



Employment Training Panel

# Memorandum

To: ETP Policy Committee  
Gretchen Newsom, Chairperson  
Rebecca Bettencourt, Member  
Rick Smiles, Member

Date: June 20, 2024

CC: Executive Staff  
Jessica Grimes, Executive Director  
Peter Cooper, Assistant Director  
Jaime Gutierrez, Chief Deputy Director

From: Application Quality Workgroup

Subject: ETP Policy Committee Meeting Agenda Item  
Informational Session Re: Application/Proposal Quality

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I. Brief Issue Statement:

This is an initial review of the application and proposal process to determine if application/proposal quality (or certain aspects) can be improved. This Workgroup is in the initial discovery stages and the areas listed below are the start of this process.

II. Background Information:

**Improving the Application**

- Policy Committee requested for review of the application
- Initial stage - high level review
- Reviewing Civic Makers data
- Plan: Over the next few months, team will obtain and review data from the discussions.
- Make recommendations and request Panel approval if applicable.

**Improving MEC Applications**

- Types of MECS
  - Professional Organizations
  - Chambers of Commerce
  - Colleges
  - Training Agencies
  - Group of Employers

- Role of MECS
  - Provides Center-Based Retraining to Participating Employers
  - Pass Through Contract Holder (Holds contract but does not provide training)
    - Employers
    - Organization
    - Training Agency
  - Hybrid (Center-Based and Employer-Based)
  - New Hire Training
- Participating Employers (PE)
  - How are they obtained
  - Require PE letters
  - Any way to attract new PEs

\*Apprenticeships are MECs; however they are not part of this discussion

\*\*Single Employers are covered in general since they are more straightforward.

### **Improving Processes**

- Reviewing Updates to Regulations
- Presenting case-by-case situations to the Panel

### **Improving Proposals**

- Panel Proposal
  - How can the proposal be improved
  - What is needed to make an informed decision?
  - Are job numbers needed
- Curriculum
  - Curriculum Quality
  - Should more focus be on workplace skills (less on general skills)

### III. Recommendation

No action needed. This presentation is to request and obtain feedback from the Policy Committee, contractors, stakeholders, and public regarding the Single Employer and Multiple Employer Contractor application process.