



**Training Proposal for:
Brush Research Manufacturing Co., Inc.**

Small Business \leq \$50,000

ET15-0293

Panel Meeting of: August 22, 2014

ETP Regional Office: North Hollywood **Analyst:** J. Romero

CONTRACTOR

- Type of Industry: Manufacturing

 - Number of Full-Time Employees
 - California: 85
 - Worldwide: 85
 - Number to be trained: 43

 - Out-of-State Competition: Competitors Outside CA
 - Special Employment Training (SET): Yes No
 - High Unemployment Area (HUA): Yes No
 - Turnover Rate: 6%
 - Repeat Contractor: Yes No
- Priority Industry: Yes No
- Owner Yes No

FUNDING

- Requested Amount: \$49,192
- In-Kind Contribution: \$68,254

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, Literacy Skills	43	8-50	0	\$1,144	\$16.04
				Weighted Avg: 44			

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Los Angeles
- Occupations to be Trained: Packaging/Shipping Staff, Production Staff, Manager/Supervisor, Administration Staff, Maintenance Staff
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$1.75 per hour

SUBCONTRACTORS

- Development Services: Assured Incentives Group (AIG) in San Clemente assisted in the ETP application process for a flat fee of \$4,035.
- Administrative Services: AIG will provide administration services for an amount not to exceed 10% of payment earned.
- Training Vendors: To Be Determined.

OVERVIEW

Founded in 1958, Brush Research Manufacturing Co., Inc. (BRMC) is a designer and manufacturer of high quality industrial brushes of varied size, grit and abrasive type. Their products are used in metalworking, heavy-duty cleaning, surface finishing and prep, deburring and corrosion removal. BRMC's product line includes honing tools, abrasive nylon brushes, deburring and automotive brushes, power brushes, twisted-in-wire brushes and Flex-Hone Tool which are distributed to aerospace, firearms, industrial manufacturing and automotive industries.

This will be BRMC's first ETP Agreement. There are four major reasons driving the need for training: changes in quality requirements, competitive landscape, aging workforce and new technology.

Quality Requirements: With the release of a new ISO standard in 2015, this ETP-funded training will get the Company's staff in line with the current system and will facilitate an easier transition once the new ISO standard is released. It will help expand the number of internal auditors within the Company and push the responsibility out to the shop floor.

Competitive Landscape: This ETP-funded training will allow BRMC to reduce change-over and cycle time in order to compete with larger companies with stronger buying power and links to overseas factories who provide cheaper labor.

Aging Workforce: BRMC takes pride in its low turnover, owing to loyal employees that have stayed with the Company through the years, and have become highly skilled artisans but will eventually need to be replaced. BRMC foresees the need to bring less experienced employees up to a skill level required to back up, replace or expand the capabilities on each of the machines in the plant, in preparation for these senior employees retiring.

New Technology: There are a number of machines that are relatively new to our workforce. Subsequently, the productivity of staff when using these will improve once formal training under this Agreement can be provided.

Training Plan

The Company will start training upon approval of this project which will be delivered by a combination of in-house staff and outside vendors. This ETP-funded training will increase the number of ISO9001:2008 trained employees in their current core group, as well as prepare supervisors and subordinate staff to understand the procedures and processes needed in identifying non-conforming parts that reduces exposure to potential lost lots, wastes and rework. In addition, the skills that will be acquired from the cross-training in manufacturing skills, business skills, literacy skills, and computer skills will help facilitate more efficient processes within the Company.

Business Skills: Training will be offered to Administration Staff and Managers/Supervisors to acquire skills and techniques on how to communicate effectively and resolve problems. It will also provide them with a deeper understanding of pricing, costing and profit models used in the Company, which is vital information in negotiating with customers and conveying information to internal staff.

Literacy Skills: Training will be offered to Managers/Supervisors, since they are responsible for the documentation quality system and ERP system, they need training in ESL- Management Reporting and ESL-Management & Production- Specific Language.

Computer Skills: Training will be offered to Administration Staff, Packaging/Shipping Staff and Manager/Supervisors. The ERP system runs the entire core of the business. All trainee occupations will be trained and made familiar on how to navigate and use the system so they will be more confident and competent in accessing the system to fully utilize it for the entire business operation. Additional elements in reporting and tracking capabilities will be added to the software which will require staff to train on these as well.

Manufacturing Skills: Training will be offered to Production Staff and Maintenance Staff. BRMC aims to have redundancy on all machines, which means that production and maintenance staff will cross train on all machines currently being used in the manufacturing process. Familiarity with a majority of the machines will assure employee support during lean months and maintain the flow of the production process.

Continuous Improvement: Training will be offered to Administration Staff, Packaging/Shipping Staff and Managers/Supervisors. Trainees have to learn both basic and advanced continuous Improvement to keep processes moving efficiently throughout the plant with a low error rate. This training will not only implement technical efficiency, but also communicate the value of time and movement saving efforts.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8 – 50

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Performance (Job costing & department budgeting)
- Coaching
- Communication
- Customer Service
- Conflict Resolution
- Sales Techniques
- Product Knowledge

COMPUTER SKILLS

- Expandable Manufacturing Software
- Inventory control
- Sales & Customer Relationship Management
- Purchasing
- Electronic Quality Management System Records
- Production Scheduling
- Key Performance Indicators (KPI) Dashboards

CONTINUOUS IMPROVEMENT

- ISO9001:2008 Non-conformances, Error Reporting Procedures
- ISO9001:2008 Shop Floor Corrective Actions
- ISO9001:2008 Internal Auditor
- Advanced Testing Procedures
- Lean Production Workflow (5s & Kaizen)
- Process Control/Improvement

MANUFACTURING SKILLS

- Metal Prep
- Twisting & Trimming procedures
- Machine Set-up & Changeover
- Final Assembly Techniques
- Abrasive Adhesion Procedures

LITERACY SKILLS (VESL)

- Written Record-keeping
- Employee Performance Coaching
- Quality Management Vocabulary
- Manufacturing Vocabulary

Literacy Training cannot exceed 45% of total training hours per-trainee
Safety Training will be limited to 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 50 total hours per-trainee, regardless of method of delivery.
