



**Training Proposal for:
Booth Ranches LLC**

Small Business ≤ \$50,000

ET16-0137

Approval Date: July 31, 2015

ETP Regional Office: Sacramento

Analyst: M. Mazzone

CONTRACTOR

- Type of Industry: Agriculture
- Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 98
 - Worldwide: 98
 - Number to be trained: 96
 - Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 6%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,920
- In-Kind Contribution: \$60,000

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Commercial Skills, Cont. Imp., Hazardous Mat., Mgmt. Skills, Mfg. Skills	82	8-60	0	\$520	\$15.07
				Weighted Avg: 20			
2	Retrainee Priority Rate SB<100 HUA	Business Skills, Computer Skills, Commercial Skills, Cont. Imp., Hazardous Mat., Mgmt. Skills, Mfg. Skills	14	8-60	0	\$520	*\$11.30
				Weighted Avg: 20			

*It will be made a condition of contract that the trainees in this Job Number will never be paid less than the statewide minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table.

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Fresno
- Occupations to be Trained: Administrative Staff, Sales Representative, Citrus Farmer, Packing Staff, Horse Farmer, Cattle Farmer, Supervisor, Manager
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$3.23 per hour Job #2: \$2.30 per hour

SUBCONTRACTORS

- Development Services: Strategic Business Services, LLC, Visalia, provided development services for a flat fee of \$3,500.
- Administrative Services: Strategic Business Solutions, LLC will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Booth Ranches LLC (Booth Ranches) (www.boothranches.com) was founded in 1957 and is family-owned and operated. The Company's main product is oranges, which are grown on 8,500 acres located in Fresno and Kern Counties. The oranges are sold to food markets and

retail chain stores throughout the Western United States. In addition, Booth Ranches operates two other divisions, Horse and Calf/Cattle Division. These divisions sell horses and cattle throughout the Western United States.

Booth Ranches has three locations within Orange Cove that will participate in training under this proposal. This is the second ETP-funded agreement for Booth Ranches.

Training Plan

Booth Ranches first ETP project focused on increasing production efficiency. The Company was able to make improvements by investing in production equipment such as new case and labeling equipment, packaging equipment and an In-Scan bar code scanning system. Although some of the curriculum topics are similar in this new proposal to the previous contract, trainees will not repeat training. Similar training topics will be advanced versions to further improve internal processes. Booth Ranches is undergoing significant changes due to drought conditions and out-of-state competition. To remain competitive, Booth Ranches will train staff in a diverse array of skills to ensure sustainability. New skills will allow staff to increase production and reduce water usage by increasing efficiency.

Training will focus on improving Lean processes and sustainable farming practices. To meet these goals, the Company is installing new irrigation systems and harvesting equipment in the Fall of 2015. In addition, Booth Ranches is going live with new operations and inventory management software programs in August 2015.

The Company also plans to deliver training on the repair and maintenance of wind machines, hazardous materials, account development, customer service, pest control and agronomy.

Booth Ranches training will be delivered via Classroom/laboratory, Videoconference and E-Learning. Trainees will receive up to 60 hours of training. To decrease the costs associated with training, Booth Ranches may use Videoconference and E-Learning training amongst the three participating locations in Orange Cove.

Business Skills: Training will be delivered to Administrative Staff, Sales Representatives, Supervisors and Managers. Training will focus on exceptional customer service to ensure repeat customers. Additionally, trainees will learn sales techniques, projecting, special orders and issue resolution. Trainee topics include Account Development, Customer Service and Sales Skills.

Commercial Skills: Training will be delivered to Citrus Farmers, Packing Staff, Horse Farmers, Cattle Farmers, Supervisors and Managers. Training will focus on the installation of a new irrigation system, the wind machines servicing and identifying crop and livestock needs. Training topics include Wind Machine Repair and Maintenance, Agronomy Best Practices, Pest Control Best Practices, Irrigation System Installation and Management, Fall Protection and Respiratory Protection.

Management Skills: Training will be delivered to Managers and Supervisors. Training will focus on a single course topic, Strategic Planning, which will provide leaders with the ability to plan and implement realistic and achievable company goals.

Computer Skills: Training will be delivered to all occupations. The goal is to improve efficiencies with the use of current software programs and to provide staff the skills necessary to operate the new software. Training topics include Agknowledge Software, In-Soft Software, In Scan Software and Tableau Software.

Manufacturing Skills: Training will be delivered to Citrus Farmers, Packing Staff and Supervisors. Booth Ranches is updating the equipment used to harvest fruit. Training will be focused on the operation and maintenance of equipment necessary to harvest and package oranges. Training topics include Mechanized Harvesting Equipment Operation, Production Equipment Safe Operation and Maintenance, Materials Handling Equipment Training and Fork Lift Training.

Continuous Improvement: Training will be delivered to all occupations and introduce Lean principles in all areas of the Company. Phase one will focus on basic Lean concepts to improve efficiency and management of resources, while reducing wastes. In addition, Sustainable Farming Practices will provide staff with training on water management, crop diversification, soil management, and renewable energy options. Training topics will include Lean Processes, Food Processing Safe Practices and Sustainable Farming Practices.

Hazardous Materials: Training will be delivered to all occupations, excluding Administrative Staff and Sales Representatives. Staff will receive training on the proper handling, storage, transport and clean-up of hazardous materials.

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 Fresno County qualify for HUA status under these standards. Booth Ranches is requesting a wage modification to \$11.30 per hour for 14 trainees in Job Number 2. The 82 estimated trainees in Job Number 1 will meet ETP's standard minimum wage requirement of \$15.07 per hour.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by Booth Ranches under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET14-0114	\$52,290	8/01/13 – 7/31/15	97	25	25

Currently, ETP Online Tracking shows 3,074 reimbursable training hours. The Contractor anticipates earning 100% as all 25 trainees who completed training are expected to complete the 90 day retention period successfully. Booth Ranches has not yet submitted a final invoice and \$0 is Earned – Approved. Booth Ranches is waiting until all trainees have completed retention and has until August 30, 2015 to submit a final contract close-out invoice.

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

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- ❖ Account Development
- ❖ Customer Service
- ❖ Sales Skills

COMPUTER SKILLS

- ❖ Agknowledge Software Training
- ❖ In-Soft Software Training
- ❖ In Scan System Training

COMMERCIAL SKILLS

- ❖ Wind Machine Repair and Maintenance
- ❖ Agronomy Best Practices
- ❖ Pest Control Best Practices
- ❖ Irrigation System Installation and Management
- ❖ Fall Protection
- ❖ Respiratory Protection

CONTINUOUS IMPROVEMENT

- ❖ Lean Processes
- ❖ Food Processing Safe Practices
- ❖ Sustainable Farming Practices

HAZARDOUS MATERIALS

- ❖ Hazardous Materials Handling
- ❖ Hazardous Materials Storage
- ❖ Hazardous Materials Transport
- ❖ Hazardous Materials Clean-up

MANAGEMENT SKILLS (Managers/Supervisors Only)

- ❖ Strategic Planning

MANUFACTURING SKILLS

- ❖ Mechanized Harvesting Equipment Operation
- ❖ Production Equipment Safe Operation and Maintenance
- ❖ Materials Handling Equipment Training
- ❖ Fork Lift Training

E-Learning Hours

0-60

COMPUTER SKILLS

- ❖ Agknowledge Software Training
- ❖ In-Soft Software Training
- ❖ In Scan System Training

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

Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.