentation, Salami Chopping, and Salami Stuffing to meet demand while maintaining manufacturing best practices and delivering a quality product.

Productive Laboratory

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum.

PL- Manufacturing Skills training will be delivered to 250 Production Staff. The Company requests up to 40 hours (per trainee) using a 1:2 trainer-to-trainee ratio. PL will allow trainees to reach competency on the following equipment: slicer, stuffer, peeler, chopper, grinder, and high pressure processor. PL trainers are at the Supervisor level or higher with hands-on experience and competency in the subject matters. PL training will be closely supervised by the trainer.

Commitment to Training

Columbus currently spends \$379,654 on training annually in California and includes basic training to new trainees. 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

Columbus' Director of HR Operations (dedicated administrator) and three staff from its Human Resource Department will oversee the project with its third-party administrator, RSM US LLP, who will assist with ETP administration and coordination with ETP staff. ETP-funded training will be delivered by 35 internal trainers who are subject-matter experts and vendors when needed.

Impact/Outcome

ETP funds will develop skilled employees to increase output, while maintaining job skills and competencies. ETP-funded training will culminate in trainees obtaining Forklift Certification, Pallet Jack Certification, and an in-house leadership certification. These certifications will increase safety and productivity, which will help Columbus grow and provide workforce stability.

Temporary to Permanent Hiring

The Company will train 30 workers under Panel guidelines for the Temporary-to-Permanent program (Job Number 1). The Company has retained these employees on a temporary basis, with the intention of hiring them into full-time, permanent positions after training. The average time for "converting" temporary workers into full-time permanent employment is one month. It is expected that these workers will receive employer-paid share-of-cost for healthcare premiums while on temporary status, and upon hire into full-time permanent employment.

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

Repeat Contractor Rule

The Panel's "Repeat Contractor Rule" imposes a waiting period and other limitations regarding when a contractor may submit a subsequent Preliminary Application:

- Contractors must wait until 18 months have passed in their current contract before submitting a Preliminary Application for a second contract.
- If the current contract does not meet 75% completion rate, as determined using the potential earned amount, then the second contract will be right-sized accordingly.

Electronic Recordkeeping/LMS

Columbus will use a Learning Management System (LMS) to document all ETP training. The LMS system has been reviewed and approved by ETP.

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 \$ %
ET19-0124	Hayward	7/1/18 – 6/30/20	\$229,590	\$229,590 (100%)

DEVELOPMENT SERVICES

Columbus retained RSM US LLP in San Diego to assist with development for a flat fee of \$6,500.

ADMINISTRATIVE SERVICES

Columbus also retained RSM US LLP to 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

- ✚ Leadership Training
 - Management
 - Conflict Resolution
 - Communication Skills
- ✚ Communication Skills
 - Getting and Giving Respect
 - Coaching for Commitment
- ✚ Collaboration Skills
 - Cross-Functional Teams
- ✚ Accounting and Finance
- ✚ Time Management & Prioritization
- ✚ Creative Problem Solving
- ✚ Product Knowledge

CONTINUOUS IMPROVEMENT

- ✚ Total Productive Manufacturing (TPM)
- ✚ Quality Good Manufacturing Processes (GMP)
- ✚ Quality Control / Quality Assurance
- ✚ Root Cause Analysis (RCA)






MANAGEMENT SKILLS (Managers Only)

- ✚ Oracle Software (Health Benefit Portal) Training
- ✚ Change Management

MANUFACTURING SKILLS

- ✚ Peeling
- ✚ Wrapping
- ✚ Coating
- ✚ Feeding
- ✚ Debugging
- ✚ Slicing
- ✚ Salami Stuffing
- ✚ Shipping & Receiving
- ✚ Salami Chopping
- ✚ Sanitation Practices
- ✚ Fermentation
- ✚ Grinding System / Chopper Machine Operator
- ✚ High Pressure Processing (HPP) Machine Operator
- ✚ Automated Guided Vehicles (AVG) Operator
- ✚ Pallet-Jack Certification
- ✚ Forklift Certification
- ✚ Multivac Equipment Training
- ✚ COVID-19 Safety Training

HAZARDOUS MATERIALS
















-  Blood-Borne Pathogens
-  Chemicals
-  Ammonia Operator 1 Training.
-  Hazard Communication
-  Hazardous Material Handling

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

Productive Lab (PL) Hours

0–40

PL- MANUFACTURING SKILLS (limited ratio 1:2)

-  Peeling
-  Wrapping
-  Coating
-  Feeding
-  Debagging
-  Slicing
-  Salami Stuffing
-  Shipping & Receiving
-  Equipment Operation
-  Salami Chopping
-  Sanitation Practices
-  Fermentation
-  Grinding System / Chopper Machine Operator
-  High Pressure Processing (HPP) Machine Operator
-  Automated Guided Vehicles (AVG) Operator

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



COVID RESPOND
Critical Proposal for:
Envoy, Inc.

Contract Number: ET21-0216

Panel Meeting of: December 11, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: S. Wang

PROJECT PROFILE

Contract Attributes:	COVID Priority Rate Retrainee Job Creation Initiative Veterans	Industry Sector(s):	Services (G) Professional, Scientific Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Francisco	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 130	U.S.: 150	Worldwide: 150
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	0%		

FUNDING DETAIL

In-Kind Contribution:
\$1,620,000

Total ETP Funding
\$517,500

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Improv., PL-Computer Skills	100	2-200	0	\$2,070	\$43.00
				Weighted Avg: 90			
2	Job Creation Initiative Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Improv., PL-Computer Skills	80	2-200	0	\$3,105	\$43.00
				Weighted Avg: 135			
3	Veterans Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Improv., PL-Computer Skills	20	2-200	0	\$3,105	\$43.00
				Weighted Avg: 135			

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

Minimum Wage by County: \$20.00 per hour 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	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1: Retrainee		
R&D Staff		20
Sales Staff		25
Software Engineers		55
Technical Support Staff		30
Job Number 2 : Job Creation		
R&D Staff		18
Sales Staff		12
Software Engineers		40
Technical Support Staff		10
Job Number 3: Veterans		
R&D Staff		5
Sales Staff		5
Software Engineers		5
Technical Support Staff		5

RESPOND

Under its Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) pilot program, the Panel funds training for economic recovery from natural disasters (including viral outbreaks). COVID-19 is impacting several key industry sectors and could lead to loss of jobs. Envoy, Inc. (Envoy) will be training workers on developing protocols and software applications to companies around the globe to help establish a safe working environment.

INTRODUCTION

Founded in 2013 and headquartered in San Francisco, Envoy, Inc. (ENVOY) (www.envoy.com) is an information technology development company that creates applications and tools to help manage workplace safety. ENVOY develops applications that support touchless offices with software and hardware which enables a frictionless sign-in process for anyone entering a building. The Company's technology manages capacity levels in a building and books meeting rooms while managing space, traffic, and personnel proximity. Its other applications include vendor and mail touchless delivery protocols and scheduling as well as health monitoring. ETP training will be delivered for trainees at its headquarters in San Francisco.

ENVOY's customers are local and global businesses that have a physical office space, which include Mazda, Golden State Warriors, Hulu, Pinterest, The Salvation Army, Asana, PopSugar, Galvanize, AMAG, Headspace, University of Southern California (USC), Gateway Church, Technicolor, Mail Chimp, and Xerox.

This will be ENVOY's first ETP project. With the current market and economic conditions focused on safety due to COVID-19, the demand for its products is dire and immediate, requiring the hiring of 80 employees and delivering of an average of 500 hours of training per year. ENVOY trains on average over 200 hours per employee per year with new employees receiving significantly more training. Thus, the Company is requesting 90 average hours for incumbents (Retrainee) and 135 average hours for new employees (Job Creation) and veterans.

This is funded under COVID Rapid Employment Strategies Pilot on Natural Disasters (RESPOND) program.

COVID Response Exception

ENVOY is requesting the following waivers due to the effects of the COVID-19 pandemic in order to meet COVID-19 social distancing requirements.

- Lower Minimum Training Hours to 2 Hours
- Alternate Recordkeeping

Veterans Program

In this proposal, ENVOY will be training 20 Veterans under Job Number 3. The Company partners with Tech SF and the Veterans Administration to recruit its veterans.

Retrainee - Job Creation

In this proposal, the Company will hire 80 net-new employees (Job Number 2) including R&D Staff, Sales Staff, Software Engineers, and Technical Support Staff. Due to an increasing demand in services (business-capacity growth), ENVOY must hire and train additional 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.

PROJECT DETAILS

Training for this proposal will focus on the continuing development and managing of ENVOY's products to assist its customer base. Prior to the COVID-19 pandemic, the Company's Protect (software app) product was in beta testing. Once companies around the globe were allowed to reopen, the product was launched into the spotlight as businesses required protocols for safety during the re-opening processes. Protect aids business operations with the ability to monitor employees (count and health), customer and visitor traffic, and managing proximities. This application is available on smart phones and tablets with management dashboards that ensure those entering a structure are within prescribed wellness metrics, ensuring safe workplaces.

Training Plan

Training will be delivered to all occupations via Classroom/Laboratory (Class/Lab), E-Learning, and Productive Lab (PL) in the following:

Business Skills: Course topics include Communication Skills, Presentation Skills, and Customer Relationship Management to ensure excellent customer service is being delivered to its customers.

Computer Skills: Course topics will focus on API Plugins and Integrations, Bug Squashing, Cloud Apps, and Database Usage and Technologies to help manage the Protect product.

Continuous Improvement: Course topics will focus on Business Acumen, Coaching for Leaders, and Collaborative Teamwork to help with company effectiveness and productivity.

Productive Laboratory

Trainees may produce goods for profit as part of the PL training in the courses identified under the Curriculum.

ENVOY will deliver PL in Computer Skills to R&D, Engineers, and Technical Support Staff require. Trainees require specialized training on specific products and development processes due to its specific and customized design. A subject-matter expert will conduct training. The trainer will demonstrate how to develop each product. PL training will be under constant supervision.

ENVOY is requesting a trainer-to-trainee ratio of 1:3, because the applications of each product and platform is not commercially available. Additionally, time is of the essence in an effort to get the product out to customers effectively due to the COVID-19 pandemic. The Company's trainees may receive up to 100 hours of hands-on (PL) training due to the complexity of its products' factors.

Commitment to Training

ENVOY invests \$260,000 annually on training for all its California locations. Training includes basic software programming, application skills, and cross-platform product-knowledge 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

ENVOY's Director of FP&A (dedicated administrator) will oversee all ETP-funded training. The Company's HR Director and two Administrative Staff will assist in scheduling training and collecting rosters, and are available to meet with ETP staff. There will be several internal trainers who are subject-matter experts across all occupations that will be delivering ETP-funded training.

The Company has retained a third-party administrator- Synergy Management Consultant, LLC to work closely with ETP staff.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

ENVOY retained Synergy Management Consultant, LLC in Grass Valley to assist with development of this proposal for a flat fee of \$41,400.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

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

2–200

Trainees may receive any of the following:

BUSINESS SKILLS

- Communication Skills
- Customer Relationship Management
- Presentation Skills
- Safety Skills for COVID-19 Interaction
- Sales Skills

COMPUTER SKILLS

- Application Programming Interface (API), Plugins, and Integrations
- Bug Squashing
- Cloud Applications
- Compliance Requirements
- Database Usage and Technologies
- Deliveries Product
- Design Phase Learning
- End of Cycle Learning
- HTML5
- Intervention Phase Learning
- Managed Hosting
- Mobile Application Development
- Mobile Technologies for Envoy
- Minimum Viable Product (MVP) Development
- Optimization and Refactoring
- Programming / Programming Basics
- Proprietary Systems
- Protect Product
- Python Software
- Research and Development
- Rooms Product
- Software as a Service (SaaS) Development
- Scripting and Programming Foundations
- Sprints Development Software
- Systems Development and Design
- Touchless Sign In Protocol
- Web Application Development

CONTINUOUS IMPROVEMENT

- Business Acumen
- Coaching for Leaders
- Collaborative Teamwork
- Decision Making
- Developing Subordinate Skillsets
- Leadership Skills
- Project Management
- Root Cause Analysis
- Teambuilding

Productive Lab (PL) Hours

0–100

COMPUTER SKILLS (limited ratio 1:3)

- Application Programming Interface (API), Plugins, and Integrations
- Bug Squashing
- Compliance Requirements
- Database Usage and Technology
- Deliveries Product
- Mobile App Development
- Mobile Technology for Envoy
- Minimum Viable Product (MVP) Development
- Optimization and Refactoring
- Programming / Programming Basics
- Proprietary Systems
- Protect Product
- Python Software
- Rooms Product
- Software as a Service (SaaS) Development
- Scripting and Programming Foundations
- Sprints Development Software
- Touchless Sign In Protocol
- Web App 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.



Training Proposal for:
Building Skills Partnership

Contract Number: ET21-0209

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Retrainee SET Multiple Barriers	Industry Sector(s):	MEC (H) Services (61,71,72,81,92) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SEIU-USWW Local 1877		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$561,120		\$38,577 8%		\$599,697
In-Kind Contribution:	50% of Total ETP Funding Required			\$599,697

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee SET Multiple Barriers	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Literacy Skills	1,169	8-200	0	\$513	**\$15.00
				Weighted Avg: 24			

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

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

Minimum Wage by County: Job Number 1(SET/MB): \$15.00 per hour for all Counties 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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Janitorial Staff/Floorcare Staff		1,169

INTRODUCTION

Building Skills Partnership (BSP) (www.buildingskills.org) is a statewide non-profit collaboration between the Service Employees International Union-United Service Workers West (SEIU-USWW) Local 1877, building service employers, and community leaders from California. SEIU-USWW represents approximately 40,000 property service workers throughout California, most of whom are immigrants. Occupations include: 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 service providers, building owners and corporate and government facility managers have donated training space for BSP on-site classes. To support and manage an increasing demand for training, BSP has partnered with Building Owners Management Association of Greater Los Angeles and over 15 community-based and educational organizations, such as the Street Level Health Project, local community colleges and adult schools, and the UCLA Center for Labor Research and Education. BSP's mission is to: improve the quality of life for low-wage building service workers by increasing their skills and opportunities for career advancement; help California employers meet the state's 100% renewable & zero-carbon energy goals and protect workers from infectious diseases while safeguarding public health; 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.

Veterans Program

Although there is not a Veteran component, BSP's participating employers actively recruit veterans for training.

Women's Program

BSP's participating employers actively recruit women into the workforce and currently the janitorial industry is made up of 65% women.

PROJECT DETAILS

This is BSP's ninth ETP Contract, and the sixth in the last five years. Approximately 250 workers graduate per year from the ADVANCE program. The ADVANCE training program will include some individuals who may have participated in prior BSP Contracts, but require additional instruction, particularly in new Infectious Disease Certificate courses. BSP estimated that approximately 40% of the proposed trainees will be new to the program, while the remaining 60% require continued Green Janitor Education and Infectious Disease Certificate program. No trainees from the prior ETP project will receive duplicate training in any subject matter under this proposal.

With the success of its prior ETP Contracts and a positive responsive and preparedness training program at Los Angeles International Airport, BSP wishes to continue implementing its Green Janitor training program to its members' workers. Also due to COVID-19 pandemic, BSP has partnered with subject matter experts from UCLA Labor Occupational Safety and Health Program, UC Berkeley Labor Occupational Health Program and The Ashkin Group to create a comprehensive Infectious Disease Certificate program. These training programs focus on development skill sets in an emergency responses, help lower its use of energy to meet the state's energy efficiency goals, and protect worker safety and public health. Participating employers have continued to request training in these area to ensure workers can meet green and cleanroom standards and are familiar with chemicals and recycling programs that ultimately reduce labor and material costs. To date, 500 workers have been certified in the Infectious Disease Certification Program, and BSP's goal is to certify at least 878 workers under this ETP Contract.

ETP funding will provide workers with the necessary skills to keep travelers safe and improve efficiencies and quality of services. In addition, BSP is committed to providing training opportunities to these hard working employees and support companies that typically have limited funding available to training to their employees. The proposed training will be offered to employers statewide.

BSP is seeking ETP funding for training to help in the following areas:

- Infectious Disease Certification Program;
- Emergency Preparedness Training Program;
- Green Janitors Certification Program;
- Floorcare Technician Certification Program; and
- ADVANCE Workplace Training

Training Plan

Training will be provided via Class/Lab, Video Conference and E-Learning in the following:

Business Skills: Training will be offered to all occupations to improve communication, enhance employee's knowledge on green initiative, and develop advance customer service skills in emergency situation, which includes accurate and concise reporting.

Commercial Skills: Training will be offered to all occupations in proper procedures and techniques in equipment operation and maintenance, updates on clean room requirements, meets higher sanitary standards, and implements new methods of working during daytime.

Computer Skills: Training will be offered to all occupations to utilize computer software programs, page messaging and other PDS systems. Trainees 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. Trainees 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 to improve written and verbal communication and basic math skills. Training will enable Janitorial companies to meet changing marketplace demands with worker who can comprehend work directives confidently and efficiently.

E-Learning/Alternate Recordkeeping

BSP will use alternative recordkeeping for E-Learning approved by ETP as permitted by ETP's Response to COVID-19.

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. Trainees will learn to maintain building green initiatives and recycling programs, automated lighting and water controls, and how to utilize new cleaning chemical and tools.

Impact/Outcome

Upon completion of training, trainees will receive the following: Green Janitor Education; Floorcare Technician; and/or Infectious Disease Certifications and a badge attach to their uniforms. These certificates will help trainees to seek better paying jobs, become competitive job candidates, and improve opportunities for career advancement.

Curriculum Development

BSP worked closely with employers, property managers, service employees, owner, and SEIU-USWW representatives to develop the proposed Curriculum. 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 programs have met Employer needs. Trainers also test the trainee to determine competency levels at the beginning and end of ADVANCE training programs. BSP then documents the success rates of trainees who have passed the Green Janitor Education and/or Infectious Disease Certification Program. Employers also continue to provide feedback to BSP staff following trainee placement.

Special Employment Training Wage Modification

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period (\$33.34). However, the Panel may accept a collective bargaining minimum wage. The post-retention minimum wage is \$15.00 per hour, consistent with the Collective Bargaining Agreement. Per Collective Bargaining Agreement, participating employers paid Health Benefits between \$5.00 and \$7.00 per hour.

➤ Multiple Barriers

All trainees must be hard-to-serve individuals with multiple barriers to employment. Trainees will have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills).

Marketing and Support Costs

BSP has surveyed, interviewed, and given presentations to service employers, and other members of its Joint Labor-Management Board. BSP works closely with SEIU-USWW Local 1877, Building Owners and Management Association, local emergency personnel and airport service employers. BSP's relationships with these stakeholders contribute to the development of concise program objectives and play an important role in the recruitment of employers and trainees.

BSP's marketing efforts will consist of newsletters, presentations, contacting new employees by onsite visits, and meeting with each new employer to discuss the program in detail. BSP has nine employees dedicated to marketing, recruitment, assessment, and scheduling training. BSP seeks 8% Support Costs to fund extensive marketing efforts and the recruitment of additional participating employers.

Trainer Qualifications

Training will be delivered by BSP's trainers, which consists of one full-time and 16-18 part-time subject experts, who also speaks Spanish to provide training to Spanish speaking trainees.

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.

Current Wages by County provided by BSP

Janitorial Wages All rates shown are minimums based on seniority and location					
Areas	Estimated # of Trainees	% of Participating Trainees in Area	1-Jan-21		Union
			CBA Minimum Wage	CBA Maximum Wage	
Bay Area	488	94%			Y
	30	6%			
Sacramento	55	89%			Y
	7	11%			
Orange County	72	100%			Y
San Diego County	71	100%			Y
Los Angeles County	420	94%			Y
	26	6%			

Commitment to Training

Participating employers will provide new hire orientation, informal one-on-one job skills training, and basic safety training. However, they rely on BSP to meet their training needs in Commercial, Business and Literacy Skills. ETP funds will not displace the existing financial commitment to training of employers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ **Training Infrastructure**

The Chief Operating Officer will oversee project training administration. A team of nine full-time staff members to coordinate marketing, recruitment, needs assessments, and the scheduling and tracking of training. In addition, BSP has retained an outside administrative consultant to ensure that all training records adhere to ETP requirements.

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
ET19-0432	\$607,172*	03/01/19 – 02/28/21	556	1,704	TBD

Based on ETP Systems, 30,479 reimbursable hours have been tracked for potential earnings of \$770,529 (137% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through 11/29/20.

At the October 2020 Panel meeting an additional \$44,678 was added to the ET19-0432 Contract through an amendment approved (from \$562,494 to \$607,172). This Amendment is currently in the Execution process.

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 \$ %
ET19-0178	Los Angeles	7/01/18 - 6/30/20	\$1,798,200	\$1,798,200 (100%)
ET17-0469	Statewide	4/03/17 - 4/02/19	\$381,500	\$310,570 (81%)
ET16-0397	Statewide	6/30/16 - 6/29/18	\$58,176	\$58,176 (100%)
ET15-0409	Statewide	4/6/15 - 4/5/17	\$385,975	\$351,679 (91%)

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:

BUSINESS SKILLS

- Customer Service:
 - Applying Innovative Ways of Handling Complaints and Requests
 - Communicate Effectively with Tenants in Cases of an Emergency
 - Developing Advanced Customer Relations and Service Knowledge
 - Explaining Green Initiatives to Customers and Tenants that Affect Operations
 - Identifying Customer Needs
- Communication Skills:
 - Communicating with Customers, Co-Workers, Supervisors, Managers, Building Owners and Management Representatives Effectively
 - Effective Verbal and Written Communication through Accurate and Concise Work Reporting
 - Responding to Client Concerns and Requests Professionally
 - Training and Mentoring Floorcare Workers (8-hour course)

COMMERCIAL SKILLS

- Green Janitors Education Program Certification (30-hour course)
- Floorcare Technician Certification (8-hour course)
- Infectious Diseases Certification (16-hour course)
- Covid Guidelines:
 - Janitors as Frontline Workers and Essential Workers to the CA Economy
 - Role of Janitors as Essential Workers during the Pandemic
 - Corona Virus and Airborne & Infectious Diseases
 - Working at the Airport during COVID-19
- Practices and Equipment:
 - Bloodborne Pathogens & Prevention Strategies
 - Ergonomics and Safety Training For Tools & PPE
 - Cleaning Vs. Disinfecting
 - Hazardous Materials
- Air Quality Control Practices
- Developing & Applying Security & Safety Standards & Procedures Established by Client
- Developing and Following Green Cleaning Procedures
- Following Green Cleaning Inspection Standards
- Following of Waste Management and Recycling Program Practices
- Identify and Reporting Property Hazards and Damages
- Mixing and Handling Green Chemicals Correctly
- Operating and Maintenance Procedures that Result in Energy Savings
- Proper Usage of Floor Care Materials, Products and Equipment
- Training on New Green Standards Mandated by Local or State Legislation
- Understand Safety and Security Procedures under Homeland Security Program in their Building and Using Safe Evacuation Procedures
- Understanding of Energy Star Standards and Criteria
- Understanding of LEED Certification Standards and Criteria set by the United States Green Building Council

- Using and Maintaining New Energy Efficiency Equipment Correctly
- Using Cleanroom Standards in High Tech Environments
- Using Green Cleaning Devices Appropriately
- Water Conservation Practices

COMPUTER SKILLS

- Using Data and Company Software Programs to Conduct Work Duties
(Advanced/Intermediate Only)
- Using Page Messaging and other PDA Systems, such as Tablets to Report and Communicate Work Duties

CONTINUOUS IMPROVEMENT

- Cultivating Better Interpersonal Relationships while at Work
- Developing Better Decision-Making Skills
- Exhibiting Leadership Skills
- Giving and Receiving Feedback and Evaluations
- Process Improvement:
 - Applying Leadership Skills during an Emergency Situation
 - Applying Team Problem Solving Processes Daily and During Crisis Situations
 - Assisting Customers as a Team
 - Developing Quality Green Measurements
 - Identifying and Complying with Green Standards Established for Offices and Common Areas
 - Recognizing Roles and Responsibilities of Team Members
 - Understanding and Recognizing Change
 - Understanding Contracts, Procedures and Forms

LITERACY SKILLS

- Vocational English as a Second Language:
 - Filling Out Work Documents such as Tenant/Client Instruction, Work Orders, Reports and Safety Information
 - Helping Limited English-Speaking Employees to Understand and Follow Procedures
 - Reading Work Procedures, Directives and Surveys
 - Reading Workplace Documents such as Tenant/Client Instruction, Work Orders, Reports and Safety Information
 - Understanding Verbal Directions and Instructions
 - Using Job Specific Words, Phrases and Abbreviations
- Basic Math:
 - Interpreting Charts and Graphs
 - Understanding Basic Algebraic Equations
 - Using Fractions and Numbering Systems
 - Understanding Proper Measurements for Mixing of Chemicals and Other Cleaning Supplies

Literacy Training cannot exceed 45% of total training hours per-trainee
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: California Manufacturing Technology Consulting

Agreement Number: ET21-0221

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	MEC (H) Manufacturing (33) Aerospace Related Biotechnology and Life Sciences (54+) Services (61,71,72,81,92) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

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

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Imp., Management Skills, Mfg. Skills, Literacy Skills	340	8-200	0	\$787	\$18.34
				Weighted Avg: 32			
2	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Continuous Imp., Management Skills, Mfg. Skills, Literacy Skills	422	8-200	0	\$787	\$18.34
				Weighted Avg: 32			

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

Minimum Wage by County: \$20.00 for Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and San Francisco Counties; \$19.05 for Los Angeles County; \$18.39 for Orange County; \$18.34 for all other counties.

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

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

Participating employers may use up to \$2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Numbers 1 & 2		
Administrative Staff		32
		20
		48
Technical Staff		34
		45
		96
Production Staff		129
		47
		64
Sales Staff		14
		4
		62
Supervisor		85
		5

Manager		49
		3
Owner (Job Number 2 only)		25

INTRODUCTION

Established in 1992, California Manufacturing Technology Consulting (CMTC) (www.cmtc.com) is a private non-profit corporation affiliated with the US Department of Commerce, National Institute of Standards and Technology's Hollings Manufacturing Extension Partnership program to assist small and medium-sized manufacturers in California improve their operational efficiencies and global competitiveness. Its mission is to create solutions for manufacturing growth and profitability supporting a thriving California's manufacturing sector. Participating employers are from all manufacturing sectors. Training provided to employers supports increased sales, investment and profits, creates and retains jobs, and improves productivity for business growth.

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

Veterans

Although there is no Veterans component in this project, some participating employers have a hiring preference for Veterans, have Veterans on staff, and may include Veterans in the proposed trainee population.

PROJECT DETAILS

Employer Demand

This will be CMTC's 21th ETP Contract, and the seventh within the last five years. There are currently two active projects: ET20-0193 (COVID Pilot) approved at the October Panel Meeting and ET19-0336 which is scheduled to complete by end of December 2020. In this proposal, participating employers are primarily small manufacturers that represent a cross section of manufacturing sectors, many are suppliers to Original Equipment Manufacturers. These companies face constant challenges to staying competitive and relevant in the supply chain. They require training on the latest advanced manufacturing technologies and, in some cases, basic lean and quality processes to ensure workers have the skills need to increase productivity and product quality.

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

To remain competitive, some are expanding or adding to their product offerings, which necessitate a new way of doing business. CMTC's goal is to provide services that sustain and strengthen California manufacturers and to provide innovative services that address the needs of this important industry sector. The "core" group of employers consists of those in the priority industries and represents 83% of the requested funding.

Training Plan

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

Business Skills: Training will be offered to all occupations to communicate more effectively and to provide quality customer service.

Computer Skills: Training will be offered to all occupations to become more proficient in E-Commerce, Enterprise and Manufacturing Management Systems and database applications.

Continuous Improvement: Training will be offered to all occupation in teamwork, process improvements, ISO standards, problem solving and related skills.

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

Manufacturing Skills: Training will be offered to Production Staff in shop measurements, geometric dimensions and tolerances, blueprint reading, additive manufacturing, smart manufacturing sensors, cyber-physical security and flexible-hybrid electronics. Training will improve productivity, product quality, plant efficiencies and reduce waste.

Literacy Skills: Training will be offered help employers meet the ongoing need to improve written and verbal communication skills for individuals for whom English is their second language. Production Staff must possess literacy skills to comprehend processes and procedures to ensure quality.

Curriculum Development

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

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

Marketing and Support Costs

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

CMTC's marketing activities also include hosting workshops, new program development and expansion, promoting each other's services, and cross referrals to ensure employers are able to access all available resources. By leveraging these partnerships, CMTC expands the resources available to its customers.

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

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

CMTC's Training Manager and three dedicated full-time staff members will oversee the training implementation and project administration. As a repeat ETP contractor, CMTC has established a robust system for administering its contracts. CMTC will also be using an ETP approved alternative recordkeeping process for this project.

Training will be conducted at participating employers' worksites or via E-Learning platform due to the current COVID restrictions and client needs. CMTC trainers will deliver 75% of the training and 25% will be delivered by training vendors with extensive manufacturing expertise. Trainers have extensive manufacturing expertise and most have a minimum of 15 years' experience working in a variety of manufacturing environments, including food, aerospace, automotive and other industries.

Impact/Outcome

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

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 summarized performance by CMTC under an active ETP Contract:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET21-0193 (COVID Pilot)	\$200,000	10/26/20- 10/25/22	100	0	0
**ET19-0336	\$1,799,699	12/10/18- 03/09/21	1,199	743	721

*ET21-0193: There are currently no enrolled trainees in this contract.

**ET19-0336: Based on the ETP Systems to date, 51,157 reimbursable hours have been tracked for potential earnings of \$1,421,975 (79% of approved amount). However, CMTC anticipates earnings of 100%. There is a pending revision to extend the contract term end date to 06/09/21.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET18-0145	Statewide	12/11/17 – 12/10/19	\$949,690	\$949,690 (100%)
ET17-0254	Statewide	11/01/16 – 10/31/18	\$949,850	\$949,850 (100%)
ET16-0116	Statewide	08/01/15 – 07/31/17	\$1,199,745	\$1,199,745 (100%)
ET15-0139	Statewide	07/07/14 – 07/06/16	\$1,249,990	\$1,242,803 (99%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

The following vendors have been retained to provide training:

The Branding Hive (Murrieta) – Business Skills
FLEX LLC (Carlsbad) – Computer Skills

Other training vendors will be identified as they are retained.

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

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

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

COMPUTER SKILLS

- CAD/CAM Software Training
- Database Management
- Enterprise Resource Planning
- Electronic Commerce and eBusiness
- Word Processing (Intermediate & Advanced Only)
- Spreadsheets (Intermediate & Advanced Only)
- Presentation Software
- SolidWorks

CONTINUOUS IMPROVEMENT

- Communication Skills
- Continuous Energy Improvement
- Design of Experiments
- Environmental Management System Implementation
- Failure Mode and Effects Analysis
- Implementing ISO 9001
- Implementing TS16949
- Implementing AS9100
- Implementing ISO 14001
- Implementing ISO 5001
- Improving Process Cycle Times
- Leadership Skills
- Leading Change
- Lean Manufacturing
- Problem Solving

- Production and Inventory Management
- Quality Function Deployment and New Management & Planning Tools
- Quality Management Systems
- Quality Inspection
- Risk Management
- Safe Quality Food
- Six Sigma
- Statistical Process Control
- Supply Chain Optimization
- Teams and Team Building

MANAGEMENT SKILLS (Managers/Supervisors/Owners Only)

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

MANUFACTURING SKILLS

- Additive Manufacturing
- Blueprint Reading
- Clean Room Technology
- CNC Programming
- Cyber-Physical Security
- Equipment Operation
- FDA Good Manufacturing Practices
- Flexible-hybrid electronics
- Large Batch Manufacturing
- Manufacturing Logistics Management
- Printed Wiring Board Repair
- Product Submissions: Getting to Market
- Productions Skills
- Programmable Logic Controllers
- Quality System Requirements
- Good Manufacturing Practices & Inspections
- Requirements for Device Safety
- Robotics
- Safety
- Sewing
- Shop Math and Geometric Dimensioning & Tolerancing
- Small Batch Manufacturing
- Smart Manufacturing Sensors
- Soldering
- Surface Mount Technology: Manufacturing & Rework
- Through Hole Technology: Rework and Repair
- Value Energy Stream Mapping
- Workplace Safety and Manufacturing in a COVID Safe Environment
- Writing Standard Operating Procedures

LITERACY SKILLS

- Vocational English as a Second Language

Literacy Training cannot exceed 45% of total training hours per-trainee
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.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting

CCG No.: ET21-0221

Reference No: ET20-0587

Page 1 of 5

ALPHABETIZE BY COMPANY NAME

Company: AFC Trading & Wholesale, Inc.

Priority? ☒ Yes ☐ No

Address: 4738 Valley Blvd.

City, State, Zip: Los Angeles, CA 90032

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 40

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 40

Company: Andrews Powder Coating Inc.

Priority? ☒ Yes ☐ No

Address: 10138 Canoga Avenue

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 14

Total # of full-time company employees worldwide: 14

Total # of full-time company employees in California: 14

Company: C&H Machine

Priority? ☒ Yes ☐ No

Address: 943 S. Andreasen Dr.

City, State, Zip: Escondido, CA 92029

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 54

Total # of full-time company employees in California: 54

Company: Ejay's Machine Company, Inc.

Priority? ☒ Yes ☐ No

Address: 1108 E Valencia Dr.

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 19

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 19

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting		CCG No.: ET21-0221
Reference No: ET20-0587		Page 2 of 5
<hr/>		
Company: EW Trading, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 17510 S Broadway St., #B		
City, State, Zip: Gardena, CA 90248		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 21		
Total # of full-time company employees worldwide: 36		
Total # of full-time company employees in California: 36		
<hr/>		
Company: Firetect, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 28298 Constellation Road		
City, State, Zip: Valencia, CA 91355		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 5		
Total # of full-time company employees worldwide: 7		
Total # of full-time company employees in California: 7		
<hr/>		
Company: Forecast 3D	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 2221 Rutherford Rd.		
City, State, Zip: Carlsbad, CA 92008		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 30		
Total # of full-time company employees worldwide: 132		
Total # of full-time company employees in California: 129		
<hr/>		
Company: George T. Hall Company, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 1605 E Gene Autry Way		
City, State, Zip: Anaheim, CA 92805		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 16		
Total # of full-time company employees worldwide: 57		
Total # of full-time company employees in California: 35		

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting		CCG No.: ET21-0221
Reference No: ET20-0587		Page 3 of 5
<hr/>		
Company: Harbor Truck Bodies, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 15431 Santa Ana Ave.		
City, State, Zip: Fontana, CA 92337		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 95		
Total # of full-time company employees worldwide: 211		
Total # of full-time company employees in California: 211		
<hr/>		
Company: Hobie Cat Company	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 4925 Oceanside Blvd.		
City, State, Zip: Oceanside, CA 92056		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 63		
Total # of full-time company employees worldwide: 180		
Total # of full-time company employees in California: 180		
<hr/>		
Company: Hydroform USA, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 2848 E 208 th St.		
City, State, Zip: Carson, CA 90810		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 100		
Total # of full-time company employees worldwide: 186		
Total # of full-time company employees in California: 186		
<hr/>		
Company: Louroe Electronics Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 6955 Valjean Ave.		
City, State, Zip: Van Nuys, CA 91406		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 10		
Total # of full-time company employees worldwide: 22		
Total # of full-time company employees in California: 18		

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting		CCG No.: ET21-0221
Reference No: ET20-0587		Page 4 of 5
<hr/>		
Company: Midnight Manufacturing LLC	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 2535 Conejo Spectrum St.		
City, State, Zip: Newbury Park, CA 91320		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 20		
Total # of full-time company employees worldwide: 36		
Total # of full-time company employees in California: 36		
<hr/>		
Company: Pampanga Food Company, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 1835 N. Orangethorpe Park, Unit A		
City, State, Zip: Anaheim, CA 92801		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 20		
Total # of full-time company employees worldwide: 20		
Total # of full-time company employees in California: 20		
<hr/>		
Company: Pedavena Mould & Die Co. Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 12464 McCann Dr.		
City, State, Zip: Santa Fe Springs, CA 90670		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 15		
Total # of full-time company employees worldwide: 25		
Total # of full-time company employees in California: 25		
<hr/>		
Company: RoGar Manufacturing Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 866 E Ross Ave.		
City, State, Zip: El Centro, CA 92243		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 25		
Total # of full-time company employees worldwide: 75		
Total # of full-time company employees in California: 75		

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Manufacturing Technology Consulting		CCG No.: ET21-0221
Reference No: ET20-0587		Page 5 of 5
<hr/>		
Company: Textile Products Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 2516 W Woodland Dr.		
City, State, Zip: Anaheim, CA 92801		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 32		
Total # of full-time company employees worldwide: 71		
Total # of full-time company employees in California: 71		
<hr/>		
Company: Top Precision, LLC	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 1221 Prospect Street		
City, State, Zip: San Luis Obispo, CA 93401		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 19		
Total # of full-time company employees worldwide: 19		
Total # of full-time company employees in California: 19		
<hr/>		
Company: West Coast Chain Mfg Co dba West Coast Corporation	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 4245 Pacific Privado		
City, State, Zip: Ontario, CA 91761		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 25		
Total # of full-time company employees worldwide: 48		
Total # of full-time company employees in California: 48		
<hr/>		
Company: Zumar Industries, Inc.	Priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Address: 9719 Santa Fe Springs Rd.		
City, State, Zip: Santa Fe Springs, CA 90670		
Collective Bargaining Agreement(s): No		
Estimated # of employees to be retrained under this Contract: 37		
Total # of full-time company employees worldwide: 76		
Total # of full-time company employees in California: 37		



Training Proposal for:
Foundation for the South Orange County Community College District

Contract Number: ET21-0245

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: S. Bailey

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee	Industry Sector(s):	MEC (H) Manufacturing (33) Transportation and Warehousing (48-49) Information / Multi Media (51) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange, Riverside	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$374,000		\$25,990 8%		\$399,990

In-Kind Contribution:	50% of Total ETP Funding Required	\$801,600
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills Computer Skills Continuous Improvement HAZWOPER Literacy Skills Manufacturing Skills OSHA 10/30	370	8-200	0	\$920	\$18.34
				Weighted Avg: 40			
2	Retrainee	Business Skills Computer Skills Continuous Improvement HAZWOPER Literacy Skills Manufacturing Skills OSHA 10/30	42	8-200	0	\$920	\$18.34
				Weighted Avg: 40			

*Post Retention Wage is Contractual Wage.

Minimum Wage by County: Job Numbers 1-2: \$18.34 per hour for Riverside County and \$18.39 per hour for Orange County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		2
		8
		20
Industrial Maintenance Staff		5
		5
		40
Logistics Staff		5
		10
		30
Manufacturing Staff		1
		4

		40
Operators		10
		15
		20
Production Staff		15
		30
		15
Supervisors		5
		5
		40
Job Number 2		
Administrative Staff		2
		2
		3
Logistics Staff		2
		2
		3
Manufacturing Staff		1
		1
		5
Operators		3
		3
		1
Production Staff		4
		2
		1
Supervisors		2
		2
		3

INTRODUCTION

Foundation for the South Orange County Community College District (Saddleback), founded in 1967, is a multi-campus district comprised of Saddleback College in Mission Viejo, Irvine Valley College (IVC) in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Saddleback serves over 42,000 students each semester and employs about 3,000 faculty and staff. Saddleback College and Irvine Valley College are accredited institutions that prepare students for associate degrees. Matriculating through the College District also gives the student population the ability to transfer to four-year colleges and universities. ATEP offers career technical and advanced technology classes to further the workforce development in the community. The Economic & Workforce Development and Business Sciences Division of Saddleback will be responsible for the training plan under this project.

Saddleback's main geographic service area is Orange County, but it also services Los Angeles, Riverside and San Diego counties. Additionally, through a collaborative with other colleges, training resources are shared to ensure necessary training is provided throughout the aforementioned county communities in order to continue to serve business/industry needs in respective service areas. The proposed training will target workers from large and small priority and non-priority business. This is Saddleback's first ETP Funding proposal.

Veteran's Program

The ETP Training plan does not include a Veterans component, however, many employers in the Colleges' service area hire veterans due to the proximity to Camp Pendleton, who then complete many customized training programs provided by Saddleback. Therefore it is expected that veterans will participate in the project as employees of participating employers.

PROJECT DETAILS

Employer Demand

Saddleback College serves multiple industries with a focus on medical and aerospace manufacturing, transportation and logistics, information and communication technologies and hospitality/tourism. The manufacturing and transportation/logistics industries are experiencing consistent, year-over-year growth, with the selection of skilled workers shrinking over time. As the most experienced workers retire, the requisite body of knowledge and skills a worker must possess grows with the implementation of new technology, automation and robotics. Employers are struggling to find candidates for their high-skill, high-wage jobs, and so they are turning to Community Colleges to help them upskill from within the ranks of their incumbent workforce in order to meet current demands.

The core group of participating employers consists of 8 employers: 6 small and 2 large businesses across Southern California. The majority of employers (75%) are in priority industries. Saddleback has included a non-priority job number in this project although not currently a significant demand for training from those participating employers (25% of requested funding).

Saddleback College requests ETP funding for 412 trainees and has provided a demonstrated demand for 89% of requested funding.

Training Plan

Training will be provided to frontline staff employed in the aforementioned industries via class/lab and E-Learning at the District's training center in Mission Viejo and at employer's worksite in the following types of training respective to the employers' workforce needs:

Business Skills – Training Topics include Business Etiquette, Business Grammar and Writing Skills, Business Fundamentals, Change Management, Diversity, Ethics, Human Resource Skills, Interpersonal Communications, Marketing & Sales, Facilitation, Performance Management, Presentations, Problem Solving & Decision Making, Team Building, Time & Priority Management, and Powerful and Persuasive Writing.

Computer Skills – Training Topics include Computer Skills for Production & Inventory, Cybersecurity, Intermediate/ Advanced Excel, Word, Access, and PowerPoint, Power BI for Desktop and Microsoft Project.

Continuous Improvement – Training Topics include 8 Discipline Problem Solving, APICS CPIM Part 1&2, APICS Certified Supply Chain Professional Training, APICS Certified Logistics, Transportation and Distribution, Design for Six Sigma, Leadership Skills, Lean, Kaizen, 7S, Lean Office, Lean Six Sigma, Materials and Inventory Management using MRP, Process Mapping, Project Leadership & Management, Quality Management Systems, Risk Analysis using Failure Mode & Effects Analysis, Statistical Process Control, Supply Chain Management and Theory of Constraints.

Literacy Skills – Training Topics include Basic Writing & Reading, Vocational English as a Second Language (VESL), Written Communications, Basic Math and Language Comprehension.

Manufacturing Skills – Training Topics include Assembly Procedures, Blueprint Reading, CNC Machining, Cross-Functional Production/ Equipment Skills, Electrical Fundamentals, Equipment Operation, Food Processing, Food Safety, Geometric Dimension and Tolerances, Industrial Maintenance, Inspection Techniques, Manufacturing Practices, Non-Destructive Testing, Production Operation, Programmable Logic Controllers, Prototyping, Sanitation, Shop Measurements and Warehousing.

Certified Safety Training

1. OSHA 10/30. This training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 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.

Curriculum Development

The Economic & Workforce Development and Business Sciences Division of Saddleback conducted interviews with employers, workers, and multiple training experts to determine both training needs, as well as to develop curriculum that is relevant and responsive to the needs of the working community in the area.

Saddleback has identified the expected trainee learning outcomes. The expected outcomes are a high-performance workplace in order to meet or exceed employer’s productivity goals and current demands. Saddleback also pre-selected faculty or subject matter experts to develop the curriculum customized for the current training demands in the area. The curriculum is then tested with one or two cohorts to generate feedback before the program is fully implemented in the workforce community. Recommendations are implemented as soon as possible or before the next cohorts can begin training.

Each training plan developed will be customized based on an employer needs assessments which will generate training objectives. Participating employers are therefore encouraged to complete course evaluations for each cohort at the completion of training. This feedback is used by the college to gauge the effectiveness of the current curriculum and identify areas for improvement.

Trainer Qualifications

All of the trainers to participate in the program are either faculty or are engaged by the college as industry/subject matter experts. These designated trainers go through a vetting/screening interview process by our department staff. Most of the trainers have a minimum of a bachelor's degree (with many having a master's or doctoral degree) along with industry-recognized certifications and credentials. Saddleback also requires several years of business and industry experience.

Impact/Outcome

Trainees have the potential to receive a certification upon completing the training program at Saddleback College. Because the training is customized based on an Employer's specific needs, the main objective is to provide trainees with the skills necessary to sustain a secure job in the workforce. Other more generalized trainings are designed to prepare the trainees to achieve skills necessary for certification and upward mobility at their respective employer. Examples of this would include Six Sigma Certifications, Project Management development or Human Resources Certification, and any other industry-recognized certification that falls within Saddleback College's scope of training.

Marketing and Support Costs

SOCOD is requesting 8% support costs for this proposal to cover the cost of recruiting additional employers and assessing employer-specific job training requirements. Assessment activities and employer recruitment will continue to take place throughout the duration of the contract. Staff recommends approval of 8% for support costs.

Commitment to Training

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

Rather than displace existing training resources from the core employers, Saddleback believes that ETP funds will augment and grow its current training programs, which include training programs paid for out-of-pocket by employers. This will increase the perceived value and motivation surrounding training, resulting in higher likelihood of community engagement and investment in training, which will allow for continued expansion of the training program in the future.

➤ **Training Infrastructure**

Marketing, Participating Employer recruitment, training needs analysis and training coordination will be done by Saddleback College's Economic and Workforce Development team – a team of 7. Other administrative tasks such as inputting employer certification statement, trainee enrollment, hours tracking, 90-day retentions and billing will be done by the administrative subcontractor.

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 Agreement.

Recordkeeping

Contractor will utilize alternative recordkeeping practices for training not conducted onsite as permitted by ETP's response to COVID19.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Saddleback has retained Chaffey Community College in Fontana to assist with development of this proposal for a flat fee of \$25,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours/ E-Learning

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- ✦ Business Etiquette
- ✦ Business Grammar and Writing Skills
- ✦ Business Fundamentals
- ✦ Change Management
- ✦ Communication Skills
- ✦ Conflict Resolution
- ✦ Customer Service Excellence
- ✦ Diversity, Inclusion, and Belonging (DIB)
- ✦ Diversity - Generational
- ✦ Ethics in the Workplace
- ✦ Ethics Leadership
- ✦ Human Resources Management for Supervisors
- ✦ Interpersonal Communications
- ✦ Marketing and Sales
- ✦ Meeting Facilitation
- ✦ Performance Management
- ✦ Presentations
- ✦ Problem Solving and Decision Making
- ✦ Stress Management
- ✦ Team Building
- ✦ Time and Priority Management
- ✦ Writing for Powerful and Persuasive Impact

COMPUTER SKILLS

- ✦ Computer Skills for Production & Inventory
- ✦ Cybersecurity
- ✦ Intermediate/Advanced Excel
- ✦ Intermediate/Advanced Word
- ✦ Intermediate/Advanced Access
- ✦ Intermediate/Advanced Power-Point
- ✦ Power BI for Desktop
- ✦ Microsoft Project

CONTINUOUS IMPROVEMENT

- ✦ 8 Discipline Problem Solving (8D)
- ✦ APICS CPIM Part 1 & 2 Training
- ✦ APICS Certified Supply Chain Professional (CSCP) Training
- ✦ APICS Certified Logistics, Transportation and Distribution (CLTD)
- ✦ Design for Six Sigma (DFSS)
- ✦ Leadership for Frontline Leaders
- ✦ Lean, Kaizen and 7S
- ✦ Lean Office
- ✦ Lean Six Sigma Training (White, Yellow, Green & Black Belt)
- ✦ Materials and Inventory Management Using MRP and Lean
- ✦ Process Mapping
- ✦ Project Leadership and Management

- ✚ Quality Management Systems (QMS)
- ✚ Risk Analysis using Failure Mode and Effects Analysis (FMEA)
- ✚ Statistical Process Control (SPC)
- ✚ Supply Chain Management
- ✚ Theory of Constraints (TOC)

HAZARDOUS MATERIALS

- ✚ HAZWOPER – 40 hour, 24 hour, and 8 hour refresher

LITERACY SKILLS

- ✚ Vocational English as a Second Language (VESEL)
- ✚ Basic Workplace Skills
- ✚ Written Communications
- ✚ Basic Math

MANUFACTURING SKILLS

- ✚ Assembly Procedures
- ✚ Blueprint Reading
- ✚ CNC Machining
- ✚ Cross-Functional Production/Equipment Skills
- ✚ Electrical Fundamentals
- ✚ Equipment Operation
- ✚ Food Processing
- ✚ Food Safety
- ✚ Geometric Dimension and Tolerances (GDT)
- ✚ Industrial Maintenance
- ✚ Inspection Techniques
- ✚ Manufacturing Practices
- ✚ Non-Destructive Testing
- ✚ Production Operation
- ✚ Programmable Logic Controllers (PLC's)
- ✚ Prototyping
- ✚ Sanitation
- ✚ Shop Measurements
- ✚ Warehousing

OSHA 10/30 (OSHA Certified Instructor)

- ✚ OSHA 10
- ✚ OSHA 30

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

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Foundation for the South Orange County Community College District CCG No.: ET21-0245
Reference No: 20-0631 Page 1 of 2

ALPHABETIZE BY COMPANY NAME

Company: ABM Industry Group	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 14201 Franklin Ave.	
City, State, Zip: Tustin, CA 92781	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 40	
Total # of full-time company employees worldwide: 150,000	
Total # of full-time company employees in California: 20,000	
Company: Alcon	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 15800 Alton Parkway.	
City, State, Zip: Irvine, CA 92618	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 45	
Total # of full-time company employees worldwide: 20,000	
Total # of full-time company employees in California: 400	
Company: Amazon	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4950 Goodman Rd.	
City, State, Zip: Eastvale, CA 91752	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 250	
Total # of full-time company employees worldwide: 1,000,000	
Total # of full-time company employees in California: 80,000	
Company: Astronics	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4 Goodyear	
City, State, Zip: Irvine, CA 92620	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 103	
Total # of full-time company employees worldwide: 261	
Total # of full-time company employees in California: 103	

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: Foundation for the South Orange County Community College District CCG No.: ET21-0245
Reference No: 20-0631 Page 2 of 2

Company: B. Braun Medical Inc.	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 824 12 th St.	
City, State, Zip: Bethlehem, PA 18018	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 20	
Total # of full-time company employees worldwide: 61,000	
Total # of full-time company employees in California: 1,931	
Company: Futek Advanced Sensor Technology	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 10 Thomas	
City, State, Zip: Irvine, CA 92618	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 100	
Total # of full-time company employees worldwide: 150	
Total # of full-time company employees in California: 145	
Company: NN Inc. DBA So California Technical Arts	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 9700 Toledo Way	
City, State, Zip: Irvine, CA 92606	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 18	
Total # of full-time company employees worldwide: 75	
Total # of full-time company employees in California: 75	
Company: Reynard Corporation	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1020 Calle Sombra	
City, State, Zip: San Clemente, CA 92673	
Collective Bargaining Agreement(s): NO	
Estimated # of employees to be retrained under this Agreement: 7	
Total # of full-time company employees worldwide: 45	
Total # of full-time company employees in California: 45	



Training Proposal for:
Murrieta Chamber of Commerce
Contract Number: ET21-0231

Panel Meeting of: December 11, 2020

ETP Regional Office: San Diego

Analyst: K. Hernandez

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing (33) Trade Wholesale (42) Transportation and Warehousing (48-49) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multiple Counties	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$560,832		\$38,608 8%		\$599,440

In-Kind Contribution:	50% of Total ETP Funding Required	\$419,608
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills Computer Skills Cont. Improv. Mfg. Skills	508	8-200	0	\$1,180	\$18.34
				Weighted Avg: 48			

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

Minimum Wage by County: Job Number 1- \$20.00 in Alameda, Contra Costa, Marin, San Mateo, Santa Clara, San Francisco Counties; \$19.05 in Los Angeles County; \$18.39 in Orange County; \$18.34 per hour for all other Counties

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

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

Participating employers may use health benefits up to \$2.50 to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Administration Staff		25
		30
Operators		30
		20
		20
Production Workers		35
		40
		30
Engineers		15
Managers		48
Leads		30
		25
Supervisors		25
		30
Technicians		20
		40
Clerks		20
		10
Marketing and Sales Staff		5
		10

INTRODUCTION

Founded in 1915 and located in Southwest Riverside County, the Murrieta Chamber of Commerce (Murrieta Chamber) (www.murrietachamber.org) is a nonprofit membership organization whose mission is to create and foster a sustainable business environment in the Murrieta area through networking, promotion and advocacy, and to assist small businesses to grow and achieve their goals through education and mentorship. The Murrieta Chamber works in partnership with the City of Murrieta and with other Chambers in Southwest Riverside County that together form the Southwest California Legislative Council. The Chamber also partners with the Southwest Cluster of the Riverside County Manufacturers and Exporters Association. This association helps identify the needs of manufacturers and links employers to tools to help them to be more successful. Many of these companies need training to upgrade the skills of their workforce to help them grow and stay competitive in Southern California.

In March of 2020 Murrieta Chamber had to pivot to help the business community with the challenges of COVID-19. The Chamber shifted quickly to providing training, information and access to resources on a regular basis and by obtaining a number of online tools, such as Zoom and Streamyard, were able to accomplish many of these objectives. The Chamber created programming such as Learn It Live program, a weekly business briefing where Murrieta Chamber updated the business community on changes to regulations or State mandates that businesses need to be aware of. The Chamber also worked closely with the Workforce Development Board to assist businesses in all ways necessary as well as creating a survey to find out what needs were out in the business community.

This is Murrieta Chamber's fifth ETP project, the third in the last five years. In addition, Murrieta Chamber is requesting \$200,000 in ETP funding for a COVID Rapid Reemployment & Retraining Pilot (COVID Pilot), also for December 2020 Panel Meeting consideration.

Murrieta Chamber's participating employers consist of companies in manufacturing, aerospace, biotechnology, medical device manufacturing and food processing industries. Murrieta Chamber has focused significant resources cultivating relationships with manufacturers in their region to link them to training opportunities that will support the growth of manufacturing in their region. The core group of employers consists of single employers state-wide and represents 100% of the requested funding. All participating employers are categorized as priority industry companies.

Under this proposal, Murrieta Chamber will provide Business, Continuous Improvement, Computer, and Manufacturing Skills training to small and large companies in the following counties: Riverside, San Diego, San Bernardino, Orange, Los Angeles, Sacramento, Alameda, Contra Costa, Marin, San Mateo, Santa Clara, and San Francisco.

Veterans Program

Although this project does not include a Veterans component the Murrieta Chamber's Participating Employers training population may potentially include Veterans. In addition, the Murrieta Chamber has a Military Affairs Committee and they work closely with local organizations that focus on Veteran needs, with the focus on 3 main areas: education, employment, and entrepreneurship. They also produce a job fair each year where they focus on those who are transitioning out of the military to the private sector.

PROJECT DETAILS

The employers in the geographic area Murrieta Chamber serves are preparing for growth and expansion. As such, the Chamber wants to ensure that it is able to offer training that meets the

growing demand. This includes training in Business Skills, specifically for soft skills such as leadership and communication training. This will allow employers to support the advancement of staff from within, creating opportunities to hire new staff to replace those who were promoted. In addition, employers are requesting training in Computer Skills, to implement and troubleshoot new software programs as well as provide training on social media platforms, accounting software and Microsoft suite programs.

Training Plan

All training will be customized to meet each employers needs based on assessments and industry demand. Training will occur at the participating employers' sites and other training sites in California and will be delivered virtually via an E-Learning delivery method or in a classroom setting based on health guidelines. The following are some of the curriculum topics included in the Menu Curriculum, Exhibit B of the proposed Agreement.

Business Skills: Communication Skills, Sales Skills, Project Management, Leadership Skills.

Computer Skills: E-Commerce, QuickBooks & Accounting Software, Search Engine Optimizations, Social Media Networking.

Continuous Improvement: Quality Engineering, Six Sigma, Lean Manufacturing, Kaizen 7S, Process Improvement, Root Cause Analysis.

Manufacturing Skills: Advance Measurement Skills, Inventory Management, Electrical Fundamentals, Blue Print Reading.

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 Agreement.

Impact/Outcome

Trainees who participate in the ISO Auditor training may receive ISO Certification for Continuous Improvement.

Commitment to Training

Most participating employers provide basic on the job training or job specific training and will continue to do so. ETP funds are intended to provide supplemental training for companies that lack the resources to provide training on their own, but need training to upgrade the job skills of its workers to keep the workforce competitive. 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

Murrieta Chamber's President/CEO will oversee and market the program to partners, external trainers and participating employers. In addition, Murrieta's Business Relations Coordinator will assist with outreach and maintain all class/lab attendance rosters. An Administrative Subcontractor, DLI & Associates, LLC, will provide project administration, including enrolling and tracking trainees in the ETP online systems. Each training vendor is projected to provide approximately fifty percent of the training for this project and each will work with Murrieta Chamber on training schedules, training curriculum, training assessments and provide all training under the Contract.

High Unemployment Area

Although some participating employers may be located in an HUA, Murrieta Chamber is not asking for a wage modification.

Marketing and Support Costs

The Chamber will market this training project through its website, including live presentations at monthly meetings, flyers and social media, to its members and partners. It will also work with community partners including the Riverside County Manufacturers and Exporters Association and local Chambers of Commerce among others to promote the ETP-funded training for companies.

Murrieta Chamber requests 8% support costs to cover costs and outreach efforts required to market and recruit additional participating employers, assess specific training needs, develop job-specific curricula and training schedules, and conduct necessary follow-up during retention. This will be an on-going activity throughout the duration of the Agreement.

Trainer Qualifications

Trainers from Custom Corporate Communications (C3) hold a minimum of 5 years of experience in the subject, as well as required degrees in the topics of instruction. Those from Western Training Group hold necessary certifications for topics of instruction and go through a careful vetting process with extensive background and reference checks.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0170	\$749,040	11/04/2019-11/03/2021	640	298	191*

*ET20-0170: \$224,997 has been earned and approved with an additional \$479,628 to be processed. Based on ETP Systems, 30,983 reimbursable hours have been tracked for potential earnings of \$710,064 (95% of approved amount). Contractor projects final earnings of 100% based on training currently in progress through August 2021.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0285	Mult-Counties	10/29/2018- 10/28/2020	\$948,169	\$948,169 (100%)
ET17-0442	Mult-Counties	04/03/2017- 04/02/2019	\$935,543	\$790,289 (85%)

DEVELOPMENT SERVICES

DLI & Associates, LLC in San Juan Capistrano assisted with the development of this proposal at no charge.

ADMINISTRATIVE SERVICES

DLI & Associates, LLC will also perform administrative services for an amount not to exceed 10% of payment earned.

TRAINING VENDORS

Custom Corporate Communications (C3) of Redondo Beach has been retained to provide Continuous Improvement and Business, Computer, and Manufacturing Skills training for a fee yet to be determined.

Western Training Group of Playa Del Rey has been retained to provide Continuous Improvement and Business, Computer, and Manufacturing Skills training for a fee yet to be determined.

Other trainers will be identified for ETP record-keeping purposes, as they are retained.

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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Business Writing Skills
- Communication Skills
- Sales Skills
- Social Media Marketing
- Project Management
- Leadership Skills
 - Finance for Non-Finance People
 - Goal Setting
 - Managing Change
 - Performance Management Skills
 - Problem Solving
 - Team Building
 - Time and Priority Management

COMPUTER SKILLS

- Ecommerce
- QuickBooks and Accounting Software
- Search Engine Optimization (SEO)
- Social Media Networking Training
- Microsoft Office Suite
 - Word
 - Excel
 - Access
 - PowerPoint

CONTINUOUS IMPROVEMENT

- ISO Auditor Training
- Quality Engineering
- Six Sigma
- Statistical Process Control Team Building
- Lean Enterprise
 - Lean Manufacturing
 - Lean Office
 - Kaizen 7S
 - Process Improvement
 - Process Mapping
 - Problem Solving
 - Root Cause Analysis
 - Set Up Time Reduction

MANUFACTURING SKILLS

- Advance Measurement Skills
- Inventory Management
- Electrical Fundamentals
- Blue Print Reading

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

Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: Murrieta Chamber of Commerce

CCG No.: ET21-0231

Reference No: 20-0506

Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: American Jerky

Priority? ☒ Yes ☐ No

Address: 2400 E Francis Street

City, State, Zip: Ontario CA 91761

Collective Bargaining Agreement(s): none

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

Total # of full-time company employees worldwide: 63

Total # of full-time company employees in California: 63

Company: ASAHI Intecc USA Inc

Priority? ☒ Yes ☐ No

Address: 3002 Dow Avenue Suite 212

City, State, Zip: Tustin CA 92780

Collective Bargaining Agreement(s): none

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 140

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

Company: Fieldpiece Instruments

Priority? ☒ Yes ☐ No

Address: 1636 West Collins Ave

City, State, Zip: Orange CA 92867

Collective Bargaining Agreement(s): none

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

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 35

Company: Glaukos

Priority? ☒ Yes ☐ No

Address: 229 Avenida Fabricante

City, State, Zip: San Clemente CA 92672

Collective Bargaining Agreement(s): none

Estimated # of employees to be retrained under this Contract: 100

Total # of full-time company employees worldwide: 740

Total # of full-time company employees in California: 150

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Murrieta Chamber of Commerce
Reference No: 20-0506

CCG No.: ET21-0231
Page 2 of 3

Company: Intra Aerospace

Priority? ☒ Yes ☐ No

Address: 10671 Civic Center Drive

City, State, Zip: Rancho Cucamonga CA 91730

Collective Bargaining Agreement(s): none

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 31

Total # of full-time company employees in California: 31

Company: NSG Technology Inc.

Priority? ☒ Yes ☐ No

Address: 1705 Junction Cr. Suite 200

City, State, Zip: San Jose CA 95112

Collective Bargaining Agreement(s): none

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 88

Total # of full-time company employees in California: 88

Company: Providian

Priority? ☒ Yes ☐ No

Address: 2731 Loker Ave West

City, State, Zip: Carlsbad CA 92010

Collective Bargaining Agreement(s): none

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

Total # of full-time company employees worldwide: 98

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

Company: RSR Quemetco

Priority? ☒ Yes ☐ No

Address: 720 S 7th Ave

City, State, Zip: City of Industry CA 91746

Collective Bargaining Agreement(s): none

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

Total # of full-time company employees worldwide: 262

Total # of full-time company employees in California: 262

**Participating Employers in Retrainee
Multiple Employer Contracts**

Contractor's Name: Murrieta Chamber of Commerce
Reference No: 20-0506

CCG No.: ET21-0231
Page 3 of 3

Company: US Pole Inc

Priority? ☒ Yes ☐ No

Address: 660 West Ave O

City, State, Zip: Palmdale CA 93551

Collective Bargaining Agreement(s): none

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 59

Total # of full-time company employees in California: 59

Company: Wavefront Technology Inc

Priority? ☒ Yes ☐ No

Address: 15127 Garfield Ave Unit B

City, State, Zip: Paramount CA 90723

Collective Bargaining Agreement(s): none

Estimated # of employees to be retrained under this Contract: 25

Total # of full-time company employees worldwide: 59

Total # of full-time company employees in California: 59



Training Proposal for:
California Workforce Association

Contract Number: ET21-0236

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: D. Jordan

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA SET Medical Skills Training	Industry Sector(s):	Manufacturing (E) Services (61,71,72,81,92) Healthcare (62) Priority Industry: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$560,880		\$38,957 8%		\$599,837
In-Kind Contribution:	50% of Total ETP Funding Required			\$383,896

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL- Mfg. Skills	80	8-200	0-100	\$1,476	\$18.34
				Weighted Avg: 60			
2	Retrainee	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL – Mfg. Skills	125	8-200	0-100	\$1,283	\$18.34
				Weighted Avg: 60			
3	Retrainee SB<100	Business Skills, Comm'l Skills, Computer Skills, Cont. Improv., Mfg. Skills, OSHA 10/30, PL- Mfg. Skills	44	8-200	0-100	\$1,476	\$18.34
				Weighted Avg: 60			
4	Retrainee Priority HUA	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	104	8-200	0-100	\$1,476	\$20.00
				Weighted Avg: 60			
5	Retrainee SB<100 HUA	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL – Mfg. Skills	5	8-200	0-100	\$1,476	**\$15.00
				Weighted Avg: 60			
6	Retrainee Priority SET Medical Skills	Business Skills, Comm'l. Skills, Computer Skills, Cont. Imp., MS-Preceptor, MS-Didactic	25	8-200	0-100	\$1,476	\$25.01
				Weighted Avg: 60			
7	Retrainee SET SB<100	Business Skills, Comm'l. Skills, Computer Skills, Cont. Impr., Mfg. Skills, OSHA 10/30, PL – Mfg. Skills	3	8-200	0-100	\$1,476	\$33.34
				Weighted Avg: 60			
8	Retrainee Priority SET HUA Medical Skills	Business Skills, Comm'l. Skills, Computer Skills, Cont. Impr., MS-Preceptor, MS-Didactic	33	8-200	0-100	\$1,476	\$25.00
				Weighted Avg: 60			
9	Retrainee SET HUA	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL-Mfg. Skills	2	8-200	0-100	\$1,283	**\$15.00
				Weighted Avg: 60			

10	Retrainee SB<100 SET HUA	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Mfg. Skills, OSHA 10/30, PL – Mfg. Skills	2	8-200	0-100	\$1,476	\$25.00
				Weighted Avg: 60			

*Post-Retention Wage is the Contractual Wage

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

Minimum Wage by County: Job Numbers 1, 2, & 3: \$20.00 for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara counties; \$19.05 for Los Angeles County; \$18.39 for Orange County; \$18.34 for all other counties

Job Number 4: \$20.00 per hour

Job Number 6 (SET/Priority Industry): \$25.01 per hour

Job Number 7 (SET): \$33.34 per hour

Job Numbers 5 and 9: \$15.00 per hour

Job Numbers 8 and 10: \$25.00 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 up to \$2.50 per hour to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Worker		10
		10
Production Worker		29
Professional Support Staff		5
Manager		10
Supervisor		5
		11
Job Number 2		
Administrative Worker		10
		10
Production Worker		30
		44
Professional Support Staff		5
Manager		10
Supervisor		16

Job Number 3		
Administrative Worker		7
		10
Production Worker		20
Professional Support Staff		2
Manager		5
Job Number 4		
Administrative Worker		10
		10
Production Worker		20
		51
Professional Support Staff		2
Manager		4
Supervisor		5
		2
Job Number 5		
Administrative Worker		1
Production Worker		1
Professional Support Staff		1
Manager		1
Supervisor		1
Job Number 6		
Allied Health Care Worker		25
Job Number 7		
Administrative Worker		1
Production Worker		2
Job Number 8		
Allied Health Care Worker		33
Job Number 9		
Administrative Worker		1
Production Worker		1
Job Number 10		
Production Worker		2

INTRODUCTION

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

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

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

Veterans Program

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

Need for Training

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

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

PROJECT DETAILS

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

CWA anticipates completing enrollments of trainees after 15 months. Customized training for individual employers will be provided at the employers' facilities. CWA serves companies statewide. Trainings will be provided to trainees via Class/Lab, Computer-Based Training (CBT), E-Learning and Productive Lab.

Business Skills: Training will be provided to all occupations and include Business Analysis and Goal Setting, Creative Problem Solving & Innovative Solutions, Financial Strategies, and Sales Strategies & Skills. Training will provide the skills to effectively and efficiently maintain business operations.

Commercial Skills: Training will be provided to all occupations and include Title 24 Standards, and HVAC Systems and Controls.

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

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

Manufacturing Skills: Training will be provided to all occupations, except Allied Health Care Workers. Topics include Equipment Operations, Manufacturing Practices, Operation & Processes, and Warehousing Operations & Distribution. Training will increase production.

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

Certified Safety Training

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

Productive Lab

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 100% of the time to training delivery during all hours of training.

Select participating manufacturing employers will utilize PL-Manufacturing Skills training for Production Workers to allow hands on training for new equipment and production processes. Since factory equipment cannot be reproduced in a classroom setting, PL training is necessary to ensure safety and production standards are being met. This training will be at a much slower pace than regular production with significantly higher defects as trainees gain proficiency. A subject matter expert will conduct training. The trainer will first demonstrate how to use the equipment, then supervise trainees using the equipment. A department supervisor will attest to the trainee’s competency once training is completed. Training includes manufacturing processes, production operations, and good manufacturing processes.

Trainees may receive approximately 60 hours of PL training. CWA is requesting a 1:3 trainer-to-trainee ratio as equipment may require up to three employees to operate at any given time.

Computer-Based Training

Trainees will receive approximately 100 total training hours per trainee of CBT training.

Special Employment Training

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

Trainees in Job Numbers 6 - 10 will qualify under SET guidelines. However, Job Numbers 4, 5, 8, 9 & 10 are located in a High Unemployment Area.

Retention Modifications

CWA is requesting an alternate retention of 500 hours within 272 days for Allied Health Care Workers. Healthcare workers are considered to have non-customary work hours in Job Numbers 6 and 8.

Full-Time Work Week

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

CWA is requesting to decrease the full-time employment hours from 35 hours per week to 30 hours per week, for Allied Health Care Workers. Employees in these occupations are considered full-time at 30 hours per week and eligible for full-time benefits in Job Numbers 6 and 8.

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 varies by participating employers, is both job specific and companywide, and includes sexual harassment prevention, safety, legal compliance, product knowledge and on-the-job training.

➤ Training Infrastructure

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

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

Impact/Outcome

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

Marketing and Support Costs

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

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0147	\$749,924	11/1/19 – 10/31/21	529	0	0

Based on ETP Systems, 20,834 reimbursable hours have been tracked for potential earnings of \$475,243.30 (63% of approved amount). Training is occurring and the contractor is currently in the process of uploading hours. The Contractor projects final earnings of 100% based on training currently committed to by employers.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0110	Statewide	7/1/18 – 6/30/20	\$949,932	\$949,083 (99%)
ET17-0136	Statewide	7/1/16 to 6/30/18	\$941,298	\$930,236 (99%)
ET15-0304	Statewide	11/17/14- 11/16/16	\$649,084	\$636,223 (98%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services for a fee not to exceed 10% 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

- Accounting and Finance
- Accounting Process Improvement
- Behavior Strategies/Styles To Improve Teamwork
- Budgets
- Business Administration
- Business Analysis And Goal Setting
- Business Performance
- Business Plans
- Business Process Re-Engineering
- Business Writing And Grammar
- CD-10 (Billing Codes)
- Communication Skills
- Contract Management
- Cost Control
- Creative Problem Solving & Innovative Solutions
- Customer Service
- Difficult Situations
- Diversity In The Workplace
- Effective Meeting Skills
- Employee Selection And Coaching
- Facilitation Skills
- Financial Analysis And Management
- Financial Strategies
- HIPAA Compliance
- Implementing A Plan
- Industry Advancement Program (Claims Management)
- Internet Marketing
- Interpersonal Skills
- Inventory Control
- Marketing
- Marketing & Product Knowledge
- Negotiating
- Order Entry and Processing
- Organization Skills
- Outsourcing Management
- Payroll Systems
- Payroll Systems, Accounting
- Presentation Skills
- Product Design
- Product Engineering
- Project Management
- Purchasing
- Relationship Building Through Sales & Service

- Sales Strategies & Skills
- Supervisor Training

COMMERCIAL SKILLS

- Asbestos Operations and Maintenance
- Auto Repair: Engine Repair, Body Work
- Building Image Modeling and Computer Design Platforms
- Case Management Skills
- Child Development Skills
- Civil Engineering
- Codes and Standards Impacting Electrical Installation
- Construction Lift and Access Equipment Training Certification
- Digital Lighting Management Systems
- Electrical System Design Fundamentals
- Electrical Systems – Installation Best Practices
- Electrical Project Supervision
- Energized Electrical Work Protocol – NFPA 70E
- Environmental Engineering
- Forklift Training
- HVAC Respirators
- HVAC Safe/Good Work Practices
- HVAC Switches and Electrical Components
- HVAC Systems and Controls
- HVAC Tools
- NEXT UP – Foreman Academy – Electrical/Data
- Project Management Academy
- Technology, Innovation and Invention: Advancement in the Electrical Industry
- The Economics of Electrical Construction
- Title 24 Standards

COMPUTER SKILLS

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

CONTINUOUS IMPROVEMENT

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

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

MANUFACTURING SKILLS

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

MEDICAL SKILLS TRAINING - DIDACTIC

- Acute Myocardial Infarction
- Acute Psychiatric Care
- Advanced Cardiac Life Support
- Annual Skills Updates
- Aquatic Therapy
- Arterial Blood Gas Interpretation
- Automated External Defibrillator
- Basic Life Support
- Behavioral Health Nursing Skills
- Biofeedback
- Body Mechanics
- Brain Injury Rehabilitation
- Cardiac Rehabilitation
- Care of Bariatric Patient

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

- Occupational Therapy Skills
- Oncology Nursing Skills
- Orthopedic Nursing Skills Ostomy & Continence Care Pain Management (Acute & Chronic)
- Ostomy & Continence Care
- Passy-Muir Valve Placement
- Patient Assessment & Care
- Patient Fall Protection and Prevention
- Pediatric Advanced Life Support
- Peri-Operative Nursing Skills
- PICC Line Insertion
- Physical Therapy Skills
- Pre and Post-Operative Care
- Pro-Act Safe Patient Handling
- Psychiatric Nursing Skills
- Psychotropic Medications
- Rapid Response Skills
- Rehabilitation Services
- Rehabilitative Nursing Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Respiratory Care Practitioner Skills
- Restraints
- Safe Patient Handling/Pro Act Safe Patient Handling
- Speech & Language Pathology Skills
- Splint Assessments & Measurements
- Stroke Rehabilitation
- Surgical Nursing Skills
- Telemedicine
- Telemetry Nursing Skills
- Therapy Skills
- Transfer Techniques
- Trauma Nursing Skills
- Triage Nursing Skills
- Ventilator & Tracheotomy Care
- Wheelchair Assessment
- Wound Care

MEDICAL SKILLS TRAINING – PRECEPTOR (1:10 Ratio)

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

- Orthopedic Nursing Skills
- Patient Assessment & Care
- Pre and Post-Operative Care
- Ventilator and Tracheotomy Care

OSHA10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

CBT Hours

0-100

BUSINESS SKILLS

- Abuse Reporting (90 min)
- Adjuster Licensing (15 min)
- Business Etiquette (15 min)
- Business Flow (15 min)
- Calibration (25 min)
- Claim Concepts (15 min)
- Customer Satisfaction (35 min)
- Design and Development (35 min)
- Document and Record Control (50 min)
- Document Control Using CORE (40 min)
- Getting Started on ISO 9001 Certification (30 min)
- Getting Started with CORE (17 min)
- Getting Started with CORE: The Basics (35 min)
- HIPAA Changes (1.5 hrs.)
- HIPAA Regulation (1.5 hrs.)
- HIPAA Requirements (1.5 hrs.)
- Internal Auditing (40 min)
- Intro CORE Learning Center (5 min)
- Intro to Systems & Technology (15 min)
- Introduction to AutoForms (5 min)
- ISO 9001 Introduction (20 min)
- ISO 9001 Tour (50 min)
- JURIS Software (1 hr, 10 min)
- Leadership Responsibilities (25 min)
- Measurement Planning (30 min)
- Medical Reports & Confidentiality (15 min)
- Medical Specialist (15 min)
- Medical Terminology (20 min)
- Next Generation Society of Interventional Radiology (9 min)
- One Point Payroll (30 min)
- Payment Entry (10 min)
- Performance 360 – Quality (15 min)
- Plan Summary (4 min)
- Preparing for your Registrar's Audit (40 min)
- ProAct Refresher (2 hrs.)
- Process Planning (40 min)
- Product and Service Requirements (25 min)
- Providing Products and Services (45 min)
- Purchasing (25 min)
- Quality Management Software Planning (25 min)
- Resource Planning (25 min)
- Risk Based Thinking (25 min)
- Terminology (15 min)
- Time Management (15 min)

Productive Lab Hours

0-60

MANUFACTURING SKILLS (1:3 Ratio)

- Assembly Procedures
- Blueprint Reading
- Equipment Operations
- Good Manufacturing Practices
- Job Instruction/Analyzing Jobs For Efficiency
- Manufacturing Practices
- Maintenance Procedures
- Operations & Processes
- Production Operations
- Shop Math
- Warehousing Operations & Distribution
- Toyota Sewing System

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.

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Workforce Association

CCG No.: ET21-0236

Reference No: 20-0576

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ALPHABETIZE BY COMPANY NAME

Company: Coast Weekly

Priority Industry? ☒ Yes ☐ No

Address: 668 Williams Avenue

City, State, Zip: Seaside, CA 93955

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 20

Total # of full-time company employees worldwide: 27

Total # of full-time company employees in California: 27

Company: Easter Seals Superior California

Priority Industry? ☒ Yes ☐ No

Address: 3205 Hurley Way

City, State, Zip: Sacramento, CA 95864

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 2000+

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

Company: Kokatat, Inc.

Priority Industry? ☒ Yes ☐ No

Address: 5350 Ericson Way

City, State, Zip: Arcata, CA 95521

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 50

Total # of full-time company employees worldwide: 180

Total # of full-time company employees in California: 180

Company: Los Angeles County Museum of Natural History Foundation

Priority Industry? ☐ Yes ☒ No

Address: 900 Exposition Blvd.

City, State, Zip: Los Angeles, CA 90007

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 110

Total # of full-time company employees worldwide: 275

Total # of full-time company employees in California: 275

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: California Workforce Association

CCG No.: ET21-0236

Reference No: 20-0576

Page 2 of 2

Company: Sealed Air Corporation

Priority Industry? ☒ Yes ☐ No

Address: 1835 West Almond Avenue

City, State, Zip: Madera, CA 93637

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 41

Total # of full-time company employees worldwide: 15,000

Total # of full-time company employees in California: 220

Company: Wing Inflatables

Priority Industry? ☒ Yes ☐ No

Address: 1220 5th Street

City, State, Zip: Arcata, CA 95521

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 46

Total # of full-time company employees worldwide: 170

Total # of full-time company employees in California: 97



Retrainee - Job Creation

Training Proposal for:

SOMA AEC, Inc. dba Oxman College

Contract Number: ET21-0238

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: K. Mam

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SET Medical Skills Training SB <100 HUA Job Creation Initiative	Industry Sector(s):	MEC (H) Services (61,71,72,81,92) Healthcare (62) Professional, Scientific, Technology (54) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Statewide	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$558,440		\$38,848 8%		\$597,288

In-Kind Contribution:	50% of Total ETP Funding Required	\$328,000
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TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate SB <100	Computer Skills	30	8-200	0	\$2,460	\$20.00
				Weighted Avg: 100			
2	Retrainee Priority Rate SET HUA	Continuous Imprv, MS Didactic, MS Clinical w/ Preceptor	18	8-200	0	\$3,936	**\$15.00
				Weighted Avg: 160			
3	Retrainee Priority Rate SET	Continuous Imprv, MS Didactic, MS Clinical w/ Preceptor	85	8-200	0	\$3,936	\$25.01
				Weighted Avg: 160			
4	Retrainee SET Job Creation Initiative	Continuous Imprv, MS Didactic, MS Clinical w/ Preceptor	30	8-200	0	\$3,936	**\$15.00
				Weighted Avg: 160			

*Post-Retention Wage is Contractual Wage

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

Minimum Wage by County: Job Number 1: \$20.00 per hour

Job Number 2 (SET/HUA): \$15.00 per hour

Job Number 3 (SET): \$25.01 per hour SET Statewide Priority Average

Job Number 4 (Job Creation): \$16.67 per hour for Alameda, Contra Costa, Marin, San Francisco, Santa Clara, San Mateo and San Francisco; \$15.88 per hour for Los Angeles County; \$15.33 per hour for Orange County; \$15.20 for San Diego County; and \$15.00 per hour for all other counties.

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Architect		1
		9
Engineer		1
		9
Designer/Drafter		10
Job Number 2 (SET/HUA)		
Certified Nurse Assistant		10
Mental Health Worker		1
Rehabilitation Assistant		1
Licensed Vocational Nurse		3
		2
Registered Nurse		1
Job Number 3 (SET)		
Licensed Vocational Nurse		40
		25
Respiratory Care Practitioner		5
		5
Registered Nurse		10
Job Number 4 (Job Creation)		
Certified Nurse Assistant		15
Licensed Vocational Nurse		7
		3
Registered Nurse		5

INTRODUCTION

Founded in 1991, SOMA AEC, Inc. dba Oxman College (Oxman College) is a private, post-secondary vocational school (www.oxmancollege.com). The College provides training in computer programming, computer applications, continuous improvement, and health care.

This project will be Oxman's fifteenth ETP Agreement; the sixth in the last five years. This proposal continues Oxman's successful training program on Autodesk Revit software for architectural and engineering firms, as well as training in Medical Skills for long-term nursing facilities in the healthcare industry.

Veterans Program

Although this project does not include a Veterans component, Oxman College offers priority enrollment to veterans into programs, as well as priority hiring for the College's faculty and staff.

Employer Demand

Participating employers have expressed a need for training because they are struggling to keep up with technology and competitors. These employers have also expressed the need to build employees' skills to work in a continuously changing environment.

Training Agency Certification

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

In keeping with the Panel's standards, Oxman College is eligible as a training agency based on BPPE licensure.

PROJECT DETAILS

The training plan for Job Number 1 will focus on upgrading skills training on Autodesk Revit software, which is the newest generation of CAD type software for engineering/architectural companies. The software is sophisticated and complex with multiple modules (13) that will require detailed training. Training will allow participating employees to remain competitive as the current demand for services utilizing the newest generation of Revit software has increased significantly. Trainee needs will be evaluated and trainees will be placed in appropriate levels needed for their successful training.

The training plan for Job Number 2, 3, & 4 will consist of Medical Skills and Continuous Improvement Skills delivered through classroom, preceptor and didactic training. Training will focus on establishing and maintaining a continuous quality improvement program to promote best practices in each trainee's daily routine and improve the overall quality of patient care at each facility.

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 hiring needs at long-term facilities is based on the patient's census and staff ratios. Due to the COVID-19 pandemic, there has been increased demand for CNAs. Some facilities serve more patients that require short-term or long-term rehabilitation for recovering from COVID. To accommodate the increased demand, these facilities need to hire new staff.

Oxman College will train 30 new employees (Job Number 4). The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Training will be delivered via Class/Lab, E-Learning, and Videoconferencing methods. Training will be delivered by in-house instructors as needed in the following:

Computer Skills: Training will be offered to Architects, Engineers, and Designers/Drafters. Training will focus on programming software. Training topics include Revit Architecture, Computer Programming, and Rhino Modeling.

Continuous Improvement: Training will be offered to Certified Nurse Assistants, Licensed Vocational Nurses, Rehabilitation Assistants, Mental Health Workers, Registered Nurses, and Respiratory Care Practitioners. Training will focus on critical thinking and communication skills. Training topics include Communication Skills, Critical Thinking Skills, and Problem Analysis and Problem Solving.

Medical Skills: Training will be offered to approximately 133 Certified Nurse Assistants, Licensed Vocational Nurses, Rehabilitation Assistants, Mental Health Workers, Registered Nurses, and Respiratory Care Practitioners. Trainees will participate in clinical skills training, including both didactic and preceptor training. Classroom/laboratory training will be provided by in-house subject matter experts and vendors to all occupations on understanding advanced clinical processes to ensure competency and improve overall quality of patient care at each facility. Training topics include Wound Management, Respiratory Care, Infection Control, and Patient Assessment and Care.

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 varies by participating employers and is both job specific and companywide. Training includes mandatory organization-wide in-service training in such topics as elder abuse, OSHA, harassment prevention, and confidentiality. ETP funding will expand industry specific training to upgrade employee skill sets.

➤ Training Infrastructure

Oxman College has four dedicated staff members responsible for scheduling training, enrolling trainees, tracking training hours, and meeting with ETP staff. These dedicated staff members are experienced in the ETP process and are administering the current agreement. Training will be delivered by highly-qualified instructors with industry expertise.

Marketing and Support Costs

Oxman College's marketing program consists primarily of referrals by the Employment Development Department (EDD), County Department of Social Services, WorkSource centers, and community organizations. The school recruits prospective students using a combination of resources such as its peer referral system, flyers, brochures, and catalogs as well as direct telephone and email contacts with employers.

Oxman College is requesting the standard 8% support costs for outreach, recruitment and schedule coordination for retraining project. Recruitment includes trainee intake assessments to determine eligibility, job development, and job search assistance and placement. Individuals are referred to the school by One-Stop staff members through presentations, word of mouth, advertising, and displaying program flyers. Staff recommends the 8% support costs for retraining.

Special Employment Training/High Unemployment Area

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

➤ **Wage Modifications**

The 18 trainees in Job Number 2 work in a High Unemployment Area (HUA) with unemployment exceeding the state average by 25%. For trainees in an HUA, the Panel may reduce the Priority Industry SET Wage (\$25.01 per hour) to the ETP Reduced Standard Wage by county. Oxman College requests a wage modification for trainees in Job Number 2 from \$25.01 per hour to \$15.00 per hour.

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 Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
*ET21-0185 (COVID)	\$200,000	10/26/20-10/25/22	100	0	0
**ET20-0125	\$748,897	09/01/19-08/31/21	208	311	170

*ET21-0185: This contract was recently approved in October 2020.

**ET20-0125: Based on ETP Systems, 31,094 reimbursable hours have been tracked for potential earnings of \$716,852 (96% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through May 2021.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0128	Statewide	09/01/17- 08/31/19	\$943,400	\$943,400 (100%)
ET16-0402	Statewide	04/05/16- 04/04/18	\$543,861	\$538,741 (99%)
ET14-0357	Statewide	05/05/14 – 05/04/16	\$490,206	\$460,486 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8-200 Job Number 1 Trainees may receive any of the following:

COMPUTER SKILLS

- + Adobe and Multimedia
- + Advanced MS Office
- + Computer Programming
- + Creating & Modifying Design in Revit
- + Creating Custom Families in Revit
- + Creating Views of the Model in Revit
- + Foundation, Beams and Framing Systems in Revit
- + Importing and Exporting Files in Revit
- + Networking
- + Performance Analysis in Revit
- + Revit Architecture
- + Revit MEP
- + Revit Structure
- + Revit User Interface
- + Rhino Modeling
- + Sketchup
- + Structural Analysis in Revit
- + Using Autodesk Dynamo Studio Software with Revit
- + Visualization and Rendering Tools
- + Working with Revit System Families

Class/Lab/E-Learning/Videoconferencing Hours

8-200 Job Numbers 2, 3, & 4 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- + Communication Skills
- + Conflict Resolution Skills
- + Critical Thinking Skills
- + Customer Service
- + Interdepartmental Collaboration
- + Interdisciplinary Team
- + Leadership Skills
- + Organization and Time Management Skills
- + Problem Analysis and Problem Solving
- + Quality Assurance/Performance Improvement (QAPI)
- + Setting Goals
- + Team Building

MEDICAL SKILLS – DIDACTIC

- + Allergies
- + Alzheimer's Disease and Related Disorders
- + Annual Skills Update
- + Antibiotics Stewardship
- + Assault Crisis Management
- + Bipolar Disorder

- ✦ Blood Borne Pathogens
- ✦ Change in Condition
- ✦ Change of Condition Management
- ✦ Conditions of Participation in CMS
- ✦ COVID-19
- ✦ Dementia Care
- ✦ Depression Causes/Intervention
- ✦ Diabetic Management
- ✦ Dialectical Behavior Therapy (DBT)
- ✦ Documentation/Abbreviation
- ✦ Evaluation and Assessment Procedures/Criteria
- ✦ Infection Control
- ✦ Interdisciplinary Team Process
- ✦ Intravenous Therapy
- ✦ Medical Diagnosis
- ✦ Medical Direction in Long-Term Care
- ✦ Medication Administration Management
- ✦ Mental Health
- ✦ Nursing Assistant Skills
- ✦ Pain Management (Acute and Chronic)
- ✦ Pillars of Recovery
- ✦ PointClickCare Software
- ✦ Preventive Skin Care Measures
- ✦ Problems and Needs of the Aged
- ✦ Psychosocial Rehabilitation
- ✦ Psychotropic Medication Side Effects
- ✦ Reporting to MDs-Assessing Clients
- ✦ Resident and Family Education
- ✦ Respiratory Care
- ✦ Restorative Nurse Program
- ✦ Restraint and Restraint Reduction
- ✦ Safe Transfer
- ✦ Signs and Symptoms of Cardiopulmonary Distress
- ✦ Skin Assessment
- ✦ Social and Recreational Needs of the Aged
- ✦ The Wellness Recovery Action Plan
- ✦ Therapeutic Communication
- ✦ Urinary Management
- ✦ Weights, Vitals, and Immunizations
- ✦ Wound Management

MEDICAL SKILLS – CLINICAL WITH PRECEPTOR

- ✦ Activities of Daily Living
- ✦ Annual Skills Update
- ✦ Antibiotics Stewardship
- ✦ Assessing of Tube-Fed Individuals with Diabetes Mellitus
- ✦ Assisting and Performing Self-Care Skills with Patients
- ✦ Assistive Devices
- ✦ Bowel and Bladder Training of Patients
- ✦ Breathing Patterns and Respiratory Function
- ✦ Cardiac Conditions Charting

- 🚦 Care of Clients with COPD
- 🚦 Care of Clients with Diabetes
- 🚦 Care of Clients with Hypertension
- 🚦 Clinical Skills Review
- 🚦 Colostomy Care
- 🚦 Conditions of Participation in CMS
- 🚦 Conduct Range of Motion Exercises with Patient
- 🚦 COVID-19
- 🚦 Dementia Care
- 🚦 Dementia/Alzheimer's
- 🚦 Enteral Feeding Management
- 🚦 Facilitating Functional Gains of Each Patient
- 🚦 Feeding Tube (Insertion, Intermittent, and Continuous)
- 🚦 Functional Mobility and Ambulation
- 🚦 Gastrointestinal Conditions
- 🚦 Identification of Patient Change in Condition
- 🚦 Identification of Skin Impairments and Prevention
- 🚦 Incontinence Management (Colostomy Care)
- 🚦 Infection Control
- 🚦 Interdisciplinary Team Process
- 🚦 Intravenous Therapy
- 🚦 Isolation Techniques
- 🚦 Managing Patients with Neurovascular Conditions
- 🚦 Medication Management
- 🚦 Monitoring of Cardiovascular Changes
- 🚦 Nursing Assistant Skills
- 🚦 Operate Safety Devices with Patient
- 🚦 Pain Management
- 🚦 Patient Assessment and Care
- 🚦 Patient Care of Foot and Hand
- 🚦 Patient Safety
- 🚦 PointClickCare Software
- 🚦 Positioning of Patients for Correct Body Alignment
- 🚦 Preceptor Skills (Train-the-Trainer)
- 🚦 Preventing and Identifying Complications Related to Tube Feeding
- 🚦 Proper Use of Exercise Equipment
- 🚦 Rehabilitation Services (Physical, Occupational, and Speech Therapy)
- 🚦 Residents with Special Needs
- 🚦 Respiratory Care
- 🚦 Restorative Nursing Care
- 🚦 Safe Patient Handling
- 🚦 Setting Behavioral Program Objectives for Patients
- 🚦 Signs and Symptoms of Cardiopulmonary Distress
- 🚦 Skeletal/Orthopedic Conditions
- 🚦 Special Program Techniques for the Mentally Disordered
- 🚦 Therapeutic Activities
- 🚦 Therapeutic Exercises
- 🚦 Wound Management

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.

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: SOMA AEC, Inc dba Oxman College
Reference No: 20-0490

CCG No.: ET21-0238
Page 1 of 3

ALPHABETIZE BY COMPANY NAME

Company: Community Care and Rehab Center

Priority Industry? ☒ Yes ☐ No

Address: 4070 Jarupa Avenue

City, State, Zip: Riverside, CA 92506

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 120

Total # of full-time company employees worldwide: 160

Total # of full-time company employees in California: 160

Company: David Baker Architects

Priority Industry? ☒ Yes ☐ No

Address: 461 2nd Street, C127

City, State, Zip: San Francisco, CA 94107

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 5

Total # of full-time company employees worldwide: 42

Total # of full-time company employees in California: 42

Company: Group 4 Architecture

Priority Industry? ☒ Yes ☐ No

Address: 211 Linden Avenue

City, State, Zip: South San Francisco, CA 94080

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 4

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 28

Company: Larson Architects

Priority Industry? ☒ Yes ☐ No

Address: 1940 Union Street, Ste. 22

City, State, Zip: Oakland, CA 94607

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 8

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Participating Employers in Retrainee Multiple Employer Contracts

Self-reported listing of potential employers participating in the contract

Contractor's Name: SOMA AEC, Inc dba Oxman College		CCG No.: ET21-0238
Reference No: 20-0490		Page 2 of 3

Company: Legacy Post-Acute	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1335 N Waterman Avenue	
City, State, Zip: San Bernardino, CA 92404	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 150	
Total # of full-time company employees worldwide: 180	
Total # of full-time company employees in California: 180	

Company: MDesigns Architects	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 4131 El Camino Real #200	
City, State, Zip: Palo Alto, CA 94306	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 9	
Total # of full-time company employees worldwide: 11	
Total # of full-time company employees in California: 11	

Company: McGinnis Chen Architects	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 1019 Mission Street	
City, State, Zip: San Francisco, CA 94103	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 2	
Total # of full-time company employees worldwide: 25	
Total # of full-time company employees in California: 25	

Company: Ocean View Psychiatric Health Facility	Priority Industry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Address: 2600 Redondo Avenue, Ste. 500	
City, State, Zip: Long Beach, CA 90806	
Collective Bargaining Agreement(s): No	
Estimated # of employees to be retrained under this Contract: 75	
Total # of full-time company employees worldwide: 150	
Total # of full-time company employees in California: 150	

**Participating Employers in Retrainee
Multiple Employer Contracts**

Self-reported listing of potential employers participating in the contract

Contractor's Name: SOMA AEC, Inc dba Oxman College

CCG No.: ET21-0238

Reference No: 20-0490

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Company: The KPA Group

Priority Industry? ☒ Yes ☐ No

Address: 6700 Koll Center Parkway, Ste. 125

City, State, Zip: Pleasanton, CA 94566

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 8

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: VTBS Architects

Priority Industry? ☒ Yes ☐ No

Address: 84 W. Santa Clara #840

City, State, Zip: San Jose, CA 95113

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Contract: 2

Total # of full-time company employees worldwide: 55

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



Training Proposal for:
**Alameda County Electrical Industry Apprenticeship
 and Training Trust**

Contract Number: ET21-0939

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers Local 595		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$351,444		\$27,986 8% - Jobs 1-2 20% - Job 3		\$379,430

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker	Comm'l Skills, Business Skills, OSHA 10/30	22	8-200	0	\$590	\$60.00
				Weighted Avg: 24			
2	Retrainee Apprentice	Comm'l Skills, OSHA 10/30	130	8-210	0	\$2,502	\$27.00
				Weighted Avg: 130			
3	Retrainee Apprentice Veterans	Comm'l Skills, OSHA 10/30	15	8-210	0	\$2,746	\$27.00
				Weighted Avg: 130			

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

Minimum Wage by County: Job Numbers 1-3 (SET/Priority Industry): \$25.01 per hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Inside Wireman		22
Job Number 2		
Apprentice Inside Wireman		130
Job Number 3		
Veteran Apprentice Inside Wireman		15

INTRODUCTION

Founded in 1946, the Alameda County Electrical Industry Apprenticeship and Training Trust (Alameda Electrical Trust) (www.595jatc.org) is located in San Leandro. Alameda Electrical Trust is governed by a Board of Trustees comprised of four labor and four management representatives, and it is a joint effort of the International Brotherhood of Electrical Workers (IBEW) Local 595 and the National Electrical Contractors Association. This will be Alameda Electrical Trust's seventh ETP Contract, and its fifth in the last five years.

ETP funding will train Journeyworker, Apprentice, and Veteran Apprentice members of IBEW Local 595. All in-person training will take place at Alameda Electrical Trust's Training Center in San Leandro. This unique, state-of-art site helps prepare electricians for meeting California's new energy conservation and renewable energy efforts and standards. This training center is one of only a handful of US Department of Energy–designated “zero net energy” buildings in the nation, and it was the first to retrofit an existing commercial building.

Veterans Program

Alameda Electrical Trust is committed to supporting job-related training for Veterans and anticipates training 15 Veterans (Job Number 3) in this proposal. Alameda Electrical Trust recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades.

The Veteran-training curriculum in this proposal will be the same as Apprentice training. These trainees are in a separate Job Number to better track performance toward ETP's goal of improved outreach for veterans. Veterans who apply for an apprenticeship with Alameda Electrical Trust receive accelerated opportunities to join the program. To also incentive veterans, all veteran applicants can skip the first stage (the written assessment) and go immediately to the second stage (the interview).

Women's Program

Alameda Electrical Trust actively recruits women into the Apprenticeship program and works with the following organizations to increase the number of women Apprentices: Women in the Trades, Helmets to Hard Hats, Cypress Mandela Training Center, local high schools and local Regional Occupational Programs. Currently, Alameda Electrical Trust has 21 women enrolled in its program.

COVID-19

To keep up with the demand for highly-trained, highly-skilled electricians it is critical for Alameda Electrical Trust to offer classes both in-person and online to continue training during the state-mandated shelter-in-place order. Currently, Alameda Electrical Trust's classes are a mix of virtual E-Learning instruction and in-person instruction.

To ensure trainees receive the hands-on training they need, the Alameda Electrical Trust has implemented several in-person classroom precautions with safety as the main priority. To accommodate in-seat instruction, students must wear masks, undergo temperature checks, and may not share belongings upon entering the training facility. Trainees must adhere to social distancing guidelines and the average class size has also been reduced with staggered class times and cleaning between each class.

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 portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years. The curriculum is developed with input from DAS and a designated Local Educational Agency, Chabot College.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

Inside Wireman layout, install, repair, and maintain electrical equipment that provides light, heat, and communications. Training for Apprentices and Journeyworkers is required to keep up with shifts in the electrical industry away from analog to digital equipment. Training on new technologies allows workers to remain competitive in an energy efficient-focused construction industry. Because of new State regulations, many contractors require more certifications for both Apprentices and Journeyworkers on job sites. As such, trainees will receive training in green construction including the knowledge, skills, and ability to install greenhouse gas emission reduction electrical systems.

Training in this proposal will ensure workers have the most up-to-date hands-on skills to make them more efficient, while also providing critical safety training to help to decrease the frequency of workplace accidents and injury. Additionally, a significant number of retiring workers and the recent upswing in construction means the demand for Apprentices has been increasing in Alameda County. During this proposal, Journeyworker and Apprentice electricians will also be working on new construction projects and renovations throughout San Mateo County. These projects include the Oakland Army Base, Kaiser Permanente Hospital, UC Berkeley, Port of Oakland, Alta Bates Hospital in Oakland, and Highland Hospital in Oakland.

Training Plan

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

Business Skills: Training will be provided to Journeyworkers to ensure they are able to use collaborative bidding and project development practices; meet budgets; interact with other types of construction workers and implement green solutions in traditional work environments. The proposed training will give trainees the tools to plan, organize and manage their construction projects so they can complete them efficiently and on time. Training will also include Teambuilding and Leadership Skills.

Commercial Skills: Training will be provided to Apprentices and Journeyworkers. Apprentices will learn to install, maintain and repair various types of electrical and electronic equipment in commercial, industrial and residential establishments. Courses include Blueprints, Transformers, and Code Calculations. Journeyworkers will receive significant training in green and energy efficient technologies such as Building Materials, Solar Photovoltaic Panels, New Motor Controls, Advanced Welding, Green Materials Testing and Audit Equipment.

Certified Safety Training

OSHA 10/30: This training will be provided to all trainees and is a series of courses “bundled” by industry sector and occupation. 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

Signatory employers will continue to make contributions to the Trust for every hour worked by Apprentices. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be overseen by the Director of Training with five Administrative Staff to assist with ETP administration including marketing, recruitment, and scheduling. Alameda Electrical Trust has also retained Strategy Workplace Communications to assist with administration.

Trainer Qualifications

Alameda Electrical Trust has one full-time and 31 part-time trainers who will assist in the facilitation of training. The trainers are former or current members of the trade and experts in the subject matter. All trainers are qualified Journeyworkers with extensive practical and training experience in the industry.

Impact/Outcome

Training in this proposal will assist employers meet new state energy efficiency goals and may result in certifications. These include passing Green Audits, NFPA-70 E (National Fire Protection Association), Arc Flash, Building Automation Lighting and Plug Load Systems.

Marketing and Support Costs

While many participating employers have already been recruited, additional recruitment and assessment activities must occur to support apprenticeship training. Recruitment includes: direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and Alameda Electrical Trust's website. Application announcements and class information for the program are disseminated to local, state and federal agencies as well as to local high schools and community colleges and other community-based organizations throughout the year.

Alameda Electrical Trust is requesting 8% in support costs for Jobs 1-2 to promote training opportunities. In addition, Alameda Electrical Trust is requesting 20% support costs for Veteran Apprentices in Job Number 3 to attract and recruit Veterans. Staff recommends the request for 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.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0932	\$746,290	10/01/19 - 09/30/21	275	0	0

Based on ETP Systems, 6,001 reimbursable hours have been tracked for potential earnings of \$119,205 (16% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0927	San Leandro	10/08/18-10/07/20	\$695,580	\$23,579 (3%)*
ET17-0924	San Leandro	1/27/17-1/26/19	\$501,200	\$486,486 (97%)
ET16-0908	San Leandro	9/8/15 – 9/7/17	\$492,740	\$484,316 (98%)

*ET19-0927: Based on ETP Systems 25,841 reimbursable hours have been tracked for potential earnings of \$589,578 (79% of approved amount). Alameda Electrical Trust is currently in the process of closing of this contract, and once the final closeout invoice is submitted is projected to earn 100% of the contract amount.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento, in conjunction with Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

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

8 - 200 Trainees may receive any of the following

Journeyworker

COMMERCIAL SKILLS

- Codeology
- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Arc Flash

Analog/Digital Circuit (AC/DC) Principles

- Math for Electricians
- Ohm's Law
- Generators
- Inductance/Reactance
- Series/Parallel Circuits

Grounding

- Grounding and Bonding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code

Fire Alarm Systems and Installations

- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- Start Up and Check Out Procedures
- National Fire Protection Act, 1972 (NFPA 72)

Fire Life Safety

- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72
- Principles of Electronics

Industrial Motor Control

- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

Programmable Logic Control

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program

Electrical Design

- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code

Voice, Data and Video

- Audio Distribution
- CCTV Security Surveillance
- Computer Networking
- Fiber Optics
- Telephonic Interconnect

Industry Specific Skills

- Advanced Instrumentation and Motor Controls
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Blueprints and Schematics
- Building Automation Systems
- Conduit Bending
- Confined Space Entry
- Energy Storage and Microgrid Training Certification
- Firestop Installation
- Management and Monitoring of Materials
- Programmable Logic Controllers
- Proper Equipment Set-Up (Green Training)
- Proper Installation and Use of Testing and Auditing Materials and Equipment (Green Training)
- Rigging and Lifting
- Safe Working Practices

- Solar Panel Installation
- Solar Photovoltaics
- Specialized Tools
- Testing Materials and Equipment –Proper Set-Up and Use (Green Training)
- Understanding Changes to Industry Standards (Green Training)
- Understanding New Technologies & Changes to Industry Standards (Green Training)
- Work Flow and Resources

California Advanced Lighting Control Program (CALCTP)

- Advanced Lighting Control Systems
- Dimming Controls
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Occupancy Sensors
- Photosensors

CALCTP Acceptance Testing

- Electric Vehicle Infrastructure Training Program
- State Certification Prep

BUSINESS SKILLS

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

Class/Lab/E-Learning Hours

8 - 200 Trainees may receive any of the following

Apprentice

COMMERCIAL SKILLS**2nd Year**

- AC Theory, Level I
- Application #5: Conduit Bending
- Application #6: Conduit Bending

- Application #7: Comb. Circuit Wiring
- Application #8: Transformer Connections
- Blueprints, Level I
- Codeology, Level I
- Electrical Safety-Related Work Practices, Level I
- Orientation, Level II
- Test Instruments, Level I
- Transformers, Level I

3rd Year

- AC Theory
- Blueprints
- Cad-welding
- Code and Practices
- COMET
- Conduit Bending: Rigid & EMT, Chicago & 555
- CPR/First Aid refresher
- Electrical Safety-Related Work Practices
- Fire Alarm Systems
- Ground Testing
- Grounding and Bonding
- Lighting Control Panels
- Motor Controls: Relays & Start/Stop
- Transformer wiring
- Transformers

4th Year

- Blueprints (& layout yard)
- Code Calculations
- Code Prep
- Energy Storage and Microgrid Training Certification -- new
- Field Trip to Motor Repair Shop and Folsom Power House
- Grounding and Bonding
- Lighting Essentials
- Lightning Protection
- Motor Control
- Motor Control Labs
- Motor Controls: Mag Starter & 3-Wire Control
- Motors
- PLC's
- VFD's

5th Year

- CALCTP
- Code and Practices

- Code Calculations
- CPR/First Aid Refresher
- EVITP
- Foreman Training: Managing the Work including NECA/IBEW Presentations
- Motor Control
- Orientation
- PV/Solar Installer
- Rigging
- Torque

All Years

- State Certification Prep

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Safety training cannot exceed 10% of total training hours per-trainee. This 10% safety training cap does not apply to OSHA 10/30 training.

Note: Reimbursement for Job Number 1 training is capped at 200 total training hours per trainee. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 210 total training hours per trainee.



Training Proposal for:
Glaziers, Architectural Metal and Glass Workers
Local Union No. 636

Contract Number: ET21-0936

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino, Imperial, Kern, Mono, Inyo, San Diego, San Luis Obispo, Santa Barbara, Ventura	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Glaziers, Architectural Metal and Glass Local Union No. 636		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$321,540		\$22,348 8%		\$343,888

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
*1	Retrainee Priority Rate Apprentice	Commercial Skills	142	8-200	0	\$2,214	\$25.01
				Weighted Avg: 115			
2	Retrainee Priority Rate Journeyworker	Commercial Skills	50	8-200	0	\$590	\$44.90
				Weighted Avg: 24			

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

Minimum Wage by County: Job Numbers 1 & 2 (SET/Priority Industry): \$25.01 per hour

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

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

Up to \$2.56 per hour may be used to meet the Post-Retention Wage in Job Number 1.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Apprentice Glazier		30
		112
Job Number 2		
Journeyworker Glazier		50

INTRODUCTION

Glaziers, Architectural Metal and Glass Workers Local Union No. 636 (Glaziers Local 636) (www.dc36.org) provides training for workers represented by Local Union No. 636. The Glaziers Joint Apprenticeship Committee (Glaziers JAC) operates the training program for Local Union No. 636. The Glaziers JAC is a part of the Finishing Trades Institute (FTI) of District Council 36 Joint Apprenticeship Training Trust Fund. This Trust fund was formed between multiple management associations and the District Council 36 of the International Union of Painters and Allied Trades AFL-CIO. The Organization is comprised of three formerly separate training trusts that have merged into one in order to consolidate expenses and focus revenue on training and infrastructure. The Glaziers JAC's program through Local 636 is one of those trusts folded into the FTI Trust. However, only trainees under the Local 636 jurisdiction will participate in this project.

Local 636 maintains its own training center in San Bernardino County and 328 Apprentices and 770 Journeyworkers. The Glaziers JAC covers across 12 counties: Los Angeles, Orange, Riverside, San Bernardino, Imperial, Kern, Mono, Inyo, San Diego, San Luis Obispo, Santa Barbara, and Ventura. This will be the Glaziers Local 636's first ETP Contract, but has it

participated in a previous ETP Contract with the Finishing Trades Institute of District Council 36 Joint Apprenticeship Training Trust Fund.

Veterans Program

Glaziers Local 636 works with Helmets to Hardhats to actively market to Veterans. While Veterans are not given direct entry into the apprenticeship program, they are all given advanced priority for testing and admission. Although, Glaziers Local 636 does not have a separate Job Number for Veterans, they plan to have Veterans participate. Currently, there are 13 Veterans in the program.

Women's Program

Glaziers Local No. 636 recruits women through the Flintridge Center, a nonprofit organization in Pasadena which operates the Apprenticeship Preparation Program. This program prepares and assists previously incarcerated and gang affiliated community members for careers in the construction trades by providing them with information, experience and skills necessary to be successful. Further, it partners with Multi-Craft Core Curriculum (MC3) programs through the Los Angeles and Orange County Building Trades Council. MC3 is a Pre-Apprenticeship program for women to explore careers in construction and provides an overview of what each trade does and the qualifications and skills needed for those trade. Finally, Glaziers Local 636 partners with Women in Non Traditional Employment Roles which seeks to education and prepare women for careers in the construction industry. Women who are interested in the apprenticeship program receive priority testing and admission to the program. Currently there are four Women in the program.

COVID-19

Despite the pandemic, all training in this project will be provided in-person. To ensure the safety of all trainees and staff class size is limited to 10 trainees per session and social distancing guidelines must be adhered to. All trainees must wear masks upon entering the building and submit to temperature checks. Finally, classroom, tools and materials are sanitized before and after each training session.

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 portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

Demand for workers in the industry remains high due to the complexity of jobs Glaziers perform. They select, cut, assemble, install, remove, and replace a variety of glass and glass substitutes. Glaziers also build and install metal sashes and moldings using aluminum or steel framing. The metal is cut and shaped for facings on storefronts and multi-story buildings; entrances in commercial offices and factory buildings; including skylights, solar photovoltaic glass, doors, mirrors, show cases, tabletops, shower doors, tub enclosures, and windows of all types. Projects range from simple window installation to installation of multi-story curtain walls. With many Journeyworkers retiring, Apprentices are needed to replace the Journeyworkers that are retiring at a fast rate.

Like other industries, glazing contractors must meet higher technical standards to maintain and increase work hours. The commercial and industrial construction industry demands installation to much tighter tolerances than in years past and workers need retraining to be able to meet those standards. In addition, safety is a high priority in the industry and contractors are seeking to increase the level of knowledge about how to create and maintain safe working conditions on a wide variety of job sites.

Trainees in this project may work on the following projects: UCLA Lot 15 Residence Hall, Cypress College New Science Engineering & Math & Veterans Resource Center, Century Plaza Redevelopment, and Universal Studios Nintendo Land Project.

Training Plan

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

Commercial Skills: Training will be offered to all occupations to increase worker knowledge and capabilities in the Glazier industry. Trainees will learn new methodologies that include Blueprints, Welding, Scissor Lifting, and the Use of Rigging Materials.

Learning Management System

Staff has reviewed and approved Glaziers Local 636's use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Marketing is performed through Glaziers Local 636's website, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. Glaziers Local 636 also promotes this training program at labor-management meetings and industry assemblies.

The Glaziers Local 636 requests, and staff supports, 8% support costs for Job Numbers 1 & 2 to fund recruitment and assessment of additional participating employers. While many participating employers have already been recruited, additional recruitment and assessment activities with employers and the JAC must occur to support apprenticeship training.

Commitment to Training

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

➤ Training Infrastructure

The Coordinator will be overseeing the project. Four Administrative Staff will assist with the Administrative duties. Steve Duscha Advisories and the Los Angeles Unified School District have also been retained to perform administrative services.

Trainer Qualifications

Trainers are experienced Journeyworkers who have experience and formal instruction in training methods and subject matter.

Impact/Outcome

All trainees included in this project will receive a Crane Operator Certification.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and Los Angeles Unified School District in Los Angeles will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

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

8-200

Trainees may receive any of the following:

COMMERCIAL SKILLS

- + Advanced Blueprints Part 1
- + Advanced Blueprints Part 2
- + Basic Blueprints Part 1
- + Basic Blueprints Part 2
- + Curtainwall Part 1
- + Curtainwall Part 2
- + Introduction to Glazing Part 1
- + Introduction to Glazing Part 2
- + Storefront Part 1
- + Storefront Part 2
- + Welding Part 1
- + Welding Part 2
- + Welding Part 3
- + Welding Part 4
- + Boom lift
- + Crane Operator Certification
- + Crane Safety
- + Crane Setup
- + Emergency Response Training
- + Erecting and Dismantling Scaffold
- + Fall Protection
- + Scaffolds
- + Project Management
- + Reach Forklift
- + Safe Working Conditions
- + ScissorLift
- + Spyder Glass Manipulator
- + Total Station Instrumentation
- + Use of Rigging Materials









Journeyworker**Class/Lab Hours**

8-200

Trainees may receive any of the following:

COMMERCIAL SKILLS

- + BoomLift
- + Crane Operator Certification
- + Crane Safety
- + Crane Setup
- + Emergency Response Training
- + Erecting and Dismantling Scaffold
- + Fall Protection
- + Fixed and Suspended Scaffold
- + Foreman Training

-  Project Management
-  Reach Forklift
-  Safe Working Conditions
-  Scissor Lift
-  Spyder Glass mManipulator
-  Total Station Instrumentation
-  Use of Rigging Materials
-  Welding

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:
Heat and Frost Insulators and Asbestos Workers Joint
Apprenticeship Trust Fund

Contract Number: ET21-0933

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Association of Heat and Frost Insulators and Allied Workers Union Local No. 5		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$401,433		\$27,857 8%		\$429,290

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Apprentice	Commercial Skills OSHA 10/30	127	8-210	0	\$3,080	\$25.01
				Weighted Avg: 160			
2	Retrainee Priority Rate Journeyperson	Commercial Skills OSHA 10/30	78	8-200	0	\$295	\$44.31
				Weighted Avg: 12			
3	Retrainee Priority Rate Pre-Apprentice	Commercial Skills OSHA 10/30	15	8-200	0	\$1,008	\$25.01
				Weighted Avg: 41			

*Post-Retention Wage is Contractual Wage

Wages: Job Numbers 1 & 3: \$25.01/hr.; Job Number 2: \$44.31/hr.

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

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

Up to \$6.52 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 & 3. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1 - Apprentices		
Apprentice Heat & Frost Insulator		47
		80
Job Number 2 - Journeyworkers		
Journeyworker Heat & Frost Insulator		78
Job Number 3 - Firestop Technician-Pre-Apprentices		
Firestop Technician		3
		6
		6

INTRODUCTION

Heat and Frost Insulators and Asbestos Workers Joint Apprenticeship Trust Fund (Heat and Frost Insulators) (www.awlocal5.com) was founded in 1962 by a consortium of labor and management organizations to provide training for Insulators and Asbestos workers in Southern California at its

Ontario facility. It's comprised of six members, three each appropriated by the Western Insulation Contractors Association and the International Association of Heat & Frost Insulators & Allied Workers Union, Local No. 5. This will be the JATF's sixth ETP Agreement, the fourth in the last five years.

Heat and Frost Insulators insulate mechanical structures from ambient temperatures. A typical building has insulation on the hot and cold water pipes, the heating and air conditioning system, and related mechanical equipment. Insulation materials conserve energy, reduce pollution, control condensation, eliminate mold, and improve workplace safety. Insulation requires a variety of techniques to install depending on the type of surface, which include pasting, wiring, stapling, taping, and spraying. Insulators also perform asbestos removal work, and install firestop materials to seal openings and joints in fire resistant rated walls.

Veterans Program

Heat and Frost Insulators serve Veterans and participates in outreach and hiring activities by partnering with Helmets to Hardhats and the Department of Labor VA Program. Once recruited, Veterans are offered priority placement at the top of the waiting list to enter the program with the next incoming class. During the first part of the Apprenticeship program they are offered additional help and support from Instructors, if needed, to ensure they succeed. Further, their full initiation fee is waived and they are provided tools for the first year at no cost. For administrative efficiency, Heat and Frost Insulators is not requesting a separate Veterans job number.

Women's Program

Heat and Frost Insulators recruits Women into the trades by working with with Women in Non Traditional Employment Roles to provide an orientation to women who may be interested in the Apprenticeship program. After acceptance into the program, Women are given priority and are placed at the top of the waiting list to enter the program with the next incoming class. Finally, Heat and Frost Insulators along with its Union Local No. 5 encourages Women in the trades to attend their annual Women's Conference where women from different locals learn leadership and communication skills. Currently there are 15 Women Apprentices in the program.

COVID-19

To ensure trainees and staff are safe during COVID, training will be provided via class/lab. All in-person classes have no more than 10 trainees in attendance. All desks, tables, chairs, and equipment are cleaned before and after each class. Masks are to be worn at all times in the facility and trainees are asked not attend if they show any symptoms of COVID-19. Sanitization stations are located throughout the facility to ensure safe practices are adhered to. Finally, Apprentices must bring their own tools and if a tool must be borrowed, it is disinfected before and after use.

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 \$23 to \$18 per class/lab hour.

PROJECT DETAILS

Heat and Frost Insulators designed the training to meet the needs of signatory employers, ensure an adequate number of skilled insulators are available for specialized projects, and to address the industry needs for Apprentices, Journeyworkers and Firestop Technician's. There is a growing demand for Apprentices with technical skills training as the complexity of projects increases industry wide. Journeyworkers must be trained to upgrade their skills to address new insulation materials and new systems that have been implemented by employers. Finally, this project will include Firestop Technician's, a new classification of allied workers covered under collective bargaining efforts. These Technicians' will act as helpers to the Journeyworkers, performing specialized jobs in fabricating and applying firestop or fireproofing materials.

Training will give Apprentices, Journeyworkers, and Fire Technicians the skills needed to meet new industry needs and prepare them to work on projects in multiple refineries including Chevron in El Segundo, a Tesoro in Wilmington, and Loma Linda Hospital.

Training Plan

Training will be delivered via class/lab by in-house experts in the following:

Commercial Skills: Training will be offered to all occupations in insulation installation and asbestos work. Classes will include Measurements, Asbestos Removal Procedures and Safety, Blueprint Reading, Advanced Layout, Energy Surveys, Compartmentation, and Protective Devices.

Certified Safety Training

OSHA 10/30: This training is a series of courses "bundled" by industry sector and occupation 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.

Learning Management System

Staff has reviewed and approved Heat and Frost Insulators' use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Marketing is conducted through announcements, email, and web posting to union members and signatory contractors. Three part time staff will perform duties related to marketing and support. Heat and Frost Insulators requests 8% support costs to assist in apprentice recruitment, employer outreach, and assessment of employer-specific job requirements. Although many of the participating employers have already been notified, additional outreach and needs assessments will take place throughout the Contract term. Staff recommends the 8% support costs.

Commitment to Training

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

➤ Training Infrastructure

The Administrator/ Training Director will oversee the project and three other staff will be dedicated to marketing, recruitment, needs assessments, scheduling training, and ETP administration. Steve Duscha Advisories has also been retained to assist with administration services.

Trainer Qualifications

Heat and Frost Insulators' trainers are experienced journey level workers who received formal instruction in training methods and are subject matter experts.

Tuition Reimbursement

Heat and Frost Insulators 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)	No. Completed Training	No. Retained
ET20-0910	\$643,405	08/01/2019-07/31/2021	339	0	0

Based on ETP Systems, 12,827 reimbursable hours have been tracked for potential earnings of \$250,159 (38% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

PRIOR PROJECTS

The following table summarizes Heat and Frost Insulators' performance under an ETP Contract completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0933	Azusa	6/1/17- 5/31/19	\$509,790	\$444,845 (87%)
ET16-0912	Azusa	10/5/15- 10/4/17	\$459,320	\$417,175 (91%)
ET14-0910	Azusa	12/14/13- 12/13/15	\$312,380	\$312,380 (100%)

DEVELOPMENT SERVICES

Steve Duscha Advisories, in Sacramento, assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Apprentice Curriculum – Job Number 1

Class/Lab Hours

8-210 Trainees may receive any of the following:

COMMERCIAL SKILLS

- ✚ Asbestos removal, advanced practices
- ✚ Blueprint reading
- ✚ Codes and specifications
- ✚ Construction math
- ✚ Firestop compartmentation
- ✚ Hazardous materials handling
- ✚ Insulation equipment
- ✚ Insulation materials
- ✚ Layout and fabricate square to round
- ✚ Layout and fabricate: concentric reducers
- ✚ Layout and fabricate: eccentric reducer
- ✚ Layout and fabricate: equal tee
- ✚ Layout and fabrication: advanced skills
- ✚ Layout and fabrication: beveled and flat end caps
- ✚ Layout and fabrication: elbows
- ✚ Layout and fabrication: unequal tee
- ✚ Lead abatement
- ✚ LEED building basics
- ✚ Thermography
- ✚ Working with lifts, advanced practices

OSHA

- ✚ OSHA 10
- ✚ OSHA 30



Journeyworker Curriculum – Job Number 2

8-200 Trainees may receive any of the following:

COMMERCIAL SKILLS

- ✚ Advanced fabrication
- ✚ Advanced Layout
- ✚ Asbestos removal
- ✚ Energy surveys
- ✚ Handling hazardous waste
- ✚ Lead awareness and abatement
- ✚ LEED building concepts and applications
- ✚ Products and specifications
- ✚ Thermography
- ✚ Working in confined spaces













OSHA

-  OSHA 10
-  OSHA 30

Firestop Technician- Job Number 3

8-200 Trainees may receive any of the following:

COMMERCIAL SKILLS

-  Basic construction techniques and materials
-  Code review and firestop testing
-  Compartmentation
-  Compartmentation assemblies
-  Firestopping role in compartmentation
-  Plans and specifications
-  Protective devices
-  Safe working procedures
-  Through-penetration identification and system selection
-  Tools and equipment
-  Total fire protection
-  Using lifts

OSHA

-  OSHA 10
-  OSHA 30

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

Note: Reimbursement for retraining is capped at 210 hours for Job Number 1 and 200 total training hours per trainee in Job Numbers 2 & 3, regardless of the method of delivery.



Training Proposal for:
Orange County Electrical Joint Apprenticeship and Training Trust Fund

Contract Number: ET21-0929

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Monteon

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers, Local 441		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

<table><tr><th>Program Costs</th></tr><tr><td>\$349,620</td></tr></table>	Program Costs	\$349,620	+	<table><tr><th>Support Costs</th></tr><tr><td>\$27,548 Job Numbers 1 & 2 - 8% Job Number 3 - 20%</td></tr></table>	Support Costs	\$27,548 Job Numbers 1 & 2 - 8% Job Number 3 - 20%	=	<table><tr><th>Total ETP Funding</th></tr><tr><td>\$377,168</td></tr></table>	Total ETP Funding	\$377,168
Program Costs										
\$349,620										
Support Costs										
\$27,548 Job Numbers 1 & 2 - 8% Job Number 3 - 20%										
Total ETP Funding										
\$377,168										
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent						

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Journeyperson Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	20	8-200	0	\$590	\$36.72
				Weighted Avg: 24			
2	Retrainee Apprentice Priority Rate	Commercial Skills	189	8-200	0	\$1,732	\$25.01
				Weighted Avg: 90			
3	Retrainee Apprentice Veterans Priority Rate	Commercial Skills	20	8-200	0	\$1,901	\$25.01
				Weighted Avg: 90			

Actual Wage by County: Job Number 1: \$34.72/hr.; Job Numbers 2 & 3: \$25.01/hr.

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

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

Up to \$4.81 will be used for Job Numbers 2 and 3 to meet the minimum wage. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post Retention Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker: Inside Wireman, Sound Installers and Transportation		20
Job Number 2		
Apprentice: Inside Wireman, Sound Installer		36
		153
Job Number 3		
Veteran Apprentice: Inside Wireman, Sound Installer		4
		16

INTRODUCTION

The Orange County Electrical Joint Apprenticeship and Training Trust Fund (OCETT or the Trust) (www.ocett.org) has served the electrical industry in Orange County since 1950. The Trust provides training for local inside wireman, transportation and telecommunication electricians. The Training Center is a partnership between the Orange County Chapter of NECA and the International Brotherhood of Electrical Workers Local 441 and its 237 local employers. This contract will request funding for the journey level workers and apprentices. This will be OCETT's seventh ETP Contract, the sixth in the last five years.

Veterans Program

OCETT is committed to supporting job-related training that helps Veterans transition into the California workforce. Currently the program has 36 veterans. The Trust recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. Veterans who apply for an apprenticeship can skip the first stage (the written assessment) and go the second stage (the interview). OCETT has included a separate Job Number to better track Veterans included in the program. The Veteran training curriculum is the same as the Apprentice training.

Women's Program

Currently there are seven women enrolled in the Apprentice program. Covid-19 has prevented OCETT from conducting its normal women's outreach efforts which consist of attending job fairs, but the Trust is committed to its previous outreach efforts once the pandemic ends. These efforts include attending high school and youth oriented job fairs and an Orange County regional job fair.

COVID

Due to Covid-19, training is currently delivered exclusively online via E-Learning. In the coming months, OCETT plans to provide some laboratory classes and testing onsite at its training center. Once trainees return to in-person learning the following protocols have been implemented to ensure safety: Temperature checks, enforcement of social distancing and masks, one trainee per table, and limited passing of materials or paperwork between trainers and trainees.

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. The curriculum is developed with input from DAS and a designated Local Educational Agency in this case, Santiago Canyon College.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

OCETT will provide training in order to keep up with changes in the electrical industry. Training will also be provided in new, emerging technologies that focus on renewable energy and highly efficient electrical control systems. A more energy efficient construction industry and an aging workforce retiring from the industry have created major challenges for employers. The curriculum emphasizes green training like energy management, lighting and controls, and the Electric Vehicle Infrastructure Training Program. The local hiring demands of OCETT have helped shape the curriculum, such as the need for electricians with the ability to work with green materials on more technically advanced construction projects.

These new skills will assist the trainees as they work on the following upcoming projects: Desalination Plant in Huntington Beach, Boeing Project- Seal Beach, AES Power Plant in Huntington Beach, Wincome Group luxury hotels, Santa Ana College Science Center, and Lake Forest Civic Center.

Training Plan

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

Commercial Skills: Commercial Skills courses will be offered to all trainees. The electrical field is undergoing significant change due to the emergence of new high-tech products and energy efficient construction methods used by the participating employers and property owners. As such, Electricians are faced with understanding and following National Electrical Codes, Title 24, safety standards, and energy efficiency practices. Many of the classes listed in this contract help create bridges between the old and new technologies applicable to electricians.

Business Skills: Training will be provided to Journeyworkers. Electricians will learn certification guidelines, collaborative bidding and project development practices, budgets, and implementing green solutions in traditional work environments. Training will also include team-building and leadership skills in addition to changes in the new California Energy Codes will require buildings to be more efficient by integrating lighting systems and HVAC systems.

Computer Skills: Computer Skills courses will be offered to Journeyworkers. AutoCAD training will give the trainees the tools to read and modify blueprints as needed, while on the jobsite. Job Tracking will train electricians to manage projects closely, being able to look up project requirements, budgets and timelines on demand. Training will also include operation of scheduling and job planning software.

Certified Safety Training

OSHA 10/30: This training will be offered to Journeyworkers is a series of courses “bundled” by industry sector and occupation. 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.

Marketing and Support Costs

Direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and the website, class information will be disseminated throughout the

year to all Apprentices, Journeyworkers and employers. Application announcements for the apprentice program are sent to local, state and federal agencies as well as to local high schools, community colleges and community-based classes for the journey level and apprentice trainees are offered January through June and July through December. The Trust would like to receive 8% support costs in Job Numbers 1 & 2 and 20% in Job Number 3 (Veterans) to fund its recruiting efforts.

Commitment to Training

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

Training Infrastructure

The OCETT Training Director with approximately five staff will assist with the marketing, recruitment, needs assessments, and scheduling of training. The Trust has 22 trainers who will assist with the training. The trainers are former or current electricians and are experts in the areas that they teach. Strategy Workplace Communications has been retained to provide administrative services.

Impact/Outcome

Certifications earned for trainees listed above include: OSHA 10, OSHA 30, Rigging and Lifting, Green Audits, Arc Flash Safety Awareness, Building Automation Systems, and California Advanced Lighting Controls Training Program/Acceptance Testing, Title 24 Lighting Installation and Codes, Instrumentation and Energy Storage and Microgrid Training and Certification energy storage.

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 recommend panel review of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0924	\$742,195	08/26/2019 - 08/25/2021	235	47	0

Based on ETP Systems, 3424 reimbursable hours have been tracked for potential earnings of \$65,907 (9% of approved amount). The Contractor projects final earnings of 100% based on training currently committed by employers.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0930	Santa Ana	10/29/18 – 10/28/20	\$940,064	\$0 (0%)*
ET17-0934	Santa Ana	06/05/17 – 06/04/19	\$655,010	\$655,010 (100%)
ET16-0913	Santa Ana	10/5/15 – 10/4/17	\$477,825	\$477,825 (100%)
ET14-0918	Santa Ana	5/5/14 – 5/4/16	\$335,299	\$335,299 (100%)

*For ET19-0930, based on ETP Systems, 53,654 reimbursable hours have been tracked for potential earnings of \$940,064 (100% of approved amount). Once final invoices have been processed by ETP, OCETT expects to earn 100% of the Agreement amount.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento, and Strategy Workplace Communications in Oakland, assisted with development of this proposal 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/E-Learning Hours

8 – 200 (Job Number 1)

Trainees will receive any of the following:

JOURNEYWORKER TRAINING

COMMERCIAL SKILLS

Codeology

- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Arc Flash

Analog/Digital Circuit (AC/DC) Principles

- Math for Electricians
- Ohm's Law
- Generators
- Inductance/Reactance
- Series/Parallel Circuits

Grounding

- Grounding and Bonding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code

Fire Alarm Systems and Installations

- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- Start Up and Check Out Procedures
- National Fire Protection Act, 1972 (NFPA 72)

Fire Life Safety

- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72
- Principles of Electronics

Industrial Motor Control

- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

Programmable Logic Control (PLC)

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program

Electrical Design

- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code

Voice, Data, and Video

- Audio Distribution
- CCTV Security Surveillance
- Computer Networking
- Fiber Optics
- Telephonic Interconnect

Industry Specific Skills

- Solar Panel Installation
- Solar Photovoltaics
- Building Automation Systems
- Confined Space Entry
- Specialized Tools
- Conduit Bending
- Rigging and Lifting
- Firestop Installation
- Blueprints and Schematics
- Work Flow and Resources
- Proper Installation and Use of Testing and Auditing Materials and Equipment (Green Training)
- Understanding New Technologies and Changes to Industry Standards (Green Training)
- Proper Equipment Set-Up (Green Training)
- Safe Working Practices (Training is capped 10% of a trainee's total hours)

- Advanced Instrumentation and Motor Controls
- Instrumentation Certification
- Programmable Logic Controllers
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Management and Monitoring of Materials
- Testing Materials and Equipment –Proper Set-Up and Use (Green Training)
- Understanding Changes to Industry Standards (Green Training)

CALCTP (California Advanced Lighting Control Program)

- Advanced Lighting Control Systems
- CALCTP Acceptance Testing
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Dimming Controls
- Occupancy Sensors
- Photosensors

BUSINESS SKILLS

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

COMPUTER SKILLS

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

OSHA 10/30 (OSHA CERTIFIED INSTRUCTOR)

- OSHA 10
- OSHA 30

Class/Lab/E-Learning Hours

8-200 (Job Numbers 2 & 3)

Trainees may receive any of the following:

APPRENTICE TRAINING

COMMERCIAL SKILLS

2nd Year

- Orientation, Level II
- COMET
- Test Instruments, Level I
- Codeology, Level I
- AC Systems, Level 1
- AC Theory, Level I
- AC Theory, Level II
- Blueprints, Level I
- Electrical Safety-Related Work Practices, Level I
- Code Calculations
- Code, Standards & Practices 2, Level I
- Code, Standards & Practices 2, Level II

3rd Year

- Blueprints, Level II
- Code, Standards and Practices 3, Level 1
- Electrical Safety-Related Work Practices, Level II
- Grounding and Bonding, Level 1
- Grounding and Bonding, Level II
- Transformers, Level 1
- Transformers, Level II
- Code, Standards and Practices 6, Level 1
- Preparing for Leadership, Level 1
- Transformer wiring
- Rigging, Hoisting and Signaling

4th year

- Code Calculations Complete
- Blueprints, Level III
- Motors, Level I
- Motors, Level II
- Motor Control, Level I
- Motor Control, Level II
- Motor control labs
- Code Prep

5th Year

- Code and Practices
- Code Calculations
- Orientation, Level III
- Torque
- PV/Solar Installer
- CALCTP
- EVITP
- CPR/First Aid Refresher
- Code of Excellence
- Foreman Training
- Electrical Safety Arc Flash

All Years:

- Electric Vehicle Infrastructure Training Program (EVITP)
- Foreman Training
- CPR/First Aid
- Energy Storage and Microgrid Training and Certification (ESAMATC)

Note: Reimbursement for Job Number 1 training is capped at 200 total training hours per trainee. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills. Safety training cannot exceed 10% of total training hours for any individual trainee. This 10% safety training cap does not apply to Hazardous Materials or OSHA 10/30 training.



Training Proposal for:
**Sacramento Area Electrical Workers Joint Apprenticeship
 and Training Trust**

Contract Number: ET21-0934

Panel Meeting of: December 11, 2000

ETP Regional Office: PPU-Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multiple Counties	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Internaional Brotherhood of Electrical Workers, Local 340		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$329,520		\$25,315 Jobs 1-2: 8% Job 3(Veterans): 20%		\$354,835
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyworker	Business Skills, Comm'l. Skills, Computer Skills, OSHA 10/30	10	8-200	0	\$590	\$40.56
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Comm'l. Skills, OSHA 10/30	185	8-210	0	\$1,732	\$24.00
				Weighted Avg: 90			
3	Retrainee Priority Rate Apprentice Veterans	Comm'l. Skills, OSHA 10/30	15	8-210	0	\$1,901	\$24.00
				Weighted Avg: 90			

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

Minimum Wage by County: Job Number 1 (SET/Priority Industry): \$25.01 per hour

Job Numbers 2 & 3: \$24.00 per hour 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

Up to \$5.75 per hour of Health Benefits may be used to meet the Collective Bargaining Agreement wage for Job Numbers 2 & 3.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Inside Wireman		10
Job Number 2		
Apprentice Inside Wireman		35
		50
		100
Job Number 3		
Veteran Apprentice Inside Wireman		3
		4
		8

INTRODUCTION

Founded in 1941 and located in Sacramento, Sacramento Area Electrical Workers Joint Apprenticeship and Training Trust (Sacramento Electrical JATT) (www.340jatc.org) is dedicated to providing up-to-date industry skills that lead to high-quality job opportunities within the Electrical industry. Electricians plan, layout, install, repair and maintain electrical equipment that provides light, heat, communications and power. Sacramento Electrical JATT is comprised of four labor and four management representatives, as appointed by the International Brotherhood of Electrical Workers Local 340 for Labor; and the National Electrical Contractors Association for Management.

Sacramento Electrical JATT trains Electricians from 18 counties in California: Amador, Alpine, Butte, Colusa, El Dorado, Glenn, Lassen, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Sutter, Tehama, Trinity, Yolo and Yuba. The JATT currently serves 368 Apprentices and 461 Journeyworkers. This will be Sacramento Electrical JATT's sixth ETP Contract, and fourth in the last five years.

Veterans Program

Sacramento Electrical JATT works with Helmets to Hardhats to actively market to Veterans. While Veterans are not given direct entry into the program, they are all given advanced priority into the industry aptitude test. Veterans who were Electricians in the military are advanced even further to the interview phase of admission. The Veteran-training curriculum in this proposal will be the same as Apprentice training. 15 Veterans have been included in this training proposal (Job Number 3). These trainees are in a separate Job Number to better track performance toward the goal of improved outreach for veterans.

Women's Program

The JATT has taken an active role in supporting the Local 340 Women's group. The Women's group is the JATT's primary resource for recruitment of new women into the apprenticeship program. Women are given advanced priority to the aptitude test upon applying to the program. The Women's Group has grown from two women to a full support group, complete with a Facebook page and regular meetings. Currently, there are 23 women in the program.

COVID-19

Due to COVID-19, training for 2nd and 3rd year Apprentices is provided both via E-Learning and in-person sessions. The 4th and 5th year Apprentices receive in-person training, and these sessions are focused on hands-on work. In order to ensure the safety of trainees and staff for in-person training, Sacramento Electrical JATT has implemented safety protocols. These include temperature and symptom checks prior to entry into the building, mask mandates, dedicated workspaces for trainees to ensure social distancing, and cleaning of materials and classrooms between training sessions.

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 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 \$23 to \$18 per class/lab hour.

PROJECT DETAILS

This project will assist Sacramento Electrical JATT expand its Journeyworker upgrade program which ensures their work, skills and knowledge are up-to-date. By working with local employers, Sacramento Electrical JATT develops enhanced educational standards to meet the competitive challenges of global economy and to support California's energy efficiency efforts. In addition, increasing projects in the construction industry require that more Apprentices are trained to meet increasing demands, creating difficulties finding qualified Apprentices. As such, training in this project will prepare new Apprentices to replace the high-level of retiring Journeyworkers and accommodate an increased need for electricians in the area.

Sacramento Electrical JATT's trainees are working on several multi-story high rise projects in downtown Sacramento. These projects include the Natural Resources Headquarter building, the Capitol Annex, and multiple State Resource buildings. Trainees are also working on the Sacramento Convention Center expansion. This is in addition to ongoing commercial developments, school renovations, medical office buildings water treatment plants and other public works projects in the Sacramento Area.

Training Plan

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

Business Skills: Training will be provided to Journeyworkers to enhance collaborative bidding and project management practices. Course topics will include Teambuilding Skills, Customer Service Skills, Project Management and Creating Project Bids.

Commercial Skills: Training will be provided to all occupations on electrical standards and efficiencies. Course topics will include Arc Flash, Significant Change to National Electric Code, Principles of Electronics and Advanced Welding.

Computer Skills: Training will be provided to Journeyworkers to enhance understanding of job planning and job scheduling software. Course topics will include Job Tracking System, Scheduling & Planning Jobs and Auto Computer-aided Design.

Certified Safety Training

OSHA 10/30: This training will be provided to all trainees and is a series of courses "bundled" by industry sector and occupation. 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.

Marketing and Support Costs

Marketing is provided through Sacramento Electrical JATT's website, direct mailings, brochures/flyers, personal contacts, telephone calls, public service announcements and e-mail announcements. Sacramento Electrical JATT also promotes the training program at labor-management meetings and industry assemblies.

Sacramento Electrical JATT requests, and staff supports, 8% support costs for Job Numbers 1-2 and 20% support costs for Job Number 3 to fund recruitment and assessment of additional participating employers. While many participating employers have already been recruited, additional recruitment and assessment activities with employers and the JATT must occur to support apprenticeship training.

Commitment to Training

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

➤ Training Infrastructure

The Training Director will oversee the project. There are five staff assisting with the marketing, recruitment, needs assessments and scheduling of training. Sacramento Electrical JATT has six full-time trainers and one part-time trainer assisting with training. The trainers are former or current members of the trade and experts in the subject matter. Strategy Workplace Communications will provide Sacramento Electrical JATT with administration services.

Impact/Outcome

Sacramento Electrical JATT will offer certification classes in topics such as Arc Flash Safety Awareness, OSHA 10, OSHA 30, Building Automation Systems, CALCTP Lighting, CALCTP Acceptance Testing, Title 24 Lighting Installation and Codes, AutoDR, Energy Storage and Electric Vehicle Infrastructure.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0914	\$725,928	8/05/19-8/04/21	225	0	0

Based on ETP Systems, 21,580 reimbursable hours have been tracked for potential earnings of \$418,596 (58% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0913	Sacramento	10/02/17- 10/01/19	\$749,714	\$624,448 (83%)
ET16-0920	Sacramento	2/01/16- 1/31/18	\$736,921	\$449,163 (61%) *

*ET16-0920: Poor performance was due to two factors, first, the Journeyworker trainees received fewer training hours than was anticipated, affecting the overall contract performance. Second, there were number of Pre-Apprentice Trainees who were unable to meet the retention requirements. To mitigate this issue moving forward, Pre-Apprentices will not be included in this project.

DEVELOPMENT SERVICES

Strategy Workplace Communications in Alameda and California Labor Federation in Oakland to assist with development of this proposal at no cost.

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**Journeyworkers****Class/Lab & E-Learning Hours**

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

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

COMMERCIAL SKILLS**Codeology**

- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Arc Flash

Analog/Digital Circuit (AC/DC) Principles

- Math for Electricians
- Ohm's Law
- Generators
- Inductance/Reactance
- Series/Parallel Circuits

Grounding

- Grounding and Bounding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code

Fire Alarm Systems and Installations

- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- Start Up and Check Out Procedures
- National Fire Protection Act, 1972 (NFPA 72)

Fire Life Safety

- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72
- Principles of Electronics

Industrial Motor Control

- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives

Programmable Logic Control

- Developing Ladder Programming
- Introduction to Programmable Equipment
- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program

Electrical Design

- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code

Voice, Data and Video

- Audio Distribution
- CCTV Security Surveillance
- Computer Networking
- Fiber Optics
- Telephonic Interconnect

Industry Specific Skills

- 2017 Electrical Trade Show & Exposition
- Advanced Instrumentation and Motor Controls
- Advanced VRD PI & D
- Advanced Welding
- Arc Flash Protection
- Architecture Designs and Advanced Plan Reading
- Auto Demand Response
- Blueprints and Schematics
- Building Automation Systems
- Cable Splicing
- CALCTP Acceptance Testing
- Conduit Bending
- Confined Space Entry

- Data Center Operations
- Digital Electronics
- Electric Vehicle Infrastructure Training Program
- Electrical Code Update
- Energy Storage and Microgrid Training and Certification Program
- Firestop Installation
- Fire Alarm for Wireman
- Hazardous Communications
- Intro to Industrial Controls
- Lighting Essentials
- Lockout/Tagout
- Management and Monitoring of Materials
- Milwaukee Tools Update
- Motor Controls Fundamentals
- Panel Makeup & Bonding
- Pending Exam: 3-Phase Transformers
- Pending Exam: 3-way & 4-way Switching
- Pending Exam: DC Theory Refresher
- Pending Exam: Math Refresher
- Pending Exam: Motor Control
- PlanGrid Training
- Power Plant Operations
- Programmable Logic Controllers
- Proper Equipment Set-Up (Green Training)
- Proper Installation & Use of Testing & Auditing Materials & Equipment (Green Training)
- Rigging and Lifting
- Safe Working Practices
- Solar Panel Installation
- Solar Photovoltaics
- Specialized Tools
- State Certification Test Preparation
- Testing Materials and Equipment –Proper Set-Up and Use (Green Training)
- Total Station Training
- Tugger/Bender Training
- Understanding Changes to Industry Standards (Green Training)
- Understanding New Technologies and Changes to Industry Standards (Green Training)
- Water Treatment Electrical Systems & Operations
- Workflow and Resources

California Advanced Lighting Control Program

- Advanced Lighting Control Systems
- Lighting Control Strategies
- Line Voltage Switching Controls
- Low Voltage Switching Control
- Dimming Controls
- Occupancy Sensors
- Photosensors

COMPUTER SKILLS

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

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

Apprentices**Class/Lab & E-Learning Hours**

8-210

Trainees may receive any of the following:

COMMERCIAL SKILLS

2nd Year

- Orientation, Level II
- Test Instruments, Level I
- Codeology, Level I
- AC Theory, Level I
- Blueprints, Level I
- Electrical Safety-Related Work Practices, Level I
- Transformers, Level I
- Application #5: Conduit Bending
- Application #6: Conduit Bending
- Application #7: Comb. Circuit Wiring
- Application #8: Transformer Connections

3rd Year

- AC Theory
- Blueprints
- Code and Practices
- Electrical Safety-Related Work Practices
- Fire Alarm Systems
- Grounding and Bonding
- Transformers
- Conduit Bending: Rigid & EMT, Chicago & 555
- Lighting Control Panels
- Motor Controls: Relays & Start/Stop
- Cad-welding
- Ground Testing
- Transformer wiring
- COMET

4th Year

- Blueprints (& layout yard)
- Code Calculations
- Code Prep
- EVITP
- Field Trip to Motor Repair Shop and Folsom Powerhouse

- Grounding and Bonding
- Lighting Essentials
- Lightning Protection
- Motor Control
- Motor Control Labs
- Motor Controls: Mag Starter & 3-Wire Control
- Motors
- PLC's
- VFD's

5th Year

- CALCTP
- Code and Practices
- Code Calculations
- Energy Storage and Microgrid Training and Certification Program
- Foreman Training: Managing the Work including NECA/IBEW Presentations
- Motor Control
- Orientation
- PlanGrid Training
- PV/Solar Installer
- Rigging
- Torque
- Total Station Training
- Harassment Awareness & Prevention

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10
- OSHA 30

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

Note: Reimbursement for Journeyworkers is capped at 200 total training hours per and capped at 210 total training hours per trainee for Apprentices, regardless of the method of delivery.
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Training Proposal for:

San Mateo County Electrical Apprenticeship and Training Trust

Contract Number: ET21-0931

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: C. Hoyt

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship Veterans	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	San Mateo	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Brotherhood of Electrical Workers Local 617		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

<table><tr><th>Program Costs</th></tr><tr><td>\$335,040</td></tr></table>	Program Costs	\$335,040	+	<table><tr><th>Support Costs</th></tr><tr><td>\$27,385 8% - Job Number 1-2 20% - Job Number 3 %</td></tr></table>	Support Costs	\$27,385 8% - Job Number 1-2 20% - Job Number 3 %	=	<table><tr><th>Total ETP Funding</th></tr><tr><td>\$362,425</td></tr></table>	Total ETP Funding	\$362,425
Program Costs										
\$335,040										
Support Costs										
\$27,385 8% - Job Number 1-2 20% - Job Number 3 %										
Total ETP Funding										
\$362,425										
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent						

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyperson	Commercial Skills Business Skills OSHA 10/30	20	8-200	0	\$590	\$66.00
				Weighted Avg: 24			
2	Retrainee Apprentice	Commercial Skills OSHA 10/30	175	8-210	0	\$1,732	\$36.30
				Weighted Avg: 90			
3	Retrainee Apprentice Veterans	Commercial Skills OSHA 10/30	25	8-210	0	\$1,901	\$36.30
				Weighted Avg: 90			

*Post-Retention Wage is Contractual Wage

Actual Wage: \$66.00/hr. in Job Number 1, & \$36.30/hr. in Job Numbers 2 & 3.

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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1- Journeyworker		
Inside Wireman (Electrician)		20
Job Number 2- Apprentice		
Inside Wireman (Electrician)		175
Job Number 3- Apprentice Veteran		
Inside Wireman (Electrician)		25

INTRODUCTION

Founded in 1947, the San Mateo County Electrical Apprenticeship and Training Trust (SMJATT) (www.SMJATT617.org) is located in San Carlos. SMJATT is governed by a Board of Trustees comprised of four labor and four management representatives, and it is a joint effort of the International Brotherhood of Electrical Workers Local 617 and the National Electrical Contractors Association. SMJATT currently represents over 1,729 electricians in San Mateo County and is dedicated to providing up-to-date industry skills' training to secure long-term, high wage job opportunities for its members. More than 40 employers are signatory to the collective-bargaining

agreement and, of these, 75% are small businesses. This will be SMJATT's eighth ETP Contract, its sixth in the last five years.

Veterans Program

SMJATT is committed to supporting job-related training that helps Veterans transition into California's workforce and anticipates to train 25 Veterans (Job Number 3) in this proposal. SMJATT recruits veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and link them to skills and careers in the building trades.

The Veteran-training curriculum in this proposal will be the same as Apprentice training. These trainees are in a separate Job Number to better track performance toward ETP's goal of improved outreach for veterans. To incentivize and recruit veterans, SMJATT allows veterans who apply for the apprenticeship program to receive accelerated opportunities to join. Veteran applicants who apply for the Apprentice program can skip the first stage (the written assessment) and go directly to the second stage (the interview).

Women's Program

Of the 1,729 electricians in SMJATT, 8-10% of the apprenticeship population is made up of women. To incentivize more women to join the program, SMJATT actively recruits women into the apprenticeship program through partnerships with Tradeswomen, Inc., Trades Introduction Program, and local community-based organizations in San Mateo County. Currently, SMJATT has 25 women enrolled in the apprenticeship program and looks forward to continuing to increasing the number of women electricians in the program through local partnerships with organizations in the bay area.

COVID-19

To keep up with the demand for highly-trained, highly-skilled electricians it is critical for SMJATT to offer classes via E-learning and in-person during the state-mandated shelter-in-place order. The in-person training will occur for lab courses that require the hands-on training and include topics such as Rigging and Torque. Further, SMJATT has rented a spydercrane which replicates real world hoist equipment, and transformer boxes which mimic real power line equipment. In order to keep trainees and trainers safe, the SMJATT has implemented several stringent safety precautions including temperature checks, glove and mask mandates, reduced class sizes, and increased cleaning. All Staff and trainees must sign and agree to the safety precautions onsite before returning to in-person training.

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. The curriculum is developed with input from DAS and a designated Local Educational Agency San Mateo Community College.

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

hours within 272 days with more than one employer. Both the standard and modified retention periods will apply to this proposal.

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

This project will train Journeyworker, Apprentice, and Veteran-Apprentices and assists SMJATT to expand and upgrade its training to meet the needs and demand of local employers. A significant number of retiring workers coupled with a recent upswing in construction in the Bay Area means the demand for Apprentice Electricians has been accelerating in San Mateo County. Inside Wiremen install and maintain all of the various types of electrical and conduit systems found in commercial and industrial facilities. The proposed training program will help employers meet the challenges of staying competitive in the market. Participating employers and union representatives have identified the following additional reasons for training: New energy-efficiency regulations as well as increasing out-of-state competition, increasing costs, need for higher-quality standards, and increasing complexity of construction projects.

Trainees will be working on new construction projects and renovations throughout San Mateo County. These local projects include construction on various buildings at the Facebook Campus, YouTube Campus, San Francisco Airport, San Mateo Transit Center, CalTrain, and the reconstruction of the Stanford Linear Accelerator.

Training Plan

The following training will be delivered via Class/Lab or E-Learning delivery methods:

Commercial Skills: This training will be provided to all trainees. Green training will be the focus due to increasing demand for energy efficient construction methods and technologies by participating employers and property owners. Training will include energy-efficient technologies and products such as Green Building Materials, Solar Photovoltaic Panels, New Motor Controls, Advanced Welding, and Green-Materials Testing and Audit Equipment. Apprentices will learn to install, maintain, and repair various types of electrical and electronic equipment in commercial, industrial and residential establishments. It will also include sessions on how to install, connect, and test electrical-wiring systems for lighting, heating, air conditioning, and communications in any building or structure.

Business Skills: This training will be provided to Journeyworkers and will include new national building codes and green practices; following certification guidelines; using more collaborative bidding and project development practices; meeting budgets; interacting with other types of construction workers; and, implementing green solutions in traditional work environments. This training will give workers the tools to plan, organize, and manage construction projects. It will also include Team-Building and Leadership Skills to lead teams in an effective and efficient manner.

Certified Safety Training

OSHA 10/30: This training will be provided to all Trainees and is a series of courses “bundled” by industry sector and occupation. 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.

Marketing and Support Costs

While many participating employers have already been recruited, additional recruitment and assessment activities must occur to support apprenticeship training. Recruitment includes: direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and SMJATT's website. Class information will be disseminated throughout the year to all Apprentice and Journeyworker electricians within San Mateo County as well as to the electrical contractors who employ them to attract attendees.

SMJATT is requesting 8% in support costs for Jobs 1-2 to promote training opportunities, and 20% support costs for Veteran Apprentices in Job Number 3 to attract and recruit Veterans. Staff recommends the request for support costs.

Commitment to Training

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

➤ Training Infrastructure

Training will be overseen by SMJATT's Training Director and three Administrative Staff will assist with ETP administration including marketing, recruitment, and scheduling. SMJATT also retained Strategy Workplace Communications to assist with its ETP administration.

Trainer Qualifications

SMJATT has 16 trainers who will deliver the ETP funded training. These trainers are former or current members of the trade, and some have even received Master Certification status by the NJATC. All trainers are qualified Journeyworkers with extensive practical and training experience in the industry.

Green Technology

SMJATT electricians play a large role in the increase of LEED-certified buildings in the State. Training will provide electrical workers with skills in emerging technologies including renewable energy and high-efficiency electrical-control systems. California Code of Regulations Title 24 (Chapters 4–9) requires substantial increases in building efficiency. Thus, many electricians find work retrofitting local commercial buildings with green technology to reduce the use of energy in older buildings. The equipment rooms in older buildings often contain energized equipment configured and connected to the communications network that serves the building. Electricians must have finely honed skills to update systems while not completely interrupting service to the building.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0925	\$742,110	08/26/2019 - 08/25/2021	254	0	0

Based on ETP Systems, 36,201 reimbursable hours have been tracked for potential earnings of \$708,957 (96% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0922	San Carlos	09/03/18-09/02/20	\$905,955	\$658,376 (73%)*
ET17-0935	San Carlos	06/30/17-06/29/19	\$490,158	\$396,617 (81%)
ET16-0910	San Carlos	10/05/15-10/04/17	\$423,160	\$423,160 (100%)
ET15-0907	San Carlos	09/02/14-09/01/16	\$257,994	\$257,994 (100%)

*Based on ETP Systems 35,307 reimbursable hours have been tracked for potential earnings of \$800,760 (88% of approved amount). SMJATT is currently in the process of closing of this contract, and once the final closeout invoices is submitted is projected to earn 100% of the contract amount.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento, in conjunction with Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab/E-Learning Hours

8-200 (Job Number 1)

Journeyworker

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Arc Flash
- Codeology
- National Electrical Code
- Other Recognized Standards (Installation Changes)
- Plan, Build, and Use
- Related Standards (Mandatory and Permissive Rules)
- Special Occupancies and Equipment
- Analog / Digital Circuit (AC/DC) Principles
- Generators
- Inductance / Reactance
- Math for Electricians
- Ohm's Law
- Series / Parallel Circuits
- Grounding and Bounding
- National Electrical Code Article 100-Definitions and Provisions
- National Electrical Code Article 110-Requirements
- National Electrical Code Article 90-Introduction
- National Electrical Code Article Chapters 1-4
- Significant Changes to National Electric Code
- Definitions and Systems
- Initiating Devices and Notification Systems
- National Electrical Code and Installation Requirements
- National Fire Protection Act, 1972 (NFPA 72)
- Programming Panels
- Start Up and Check Out Procedures
- National Electrical Code (Relating to Fire Alarms)
- National Electrical Code Article 725
- National Electrical Code Article 760
- NFPA 72 (National Fire Protection Association)
- Principles of Electronics
- Control Relays and Timers
- Jogging and Plugging Controls
- Manual Starters and Magnetic Coils
- Push Buttons, Selector Switches, and Mechanical Devices
- Solid State Electronic Devices
- Variable Frequency Drives
- Developing Ladder Programming
- Introduction to Programmable Equipment

- Programming Programmable Logic Controllers
- Using Timers and Counters in Logic Programs
- Writing a Program
- 3 and 4-Way Switching
- Design of Electrical Circuits
- Magnetic Motor Control and the Code
- LonWorks and Building Automation
- Transformers and the Code
- Audio Distribution
- CCTV Security Surveillance (Closed-Circuit Television)
- Computer Networking
- Fiber Optics
- Telephonic Interconnect
- Advanced Instrumentation and Motor Controls
- Advanced Welding
- Architecture Designs and Advanced Plan Reading
- Blueprints and Schematics
- Building Automation Systems
- Conduit Bending
- Confined Space Entry
- Firestop Installation
- Management and Monitoring of Materials
- Programmable Logic Controllers
- Proper Equipment Set-Up
- Proper Installation and Use of Testing and Auditing Materials and Equipment
- Rigging and Lifting
- Safe Working Practices
- Solar Panel Installation
- Solar Photovoltaics
- Specialized Tools
- State Certification Preparation
- Testing Materials and Equipment – Proper Set-Up and Use
- Understanding Changes to Industry Standards
- Understanding New Technologies and Changes to Industry Standards
- Work Flow and Resources
- CALCTP (California Advanced Lighting Control Program)
 - Advanced Lighting Control Systems
 - Dimming Controls
 - Lighting Control Strategies
 - Line Voltage Switching Controls
 - Low Voltage Switching Control
 - Occupancy Sensors
- Photosensors
- CALCTP Acceptance Testing
- Electric Vehicle Infrastructure Training Program (EVITP)

BUSINESS SKILLS

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

Class/Lab/E-Learning Hours

8 - 210 (Job Numbers 2 & 3)

Apprentices

Trainees may receive any of the following:

COMMERCIAL SKILLS

2nd Year

- AC Theory, Level I (Alternating Current Theory)
- Application #5: Conduit Bending
- Application #6: Conduit Bending
- Application #7: Comb. Circuit Wiring
- Application #8: Transformer Connections
- Blueprints, Level I
- Codeology, Level I
- Electrical Safety-Related Work Practices, Level I
- Orientation, Level II
- Test Instruments, Level I
- Transformers, Level I

3rd Year

- AC Theory
- Blueprints
- Cad-welding
- Code and Practices
- COMET
- Conduit Bending: Rigid & EMT, Chicago, & 555
- CPR / First Aid Refresher
- Electrical Safety-Related Work Practices
- Fire Alarm Systems
- Ground Testing

- Grounding and Bonding
- Lighting Control Panels
- Motor Controls: Relays & Start / Stop
- Transformer Wiring
- Transformers

4th year

- Blueprints (& Layout Yard)
- Code Calculations
- Code Prep
- Grounding and Bonding
- Lighting Essentials
- Lightning Protection
- Motor Control
- Motor Control Labs
- Motor Controls: Mag Starter & 3-Wire Control
- Motors
- PLC's (Programmable Logic Controllers)
- VFD's (Variable Frequency Drives)

5th Year

- CALCTP (California Advanced Lighting Control Program)
- Code and Practices
- Code Calculations
- Code of Excellence
- CPR / First Aid Refresher
- EVITP (Electric Vehicle Infrastructure Training Program)
- Foreman Training
- Motor Control
- Orientation
- PV / Solar Installer (Photovoltaic / Solar Installer)
- Rigging
- Torque

All Years

- Electric Vehicle Infrastructure Training Program (EVITP)
- State Certification Program

OSHA 10/30 (OSHA-CERTIFIED INSTRUCTOR)

- OSHA 10
- OSHA 30

Note: Reimbursement for Job Number 1 (Journeyworker) retraining is capped at 200 total-training hours per trainee, regardless of the method of delivery. Reimbursement for Job Numbers 2-3 (Apprentice) training is capped at 200 total-training hours per trainee in Commercial Skills and 10 hours of OSHA 10/30 for a total of 210 hours, regardless of the method of training delivery.



Training Proposal for:

**Sheet Metal and Air Conditioning Apprenticeship and
Journeyman Training Fund**

Contract Number: ET21-0937

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: C.Hoyt

PROJECT PROFILE

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

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$205,770		\$16,542 8% - Job Numbers 1,2,4 20% - Job Numbers 3		\$222,312

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

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Journeyworker	Comm Skills Computer Skills OSHA 10/30	20	8-200	0	\$738	\$40.62
				Weighted Avg: 30			
2	Retrainee Apprentice	Comm Skills Computer Skills OSHA 10/30	76	8-210	0	\$2,310	\$25.01
				Weighted Avg: 120			
3	Retrainee Apprentice Veterans	Comm Skills Computer Skills OSHA 10/30	10	8-210	0	\$2,535	\$25.01
				Weighted Avg: 120			
4	Retrainee Pre-Apprentice	Comm Skills Computer Skills OSHA 10/30	9	8-200	0	\$738	\$25.01
				Weighted Avg: 30			

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

Minimum Wage by County: \$25.01/hr statewide for Job Numbers 1-4.

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

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

Health Benefits of up to \$2.26 per hour for Job Numbers 2 & 3; and up to \$2.83 for Job Number 4 may be added to the base wage to meet the Post-Retention Wage. Job Number 4 health benefits have been verified from collective bargaining agreement.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1- Journeyworker		
Sheet Metal Worker		20
Job Number 2- Apprentice		
Sheet Metal Worker		12
		64
Job Number 3 - Veterans Apprentice		
Sheet Metal Worker		2
		8
Job Number 4- Pre-Apprentice		
Sheet Metal Technician		2
		7

INTRODUCTION

Established in 1941, the Sheet Metal and Air Conditioning Apprenticeship and Journeymen Training Fund (SMAJTF) (www.smjatc.org) is a joint effort by the Sheet Metal Workers' International Local 206 and the Sheet Metal and Air Conditioning Contractors National Association. The primary function of the SMAJTF is to provide up-to-date industry skills training and secure high-quality job opportunities for its members. SMAJTF currently serves over 1,000 Journeyworkers and Technicians and 116 Apprentices within San Diego and Imperial Counties. This is SMAJTF's seventh ETP Agreement, the fifth in the last five years.

There are 24 signatory employers contributing to the Sheet Metal Trust Fund. These employers perform specialized construction work ranging from the design, layout, fabrication and installation of duct systems to architectural sheet metal fabrication, metal roofing construction, and a variety of other shop or sheet metal work. SMAJTF also provides skills upgrade training to Journeyworkers in the latest sheet metal technologies. The SMAJTF is dedicated to developing and improving work skills that lead to secure and well-paid job opportunities in the sheet metal construction industry, in turn helping associated large and small employers maintain their business within California.

COVID-19

To keep up with the demand for highly-trained, highly-skilled sheet metal workers, it is critical for SMAJTF to offer classes online to continue training during the state-mandated shelter-in-place order. Currently, SMAJTF classes are provided via E-Learning. To ensure trainees receive the hands-on training needed, SMAJTF has provided trainees with critical tools, computer programs, and supplies including new iPads, drafting tools, and drafting paper. These programs are digital systems that are uploaded with the iPads that allow trainees to construct different HVAC fittings and flashings. The online training system's technology also provides trainees the ability to perform virtual notch and fold work which gives trainees the ability to digitally replicate working with different sheet metal parts.

Veterans Program

SMAJTF is committed to supporting job-related training that helps veterans transition into the California workforce and plans on training 10 Veterans (Job Number 4) in the ETP contract. SMAJTF recruits veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. SMAJTF also performs outreach to veteran-specific job fairs directly targeted to veterans in the community.

To incentivize veterans to join the program, all Veteran applicants receive additional points toward their application when applying. Currently, the SMAJTF is working with the Division of Apprentice Standards to allow Veterans direct entry into the apprenticeship program without being required to take the entrance exam. SMAJTF is committed to providing the men and women who have served our country a chance to learn the sheet metal trade as well as have an easier transition from the Armed Forces to civilian life.

The Veteran training curriculum will be the same as Apprentice training outlined above. These trainees will be in a separate Job Number to better track performance toward the goal of improved outreach for veterans.

Women's Program

SMAJTF is also committed to the recruitment of women into its program. In 2016, two women from SMART Sheet Metal Local 206 started a group called Building Trades Sisters and invited women from all of the trades throughout the San Diego area to join. The group meets monthly to share work experiences, support each other, and address any challenges they may be experiencing in the trades. The group also discusses ways to recruit more women into joining the building trades and works to spread the word about the unique career opportunities available for women. Building Trades Sisters hopes to expand throughout the state by forming additional chapters. Currently, the SMAJTF has four women enrolled in its Apprenticeship program.

SMAJTF also participates in the annual San Diego Camp NAWIC (National Association of Women in Construction) which provides a unique, week-long, hands-on approach to learn about construction careers for girls in grades 8-12 at no cost to them. SMAJTF staff devote a full day to lead a hands-on project where the girls in the camp fabricate their own sheet metal item to keep and encourage girls to consider a future career in sheet metal.

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. The curriculum is developed with input from DAS and a designated Local Educational Agency (in this case Palomar Community College).

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

SMAJTF will train sheet metal workers for upcoming projects in the San Diego area. The Sheet Metal trade is unique because it is one of the few crafts that starts with raw material, creates a component, then installs and maintains the product. Trainees in this industry must understand how to perform-start up and preventive maintenance, repair, testing, balancing and certification of installed systems. Items commonly fabricated and installed include HVAC systems, metal roofs, kitchen hoods, various flashings, gutters, decorative architectural features and many other items made of a variety of metals.

Sheet Metal workers have a wide range of work from detailing, layout, fabrication or installation of duct systems to architectural sheet metal, metal roofing and a variety of other shop or field sheet metal work, including job coordination and supervision. Sheet Metal workers are involved in the commercial construction industry and will work on projects in the San Diego area including Cubic Corporation Headquarters, Logan Elementary School, Wilson Middle School, Memorial High School, and Oceanside Beach Resorts.

Training Plan

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

Commercial Skills: This training will be delivered to all trainees. Courses will include Pattern Development in which trainees learn to draw, calculate mathematic configurations, fabricate, and install products out of a piece of flat metal. Training on plans and specifications of mechanical, architectural, structural and electrical drawings ensure that work is completed to required specifications. Training will also focus on welding and installation practices, HVAC systems, and new green technologies required by employers.

SMAJTF will expand its Journeyworker training to include Blueprints & Specifications and Engineer Manual-385 Safety Training classes. Sheet Metal Technicians (Pre-Apprentice) will also participate in Commercial Skills training with Journeyworker trainees. In addition, Sheet Metal Technicians will receive specific Technician Advancement training courses. These classes are needed by the employers so trainees can learn the latest hard skills, software, practices and procedures as well as new methodologies in the industry. These new skills will keep the trainees more employable in the construction industry.

Computer Skills Journeyworkers, Apprentices, and Technicians: Training will include 3-Dimensional virtual construction software that include AutoCAD, Bluebeam, Building Information Modeling and Revit Detailing software. Additional training in software applications will provide trainees with the ability to schedule, plan, and track jobs; meet Lean construction project requirements; and install and adjust automated systems.

Certified Safety Training

OSHA 10/30: This training will be provided to all trainees and is a series of courses “bundled” by industry sector and occupation. 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 existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be overseen by SMAJTF's Training Director and two Administrative Staff will assist with administration including marketing, recruitment, and scheduling of training. SMAJTF has also retained Strategy Workplace Communications to assist with administration.

Trainer Qualifications

SMAJTF has two full-time and seven part-time trainers who will assist with administering ETP training. These trainers are former or current members of the trade and are experts in sheet metal subject matter.

Impact/Outcome

To ensure safety, trainees earn certifications while going through our program such as, welding, fall protection safety, construction safety, forklift safety, platform lift safety, scaffold safety, hoisting, and rigging and signaling.

Marketing and Support Costs

While many participating employers have already been recruited, additional recruitment and assessment activities must occur to support apprenticeship training. Support costs allow SMAJTF to promote training to their construction employers, many of which are small businesses, and recruiting from the union member population. Recruitment of apprentices from schools, employment centers and community organizations is also needed. The ETP-funded training will also be discussed at all labor-management and other pertinent meetings.

The SMAJTF routinely meets with stakeholders to ensure training plans meet business needs. Marketing and training evaluations to ensure training is current include conducting face-to-face meetings, email and regular contact with employer associations and unions. Manufacturing groups and trade organizations also help SMAJTF address new training needs which attract candidates seeking opportunities for skill advancement to keep pace with developments within the sheet metal and maritime industries.

SMJATC is requesting 8% in support costs for Jobs 1,2 & 4 to promote training opportunities. In addition, SMJATC is requesting 20% support costs for Veteran Apprentices in Job Number 3 to attract and recruit Veterans. Staff recommends the request for support costs.

Tuition Reimbursement

SMAJTF 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)	No. Completed Training	No. Retained
ET20-0902	\$437,930	07/01/2019 - 06/30/2021	155	0	0

Based on ETP Systems, 10,544 reimbursable hours have been tracked for potential earnings of \$203,290 (46% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through contract closeout.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET18-0917	San Diego	11/06/2017- 11/05/2019	\$304,710	\$275,971 (91%)
ET16-0925	San Diego	05/31/16 - 05/30/18	\$278,400	\$246,940 (89%)
ET15-0906	San Diego	07/28/14 - 07/27/16	\$248,721	\$248,721 (100%)

DEVELOPMENT SERVICES

California Labor Federation in Sacramento, in conjunction with Strategy Workplace Communications in Oakland, assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

N/A

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

8-200 Job Number 1

Journeyworker

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Architectural & General Sheet Metal
- Beginning HVAC
- Blueprints & Specifications (new)
- Duct Cleaning
- EM-385 Training (Engineer Manual - 385 Safety Training) (new)
- Energy Auditing
- EPA Certification
- Fire, Life, Safety Certification (1 & 2)
- Infectious Control Risk Assessment
- Introduction to Welding
- Mechanical Acceptance Testing Training (Title 24)
- MIG Welding (GMAW)
- Service & Start-Up
- Stick Welding (SMAW)
- TAB Certification
- TIG Welding (GTAW)
- Trimble GPS Training

COMPUTER SKILLS

- AutoCAD (Introduction, Intermediate, Advanced)
- Benchmark Certification (CAD)
- Bluebeam Software
- Building Information Modeling Software
- Revit Detailing Software
- Sheet Metal/HVAC Detailing

Class/Lab & E-Learning Hours

8-210 Job Numbers 2 & 3

Apprentice

Trainees may receive any of the following:

COMMERCIAL SKILLS**Core 1 (Safety/Tools)**

- Communication
- Emergency Procedures
- Field Safety
- Geometric Construction
- Hand Tools

- Hazard Communication
- Hoisting and Rigging
- Lines and Lettering
- Safety in Field Installation
- Shop Safety

Core II (Beginning Layout)

- Freehand Sketching
- Introduction to Parallel Lines
- Pictorial Drawings
- Sheet Metal and Metal Products

Core III (Advanced Layout)

- Change Ogee Offsets
- Duct Change Elbows
- Duct S Offsets
- Introduction to Triangulation
- Y Branches

Core IV (Architectural Principles)

- Additional Architectural Sheet Metal Work
- Architectural Sheet Metal Practices
- Flashings
- Introduction to Architectural Sheet Metal
- Roof Drainage Systems
- Waterproofing Roof Edges & Walls

Plans and Specifications

- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings
- Sheet Metal Shop Drawings
- Specifications
- Structural Drawings
- The Contract Documents

Architectural Installation

- Advanced Roof Drainage Systems
- Advanced Sheet Metal Fabrication
- Architectural Sheet Metal Shop Drawings
- Creating Shop Details
- Installing Architectural Sheet Metal Items
- Planning Architectural Installation

HVAC I

- Air and Air Properties
- Cooling
- Duct Design

- Duct Systems
- Energy Management Systems
- Heating
- Indoor Air Quality
- Introduction to HVAC Systems
- Refrigerant Cycle
- Servicing HVAC Equipment
- Start-Up and Commissioning Systems
- Ventilation

HVAC II

- Controls
- Electricity
- Refrigerant Cycle
- Servicing HVAC Systems
- Start-Up and Commissioning Systems
- TAB Instrument Use
- TAB Work

Sheet Metal Welding

- Codes and Symbols
- GMAW Process
- GTAW Process
- Introduction to Welding
- SMAW Process
- Welding Equipment Set-Up
- Welding Equipment Safety
- Welding Safety

Foreman and Project Management Training

- Foreman Training
- Human Relations
- Introduction to Supervision
- Personnel Records
- Planning and Organizing
- Project Management
- Supervisory Training
- Architectural & General Sheet Metal
- Beginning HVAC
- Blueprints & Specifications (new)
- Duct Cleaning
- EM-385 Training (Engineer Manual - 385 Safety Training) (new)
- Energy Auditing
- EPA Certification
- Fire, Life, Safety Certification (1 & 2)
- Infectious Control Risk Assessment
- Introduction to Welding
- Mechanical Acceptance Testing Training (Title 24)

- MIG Welding (GMAW)
- Service & Start-Up
- Stick Welding (SMAW)
- TAB Certification
- TIG Welding (GTAW)
- Trimble GPS Training

COMPUTER SKILLS

- AutoCAD (Introduction, Intermediate, Advanced)
- Benchmark Certification (CAD)
- Bluebeam Software
- Building Information Modeling Software
- Revit Detailing Software
- Sheet Metal/HVAC Detailing

Class/Lab & E-Learning Hours

8-200 Job Number 4

Pre-Apprentices /Technicians

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Architectural & General Sheet Metal
- Beginning HVAC
- Blueprints and Specifications (new)
- Duct Cleaning
- EM-385 Training (Engineer Manual - 385 Safety Training) (new)
- Energy Auditing
- EPA Certification
- Fire, Life, Safety Certification (1 & 2)
- Infectious Control Risk Assessment
- Introduction to Welding
- Mechanical Acceptance Testing Training (Title 24)
- MIG Welding (GMAW)
- Service & Start-Up
- Stick Welding (SMAW)
- TAB Certification
- TIG Welding (GTAW)
- Trimble GPS Training
- Technician Advancement:
 - Architectural Metal Products
 - Architectural Sheet Metal
 - Communication
 - EM-385
 - Field Installation
 - Field Layout
 - Field Safety
 - Forklift Safety

- Geometric Construction
- GMAW, SMAW, and TGAW Welding
- Hand Tools
- Heating, Ventilation, Air Conditioning.
- Hoisting, Rigging, and Signaling
- Infectious Control Risk Assessment (ICRA)
- Pattern Development (Radial Line, Parallel Line, Triangulation)
- Sheet Metal and Metal Products
- Sheet Metal Detailing
- Sheet Metal Shop Drawings
- Shop Equipment and Tools
- Shop Layout
- Shop Safety
- Shop Work
- Testing, Adjusting, and Balancing (TAB)
- Trimble RTS

COMPUTER SKILLS

- AutoCAD (Introduction, Intermediate, Advanced)
- Benchmark Certification (CAD)
- Bluebeam Software
- Building Information Modeling Software
- Revit Detailing Software
- Sheet Metal/HVAC Detailing

Job Numbers 1-4**OSHA 10/30**

- OSHA 10
- OSHA 30

Safety training cannot exceed 10% of total training hours for any individual trainee. This 10% safety training cap does not apply to OSHA 10/30 training.

Note: Reimbursement for Job Number 1 & 4 training is capped at 200 total training hours per trainee. Reimbursement for Job Number 2 & 3 Apprenticeship training is capped at 210 total training hours per trainee.



Training Proposal for:
Southern California Floor Covering Apprentice Trust Fund
Contract Number: ET21-0932

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: A. Olazaba

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Multi Counties	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Southern California Resilient Floor & Decorative Covering Local Union 1247		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$260,682		\$18,118 8%		\$278,800
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Retrainee Priority Rate Journeyworker	Commercial Skills, OSHA 10/30	41	8-200	0	\$590	\$37.55
				Weighted Avg: 24			
2	Retrainee Priority Rate Apprentice	Commercial Skills, OSHA 10/30	115	8-210	0	\$2,214	\$25.01
				Weighted Avg: 115			

*Post-Retention Wage is Contractual Wage

Actual Wages: Job Number 1: \$37.55/hr. Job Number 2: \$25.01/hr.

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

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

Up to \$4.36 per hour may be used to meet the Post-Retention Wage for Job Number 2. This amount has been verified in the collective bargaining agreement wage tables.

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1 - Journeyworkers		
Resilient Floor and Decorative Covering Journeyworkers		41
Job Number 2 - Apprentices		
Resilient Floor and Decorative Covering Apprentices		60
		55

INTRODUCTION

Founded in 1953, Southern California Floor Covering Apprentice Trust Fund (So Cal Flooring) was created in accordance with the collective bargaining agreement between Carpet, Linoleum, and Soft Tile Local Union 1247 (of the Brotherhood of Painters, Decorators and Paperhangers of America) and the Floor Covering Contractors Association of Orange County, Harbor Floor Covering Institute, and San Gabriel Valley Floor Covering. It is a joint labor-management committee representing the floor covering industry throughout Southern California, administered by a Board of Trustees made up of four labor and four management members. So Cal Flooring serves approximately 267 Apprentices and 411 Journeyworkers to provide job opportunities and up-to-date skills through training.

So Cal Flooring's headquarters and training center are located in Santa Fe Springs. The training facilities that will participate in this project are located in Los Angeles & San Diego County. It serves both large and small companies and workers in Los Angeles, Orange, Kern, Inyo, Mono, Riverside, San Bernardino, Ventura, Santa Barbara and San Luis Obispo Counties. All trainees are represented by Local 1247. This will be So Cal Flooring's sixth contract with ETP; fourth in the last five years.

Veterans Program

So Cal Flooring recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military service and the building trades. Currently, there are four Veterans in the program and working to recruit more. For ease of administration, it is not requesting a separate Job Number for Veterans.

Women's Program

So Cal Flooring recruits Women into the trades by partnering with Women in Non Traditional Roles to provide an orientation to women who may be interested in the Apprenticeship program. Once accepted, women are given a priority status and are placed at the top of the waiting list for new classes. Currently there is one Woman in the program and So Cal Flooring strives to recruit more.

COVID

All training is in person. The program is following all COVID-19 guidelines, including temperature checks before entering the building, reduced class sizes to no more than 10 trainees and mandated social distancing practices. Masks are required at all times and frequent hand washing is encouraged. Further, all tools and work stations are sanitized before and after class.

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 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 \$23 to \$18 per class/lab hour.

PROJECT DETAILS

So Cal Flooring continues to expand its training programs, adding new curriculum topics that will meet employer needs. That includes new products and materials introduced into the industry including laminate flooring, hardwood flooring, synthetic turf and Mondo Sport Floor. Alongside new products, trainees must be able to install and maintain a variety of flooring materials and systems so they can continue competing with other companies outside of California. Major

manufacturers now require Apprentices and Journeyworkers to be trained and certified before they can work on products sold to customers. In addition, manufacturers are pushing the cost of warranty work to installation contractors, requiring workers be more skilled in an effort to avoid the extra expense of warranty work.

Training will give Apprentices and Journeyworkers the skills needed to meet new industry needs and prepare them to work on projects in the Southern California region. These include work on the following projects: UCLA Lot 15 Residence Hall, Universal Studios-Nintendo Land, Century Plaza Redevelopment, and Roosevelt High School.

Training Plan

Training will be delivered via class/lab in the following:

Commercial Skills: Training will be offered to all occupations and include techniques for various floor coverings including Carpet Seaming, Blueprint reading, Conventional Carpet, Sheet Vinyl Seaming Techniques, Advanced Carpet Installation, Green Floor Covering Installation, Synthetic Turf. In addition, Armstrong Certification Training will cover work with new water-based adhesives, which completely alters the installation process.

Certified Safety Training

OSHA 10/30: This training is a series of courses “bundled” by industry sector and occupation. 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.

Learning Management System

Staff has reviewed and approved So Cal Flooring’s use of a Learning Management System for recordkeeping.

Marketing and Support Costs

Employers are notified of So Cal Flooring training through association websites, mailings, and presentations conducted throughout Southern California. So Cal Flooring also promotes training at labor-management meetings and industry assemblies. Application announcements for union Apprentice programs are sent to government agencies, local high schools, community colleges, and community-based classes.

So Cal Flooring is requesting 8% support costs to market Journeyworkers training to employers, to recruit and place Apprentices, and to conduct ongoing assessments of employer-specific job requirements. While many participating employers are on board, outreach activities will also be ongoing. Staff recommends the 8% support costs.

Commitment to Training

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

➤ Training Infrastructure

So Cal Flooring's Training Director, and four employees, will oversee training. Steve Duscha Advisories and the Los Angeles Unified School District will assist with the administrative services for the ETP Contract.

Trainer Qualifications

All training will be provided by experienced Journeyworkers in the industry. No outside vendors will be used.

Impact/Outcome

This training program will assist Apprentices and Journeyworkers to earn certifications such as: OSHA 10, OSHA 30, Armstrong Certification, Industry Certifications, and Manufacturer Certifications.

Tuition Reimbursement

Southern California Floor Covering Apprentice and Trust Fund 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)	No. Completed Training	No. Retained
ET20-0920	\$391,100	09/01/2019-08/31/2021	250	0	0

Based on ETP Systems, 14,640 reimbursable hours have been tracked for potential earnings of \$284,282 (72% of approved amount). The Contractor projects final earnings of 100% based on training currently committed.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0919	Statewide	08/27/2018-08/26/2020	\$350,380	\$293,002 (83%)*
ET17-0909	Statewide	09/26/2016-09/25/2018	\$229,840	\$229,840 (100%)

* ET19-0919 Based on ETP Systems, 15,680 reimbursable hours have been tracked for potential earnings of \$352,683 (101% of approved amount). Currently, the contractor has earned \$293,002 (83% of approved amount) but upon review of final invoices by ETP, projects final earnings at 100%.

DEVELOPMENT SERVICES

Steve Duscha Advisories, in Sacramento, assisted with development of this proposal for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories and the Los Angeles Unified School District, in Los Angeles, will perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Journeyworker Curriculum

Class/Lab Hours

8-200 (Job Number 1)

Trainees may receive any of the following:

COMMERCIAL SKILLS

- + Advanced Carpet Installation
- + Advanced Installation (other than carpet, by product & location)
- + Armstrong Certification
- + Carpet Installation Testing
- + Forbo
- + Glues and adhesives
- + Green Floor Covering Installation
- + Hard Surface Installation Testing
- + Heat Welding
- + Laminates
- + Linoleum Installation Training
- + Materials review
- + Mondo Rubber
- + Nora Rubber
- + Self-Leveling
- + Sheet Goods Installation
- + Synthetic Turf
- + Tandus Centiva
- + Tarkett
- + Tools review
- + Trade Math
- + Types of flooring
- + Understanding customer needs
- + Vinyl Backed Carpet Installation

OSHA 10/30

- + OSHA 10
- + OSHA 30

Apprentice Curriculum

Class/Lab Hours

8-210 (Job Number 2)

Trainees may receive any of the following:

COMMERCIAL SKILLS

Course 1

- + Introduction to employment as a floor coverer
- + Tools and processes
- + Workplace procedures

- ✚ Load and unload
- ✚ Surface Preparation
- ✚ Wall base
- ✚ Evaluation

Course 2

- ✚ Free hand flat lay
- ✚ Scribe fit flat lay
- ✚ Carpet seaming
- ✚ Tools and processes
- ✚ Workplace procedures
- ✚ Blueprint reading
- ✚ Evaluation

Course 3

- ✚ Safety review
- ✚ Underlayment
- ✚ Resilient sheet goods
- ✚ Glue down carpet
- ✚ Peel and stick carpet
- ✚ Tools and processes
- ✚ Workplace procedures
- ✚ Conventional carpet
- ✚ Yardage
- ✚ Vinyl back carpet
- ✚ Evaluation

Course 4

- ✚ Safety Review
- ✚ Cove Sheet Goods
- ✚ Glue down borders
- ✚ Sheet vinyl seaming techniques
- ✚ Tools and processes
- ✚ Workplace procedures
- ✚ Evaluation

Course 5

- ✚ Safety review
- ✚ Hand sewing
- ✚ Carpet stair installation
- ✚ Conventional borders
- ✚ Carpet banding
- ✚ Skirts, treads and risers
- ✚ Tools and processes
- ✚ Workplace procedures
- ✚ Evaluation

Course 6

- ✚ Safety review
- ✚ Hand sewing
- ✚ Vinyl composite tile
- ✚ Cove sheet vinyl
- ✚ Conventional carpet

- + Glue down carpet
- + Tools and processes
- + Workplace procedures
- + Evaluation

Course 7

- + Safety review
- + Linoleum sheet installation
- + Foreman training
- + Self-leveling
- + Heat seam welding
- + Cove sheet vinyl
- + Conventional carpet
- + Glue down carpet
- + Vinyl composite tile
- + Tools and processes
- + Workplace procedures
- + Evaluation

Course 8

- + Tools review
- + Surface preparation review
- + Carpet seaming review
- + Blueprint reading review
- + Underlayment review
- + Tools and processes
- + Resilient sheet goods review
- + Glue down, peel and stack and conventional carpet review
- + Cove sheet goods review
- + Sheet vinyl seaming techniques review
- + Carpet stair installation review
- + Vinyl composite tile review
- + Journey level test

OSHA 10/30

- + OSHA 10
- + OSHA 30

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

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



Training Proposal for:
U.A. Local 342 Joint Apprenticeship And Training Trust

Contract Number: ET21-0938

Panel Meeting of: December 11, 2020

ETP Regional Office: PPU-Central Office

Analyst: C.Hoyt

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Apprenticeship	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda, Contra Costa	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local 342		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$400,104		\$27,670 8%		\$427,774
In-Kind Contribution:	50% of Total ETP Funding Required			Inherent

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage*
				Class / Lab	CBT		
1	Priority Journeyworker	Commerical Skills OSHA 10/30	72	8-200	0	\$590	\$66.75
				Weighted Avg: 24			
2	Priority Apprentice	Commerical Skills OSHA 10/30	182	8-210	0	\$2,117	\$33.88
				Weighted Avg: 110			

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

Minimum Wage by County: Job Numbers 1 & 2 (SET/Priority Industry): \$25.01 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

Wage Range by Occupation		
Occupation Titles	Post-Retention Wage Range	Estimated # of Trainees
Job Number 1		
Journeyworker Plumber, Pipe Fitter, Steamfitter, Refrigeration Fitter/Air Conditioning Mechanic		72
Job Number 2		
Apprentice Plumber, Pipe Fitter, Steamfitter, Refrigeration Fitter/Air Conditioning Mechanic		182

INTRODUCTION

The U.A. Local 342 Joint Apprenticeship and Training Trust (UA Local 342) (www.ua342.org/training) trains Apprentices and Journeyworkers for the plumber and pipefitting industry in Northern California. The UA Local 342 serves 2,000 Journeyworkers and 520 Apprentices working primarily in Alameda and Contra Costa counties. Employers are represented by the Industrial Contractors UMIC, Inc., the Northern California Piping Contractors, the Mechanical Contractors Association of Northern California, the Air Conditioning & Refrigeration Contractors Association of Northern California; and the Residential Plumbing and Mechanical Contractors Association of Northern California. Workers to be trained are employed by a variety of firms, including plumbing and mechanical contractors, utility contractors, refineries, building and industrial plant owners, and utility and pipeline companies. The UA Local 342 operates a 45,000 square-foot, training center located in Concord where all in-person training will occur. This will be UA Local 342 sixth ETP Contract, and the fifth in the last five years.

Veterans Program

UA Local 342 is committed to supporting job-related training that helps Veterans transition into California's workforce. It recruits Veterans in cooperation with Helmets to Hardhats, a national joint labor-management program that recognizes the link between skills acquired in military

service and the building trades. Currently, there are 30 Veterans enrolled in the apprenticeship program.

In addition to Helmets to Hardhats, UA Local 342 also works with the Veterans in Piping (VIP) program offered by the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada. The VIP program offers high-quality skills training and jobs in the pipe trades to active duty military personnel preparing to leave military service. The VIP program consists of 18 weeks of highly specialized, intensive training in marketable skills such as welding; heating, ventilating, air conditioning and refrigeration; and sprinkler fitting. Upon completion of the VIP program, the trainees are connected to established apprenticeship training programs such as the UA Local 342. This program is a major factor in the program's recruitment of Veterans and UA Local 342 currently has five Veterans who are a direct result of recruitment through the VIP Program. However, to provide administrative simplicity for this project, a Veteran job number is not included in this project.

Women's Program

UA Local 342 actively recruits, hires, and incentivizes women to join the apprenticeship program and partners with local organizations such as the Oakland Chapter of Tradeswomen Inc. and the Rising Sun Center for Opportunity. It has also sponsored delegates to attend National Women in Construction events in the past. Currently, there are 16 women enrolled in pipefitting program.

COVID-19

To keep up with the demand for highly-trained, highly-skilled plumbers and pipefitters, it is critical for UA Local 342 offer classes online and in-person during the state-mandated shelter-in-place order. Currently classes are a mix of E-Learning and in-person training to allow workers to receive the hands-on, high-skills training needed. In-person classes are currently offered for shop and lab courses and include: Pipe Shop, Plumbing Shop, Welding, Cutting & Burning, Drainage, Tube Bending, Valve Repair, Med Gas Brazing, Fixtures, Backflow Certification, R-78 Brazing, HVAC Brazing-Soldering, Drawing Plan Interpretation, Lay Out Off-Set Miter, Start Test Balance, Title-24, Refrigeration Lab, Boilers, Rigging, and High Hazzard Facility Classes.

In order to keep trainees, staff, and trainers' safe, UA Local 342 has implemented several COVID safety precautions including temperature checks, glove and mask mandates, reduced class sizes, and extra cleaning of the facility. All Staff and trainees must sign and agree to the safety precautions onsite and answer a COVID questionnaire before returning to in-person training.

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 portion of DAS-approved apprenticeship training. Apprenticeship programs vary in length. In this project the program is four years. The curriculum is developed with input from DAS and a designated Local Educational Agency.

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

To ensure ETP does not displace Montoya Funds, Apprenticeship reimbursement is reduced by \$5, reducing the priority industry rate from \$23 to \$18 per class/lab hour.

PROJECT DETAILS

Apprentices and Journeyworkers in the pipe trades build and service everything from sanitary plumbing in homes to ultra-pure process piping systems in semiconductors and biotech plants. Plumbing, pipefitting and HVAC contractors participating in this agreement are in demand for highly-skilled workers in “green” energy requirements and systems. These skilled workers are needed to replace retiring baby boomers and fill the growing demand for workers in San Francisco area. The proposed training will give Journeyworkers and Apprentices skills such as valve repair, medical gas installation, welding, refrigerant handling, industrial rigging, foreman skills, geothermal systems, green awareness, instrumentation, field computer systems, AutoCAD and Title 24 requirements. This specialized training leads to certifications that are recognized nationally in the pipe trades industry.

Workers trained under this application are employed by a variety of types of firms and work on sites across the bay area including local hospitals, oil refineries, and a large job with PG&E to replace gas pipelines throughout Northern California. Other examples of work projects include: design-build, installation and service of high-purity process piping for semiconductor, biotechnology, and pharmaceutical manufacturing; construction, service and replacement of pipeline systems, including pumps and other installations; installation, service and repair of piping systems that provide hospital patients with oxygen and other medical gases; and construction, service and repair at oil refineries.

Training Plan

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

Commercial Skills: Training will provided to all trainees. Journeyworkers will receive training in topics such as Valve Repair, Medical Gas Installation, Welding, Refrigerant Handling, Industrial Rigging, Foreman Skills, Geothermal Systems, Green Awareness, and Instrumentation and Field Computer Systems. Apprentices will receive training in topics such as Trade Math, Blueprint Reading, and all Plumbing and Mechanical Systems.

Certified Safety Training

OSHA 10/30: This training will be provided to all trainees and is a series of courses “bundled” by industry sector and occupation. 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.

Electronic Recordkeeping

Staff has reviewed and approved the UA Local 342’s use of a Learning Management System for recordkeeping.

Marketing and Support Costs

All training is marketed through the various participating employer associations and through the UA Local 342’s newsletters, public service announcements, personal contacts, telephone calls, the Internet, emails, and the UA Local 342 s website. While many participating employers have

already been recruited, additional recruitment and assessment activities with employers must occur.

UA Local 342 requests, 8% support costs to assist in trainee recruitment, employer outreach and assessment of employer-specific job requirements. Staff recommends approval.

Commitment to Training

Signatory employers will continue to make contributions to the Trust for every hour worked by Apprentices. ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Training will be overseen by the Training Director. Four staff will assist with administration, coordinate the training schedule, and assist with training attendance. Steve Dusca Advisories has been retrained to assist with administrative functions as well.

Trainer Qualifications

Trainers are all highly-trained and skilled employees of the UA Local 342 and will provide all training. These trainers are experienced Journeyworkers with formal instruction in training methods and subject matter.

Impact/Outcome

Training will lead to industry certifications in Welding, National Inspection Testing Certifications, Medical Gas Installation Systems, Backflow Testing, Tube Bending and Title 24 requirements.

Tuition Reimbursement

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

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Contract No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET20-0938	\$723,600	11/04/19-11/03/21	450	0	0

Based on ETP Systems, 30,621 reimbursable hours have been tracked for potential earnings of \$723,600 (100% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through contract closeout.

PRIOR PROJECTS

The following table summarizes Contractor's performance by UA Local 342 under ETP Contracts that were completed within the last five years:

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET19-0906	Concord	08/01/18- 07/31/20	\$839,300	\$839,300 (100%)
ET17-0931	Concord	04/03/17- 04/02/19	\$533,399	\$533,399 (100%)
ET16-0914	Concord	10/05/15- 10/04/17	\$534,555	\$520,598 (97%)

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development for a flat fee of \$7,500.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum**Class/Lab/E-Learning Hours****8 - 200 (Job Number 1) Journeyworkers**

Trainees may receive any of the following:

COMMERCIAL SKILLS

-  Auto CAD
-  Advanced Drawing (Pipe Drafting)
-  Advanced Plan Reading
-  Basic Electricity
-  Beginning Instrumentation
-  Blueprint Reading
-  Boiler
-  Brazing
-  CCO Certification
-  CFC Certification
-  Construction Management
-  Detailing
-  Diametrics
-  Downhill Welding
-  Drawing
-  Foreman Training
-  Gas
-  Gas Installations (Plumbing)
-  Hand Fusion
-  HVAC Theory
-  Industrial Instrumentation (Tube Bending)
-  Instrumentation
-  Med Gas
-  Med-Gas Installer/Brazer (For UA Certification)
-  MIG
-  Orbital Welding
-  Plumbing Code
-  Plumbing Fixtures & Appliances (Plumbing)
-  PVDF
-  Rigging
-  RSO
-  Signal Person
-  TGO
-  Tig & Fusion Welding
-  Title 24
-  Trimble
-  Tube Bending
-  Variable Speed
-  Water Supply

Class/Lab/E-Learning Hours8 – 210 (Job Number 2) **Apprentice**

Trainees may receive any of the following:

COMMERCIAL SKILLS






























Refrigeration Fitter/Air Conditioning Mechanic:

- ✦ Beginning Electrical Theory
- ✦ Mechanical Refrigeration Theory
- ✦ Advanced Electrical Theory/Beginning Schematics
- ✦ The Refrigeration Cycle
- ✦ Intermediate Electrics I
- ✦ Intermediate Mechanical Refrigeration I
- ✦ Intermediate Electrical II
- ✦ Intermediate Mechanical Refrigeration II
- ✦ Electrical Troubleshooting I
- ✦ Electrical Troubleshooting II
- ✦ Introduction to Direct Digital Controls
- ✦ Introduction to Variable Frequency Drivers
- ✦ Introduction to Market Refrigeration Systems
- ✦ Introduction to Pneumatic Controls
- ✦ Introduction to Boilers
- ✦ Advanced Compressor and Motor Theory
- ✦ Start Test Balance: Water Side I
- ✦ Start Test Balance: Air Side I
- ✦ Start Test Balance: Water Side II
- ✦ Start Test Balance: Air Side II



Plumber/Pipefitter:

- ✦ CPR
- ✦ Trade Mathematics
- ✦ Water Supply systems
- ✦ Sewage Disposal
- ✦ Plumbing System Service and Repair
- ✦ Construction Management in Plumbing
- ✦ Medical Gas Systems
- ✦ Related Science in the Piping Trades
- ✦ Beginning Drawing and Plan Reading for the Piping Trades
- ✦ Advanced Drawing in the Piping Trades
- ✦ Plumbing Tool Workshop I
- ✦ Plumbing Tool Workshop II
- ✦ Plumbing Code I
- ✦ Plumbing Code II
- ✦ Welding for Plumbers
- ✦ Electricity for Plumbers
- ✦ Gas Installation in Plumbing
- ✦ Backflow Prevention
- ✦ Plumbing Fixtures
- ✦ Certification Preparation
- ✦ Computer for the Field

Steamfitter:

-  CPR
-  Trade Mathematics
-  Use and Care of Tools
-  Welding Safety/Plate Welding
-  Oxygen/Acetylene Cutting
-  Pipe Shop I
-  Pipe Shop II
-  Related Science in the Piping Trades
-  Beginning Drawing and Plan Reading for the Piping Trades
-  Advanced Drawing in the Piping Trades
-  Instrumentation 1
-  Instrumentation 2
-  Steam Systems
-  Electricity for Steamfitting
-  Industrial Rigging
-  Beginning AutoCAD
-  Advanced AutoCAD
-  Pumps
-  Tube Bending
-  Pipe Welding 1
-  Welding 5
-  Welding 6
-  Welding 7
-  Welding 8
-  Welding 9
-  Welding 10
-  Orbital Welding
-  Construction Management in Steamfitting
-  Computer for the Field

All Occupations**OSHA 10/30** (Certified OSHA Instructor)

-  OSHA 10
-  OSHA 30

Safety Training cannot exceed 10% of total training hours per-trainee. This cap does not apply to OSHA.

Note: Reimbursement for Journeyworker training is capped at 200 total training hours per trainee; and capped at 210 total training hours per trainee for Apprentices, regardless of the method of delivery.

El Camino Community
College District Foundation
(AB118)

Withdrawn



Employment Training Panel

**LIST OF PROPOSALS \leq \$75,000 APPROVED
BY DELEGATION ORDER FOR 10/13/20 – 12/07/20**

<i>Project</i>		<i>Approved Date</i>	<i>Approved Amount</i>
ET21-0198	Machaon Diagnostics, Inc.	10/16/20	\$45,011
ET21-0199	Milwood Healthcare, Inc. dba Maywood Acres Healthcare	11/02/20	\$69,000
ET21-0203	Moreno Trenching, LTD.	11/10/20	\$57,960

Total -----\$171,971



RETRAINEE - JOB CREATION

Training Proposal for:

Machaon Diagnostics, Inc.

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0198

Approval Date: October 19, 2020

Panel Meeting of: December 11, 2020

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

PROJECT PROFILE

Contract Attributes:	SB <100 Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Other (J) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Alameda	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 30	U.S.: 30	Worldwide: 36
<u>Turnover Rate:</u>	5%		
<u>Managers/Supervisors:</u> (% of total trainees)	NA		

In-Kind Contribution

\$41,400

Total ETP Funding

\$45,011

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	Lab Technicians, Administrative Staff, Supervisor/Manager

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	SB<100 Retrainee Priority	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	27	8-200	0	\$1,173	\$20.00
				Weighted Avg: 51			
2	SB<100 Retrainee Priority Job Creation	Business Skills Comm Skills Computer Skills Continuous Impr. PL-Comm. Skills	10	8-200	0	\$1,334	\$16.67
				Weighted Avg: 58			

Minimum Wage by County: Job Number 1: \$20.00 per hour for Alameda County

Job Number 2 (Job Creation): \$16.67 per hour for Alameda County

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

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

OVERVIEW

Year Company Founded:	2003	Company Headquarters: <input checked="" type="checkbox"/> Single location Oakland, CA
Facility location(s) where training will occur:	<ul style="list-style-type: none"> Oakland (Alameda County) 	
Nature of Business:	<ul style="list-style-type: none"> Clinical reference testing laboratory for Healthcare and Bioscience industries Specializes in diagnosis, treatment and monitoring of Hemostatic and Thrombotic conditions. 	

Customer Base:	<ul style="list-style-type: none"> Hospitals, university medical centers, commercial laboratories, research laboratories, doctor's offices, biotechnology firms, pharmaceutical companies.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> New equipment and technology Expanding business demands Improve efficiency

Training Plan:

Need for Training:	<ul style="list-style-type: none"> Machaon Diagnostics, Inc. (Machaon) is revamping training from knowledge and theoretical to more experiential hands-on learning to help upgrade staff skills to remain competitive. Thus, a dominant delivery through the use of Productive Lab (PL) is being requested for ETP funding. Onboarding new staff requires extensive training to build competency for using new equipment and to meet job-duty specifications. The Company aims to provide promotional opportunities for staff as a result of training and skill acquisition. To help address efficiency items, topics such as ISO17025 (Continuous Improvement) will be delivered. Machaon anticipates one certification for a Lab Technician staff member due to ETP training. Other focuses of the training include Hazardous Materials' safety training and safety updates following new regulations.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

☒ Productive Lab

Business Skills	Continuous Improvement	Computer Skills
Commercial Skills		

Productive Laboratory	Justification:
	<input checked="" type="checkbox"/> New Equipment <input checked="" type="checkbox"/> New Production Procedures <input checked="" type="checkbox"/> Certification Standards
	40 PL Hours per-trainee
Occupations Receiving PL Training: Lab Technicians	
The PL instructor must be dedicated to training using a trainer-to-trainee ratio of 1:3.	
Ratio Higher than 1:1	Production and/or production process requires a team of workers, which requires using up to a 1:3 ratio for PL training.

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function; or, <input checked="" type="checkbox"/> Expanding existing business capacity by adding a new production shift; <input checked="" type="checkbox"/> Upgrading existing facilities
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Training Hours

☒ Weighted Average Hours over 45

Weighted Average Hours for some trainees may exceed 45, especially for newly hired Managers and Lab Technicians. The Company has recently purchased equipment exceeding an \$80,000 investment, and there are a number of new procedures to ensure the safe and proper operation of the equipment. The equipment includes: Auto Sampler Equipment, Coagulation Cold Vapor Atomic Absorption Testing, and Gas Chromatography Spectrometry Testing.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: The Director of Operations (dedicated administrator) and Office Manager will work together internally to coordinate and administer this project. The Company has also retained Training Funding Source to ensure program administration meets ETP's requirements.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Business, Computer, Continuous Improvement, Commercial, PL-Commercial Skills <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: To Be Determined
<ul style="list-style-type: none"> Administration: <input checked="" type="checkbox"/> In-house <input checked="" type="checkbox"/> Subcontractor

RECOMMENDATION

Staff recommends approval of this proposal.

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		

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

8–200

Trainees may receive any of the following:

BUSINESS SKILLS

- + Budgeting and Financial Management
- + Client Relations
- + Coaching
- + Communication Skills
- + Customer Relations
- + Goal Setting
- + Leadership
- + Planning
- + Product Knowledge
- + Project Management
- + Sales/Marketing, Proposal and Business Development
- + Team Building
- + Technical Editing and Writing

COMMERCIAL SKILLS

- + Auto Sampler Equipment
- + Analytical Probes
- + Chemistry
- + Coagulation
- + Cold Vapor Atomic Absorption Testing Equipment
- + ELISA Methods
- + ELFA Methods
- + Equipment Operations & Maintenance
- + Filing Systems
- + Gas Chromatography Spectrometry Testing Equipment
- + Gas Chromatography Testing Equipment
- + Genetics
- + High Performance Liquid Chromatography
- + Inductively Coupled Plasma Mass Spectrometry Testing Equipment
- + Inductively Coupled Plasma Atomic Emission Spectrometry
- + Industry Changes
- + Inspection Procedures
- + Ion Conductivity Testing Equipment
- + Laboratory Testing Procedures
- + Liquid Chromatography/Mass Spectrometry Testing Equipment
- + Microbiology
- + Platelets
- + Polymerase Chain Reaction Testing Equipment
- + Rare Disease
- + Sample Processing
- + Spectral Techniques
- + Spectrophotometer Equipment
- + Work Procedures

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

COMPUTER SKILLS

- + Adobe (PDF, InDesign, Photoshop, Illustrator)
- + Ally Software/Application
- + ChemStation Software/Application
- + Cloud Solutions
- + Computer Graphics, Design & Drafting
- + Customer Relationship Management
- + Crystal Reports
- + Electronic Deliverables
- + Enviroquant Software/Application
- + Financial Software
- + Galaxy Software/Application
- + Microsoft Office Suite
- + OI Software/Application
- + Orchard Laboratory Information Management System
- + Perkin Elmer ICPS Software/Application
- + Seal Analytical Software/Application
- + Total Chrom Software/Application
- + Trace Finder Software/Application
- + Web Design and Graphics SoftwareTopic

CONTINUOUS IMPROVEMENT

- + Cause and Effect Analysis (Fishbone)
- + ISO 17025
- + Lean Process Improvement
- + Problem Solving
- + Productivity Improvement
- + Quality Assurance/Quality Control
- + Six Sigma Methodology
- + Teambuilding
- + Hazardous Communication
- + Labeling- Global Harmonizing System

Productive Lab Hours

0–40

COMMERCIAL SKILLS (limited ratio 1:3)

- + Balance and Weights
- + Element Laboratory Management System
- + Food Analysis
- + Glassware Use and Cleaning
- + Inorganics Analysis
- + Ion Chromatography Analysis
- + Instrumentation
- + Instrument Software
- + Microbiology Analysis
- + Metals Analysis
- + Organics Analysis
- + Pipette Use and Verification
- + Project Management Element Laboratory Information System
- + Standard and Reagent Preparation
- + Sample Handling
- + Sampling Equipment

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



Training Proposal for:

Milwood Healthcare, Inc. dba Maywood Acres Healthcare

Delegation ≤ \$75,000 Single Employer

Contract Number: ET21-0199

Approval Date: November 2, 2020

Panel Meeting of: December 11, 2020

ETP Regional Office: North Hollywood

Analyst: D. Tran

PROJECT PROFILE

Contract Attributes:	Multiple Barriers Medical Skills Training Priority Rate Retrainee SB <100 SET	Industry Sector(s):	Services (G) Healthcare (62) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura County	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 80	U.S.: 80	Worldwide: 80
<u>Turnover Rate:</u>	7%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution:

\$90,000

Total ETP Funding

\$63,250

Small Business Only:	Owner <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Occupations to be Trained:	Administrator, Registered Nurses, Licensed Vocational Nurses, Certified Nursing Assistants, Business Office Manager, Assistant Business Office Manager, Social Services Designee, Dietary Supervisor, Assistant Administrator, Community Liaison Coordinator, Maintenance Supervisor, Medical Records Designee, Activity Supervisor, Cooks.

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Medical Skills SET SB<100	Computer Skills Continuous Impr. MS Didactic MS Preceptor HazMat	23	8-60	0	\$1,380	\$25.01
				Weighted Avg: 55			
2	Retrainee Priority Medical Skills SB<100 Multiple Barriers	Computer Skills Continuous Impr. Literacy Skills MS Didactic MS Preceptor HazMat	27	8-60	0	\$1,380	\$18.34
				Weighted Avg: 55			

Minimum Wage by County: Job 1: \$25.01 SET/Priority; Job 2: \$18.34 SET/Multiple Barriers – Ventura County.

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

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

OVERVIEW

Year Company Founded:	2007	Company Headquarters: <input checked="" type="checkbox"/> Single location
Facility location(s) where training will occur		<ul style="list-style-type: none"> Oxnard, Ventura County

Nature of Business:	<ul style="list-style-type: none"> • Milwood Healthcare, Inc. dba Maywood Acres Healthcare (Maywood) is a long-term skilled nursing care facility that provides medical, emotional, and social services for individuals who no longer require acute hospitalization but have ongoing medical needs at the hospital-based skilled nursing level.
Customer Base:	<ul style="list-style-type: none"> • Maywood services residents each with very different and unique needs. A large majority of resident have Parkinson's disease along with other special needs. Maywood's patient services include, daily living activities, diabetes management care, as well as catheter, medication, I.V., and feeding tube management. It also provides audiology, dental, hospice, occupational therapy, and, colostomy care, as well as services for heart disease, osteoporosis, arthritis, asthma, and psychiatric conditions such as bipolar/manic depression, Alzheimer's and dementia. Maywood also provides services that include home therapy assessment services to help support these needs.
Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Due to the on-going COVID-19 Pandemic, Maywood is rapidly adopting new policies, procedures and operational changes. • Maywood is implementing new technology for enhanced telehealth capabilities between patients and caregivers. • Maywood is experiencing an aging workforce and is training to prepare for Sr. Staff succession with younger staff. • Some workers have Multiple Barriers due to lack of prior educational opportunities and intermittent work histories, as well as limited literacy skills, and inconsistent employment Workers

Training Plan:

Need for Training:	<ul style="list-style-type: none"> • Maywood has internally assessed training needs and developed a plan which reflects immediately needed companywide employee training to address the COVID-19 pandemic. Training will be provided in protocols and procedures to keep both patients and employees safe. • Training in new telehealth system will improve efficiencies and enable Maywood to effectively operate while minimizing unnecessary risk, exposure, and contact for both parties. • Due to employee attrition, newer and promoted staff require extensive training in order to be transition into senior staff roles. • Literacy and other extensive training will be provided to workers with multiple barriers to
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	provide them with the skills to overcome barriers in employment.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

- ☒ Class/lab
 ☒ E-Learning
 ☐ CBT
 ☐ Productive Lab
☒ MS Preceptor
 ☒ MS Didactic

Computer Skills	Continuous Improvement	Literacy Skills
Medical Skills – Didactic	Medical Skills – Preceptor	Hazardous Materials

Certified Safety Training	<input type="checkbox"/> OSHA 10/30 <input type="checkbox"/> HAZWOPER <input checked="" type="checkbox"/> Hazardous Materials (HAZMAT)
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Training Hours

<input checked="" type="checkbox"/> Weighted Average Hours over 45	Average Hours proposed is 55 hours.
Maywood is requesting over 45 hours of training due to the current environment of COVID-19. Extensive training will be provided to the entire staff to ensure that staff is properly equipped with skills and education to remain compliant and safe. Maywood anticipates that due to COVID 19 regulations constantly changing, Maywood will continue to train the entire staff on new policies and operating procedures as new guidelines are released and implemented.	

Wage Modification

Trainees in Job Number 2 have two or more barriers to employment (e.g., mental or physical disability, limited English proficiency, limited math skills). These multiple barrier trainees are eligible to receive the ETP Standard Wage of \$18.34 per hour for Ventura County. Maywood is requesting this wage modification for Job Number 2.

Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> Project Oversight: Two designated Administrators will be responsible for overseeing this ETP project. Training will be delivered by Administrators, Manager Of Nurses, Manager Of Staff Development, Consultants, and Medical Director.
<ul style="list-style-type: none"> Trainers: <input checked="" type="checkbox"/> In-house – Types of Training: Computer Skills, Continuous Improvement, Literacy Skills, Medical Skills Didactic, Medical Skills Preceptor, Hazardous Materials. <input checked="" type="checkbox"/> Vendor – Types of Training by vendor: TBD

- **Administration:**

Two designated Administrators will oversee the administration of this project along with oversight from designated management staff.

☒ In-house

☐ Subcontractor

Repeat Contract

<ul style="list-style-type: none"> • Number Of Contracts in last 5 years: 	2
<ul style="list-style-type: none"> • Training provided / focus in last Contract: 	<ul style="list-style-type: none"> • Affordable Care Act • Healthcare Reform and New Standards • New Computer Software recently adopted and implemented.
<ul style="list-style-type: none"> • Difference in Training Plan: 	Ongoing challenges due to COVID 19 will be the primary new training topics delivered under this training proposal. Additionally, a significant amount of training will be delivered under the new telehealth system once implanted at Maywood. Although some of the topics are the same in the previous agreement, there will be no repeat of subject matter. This training will build upon the previous training topics to enhance the skills of staff.

PRIOR PROJECTS

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

Contract No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET17-0339	Oxnard	12/31/16 – 12/30/18	\$77,688	\$58,264 (75%)

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	N/A	N/A	N/A

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

8-60

Trainees may receive any of the following:

Computer Skills:

- Electronic Medical Records Applications Skills
- Microsoft Applications
- Patient Services Billing
- Electronic Tablet
- Point Click Care

Continuous Improvement:

- Administration Processes
- Medical Records
- Customer Service
- Communication
- Problem Analysis and Problem Solving
- Clinical Services System Management
- Interdepartmental Collaboration
- Interdisciplinary Team
- Incident/Accident Management
- Resident Centered Care
- Mobility Skills
- Skill Competency (Clinical and Non Clinical Staff)
- Proper Documentation
- Continuous Quality Improvement Workshop
- Culturally Appropriate Care
- Team Building

Literacy Skills:

- Vocational English (Nursing Terminology)
- Spanish (Nursing Terminology)

Medical Skills Training – Didactic:

- Mathematics (metrics/conversion)
- Restorative Nursing Program
- Infections Control (COVID 19, Flu Season and other viral infections)
- Change of Condition Management
- Interdisciplinary Team Process
- Pain Management (Acute and Chronic)
- Intravenous Therapy
- Enteral Management
- Respiratory Care
- Wound Management
- Diabetic Management
- Urinary Management
- Resident and Family Education
- Medication Administration Management

- Patient Assessment and Care
- PT, OT, and ST
- End of Life Care
- Patient Fall Prevention
- Dementia/Alzheimer's
- Neurovascular System
- Residents with special needs
- Gastrointestinal System
- Laboratory
- Cardiac Conditions
- Neurological Conditions
- Resident Emergency Response
- Skeletal/Orthopedic Conditions
- Incontinence Management
- Professional Assault Crisis Training and certification

Medical Skills Training – Clinical Preceptor

- Medication Management
- Infection Control
- Patient Safety
- Clinical Skills Review
- Patient Assessment and Care
- Intravenous Therapy
- Enteral Management
 - Bolus
 - Intermittent
 - Continuous
- Feeding Tube
 - Insertion
 - Site care
 - Removal
 - Assessing patients receiving tube feedings
 - Assessing of tube fed individuals with diabetes mellitus
 - Preventing and identifying complications related to tube feedings
 - Respiratory care
 - Wound management
 - Dementia/Alzheimer's
 - Managing patients with neurovascular conditions
 - Residents with special needs
 - Gastrointestinal conditions
 - Cardiac conditions
 - Skeletal/orthopedic conditions
 - Incontinence management

Hazardous Materials Training:

- Safety data sheets training
- Proper storage of hazardous materials

Literacy Training cannot exceed 45% of total training hour's per-trainee

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.



RETRAINEE - JOB CREATION

Training Proposal for:

Moreno Trenching, LTD.

Delegation \leq \$75,000 Single Employer

Contract Number: ET21-0203

Approval Date: November 10, 2020

Panel Meeting of: December 11, 2020

ETP Regional Office: Sacramento

Analyst: D. Jordan

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative SB <100 SET	Industry Sector(s):	Construction (C) Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Solano	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Operating Engineers Local Union No. 3; Laborers' Training and Retraining Trust Fund for Northern California		
Number of Employees in:	CA: 75	U.S.: 75	Worldwide: 75
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

In-Kind Contribution

\$57,960

Total ETP Funding

\$57,960

Small Business Only:	Owner <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Contract Term <input type="checkbox"/> One Year <input checked="" type="checkbox"/> Two Year
Out-of-State Competition:	<input checked="" type="checkbox"/> No
Occupations to be Trained:	Construction Laborers, Utility Equipment Operators

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	SET Priority Retrainee SB<100	Continuous Impr.	35	8-200	0	\$920	*\$15.80
				Weighted Avg: 40			
2	SET Priority Retrainee SB<100	Continuous Impr.	23	8-200	0	\$920	\$25.01
				Weighted Avg: 40			
3	Priority Retrainee Job Creation SB<100	Continuous Impr.	5	8-200	0	\$920	*\$15.00
				Weighted Avg: 40			

Minimum Wage by County: Job Number 1 (Retrainee): \$15.80 per hour for Solano County.

*Job Number 1 will meet ETP's Post-Retention Wage requirements with Public Utility Agreement (PUA) wages.

Job Number 2 (SET): \$25.01 per hour for Solano County.

Job Number 3 (Job Creation): \$15.00 per hour for Solano County.

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

Up to \$2.38 per hour may be used to meet the Post-Retention Wage for Job Number 2.

OVERVIEW

Year Company Founded:	1983	Company Headquarters: <input checked="" type="checkbox"/> Single location
Facility location(s) where training will occur	<ul style="list-style-type: none"> Solano County 	
Nature of Business:	<ul style="list-style-type: none"> Moreno Trenching, LTD (Moreno) is a full service construction company. Services include joint trenching, underground dry utility installation; street 	

	light controller install and splicing; and electric, gas and composite engineering and design.
Customer Base:	<ul style="list-style-type: none"> • Northern California Home Builders • Colleges • PG&E

Business / Industry Needs / Changes	<ul style="list-style-type: none"> • Moreno is in an industry that is constantly evolving and requires updated skills and certifications to complete day-to-day job duties. • The Company has specific gas installation processes that requires additional training and equipment to keep up with demand. • Moreno has been doing joint trenching, cable pulling and gas and composite engineering and design for 40 years, but in order to meet client's needs the Company needs to be up-to-date with PG&E's certification requirements.
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Training Plan:

Need for Training:	<ul style="list-style-type: none"> • PG&E has developed a curriculum that Moreno must complete to satisfy certification requirements. • In order to work on PG&E jobs staff will receive training on PG&E's gas pipe installation and fusion. • Training topics include Pipe Inspection, Pipeline Replacement, Mechanical Fitting and Air Purging. • Moreno's staff will also receive training on process improvement, equipment efficiency and waste minimization. • PG&E does not provide materials in Spanish so Moreno has to tailor training to make sure all trainees understand the requirements and are able to meet PG&E qualifications.
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Training courses listed in the Menu Curriculum will be provided via the following training method(s) under the following Types of Training:

☒ Class/lab

☒ E-Learning

Continuous Improvement

Job Creation Justification	<input checked="" type="checkbox"/> Expanding existing business capacity by adding newly-hired employees to an existing function
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Training Infrastructure & Administrative Plan

<ul style="list-style-type: none"> • Project Oversight: <p>Moreno's Human Resources Manager will oversee this training project with assistance from the Executive Vice President of Construction and additional staff members. Staff will assist with training events and completing rosters. Training will be delivered by in-house experts. Moreno has a detailed training plan in place and is ready to implement training once approved.</p>
<ul style="list-style-type: none"> • Trainers: <p><input checked="" type="checkbox"/> In-house – Types of Training: Continuous Improvement</p> <p><input type="checkbox"/> Vendor – Types of Training by vendor:</p>
<ul style="list-style-type: none"> • Administration: <p><input checked="" type="checkbox"/> In-house</p> <p><input type="checkbox"/> Subcontractor</p>

RECOMMENDATION

Staff recommends approval of this proposal.

SUBCONTRACTORS

Subcontractor Type	Subcontractor Name	City	Cost / %
Development	N/A	N/A	N/A
Administrative	N/A	N/A	N/A
Training Vendors	N/A	N/A	N/A

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

8 - 200 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Abandonment or Deactivation Pipeline Facilities
- Air Mover Operations
- Air Purging
- Damage Prevention During Excavation
- Damage Prevention During Excavation
- Electrofusion – Coupling
- Electrofusion – Saddle
- Heat Iron Butt Fusion – Hydraulic
- Heat Iron Butt Fusion – Mechanical
- Heat Iron Saddle Fusion – Mechanical Assist Tool
- Heat Iron Socket Fusion
- Install and Backfill Pipe in Ditch – Plastic, Steel
- Leak Test at Operating Pressure
- Maintain Line Markers
- Mark and Locate Facilities
- Mechanical Fitting – Stab
- Non-Production Mark & Locate
- PE Tapping Tee
- Paint Application and Maintenance: Above Ground
- Pipe Inspection
- Pipe Squeezing - Plastic
- Pipeline Replacement
- Pressure Test for Facilities Operating Below 100 psi – Leak Test
- RES/SC Meter: Install and Maintenance Basic
- Standby Pipeline
- Tracer Wire

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




We understand the Moreno Trenching, Ltd. is requesting ETP funding. The proposed training plan for the specified members has our support. The approximate number of trainees from the following occupations will be participating in this project: 20 Equipment Operators

Exhibit E

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

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

Sincerely,

Sincerely,

Jim Jacobs

Jim Jacobs
District Representative
Operating Engineers Local Union No. 3

JAJ:wrf
opeiu29-afl-cio



Laborers' Training and Retraining Trust Fund for Northern California

1001 Westside Drive, San Ramon, CA 94583-4098 • Telephone: (925) 828-2513

September 30, 2020

Employment Training Panel
1100 J Street
Sacramento, CA 95814

Dear Panel Members,

We understand the Moreno Trenching, LTD. is requesting ETP funding. The proposed training plan for the specified members has our support. An approximate 40 Labor trainees will be participating in this project.

Exhibit E

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

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

Sincerely,

Leonard Gonzales
Executive Director