PANEL PACKET

JULY 2015

STATE OF CALIFORNIA

ETP

EMPLOYMENT

TRAINING PANEL

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State of California

M e m o r a n d u m

To: Panel Members

Date July 24, 2015

From: Stewart Knox
Executive Director

File: Panel Memo Doc.

Subject: **Directions to Meeting Site**

The Employment Training Panel will meet on FRIDAY, **July 24, 2015 at 9:30 a.m.**

California Environmental Protection Agency
Coastal Hearing Room, 2nd Floor
1001 I Street
Sacramento, CA 95814
Telephone (916) 327-5640 (ETP Central Office)
FAX: (916) 445-5972 (ETP Central Office)

Directions to the California Environmental Protection Agency - Coastal Hearing Room

From Sacramento International Airport:

- Take **Hwy 5** South
- Exit on **"J" Street** to **11th St.**
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**

From San Francisco

- Take **I-80 E**
- Merge onto **I-5 N**
- Exit on **"J" Street** to **11th St**.
- Turn Left on **11th Street**
- Turn Left on **I Street**
- **1001 I Street**

M e m o r a n d u m

To: Panel Members

Date July 24, 2015

From: Stewart Knox
Executive Director

File: Mtg. Site Memo

Subject: **Future Meeting Sites**

August 28, 2015	**California Environmental Protection Agency** **Time: 09:30 AM** **Sierra Hearing Room, 2nd Floor** **1001 I Street** **Sacramento, CA 95814**
September 25, 2015	**California Environmental Protection Agency** **Time: 09:30 AM** **Coastal Hearing Room, 2nd Floor** **1001 I Street** **Sacramento, CA 95814**
October 23, 2015	**New City Hall – Sacramento** **Time: 09:30 AM** **Council Chambers, Room 1103, 1st Floor** **915 I Street** **Sacramento, CA 95814**
December 4, 2015	**New City Hall – Sacramento** **Time: 09:30 AM** **Council Chambers, Room 1103, 1st Floor** **915 I Street** **Sacramento, CA 95814**

NOTICE / AGENDA

MEETING TIME/PLACE

Friday, July 24, 2015 at 9:30 a.m.
California Environmental Protection Agency, 1001 I Street
Coastal Hearing Room 2nd Floor
Sacramento, CA 95814
Phone: (916) 327-5640

AGENDA

9:30 a.m.	Call to Order by Chair • Roll Call • Agenda • Minutes	Barry Broad
9:45 a.m.	Report of the Executive Director • Legislative/Budget/Other • Request Motion to Delegate in Event of Loss of Quorum/Action • Request Motion to Adopt Consent Calendar Projects/Action	Stewart Knox
10:00 a.m.	Report of General Counsel	Maureen Reilly
10:15 a.m.	Review and Action on Proposals	Gregg Griffin Diana Torres Creighton Chan Willie Atkinson
11:45 p.m.	Strategic Plan	Mario Maslac
12:00 p.m.	Public Comments	
12:15 p.m.	Public Meeting Adjourns	

The notice of Panel Meetings is also available on the ETP website (www.etp.ca.gov). The times shown here are estimates, and may be changed at the meeting.

The dollar amounts shown here are subject to change up to and including the date of the Panel Meeting. Other changes may also occur (e.g. withdrawn). Please continue to assess this page for updated information.

If the Panel does not have a quorum, it will meet as a subcommittee of the whole at the same time and place. That subcommittee will hear the items identified on this Agenda, but cannot vote or take action.

Special accommodations (i.e., sign language, interpreter, accessible seating) may be requested by contacting ETP at least seven days prior to the meeting date. Please contact the Executive Office at (916) 327-4485.

REVIEW AND ACTION ON PROPOSALS

These funding proposals are listed by Regional Offices and do not reflect the actual order of presentation. They will be considered by the Panel in accordance with a Table of Contents to be published on the ETP website no later than Monday, July 20, 2015 although the Panel may still change the order at the meeting.

North Hollywood Regional Office

California Labor Federation, AFL-CIO (AB118)----------$1,341,300
California Manufacturing Technology Consulting ----------$1,199,745
Employers Group---------- $535,788
Glendale Community College Professional Development Center-------- $826,270
International Rectifier Corporation ---------- $402,886
Karl Storz Endoscopy-America, Inc.---------- $508,848
Medway Plastics Corporation ---------- $160,560
Meggitt (North Hollywood), Inc. ---------- $749,372
NTMA Training Centers of Southern California----------$1,199,952
San Bernardino Community College District ---------- $949,962
South Bay Workforce Investment Board (Occupational Safety Councils of America) ---------- $199,050
Sysco Los Angeles, Inc. ---------- $255,600
Woodward HRT, Inc. ---------- $337,590
Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Investment ---------- $949,522

San Diego Regional Office

Simpson Strong-Tie Company Inc. (Amendment) ---------- $136,800

San Francisco Bay Area Regional Office

Burr Pilger Mayer, Inc. ---------- $211,900
City and County of San Francisco ---------- $514,476
Joint Apprenticeship and Training Committee of the Plumbing and Pipe Fitting Industry of San Mateo County---------- $386,124
Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties ---------- $642,410

Sacramento Regional Office

A. Teichert & Son, Inc. ---------- $329,076
Bay Alarm Company (Amendment) ---------- $156,000
Butte-Glenn Community College District ---------- $404,493
California Tooling and Machine Apprenticeship Association ---------- $80,080
ConAgra Foods, Inc.---------- $304,000
Diamond Foods, Inc.---------- $434,484
Fresno Surgery Center, LP dba Fresno Surgical Hospital ---------- $229,920
Sunrise Medical (US) LLC---------- $280,350

PROPOSALS APPROVED
BY DELEGATION ORDER FOR 06/17/2015 – 07/14/2015

≤ $100,000	Approved Date	Approved Amount
North Hollywood Regional Office		
Dow-Key Microwave Corporation	06/24/15	$21,816
Merle Norman Cosmetics, Inc.	06/24/15	$98,280
Parker Diving Service LLC	06/16/15	$36,340
The Wonderful Company LLC	06/24/15	$86,625
San Diego Regional Office		
Moore Benefits, Inc. (Amendment)	7/2/2015	$3,344
QCM, Inc. dba Veris Manufacturing (Amendment)	06/25/15	$18,980
Valley Box Co., Inc.	07/01/15	$26,624
San Francisco Bay Area Regional Office		
Environmental & Occupational Risk Management, Inc.	07/08/15	$33,600
Sacramento Regional Office		
Euromarket Designs, Inc. dba Crate and Barrel	06/24/15	$62,700
Flowers Baking Co. of Modesto, LLC	06/17/15	$99,760
ISR Holdings, Inc.	06/25/15	$33,880

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL MEETING
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room – 2nd Floor
Sacramento, CA 95814
June 26, 2015

PANEL MEMBERS

Barry Broad
Chair

Janice Roberts
Vice-Chair

Gloria Bell
Member

Sonia Fernandez
Member

Leslie McBride
Ex-Officio Member

Edward Rendon
Member

Sam Rodriguez
Member

Executive Staff

Stewart Knox
Executive Director

Maureen Reilly
General Counsel

STATE OF CALIFORNIA
EMPLOYMENT TRAINING PANEL MEETING
California Environmental Protection Agency
1001 I Street
Sierra Hearing Room – 2nd Floor
Sacramento, CA 95814
June 26, 2015

Teleconference Location, Panel Member Ed Rendon Attending:
Omni La Costa Hotel
2100 Costa Del Mar Road
Carlsbad, CA 92009

I. PUBLIC PANEL MEETING CALL TO ORDER

Janice Roberts, Acting Chair, called the meeting to order at 9:38 a.m.

II. ROLL CALL

Present
Gloria Bell
Sonia Fernandez
Leslie McBride
Ed Rendon (via teleconference and text message)
Janice Roberts

Absent
Barry Broad
Sam Rodriguez

Executive Staff Present
Stewart Knox, Executive Director
Maureen Reilly, General Counsel

III. AGENDA

ACTION: Ms. McBride moved and Ms. Bell seconded the motion that the Panel approve the Agenda.

Motion carried, 5 - 0.

IV. MINUTES

ACTION: Ms. McBride moved and Ms. Bell seconded the motion that the Panel approve the Minutes from the May 21, 2015 meeting.

Motion carried, 5 - 0 carried.

V. REQUEST MOTION TO DELEGATE IN EVENT OF LOSS OF QUORUM

Mr. Knox asked for a motion for the Panel to delegate authority to the Executive Director to approve Proposals and other action items on the Agenda in consultation with the Panel or Vice Chair.

ACTION: Ms. McBride moved and Ms. Bell seconded the approval to delegate authority to the Executive Director in event of loss of quorum.

Motion carried, 5 – 0.

VI. REPORT OF THE EXECUTIVE DIRECTOR

Stewart Knox, Executive Director said, as Ms. Roberts noted, we apologize for any delays. We wanted to move forward with this meeting, and typically we're almost out of money by June. This meeting is a little bit rare, but we need to encumber the funds. Thank you for all your participation. We will get a chance to listen to all the proposals as usual. The Panel won't take action until 11 a.m. Again, we are doing this as a slate and the reason for doing that is to make sure that we have Mr. Rendon's participation via teleconference. He has already reviewed the documents, again, we're just following the rules of order.

Following the Panel meeting in May, we have a little bit larger Panel meeting this month, about $5.5M with another $712,000 in Delegation Orders before you. I will also give you an update on the pool of funds coming forward this Fiscal Year (FY) 2015/16 and where we are to date.

Today we have a mix of Single Employers and Multiple Employers Projects. Regional Office Managers Diana Torres, Gregg Griffin, Creighton Chan, and Willie Atkinson are here today to present the Proposals.

Regarding the budget for Alternative Fuel, as you know, we had $3M available this FY. After today, we will have about $1.6M remaining. On the RESPOND project, our Assistant Director, Peter Cooper, will give us an update on the drought funding. After today's meeting, we have one change, but we will have zero dollars left in the RESPOND funding. This is good news; the $2M is out in the communities and Mr. Cooper will give us an update on that matter.

Regarding CORE funding, to date, the Panel has committed over $82M to over 399 projects with 58 amendments this year. This is one of the largest releases we've had in the last 10 years. The staff and Panel have been working very hard to get the money out.

To date, the Panel will consider an additional $5.1M in proposals with another $712,000 approved by Delegation Order. Should the Panel approve all the projects today, we will have zero dollars remaining in this year's fiscal allocation, which is exactly what we needed to do to encumber those funds.

Under Delegation Order, Small Business was reduced to $50,000, and other proposals were capped at $100,000 to be approved by the Executive Director on a continuous flow basis, and as of today we have 14 projects totaling over $712,000.

For the FY 2015/16 program funding, we have approximately 334 project applications submitted in the first round on April 1, 2015, and the second round on May 1, 2015, with a value of over $58M. We are right on track in terms of moving the money out. Financially we look very strong. That leaves us over $30M left in funding moving forward.

Regarding the Fund Status Report, Mr. Knox said, basically what you're seeing before you is what we have discussed in the past. We will have a discussion about the fund status, possibly in our August or September meeting. Currently, the report shows the zeroing out of the encumbered funds for this year. Everything will be encumbered. What we've done is added more dollars to the prior contract liabilities going into the next FY, for the $27M. We still anticipate allowing extra dollars moving into the next FY. So we're standing with $90.5M in release, which is what the Panel approved back in March 2015. We'll stand with that until we get our figures assured up.

Potential funding of applications and demands by contracts are still in the regional offices. Single Employer Contracts requests are $35M; the Panel has approved $45M for that allocation, and we have about $35 currently in demand. Multiple Employer Contracts requests are about $12M in demand; $20M in allocations. Small Businesses have $$3.3M in demand; $6.5M in allocations. Critical Proposals is at $1.4M in demand and we have about $8M in allocations. Apprenticeships are at $6.5M in demand with over $12M in allocations. We're looking very strong. I don't see any issues there.

Regarding the number of projects remaining in the regional offices today: Single Employers 44, MECS 16, Small Business 48, Critical Proposals 4, and Apprenticeships 6; total of 118. AAU by category: Single Employer Contracts 99; MECs 17; Small Business 79; Critical Proposal 2, and Apprenticeship 19; total of 216. Almost half of all the projects are getting pushed out to the regional offices, so if you haven't been contacted by our staff, I'm sure you will be hearing from them shortly.

VII. MOTION TO ADOPT CONSENT CALENDAR PROJECTS

Ms. Roberts asked for a motion to adopt Consent Calendar Items #1 through #6.

CPH Hospital Management, LLC dba Coast Plaza Hospital	$150,336
Matsuda's by Green Acres, LLC	$109,206
Nor-Cal Beverage Co., Inc.	$135,900
Simpson Strong-Tie Company, Inc.	$161,250
Tiger Lines, LLC	$150,480
Westech College	$374,465

ACTION Ms. McBride moved and Ms. Bell seconded the approval of Consent Calendar Items #1 through #6.

Mr. Rendon voted aye via teleconference and text message.

Motion carried, 5 – 0.

VIII. REPORT OF GENERAL COUNSEL

Maureen Reilly, General Counsel had nothing to report.

IX. UPDATE OF RAPID EMPLOYMENT STRATEGIES PILOT ON NATURAL DISASTERS (RESPOND)

Peter Cooper, Assistant Director, said first of all, we are very excited about this training program. It is reaching a lot of communities that need the support, both workers and employers, and we have used all of the $2M in this FY which is very good. I will go ahead and go over my presentation and hand it over to Marla Uliana, who will talk a little bit about what the community colleges are doing. As you all know we are entering the fourth year of a severe drought. The drought has cost more than half a million acres to be fallowed and thousands of farm jobs to disappear. This drought has had a huge impact on workers.

A University of California, Davis, study from May shows that more than 18,000 full time, part-time, and seasonal jobs have been lost. 2014 agriculture employment statistics show overall growth in the agriculture sector despite the drought, so this is really a situation of opportunity lost. Coastal and Sacramento Valley regions showed agricultural job increases. We know that some communities are really taking the brunt of this, like Tulare, which has seen severe water shortages and high unemployment.

Before you is the chronology of ETP's response to the drought. In January of 2014, Governor Brown declared a state of emergency. In April 2014, ETP received $2M from the omnibus drought legislation which appropriated $2M from the general fund. In May, ETP's Drought Committee held a public meeting to discuss strategies on administering and using the $2M. In June 2014, ETP implemented a new training, "Rapid Employment Strategy Pilot on Natural Disasters" (RESPOND), to guide a strategic and timely use of these funds. A lot of our policy does follow the direction of that. During the past year, we spent the entire $2M. We will continue to monitor and be involved with these projects to their completion to make sure that they are successful.

In regards to ETP's response to drought, the drought legislation directs that the funds be used to provide flexible training related services to workers and employers in localities designated by the Governor for drought or disaster relief. What we have done is divided the $2M drought general funds into two categories. The first half will go into an inter-agency agreement with the community college Chancellor's office. This piggybacks on the agriculture sector navigator system and the training program they already have placed in the Central Valley. The other half will go towards the more traditional ETP contracting model and

system. We will continue to have some core funds available that we can use to help the agricultural industry with projects that are related to the drought as.

One of the goals of RESPOND has been to focus resources on targeted regions, and do this as quickly as possible. Just a side note, there were quite a few goals tied to these funds; we've done a good job of meeting those goals. One of the goals was to get the dollars spent in the FY, and as you can see we really hit on most of the goals that are tied to the general funds. The other goal is to try and assist with transition to sustainable practices, and as you know we are now entering the fourth year of drought. It has become more obvious that this is how the state's economy is going to have to function, being more cognizant of water use. We think that the sustainability of this program is really important and something that can be able built upon.

The drought general fund under RESPOND is different than our Core Funds. The drought fund provides flexible training support in communities; it's really more focused on geographical areas that are impacted by the drought. It can also be used to support public sector employers and entities including colleges, cities, counties, water municipal districts, but not our typical training suppliers that we have under the core program.

We have developed two tracks for the drought general fund under RESPOND to target the impacted regions. Track 1 targets the 24 impacted counties designated by the Governor's office which are Siskiyou, Modoc, Lassen, Tehama, Glenn, Butte, Sierra, Lake, Colusa, Sutter, Yuba, Yolo, Amador, San Joaquin, Stanislaus, Santa Cruz, Merced, Madera, San Benito, Fresno, Monterey, Kings, Tulare, and Kern. Track 2 targets community colleges focused on the Tulare Lake Basin and the San Joaquin Valley. The 24 counties mentioned are in studies from the California Department of Food and Agriculture which designated them as the most severely impacted by the drought back in the spring of 2014. This is based on the unemployment rate in the county, as well as economic activity and the agricultural sector. If we were to get more funds for these programs, we will obviously look at the new list of impacted counties as the drought has spread throughout the state of California, and not just 24 counties.

Mr. Cooper said, Track 1 is really focused on the $1M fund that is going through our typical ETP contracts. They're handled in an expedited fashion as Critical Proposal; they have to be within the region of the 24 counties. Support costs are higher, up to 20%; reimbursement rates can go up to $26 per hour. The one thing that I wanted to highlight here is the retention model. We provide the opportunity for a portfolio model so that 70% of the funds can be earned after it's documented that training has taken place, and then the remaining 30% after placement. This is one of the recommendations coming out of the drought committee that convened earlier to guide our policy implementation.

Five contracts have been funded under Track 1. We have spent all of the $1M on this track. The Cal Poly Corporation $234,240, in San Luis Obispo; they are really the pre-eminent training program for irrigation technology in the State. We are very happy to partner with them. The other contracts are: Kern Community College District $233,220, Sacramento Area Regional Technology Alliance $287,000, Butte-Glenn Community College $117,520 and Local Government Commission (LGC) $127,880. LGC, I just want to highlight this one, I think it's very interesting because they are a non-profit membership organization with the

cities and counties. They are able to really serve the public sector in dealing with things like environmental planning and urban planning that is really needed to affect urban consumption.

Occupations that are included within the five contracts that have been funded under Track 1 are irrigation specialist, crop specialist, farmworker, environmental conservation engineer, landscape architect, production worker, urban planner, and water treatment specialists.

As far as Track 2, there are 6 community colleges that are in the Tulare Lake Basin: Modesto Junior College, Merced College, Fresno City College, Reedley College, College of the Sequoia's, and West Hills College of Coalinga. They're a part of the agricultural sector navigators; at this point I will hand it over to Marla Uliana who is administering this project on behalf of the Community College Chancellor's Office and Yosemite CCD. Ms. Uliana will discuss the program that they're working on together with ETP.

Marla Uliana, Director, Workforce Development

Ms. Uliana said, good morning Panel. I want to thank you for this funding source. This has allowed the community college to do some training for people that we normally would not reach out to or wouldn't collect in the normal classes that we offer. All of the trainings that we are doing have been vetted. They're career technical education programs so most of them have been embedded by employers, and it's what the employers need. As Mr. Cooper showed you on the slides earlier, the colleges go from Modesto all the way down to West Hills College of Coalinga. It's a very large geographical area and we came together originally under the direction of the sector navigator for the agriculture industry to put these chains together.

The programs that we are focused on are logistic and warehousing, irrigation technology, water treatment operation, food safety, industrial maintenance, manufacturing production technician, and qualified applicators license; and again, each one of the colleges chose trainings that were in demand in their local area. The certificates that are coming out of these trainings are party or industry-recognized certificates. Some are state certifications like the Qualified Applicator's License and Certified Agriculture Irrigation Specialists. The other items on the list like MSSC-Certified Logistics Associate, MSSC-Certified Logistics Technician, MSSC-Certified Production Technician, they all fall in the manufacturing skills standard counsel certificate and nationally recognized certificates in logistics and production manufacturing industries. Then we have the wastewater treatment plant operators - grades I & II, Hazard Analysis and Critical Control Points (HACCP), OSHA 10, and CPR/First Aid; these are the industry recognized certificates. There are also some college recognized certificates that industries local to those colleges have accepted as prospective employees that have certain levels of skills such as Merced College's Customer Service Academy; but the colleges are all doing college certificates whether or not they are industry recognized.

To give you a summary of where we are at today, we went through a series of meetings to put these programs together. We submitted our applications last year and got started in January. All the colleges started their first training, and most of the colleges are finishing up their training. Other colleges are in the beginning stage of their second training or have already started their second training. Some of the colleges are doing two separate trainings. For instance, Modesto is doing their first training, irrigation specialist, and that is still ongoing,

and now they are on their second training which is logistic warehousing. The logistics and distribution industry is rapidly growing Stanislaus County; that is why we chose that industry.

Currently, we have a couple of programs that are open, and we have partnered with the community to recruit students. We had a meeting a few weeks ago with some of our community partners, and Mr. Cooper was there. We had a discussion on how we're working with our community; all the colleges are working with the local Workforce Invest Board Agencies (WIB). In the Southern part of the region, it's called Proteus, everybody is working with the WIB Agencies, and there are Central Valley Opportunity Centers. Some of the colleges are working with their local food banks and churches for referrals. The local farm bureau, the state rehabilitation offices, different initiatives, the local initiatives, learned-earned reading. There are things that we don't do Modesto, but on some campuses, they have that connection. We are working with our community and we are getting our referrals from them, and some of our referrals are from college recruitment in the community. And these agencies also help us with the job placement. Some of the churches have job programs, the WIB agencies of course, and the CBOC's helping us with the job services, for all those who qualify for WIA. Again, I want to say thank you. This has been a really good project. It has brought all the colleges together, working together under one mindset and reaching out to this special population that we normally wouldn't target.

Miss Bell asked, are the trainings conducted during the day or evening? Ms. Uliana said, the trainings are done at different times, some of the trainings are done during the day, some are during the evening, and some of them are on the weekends. It's a mixed training, so if there are individuals that are working, they can fit training into their schedule. Another point that I didn't mention, we had a student, who resides in Stanislaus County and wanted to attend the training that's offered in Merced County; this training offers flexibility. Ms. Bell asked, are there any trainings offered on-site? Ms. Uliana said, they are not all offered in the college campus. Some of the trainings or pieces of the training are done at different sites in the community. For example, in Modesto, some of the components of our logistics program are in Patterson. We have a partnership with Patterson Joint Unified School District and the Stanislaus County Office of Education; we have those two sites that we use. Ms. Bell asked, are the trainings offered in English or Spanish? Ms. Uliana said, we don't offer Spanish classes at the moment. It is all done in English. Each of the programs had a vessel or ESL component to it, and what we have found is that we didn't need it. At the College of Sequoias, if a student came into an orientation and they didn't have the literacy skills or level to take the training, they were referred to a vessel or ESL. Every one of the colleges consistently said that they did that. However, the College of Sequoias is in the process of a program modification plan. One of the things that they are doing is strengthening their vessel program to target an ESL population, even if it's just a vessel or means to get to a point to attend some of the trainings.

Ms. Bell said, I just find it interesting, the irrigation and logistics, it's usually Spanish. Ms. Uliana said, it is interesting. We have an instructor in Modesto who wrote a Spanish training manual and textbook for solar installation. We are running that program right now, and we are finishing it up tomorrow. When I attended the orientation, I was going to use the instructor as an interpreter for me, but every one of them spoke fluent English. That's why we have found that we haven't had that need. Ms. Bell asked, are you looking, there's a possibility that there is a client based there? Ms. Uliana said, yes we are. We are working

through our CVOC's, that's how we recruited for the solar training program. A couple of the colleges have mentioned that they are working with their "El Concilio". So we are working with their agencies.

Mr. Cooper said, this is an issue that we have been working on. I have been working on this personally for the last couple of months. The California Office of Planning and Research (OPR) has an ombudsman that works with the farmworker community. I've been meeting with them on a regular basis to see how our program can address the needs of the Spanish-speaking populations in the Central Valley. One of the inputs was doing the brochure in Spanish. We are distributing them both at the local level through the community colleges and their networks, as well as with an advocacy coalition at the State level where I'm working with groups like California Rural Legal Assistance Foundation, with *La Cooperativa*, and with a number of others. The funds are limited, and the time period is limited, that's our challenge. We have the $1M, and what would be wonderful, and I think we might have this opportunity in the future, would be to use this as an example to build it out so that we can take this model, expand it in the coming years if the drought goes on, and have a much more robust ESL vessel component at the front end, so that somebody who is learning English as a second language can get to the proficiency level so that they can take these technical classes in English, because the tests, the industry recognized certifications are administered in English. We can really create that pathway. That's the long-term vision and goal. I'm hoping that we can get more funding for the program. In the meantime we're figuring out what we can learn in working with those advocacy groups and in the communities.

Ms. Bell said, thank you, Mr. Cooper.

Ms. Fernandez said, what I would like to see, if we get that additional funding, is maybe reconvene our subcommittee, because there were initiatives and proposals that were made as a subcommittee that have not been addressed because they were other priorities. I would like to, hopefully, come together again and address some of those ideas and proposals that we made because I think that we can do a lot more good in the actual groups that we haven't reached yet. Mr. Cooper said, certainly.

Ms. Roberts said, Marla, I actually worked in Modesto for many years. I worked for a large manufacturing plant and worked with Pedro Menendez. All these certifications are great and working for a manufacturing plant, that's exactly what we're looking for. One thing I noticed, you didn't mention forklift certifications or even truck driver certification. Companies are always targeting those two big areas, I don't know if you're looking into that. Ms. Uliana said, in the warehouse and distribution training, the forklift certification is actually provided by the company. We are unable to certify. We do offer a lift truck safety and training course, so when they go to an employer and apply for a job, the employer knows that they have had the training and they can be certified. Ms. Roberts said, that is something we look for because we do hire a lot of people in the warehouse. Even though we know that we have to certify them on our own regulations, having that already prefaced, it makes a good story for them to go in with. And I don't know about truck drivers, we're really in need of over the road drivers, I don't know if you looking into that as well. Ms. Uliana said, that is something Mr. Menendez, my supervisor, and I have been talking about. Right now in Modesto there are a lot of truck driving companies and schools. West Coast College does have a truck driving school and

that was one that I thought they were going to change and use their truck driving as their second training; but so far they haven't mentioned if they are looking at that.

Ms. Roberts said, I know we have a relationship with Modesto community college and we do have a big waste water facility and big solar fields, if there are interested on a field trip, you can definitely contact the manager there, it's a Frito-Lay plant.

Ms. Fernandez asked, do you help with job placement? Ms. Uliana said, I'll speak for Modesto. We do job development with our technical education students, and these students for us, fall into that. It's not necessarily a deliberate job placement program, we partner with our WIB's for this project to do that. At Modesto, we do have somebody, when we get job leads, we look at all of our candidates that we have trained in the past or who are in training currently, and we'll then give those job leads. Sometimes we have employers come on campus and do recruitment specifically for the technical education students. Ms. Fernandez asked, what is the salary that someone should be making, dollar wise, once they complete the training, how does it benefit them? Ms. Uliana said, it depends on the training background. I do not have all those specific salaries, but a lift truck operator, going to a company like Amazon that opened in Patterson last year, would probably start at around $14 an hour. A wastewater treatment operator would be making, of course, much more than that, somewhere in the $40,000 to $50,000 a year. It just depends on what the training is. Ms. Fernandez said, thank you.

Ms. Bell asked, in your opinion, is this training more manufacturing related than agriculture? Ms. Uliana said, I would say it's probably almost 50-50. Ms. Bell said, but the agriculture worker speaks Spanish, I'm a little confused here. It seems like it's more on the manufacturing side, and I can understand the English language students for to the agricultural side; and on the picture on the brochure, it seems more on the agricultural side.

Mr. Cooper said, one of the directions that we got from the committee on drought was, not only to focus the training geographically, but also to try to find a training that leads to a job. The criteria for somebody coming in and receiving this free training through the colleges, one of the criteria was not what sector you are in. It's an "if you have been impacted by the drought" situation. They self-certify, so we do have a mixture between maybe half from the agricultural sector and maybe 15% or 20% from the service sector; some manufacturing and then some that decline to state on their application forms. We actually asked them to write down their current or former employer, and I've been looking at those. Also we consider the language that they speak at home. We have a real mix depending on the community college. Ms. Bell said, thank you. It sounds like it's an opportunity, like you mentioned earlier.

Ms. Roberts said, Ms. Uliana and Mr. Cooper, thank you very much. This is very enlightening, that we have a great relationship with the community college. Thank you for really implementing this program.

X. REVIEW AND ACTIONS ON PROPOSALS

Single Employer Proposals

(Mr. Rendon confirmed that he was still on the teleconference call prior to the presentation of Proposals.)

Costa Mesa Healthcare, Inc. dba Newport Sub-Acute Healthcare Center

Greg Griffin, Manager of the North Hollywood Regional Office, presented a Proposal for Costa Mesa Healthcare, Inc. dba Newport Sub-Acute Healthcare Center (Newport or Center) in the amount of $191,520. Newport is an assisted–living facility that specializes in providing skilled nursing care and rehabilitation for the elderly. The Center is located in Costa Mesa.

Mr. Griffin introduced Colene Oates, RN, Director of Nursing.

ACTION: Ms. McBride moved and Ms. Fernandez seconded the approval of the Proposal for Costa Mesa Healthcare, Inc. dba Newport Sub-Acute Healthcare Center in the amount of $191,520.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Meggitt (North Hollywood), Inc.

Mr. Griffin said, Meggitt (North Hollywood), Inc., Tab #8, has been withdrawn for consideration next month. There were changes and adjustments in their corporate structure in terms of leadership and they would like to take some time to reconsider. They will come back in July.

Quinn Group, Inc.

Mr. Griffin presented a Proposal for Quinn Group, Inc. in the amount of $224,098. This will be the fourth Agreement between ETP and Quinn Group, Inc. (Quinn). The Company provides manufacturing, repair, and rental services for heavy construction equipment, and specializes in component rebuild.

Mr. Griffin introduced Michael Lande, Director of Human Resources.

Ms. Roberts said, I have a few concerns, and it's mostly about performance. I know that this was addressed in the Panel packet. You have a lot of job classifications in the packet, and it's quite extensive. What will you do differently to get your success rate up higher than the previous contract? Mr. Lande said, we've built a new manufacturing facility which is 250,000 square feet, and that caused the delay and we weren't able to train all of employees on the last contract. Now that that's fully functional, of course, with the growing construction industry, we would be able to hit that target. Also, the fact that the threshold has been moved down from 24 hours to 8 hours, we feel very confident that we can make that number.

There were no further questions from the Panel.

ACTION: Ms. Bell moved and Ms. McBride seconded the approval of the Proposal for Quinn Group, Inc. in the amount of $224,098.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

BAE Systems San Diego Ship Repair, Inc.

Diana Torres, Manager of the San Diego Regional Office presented a Proposal for BAE Systems San Diego Ship Repair, Inc. (BAE-SDSR) in the amount of $834,160. BAE-SDSR is designated as a Critical Proposal (CP) by the Governor's Office of Business and Economic Development (Go-Biz). The requested funding is for FY 2015/16, therefore the funding is within the new CP caps coming for next FY. This Agreement will start after July 1. 2015.

Ms. Torres introduced Bob Koerber, Vice President and General Manager, Jessica Alvarez, Training Manager, and Thomas Bright, Bright Training Systems.

Ms. Fernandez asked, have there been any efforts made, since you're in the San Diego area to hire veterans? Mr. Koerber said, yes. In fact, I was on a panel just this past week with the Economic Development Council. We had three mayors present and that was one of the topics; we do recruit those individuals. They come to us for the lab experience, they know the ship port systems, so it doesn't take as long to get them up to speed to support the industry; it's a win-win; we very heavily recruit the veterans. Ms. Fernandez said fantastic.

Mr. Koerber said, we talked about hiring 200 people. As of Monday, I am currently at 1683, by April, I need to have 3000 employees. That's confirmed work for the poor. It's not work that we're bidding on, it's already confirmed. It's a significant increase in the number of the personnel.

Ms. Roberts asked Ms. Torres, on the critical proposal on substantial contribution, I just want to make sure, is this a precedent on any critical proposal? Ms. Torres said, no, not at all, this is within your purview and you've done this multiple times, with the justification that you feel is adequate. Ms. Roberts said, if for some reason they should come back again, and it's another critical proposal, how would we address that? Ms. Torres we can handle it all over again.

ACTION: Ms. Fernandez moved and Ms. McBride seconded the approval of the proposal for BAE Systems San Diego Ship Repair, Inc. in the amount of $834,160.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Rambus Inc.

Creighton Chan, Manager of the Foster City Regional Office, presented a Proposal for Rambus Inc. in the amount of $177,480. Rambus Inc. is an Intellectual Property (IP) company. Their business model is to discover and patent new and faster ways to communicate in the semiconductor world and license their IP to companies that fabricate semiconductor chips.

Mr. Chan introduced Nichole Gise, Human Resource Program Manager, Yvonne Saucedo, Human Resource Senior Director, and Rob Campbell, ADP.

There were no questions from the Panel.

ACTION: Ms. Bell moved and Ms. McBride seconded the approval of the Proposal for Rambus Inc. in the amount of $177,480.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

SavaSenior Care Administrative Services, LLC

Mr. Chan presented a Proposal for SavaSenior Care Administrative Services, LLC (SSC) in the amount of $422,928. SSC operates nursing and assisted living facilities that provide long-term and short-term care. Through facilities located in Carmichael, Newport Beach, Oakland, Pittsburgh, San Jose, and Tarzana, the Company provides skilled nursing care including physical, occupational and speech therapies; wound care; hospice care; rehabilitation; and Alzheimer's and Dementia services. SSC will be the lead employer and contract holder to coordinate the implementation and administration of training; however, it is not included in the proposed training plan. All participating facilities, including SSC, are owned by Holdco, LLC, the parent company.

Under SET, an employer is not required to demonstrate out-of-state competition. Trainees must earn at least the statewide average hourly wage at the end of the retention period. However for trainees employed in a priority industry, the Panel may modify SET wage up to 25% below the statewide average hourly wage. SSC is not requesting wage modification.

Mr. Chan introduced Rachelle Melecaio, Senior Director of Learning and Talent Development and Rob Campbell, ADP.

Ms. Roberts asked, do you have any CNA's at your facility? I don't see CNA's on the job trainee list; will they be training under this program? Ms. Melecaio said, we will be training CNA's through this program as appropriate per the requirements of the program. That's our direct and indirect care staff, to include our nurses, and rehabilitation therapists as well. I just want to make sure that we are staying to the requirements and standards that are specified by ETP. With all due respect, this is our first time so we are definitely stepping into this trying to make sure that we are directing this to the staff that needs to receive the training in order to deliver those care services.

Ms. Roberts said, in looking at wages, you seem to pay a higher wage, and usually when we look at CNA's, their wages are a little lower. We just want to make sure that you meet that requirement.

ACTION: Ms. McBride moved and Ms. Bell seconded the approval of the Proposal for SavaSenior Care Administrative Services, LLC (SSC) in the amount of $422,928.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

ICON Aircraft, Inc.

Willie Atkinson, Manager of the Sacramento Regional Office presented a Proposal for ICON Aircraft, Inc. (ICON Aircraft) in the amount of $315,540. This proposal for ICON Aircraft is designated a "Critical Proposal", as defined in Title 22, California Code of Regulations (CCR) 4402.2, by the Governor's Office of Business and Economic Development (Go-Biz). ICON Aircraft has already hired 105 trainees out of the 222.

Mr. Atkinson introduced Paul King, Director of Talent Acquisition, Tina Rulo, Human Resources Consultant, and Rocio Leo, Training Manager, CMTC.

Ms. Bell asked, will you be moving your operations from Tehachapi to Vacaville? Mr. King said, yes. Ms. Bell asked, how many people will you be relocating? Mr. King said, about 85 people will be relocating north of Vacaville from our Los Angeles and Tehachapi office. Ms. Bell asked, of the people that are staying behind, are you offering placement programs? Mr. King said, everybody was offered the opportunity to come to Vacaville. Some have chosen to stay in Tehachapi and Los Angeles for personal reasons. It's a big move, but they all have been offered retention packages to stay until we make this move.

Ms. Roberts said, I'm really excited that you're hiring 222 people up here in Northern California. Do you have a game plan going forward on how you're going to get the remaining 117 trainees? Mr. King said, our location is close to Travis Air Force Base and the opportunity is there. We've already attended job fairs and made some hires out of Travis AFB, were folks are accustomed to working with and maintaining aircrafts. One of our primary target is to hire veterans coming out of the Air Force. It's really looking at other employee bases in the area where we can bring people in and provide them training so they can work on the aircraft, build the planes and develop job skills around composite, painting, and general assembly.

Ms. McBride said, I encourage the Panel members to go online and visit their website, iconaircraft.com and watch the videos.

ACTION: Ms. Fernandez moved and Ms. McBride seconded the approval of the proposal for ICON Aircraft, Inc. in the amount of $315,540.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Sparta Consulting, Inc. dba KPIT Technologies

Mr. Atkinson presented a Proposal for Sparta Consulting, Inc. dba KPIT Technologies in the amount of $195,672. Sparta Consulting, Inc. was founded in 2007 in Folsom. The Company provides Information Technology (IT) services that focus on the installation of Enterprise Resource Planning (ERP) systems using Systems, Applications and Products in Data Processing (SAP) software.

Mr. Atkinson introduced Mike Snead, Sierra Consulting and Ajay Sharma, Vice President of Operations.

ACTION: Ms. Fernandez moved and Ms. Bell seconded the approval of the proposal for Sparta Consulting, Inc. dba KPIT Technologies in the amount of $195,672.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Villara Corporation

Mr. Atkinson presented a Proposal for Villara Corporation (Villara) in the amount of $219,360. Villara, formally Beutler Corporation, founded in 1947 and located in McClellan, is an HVAC contracting and sheet metal fabricating company. The Company provides renovation and construction services for residential and commercial customers. In addition, Villara provides structured wiring, security systems, home theaters, central vacuums, plumbing, electrical, solar, and fire protection.

This is Villara's third agreement; 16% of the funds were earned under the first Agreement. Under the new Agreement, their current active agreement, we right-sized them to what they earned. The reason they're coming forward today is because they have earned 100%; all trainees will be in complete retention before the start of the new Agreement.

Mr. Atkinson introduced Scott Sahota, Vice President of Construction and Lynn Hosokawa, Human Resources Director.

Mr. Sahota said, our first Agreement was unsuccessful, I understand the repercussions and we understand the concern on your part. I will not let that happen again. I am currently working with Lynn Hosokawa, Human Resource Director, and am personally running and overseeing the program, so the need is there; the desire to do the training is there, we have written all the manuals in preparation for this.

Ms. Roberts said, regarding your performance, the amount you had requested was very small; $12,000, $29,000. Now you're looking for 20 times more than that, you have a high turnover rate, it's within our numbers but it's close to 20%. You don't have anybody working on this outside of your company other than your HR person who will be tracking your progress. It is a big story, you have low wages so you have to manage all your job

classification; it may not be an easy as you may think. I'm just giving you some counsel on this because it is going to be a little bit more dynamic than you may think. If you need help or come across any obstacles, contact ETP staff immediately so that they can help you out through some of this because it is a little bit more than you may think that you can manage, especially with the amount of new hires that you have, your retention numbers and lower wages. Again, with the low wages, you have to meet the minimum standards when they come on board and I would assume that some of those would move up to the higher wages once they get established because you do have some that pay in $14-$15 range as well.

There were no further questions from the Panel.

ACTION: Ms. McBride moved and Ms. Bell seconded the approval of the Proposal for Villara Corporation in the amount of $219,360.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Multiple Employer Contracts

Jewish Vocational Service of Los Angeles

Mr. Griffin presented a Proposal for Jewish Vocational Service of Los Angeles (JVS) in the amount of $649,830. This will be the fourth ETP Agreement for JVS. Under the last Agreement (ET13-0241), approximately 395 trainees received training and job placement with 100% performance. This project will give trainees skill sets to JVS's BankWorks and HealthWorks training programs as well as their newest program, ApartmentWorks.

Mr. Griffin introduced Jay Soloway, Director of Training and Education.

There were no questions from the Panel.

ACTION: Ms. Fernandez moved and Ms. Bell seconded the approval of the proposal for Jewish Vocational Service of Los Angeles (JVS) in the amount of $649,830.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

San Diego Electrical Training Trust

Ms. Torres presented a Proposal for San Diego Electrical Training Trust in the amount of $356,362. The Trust is governed by a Board of Trustees comprised of for labor and for management representatives, and is a joint effort in the International Brotherhood of Electrical Workers (IBEW) Local 569 and the International Electrical Contractors Association (NECA).

Ms. Torres introduced Patrick Knighton, Training Director and Jan Borunda, Workforce and Economic Development Program of the California labor Federation.

There were no questions from the Panel.

ACTION: Ms. McBride moved and Bell seconded the approval of the proposal for San Diego Electrical Training Trust in the amount of three and $356,302.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Butte-Glenn Community College District

Mr. Atkinson presented a Proposal for Butte-Glenn Community College District (Butte-Glenn College) in the amount of $117,660. Butte-Glenn College provides academic instruction leading to a two-year degree or transfer to a four-year college.

In this proposal, Butte Glenn College is collaborating with the Center for International Trade Development (CITD), which is a branch of the community college system. The employers participating in this proposal will be located in the county declared as severely impacted by the drought by the Governor's office and the California Department of Food and Agriculture.

Mr. Atkinson said, Feather River College originally held the agreement. The signatory who was with Feather River College no longer worked with the company. What we have done is we made Butte-Glenn College the signatory. Basically everything that we had approved in the past for the Feather River College Agreement is the same work but under Butte-Glenn College. However if you look at Job #5, we had $140 that was left in the appropriation; it only indicates one trainee, and the cost of the training is $110, and the support cost is 3%, this is only a placeholder. Butte-Glenn College will not enroll in this. This was the only way to get rid of the remaining $140 and bring the balance down to zero.

Maureen Reilly, General Counsel said, Butte-Glenn College will be holding the contract. Of course this is all the general fund money which is why it has to be expended this FY and that is the end of $2M general fund appropriation for the RESPOND program. Mr. Atkinson said, yes, that is correct.

Mr. Atkinson introduced Brian Boyer, Project Manager.

There were no questions from the Panel.

ACTION: Ms. McBride moved and Ms. Fernandez seconded the approval of the proposal for Butte-Glenn Community College the amount of $117,660.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

Sacramento Area Regional Technology Alliance

Mr. Atkinson presented a Proposal for Sacramento Area Regional Technology Alliance (SARTA) in the amount of $368,280. SARTA is a non-profit, membership-based organization, established to foster economic and entrepreneurial growth in the Sacramento region. This proposal will be funded under the AB 118 Training Program created in the FY 2009/10. The AB 118 Program is administered by ETP in partnership with the California Energy Commission (CEC).

Mr. Atkinson introduced Howard Bubb, CEO, SARTA and Mike Snead, Sierra Consulting.

There were no questions from the Panel.

ACTION: Ms. Bell moved and Ms. McBride seconded the approval of the proposal for Sacramento Area Regional Technology Alliance in the amount of $368,280.

Mr. Rendon voted aye via teleconference call and text message.

Motion carried, 5 – 0.

XI. PUBLIC COMMENTS

Ms. Roberts said, this is the first time we've run through the whole year on our program. Usually by June, we've run out of our funds and everybody is on vacation. We usually don't have a June meeting, but this is great. Thank you to all the ETP staff for making this happen. The staff has done a great job making sure that everyone got through the pipelines.

XII. MEETING ADJOURNMENT

Ms. Bell moved and Ms. McBride seconded meeting adjournment at 11:10am.

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 $750,000.

These features apply to core program funding.

Multiple Employer Contractor

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

- Up to 8% of program costs may be approved as additional funding for recruitment, placement and assessment activities. For New Hire training, the MEC may receive up to another 4% (total 12%). These costs must be justified.
- The project may be retraining or new hire training, or a combination of both. Training may take place at the worksite or a training center, or both.
- All MECs are capped at $950,000. MECs with Small Business are capped at $1.2M ($950,000 for any size employer; $250,000 for Small Business only)

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 $50,000 or less, and (2) single and multiple employer proposals for $100,000 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.

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Panel Amendment #3 Proposal for:

Bay Alarm Company

Agreement Number: ET15-0185

Amendment Effective Date: June 11, 2015

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** M. Mazzone

CURRENT PROJECT PROFILE

Contract Type:	SET/HUA Job Creation Priority Retrainee	Industry Sector(s):	Construction Services	
Counties Served:	Alameda, Contra Costa, Los Angeles, Orange, Sacramento, San Bernardino, San Diego, San Joaquin, San Mateo, Santa Clara, Shasta, Sonoma, Ventura	Repeat Contractor:	☒ Yes	☐ No
Union(s):	☐ Yes ☒ No	Priority Industry:	☒ Yes	☐ No
Current Contract Term: July 7, 2014 to July 6, 2016		Substantial Contribution:	☐ Yes ☒ No	

CURRENT FUNDING

Current Funding
$269,641

AMENDMENT FUNDING

Requested Funding	Total Funding
+$156,000	$425,614

AMENDMENT 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 Rate Retrainee	Business Skills, Commercial Skills, Computer Skills, Cont. Imp., PL-Commercial Skills	7	8-200	0-20	$702	$25.06
				Weighted Avg: 39			
2	SET Priority Rate HUA Retrainee	Business Skills, Commercial Skills, Computer Skills, Cont. Imp., PL-Commercial Skills	133	8-200	0-20	$900	$13.49
				Weighted Avg: 50			
3	SET Priority Rate Retrainee Job Creation	Business Skills, Commercial Skills, Computer Skills, Cont. Imp., PL-Commercial Skills	**215**	8-200	0-20	**$1,400**	$12.70
				Weighted Avg: **70**			

Minimum Wage by County: : Job Number 1 (SET/Priority Industry): $20.32
Job Number 2 (SET/HUA): $12.19 per hour – Alameda County; $11.70 per hour – Sacramento County; $11.17 per hour - San Joaquin County.

Job Number 3 (Job Creation): $13.55 per hour – Alameda, Contra Costa, San Mateo, and Santa Clara counties; $13.37 per hour – Los Angeles County; $13.32 per hour – Orange County; $13.00 per hour – San Diego County; $12.99 per hour – Sacramento County; $12.19 per hour – San Bernardino, San Joaquin, Shasta, Sonoma, and Ventura 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

$1.70 per hour may be used to meet the Post-Retention Wage in Job Numbers 1**,** 2 & 3.

Commissions have ranged from $.99 to $42.50 per hour over the past 12 months, with the average hourly commission being $15.00. Commissions may be used by Sales Staff to meet the post-retention wage requirements.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Number 1	
Sales Staff	
Operations Staff	
Installer/Dispatcher	
Service Technician	

Job Number 2	
Sales Staff	
Operations Staff	
Installer/Dispatcher	
Service Technician	
Job Number 3	
Sales Staff	
Operations Staff	
Installer/Dispatcher	
Service Technician	

INTRODUCTION

Bay Alarm Company (BAC), a subsidiary of BALCO Holdings, Inc. is the largest independently owned and operated security company in the United States. The Company offers a full range of security systems to approximately 100,000 residential and commercial customers across California, including burglar and fire alarm systems, access control and video surveillance.

Training will take place at BAC facilities in Alameda, Contra Costa, Los Angeles, Orange, Sacramento, San Bernardino, San Diego, San Joaquin, San Mateo, Santa Clara, Shasta, Sonoma, and Ventura.

AMENDMENT DETAILS

BAC is requesting additional funding as they have completed more than 100% of the Agreement funding in nine months. During contract development, BAC made a conservative estimate of 45 net new hires; however, the Company is anticipating hiring as many as 215 net new hires before contract end. In addition, BAC originally estimated that the net new hires enrolled in Job Number 3 would receive an average of 50 hours of training per trainee. Trainees in Job Number 3 will receive between 100-200 hours of training. As of June 2015, BAC has already hired and trained 85 new employees and expects to hire and train an additional 60 before the end of the training period in the current Agreement.

BAC is requesting a retroactive effective date of the Amendment to June 11, 2015 when the Amendment request was originally submitted, BAC had uploaded training hours in the ETP Online Tracking site sufficient to earn more than 100% for all job numbers combined. The funding requested under this Amendment would enable the Company to hire and train 60 additional net new trainees in Job Number 3. BAC has already tracked enough training to exceed the current amount and has been hiring on a continual basis. This will allow enough time for the Company to hire and train the additional 60 trainees.

With only ten months remaining to train, BAC requests to increase the weighted average of 70 hours per trainee.

Increases to Job Number 3:

- Additional funding for $156,000;
- Increase estimated number of trainees to 215;
- Increase cost per trainee to $1,400;
- Increase weighted average to 70 hours.

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARY OF PRIOR MODS/AMDS

- **Amendment No. 1** (effective September 24, 2014)
  - Added health benefits ($1.70 per hour) to Job Number 1;
  - Added an additional location for training; and
  - Added E-Learning as a type of training.
- **Modification No. 2** (effective July 9, 2014)
  - Redistributed funds/trainees from Job Numbers 1 & 2 to Job Number 3;
  - Decrease Agreement amount by $386;
  - Decrease total trainees by 30;
  - Decrease the weighted average by 1 in Job Number 1
  - Decrease the cost per trainee by $18 in Job Number 1

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by BAC under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0185	$269,614	7/7/14 – 7/6/16	Job No.1: 17 Job No.2: 92 Job No.3: 87	Job No.1: 0 Job No.2: 9 Job No.3: 25	Job No.1: 0 Job No.2: 0 Job No.3: 0

Based on ETP Systems, 14,289 reimbursable hours have been tracked for potential earnings of $277,276 (103% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to and in progress through the last day to train of April 7, 2016. All trainees are expected to successfully complete the 90 day retention period and meet the post-retention wage requirements.

Currently, 25 trainees in Job Number 3 have reached 200 hours of training and an additional 11 trainees have at least 120 hours of training. The remaining 57 enrolled trainees have received between 4 and 80 hours of training.

RETRAINEE - JOB CREATION

Training Proposal for:

Burr Pilger Mayer, Inc.

Agreement Number: ET16-0122

Panel Meeting of: July 24, 2015

ETP Regional Office: San Francisco Bay Area **Analyst:** R. Jackson

PROJECT PROFILE

Contract Attributes:	Retrainee SET Job Creation Initiative	Industry Sector(s):	Financial Services Priority Industry: ☐ Yes ☒ No
Counties Served:	San Francisco, Contra Costa, Santa Clara, San Mateo, Solano, Napa	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 356	U.S.: 359	Worldwide: 360
Turnover Rate:	12%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$211,900		$0	$0		$211,900

In-Kind Contribution:	100% of Total ETP Funding Required	$211,900

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	Business Skills, Computer Skills, Continuous Impr	290	8-200	0-25	$510	$27.40
				Weighted Avg: 34			
2	Retrainee SET Job Creation	Business Skills, Computer Skills, Continuous Impr	100	8-200	0-25	$640	$12.33
				Weighted Avg: 32			

Minimum Wage by County: Job Number 1: $27.40 per hour statewide. Job Number 2: $13.70 per hour for Contra Costa, Santa Clara, San Francisco, and San Mateo Counties and $12.33 per hour for Solano and Napa 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 $4.31 per hour may be used to meet the Post-Retention Wage for Job Numbers 1 and up to $1.57 per hour may be used for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Operations Staff		79
Client Service Associates		75
Client Service Project Lead		90
Client Service Project Manager*		15
Operations Project Manager*		12
Senior Operations Project Manager*		12
Senior Accounting Project Manager*		7
Job Number 2		
Operations Staff		50
Client Service Associates		50

*These are “front-line managers” qualifying for SET.

INTRODUCTION

Burr Pilger Mayer, Inc. (BPM), headquartered in San Francisco, is a full-service accounting and consulting firm providing tax services, business consulting and wealth management to individuals and companies. BPM has a diverse client base crossing many industry sectors including: technology (semiconductor, software, hardware, Internet/online media), life sciences, and financial services.

BPM does not face out-of-state competition and will be funded under Special Employment Training (SET) for frontline workers.

PROJECT DETAILS

The goal of the training project is to improve employee skills, increase productivity and enhance efficiency. An outcome of reaching this goal should be increased employee retention and promotional opportunities. The Company also hopes to encourage customized services through greater independence on the part of frontline staff.

Retrainee - Job Creation

The Panel is offering incentives to companies that commit to hiring new employees. Training will be reimbursed at a higher rate. Trainees will also be subject to a lower post-retention wage.

The Company expects to hire and train 100 new employees (Job Number 2), with a focus on recent college graduates, over the next two years. The Company must expand business capacity to keep pace with market demands. The newly hired populations will be spread statewide and accommodated in their existing offices where space is currently available.

BPM's annual revenue growth has averaged more than 20% per year for the last several years. This is attributed in part to rapid industry changes stemming from new legislation. These changes are positively affecting business by expanding markets and increasing customer demand overall. BPM has projected rapid expansion, growing from a $75M firm to a $100M firm over the next five years.

BPM represents that the date-of-hire for all Job Creation trainees will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of the Agreement.

Training Plan

This will be BPM's second ETP Agreement. Of the 390 trainees, 175 are receiving training for the first time. The remaining repeat trainee population will be receiving training in topics they have not previously been trained on under the prior ETP agreement. Topics repeated from the prior agreement will only be attended by new employees or employees that have not attended before.

Business Skills (50%): This training will be offered to all occupations. Because of the complex issues related to accounting practices and regulations, BPM employees must clearly articulate business solutions to customers. Training will include Communication and Presentation Skills, Negotiation Skills, Business Writing Skills, and Marketing & Support. Trainees will gain the skills to coach others, give professional presentations and manage projects within their work areas.

Computer Skills (25%): This training will be offered to all occupations. Training will enable trainees to create databases, spreadsheets, reports, charts, graphs and professional presentation materials for clients. The training will also provide an understanding of Cloud Computing, project management tools, online meeting tools, customer management software, several database tools, and analysis tools related to various financial tax, audit, and accounting processes.

Continuous Improvement (25%): This training will be offered to all occupations and involves leadership skills and communications tools to reinforce BPM's commitment to creating a high performance workplace and expansive business development. Training will ensure that individuals responsible for coaching, mentoring, or managing projects are consistent with BPM's procedures. Trainees will gain the skills to work individually and on teams to effectively deliver services. The topics aim to help trainees learn how to solve problems, make effective decisions, and generate innovative ideas to solve customers' business issues.

CBT and E-learning

While the majority of the training being delivered will be in-house instructor led classroom training, BPM does intend to deliver some training topics as E-learning. BPM understands original instructor signatures are required and trainer-to-trainee ratios must be within the ETP required 1:20 ratio. Additionally, Computer-Based Training will be provided for items that can be taken by employees at their own pace without instructors. CBT is restricted to no more than 50% of a trainee's total training hours. E-learning and CBT methods of training offer the Company additional ways to deliver training at the convenience of the training population.

Commitment to Training

BPM uses training to express their on-going commitment to employee advancement and recognition in an effort to retain employees and equip them with skills to optimize service delivery and product development.

BPM's past training efforts included new hire orientation, temporary worker training, compliance training, Health & Safety, basic computer skills, 40 hours towards CPA Certification and special training requests – budget permitting. The annual budget for training is currently $750,000, up from $350,000 for prior years.

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

- Training Infrastructure

  The ETP-funded program will be managed by a dedicated internal training staff and an internal administrator who managed BPM's recently completed ETP Agreement. They also have a subcontracted consultant to assist with program administration.

Impact/Outcome

While CPA units are managed separately from ETP-funded training, the extra training from ETP funds is considered to be a valuable addition. The proposed training is anticipated to help the firm attract new business and develop new products and services by reinforcing a high performance workplace. BPM maintains that training is an attractive incentive for Tax Professionals to join the firm. For its customers, observing a bustling internal training infrastructure is a clear selling point.

SET Frontline Worker

The Company uses several job classifications with a "supervisor" or "manager" in the title. These employees do not have the ability to hire or fire, and they spend the majority of their work hours as frontline workers performing the same responsibilities as other employees in their occupation.

Based on the nature and scope of their job duties, these employees are a mixture of exempt and non-exempt employees. Therefore, they meet the Panel's definition of frontline workers.

LMS

A previously reviewed and approved Learning Management System will be utilized to track training.

Temporary to Permanent Hiring

The trainees in Job Numbers 1 and 2 may come under Panel guidelines for "temporary to permanent" employment. BPM has retained a small group of employees (estimated 20) through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. However, the retention and post-retention wage requirements cannot be satisfied until after they have been hired by BPM. Until then, the Company will not receive progress payments for these trainees.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by BPM under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0133	Statewide	10/01/2012-09/30/2014	$320,445	$212,872 (66%)

The lower than expected performance was due, in part, to recordkeeping issues. In addition, the Company did not adjust for its cycle of peak business periods, which continuously interrupted training. These problems were made worse by the fact that the Training Manager was transferred to a new position six months after ETP approval. For better performance on this proposal, the Company has assigned a staff member familiar with ETP's contract requirements to back up the Training Manager. The Company will also schedule training during off-peak times, avoiding the cyclical peak periods.

DEVELOPMENT SERVICES

BPM retained California Training Administration in San Jose to assist with development of this proposal for a flat fee of $2,500.

ADMINISTRATIVE SERVICES

BPM also retained California Training Administration 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 and E-learning Hours

8-200 Trainees may receive any of the following:

COMPUTER SKILLS

- Accounting Research
- Active Data
- Adobe
- Bloomberg BNA
- CCH IntelliConnect Tax Research System
- Engagement Tax Training II
- Epace Audit Software
- Finance/Accounting Tools
- Go File Room (GFR)
- Halogen Evaluation System
- Learnlive
- Lync Messenger
- M-3/Dynalinking Tax Software
- Marketing Tools
- Microsoft CRM
- Microsoft Dynamics CRM System
- MicroSoft Tools (Intermediate/Advanced only)
- MicroSoft Quickbooks
- New Systems Training
- Optimization Training Tax Software
- Paylocity Payroll System
- PPC SMART Practice Aid Audit Research System
- Practice Management Billing System
- ProSystems fx Tax Software
- QuickBooks Advanced
- Sharepoint
- Social Media Tools (LinkedIn, Twitter)
- SurePrep Tax Software
- Taleo HR System
- RIA Checkpoint Tax Research System

BUSINESS SKILLS

- Accounting and Auditing Update
- Accounting Methods & Techniques
- Best Practices/Expectations
- Business Acumen
- Business Development
- Business Writing Skills
- Client Relationship and Management
- Consumer Product
- Corporate Tax Techniques
- Cross Selling Skills
- Effective Presentation
- Financial Planning
- Financial Services

- Flow-Through Entity
- High Net Worth Individual
- Influential Communication
- International Tax
- Technical Writing Utilizing Regulatory Guidance
- Negotiation Skills
- Nonprofit Accounting & Audit
- Pension Plan
- Planning & Support
- Professionalism
- Small Business Accounting
- State and Local Taxes
- Stock Compensation
- Tax Rules & Regulation Update
- Technical Research – Case Studies
- Trusted Advisor

CONTINUOUS IMPROVEMENT

- High Performing Teams
- Coaching Others to Excellence
- Efficiency and Quality Improvements
- Problem Solving/Process Improvement
- Project Management Skills
- Team Building/Team Meetings
- Leadership Essentials:
    - Influential Communication
    - 5 Habits of Intentional Leadership
    - Conflict Resolution
    - Managing and Leading Change
    - Getting Things Done through Influence
    - Situational Leadership

CBT

0-25 Trainees may receive any of the following:

COMPUTER SKILLS

- Software Training (1.5 hr)
- Tax/Audit Technical (3 hr)
- MicroMash/PassOnline (2 hr)
- Cloud Computing (1hr)
- Excel 2010 Database Development (1hr)
- Managing and Analyzing Data in Excel 2010 (1.5hrs)

BUSINESS SKILLS

- Revenue Recognition Update (2hrs)
- Compilation, Review, and Preparation (1hr)
- Business Succession Planning: Case Studies (2hrs)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee.

RETRAINEE - JOB CREATION

Training Proposal for:

Fresno Surgery Center, LP dba Fresno Surgical Hospital

Agreement Number: ET16-0106

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** M. Jones

PROJECT PROFILE

Contract Attributes:	SET Priority Rate Job Creation Initiative Medical Skills Training Retrainee HUA	Industry Sector(s):	Healthcare Priority Industry: ☒ Yes ☐ No
Counties Served:	Fresno	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Number of Employees in:	CA: 251	U.S.: 251	Worldwide: 251
Turnover Rate:	10%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$229,920		$0	$0		$229,920

In-Kind Contribution:	100% of Total ETP Funding Required	$229,920

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 Medical Skills Training Priority Rate SET HUA	Business Skills, Computer Skills, Continuous Impr, MS Didactic, MS Preceptor	236	8-200	0	$720	$15.07
				Weighted Avg: 40			
2	Job Creation Initiative Medical Skills Training Priority Rate SET	Business Skills, Computer Skills, Continuous Impr, MS Didactic, MS Preceptor	30	8-200	0	$2,000	$21.00
				Weighted Avg: 100			

Minimum Wage by County: Job Number 1 SET (HUA): $15.07 per hour for Fresno county; Job Number 2 SET (HUA): $12.33 per hour for Fresno 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 $2.85 per hour may be used to meet the Post-Retention Wage for Job Number 1 only.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1:		
Registered Nurse (RN)		77
Licensed Vocational Nurse (LVN)		5
Pharmacist		2
Pharmacy Technician		3
Nutritional Specialist		9
Purchasing Clerk		5
Information Technology (IT) Staff		5
Frontline Supervisor		12
Frontline Manager		8
Environmental Services Staff		10
Housekeeper		10
Patient Care Technician		15
Phlebotomist		2
Clinical Lab Scientist		2
Physical Therapist		2

Unit Clerk		7
Administrative Staff		20
Anesthesia Technician		4
Instrument Technician		11
Operating Room Technician		21
Radiology Technician		6
Job Number 2:		
New Graduated Registered Nurse		30

INTRODUCTION

Established in 1984, Fresno Surgery Center, LP dba Fresno Surgical Hospital (Fresno Surgical Hospital) is a licensed 30-bed acute care hospital located in Fresno. Initially the hospital operated as an outpatient surgery center, but later expanded its services to include overnight post-surgical care. The hospital provides general surgery, neurosurgery, orthopedic surgery, gynecology, and colon and rectal procedures. The hospital serves over 8,200 patients from Fresno, Madera, Kings, Merced and Tulare Counties.

PROJECT DETAILS

This will be the Hospital's second Agreement. Fresno Surgical Hospital has been developing and implementing a Hospital Incident Command System (HICS) to ensure that they are prepared to assist in catastrophic emergencies. In the first Agreement, Fresno Surgical Hospital completed Part 1, general and conceptual training on the concepts involved in a HICS Plan with the cooperation and coordination of the general public. In this proposal the Hospital will begin Part 2 of the HICS training which will center more on internal responsibilities of individual departments. This training will be offered to all professional healthcare staff.

In addition to HICS training, Fresno Surgical Hospital purchased various computer systems including: an accounting system; a financial reporting system software; and several industry-specific programs such as the quality assurance software, MediSolve. The Hospital also upgraded ADM, an Electronic Medical Records (EMR) system that will require extensive training throughout the organization. These additions and upgrades will expand capabilities as well as insure accuracy and compliance.

Retrainee - Job Creation

Overall, Fresno Surgical Hospital has expanded business capacity, increasing patient cases. In addition, the Hospital recently opened an Ophthalmology Surgery Department. The Hospital plans to hire new staff to accommodate the growth.

In this proposal, Fresno Surgery Hospital has committed to hiring 30 new employees (Job Number 2). The Hospital represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Medical Skills Training (45%)

The Panel has established a "blended" reimbursement rate for nurse upgrade training, recognizing the higher cost of delivery for the Clinical Preceptor model. All new Graduate Registered Nurses (RN) will receive about 100 hours of Preceptor training by a seasoned RN to ensure they have the skills necessary to work more effectively with patients. Clinical Preceptor courses will reinforce job duties learned through classroom instruction.

For this proposal, approximately 77 RNs, 5 Licensed Vocational Nurses (LVNs), and 30 New Graduate RNs will participate in clinical skills training utilizing both didactic and clinical with preceptor training methodologies. Training will ensure that trainees will remain current in specific medical treatments and that competency levels will meet expectations.

Medical Skills training is reimbursed at a blended rate of $22 per hour. This blended rate recognizes the higher cost of delivery for clinical training. It will apply to both the Didactic and Preceptor modes of delivery. The standard class/lab rate for priority industries, $18 per hour for Job Number 1 and $20 per hour for Job Number 2, will apply to Business Skills, Computer Skills and Continuous Improvement training.

Business Skills (5%): Training will be offered to all occupations to improve documentation skills and customer service, foster quality and continuity of care, and increase efficiency. Training course topics will include customer service training and effective communication.

Computer Skills (30%): Training will be offered to all occupations to increase efficiency and proficiency in recently upgraded and newly purchased software systems. Training course topics will include EMR System, Medisolve System, ADM System, Concur System, OI System and ePREOP training.

Continuous Improvement (20%): Training will be offered to all occupations to increase teambuilding initiatives and disaster preparation and awareness. Training course topics will include Hospital Incident Command System (HICS) part 2, Preceptor Skills (Train the Trainer), Teambuilding and Food Product Safety. Nutrition Specialists will also receive Food Product Safety training to ensure the highest quality of service.

Commitment to Training

Fresno Surgical Hospital has an annual training budget of $125,000, which includes training basic orientation, sexual harassment prevention, CPR and basic safety.

Fresno Surgical Hospital represents that ETP funds will not displace the existing financial commitment to training. Safety training will continue to be provided in accordance with all pertinent requirements under state and federal law.

SET/HUA

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. All trainees under SET must be frontline workers.

The 266 trainees in Job Number 1 and 2 work in a High Unemployment Area (HUA) with unemployment exceeding the state average at least 25%. The determination of HUA status is

based on unemployment data from the Labor Market Information Division of the Employment Development Department.

Under SET/HUA, all trainees qualify for the ETP Minimum Wage (rather than the Statewide Average Hourly Wage) of $15.07 per hour. Fresno Surgical Hospital will qualify Job Number 1 trainees at $15.07 per hour. However, the Hospital is not qualifying Job Number 2 trainees at that rate. The Hospital will qualify Job Number 2 trainees above the Modified Statewide Average Wage of $20.55 per hour.

Frontline Managers/Supervisors

Fresno Surgical Hospital plans to train 20 Frontline Managers and Supervisors. These employees actively perform the same frontline work as those they supervise more than 50% of the time. They do not hire, fire, or set company policy. Based on the nature and scope of their job duties, these trainees meet the Panel's definition of frontline worker.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Fresno Surgical Hospital under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0216	Fresno	11/26/2012-11/25/2014	$135,000	$120,543 (89%)

DEVELOPMENT SERVICES

Fresno Surgical Hospital retained Strategic Business Solutions (SBS) in Visalia to assist with development of this proposal for a flat fee of $8,250.

ADMINISTRATIVE SERVICES

Fresno Surgical Hospital also retained SBS in Visalia 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
8-200

Trainees may receive any of the following:

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- **Medical/Surgical Unit Training**
  - Patient Assessment and Care
  - Medical/Surgical Nursing Skills
  - Pre and Post-Operative Care
  - Orthopedic Nursing Skills
  - Anesthesia Protocols
  - Catheter Protocols
  - Laser Safety Protocols

- **Operating Room and Post-Anesthesia Care Unit (PACU) Training**
  - Patient Assessment and Care
  - Trauma Nursing Skills
  - Peri-Operative Nursing Skills
  - Pre and Post-Operative Care
  - Anesthesia Protocols
  - Laser Safety Protocols
  - Catheter Protocols

- **Surgical Services Unit Training**
  - Patient Assessment and Care
  - Surgical Nursing Skills
  - Pre and Post-Operative Care
  - Anesthesia Protocols
  - Laser Safety Protocols

- **Ophthalmology Unit Training**
  - Patient Assessment and Care
  - Pre and Post-Operative Care
  - Ophthalmology Nursing Skills
  - Anesthesia Protocols
  - Laser Safety Protocols

MEDICAL SKILLS TRAINING – DIDACTIC

- Basic Life Support
- Advanced Cardiac Life Support
- Infection Control
- Medical/Surgical Nursing Skills
- New Graduate Nursing Skills
- Nursing Diagnosis Skills
- Nursing Process Skills
- Pain Management
- Patient Assessment and Care
- Peri-Operative Nursing Skills

- Pre and Post-Operative Care
- Rapid Response Skills
- Surgical Nursing Skills
- Code Blue Response
- Sterilization Processes and Protocols
- Anesthesia Protocols
- Catheter Protocols
- Laser Safety Protocols
- Radiology Safety Protocols
- Hemodynamic Monitoring
- Respiratory Care
- Nurse Orientation Training (New Grads Only)

BUSINESS SKILLS

- Customer Service Training
- Effective Communications

COMPUTER SKILLS

- Electronic Medical Records System Upgrade Training
- MediSolve System Training
- ADM System Training
- Concur System Training
- OI System Training
- ePREOP

CONTINUOUS IMPROVEMENT

- Hospital Incident Command System (HICS) Part 2
- Preceptor Skills (Train the Trainer)
- Teambuilding
- Food Product Safety

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:

Medway Plastics Corporation

Agreement Number: ET16-0114

Panel Meeting of: July 24, 2015

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

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 117	U.S.: 117	Worldwide: 117
Turnover Rate:	17%		
Managers/Supervisors: (% of total trainees)	11%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$160,560		$0	$0		$160,560

In-Kind Contribution:	100% of Total ETP Funding Required	$235,844

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; Mfg Skills	112	8-200	0	$1,080	$15.97
				Weighted Avg: 60			
2	Retrainee Priority Rate Job Creation	Business Skills; Computer Skills; Continuous Impr; HazMat; Mfg Skills	33	8-200	0	$1,200	$13.31
				Weighted Avg: 60			

Minimum Wage by County: $15.97 per hour for Job Number 1 and $13.31 per hour for Job Number 2 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 $2.36 per hour may be used to meet the Post-Retention Wage.

Job #1:

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production Worker		89
Administrative Staff		10
Supervisor/Manager		13

Job #2:

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Production Worker		19
Administrative Staff		11
Supervisor/Manager		3

INTRODUCTION

Founded in 1974, Medway Plastics Corporation (Medway), www.medwayplastics.com, a family-owned business located in Long Beach, specializes in custom injection molding, tooling and design. The Company uses recycled plastics to manufacture thermal plastics for various applications such as speaker housings, furniture parts, chair bases, bread trays, and medicine cabinets. Its customers include automotive, aircraft, aerospace, recreation, food service, and construction industries. The Company promotes recycling, using recycled plastics in its

production process and Cogen power plant technology using natural gas as well as recycled cardboard and paper.

PROJECT DETAILS

Medway recently invested $425,000 in new equipment that includes an industrial machine-based automation, a film extrusion machine, a programming machine and a new VOIP phone system. Training will enable trainees to properly operate these new machines. Medway has also developed new cells or units. These units will use Lean processes to increase efficiency while producing a better product. The goal is to cross-train both current and newly hired employees using the cell group set-up designed by the Company, to accomplish more versatility and efficiency within the Company.

This is Medway's fourth ETP Agreement since 2008. This training plan is a combination of topics covering basic training which will be provided to new employees in Job Number 2 and the addition of new and advanced skills training for both incumbent workers in Job Number 1 and new employees in Job Number 2 as they advance from their basic training. Training will not be duplicated.

Retrainee - Job Creation

Medway has experienced a steady growth in sales and customer demand. The Company has grown from a small business operation of 78 employees to their present size of 117 employees. This business growth is a result of continuous training by the Company with ETP support. Training has produced well-skilled workers who have generated quality products. Medway is projecting increasing sales for the next two years. To support the increase in business capacity, Medway plans to hire and train another 33 employees over the next two years (Job Number 2). The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Business Skills (25%): This training will be offered to all occupations. Knowledge of plastics is necessary to understand the different materials that are used during manufacturing. The other courses are related to task and project management, used to increase efficiency and production.

Computer Skills (30%): This training will be offered to all occupations. The goal is to elevate all employees' knowledge, skills, and confidence in computers.

Continuous Improvement (10%): This training will be offered to all occupations. In the manufacturing industry, product safety and quality control are critical requirements. Therefore, product testing is performed throughout all shifts. Trainees will learn how to be compliant with customer and product specifications. Trainees will also develop better skills in process improvement and efficiency.

Hazardous Materials (5%): This training will be offered to Production and Managers and Supervisors. Trainees will be trained on proper handling, disposal, storage and recycling of hydraulic oil.

Manufacturing Skills (30%): This training will be offered to all occupations. Training will provide employees with skills to properly operate equipment. Training will also cover Lean

manufacturing processes, material management, inventory control and quality assurance in order to raise product quality.

Commitment to Training

Medway spends approximately $50,000 annually in training. The Company will continue to provide mandatory and job-specific training during the term of the proposed Agreement, including orientation, sexual harassment prevention and computer-based training, at its own expense. ETP funds will not displace the existing financial commitment to training, and safety training will continue to be provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

The Company has qualified trainers in place who will provide training. Medway also retained the services of Training Funding Source (TFS) for project administration. TFS will work with the Company's Human Resources personnel to assist in the enrollment process, training data collection and data entry.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Medway under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0370	Long Beach	05/13/13 - 05/12/15	$81,430	$81,430 (100%)
ET12-0111	Long Beach	07/14/11 – 07/13/13	$49,000	$49,000 (100%)
ET09-0258	Long Beach	10/27/08 – 10/26/10	$74,100	$74,100 (100%)

DEVELOPMENT SERVICES

Medway retained TFS in Seal Beach to assist with development of this proposal for a flat fee of $9,500.

ADMINISTRATIVE SERVICES

Medway also retained TFS 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

8 – 200 Trainees may receive any of the following:

BUSINESS SKILLS

- Customer relations
- Frontline Leadership
- Managing Projects
- Plastics Knowledge
- Task Management

COMPUTER SKILLS

- Access Database Management System
- ERP(Enterprise Resource Planning)-Software
    - Empower Software
- Microsoft Office
- Pro-E
- Solidworks
- Web Management

CONTINUOUS IMPROVEMENT

- Machine Calibrations
- Product Testing
- Process Improvement
- Productivity Improvement
- Quality Improvement
- Six Sigma
- Situational Perception
- Teambuilding

HAZARDOUS MATERIALS

- Hydraulic Oil Handling

MANUFACTURING SKILLS

- Equipment Operations
- Inventory Control
- Lean Production
- Material Management
- Manufacturing Processes
- Process Documentation
- Quality Assurance
- Reuse-Refurbish
- Sort, Set, Shine, Standardize, Sustain

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.

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Panel Amendment #1 Proposal for:

Simpson Strong-Tie Company Inc.

Agreement Number: ET15-0326

Amendment Effective Date: May 27, 2015

Panel Meeting of: July 24, 2015

ETP Regional Office: San Diego **Analyst:** M. Ray

CURRENT PROJECT PROFILE

Contract Type:	Priority/Retrainee HUA - Retrainee	Industry Sector(s):	Manufacturing Services
Counties Served:	Riverside	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No	Priority Industry:	☒ Yes ☐ No
Current Contract Term:	December 1, 2014 to November 30, 2016	Substantial Contribution:	☐ Yes ☒ No

CURRENT FUNDING

Current Funding
$25,200

AMENDMENT FUNDING

Requested Funding	Total Funding
$136,800	$162,000

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/Retrainee	Computer Skills, Continuous Impr., Mfg Skills	100	8-200	0	$810	$15.00
				Weighted Avg: **45**			
2	**Priority/Retrainee**	**Computer Skills, Continuous Impr., Mfg Skills**	**100**	**8-200**	**0**	**$810**	**$15.07**
				Weighted Avg: **45**			

Minimum Wage by County: Job Number 1: $14.90 per hour for Riverside County (2014 Calendar Wages); **Job Number 2: $15.07 per hour for Riverside County (2015 Calendar Wages).**
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
Job Number 2: Up to $2.07 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Job Number 1:	
Customer Service	
Mechanic	
Operator	
Production	
Supervisor/Manager	
Job Number 2:	
Customer Service	
Mechanic	
Operator	
Production	
Supervisor/Manager	

INTRODUCTION

Founded in 1956, Simpson Strong-Tie Company Inc. (SST) (www.strongtie.com), a subsidiary of Simpson Manufacturing Company, Inc., designs and manufactures a myriad of metal connectors, shearwall panels, as well as anchor and fastening systems for building construction. Its product lines include Structural Connectors, Fasteners, Wood and Steel Strong-Wall® prefabricated shearwalls, Anchor Tiedown Systems (for multi-story buildings), Quik Drive® auto-feed screw driving systems and Anchor Systems (for concrete and masonry). SST is an international supplier of structural building products for industrial, commercial and residential construction industry. SST has three California facilities: Pleasanton, Stockton and Riverside.

This Agreement was targeted to train 100 workers in SST's Riverside facility only. (SST has two active ETP agreements, one for its Stockton facility and the other for its Riverside facility only. It was approved through the Delegation Order process in October 2014 although training did not start until December. The Agreement amount was originally right-sized to $25,200 to closely mirror earnings in a previous ETP Agreement.

AMENDMENT DETAILS

This Amendment is for additional funding at the Riverside facility only. SST Riverside's initial training proposal was designed to support an increase in business needs by providing process improvement, software systems, and new equipment training to its workforce. During the development of the Agreement, SST originally projected to deliver a comprehensive training program that includes system/equipment upgrades and Continuous Improvement program initiatives.

To date, this facility has delivered enough training hours to exhaust its current ETP funding (Job Number 1). SST proposes to:

1. Increase hours for the existing 100 trainees currently enrolled in Job Number 1;
2. Include an additional 100 trainees in new Job Number 2; and
3. Include employer-paid health benefits to meet the 2015 ETP Minimum Wage for some trainees in Job Number 2.

The addition of $136,800 in funding will allow SST to provide extensive training on computerized modules for conveyors, robotic welders, auto presses, and forklifts that were recently implemented at its Riverside facility under Job Number 1. This funding will also allow the facility to continue to participate in a comprehensive company-wide performance-based training program to address skills gaps in new Job Number 2.

Overall, funding will support an additional 7,600 training hours for at least 200 workers to meet initially planned business training plan objectives. The additional hours include course topics already listed under the Curriculum. As such, there will be no changes to the Curriculum.

SST is requesting an effective date of 5/27/2015, the date the revision request was submitted. However, Phase II training is not expected to begin until after the July 2015 Panel meeting.

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by SST's Riverside facility under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0326	$25,200	12/01/2014–11/30/2016	208	0	0

To date, 1,620 eligible training hours have been tracked which equates to more than 100% of the current Agreement amount. SST's Riverside facility projects 100% earnings by the end of the contract term.

The following table summarizes performance by SST's Stockton facility under its current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0330	$26,160	11/17/2014–11/16/2016	270	0	0

To date, SST's Stockton facility has tracked eligible training hours to equate approximately 80% of its current Agreement amount.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET12-0150	Pleasanton, Stockton, Riverside	9/16/2011–9/15/2013	$80,910	$51,923 (65%)

ET12-0150 - Three facilities participated in training (Pleasanton, Stockton and Riverside). This created logistical challenges to deliver training at multiple locations with only two certified facilitators. Also, a leadership curriculum that comprised the majority of training hours was all instructor-led in-house, and the number of internal trainers in the organization was limited.

RETRAINEE - JOB CREATION

Training Proposal for:

Sunrise Medical (US) LLC

Agreement Number: ET16-0115

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** L. Fraizer

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee HUA Job Creation Initiative	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Fresno	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 350	U.S.:450	Worldwide: 1600
Turnover Rate:	6%		
Managers/Supervisors: (% of total trainees)	1%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$280,350		$0	$0		$280,350

In-Kind Contribution:	100% of Total ETP Funding Required	$280,350

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, Manufacturing Skills, PL-Manufacturing	335	8-200	0	$810	$15.07
				Weighted Avg: 45			
2	Job Creation Initiative Priority Rate	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills, PL-Manufacturing	6	8-200	0	$1,500	$12.33
				Weighted Avg: 75			

Minimum Wage by County: Job Number 1: $15.07 per hour for Fresno County; Job Number 2: $12.33 per hour for Fresno 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 $3.66 per hour may be used to meet the Post-Retention Wage for Job Number 1 and $0.83 per hour may be used to meet the Post-Retention Wage for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		22
Customer Service/Inside Sales Staff		65
Engineering Staff		29
Manufacturing Staff		136
Shipping/Receiving Staff		30
Quality/Regulatory Staff		14
Purchasing Staff		9
Maintenance Mechanics Staff		5
Manager/Supervisor		25
Job Number 2		
Customer Service/Inside Sales Staff		2
Manufacturing Staff		4

INTRODUCTION

Sunrise Medical (US) LLC (Sunrise Medical) (www.sunrisemedical.com) is an international manufacturer of customized wheelchairs headquartered in Fresno. The Company was initially started in reaction to a friend's hang gliding accident with the goal of building a flexible, ultra-light wheelchair that would allow a disabled person to maintain an active lifestyle. Since then, the Company has grown its wheelchair line. The Company has been innovative, creating customized wheelchair lines to address a variety of patient injury/health challenges.

Sunrise Medical builds customized wheelchairs constructed to the exact need of the user from a size and functionality standpoint. The Company is known for their innovative designs and adaptability to customer needs. The Company has added to their product line over the years and now offers a variety of models and applications such as portable ventilator attachments.

Sunrise Medical is eligible for standard retraining as a company primarily engaged in providing services directly to customers located both inside and outside of California.

PROJECT DETAILS

Sunrise Medical has increased their market share due to the acquisition in April of Switch-it, a company that makes drive controls for mobile motorized wheelchairs. These drive controls will be integrated into all of Sunrise Medical's wheelchair models. The Company has recently purchased a Hurco CNC Machine and two Coordinated Measuring Machines. New equipment will help retool the manufacturing line by integrating the Switch-it drivers into the process and measure tolerances for parts and components of the product line insuring medical grade products. Training will be required to bring staff up to speed on the operation procedures of the new equipment.

This is Sunrise Medical's second ETP Agreement. In Sunrise Medical's first agreement training focused on the operation of Siemens/Allen-Bradley Controllers, the implementation of a waste reduction business model and certified safety training. Trainees who were included in the previous contract will be trained in new and different aspects of their jobs. Sunrise Medical is requesting training to increase machine proficiency, develop new product knowledge and best practices, and address customer and vendor needs. The Company will also cross-train employees to help improve quality, capacity and staff sustainability.

Retrainee - Job Creation

In support of job creation, the Panel is offering incentives to companies that commit to hiring new employees. Training for newly-hired employees will be reimbursed at a higher rate, and trainees will be subject to a lower post-retention wage.

Sunrise Medical has expanded their existing business capacity through the acquisition of a new company and the purchase of new equipment and software. Training on the new drive controls will be extensive for the new employees and will ensure accuracy and proficiency. Trainees will be taught calibration and operation of the new machinery, necessary for it to run at a highly productive pace with a low number of defects.

Sunrise Medical has committed to hiring six new employees (Job Number 2). The date-of-hire for all trainees will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Trainees will receive between 8-200 hours of class/lab training and between 0-32 hours of Productive lab training.

Business Skills (15%): Training will be offered to all occupations and will focus on improving customer service skills, advanced sales strategies and product knowledge. Course topics will include Total Account Development, Strategic Planning and Effective Communication. This training will improve financial processes and profits, plant operations, and verbal and written communication.

Computer Skills (20%): Training will be provided to all staff. Advanced Microsoft Office training will be provided to enable trainees to enhance the flow of information throughout the organization and provide a smoother workflow. Engineering staff will receive training on new CAD/CAD 3D software systems to enable them to respond to customers design needs and to implement innovative new product designs. Training will also include JDE Systems training expand capabilities of the enterprise resource planning system; computer assisted machinery skills related to Siemens/Allen-Bradley Controllers; and best practices.

Continuous Improvement (25%): Training will be offered to all occupations. Leadership and Teambuilding training will empower staff to accomplish company goals. Quality Control, Product Research and Development Concepts training will enable efficient monitoring of the manufacturing processes and result in reducing defects as well as maintaining the company's position in the forefront of the industry.

Manufacturing Skills (30%): Training will be offered to Manufacturing, Shipping/Receiving, Purchasing, Quality/Regulatory, Engineering, and Customer Service/Inside Sales Staff. Training will include Lean Manufacturing principles, visual factory, and advanced materials handling equipment training. Training will result in improved equipment operation, reduced waste, and efficiently handled materials.

Productive Laboratory (10%)

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

Sunrise Medical has acquired new equipment that will integrate new controls into manufacture of their products. The Company's staff will need hands-on training in order to operate the new equipment and production line. Engineering, Shipping/Receiving, Quality, Production, and Maintenance will need PL-Manufacturing Skills training to successfully operate all of the equipment in the production process. PL training will teach the trainees the proper way to enter data into computer controllers, operate equipment, make needed adjustments and measurements, check tolerances and perform basic troubleshooting. Certain functions can only be performed in a live setting as they are not available in a simulated lab environment. The trainers are in-house subject matter experts, proficient in the subjects to be taught.

All trainees will receive between 0-32 hours of PL training delivered at a trainer-to trainee ratio of 1:1.

Production is expected to be reduced during PL training. Trainer will assess trainees' skills at the onset of training and during training. Trainer will assess performance and deem trainee competent. Training supervisor will observe trainee performing quality control checks and product tests for tolerances.

Commitment to Training

Sunrise Medical has an annual training budget of $300,000. Training includes company orientation, basic safety training and regulatory 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.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25% and qualify for a wage or retention modification. However, Sunrise Medical is not asking for a wage or retention modification.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Sunrise Medical under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0425	Fresno	06/24/13-06/23/15	$235,440	$235,440 (100%)

DEVELOPMENT SERVICES

Sunrise Medical retained Strategic Business Solutions in Visalia to assist with development of this proposal for a flat fee of $7,950.

ADMINISTRATIVE SERVICES

Sunrise Medical also retained Strategic Business Solutions to perform administrative services in connection with this proposal, not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours
8-200

Trainees may receive any of the following:

BUSINESS SKILLS
- Total Account Development
- Effective Communications
- Strategic Planning

COMPUTER SKILLS
- Advanced Microsoft Office Suite
- CAD/CAD 3D Software Training
- JDE (Jack, Dan, Edwards) Systems Training
- Computer Assisted Machinery Software Training
- Oracle Taleo Corporation TALEO Analysis Training

CONTINUOUS IMPROVEMENT
- Leadership Academy Training
- Teambuilding
- Advanced Quality Control Systems
- Process Analysis Training

MANUFACTURING SKILLS
- Production Equipment Safe Operation and Maintenance
- Lean Manufacturing Principles
- Advanced Materials Handling Equipment Training

PL Hours
0–32

PRODUCTIVE LAB (PL) Manufacturing Skills (Ratio 1:1)
- Measuring Machines Programing
- Measuring Machines Set Up/Calibration
- Measuring Machines Run Process
- Measuring Machines Final QC Check
- Measuring Machines Close Out Process
- Measuring Machines Clean and Teardown
- HURCO (Gerald Roch and Edward Humston Company) CNC Machine Programing
- HURCO (Gerald Roch and Edward Humston Company) CNC Machine Set Up/Calibration
- HURCO (Gerald Roch and Edward Humston Company) CNC Machine Run Process
- HURCO (Gerald Roch and Edward Humston Company) CNC Machine Final QC Check
- HURCO (Gerald Roch and Edward Humston Company) CNC Machine Close Out Process
- HURCO (Gerald Roch and Edward Humston Company) CNC Machine Clean and Teardown

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:

Sysco Los Angeles, Inc.

Agreement Number: ET16-0117

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Paccerelli

PROJECT PROFILE

Contract Attributes:	Retrainee SET Job Creation Initiative	Industry Sector(s):	Services Wholesale Trade Priority Industry: ☐ Yes ☒ No
Counties Served:	Los Angeles	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No Teamsters Automotive, Industrial & Allied Workers Local 495; Teamsters Local Union 848; Teamsters Local 630		

Number of Employees in:	CA: 710	U.S.: 45,000	Worldwide: 46,300
Turnover Rate:	7%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$255,600		$0	$0		$255,600

In-Kind Contribution:	100% of Total ETP Funding Required	$262,000

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 SET	Continuous Impr.; Computer Skills; Business Skills; Commercial Skills; PL-Comml Skills	125	8-200	0	$1,440	$27.40
				Weighted Avg: 96			
2	Retrainee Job Creation Initiative SET	Continuous Impr.; Computer Skills; Business Skills; Commercial Skills; PL-Comml Skills	30	8-200	0	$2,520	$13.31
				Weighted Avg: 126			

Minimum Wage by County: Job Number 1: $27.40 per hour for SET Frontline Workers; Job Number 2: $13.31 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 $4.98 per hour may be used to meet the Post-Retention Wage in Job Number 1.
Up to $1.31 per hour may be used to meet the Post-Retention Wage in Job Number 2.

Job Number 1 Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		5
Customer Service Staff		5
Lead		5
Marketing Associate		35
Support Staff		5
Technical Staff		5
Transportation Staff		30
Warehouse Staff		35

Job Number 2 Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		2
Customer Service Staff		2
Lead		2
Marketing Associate		16
Support Staff		2
Technical Staff		2
Transportation Staff		2
Warehouse Staff		2

INTRODUCTION

This will be the fifth Agreement between ETP and Sysco Los Angeles, Inc. (Sysco LA) (www.sysco.com). Sysco LA warehouses, distributes and delivers more than 10,000 different food products, beverages, equipment and supplies. As a subsidiary of Sysco Corporation, Sysco LA has the advantage of a large corporation, such as expertise in computer systems, finance, distribution systems, and national exposure. However, it is autonomous in operation (each Sysco location is independently operated), with the ability to adjust to local market conditions and opportunities.

PROJECT DETAILS

With its commitment to improve productivity in all areas, the parent Sysco Corporation created a Business Transformation Project company-wide by implementing an integrated SAP software system. This system will unify business processes across its operating companies and distribution centers while addressing its specific business needs in the wholesale industry.

Although Sysco LA is participating in the Business Transformation Project, it experienced problems during implementation of SAP last year. Instead of a full system rollout, only three of the five SAP modules were able to launch during the last ETP-funded Agreement. The remaining two modules will roll out in a few months.

This proposal will prepare trainees for the remaining SAP modules as well as other courses pertinent to the Business Transformation Project. The capabilities of the new SAP system include:

- Sysco Portal – a web-based access point for Sysco applications and information.
- Customer Relationship Management (Salesforce.com) – an application for prospect-filtered marketing leads that will also help track and record every stage of the sales process.
- Sysco Market and Sysco Pro – online ordering programs, which include order management, menu and nutritional analysis, extensive reporting capabilities, messaging, and alerts.
- Dashboard Portals – job and role specific software applications, which combine information from many sources in unified displays.

Retrainee - Job Creation

Under the Panel's Job Creation guidelines, Sysco LA is expanding its business capacity by adding new workers to existing functions, specifically Marketing Associates, to meet an anticipated increase in sales. Based on its projected sales growth, the Company has committed to hiring at least 30 additional frontline staff in the occupations of Administrative Staff, Customer Service Staff, Leads, Support Staff, Technical Staff, Transportation Staff, and Warehouse Staff who will participate in the ETP training under Job Number 2.

Under the Panel's Job Creation guidelines, trainees must be hired within the three-month period prior to Panel approval or during the term of contract. Newly hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Union Support

This project is supported by the Teamsters Automotive, Industrial & Allied Workers Local 495 representing the Transportation Staff and the Teamsters Local Union 848 and Local Union 630

representing the Warehouse Staff in this proposal. Letters of support have been provided to ETP.

Training Plan

Computer Skills (40%) – All occupations will receive training in Sysco LA's new SAP system which will improve delivery time and reduce order errors.

Continuous Improvement (10%) – Training will be provided to all occupations in Sysco Quality Standards and Food Safety to improve service quality and customer satisfaction.

Business Skills (35%) - Training will be provided to all occupations focusing on customer service standards, advanced operating procedures, and sales techniques.

Commercial Skills (15%) - Training will be provided to Support Staff and Transportation and Warehouse Staff in best practices, diagnosing electrical system problems, repairing computer controlled systems, and preferred work methods. Trainees will receive skills to troubleshoot; ensuring that equipment is operational at all times to increase productivity.

Productive Laboratory

Training in Productive Lab (PL) in Commercial Skills will be offered to Warehouse and Transportation Staff in equipment operation consisting of forklift, pallet jacks, scrubbers and sweepers. These trainees will receive a combination of Class/Lab and up to 20 PL hours followed by 40 hours of on-the-job training at the Company's expense. Trainees will be provided with operating procedures and instructions for the piece of equipment. Trainees will observe the trainer diagnose and repair the equipment and then complete supervised assignments. Trainees are ultimately evaluated on knowledge, skill, productivity, proficiency, and safety. Trainers must certify competency for each skill before trainees are allowed to work independently.

Trainers will be in-house staff and subject matter experts with at least two years of experience in equipment operation. The majority of the training will consist of a 1:1 trainer-to-trainee ratio. However, approximately 5% of the training will be 1:3 due to equipment availability. (There are only a limited number of these machines available for training purposes at a given time.) Trainees will be in small groups observing and receiving hands-on training during certain parts of the training plan.

Special Employment Training

Under SET, Sysco LA 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.

Commitment to Training

Sysco spends approximately $550,000 on training annually on New Hire orientation, OSHA-mandated training, sexual harassment, first aid, warehouse selector training, and on-the-job training. ETP funds will not displace the existing financial commitment to training. Safety training will continue to be provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

  Sysco LA's Vice President of Human Resources and Training Manager will oversee internal project administration. In addition, the Company has retained an outside administrative consultant to ensure that training documentation adheres to ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Sysco LA under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET12-0222	Walnut	12/19/2011–12/18/2013	$399,000	$248,996 (62%)

ET12-0222: Sysco LA over-performed on the training provided to incumbent trainees in this project, but underperformed in the Job Creation training. Over 100% of training hours were delivered to incumbent workers. However, not all funds were utilized in Job Creation due to a delay in the opening of the Sysco Riverside facility (a separate entity). The plan was for Sysco Riverside to hire 60 workers and for Sysco LA to train those workers. The delay prevented Sysco LA's hiring of staff for its own operations.

The Sysco Riverside facility is now operating independently from Sysco LA. Further, to ensure success, the Company requested a funding amount that is in-line with payment earned in ET12-0222 and the Job Creation component is much smaller than before.

DEVELOPMENT SERVICES

Sysco LA retained National Training Company (NTC) in Irvine to assist with development of this proposal for a flat fee of $5,000.

ADMINISTRATIVE SERVICES

Sysco LA also retained NTC 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
8-200

Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Quality Assurance
- Resolving Customer Problems
- Sysco Food Safety
- Sysco Quality Standards
- Team Communication

COMPUTER SKILLS

- Computerized Inventory
- Contact Management
- Customer Relationship Management
- Dashboard Portals
- External Web-Based Applications
- Laptop Techniques
- Production Applications
- Sales Cloud Computing
- Salesforce.com
- SAP Software Applications
- Service Cloud Computing
- Smartphone Applications
- Social Networking
- Sysco Desktop Applications
- Sysco Market
- Sysco Portal
- Sysco Pro
- Tablet Applications

BUSINESS SKILLS

- Advanced Operating Procedures
- Customer Service Standards
- Handling Difficult Customers
- Improving Customer Contact
- Internet Marketing
- Lead Generation
- Marketing Campaigns
- Marketing Performance
- Multi-Channel Marketing
- Opportunity Related Data
- Product Knowledge and Sales Techniques
- Sales Performance Processes
- Sales Presentations
- Social Marketing
- Targeted Marketing
- Time Management

COMMERCIAL SKILLS

- Building Customer Orders
- Operating Forklifts
- Operating Electric Pallet Jacks
- Order Selection Procedures
- Order Delivery Procedures
- Palletizing Products
- Product Handling
- Preferred Work Methods
- Scrubbers
- Sysco Labeling Systems
- Sweepers

Productive Lab Hours

0-20

COMMERCIAL SKILLS (cannot exceed 1:3 trainer-to-trainee ratio)

- Building Customer Orders
- Operating Forklifts
- Operating Electric Pallet Jacks
- Order Selection Procedures
- Order Delivery Procedures
- Palletizing Products
- Product Handling
- Preferred Work Methods
- Scrubbers
- Sysco Labeling Systems
- Sweepers

Note: Reimbursement for retraining is capped at 200 total hours per trainee, regardless of method of delivery. PL is capped at 20 hours per-trainee.

Celebrating 75 Years Strong

ET16-0117

TEAMSTERS AUTOMOTIVE, INDUSTRIAL AND ALLIED WORKERS LOCAL UNION NO. 495

R.M. "BOB" LENNOX
Secretary-Treasurer

GEORGE PARK
President

1939-2014 YEARS STRONG

May 26, 2015

Employment Training Panel
1100 J Street
4th Floor
Sacramento, CA 95814

Re: Sysco Los Angeles, Inc Employment Training Panel Project

The Teamsters Union Local No. 495 supports the proposed Sysco Los Angeles, Inc Employment Training Panel (ETP) project.

Sincerely,

TEAMSTERS AUTOMOTIVE, INDUSTRIAL AND ALLIED WORKERS LOCAL NO. 495

George A. Park

George A. Park
President

GAP:pl

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ET16-0117

Teamsters Local Union No. 848

Chartered in 1937

ERIC TATE
SECRETARY-TREASURER

May 12, 2015

Employment Training Panel
1100 J Street
4th Floor
Sacramento, CA 95814

Re: Sysco Los Angeles, Inc Employment Training Panel Project

Teamsters Local 848 supports the proposed Sysco Los Angeles, Inc Employment Training Panel (ETP) project.

Sincerely,

Gil Baltazar
President/Business Agent
Teamsters Local 848

6B

Our Members Are Our Strength. . .Our Children Are Our Future. . .Our Retirees Are Our Foundation

731 EAST ARROW HIGHWAY GLENDORA, CALIFORNIA 91740 PHONE (626) 732-4700 FAX (626) 732-4707
Affiliated with the International Brotherhood of Teamsters

ET16-0117

Food, Industrial and Beverage Warehouse, Drivers
and Clerical Employees Union - Los Angeles and Vicinity

(213) 627-2178
Fax (213) 627-0846

Teamsters Local Union No. 630

750 S. Stanford Avenue / Los Angeles, California 90021-1416

Ernest Lopez
Secretary Treasurer

Xavier Sandoval
President

May 15, 2015

Employment Training Panel

1100 J Street
4th floor
Sacramento, Ca. 95814

Re: Sysco Los Angeles, Inc Employment Training Panel Project

To whom it may concern,

Teamsters Local Union 630 support the proposed Sysco Los Angeles, Inc Employment Training Panel (ETP) project..

Sincerely,

Ernie Lopez

Secretary Treasures
Teamster Local 630

6c

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

International Rectifier Corporation

Agreement Number: ET16-0104

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate HUA	Industry Sector(s):	Manufacturing Technology/IT Priority Industry: ☒ Yes ☐ No
Counties Served:	Irvine, Los Angeles, Riverside, Santa Clara	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 1,200	U.S.: 1,800	Worldwide: 29,800
Turnover Rate:	6%		
Managers/Supervisors: (% of total trainees)	8%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$435,636		$32,750 (15% Job 2)	$0		$402,886

In-Kind Contribution:	100% of Total ETP Funding Required	$458,300

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; PL-Mfg. Skills	270	8-200	0	$810	$15.97
				Weighted Avg: 45			
2	Retrainee Priority Rate HUA	Business Skills; Computer Skills; Cont. Imp.; HazMat; Mfg. Skills; PL-Mfg. Skills	262	8-200	0	*$703	**$11.30
				Weighted Avg: 46			

*Reflects Substantial Contribution

**It will be made a condition of contract that these trainees 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.

Minimum Wage by County: Job Number 1: $16.44 per hour for Santa Clara County; $15.97 per hour for Los Angeles County; $16.02 per hour for Orange County

Job Number 2(HUA): $11.30 per hour for Riverside 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 $4.05 per hour may be used to meet the Post-Retention Wage in Job Number 1 and up to $2.18 per hour may be used in Job Number 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1 - Los Angeles, Irvine, Santa Clara		
Administration		10
Customer Service		10
Engineer		25
IT		5
Lead		25
Manager/Supervisor		20
Production Worker		150
Support Staff		25

Job Number 2 – Riverside		
Administration		11
Customer Service		11
Engineer		25
IT		5
Lead		25
Manager/Supervisor		20
Production Worker		135
Support Staff		30

INTRODUCTION

Founded in 1947, International Rectifier Corporation (IRC) (www.irf.com), has manufactured and designed power management semiconductors since it first ventured in the production of Selenium rectifiers. In 1958, the Company introduced commercial Zener diodes and solar cells. IRC has since advanced in the development of power management technology from digital, analog and mixed signal integrated circuits to more advanced circuit devices, power systems, and components used by leading manufacturers of computers, automobiles, consumer electronics, and defense systems worldwide. These products enable high performance computing and save energy in a wide variety of business and consumer applications.

Purchased by Infineon Technologies North America Corp. (Infineon) in January 2015, IRC is a wholly owned subsidiary with its corporate office remaining intact. As part of the transition, IRC is moving to integrate Infineon's approach to marketing, sales, operations and manufacturing, in addition to adopting new standardized business practices. Training will help the two companies merge efficiently, eliminating rework and waste.

PROJECT DETAILS

This is IRC's fourth ETP Agreement. Training in this Agreement will not duplicate any other ETP training as this training concentrates on the transition of IRC's business processes to merge with Infineon's processes and procedures.

Training Plan

Training will be provided at the employer sites and will include employees from the El Segundo, San Jose, Temecula and Irvine facilities.

Business Skills (10%): Training will be offered to Administrative, Customer Service Staff, Leads, and Managers/Supervisors. Trainees will be trained on effective communication. This will result in improved communication within the organization, reduce order rework, and increased customer satisfaction.

Computer Skills (20%): Training will be provided to Administrative, Customer Service Staff, IT, Leads, and Managers/Supervisors. All workers will receive training on new Infineon computer programs and Legacy software, MS Office and Sharepoint applications. Engineers will also receive SAP applications training. This training will help upgrade employee skillsets and facilitate the transfer of computerized data.

Continuous Improvement (10%): Training will be provided to all occupations. Training will focus on internal business systems and functionality resulting in the elimination of duplicate processes and a more efficient business environment, product improvement, delivery times, waste reduction and profitability.

Manufacturing Skills (45%): Training will be provided to Leads, Managers/Supervisors, Production Workers and Support Staff on new Infineon processes and procedures. The new manufacturing processes are necessary to reduce rework on computer components and circuit boards. Trainees will be instructed on new production techniques and operating procedures to improve product quality, reduce delivery times, and improve operating efficiency.

Hazardous Materials (2%): Training will be provided to Leads, Managers/Supervisors and Production Workers. Workers will receive training on Hazardous Waste and Communication, and Emergency Response Team Training. Training will lead to heightened awareness and responses to on-the-job incidents related to hazardous events. Training will result in improved preparation of a HAZMAT event. This training does not require certification by a government entity.

Productive Lab (PL)-Manufacturing Skills (13%): Training will be offered to Production Workers in hands-on machine operation and maintenance to operate high capacity equipment that run for long periods. The cost of materials being processed on this equipment is high and trainees can only learn how to use the equipment when it is in production. Cross-training workers on different equipment will increase the pool of employees who can complete complex production tasks resulting in improved manufacturing capacity and sales.

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.

Workers will be trained on equipment operating procedures. The instructor will certify that the trainee is competent to operate the equipment on his own. Only Production Workers will receive up to 30 hours of PL training.

PL Ratio Waiver Request

IRC is requesting a waiver to the standard 1:1 trainer-to-trainee ratio for PL training. Due to the complexity and high cost of equipment, materials and trainers time, IRC is requesting a ratio of 1:3. Although some of the PL training will be delivered at the 1:1 ratio, the Company does not have enough trainers to deliver all this training at that ratio.

Temporary to Permanent

Based on production demand, IRC may hire temporary employees to fill production and administrative positions that come under Panel guidelines for “temporary to permanent” employment. IRC retains these employees through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. However, the retention and post-retention wage requirements cannot be satisfied until after IRC has hired them. Until then, the Company will not receive progress payments.

Commitment to Training

IRC spends a total of $550,000 per year for training its California workers. Currently the Company provides new hire orientation, sexual harassment prevention, basic computer and

some manufacturing skills. IRC represents that ETP funds will not displace the existing financial commitment to training. Furthermore, IRC represents that safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

IRC is ready to start training upon approval. They have qualified trainers to provide training and a training plan in place. Although IRC has prior ETP experience, they will also utilize a third party administrator to help with the administrative procedures.

Substantial Contribution

IRC is a repeat contractor with payment earned in excess of $250,000 at the El Segundo facility within the past five years. Accordingly, reimbursement for trainees at the El Segundo facility (Job Number 2) will be reduced by 15% to reflect the Company's $32,750 Substantial Contribution to the cost of training.

High Unemployment Area

Trainees in Job Number 2 work in a High Unemployment Area (HUA), with unemployment exceeding the state average by at least 25%. The Company's location in Temecula qualifies for HUA status under these standards.

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. IRC is asking for a wage modification for trainees in Job Number 2, from $15.07 to $11.30.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0279	El Segundo	2/04/13 – 2/03/15	$356,400	$282,870 (79%)
ET12-0231	El Segundo	12/19/11 – 12/18/13	$165,600	$165,600 (100%)
ET09-0427	El Segundo	2/07/09-2/06/11	$74,736	$74,736 (100%)

DEVELOPMENT SERVICES

National Training Company in Irvine assisted with development of this proposal for $6,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Advanced Operating Procedures
- Change Management
- Defect Elimination
- Deming Quality Management
- Design for Experiments
- Error Free Manufacturing
- ISO 14001
- Lean Manufacturing
- Mentoring for Change
- 8D Problem Solving
- Quality Systems Training
- SAS Statistical Tools
- Six Sigma
- Standard Work
- Statistical Process Control
- Team Building Skills
- Team Problem Solving
- Technical Accuracy

COMPUTER SKILLS

- Crosspoint Software
- Fabtime Software
- MS Office (Intermediate and Advanced)
- Minitab Software
- Production Management and Reporting Software
- SAP Software Applications
- Server Support
- Sharepoint Applications
- Software Business Processes
- Software Installation and Maintenance
- Statistical Analysis

MANUFACTURING SKILLS

- Assembly Procedures
- Blueprint Reading
- Die Manufacturing
- Environment Production Procedures
- Failure Analysis
- Inspection Procedures
- Soldering Skills
- Machine Operation
- Operator Certification Program
- Product & Test Engineering

- Reading Technical Specifications
- Standards and Operating Procedures
- Wafer Manufacturing
- Diffusion Manufacturing Equipment
- Dry Etch Manufacturing Equipment
- Equipment Maintenance
- Grind Manufacturing Equipment
- Implant Manufacturing Equipment
- Metals/Films Manufacturing Equipment
- Metrology Manufacturing Equipment
- Photo Manufacturing Equipment
- Probe Manufacturing Equipment
- Tape/De-Tape Manufacturing Equipment
- Wet Etch Manufacturing Equipment

BUSINESS SKILLS

- Business Presentation Skills
- Communication Skills
- Disc Skills
- Internal Customer Service Skills
- Marketing/Sales Strategies
- Negotiating Skills
- Program/Project Management Skills
- Sales Skills
- Technical Product Specifications

HAZARDOUS MATERIALS SKILLS

- Hazardous Communications
- Hazardous Waste
- Emergency Response Team Training

PL Hours

0-30

MANUFACTURING SKILLS (Ratio 1:3)

- Diffusion Manufacturing Equipment
- Dry Etch Manufacturing Equipment
- Equipment Maintenance
- Grind Manufacturing Equipment
- Implant Manufacturing Equipment
- Metals/Films Manufacturing Equipment
- Metrology Manufacturing Equipment
- Photo Manufacturing Equipment
- Probe Manufacturing Equipment
- Tape/De-Tape Manufacturing Equipment
- Wet Etch Manufacturing Equipment

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. PL is capped at 30 hours per-trainee.

RETRAINEE - JOB CREATION

Training Proposal for:

Karl Storz Endoscopy-America, Inc.

Agreement Number: ET16-0123

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** E. Fuzesi

PROJECT PROFILE

Contract Attributes:	Priority Rate HUA Medical Skills Training Job Creation Initiative	Industry Sector(s):	Manufacturing Wholesale Trade Healthcare Services Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles, Santa Barbara	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 418	U.S.: 2,088	Worldwide: 7,198
Turnover Rate:	10%		
Managers/Supervisors: (% of total trainees)	12%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$508,848		$0	$0		$508,848

In-Kind Contribution:	100% of Total ETP Funding Required	$1,422,922

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	Advanced Technology, Business Skills, Commercial Skills, Computer Skills, Cont. Impr., HazMat, Mgmnt. Skills, Mfg. Skills	418	8-200	0-100	$936	$16.90
				Weighted Avg: 52			
2	Retrainee Job Creation Initiative	Advanced Technology, Business Skills, Commercial Skills, Computer Skills, Cont. Impr., HazMat, Mgmt. Skills, Mfg. Skills	56	8-200	0-100	$2,100	$16.90
				Weighted Avg: 105			

Minimum Wage by County: Job Number 1, Priority Retrainee: $15.97 for Los Angeles and $15.07 for Santa Barbara Counties. Job Number 2, Job Number 2, Retrainee-Job Creation: $13.31 for Los Angeles County, and $12.33 for Santa Barbara County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		34
Support Staff		98
Business Analyst		3
Financial Analyst		35
Engineer		4
Opeations Staff		40
Sales Staff		24
Buyer		9
Technician		119
Jr. Manager		15
Manager		17
Sr. Manager		20

Job Number 2		
Administrative Staff		1
Analyst		9
Engineer		2
Operations Staff		2
Sales Staff		11
Support Staff		12
Technician		13
Manager		6

INTRODUCTION

The Karl Storz group of companies (www.karlstorz.com) is a global manufacturer and distributor of endoscopes, medical instruments, and devices operating in over 40 countries. Karl Storz consists of manufacturing and research and development (R&D) entities in the United States and Europe, as well as distribution companies around the world.

This is KSEA's first ETP contract. Karl Storz Endoscopy-America, Inc. (KSEA) is the US headquarters and the main sales and distribution entity of endoscopes, instruments, imaging systems, electromechanical devices for all surgical specialties. KSEA also engages in designing, engineering, manufacturing, marketing, repairing and distributing endoscopic equipment. Four facilities located in El Segundo and Goleta will participate in this Agreement. KSEA will hold the contract, and will also serve as the lead employer for its three closely-affiliated entities:

- Global Care Quest, Inc. (GCQ) in El Segundo: a subsidiary of KSEA, providing visual clinical intelligence systems, a software program that allows for data integration of medical records to surgeons and clinicians;
- Karl Storz Veterinary Endoscopy-America, Inc. (KSVEA) in Goleta: develops endoscopy products and video imaging systems for use in veterinary practice offering a wide range of endoscopes, video cameras, and accessories.
- Karl Storz Imaging, Inc. (KSI) in Goleta: a subsidiary of KSVEA, designing and manufacturing digital video imaging systems for the medical industry used in urology, ENT, gynecology, surgery, research, surgical microscopy, and industrial inspection.

New technology in the imaging industry requires companies to develop products that provide a sharper image, wider view and smaller instruments. Until recently, scopes were using fiber optic technology, followed by computer chips, and HD imaging. Now, technology has advanced to 3D imaging. The light sources have gone through similar advancements from light cables to a small light source at the end of the scope.

KSEA sells thousands of different products in several distinct product lines, the majority being reusable, and developed through collaboration with clinicians. Over a thousand new products are being added to the Company's catalogue each year. These new offerings are results from the Company's efforts to co-develop new products, and improve existing endoscopy technology, equipment, and instruments with surgeons, and through KSEA's R&D group and marketing force. KSI's R&D staff works independently on new technological developments, such as miniaturization, emission control, and adaptation to new imagers; as well as with surgeons who assist in the development of highly sophisticated products with complex techniques, such as HD and 3D camera chips with wide view lenses and a design that will not harm the patient.

Due to KSEA's new product offerings in the ever increasing areas of minimally invasive surgical techniques, evolving customer demands and new technologies across endoscopic surgical disciplines, KSEA's list of new products continues to grow, while existing products remain in production. Employees need continuous training to keep up with the changing market demands, new products, tools and technology, and provide the ability to operate at the highest quality standards. To attain and maintain these standards, the Company has adopted, sophisticated statistical process control and automation in manufacturing, as well as rigid qualification standards for component and materials' suppliers.

Retrainee - Job Creation

In support of Job Creation, the Panel is offering incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, training for newly-hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

KSEA has committed to hiring 56 new employees (Job Number 2). The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

KSI recently purchased a 102,000-square-foot building to consolidate its existing operations at three leased sites and provide room for growth. A major driver of that growth is processing video, where the Goleta facility has emerged as a key player within the Company's global operation. Tapping into the potentials of full HD technology for medical diagnostics providing more image detail, greater sharpness, more brilliant colors, and much better ergonomics ensure a true qualitative breakthrough in modern endoscopy. New Innovative visualization technology products are constantly being developed under Storz Professional Image Enhancement System. KSI applies for about 25 to 50 patents each year such as smaller lenses, antifog, auto zoom, new layout designs offering surgeons additional improvements for homogeneous illumination of the endoscopic image, contrast enhancement, or tissue differentiation through color shifting.

To stay successful, the Company needs motivated employees who develop a fascination with medical progress, and want to make a difference in shaping the future of medicine in the field.

High Unemployment Area

186 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 location in El Segundo qualifies for HUA status under these standards. However, KSEA is not asking for a wage modification.

PROJECT DETAILS

Vocational training at KSEA is planned and measured with a focus on long-term success. Training staff at all levels and all functions allows staff members to familiarize themselves with the principles of the Karl Storz's quality philosophy, and to optimally support and prepare them for their roles within the Company, combining years of experience with new knowledge. Continual training and further education is an important element in mastering future challenges in technology, and is a high priority.

Training Plan

Business Skills (10%) – Training will be offered to all occupations based on job functions to provide better ways of identifying customer needs, solve problems, learn about new products, and improve service delivery. Training will cover the Company's philosophy for servicing customers. The courses are designed so employees can sharpen their skills in delivering excellent service to achieve the highest customer satisfaction.

Commercial Skills (8%) – Training will be offered to Sales Staff to provide industry and product specific knowledge regarding products and other offerings. Product Knowledge will help trainees properly inform customers of specific products and tools.

Computer Skills (7%) – Training will be offered to all occupations to help employees become proficient in navigating/working in the Company's internal systems necessary to perform their job functions and to keep updated on improved/upgraded platforms.

Continuous Improvement (20%) – Training will be offered to all occupations in order to ensure employees are maintaining the necessary skills to perform their job functions effectively. Courses will equip trainees with the right tools to be proficient in serving customers, and familiarize them with systems applications, policies, procedures, and departmental guidelines. Courses will cover Process Control to maintain a specific output each time a process is performed. Problem Solving will resolve issues in an orderly manner, and Teambuilding will provide accountability, mentoring, and conflict management principles. Quality Concepts will focus on quality assurance and quality management principles. Process Improvement will use organizational development using Kaizen principles. Strategic Planning will give trainees clearly defined directions of processes, design, product, and decision making for implementation, evaluation and monitoring.

Hazardous Material (5%) – Training will be offered to Operations Staff and Technicians to handle hazardous materials and chemicals, and learn the correct way to clean and dispose of such materials.

Management Skills (10%) – Training will be offered to Managers to help develop and improve skills of those in managerial roles. Courses will cover leadership topics in decision making, motivation, administration, and teambuilding. These courses will facilitate a better working environment, decrease turnover, and increase employee satisfaction.

Manufacturing Skills (25%) – Training will be offered to Operations staff, Sales Staff and Technicians to provide skills in product creation and/or assembly. Staff will also be trained and cross-trained on specific process improvement procedures, equipment and machinery operation.

Advanced Technology (15%)

Advanced Technology (AT) will be offered to Analysts, Engineers, Technicians, and Manager occupations involved in the production or the use of the most sophisticated technology, equipment and software. Expected results of these trainings will lead to more advanced product offerings. The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor.

AT trainees require specialized training due to the highly technical nature of the operations. Training will include systems to improve the video imaging systems, digital imaging systems, visual clinical intelligence system, industrial inspections, special testing procedures, and R&D. These trainings are essential to the core operations of the company, and require additional

effort and processes to create maintain and update course contents. Course developers are experts in their field of engineering and design. As such, AT training requires additional costs beyond the standard training expenses, and is reimbursed at a higher fixed-fee rate.

Computer-Based Training (CBT)

Normally, CBT hours are capped at 50% of total training hours per-trainee. However, under this proposal, KSEA is asking to be reimbursed for up to 80% CBT for select trainees in Analyst, Buyer, Engineer, Operations, Sales, and Technician occupations. While these trainees will also receive training via class/lab method, the majority of their training consists of CBT.

KSEA sets and maintains high standards in regards to continuous vocational training as an important element in ensuring long-term success with the growing complexities of surgical techniques. The Company is heading in the direction of having the majority of the comprehensive training programs offered via CBT, and continuously adapting to the newest developments. CBT provides a platform for highly technical training without disrupting business operations through a highly flexible, self-guided training method. The Company is shifting towards offering more courses via CBT, as it mirrors the way employees work on various projects with shifting responsibilities. This model accounts for limited-time schedules, quick and effective skills improvements, by allowing trainees to access mandatory training when it's needed at a convenient time and location. CBT courses are developed internally to capture frequent program and software updates, and facilitate smooth training roll-outs. As such, CBT increases both productivity and learning for KSEA trainees.

Certified Safety Training

Hazardous Materials (HAZMAT) 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. In this proposal, Operations Staff and Technicians will receive up to 24 hours of classroom training. 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, certification is by AZ Safety Consultants of Santa Barbara.

Commitment to Training

KSEA's training budget is $700,000 for its El Segundo, and $1,300,000 for its Goleta facilities. This includes training in Internal Processes, Contracts Training, Electronic Data Interchange, and other internal software training on KSEA's ERP system.

The proposed ETP-funded training will allow KSEA to implement more training initiatives, increase training efforts, and expand quality workforce by allowing training on a larger scope, accelerating employee development, and enhancing competencies. 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

KPMG has been retained to assist with enrolling trainees, recording training hours, preparing quarterly reports regarding progress, assist with monitoring meetings, project set-up/close out, and other services as needed. The Company's project team will consist of 13 individuals employed by KSEA, and its participating affiliates.

Impact/Outcome

The overall objective of training is to promote professional development of new and existing employees while providing the necessary relevant job skill sets, and building new knowledge. With the growing number of products being introduced by the Company, and the changing business environment, it is imperative that employees are continually educated about customer needs. Training outcomes will generate an increase in sales and a decrease in employee turnover. Certifications will include Department of Defense Information Assurance Certification and Accreditation Process to allow KSEA to bid and build products for the US Military Hospital.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

KSEA retained KPMG in Irvine to assist with development of this proposal for a flat fee of $46,070.

ADMINISTRATIVE SERVICES

KPMG has been retained 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 Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Anatomy of the Sales Representative
- Business Writing
- Communication
- Correction of Problems
- Crucial Conversations
- Customer Service Skill Building
- Customer First
- Whole Cultured Cell Supernantant (WCCSU)

COMMERCIAL SKILLS

- Certified Medical Professional
- Clinical Skills Urology Scrub Up Workshop
- Product Knowledge

COMPUTER SKILLS

- DoD Information Assurance Certification and Accreditation (DIACAP) Change Control Process
- Information Assurance (IA) Field Installation and Support Policies and Procedures
- Information Assurance Vulnerability Management (IAVM) SOP
- IT Applications
- IT Service Desk Training
- MS Office (Intermediate, Advanced)
- Preboot Execution Environment (PXE) Image Load
- Retina Scanning
- Security Content Automation Protocol (SCAP)
- Silver Image Creation
- Stand Alone Disk Image Load

CONTINUOUS IMPROVEMENT

- Accountability
- American Management Association (AMA) ManagementTraining
- CS-Skill Building What skill?
- Efficiency/Productivity
- Internal Processes
- Internet Process Communication (IPC)
- ISO 1345,
- ISO 14001
- Kaizen
- Customer Service Policies and Procedures Advance
- Customer Service Policies and Procedures Basic
- Karl Storz University (KSU) Conflict Management Mentor Program
- Professional in Human Resources (PHR) Course
- Policies & Procedures
- Process Improvement

- Product Integration
- Project Management
- International Project Management Association (IPMA) Training
- Quality Concepts
- Strategic Planning
- Teambuilding

HAZARDOUS MATERIALS

- Disposable Spills

MANAGEMENT SKILLS (Managers only)

- Accelerated Leadership Program (ALP)
- Director Leadership Program (DLP)
- High Performers
- Organization Leadership

MANUFACTURING SKILLS

- Equipment Operation
- Forklift
- Machining
- Manufacturing Processes
- Media Transfer Protocol (MTP) Test Procedures and Processing

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

AT Hours

0-30

- Advanced Technology
- Capability Maturity Model (CMM) Program Training
- Engineering (Video Image)
- Machine Programming

CBT Hours

0-100

BUSINESS SKILLS

Communication: Improving Your Emotional Intelligence Skills	1
Communication: The Impact of Situation and Style When Communicating with Diplomacy & Tact	1
Professional Development: Building Trust	1
Teaming: Elements of a Cohesive Team	1
Communication: Strategies for Resolving Workplace Conflict	1
Customer Service (CS)_METRICS	1
CS_OPS GUIDELINES	1
CS_Sales Partners Calibration	1
CS_Systems Applications & Products (SAP) SOM Cockpit	1
CS_SERVICE EXCELLENCE	1
CS_Verint Quality Monitoring	1
Document Change Request	0.5
Document Change Request Log	0.5
Document Controls	1

- Document Numbering 0.5
- Handling, Storage, Distribution and Installation 0.5
- Identification 1
- Labeling Control 1
- Labeling Control Form 0.5
- Labeling Creation Form 0.5
- Labeling Log 0.5
- Packaging, Handling, Storage, Distribution and Installation 1
- Prof Ed, Airway Management: C-MAC Brainshark 8
- Prof Ed, Core, Reprocessing: Fundamentals of Reprocessing Brainshark 8
- Prof Ed, Foundation: Conventions Brainshark 8
- Prof Ed, Foundation: Credit Brainshark 8
- Prof Ed, Foundation: eLoaner 1.5 eLearning 30
- Prof Ed, Foundation: ETS Brainshark 8
- Prof Ed, Foundation: GCQ Overview Brainshark 8
- Prof Ed, Foundation: Internal Customer Support Brainshark 8
- Prof Ed, Foundation: Inventory Management Brainshark 8
- Prof Ed, Foundation: iQuery Brainshark 8
- Prof Ed, Foundation: iSAP Brainshark 8
- Prof Ed, Foundation: Library Brainshark 8
- Prof Ed, Foundation: Marketing Communications Onboarding Brainshark 8
- Prof Ed, Foundation: Samples Audit Brainshark 8
- Prof Ed, Head and Neck: Navigation Panel Unit (NPU) Assembly Brainshark 8
- Prof Ed, Manager Training: KARL STORZ Coaching Brainshark 8
- Prof Ed, Manager Training: KARL STORZ Selling Skills Brainshark. 8
- Prof Ed, OR1: Networking 101 Brainshark 8
- Prof Ed: TelePack X Brainshark 8
- Purchasing Controls 1

COMPUTER SKILLS

- Acceptance Activities 2
- Coding Guidelines 2
- CS_Avaya One-X Agent 1
- Cyber Awareness Challenge 1
- DIACAP Implementation 1
- DIACAP OS Hardening Configuration 2
- DIACAP Overview 1
- DIACAP SQL Server Installation 2
- DICOM Installation 2
- Enhancing Information Assurance through Physical Security 2
- GCQ Server Maintenance 2
- HI7 Server Installation 2
- Identifying and Safeguarding 1
- IEW1 Acceptance Activities 2
- IEW1 Configuration 2
- IIS Installation Guide 2
- Information Assurance Policy & Technology (IAP&T) 4.5
- LYNDA.COM -excel, specific courses 4
- Media Monitor Installation 2
- MedServer Installation 2

- MS Office: Visually Enhancing PowerPoint 2010 Presentation 1
- Operating System Installation 2
- Personally Identifiable Information (PII) 1
- PivotTables and PivotCharts in Excel 2010 1
- Pre-Production Configuration 2
- Privileged User IA Responsibilities 0.5
- Prof Ed, Core, Video Imaging: 9603 Video Cart Videos 10
- Prof Ed, Core, Video Imaging: ICM CCU Video 30
- Prof Ed, Core, Video Imaging: Image 1 eLearning Course 30
- Prof Ed, Core, Video Imaging: Principles of Insufflation eLearning 30
- Prof Ed, Foundation: Xactly Commissions Incentive Software 10
- Prof Ed: eLoaner iPad eLearning 30
- Prof Ed: OR1 eLearning Module with StreamConnect 30
- Server Acceptance Activities 2
- Server Acceptance Checklist 2
- Server Installation Guide 2
- Software Build Instructions 2
- Software Development Environment 2
- Software Verification & Validation Procedure 2
- Source Control Guidelines 2
- SQL Database Installation 2
- SQL Server Activation 2
- SQL Server Installation 2
- SRGs and STIGs 0.5
- Statistical Techniques 2
- Using Public Key Infrastructure (PKI) - PKI Overview 1
- Using PKI Certificates 1
- VIEW1 AIDA Integration Configuration Checklist 2
- VIEW1 AIDA Integration Verification Checklist 2
- VIEW1 Client Installer Configuration 2
- VIEW1 Configuration Checklist 2
- VIEW1 Configuration Guide 2
- VIEW1 Endpoint Protection Installation 2
- VIEW1 Image Station Configuration Checklist 2
- VIEW1 Image Station Configuration 2
- VIEW1 Image Station Installation Verification Checklist 2
- VIEW1 Image Station Installation Verification 2
- VIEW1 Image Station Support 2
- VIEW1 Installation Verification 2
- VIEW1 LABS and Microbiology Interface 2
- VIEW1 LiveData Installation 2
- VIEW1 RAID Configuration 2
- VIEW1 Troubleshooting Guide 2
- VIEW1 Web Installation 2
- Vulnerability Management 2

COMMERCIAL SKILLS

- Engineering Notebook Assignment 0.5
- Engineering Notebook Procedure 0.5

- Prof Ed, Airway Management: Clinical Use of the Flexible Intubation Fiberscope 10
- Prof Ed, Airway Management: Dr. George Berci, History of KARL STORZ in Airway Management 10
- Prof Ed, Airway Management: The Potentials of Video Intubation in Neonates 10
- Prof Ed, Airway Management: Use of Fiberoptic Telescopes in Anesthesia 10
- Prof Ed, Airway Management: Video Intubation for Bariatric Surgery 10
- Prof Ed, Core, Neuro-Spine-Microscopy: HD Microsurgical Imaging Systems Brainshark 8
- Prof Ed, Core, Neuro-Spine-Microscopy: VITOM Exoscope Brainshark 8
- Prof Ed, Core, Video Imaging: Power Tower In-Service with Chuck Croteau 10
- Prof Ed, Head and Neck: Functional Endoscopic Sinus Surgery with Prof. Stammberger 10
- Prof Ed, Head and Neck: Registration for Optical Surgical Navigation eLearning Course 30
- Prof Ed, Head and Neck: Sialendoscopy Brainshark 8
- Prof Ed, Head and Neck: Stroboscopy Brainshark 8
- Prof Ed, Surgical Specialties, Arthroscopy: Arthropump Power Fluid Management System Video 10
- Prof Ed, Surgical Specialties, Arthroscopy: Hip Portal System Video 10
- Prof Ed, Surgical Specialties, Arthroscopy: Knee Arthroscopy, Portal Placement & Examination Course 10
- Prof Ed, Surgical Specialties, Arthroscopy: The Shoulder, Anatomical Knowledge Update 10
- Prof Ed, Surgical Specialties, Cardiovascular: SCHOELLHORN Multi-Retractor Brainshark 8
- Prof Ed, Surgical Specialties, CV/Thorax: Understanding CTSNET Brainshark 8
- Prof Ed, Surgical Specialties, Gynecology: Endomat/Equimat Assembly and Operation Guide 10
- Prof Ed, Surgical Specialties, Gynecology: Fluid Management Brainshark 8
- Prof Ed, Surgical Specialties, Gynecology: Rotocut Brainshark 8
- Prof Ed, Surgical Specialties, Gynecology: SupraLoop Brainshark 8
- Prof Ed, Surgical Specialties, Laparoscopy: Laparoscopic Banded Gastric Bypass Video 10
- Prof Ed, Surgical Specialties, Laparoscopy: Laparoscopic Instruments eLearning 30
- Prof Ed, Surgical Specialties, Laparoscopy: Mini-Laparoscopy Brainshark 8
- Prof Ed, Surgical Specialties, Laparoscopy: NOTES and Associated Procedures Brainshark 8
- Prof Ed, Surgical Specialties, Laparoscopy: Pyloric Stenosis Brainshark 8
- Prof Ed, Surgical Specialties, Laparoscopy: Refocusing the EndoCAMeleon 8
- Prof Ed, Surgical Specialties, Laparoscopy: SPA eLearning Course 30
- Prof Ed, Surgical Specialties, Laparoscopy: Transanal Endoscopic Operation Brainshark 8
- Prof Ed, Surgical Specialties, Laparoscopy: X-CONE Assembly Brainshark 8
- Prof Ed, Surgical Specialties, Thorax: EndoCAMeleon VATS Brainshark 8
- Prof Ed, Surgical Specialties, Thorax: KARL STORZ EndoCAMeleon Telescope Video 10

- Prof Ed, Surgical Specialties, Thorax: Minimally Invasive Thoracic Surgery Brainshark 8
- Prof Ed, Surgical Specialties, Urology: AUTOCON II 400 eLearning Module 30
- Prof Ed, Surgical Specialties, Urology: Cysview/PDD eLearning Module 30
- Prof Ed, Surgical Specialties, Urology: PDD Evaluation Process Brainshark 8
- Prof Ed, Surgical Specialties, Urology: PDD Handling False Positive Results Brainshark 8
- Prof Ed, Surgical Specialties, Urology: PDD Prequalification Process Brainshark 8
- Prof Ed, Surgical Specialties, Urology: Photodynamic Diagnosis (PDD) Brainshark 8
- Prof Ed, Surgical Specialties, Urology: Resectoscope Setup Video 10
- Prof Ed, Surgical Specialties, Urology: Scope Safe Laser Fibers Brainshark 8
- Prof Ed, Surgical Specialties, Urology: Video Cystoscopy Brainshark 8
- Prof Ed, Surgical Specialties: Urology Instruments with Richard Bagley 8
- Prof Ed, Urology: The Davalos Access Technique for Percutaneous Nephrolithotomy eLearning Course 30
- Prof Ed: Hospital Navigation 30

CONTINUOUS IMPROVEMENT

- Addendum Form 0.5
- Approved Supplier List 0.5
- CAPA 1
- CAPA Form 0.5
- CAPA Log 0.5
- Change Control 1
- Change Management Log 0.5
- Code Review Checklist 0.5
- Code Review Guidelines 1
- Complaint Handling 1
- CS Mentoring Coaching Model 1
- CS Standards Rollout Assessment East 1
- CS Standards Rollout Assessment West 1
- Design Control 2
- Design Control SDLC Overview 2
- Device Classification/510(k) Form 0.5
- Device History Record 1
- Device History Record (DHR) Content Checklist 0.5
- Device Master Record 1
- DHR Review 0.5
- DMR Review 0.5
- Document Deliverables 1
- Employee Training Matrix 0.5
- Engineering Change Order. 0.5
- FDA Inspection 1
- Field Corrections and Removals 0.25
- GCQ Complaint Committee 0.5
- GCQ Material Review Board 0.5
- GCQ Production Area 0.5
- GCQ Production Traveler 0.5

- GCQ Quality Manual 2
- GCQ Risk Management 1
- GCQ Risk Management Team 0.5
- GCQ Support 0.5
- GCQ TFS Guide 1
- Inquiry Codes 0.5
- Inquiry Form 0.5
- Inquiry Log 0.5
- Internal Audit Log 0.5
- Internal Audit Response Form 0.5
- Internal Audit Response Log 0.5
- Internal Audit Schedule 0.5
- Internal Audits 0.5
- Medication Therapy Management (MTM) Guidelines 1
- New Employee/Individual Training Verification Form 0.5
- Nonconforming Material and Product 1
- Nonconforming Product Report 0.5
- Nonconforming Product Rework Report 0.5
- NPR Log 0.5
- Organizational Chart 0.33
- Phase 1 Review Notes 0.5
- Phase 2 Review Notes 0.5
- Phase 3 Review Notes 0.5
- Phase 4 Review Notes 0.5
- Phase 5 Review Notes 0.5
- Power Messaging: KARL STORZ Corporate Point of View Coaching Video 8
- Production and Process Controls 1
- Prof Ed Knowledge Check Test 8
- Prof Ed, Foundation: George Berci, A Life of Innovation and Achievement 10
- Quality Planning 1
- Quality System Records 1
- Refresher Training 7
- Release to Customer 0.5
- Risk Assessment Guidelines 1
- Root Cause Analysis 1
- Service Log 0.5
- Service Ticket 0.5
- Servicing 1
- Signature Log 0.25
- Signature Log Form 0.5
- Site Information 0.5
- Standards Roll Out 2.5
- Supplier Disqualification Form 0.5
- Supplier Management 1
- Talent Space 4
- QS107 Training 1
- Training Verification Form CFR 820 & 843 0.5
- Unit Test Checklist 0.5
- Unit Testing Guidelines 1
- VIEW1 Image Station Production and Process Flowchart 0.5

- VIEW1 Image Station Troubleshooting Guide 1
- VIEW1 Production and Process Flowchart 0.5

MANAGEMENT SKILLS (Managers only)

- CS Leader's Standards 1
- CS Leaders Standards Rollout Assessment 1
- Differentiating Performance and Pay and Communicating Difficult Pay Messages 0.5
- Driving Employee Engagement Through Informal Feedback and Dealing with Negative Reactions to Performance Feedback 0.5
- Identifying the Root Causes of Performance Issue 0.4
- Introduction to the Mentoring Associates Program 2
- Leadership: Managing Internal Dynamics in a Cross-Functional Team 1
- Making the Right (Peer) Connections and Handling the People Side of Change 0.4
- Management Review Coversheet 0.5
- Management Review 0.5
- Managerial - 360, Time Management, Communications 8
- Meeting Minutes 0.5
- Select the Right On-The-Job Learning Opportunities and Making Training Stick 0.4
- Talking About Pay and Understanding Base Pay Ranges and Managing Year-End Pay Conversations 0.6
- The Art of Delivering Formal Feedback 0.4
- Why Should you Care about Employee Engagements? And Talking About Short Term Incentives 0.6

MANUFACTURING SKILLS

- Distribution - Shipping, Receiving and Stockroom 10
- GD andT Trainings 4

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee.

RETRAINEE - JOB CREATION

Training Proposal for:

Meggitt (North Hollywood), Inc.

Agreement Number: ET16-0132

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

PROJECT PROFILE

Contract Attributes:	Critical Proposal Retrainee Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☒ Yes ☐ No International Union, United Automobile, Aerospace & Agriculture Implement Workers of America - UAW Region 5, Local 179		

Number of Employees in:	CA: 2,000	U.S.: 5,500	Worldwide: 11,000
Turnover Rate:	4%		
Managers/Supervisors: (% of total trainees)	18%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$749,372		$0	$0		$749,372

In-Kind Contribution:	100% of Total ETP Funding Required	$1,438,640

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, Continuous Imp., Mfg. Skills	249	8-200	0	$2,628	$19.00
				Weighted Avg: 146			
2	Retrainee Job Creation Initiative Priority Rate	Business Skills, Continuous Imp., Mfg. Skills	50	8-200	0	$1,900	$19.00
				Weighted Avg: 95			

Minimum Wage by County: Job Number 1: $15.97 per hour for Los Angeles County;
Job Number 2 (Job Creation): $13.31 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 the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Numbers 1 and 2		
Production Staff		150
Engineering Staff		35
Quality Staff 1		21
Quality Staff 2		18
Office Staff		25
Manager/Supervisor 1		30
Manager/Supervisor 2		20

Critital Proposal

This proposal for Meggitt (North Hollywood), Inc. (Meggitt) has been designated a Critical Proposal by the Governor's Office of Business and Economic Development based on Meggitt's planned business expansion and commitment to adding new jobs in California.

INTRODUCTION

Meggitt is a global engineering group specializing in extreme environmental components and smart sub-systems for aerospace, defense and energy markets. Meggitt (www.meggitt.com) specializes in the design and manufacture of a broad range of fluid control devices and systems for commercial/military aircrafts and various industrial applications. Meggitt's parent company,

Meggitt PLC, is headquartered in the United Kingdom and has several business locations worldwide, including multiple facilities in California. This training proposal will only target workers at the Company's North Hollywood location.

PROJECT DETAILS

Meggitt has realized a significant 10-year growth increase, including the procurement of several new long-term supply agreements in excess of $1 billion, along with additional programs awaiting award notices. Due to this substantial growth in new and prospective business, Meggitt must implement changes to its operations and make room for increased production space.

The Company will be adopting a corporate-wide strategy of Operational Excellence through the new Meggitt Production System (MPS), whereby management, team leaders, and production supervisors must all support the production and distribution teams, ensuring that all company personnel and activities are directly dedicated to supporting production of parts and systems. The successful execution of MPS requires significant continuous improvement changes in thinking, leadership systems, and shop floor expertise. This single global approach to the application of Lean tools and practices will be rolled out and applied throughout the organization.

Retrainee - Job Creation

The Panel offers incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, training for newly-hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

Meggitt is expanding its production area and anticipates a $10 million investment to the site over the next five years. This investment will include upgrading facility capacity to meet current and future production requirements. In addition, the Company has already begun repurposing some of its non-production space to accommodate anticipated manufacturing growth.

In this proposal, Meggitt has committed to hiring 50 new employees over the next two years, largely in production (Job Number 2). Meggitt represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Union Support

This project is supported by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 5 – Local 179, which represents the production workers in this proposal. A letter of support has been provided.

Training Plan

The proposed training will take place at the Company's 110,000 square foot facility in North Hollywood. Training will focus on Lean principles, Process Improvement, Six Sigma, and Leadership Development. The Curriculum has been specifically designed to teach workers how to immediately identify variances and present solutions to problems in real time. In addition, emphasis will be placed on empowering employees with the skills to manage projects more effectively while serving customers in a more efficient and responsive fashion.

Business Skills (5%) – Training will be offered to all occupations based on job functions and responsibilities. Trainees will learn strategic planning and how to manage resources with

greater efficiency with APICS (American Production & Inventory Control Society/Association for Operations Management) training.

Continuous Improvement (90%) – Training will be offered to all occupations, with emphasis on supporting all aspects of the recently adopted MPS. This training will enhance workforce creativity and engagement, as well as facilitate Six Sigma Green and Yellow certifications. These modules are also designed to improve on-time delivery and inventory turns, while reducing defects.

Manufacturing Skills (5%) – Training will be offered to Production, Engineering, and Quality Staff to strengthen the Company's manufacturing processes. This training is designed to improve worker efficiency, reduce errors, and expand the Company's overall production capabilities.

Commitment to Training

Meggitt has an annual training budget of approximately $50,000 per facility in California. Company-funded training includes new hire orientation, proper lifting techniques, personal protective equipment, harassment prevention, material/chemical handling, First-Aid Responder, and supervisor performance evaluation. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

  Meggitt's Human Resources Manager will oversee internal project administration. In addition, the Company has retained an outside administrative consultant to ensure that training documentation adheres to ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Meggitt retained Performance Ascent, Inc. in Irvine to assist with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

Meggitt retained Labor Employment and Training Corporation in Cerritos to perform administrative services for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

Performance Ascent, Inc. in Irvine will also provide Continuous Improvement training for a fee to be determined. Other trainers will be identified for ETP record-keeping purposes, as they are retained by Meggitt.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 200 Trainees may receive any of the following:

BUSINESS SKILLS

- APICS Training Leading to Certification

CONTINUOUS IMPROVEMENT

- 5-S/6-S Skills
- AS 9100 Skills
- AS 9100 Auditor Skills
- Business Assessment
- Lean Assessment
- Concurrent Engineering Skills
- Leadership/Management Skills
- DMAIC
- Demand Flow Technology
- Design of Experiments
- DISC Assessment Learning
- Engineering Change Process
- Enterprise Baseline Assessment
- Failure Mode and Effects Analysis (FMEA)
- Frontline Leadership
- Intro to Lean Manufacturing
- Inventory Accuracy Program Procedures
- ISO 9000 Skills
- ISO Auditor Skills
- Kaizen Leader Development
- Kaizen Process Improvement Workshops
- Lean Enterprise System Overview
- Lean Gemba Walks
- Lean Kata
- Lean Manufacturing Skills
- Leadership/Management Communications & Meetings
- Management Planning & Development Skills
- Management Development
- Material Resource Planning
- Meggitt Production System
- Metrics Management
- Planning Process Skills
- Policy Deployment/Hoshin Planning
- Preventative Maintenance Skills
- Problem Solving Skills
- Process Deployment
- Process Improvement Skills
- Process Mapping
- Product Fulfillment Process
- Production and Inventory Management

- Pull Systems
- Quality Inspection
- Quality Management Systems
- Quality Standards Process
- Root Cause Analysis
- Set-Up Time Reduction
- Simulation Modeling Skills
- Six Sigma Yellow Belt Skills
- Six Sigma Green Belt Skills
- Small Batch Manufacturing
- Standard Work Skills
- Statistical Process Control
- Strategic Planning Skills
- Total Productive Maintenance (TPM) Skills
- Team Building Skills
- Team Leadership Skills
- Value Stream Mapping

MANUFACTURING SKILLS

- J-Standard – Welding Skills
- Welding Techniques
- General Manufacturing Skills
- Manufacturing Equipment Skills
- Forklift Usage

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

Region 5
721 Dunn Road
Hazelwood, Missouri 63042

Phone: (314) 731-2800
Fax: (314) 731-2729

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA – UAW

Gary Jones
Director
(Member, International Executive Board)

Dennis Williams
President
Gary Casteel
Secretary-Treasurer

April 15, 2015

Development Analyst
Employment and Training Panel
C/O Victoria Lewis
Human Resources Manager
Meggitt Control Systems
12838 Saticoy Street
North Hollywood, CA 91605

Dear Sirs,

We are in support of the Meggitt Control Systems training program proposal to the Employment Training Panel. UAW Region 5 is looking forward to the active participation of our UAW Local 179 members in implementation of the training.

We look forward to this project and appreciate the outreach of the State to support California UAW represented manufacturers.

Sincerely,

Gary Jones

Gary Jones, Director
UAW Region 5

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Woodward HRT, Inc.

Agreement Number: ET16-0105

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Webb

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Critical Proposal	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☒ Yes ☐ No UAW Local 509		
Number of Employees in:	CA: 1,150	U.S.: 1,150	Worldwide: 1,150
Turnover Rate:	3%		
Managers/Supervisors: (% of total trainees)	8%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$337,590		$0	$0		$337,590

In-Kind Contribution:	100% of Total ETP Funding Required	$847,538

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, HazMat, Manufacturing Skills	341	8-200	0	$990	$17.26
				Weighted Avg: 55			

Minimum Wage by County: $15.97 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	Wage Range	Estimated # of Trainees
Office Staff		26
Production Staff		223
Quality Staff		29
Engineers		37
Managers/Supervisors		26

INTRODUCTION

Critical Proposal

The Governor's Office of Business and Economic Development (Go-BIZ) has designated Woodward HRT, Inc. (Woodward HRT), as a "Critical Proposal". Woodward HRT is expanding production due to a significant increase in new product development and equipment. ETP funding will enable the Company to provide training for workers on this new equipment.

Woodward HRT, formerly GE Aviation, is located in Duarte. The name change occurred when the Company was acquired by Woodward, Inc. in December 2013. [Note: The parent Woodward, Inc. is headquartered in Fort Collins, Colorado with 27 sites nationwide.] Woodward HRT designs and manufactures thrust-reversing actuation systems for business, military and commercial aircraft.

Products include pumps, valves, fuel nozzles, metering units, cockpit controls, actuators, motors, and sensors.

To ensure Woodward HRT delivers quality products on time, the Company developed a training plan to improve employee skill sets and practices. To increase efficiency Woodward HRT will provide training in Lean practices and increase abilities to problem solve, manage project levels and plan effectively.

PROJECT DETAILS

The Company's aerospace division designs, manufactures and services systems/products that manage fuel, air, combustion, and motion. As a result, the Company has recently been hired to manufacture parts for new planes being developed by Airbus and Boeing. These projects, combined with a few other new contracts, will result in $145M in annual sales.

Training in Continuous Improvement and Manufacturing Skills with focus on Six Sigma (Lean/Kaizen) concepts to increase efficiency, reduce production costs, and improve turnaround times. Training will improve production workflow and utilization of equipment.

Over the next two years, Woodward HRT will install and upgrade new equipment totaling approximately $10 million dollars. Trainees will receive Manufacturing Skills training to properly operate and test equipment. New equipment and upgrades will also incorporate changes to production assembly lines.

Training Plan

The type and extent of training is outlined below:

Business Skills (7%): Training will be offered to all occupations to increase staff capability to prioritize work functions and develop new strategies. Lead workers will also participate in courses that will enhance leadership skills.

Computer Skills (1%): Training will be offered to all occupations to utilize the Company's management software. Trainees will learn how to store and manage data efficiently.

Manufacturing Skills (32%): Training will be offered to Production Staff, Engineers, Quality Staff and Managers/Supervisors. Topics delivered will increase employee skill set to execute jobs proficiently.

Continuous Improvement (58%): Training will be offered to all occupations to improve work processes by implementing methodologies such as 5S, Six Sigma and Kaizen. Training topics include Lean Assessment, Problem Solving and Preventative Maintenance Skills.

Hazardous Materials (2%): Training will be offered to Production Staff, Engineers, Quality Staff and Managers/Supervisors. Trainees will learn about hazardous materials/chemicals they may come in contact with while on the production floor.

Commitment to Training

Currently, Woodward HRT has an annual training budget of $50,000. Employees are provided safety, on-the-job, orientation, chemical substance awareness, and other technical skills training. The Company will continue to deliver all mandated training alongside Lean Manufacturing and Six Sigma training.

Woodward represents that 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

  Woodward has hired Labor Employment and Training Corporation (LETC) to conduct administrative duties. The Human Resource Manager will coordinate and schedule employee training and work with external vendors such as LETC and Performance Ascent, Inc. LETC will provide monthly progress reports to the Woodward Human Resource Manager to ensure the Company is in compliance.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Performance Ascent, Inc. in Irvine assisted with development of this proposal free of charge.

ADMINISTRATIVE SERVICES

LETC in Cerritos will perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

Performance Ascent, Inc. will provide training in Continuous Improvement. 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

- Communication Skills
  - The Woodward Way
- Management Essentials
  - Successful Selections
- Leadership Development

COMPUTER SKILLS

- Woodward Enterprise Resource Planning

CONTINUOUS IMPROVEMENT

- 5-S
- 6-S Skills
- AS 9100 Skills
- AS 9100 Auditor Skills
- Business Assessment
- Lean Assessment
- Concurrent Engineering Skills
- Leadership/Management Skills
- Define, Measure, Analyze, Imrpove, and Control
- Demand Flow Technology
- Design of Experiments
- Engineering Change Process
- Enterprise Baseline Assessment
- Failure Mode and Effects Analysis
- Frontline Leadership
- Intro to Lean Manufacturing for Individual Members
- Inventory Accuracy Program Procedures
- ISO 9000 Skills
- ISO 9000 Auditor Skills
- Kaizen Leader Development
- Kaizen Process Improvement Workshops
- Lean Enterprise System Overview
- Lean Gemba Walks
- Lean Kata
- Lean Leadership
- Lean Manufacturing Skills
- Leadership/Management Communications & Meetings
- Management Planning & Development Skills
- Management Development
- Material Resource Planning
- Metrics Management

- Planning Process Skills
- Policy Deployment/Hoshin Planning
- Preventative Maintenance Skills
- Problem Solving Skills
- Process Deployment
- Process Improvement Skills
- Process Mapping
- Product Fulfillment Process
- Production and Inventory Management
- Pull Systems
- Quality Inspection
- Quality Management Systems
- Quality Standards Process
- Root Cause Analysis
- Set-Up Time Reduction
- Simulation Modeling Skills
- Six Sigma Green Belt Skills
- Small Batch Manufacturing
- SPCC Plan-Spill Prevention, Control and Countermeasure
- Standard Work Skills
- Statistical Process Control
- Strategic Planning Skills
- Successful Selection
- Total Productive Maintenance Skills
- Team Building Skills:
    - DISC Assessment Learning
- Team Leadership Skills
- Value Stream Mapping
- Woodward EMS System

HAZARDOUS MATERIALS

- Hazardous Waste Awareness

MANUFACTURING SKILLS

- Alodine Conversion Coating Skills 1132
- Blueprint Reading
- Boeing Inspection Electrical Bonding
- Bonding & Ground Resistance Measurement
- Cryogenic Liquids Handling
- Electrical Bonding & Ground Course
- Electrical Safety
- Equipment Testing
- Forklift Usage
- Inspection for Regulatory
- First Article Skills
- General Manufacturing Skills
- Geometric Dimensioning & Tolerancing
- Human Factors

- J-Standard – Soldering Skills
- Manufacturing Equipment Skills
- O-Ring Skills 023
- Suspected Unapproved Parts
- Stormwater Pollution Prevention Plans
- Vendor Managed Inventory

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.

Region 5
721 Dunn Road
Hazelwood, Missouri 63042

Phone: (314) 731-2800
Fax: (314) 731-2729

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA – UAW

Gary Jones
Director
(Member, International Executive Board)

Dennis Williams
President
Gary Casteel
Secretary-Treasurer

April 15, 2015

Mr. Art Martinez
Human Resources Director
Woodward Company
1700 Business Center Drive
Duarte, CA 91010

Dear Art,

We are in support of Woodward's application to operate an ETP program at the Duarte site. We are pleased that UAW Local 509 President Gene Hurd and other representatives have been part of the planning team. We know this training will help support the growth and viability of the Woodward team and we look forward to being of assistance in its implementation.

Sincerely,

Gary Jones

Gary Jones, Director
UAW Region 5

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

A. Teichert & Son, Inc.

Agreement Number: ET16-0108

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** W. Sabah

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SET HUA	Industry Sector(s):	Construction Priority Industry: ☒ Yes ☐ No
Counties Served:	Alameda, El Dorado, Fresno, Nevada, Placer, Sacramento, San Joaquin, Sutter, Yolo, Yuba	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No Operating Engineers Local 3, Cement Masons Local 400, Construction and General Laborers' Local 185		

Number of Employees in:	CA: 1,230	U.S.: 1,300	Worldwide: 1,300
Turnover Rate:	14%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$329,076		$0	$0		$329,076

In-Kind Contribution:	100% of Total ETP Funding Required	$600,000

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 SET	Computer Skills, Continuous Improvement	554	8-200	0	$594	$20.55
				Weighted Avg: 33			

Minimum Wage by County: SET/Priority Industry: $20.55 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 $7.05 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Support Staff		27
Administrator		87
Engineer		65
Estimator		28
Foreman		106
Lead		45
Office Assistant		29
Project Manager		64
Quality Assurance Staff		31
Sales and Service Staff		8
Technician		64

INTRODUCTION

Founded in Sacramento in 1887, A. Teichert & Son, Inc. (Teichert) (www.teichert.com) is a construction company that builds infrastructure such as freeways, commercial and industrial siteworks, parks and airports. Services include grading, asphalt paving, concrete curbs, sidewalks, underground pipelines and joint utility installations. Additionally, Teichert produces construction materials such as aggregate rocks, sand, gravel, asphaltic concrete; and ready-mixed concrete. The Company has facilities in Alameda, El Dorado, Fresno, Nevada, Placer, Sacramento, San Joaquin, Sutter, Yolo, and Yuba counties, all of which will participate in this training proposal.

PROJECT DETAILS

This proposal will be Teichert's second agreement, but the first agreement in five years. Teichert has been taking steps to improve business and increase employment as the economy is recovering from the recession. As construction spending increases, Teichert is expanding into other parts of California, in the face of increased competition from low-wage, non-union companies have increased.

Along with other improvement in cost control, project management, administration, inventory, accounting, and project estimating, the Company is upgrading their Enterprise Resource Planning (ERP) to a Viewpoint system.

Training Plan

Trainees will receive between 8-200 hours of Classroom Laboratory training in the following:

Computer Skills (65%): Training will be delivered to all occupations, with a focus on the new accounting software and ERP system. Training topics include Accounts Payable, Cash Management, Document Management, Inventory, Sales, Payroll, Project Management and Workflow.

Continuous Improvement (35%): Training will be delivered to Administrators, Engineers, Foremen, Leads, and Project Managers to minimize waste and improve operation processes. Empowering employees through Decision Making and Problem Solving will eliminate bottlenecks and improve customer response time. Trainees will learn best management practice on how to contribute to corporate sustainability goals.

Frontline Managers

According to the Company, Project Managers are directly involved in construction. Based on the nature and scope of their job duties, these trainees meet the Panel's definition of frontline worker. As frontline workers, these trainees qualify for SET funding and are not included in the percentage of managers.

Special Employment Training Modification

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must earn at least the statewide average hourly wage at the end of the retention period.

For trainees employed in a priority industry, the Panel may modify the wage up to 25% below the statewide average hourly wage (from $27.40 to $20.55). Teichert requests this modification.

High Unemployment Area

Some trainees work in a High Unemployment Area (HUA), with unemployment exceeding the state average by 25%. The Panel may modify the ETP Minimum Wage for these trainees by up to 25% if post-retention wages exceed the start-of-training wages. The Company's locations in Fresno, San Joaquin, Sutter and Yuba counties qualify as an HUA for this modification. However, Teichert is not asking for a modification.

Commitment to Training

Teichert represents that ETP funds will not displace the existing financial commitment to training. The Company's annual training budget per facility is approximately $500,000 and includes orientation, harassment prevention, company procedures and on-the-job training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

Steve Duscha Advisories will assist with ETP project administration. Additionally, three Teichert staff members will work part time on administrative duties to complete the ETP project successfully.

Impact/Outcome

Teichert's dedication to training will allow them to successfully implement the new ERP system and improve leadership skills. This training will ultimately lead to Teichert winning more bids and grow as a company.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Steve Duscha Advisories in Sacramento assisted with development of this proposal for a flat fee of $15,000.

ADMINISTRATIVE SERVICES

Steve Duscha Advisories will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

COMPUTER SKILLS

- Enterprise Resource Planning System
  - Accounts Payable
  - Accounts Receivable
  - Business Intelligence
  - Cash Management
  - Document Management
  - Equipment Management
  - Human Resources
  - Imports
  - Inventory
  - Job Billing
  - Job Cost
  - Material
  - Sales
  - Payroll
  - Pre-Construction
  - Project Management
  - Purchase Order
  - Subcontract ledger
  - Workflow

CONTINUOUS IMPROVEMENT

- Adapting to Change
- Coaching & Giving/Receiving Feedback
- Communicating Effectively
- Creating & Building Teamwork
- Dealing with Conflict/Difficult Attitudes
- Decision Making
- Leading Others
- Motivating Others
- Organizational Roles & Personality Styles
- Performance Improvement through Performance Management
- Role of the Lead
- Role of the Foreman
- Team Problem Solving

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

OPERATING ENGINEERS LOCAL UNION NO. 3

3920 LENNANE DRIVE, SACRAMENTO, CA 95834 • (916) 993-2055 • FAX (916) 419-3491

Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

April 1, 2015

RE: Teichert Construction's Foreman Leadership Training

To Whom It May Concern:

We support Teichert Construction's efforts to provide annual Foreman Leadership training to Teichert employees who are members of the Operating Engineers Local Union No. 3.

If you should have any questions, please do not hesitate to call me at 916.993.2055.

Fraternally,

Rob Carrion
District Representative
Operating Engineers Local Union No. 3
Sacramento District 80 Office

RC:ap
iuoe-3d-afl-cio

CEMENT MASONS LOCAL 400

810 W. STADIUM LANE
SACRAMENTO, CA 95834
Telephone (916) 565-0128 Fax (916) 565-0133
Toll Free (800) 566-4002

April 2, 2015

To Whom It May Concern:

We support Teichert Construction's efforts to provide annual Foreman Leadership training to Teichert employees who are members of the Cement Masons Union.

Should you have any questions or need any further information, please feel free to contact me at the Sacramento office.

Sincerely,

Hector Cortez
Business Manager/Financial Secretary
HC/jm
Opeiu:29/afl-cio

SAN JOSE OFFICE
2102 ALMADEN RD., STE 118
SAN JOSE, CA 95125
(408) 266-9160

STOCKTON OFFICE
2350 EAST MAIN ST.
STOCKTON, CA 95205
(209) 466-0602

VALLEJO OFFICE
404 NEBRASKA ST.
VALLEJO, CA 94590
(707) 644-8423

CHICO OFFICE
1009 SYCAMORE ST., STE 2
CHICO, CA 95928
(530) 342-7872

REDDING OFFICE
900 LOCUST ST., #8
REDDING, CA 96001
(530) 244-7471

LABORERS LOCAL 185
JUSTICE • HONOR STRENGTH
Serving 20 Northern California Counties

CONSTRUCTION AND GENERAL LABORERS' LOCAL 185
Affiliated with Laborers' International Union North America
DOYLE S. RADFORD, SR.
Business Manager/Secretary Treasurer

April 1, 2015

RE: Teichert's Foreman Leadership Training

To Whom It May Concern:

We support Teichert Construction's efforts to provide annual Foreman Leadership training to Teichert employees who are members of the Laborers Union.

If you should have any questions, please don't hesitate to call.

Sincerely,

Doyle S. Radford
Business Manager
Secretary-Treasurer

DSR:sb
opeiu#29

Juan McKnight
President
Armando Calzada
Vice-President
Armando "AC" Covarrubias
Recording Secretary
John Flem
Executive Board
Gary Sharette
Executive Board
Doyle S. Radford, Jr.
Executive Board
Johnnie Leggett
Auditor
Ivan Rabb
Auditor
Jeremy Jimenez
Auditor
Ramiro "Pete" Galvan
Sergeant-at-Arms

1320 National Drive • Sacramento, CA 95834-1908 • PHONE (916) 928-8300 • FAX (916) 928-8311
www.laborerslocal185.org

RETRAINEE - JOB CREATION

Training Proposal for:

ConAgra Foods, Inc.

Agreement Number: ET16-0107

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** M. Mazzone

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative HUA	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Tulare	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 2,412	U.S.: 20,000	Worldwide: 36,000
Turnover Rate:	8%		
Managers/Supervisors: (% of total trainees)	4%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$304,000		$0	$0		$304,000

In-Kind Contribution:	100% of Total ETP Funding Required	$325,000

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	Business Skills, Computer Skills, Cont. Impv., Manufacturing Skills, HazMat., PL - Manufacturing Skills	280	8-200	0	$900	$15.07
				Weighted Avg: 50			
2	Retrainee Job Creation Initiative Priority Rate	Computer Skills, Cont. Impv., Manufacturing Skills, HazMat., PL - Manufacturing Skills	40	8-200	0	$1,300	$12.33
				Weighted Avg: 65			

Minimum Wage by County: Job No. 1: $15.07 per hour for Tulare County; **Job No. 2**: $12.33 per hour for Tulare 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 $2.47 per hour may be used to meet the Post-Retention Wage for Job Number 1 and $1.33 for Job Number 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		14
Quality Assurance Specialist		17
Sanitation Staff		24
Warehouse Staff		24
Maintenance Staff		20
Production Staff		167
Supervisor		10
Manager		4
Job Number 2		
Production Staff		40

INTRODUCTION

Headquartered in Omaha, ConAgra Foods, Inc. (ConAgra) has locations worldwide, including seven manufacturing facilities in California. Originally incorporated in 1919, ConAgra is a large manufacturing corporation engaged in preparing, marketing, and distributing packaged foods throughout North America. There are two basic product groups:

1. Products in the Consumer Foods Group span a variety of categories (meals, entrees, condiments, sides, snacks, and desserts). The food products are packaged in frozen, refrigerated, and shelf-stable temperature classes. Major brands include Chef Boyardee®, Healthy Choice®, Marie Callender's®, Orville Redenbacher's®, and others.

2. The Food and Ingredients Group produces commercially branded foods and ingredients, such as specialty potato products, milled grain ingredients, dehydrated vegetables and seasonings, and related items which are then sold to food processors under such brands as ConAgra Mills ®, Lamb Weston ®, Gilroy Foods ®, and others.

This is the fourth ETP-funded agreement with ConAgra; however, this is the first agreement for the ConAgra facility in Visalia. The Visalia facility produces pretzels and snack mixes and will be the only participating location in this proposal. (See Active Project table for ongoing training at the Company's facility in Oakdale.)

PROJECT DETAILS

The proposed training plan is aimed at improving the Visalia facility's quality standards and efficiencies. A Total Productive Maintenance (TPM) and Lean Manufacturing training program will be instituted throughout the facility to increase production capacity, quality and to promote waste reduction.

ConAgra will be replacing old equipment that is no longer efficient. It will be installed for a new Snack Mix product line that goes into full production in the first quarter of 2016. ConAgra has also purchased a Snack Mix Blending station for mixing and packaging the product as well two new ovens and two new weighing stations.

The Company will train staff on this new equipment. Training will also include effective communication skills, hazardous materials, and a new Materials Resource Planning software program.

Retrainee - Job Creation

In support of job creation, the Panel is offering incentives to companies that commit to hiring new employees. Training for newly-hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

ConAgra has committed to hiring 40 new employees as shown in Job Number 2. The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

ConAgra recently purchased new equipment for the launch of a new product line. The new product line will begin full production in the first quarter of 2016 and will produce 10 million pounds of snack mix annually. To meet this production goal, ConAgra will be hiring 40 net new employees.

Training Plan

Trainees will receive between 8-200 hours of classroom/laboratory training with an estimated average of 50 hours per retrainee and 65 hours per job creation trainee. Production and Maintenance Staff will receive between 0-11 hours of job specific Productive Lab training.

Business Skills (5%): Training will be delivered to all occupations. All trainees will receive training to improve internal communication skills and job specific occupations will receive training to improve communication skills to external customers and vendors. In addition, select staff will receive training in the art of interpreting and generating reports. Training course topics will include Effective Communication and Interpreting/Generating Reports.

Computer Skills (15%): Training will be delivered to select staff in all occupations throughout the facility. Staff will receive training to improve competencies in software used throughout their daily duties. Training topics will include Intermediate and Advanced Microsoft Office and SAP Materials Resource Planning.

Continuous Improvement (35%): Training will focus on the improvement of efficiencies and capacities of all occupations. Production staff will receive the majority of the Continuous Improvement training; however, all occupations will participate in process improvement training. Training topics will include Standards and Measurements, Process Mapping, Kaizen, Six Sigma, Process Improvement, Quality Control System Training, and Teambuilding.

Manufacturing Skills (35%): Training will be delivered to Quality Assurance Specialists, Sanitation Staff, Warehouse Staff, Maintenance Staff, Production Staff, Supervisors, and Managers. The focus of training will be in the safe operation, controls, and maintenance of production equipment. Retrainee staff will receive job specific training on new equipment and may be cross-trained on ConAgra's existing equipment. Job Creation staff will receive training on both new and existing equipment. Training topics will include Food Product Safety, Production Equipment Controls, Computer Assisted Machinery Operation, Production Equipment Safe Operation, Preventative Maintenance, and Cross Training.

Hazardous Materials (3%): Training will be delivered to Production Staff, Warehouse Staff, Quality Assurance Specialists, Maintenance Staff, and Supervisors. Staff will learn the proper procedures for identifying, handling, storing and transporting hazardous materials. Training topics will include Hazardous Materials Identification, Storage, and Clean-up.

Productive Laboratory – Manufacturing Skills (7%)

The Panel recently adopted regulations to authorize reimbursement for training delivered in a Productive Laboratory (PL) setting. PL trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. The instructor will be dedicated to training delivery during all hours of training, and special attendance rosters will be used to assist in monitoring.

Due to the purchase of new equipment for their new Snack Mix product line, ConAgra staff will require PL training. Production Staff and Maintenance Staff will receive hands-on training that is specific to the operation and maintenance of the equipment (oven, blending, and packing machines). During PL training the instructor will be present 100% of the time and the maximum trainer-to-trainee ratio will not exceed 1:3. The 1:3 ratio is necessary, as much of the machinery utilized during PL requires up to three people to operate. ConAgra is estimating that it will take 11 hours of training per trainee to learn how to operate the new equipment.

Production is expected to be slowed during PL training as the trainer will be stopping production to coach and mentor the trainees. Also, the equipment will be operating at a slower speed until proficiency is gained. Once the trainee is performing work satisfactorily over several runs, the trainer will deem the trainee as proficient.

Temporary to Permanent Hiring

Ten trainees in Job Number 2 come under the Panel guidelines for "temporary to permanent" employment. ConAgra has retained these employees through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. (Unemployment Insurance Code Section 10201(c).) However, the retention and post-retention wage requirements cannot be satisfied until after they have been hired on full time by ConAgra. Until then, ConAgra will not receive progress payments.

High Unemployment Area

The 280 trainees in Job Number 1 and 40 trainees in Job Number 2 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's location in Tulare County qualifies for HUA status under these standards.

However, ConAgra is not asking for a wage and/or retention modification.

Commitment to Training

ConAgra has an annual training budget of $125,000 per location, which includes state mandated safety training, new employee orientation, and sexual harassment prevention. ETP funding 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 Company has designated their Continuous Improvement Manager to lead and schedule the planned training. The Continuous Improvement Manager and staff will be responsible for overseeing the completion of training and collection of training rosters. In addition, Strategic Business Services, LLC has been retained by ConAgra and will be responsible for administration duties.

Impact/Outcome

ConAgra's training plan will provide staff with necessary training on new equipment and provide trainees with knowledge that will allow them to work more independently and efficiently. With increased efficiencies, the ConAgra Visalia facility will reduce waste, work more productively and increase company profitability.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0291	$424,728	09/02/14 – 09/01/16	347	0	0

ET15-0291 –This Agreement is only for trainees at the Oakdale facility. Based on ETP Systems, 3127 reimbursable hours have been tracked for potential earnings of $56,286 (13% of approved amount). The Contractor projects final earnings of 100% based on training currently committed to by the employer and in progress through June 2016.

PRIOR PROJECTS

The following table summarizes performance by ConAgra under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET09-0254	Oakdale, Gilroy, Modesto, Oakland, Helm, Colton, Compton, Fresno, Hanford	10/20/08 – 10/19/10	$1,183,608	$887,952 (75%)

ET09-0254 – This contract was held by ConAgra locations other than Visalia.

DEVELOPMENT SERVICES

ConAgra retained Strategic Business Solutions, LLC in Visalia to assist with development of this proposal for a flat fee of $8,250.

ADMINISTRATIVE SERVICES

ConAgra also retained Strategic Business Solutions, LLC in Visalia 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/Videoconference

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Effective Communication
- Interpreting/Generating Reports

COMPUTER SKILLS

- Intermediate and Advanced Microsoft Office
- SAP Materials Resource Planning (MRP) Training

CONTINUOUS IMPROVEMENT

- Standards and Measurements
- Lean Principles and Processes
- Process Analysis
    - Process Mapping
    - Kaizen
    - Six Sigma
    - 5S
    - Process Improvement
- Quality Control System Training
- Leadership
- Teambuilding

MANUFACTURING SKILLS

- Food Product Safety
- Production Equipment Controls
    - Operation
    - Setup
    - Calibration
    - Quick Change
- Computer Assisted Machinery Operation
- Production Equipment Safe Operation
- Preventative Maintenance
- Materials Handling Equipment Training
- Cross Training
- Confined Space Training
- Height Training

HAZARDOUS MATERIALS

- Hazardous Materials Identification
- Hazardous Materials Storage
- Hazardous Materials Clean-up

Productive Lab Hours (Ratio 1:3)
0-11

MANUFACTURING SKILLS

- Computer Assisted Machinery Operation
  - Blending Machine
  - Packing Machine
  - Oven
- Production Equipment Safe Operation and Preventative Maintenance
  - Blending Machine
  - Packing Machine
  - Oven

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. PL is capped at 11 hours per-trainee.

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Diamond Foods, Inc.

Agreement Number: ET16-0118

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** M. Mazzone

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee HUA	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	San Joaquin	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☒ Yes ☐ No Cannery Workers, Processors, Warehousemen and Helpers Local 601		

Number of Employees in:	CA: 610	U.S.: 1,200	Worldwide: 1,700
Turnover Rate:	10%		
Managers/Supervisors: (% of total trainees)	8%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$434,484		$0	$0		$434,484

In-Kind Contribution:	100% of Total ETP Funding Required	$450,000

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	Business Skills, Computer Skills, Continuous Impv, Hazardous Materials, Mgmt Skills, Manufacturing Skills, OSHA 10/30, PL - Manufacturing Skills	347	8-200	0-34	$972	$15.07
				Weighted Avg: 54			
2	Retrainee HUA Priority Rate	Business Skills, Computer Skills, Continuous Impv, Hazardous Materials, Mgmt Skills, Manufacturing Skills, OSHA 10/30, PL - Manufacturing Skills	100	8-200	0-34	$972	* $11.30
				Weighted Avg: 54			

* 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.

Minimum Wage by County: Job No. 1: $15.07 per hour for San Joaquin County. **Job No. 2 (HUA):** $11.30 per hour for San Joaquin 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 $3.76 per hour may be used to meet the Post-Retention Wage for Job No. 1; and up to $2.30 per hour may be used to meet the Post-Retention wage for Job No. 2.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Production Staff Level 1		81
Production Staff Level 2		80
Production Staff Level 3		34
Maintenance		14

Mechanic		14
Quality Control Technician		5
Warehouse Staff		15
Manager		45
Information Technology Staff (IT Staff)		29
Administrative Staff		10
Production Lead		20
Job Number 2		
Production Staff Level 1		80
Quality Control Technician		5
Warehouse Staff		10
Administrative Staff		5

INTRODUCTION

Diamond Foods, Inc. (Diamond Foods) (http://diamondfoods.com/index2.php) was founded in 1912 and is headquartered in San Francisco. The Company produces premium snack foods and culinary nut products including: Kettle Brand® Chips, Emerald® snack nuts, Pop Secret® popcorn, and Diamond of California® nuts. Diamond Foods products are distributed globally to stores where groceries, snacks and nuts are sold.

This will be Diamond Foods' first ETP agreement and will only include the production facility located in Stockton.

PROJECT DETAILS

Diamond Foods is currently focusing on process and system improvements that will allow increased production efficiency. To meet higher production goals and standards, Diamond Foods recently purchased multiple new pieces of equipment for their production lines. The new equipment includes machines such as BOSCH Vertical Fill Bag Makers, BOSCH Carton Formers/Packers, a Horizontal Bag Filler, Auto Case Packing System/Palletizer, and Production Sorters. All new equipment will go into production in between the 4th quarter 2015 and 3rd quarter 2016. Production staff will require a substantial amount of training to learn how to operate the new equipment

The Company plans to institute a continuous improvement strategy to advance production efficiencies, quality and to reduce waste. The Lean Manufacturing program will focus on creating even workloads for a smooth and efficient production process. Other areas which Diamond Foods training will include: a new Environment Resource Planning (ERP) system, OSHA 10/30, management mentoring/leadership skills, and business planning.

Training Plan

Trainees will receive 8-200 hours of classroom/laboratory training; 0-34 hours of Computer-based training (CBT); and 0-60 hours of Productive Laboratory (PL) training.

Business Skills (5%): Training will be delivered to Administrative Staff, IT Staff and Managers. Training will focus on business planning and project management. Training topics will include Project Management, Business Planning, Budgeting, and Run Right Processes.

Computer Skills (10%): Training will be delivered to all occupations, focused on the new ERP system. Staff will also receive training on software programs to improve knowledge and processing efficiency. Training topics will include Kronos, Intermediate and Advanced Microsoft Office, SCADA OEE, and JD Edward's ERP system.

Continuous Improvement (15%): Training will be delivered to all occupations, emphasizing the need to produce a higher quality product more efficiently with less material waste. Training topics will include Problem Solving, Decision Making, Lean Manufacturing, Lean Six Sigma, 5S, Kaizen, Root Cause Analysis, Inventory Control, Process Improvements, and Team Development.

Hazardous Materials (5%): Training will be delivered to Production Staff, Warehouse Staff, Quality Control Technicians, Production Leads and Managers. Staff will learn the proper procedures for identifying, handling, storing and transporting hazardous materials. Training topics will include Hazardous Materials Identification, Hazardous Materials Handling, Hazardous Materials Storage, Proper Chemical Handling and Hazardous Materials Clean-up.

Management Skills (5%): Training for Managers will focus on providing effective leadership, improving efficiencies, and motivating staff. Training topics will include Coaching, Leadership, Conflict Resolution, Motivation, and Team Building.

Manufacturing Skills (40%): Training will be delivered to all occupations. Production Staff, Operations Staff, Quality Control Technicians, Maintenance, Production Leads, Managers, and Warehouse Staff will receive cross-training and training in the operation of new equipment. IT Staff and Administrative Staff will receive Operating Standards training for a full understanding of the facilities operating procedures. Training topics will include Food Processing, Food Packing, Equipment Operation, Nut Cracking, Sanitation, Work Orders Management, Assembly, Forklift Operations, Cross-training, Machine Safety, Control Systems Training, and Quality Systems Assurance.

Certified Safety Training (5%)

<u>OSHA 10/30:</u> This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. Diamond Foods will train Production Staff, Maintenance, Quality Control Technicians and Lead Production Staff in OSHA 10 and Managers will receive OSHA 30 training. 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.

<u>Hazardous Materials (HAZMAT):</u> This training is also 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. Select Managers, Production Staff and Production Leads 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. The certification entity has not yet been determined.

Productive Laboratory – Manufacturing Skills

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

Diamond Foods staff will require PL training for Production Staff, Production Leads, Managers and Maintenance to supplement classroom training to ensure that their product is being produced efficiently and to company standards. In the upcoming months, many new pieces of equipment will be put into use, and staff will require hands-on operation, programming, cleaning, troubleshooting and maintenance training for each new piece of equipment. PL training will be delivered in product processing, packing, sanitation, maintenance, metal detection, and support equipment. In addition, staff throughout the location will cross-train in different departments to increase staff knowledge.

All training will be delivered by a subject matter expert who will be present 100% of the time. Diamond Foods will train up to 3 employees at one time with a trainer to maximize training and because many of the machines need more than one person to operate. The trainer will demonstrate the task and then monitor the trainee to ensure proper operation procedures are being followed. Once multiple successful runs of the equipment are completed the trainer will sign off that the trainee is competent.

Diamond Foods is requesting 60 hours of PL training per trainee due to the extensive amount of training required for the new equipment.

Commitment to Training

Diamond Foods has an annual training budget of $150,000 for the Stockton location, which includes state mandated safety training, new employee orientation, code of conduct, and sexual harassment prevention 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 Company has a detailed training plan focused on new equipment and lean manufacturing processes. Upper management supports the planned training and are involved in the implementation process. In addition, TGII has been retained by Diamond Foods and will be responsible for the contract administration.

High Unemployment Area

All trainees work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in San Joaquin County qualify for HUA status under these standards.

However, Diamond Foods is only requesting a wage modification for Job Number 2.

Retention Modification

An estimated 40 trainees (Job Number 2) will qualify as “Seasonal Employees”. Trainees are hired to work the same agricultural production season year after year. Seasonal staff will receive training, and Diamond Foods will only request reimbursement for their training if the seasonal trainee works at least 500 hours within 12 months of completion of training.

Impact/Outcome

Diamond Foods’ training plan will provide staff with necessary training on new equipment and provide trainees with knowledge that will allow them to work more independently and efficiently. With increased efficiencies, the Diamond Foods Stockton facility will reduce waste, work more productively and increase company profitability. Training will also foster a strong career ladder, which will build an internal succession plan.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Diamond Foods retained TGII in Suwanee, GA to assist with development of this proposal for no fee.

ADMINISTRATIVE SERVICES

Diamond Foods also retained TGII 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

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Reporting
- Project Management
- Run Right Processes
- Business Planning
- Budgeting
- Communicating Effectively in the Workplace
- Communication and Trust
- Good Manufacturing Practices – Auditor Training
- Internal Auditing
- Good Documentation Practices and Documentation Control

COMPUTER SKILLS

- MP2 CMMS System
- Kronos
- JD Edwards (JDE) Environmental Resource Planning (ERP) System
- JDE Materials Resource Planning (MRP) System
- JDE – Oracle's
- Intermediate and Advanced Microsoft Office
- Insight Console
- Cardex
- SCADA OEE
- Bar Code Scanning System
- Global Harmonization System

CONTINUOUS IMPROVEMENT

- Inventory Control
- Environmental Sustainability
- Energy Conservation
- Lean Manufacturing Principles/Practices
- Process Improvements
- Problem Solving/Decision Making
- Lean Six Sigma
- Kaizen
- 5S
- Team Development
- Root Cause Analysis
- Review of Business/Operations for Performance Improvements
- Exploring the Roles and Behaviors of a Coach
- Implementing Coaching and Observations
- Motivation, Discipline and Goals
- Patience, Consistency and Getting the Job Done
- Social Skills at Work
- Utensil/Tool Color Coding
- Visual Sorting

MANAGEMENT SKILLS (Managers Only)

- Motivation
- Team Building
- Coaching
- Leadership
- Conflict Resolution
- Being a Successful Supervisor

MANUFACTURING SKILLS

- Production Operations
  - Food Processing
  - Food Packaging
- Equipment Operations
  - Oven
  - Oil Roaster
  - Case Cartoner
  - Vertical Filler
  - Weighers
  - Horizontal Fillers
  - Robotics
  - Laser Sorting
  - Cameral Sorting
  - Cannery
  - Palletizing
  - Wrappers
  - Fumigation
  - Heating Chambers
  - Bulk Storage
  - Nut Cracking
  - Sanitation Equipment
  - Nut Bleaching
  - Nut Blanching
  - Spud-Nik
  - Offline Centrifuge
  - Dish Washer
  - Dry Burst Chamber Operation
  - Metal Detector Verification Testing
  - Food Processor
  - Dump Operator Training
- Assembly Procedures
  - Equipment Assembly
  - Cleaning and Changing Slicer Heads
  - Change-over Seasoning Deck
- Warehousing
  - Manual Pallet Jack
  - Attaching and Operating Manbasket
  - Distribution Center training
  - Packer/Stacker Training
  - Installing and Using Forklift Attachment to Empty Drums
  - Drum Dolly
  - Deliveries/Warehousing

- Pallet Wrapper Operation
- Warehouse Safety
- Forklift Operations/Safety

❖ GMP (Good Manufacturing Practices)

❖ Quality Assurance
- Testing
- Inspection
- Lab Equipment
- Moisture and Oil Verification

❖ Cross-Training
- Nut Cracking
- Nut Processing
- Nut Receiving
- Nut Sorting
- Bulk Storage
- Packaging Training
- Production Equipment
- Raw/Finished/Post Inspection Training

❖ Maintenance
- Facilities
- Electrical
- Mill Wright
- Mechanical
- Cannery
- Cracking
- Pest Control
- Crewing
- Packaging

❖ Sanitation
- Standard Cleaning and Sanitization
- Cleaning and Sanitizing in a Dry Food and Food Manufacturer Facility
- Cleaning Food Contact Surfaces
- Controlling Salmonella in Food Manufacturing
- Dangerous Microorganisms in Food Manufacturing
- E. Coli Overview
- Cleaning Procedures for Reusable items
- Clean-Up of Potentially Infectious Material

❖ Reliability Processes
- Work Orders Management
- Part Management
- Preventative Maintenance
- Predictive Maintenance

❖ Food Safety
- Allergen Ingredient Handling
- Blood borne Pathogens
- Food Manufacturing Emergency Preparedness
- Preventing Foodborne Illness and Employee Reporting
- Food Allergens
- Food Safety Standards

- Preventing Food Contamination for Dry/Frozen Foods

- Machine Safety/Guarding
- Confined Space
- Equipment, Quality and Environmental Safety
- Lock-Out/Tag-Out
- Dock Lock Operation and Trailer
- Automation Implementation
- Control Systems/Electrical Systems
- SQF Training
- Hazardous Analysis & Critical Control Points Training
- Internal Auditor Training
- Product Recall Training
- Dryer Maintenance
- Ladder Set-Up
- Order Verification
- Bulk Line Allergen Clean-Up
- Case Search Inspection training
- Film Lot Number Tracking
- Visual Film Quality Review
- Reworking Non-Conforming Product on Seasoning Deck
- Fried Chip Hand Seasoning
- Damaged Product and Spill Response
- Non-Conforming Raw Material Film Defects Training
- Finished Chip/Bake Inspection Training
- Seasoning Training
- Tool Safety
- Food Security
- Waste Management Procedures and Proper Disposal

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10 (requires 10 hours completion)
- OSHA 30 (requires 30 hours completion)

HAZARDOUS MATERIALS (HAZMAT)

- HAZMAT – Annual Refresher (8 hours)
- HAZMAT – Complete Course (24 hours)

HAZARDOUS MATERIALS

- Hazardous Materials Handling
- Hazardous Materials Clean-up
- Hazardous Materials Storage
- Hazardous Materials Identification/Labeling
- Hazardous Materials Communications Skills
- Material Safety Data Sheets
- Chemical Usage Training
- Storm Water Pollution Prevention
- Hazardous Material Safety

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

Productive Lab Hours

0-60 hours

MANUFACTURING SKILLS (1:3)

- Processing
  - Glazing
  - Drying
  - Roasting
  - Sorting
  - Branding and Cracking Nuts
- Operations of Packing Technology
  - Case Cartoner
  - Vertical Filler
  - Weighers
  - Horizontal Fillers
  - Robotics
  - Palletizing
  - Wrappers
- Sanitation
- Packaging Electrical Maintenance Skills Training
  - Case Cartoner
  - Vertical Filler
  - Weighers
  - Horizontal Fillers
  - Robotics
  - Palletizing
  - Wrappers
- Electrical/Controls Maintenance Skills Training
  - Tools and Basic Wiring
  - Lighting
  - Power Cords and Receptacles
  - 12KV
  - 480KV
  - Single Phase
  - UPS Systems
  - Generators
  - Interpreting Schematics
  - Conduit Fabrication
  - Motor/Gearbox Repair
  - 3 Phase Motor Control
  - Servo Control Components
- Lock-Out/Tag-Out Training
- Metal Detectors
  - Operation
  - Troubleshooting
  - Adjustment
- Packaging Scale Basics
  - Operation of Packaging Scales
  - Control Interface to Packaging Scales
- Vacuum Packaging Unites
- Electrical Controls and Instrumentation

- Discrete and Analog Sensors
- Safety (Guard) Circuits
- Control Panels
- Pneumatics
- Troubleshooting
- DC Drivers
- Variable Frequency Drivers
- Soft Starts
- Power Recovery Procedures

❖ Processing Technical Maintenance/Operation
- PPO and Preheat
- Fulton Oil Heater
- Dry Roast Line
- Hot Water Heater
- HP and LP Water System
- Roasting/Glaze HVAC

❖ Utilities and Common Support Equipment
- Stretch Wrapper
- Portable Bin Dumpers
- Steam and Condensate
- Compressed Air Systems
- Waste Water Systems
- Cold Storage Refrigeration
- City Water Boost Pumps
- Fire System
- Security Access System
- Sewage Lift Stations
- Automatic Overhead Doors
- Ticket Printers

CBT Hours

0-34

MANUFACTURING SKILLS

❖ Back Injury Prevention (35 minutes)
❖ Confined Spaces (35 minutes)
❖ Hand and Power Tools (35 minutes)
❖ Lock-Out/Tag-Out Procedures (35 minutes)
❖ Project Management Office Certification (30 hours)

HAZARDOUS MATERIALS

❖ Hazard Communication Skills (35 minutes)
❖ Hazardous Atmospheres (35 minutes)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. CBT is capped at 50% of total training hours, per trainee excluding OSHA 10/30, HAZWOPER or HAZMAT. PL is capped at 60 hours per-trainee.

Teamster Union Local 601

Cannery Workers, Processors, Warehousemen and Helpers
Affiliated with the International Brotherhood of Teamsters Union

June 30, 2015

Tami Vargas
Senior Human Resources Manager
Diamond Foods Inc.
1050 Diamond St.
Stockton, CA 95205

Re: ***ETP Training Program***

Teamsters Local Union 601 supports the ETP training program at Diamond Foods Inc., which will provide our members with the skills needed to meet their employer's requirements, which in turn will provide a secure work environment for the future.

Regards,

Pablo Barrera
Business Agent
Teamsters Local Union 601

745 E. Miner Ave. Stockton, CA 95202 Telephone: (209) 948-2800 1-800-241-6601 Fax: (209) 948-2876
326 B Street Yuba City, CA 95991 Telephone: (530) 755-1054 1-800-533-2595 Fax: (530) 755-2718

AB118

Training Proposal for:

California Labor Federation, AFL-CIO

Agreement Number: ET16-0800

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

PROJECT PROFILE

Contract Attributes:	AB118 (Alt Funds) Retrainee Priority Rate	Industry Sector(s):	Transportation/Logistics Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles, Santa Clara	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No Amalgamated Transit Union, Local 1277 and Local 265; American Federation of State, County and Municipal Employees, Local 101		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL:

All funding will be under the Alternative and Renewable Fuel and Vehicle Technology Program created under AB118.

Program Costs	+	Support Costs	=	Total ETP Funding
$1,254,600		$86,700 8%		$1,341,300

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	Adv. Technology, Commercial Skills, Continuous Impr., PL - Commercial Skills, PL - Other Titles/Adv. Technology	1,400	8-200	0	$789	$18.65
				Weighted Avg: 41			
2	Retrainee Priority Rate	Adv. Technology, Continuous Impr., PL – Other Titles/Adv. Technology	300	8-200	0	$789	$18.65
				Weighted Avg: 41			

Minimum Wage by County: $16.44 per hour for Santa Clara County; $15.97 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	Wage Range	Estimated # of Trainees
Job Numbers 1 and 2		
Dispatcher		37
Electrician		7
Facilities Worker		23
Inspector		181
Maintenance Instructor		2
Maintenance Worker		26
Mechanic		465
Operator		557
Overhead Line Worker		8
Paint and Body Worker		15
Service Attendant/Utility Person		202
Service Worker		63

Signal Maintainer		20
Supervisor		41
Technician		33
Track Worker		15
Upholsterer		5

*There are no wage ranges for these occupations.

INTRODUCTION

The California Labor Federation, AFL-CIO (CalFED) is an organization comprised of more than 1,200 AFL-CIO unions, with more than 2 million represented employees working in the manufacturing, retail, construction, hospitality, public sector, heath care, entertainment, and transit industries. CalFED (www.calaborfed.org) has been a leader in research and initiatives that support California's green movement.

CalFED's goals are to help California reduce its carbon footprint, by strengthening public transit agencies and keep union workers trained in highly technical skills. [Note: Three unions have been identified as representing the public transit workers in this proposal. The union support letters are attached.]

CalFED seeks ETP funding to support a joint labor-management training program for two regional public transit agencies: Los Angeles County Metropolitan Transportation Authority (LA Metro) and the Santa Clara Valley Transportation Authority (Santa Clara VTA). [Note: CalFED may add a third transit agency, to be determined during the contract term. There is sufficient funding in this proposal against such contingency.]

Both LA Metro and Santa Clara VTA have short and long-term plans to increase public transit usage without adding to their environmental footprint. To meet this challenge, each agency has incorporated high-tech propulsion systems that use compressed natural gas. In conjunction with this new equipment, each agency is increasing its use of computer-based technology (highly complex computer diagnostics) for troubleshooting and servicing problems. These specialized systems can only be properly maintained by offering up-to-date training.

Both of these transit agencies have used public funds to purchase their energy efficiency transportation vehicles and equipment, and to upgrade facilities and systems. However, their funding does not include training. For example, in November 2008, the City of Los Angeles approved "Measure R" committing a projected $40 billion to traffic relief and transportation upgrades throughout the county over the next 30 years. LA Metro will continue to use Measure R to improve bus service and support its sustainability initiative. However, the cost of training employees is not included in the allocation. Transit agencies are adapting to new technologies, but workers require training to meet current needs.

Another reason for training incumbent workers in the public transportation sector is the shrinking pool of qualified workers. The task of maintaining new technology equipment is problematic due to the lack of skilled technicians. Each agency is facing a significant and unprecedented aging workforce, with a high level of skilled workers at or near retirement age. Some of the proposed training will prepare new and junior-level workers to assume greater responsibility in various transit positions.

For these reasons, CalFED seeks ETP funding for a third AB118 Agreement under the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) to retrain 1,700 public transit workers.

AB118

This proposal will be funded under the AB 118 Training Program created in FY 2009-10, and administered by ETP in partnership with the California Energy Commission (CEC). Public transit agencies are eligible employers for AB 118 funding.

The overall goal of the AB 118 Program is to support a transition from petroleum-based transportation to alternative and renewable fuels and clean, low carbon vehicle technologies. There is no expenditure of Employment Training Tax funds for the AB 118 Program. Public entity employers are eligible to participate, such as city and county regional transit authorities.

Training is focused on job skills for a skilled workforce to produce and distribute new alternative fuels and design, construct, install, operate, service and maintain new fueling infrastructure and vehicles.

Alternative Fuel is defined as any fuel other than the traditional selections, gasoline and diesel from petroleum sources, used to produce energy or power. Examples of alternative fuels are: bio-diesel, ethanol, methanol, electricity, propane, compressed or liquid natural gas, and hydrogen.

PROJECT DETAILS

Training will be provided in the maintenance and repair of alternative energy efficient equipment; technical documentation and specifications; test equipment and procedures; and sustainability management systems. This training will capture industry-wide best management practices in planning, operations, procurement, administration, construction, and human resources. ETP funds will allow workers to maintain and improve the quality of service on existing bus lines and initiate and maintain service on expanded bus lines. Funding under this proposal will only support the training needed to work with new, green vehicles and equipment. Training will take place at the agencies' training centers and in the field.

Los Angeles County Metropolitan Transportation Authority

LA Metro is the third largest public transit system in the nation, serving nearly 40 million passengers monthly within its 1,433 square mile service area. LA Metro operates North America's largest Compressed Natural Gas (CNG) powered transit bus fleet comprised of more than 2,500 clean-burning CNG buses (95% of its fleet). In June 2010, LA Metro launched a new project to upgrade its CNG facilities. By July 2015, all of LA Metro's bus maintenance facilities will be International Standards Organization (ISO)-14001 certified, thus signifying a level of excellence in its operations to reduce its environmental impact and safety risks, while minimizing waste and costs.

LA Metro's Advanced Transportation Management System (ATMS) technology makes it the operator of one the "smartest" and feature-rich bus fleets. Known in the transit industry as Smart Bus technology, ATMS is a high-tech system comprised of a variety of hardware and software communication and fleet management tools. The courses outlined in the proposed curriculum are designed to help LA Metro adjust to this evolving technology.

Santa Clara Valley Transportation Authority

The Santa Clara VTA operates an active fleet of over 450 buses within 326 square mile of highly-populated, low-density urban and suburban development in Santa Clara County. In 2013, a new Bus Rapid Transit (BRT) went into service on Santa Clara VTA's heaviest service segments. BRT simulates light rail service using hybrid vehicles with passenger amenities, rail-like passenger stations, and an ultra-modern traffic control interface. ETP funding will allow Santa Clara VTA to train bus and mechanics how to safely service and run these energy efficient vehicles. Santa Clara VTA has included additional bus occupations for this proposal, as it continues to expand the scope of its training program.

Curriculum Development

CalFED worked closely with LA Metro and Santa Clara VTA to develop a clean energy curriculum that includes service and maintenance training to support mass transit fleet conversions. The curriculum focuses on alternative and renewable fuel and vehicle technology. The majority of the training will be in Advanced Technology. The Board of Directors of each agency has approved the proposed training plan, as it is aligned with their overall goals to meet California's green agenda.

Continuous Improvement

Ancillary Continuous Improvement training will also be provided to stimulate cost controls and leadership skills. Process Improvement training in Performance Reliability Cost Controls and Leadership Skills for Hybrid Technology Transit System will be provided to assist trainees in identifying opportunities for improvement in their daily work processes while working more efficiently to reduce errors. The training modules will equip workers with the skills necessary to improve overall productivity, manage costs and develop leadership skills.

Advanced Technology

CalFED is requesting Advanced Technology (AT) reimbursement for a portion of the training. New technology designs in bus systems relating to alternative fueled engines, hybrid buses, multiplex systems, and on-board diagnostic panels created the need to improve technician's diagnostic skills to maintain new bus fleets. Today's technicians use computers in their daily work on public transit vehicles. Operators and mechanics use laptops, scanners, programmers and electronic communication devices to diagnose these new sub-systems in transit buses.

Because of the highly technical nature of the AT training, the class/lab trainer-to-trainee ratio will be no more than 1:10. The AT training will focus on monitoring and servicing highly sophisticated computer-operated machinery. This kind of technical training is more expensive to conduct because it demands highly-trained trainers to conduct training using technical equipment.

Productive Laboratory

The Panel recently adopted regulations to authorize reimbursement for training delivered in a Productive Laboratory (PL) setting. PL trainees may produce goods for profit as part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training.

CalFED representatives state that there are operational procedures, diagnostics and repair work in the transportation field that can only be taught on actual vehicles and/or in field conditions.

Therefore, the Santa Clara VTA plans to utilize PL training for its workers across all occupations. PL training will take place at each of Santa Clara VTA's operations divisions (Guadalupe, North, Cerone, and Chaboya), on the hybrid coach routes in Santa Clara County. Only Santa Clara VTA trainees will receive PL.

PL training for hybrid buses will utilize onboard equipment, computer-based diagnostics software with laptops, meters, gauges, and hand tools. Training will be taught by subject matter experts with demonstrated knowledge and expertise in the field of transportation maintenance. Due to the high cost of equipment, training time, and scheduling considerations, CalFED is requesting a trainer-to-trainee ratio of 1:3, with up to 60 hours of PL training.

Marketing and Support Costs

Ongoing direct marketing to technicians and mechanics is a vital part of the outreach plan. Each agency's in-house marketing department will design posters and updates for newsletters, while Intranet sites will advertise and promote the training opportunities. When appropriate, the training will be highlighted in marketing brochures and in advertisement posters and "car cards" on buses, stations and bus stop shelters.

CalFED has maintained an ongoing relationship with LA Metro and Santa Clara VTA to establish workforce development goals. Each agency developed their training goals with the support of their joint labor-management group and training program specialists. Each transit agency submitted a training plan along with a commitment to ensure that their workers attend the proposed training. Agency management will be responsible for making sure that workers can attend the training by scheduling additional workers for coverage so that work flows are maintained.

CalFED seeks support costs to fund extensive marketing efforts and the recruitment of additional transit agencies for this program. Currently, there are two transit agencies involved in this project, and CalFED staff will continue to meet with other agencies to determine their interest and eligibility to participate. During the contract term, CalFED staff will work with employers, contractors' associations, and unions to access the project's objectives and identify additional training needs. Staff recommends the 8% support costs.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by CalFED under alternate-source AB118/ARFVTP Agreements that were completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0802	Los Angeles, Sacramento, San Jose	03/25/13 – 03/24/15	$999,768	$888,488 (89%)
ET11-0802	Los Angeles, Sacramento, San Jose	01/31/11 – 01/30/13	$999,460	$999,460 (100%)

DEVELOPMENT SERVICES

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

AB 118 (ARFVTP) Program

Class/Lab Hours
8 - 200

Trainees may receive any of the following:

Los Angeles Metropolitan Transportation Authority

Advanced Technology

- Advanced CNG Engine Diagnostics
- AFSS-Amerex Gas/Fire Detection Systems
- Allison GEN-4 Operations
- Amerex – Safety Net Systems – Programming and Diagnostics
- CNG High Pressure Fitting & Line Training
- Cummins - CNG Bravo Phase III Engine Diag.
- Cummins Insite Software (PowerUser)
- Cummins ISL G EGR Engine Familiarization
- Division CNG Cylinder Inspector Training (SCI & Lincoln)
- Electrical/Electronic Diagnostic Essentials 1
- G3 I/O Control Electronic Systems NABI 8100-8499 Buses
- Hybrid and GNC Bus Digital Volt Ohm Meter (DVOM)
- Hybrid Bus Charging, Starting & Electrical Troubleshooting & Repair
- Hybrid Component Orientation
- Hybrid Electrical Safety
- Hybrid ISE Remote Diagnostics & T/Shooting
- Kidde, Gas & Fire Detections System
- NABI 60 - Cummins G-Plus Eng. T/Shooting & Diagnostics
- NABI 60 IO Multiplex Sys., V-SCAN, Program, & Test Equip.
- Preventive Maintenance Inspection (General Inspection)
- Programmable Logic Controls
- Programmable Logic Controls New Flyer Electronic Control Systems
- Refrigerant Recovery Systems 608, aka Recovery/Reclaim Systems
- Refrigerant Recovery Systems 609, aka Recovery/Reclaim Systems
- Sauer-Danfoss Programming and Diagnostics
- Schematic Reading-Electrical T-Shooting & Repair
- Thermo King IntelligAire I & II Control and Diagnostics
- Thermo King IntelligAire III Control and Diagnostics
- WTEC Retarder Diagnostics

Santa Clara Valley Transportation Authority

Advanced Technology

- BAE Hybrid Powerpack Familiarization and Troubleshooting
- Electronic Emission Control Systems Troubleshooting Diagnostics (per CARB)
- EMP Electric Cooling Fan System Familiarization and Troubleshooting (“mini-hybrid” system)
- Gillig Hybrid Electrical and Multiplex System
- Gillig Hybrid Safety & Troubleshooting
- Gillig Hybrid Safety & Troubleshooting for Service Mechanics
- Gillig Hybrid Safety & Troubleshooting for Supervisors
- Gillig Hybrid Propulsion for Service Mechanics
- Gillig Hybrid Propolsion for Service Mechanics Apprentices
- Gillig Hybrid Propulsion System Troubleshooting
- Hybrid Propulsion System Safety and Familiarization for Supervisors
- Hybrid Propulsion System Troubleshooting
- Hybrid Propulsion System Troubleshooting, Advanced
- All Electric HVAC Systems Familiarization and Troubleshooting
- Multiplex Systems Troubleshooting: Vansco
- Multiplex Systems Troubleshooting: I/O Controls
- Multiplex Systems for Service Mechanic Apprentices
- Intelligaire Climate Control System
- Programmable Logic Controls

Continuous Improvement

Process Improvement

- Performance Reliability Cost Control
- Leadership Skills for Hybrid Technology Transit System

Productive Lab Hours
0 - 60

Productive Lab – Advanced Technology (1:3 ratio)

- BAE Hybrid Powerpack Familiarization and Troubleshooting
- Electronic Emission Control Systems Troubleshooting Diagnostics (per CARB)
- EMP Electric Cooling Fan System Familiarization and Troubleshooting ("mini-hybrid" system)
- Gillig Hybrid Electrical and Multiplex System
- Gillig Hybrid Safety & Troubleshooting
- Gillig Hybrid Safety & Troubleshooting for Service Mechanics
- Gillig Hybrid Safety & Troubleshooting for Supervisors
- Gillig Hybrid Propulsion for Service Mechanics
- Gillig Hybrid Propulsion System Troubleshooting
- All Electric HVAC Systems Familiarization and Troubleshooting
- Multiplex Systems Troubleshooting: Vansco
- Multiplex Systems Troubleshooting: I/O Controls
- Multiplex Systems for Service Mechanic Apprentices
- Intelligaire Climate Control System
- Programmable Logic Controls

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: California Labor Federation, AFL-CIO | CCG No.: ET16-0800

Reference No: 15-0258 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Los Angeles County Metropolitan Transportation Authority

Address: 900 Lyon Street

City, State, Zip: Los Angeles, CA 90012

Collective Bargaining Agreement(s): Yes

Estimated # of employees to be retrained under this Agreement: 1,131

Total # of full-time company employees worldwide: 9,200

Total # of full-time company employees in California: 9,200

Company: Santa Clara Valley Transportation Authority

Address: 3331 N. First Street

City, State, Zip: San Jose, CA 95134

Collective Bargaining Agreement(s): Yes

Estimated # of employees to be retrained under this Agreement: 1,331

Total # of full-time company employees worldwide: 2,100

Total # of full-time company employees in California: 2,100

Company:

Address:

City, State, Zip:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained under this Agreement:

Total # of full-time company employees worldwide:

Total # of full-time company employees in California:

Company:

Address:

City, State, Zip:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained under this Agreement:

Total # of full-time company employees worldwide:

Total # of full-time company employees in California:

Amalgamated Transit Union - Local 1277

Tel: (323) 222-1277
Fax: (323) 222-1335

1744 North Main St.
Los Angeles, California 90031-2517

February 16, 2015

Employment Training Panel
1100 J Street, 4th Floor
Sacramento, CA 95814

Dear Panel Members:

This letter is to advise you that the Amalgamated Transit Union Local 1277 supports the ETP application submitted by the California Labor Federation. This effort is a true Labor-Management training venture that builds on years of cooperative association. We believe the proposed plan will create a training program that will expand our members' skills to meet newly developed green industry standards.

We believe that the ETP-funded training will help ATU employees attain the skills needed to position them for advancement and secure employment in the transit industry. We are enthusiastic about the program's potential and look forward to assisting you in any way necessary.

Sincerely,

Arturo E. Aguilar
Vice-President/Assistant Business Agent

AMALGAMATED TRANSIT UNION
LOCAL 265

1590 La Pradera Drive
CAMPBELL, CALIFORNIA 95008-1533
PHONE (408) 874-0900
FAX (408) 874-0907

AFL-CIO

1902 Charter Seal

February 11, 2015

Employment Training Panel
1100 J Street, 4th Floor
Sacramento, CA 95814

Dear Panel Members:

This letter is to advise you that the Amalgamated Transit Union, Local 265 supports the ETP application submitted by the California Labor Federation. This effort is a true Labor-Management training venture that builds on years of cooperative association. We believe the proposed plan will create a training program that will expand our members' skills to meet newly developed green industry standards.

We believe that the ETP-funded training will help the Amalgamated Transit Union, Local 265 employees attain the skills needed to position them for advancement and secure employment in the transit industry. We are enthusiastic about the program's potential and look forward to assisting you in any way necessary.

If you have any questions regarding this matter, please do not hesitate to call me at (408) 874-0900, ext 214.

Sincerely,

Diana Hermone

DIANA HERMONE
President and Business Agent

AFSCME
We Make America Happen
District Council 57
AFL – CIO

San Jose Office
1150 N. First Street, Suite 101
San Jose, CA 95112-4923
(408) 998-2070
(408) 998-0451 fax

February 11, 2015

Employment Training Panel
1100 J Street, 4th Floor
Sacramento, CA 95814

Dear Panel Members:

This letter is to advise you that AFSCME, Local 101, VTA Chapter supports the ETP application submitted by the California Labor Federation. This effort is a true Labor-Management training venture that builds on years of cooperative association. We believe the proposed plan will create a training program that will expand our members' skills to meet newly developed green industry standards.

We believe that the ETP-funded training will help VTA /AFSCME employees attain the skills needed to position them for advancement and secure employment in the transit industry. We are enthusiastic about the program's potential and look forward to assisting you in any way necessary.

Sincerely,

Steve Jovel
Vice-President AFSCME
Local 101, VTA Chapter

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

California Manufacturing Technology Consulting

Agreement Number: ET16-0116

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Paccerelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100	Industry Sector(s):	Manufacturing Aerospace and Defense Biotechnology/Life Sciences Engineering Technology/Other Priority Industry: ☒ Yes ☐ No
Counties Served:	Statewide	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$1,122,120		$77,625 8%		$1,199,745

In-Kind Contribution:	50% of Total ETP Funding Required	$1,128,022

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	Continuous Impr., Mgt. Skills; Business Skills; Computer Skills; Mfg. Skills; Literacy Skills	405	8-200	0	$924	$15.07
				Weighted Avg: 48			
2	Retrainee Priority Rate SB<100	Continuous Impr., Mgt. Skills; Business Skills; Computer Skills; Mfg. Skills; Literacy Skills	675	8-200	0	$1,223	$15.07
				Weighted Avg: 44			

Minimum Hourly Wage by County: $16.44 for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties; 15.97 for Los Angeles County; $16.02 for Orange County; $15.93 for San Diego County; $15.75 for Sacramento County, $15.56 for Alpine County and $15.07 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	Wage Range	Estimated # of Trainees
Administrative Staff		160
Technical Staff		180
Production Staff		440
Sales Staff		100
Frontline Supervisor		120
Manager		60
Owner (For Small Business only)		20

INTRODUCTION

This will be the 16th Agreement between ETP and California Manufacturing Technology Consulting (CMTC) (www.cmtc.com). CMTC was established in 1992 as a private non-profit corporation, affiliated with the US Department of Commerce, National Institute of Standards and Technology, and Hollings Manufacturing Extension Partnership to assist small and medium-sized

manufacturers in California to improve operational efficiencies and global competitiveness. Its mission is to create solutions for manufacturing growth and profitability supporting a thriving manufacturing sector in the State of California.

CMTC engages companies from all manufacturing sectors including aerospace and defense, energy, food and beverage, consumer, automotive, computer and electronics, plastics and rubber, medical device, and industrial. The training and consulting assistance its clients receive supports increased sales, investment and profits, creates and retains jobs, and improves productivity for business growth. The "core" group of employers consists of those in the priority industries and represents over 80% of the requested funding.

CMTC's customers are mostly small manufacturers that represent a cross section of manufacturing sectors; many are suppliers to Original Equipment Manufacturers. CMTC served more than 900 small manufacturers primarily located in Southern California last year; the majority has 100 or fewer employees and a significant number under 50 employees. These companies are challenged to stay 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 needed to increase productivity and product quality.

PROJECT DETAILS

Training Plan

Business Skills (12%): Training will be offered to all occupations to sharpen sales, presentation, and negotiating skills; goal setting and time management; and teach innovation, new product development, and global business practices. Training will improve communications skills to better serve customers.

Computer Skills (17%): Training will be offered to all occupations to become proficient in E-Commerce, Enterprise and Manufacturing Management Systems, and database applications to support all areas of a business from sales through production and delivery.

Continuous Improvement (33%): Training will be offered to all occupations to analyze and improve their work environment on an ongoing basis. This will improve productivity and product quality.

Management Skills (7%): Training will be offered to Managers, Supervisors and Owners to learn strategic planning, implement change, and become more effective leaders that can motivate and coach workers in a high-performance workplace.

Manufacturing Skills (23%): Training will be offered to Production Staff to improve productivity, product quality, plant efficiency, and reduce waste. Workers will be trained on the proper and efficient use of equipment and machinery, good manufacturing practices, blueprint reading and shop math, product quality, and specialized industry technology such as clean room operations and biotechnology procedures.

Literacy Skills (8%): Training will help improve written and verbal communication skills of any individuals whose primary language is not English. It is essential that workers, especially Production Staff, have the ability to follow verbal direction, and read and comprehend work orders and standard operating procedures to ensure quality and safety.

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 upon success. Participating employers could eventually achieve ISO Certification, CE Mark, Continuous Energy Improvement, 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.

Training Infrastructure

Approximately 75% of the training will be delivered by internal staff. Training vendors with extensive manufacturing expertise will deliver 25% of training. Most have a minimum of 15 years of experience working in a variety of manufacturing environments, including food, aerospace, automotive and other industries**.**

Commitment to Training

Employer-initiated, internal training activities vary widely among participating employers. Training within small companies can often be narrowly focused on job-specific skills and provided on an "as needed" basis in an informal setting. Employers generally lack the budget and manpower to undertake more in-depth programs that would improve productivity and generate growth in a significant way.

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

Marketing and Support Costs

CMTC is solely responsible for marketing this program. Account managers and consultants serve hundreds of manufacturers throughout Southern California every year. They conduct face-to-face visits, identify each client's goals, design improvement projects, and determine how training will help execute their training plans and achieve their goals.

CMTC has built strong relationships with many partners including City, County and regional economic development agencies; Chambers of Commerce; Industry Associations; Community Colleges and Universities; Small Business Development Centers; Workforce Investment Boards; and One-Stop Centers. Activities 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, and staff recommends, 8% support costs for employer assessment and recruitment. CMTC 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.

Curriculum Development and Feedback

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 access to national and regional data on industry trends that help keep subject matter

current. CMTC has added several new curriculum topics over the past few months: Innovation Engineering Management Systems and New Product Development courses engage workers and management to develop new products and services; Risk Management and Supply Chain Optimization address the potential disruption of manufacturing due to natural disasters; and Family Business Management helps family members work within a company. Finally, CMTC has increased the number of food manufacturers it serves under the CEI initiative, adding Safe Quality Food training.

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 a 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.

Tuition Reimbursement

CMTC 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 Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarized performance by CMTC under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0139	$1,249,997	07/07/14 – 07/06/16	536	415	229

Based on the ETP Systems, 39,054 reimbursable hours have been tracked for potential earnings of $958,572 (77% of approved amount). The Contractor projects final earnings of 100% based on training in progress and currently committed employers.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET13-0356	Statewide	05/01/13 - 04/30/15	$849,940	Estimated* $849,940 (100%)
ET12-0333	Statewide	04/02/12 - 04/01/14	$748,748	$748,748 (100%)
ET11-0225	Statewide	05/02/11 - 05/01/13	$399,833	$399,687 (99%)

ET10-0274	Statewide	11/02/09 - 11/01/11	$374,913	$374,913 (100%)
ET09-0515	Statewide	04/06/09 - 04/05/11	$350,329	$350,608 (100%)

*ET13-0356 – To date, the total earned amount approved by ETP is $639,592. A Final Closeout Invoice was submitted in May 2015 for an additional $210,348. If approved, the potential overall earnings will be 100%.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

The following vendors have been retained to provide training for an amount to be determined prior to the start of training:

North Orange County Community College District (Anaheim) – Manufacturing and Business Skills
Riverside Community College (Riverside) – Manufacturing and Business Skills
University of San Diego Extension (La Jolla) – Continuous Improvement and Business Skills
Soldering.Biz (Los Alamitos) – Manufacturing Skills

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:

CONTINUOUS IMPROVEMENT

- Teams and Team Building
- Problem Solving
- Communication Skills
- Leadership Skills
- Leading Change
- Lean Manufacturing
- Implementing ISO 9001
- Implementing TS16949
- Implementing AS9100
- Implementing ISO 14001
- Implementing ISO 5001
- Safe Quality Food
- Environmental Management System Implementation
- Continuous Energy Improvement
- Six Sigma
- Design of Experiments
- Failure Mode and Effects Analysis
- Statistical Process Control
- Quality Function Deployment and New Management & Planning Tools
- Improving Process Cycle Times
- Quality Management Systems
- Quality Inspection
- Risk Management
- Supply Chain Optimization
- Production and Inventory Management
- Integrated Resource Management

MANAGEMENT SKILLS *(*Managers & Supervisors Only)

- Management/Supervisory Skills
- Family Business Management
- Strategic Planning and Policy Deployment

BUSINESS SKILLS

- Sales Skills
- Business Writing
- Conflict Management
- Effective Meeting Skills
- Financial Analysis Skills
- Goal Setting
- Project Management
- Negotiation Skills
- Presentation Skills
- Providing Quality Customer Service

- Time Management Skills
- Global Business and Exporting
- Innovation Engineering Management Systems
- New Product Development
- Technology Driven Market Intelligence

COMPUTER SKILLS

- Enterprise Resource Planning
- Electronic Commerce and eBusiness
- Word Processing (Intermediate & Advanced Level)
- Spreadsheets (Intermediate & Advanced Level)
- Presentation Software
- Database Management
- CAD/CAM Software Training

MANUFACTURING SKILLS

- Programmable Logic Controllers
- Soldering
- Blueprint Reading
- Shop Math and Geometric Dimensioning & Tolerancing
- CNC Programming
- Additive Manufacturing
- Surface Mount Technology: Manufacturing & Rework
- Printed Wiring Board Repair
- Through Hole Technology: Rework and Repair
- Sewing
- Productions Skills
- FDA Good Manufacturing Practices
- FDA Good Laboratory Practices
- Small Batch Manufacturing
- Large Batch Manufacturing
- Clean Room Technology
- Biotech Research and Development
- Metrology
- Writing Standard Operating Procedures
- Biotechnology Design Control
- Product Submissions: Getting to Market
- Quality System Requirements, Good Manufacturing Practices & Inspections
- Medical Devices and the European Market
- Requirements for Device Safety
- Manufacturing Logistics Management
- Value Energy Stream Mapping

LITERACY SKILLS

- Vocational English as a Second Language

Literacy Training cannot exceed 45% 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

Contractor's Name: CMTC | CCG No.: ET16-0116

Reference No: 15-0300 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Able Industrial Products, Inc.

Address: 2006 South Baker Ave.

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 22

Total # of full-time company employees worldwide: 75

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

Company: Ameditech, Inc.

Address: 9940 Mesa Rim Road

City, State, Zip: San Diego, CA 92121

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 119

Total # of full-time company employees in California: 119

Company: Asturies Manufacturing

Address: 310 Cessna Circle

City, State, Zip: Corona, CA 92880

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 45

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

Company: Atlas Pacific Corporation

Address: 2803 Industrial Dr.

City, State, Zip: Bloomington, CA 92316

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CMTC | CCG No.: ET16-0116

Reference No: 15-0300 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: AVX Filters Corporation

Address: 11144 Penrose Street

City, State, Zip: Sun Valley, CA 91352

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 130

Total # of full-time company employees in California: 130

Company: Bazz Houston Company

Address: 12700 Western Avenue

City, State, Zip: Garden Grove, CA 92841

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 92

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

Company: Branan Medical Corporation

Address: 140 Technology Drive

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 76

Total # of full-time company employees in California: 76

Company: California Manufacturing & Engineering Co, LLC

Address: 1401 S. Madera Ave.

City, State, Zip: Kerman, CA 93630

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 55

Total # of full-time company employees worldwide: 180

Total # of full-time company employees in California: 180

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CMTC | CCG No.: ET16-0116

Reference No: 15-0300 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Carlsbad Technology, Inc.

Address: 5922 Farnsworth Court, Suite 102

City, State, Zip: Carlsbad, CA 92008

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 110

Total # of full-time company employees in California: 108

Company: D&K Engineering

Address: 15890 Bernardo Center Drive

City, State, Zip: San Diego, CA 92127

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 65

Total # of full-time company employees worldwide: 431

Total # of full-time company employees in California: 316

Company: Dante Valve Company

Address: 15230 Lakewood Blvd.

City, State, Zip: Bellflower, CA 90706

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 17

Total # of full-time company employees worldwide: 43

Total # of full-time company employees in California: 36

Company: Dramm & Echter, Inc.

Address: 1150 Quail Gardens Road

City, State, Zip: Encinitas, CA 92023

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 96

Total # of full-time company employees in California: 96

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Finn & Fram, Inc.

Address: 16773 Schoenborn Street

City, State, Zip: North Hills, CA 91343

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 8

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: Gamma Scientific Inc.

Address: 9925 Carroll Canyon Rd.

City, State, Zip: San Diego, CA 92131

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 48

Total # of full-time company employees in California: 46

Company: Geiger Plastics Inc.

Address: 16150 S. Maple Ave., # A

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 21

Total # of full-time company employees in California: 21

Company: Hero Nutritionals, LLC

Address: 1900 Carnegie Ave., Suite A

City, State, Zip: Santa Ana, CA 92705

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 38

Total # of full-time company employees in California: 38

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CMTC | CCG No.: ET16-0116

Reference No: 15-0300 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Initiative Foods, LLC

Address: 1117 K Street

City, State, Zip: Sanger, CA 93657

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 100

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

Company: MacLean-Sky

Address: 5989 Rickenbacker Rd.

City, State, Zip: Commerce, CA 90040

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 3,000

Total # of full-time company employees in California: 52

Company: Marking Methods Inc.

Address: 301 S. Raymond Ave.

City, State, Zip: Alhambra, CA 91803

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 22

Total # of full-time company employees worldwide: 22

Total # of full-time company employees in California: 22

Company: Noma Bearing Corporation

Address: 1555 W. Rosecrans Ave.

City, State, Zip: Gardena, CA 90249

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 14

Total # of full-time company employees in California: 14

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Non-Stop Label Corp. co-employed w/Oasis Outsourcing

Address: 16221 Arthur St.

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 13

Total # of full-time company employees worldwide: 51

Total # of full-time company employees in California: 51

Company: Optical Zonu Corporation

Address: 15028 Delano St.

City, State, Zip: Van Nuys, CA 91411

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 14

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 18

Company: Performance Materials Corporation dba Tencate Performance Composites

Address: 1150 Calle Suerte

City, State, Zip: Camarillo, CA 93012

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 145

Total # of full-time company employees in California: 48

Company: Popcornopolis

Address: 1301 E. El Segundo Blvd.

City, State, Zip: El Segundo, CA 90245

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 103

Total # of full-time company employees in California: 99

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Prolacta Bioscience, Inc.

Address: 757 Baldwin Park Blvd.

City, State, Zip: City of Industry, CA 91746

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 139

Total # of full-time company employees in California: 118

Company: Pulse Instruments

Address: 1234 Francisco St.

City, State, Zip: Torrance, CA 90502

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 14

Total # of full-time company employees worldwide: 14

Total # of full-time company employees in California: 14

Company: Purosil LLC (MCP Industries Inc.)

Address: 708 S. Temescal St., Ste. 102

City, State, Zip: Corona, CA 92879

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 34

Total # of full-time company employees worldwide: 140

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

Company: RSA Engineered Products

Address: 110 W. Cochran, Ste. A

City, State, Zip: Simi Valley, CA 93065

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 69

Total # of full-time company employees in California: 69

PRINT OR TYPE IN ALPHABETICAL ORDER

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CMTC	CCG No.: ET16-0116
Reference No: 15-0300	Page 8 of 8

Company: R&B Machine

Address: 2048 W. 11th St.

City, State, Zip: Upland, CA 91786

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 11

Total # of full-time company employees worldwide: 39

Total # of full-time company employees in California: 39

Company: Ship & Shore Environmental, Inc.

Address: 2474 N. Palm Dr.

City, State, Zip: Signal Hill, CA 90755

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 36

Total # of full-time company employees in California: 35

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Employers Group

Agreement Number: ET16-0113

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Paccerelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing Engineering Services Technology/Other Transportation/Logistics Priority Industry: ☒ Yes ☐ No
Counties Served:	Statewide	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$501,288		$34,500 8%		$535,788

In-Kind Contribution:	50% of Total ETP Funding Required	$296,160

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	Continuous Impr., Mfg. Skills; Business Skills; Computer Skills; Literacy Skills	50	8-200	0-40	$802	$15.07
				Weighted Avg: 50			
2	Retrainee Priority Rate	Continuous Impr., Mfg. Skills; Business Skills; Computer Skills; Literacy Skills	380	8-200	0-40	$808	$15.07
				Weighted Avg: 42			
3	Retrainee SB<100	Continuous Impr., Mfg. Skills; Business Skills; Computer Skills; Literacy Skills	25	8-200	0-40	$800	$15.07
				Weighted Avg: 34			
4	Retrainee Priority SB<100	Continuous Impr., Mfg. Skills; Business Skills; Computer Skills; Literacy Skills	196	8-200	0-40	$778	$15.07
				Weighted Avg: 28			
5	Retrainee HUA Priority	Continuous Impr., Mfg. Skills; Business Skills; Computer Skills; Literacy Skills	20	8-200	0-40	$808	$11.30
				Weighted Avg: 42			

Minimum Hourly Wage by County: Job Numbers 1-4: $16.44 for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara counties; 15.97 for Los Angeles County; $16.02 for Orange County; $15.93 for San Diego County; $15.75 for Sacramento County, $15.56 for Alpine County and $15.07 for all other counties. **Job Number 5(HUA):** $12.33 for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties; $11.98 for Los Angeles County; $12.02 for Orange County; $15.93 for San Diego County; $11.95 for Sacramento County, $11.67 for Alpine County and $11.30 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.

Occupation Titles	Wage Range	Estimated # of Trainees
Job Numbers 1-4		
Administrative Support Staff		48
Customer Service Staff I		63
Engineer/Designer		57
Finance/Accounting		15
Inspector/Quality		35
Lead		40
Machine Operator/CNC Specialist		35
Manufacturing Production Staff		80
Material Handler/Operator		39
Project Manager		46
Technician		28
Warehouse/Logistics		8
Supervisor		80
Manager		52
Owner/Director (For Small Business Only)		25
Job Number 5		
Machine Operator		2
Manufacturing Production Staff		6
Lead		4
Technician		2
Warehouse/Logistics		4
Supervisor		2

INTRODUCTION

This will be the tenth Agreement between ETP and Employers Group (www.employersgroup.com). Founded in 1896, Employers Group is a non-profit trade association dedicated to Human Resources (HR) management. It offers several programs and services for its members including: telephone support and public workshops for HR professionals; consulting services on affirmative action planning and employee relations; surveys on compensation and benefits trends; and training in compliance, leadership, quality, productivity enhancement, and Lean Manufacturing.

Employers Group's funding is derived from membership dues and service fees. Members represent every industry (manufacturing, engineering, technology, transportation, and service-related businesses). They range in size from Fortune 500 companies to start-up ventures, with the majority of members having 10 to 200 employees.

Employers Group training is designed to improve workplace issues. Each program utilizes actual company experiences and issues as learning points, which makes training familiar and relevant. All training programs are highly interactive with practice in a lab setting that helps to transfer skills to the job. Training is geared toward providing workers with the skills needed for long term employment while assisting to realize company goals and objectives.

There is high demand from participating employers who are seeking to increase productivity through process improvements and Lean manufacturing. These employers use Employers Group's training programs for a variety of reasons:

- To streamline operations for efficiency using Lean concepts and methodologies;
- To provide soft skills that improve productivity;
- To promote and hire employees into positions that require interpersonal and teamwork skills;
- To implement quality measures through process controls and specifications;
- To overcome internal issues such as communication, teamwork, motivation and delegation;
- To increase internal and external coordination for production;
- To solve process-related issues, including reduction of waste, scrap, re-work, excess inventory and downtime.

PROJECT DETAILS

Continuous Improvement (70%) – Training will be provided to all occupations. Training will enhance communications, build teamwork, reduce conflict, create more engagement, identify process improvement opportunities, streamline operations and promote efficiency. Trainees will be encouraged to identify and utilize problem solving techniques to make decisions and implement solutions to reduce or eliminate waste, scrap, re-work, excess inventory, and downtime.

Business Skills (10%) – Training will be offered to all occupations in foundational soft skills including sales, marketing, finance, customer service, and writing. Training will increase customer service-related skills and team building techniques. Individuals will also learn time management and measurement techniques that will allow them to maximize their productivity.

Computer Skills (10%) – Training will be provided to Administrative, Customer Service, Finance/Accounting, Operations, Production, Inspection/Quality, Technical Staff, Leads, and Supervisors/Managers. Training will include software programs, software proficiency and productivity.

Manufacturing Skills (8%) – Training will be provided to Production, Operations and Supervisors/Managers to utilize equipment properly, identify improvement opportunities, utilize statistical process controls in identifying failure rates, reducing scrap, increase productivity and provide better products/services. Other courses will focus on the use and maintenance of equipment, tools, and machinery; up-to-date manufacturing techniques and good manufacturing practices; upgraded warehousing and distribution methods; and cross-training.

Literacy Skills (2%) – Training will be provided to Production, Operations and Warehouse/Logistic Staff to overcome communication problems with their peers and supervisors and better understand written/verbal instructions and workplace documentation. VESL courses will enable trainees to participate in larger-group training programs delivered principally in English, interact in teams, improve jobs skills, and increase promotional opportunities.

Curriculum Development

Training is a core service line for Employers Group. They deliver hundreds of training programs each year, keeping abreast of the training topics employers need to be more successful. Employers Group also monitors other training programs, industry trends, and professional developments related to adult learning and employer-specific training. Employers Group continuously obtains feedback from its clients' continuous improvement efforts, and uses it to develop new training materials and marketing activities.

Employers Group meets with each prospective employer to assess training needs and build a company-specific curriculum. The process often includes assessments, interviews, focus groups, meetings, and feedback from human resources, executives, and senior management. Company-specific documents, terminology, forms, manuals, and case studies are incorporated into developing training materials. Employers Group then works with the companies to prioritize training needs, identify trainees, and develop a workable training schedule.

After completing each training module, trainees are asked to complete evaluations, which are combined into summary reports to help refine the curriculum, training materials, and training delivery. Evaluations provide feedback to trainers and other Employers Group staff on the effectiveness of training.

Commitment to Training

Many employers have eliminated existing training budgets due to recessionary pressures, and only deliver essentials such as safety, new-hire orientations, basic job skills, and compliance-related training using internal training personnel, experienced workers, or outside vendors. Some employers have a small training budget, and the number of participants and the scope of the training are very limited. Most of the training is introductory only, and generally not comprehensive enough to generate company-wide results.

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

Marketing and Support Costs

Employers Group recruits through its website, web search optimization, emails, and regular weekly promotions and announcements. Staff also conducts targeted mailings, briefings, simulations, webinars, open meetings, and exhibits at conferences. Training specialists meet directly with employers to discuss the need for training, training objectives, and ETP funding to offset larger-scale training initiatives. These activities include employer and trainee needs assessments.

Additionally, Employers Group has partnered with many Chambers of Commerce (Costa Mesa, San Francisco, Eastville, Fontana, Poway, Lakewood, San Benito, National City, Hermosa Beach, Oakland, Emeryville, Los Angeles, Oxnard, Stanton, Santa Ana, and Anaheim) to help serve its constituencies (especially very small businesses) by conducting human resource training, roundtable briefings, online learning sessions, and workshops.

There are currently 13 full-time staff members involved in the marketing, employer recruitment, assessment, scheduling and ETP administration. Employers Group requests 8% support costs for the ongoing employer recruitment and assessment activities associated with this program. As a non-profit entity, Employers Group relies heavily on support funding to promote ETP training and facilitate individual employer meetings to discuss ETP requirements, assess training needs, and complete and process ETP Certification Statements. Support costs also cover web development costs used in marketing to employers. In addition, Employers Group's new online portal and needs assessments site help employers completing their initial eligibility questionnaire. Staff recommends the Support Costs.

High Unemployment Area

The 20 trainees in Job Number 5 work in High Unemployment Areas (HUA), regions with unemployment exceeding the state average by at least 25%. The participating employees who

qualify are located in Los Angeles, Orange, Kern, Riverside, Ventura, and San Bernardino Counties.

- Wage Modification

  Employers Group is requesting the HUA waiver for trainees in Job Number 5. 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.

Tuition Reimbursement

Employers Group 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 Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarized performance by Employers Group under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET14-0282	$488,071	02/18/14 – 02/17/16	536	450	436

Based on the ETP Systems, 18,601 reimbursable hours have been tracked for potential earnings of $376,665 (77% of approved amount). The Contractor projects final earnings of 100% based on training in progress and currently committed through August 2015.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET12-0321*	Statewide	06/30/12 – 06/29/14	$749,635	$456,875 (61%)
ET11-0193	Statewide	05/10/11 – 05/09/13	$398,483	$370,064 (93%)
ET09-0369	Statewide	12/31/08 – 12/30/10	$698,769	$694,227 (99%)

*ET12-0321: The low completion rate was caused by a late training start by some participating employers. Due to production demands, these employers were not able to release employees from normal work duties to attend training. Other employers decided to train on their own without ETP funding to provide more flexibility in scheduling. By the time the trainees started with Employers Group, there was not enough time in the term to complete the training program which runs for 4 to 6 weeks. Instead, the trainees were enrolled in the ET14 contract.

To ensure better performance in this new contract, Employers Group has identified several employers who are ready to begin training as soon as the contract is approved. In addition, Employers Business Development Representatives dedicated solely to identifying and procuring participating employer interest in ETP-funded training.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours
8-200

Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Adapting to Change
- Benchmarking
- Building Successful Teams
- Business Process Re-Engineering
- Capacity Analysis
- Coaching and Giving/Receiving Feedback
- Communicating Effectively
- Continuous Process Improvement/Need for Change
- Creating and Building Teamwork
- Data Collection
- Dealing with Conflict/Difficult Attitudes
- Decision Making
- Delegating with Purpose
- Effective Correction Action
- Executing Strategy at the Frontline
- Fostering Innovation
- Identifying Waste
- Implementing Solutions
- Implementing Statistical Process Control
- Internal Auditing
- Interpreting and Analyzing Data
- ISO 9000 Overview
- Leadership Essentials/Leading Others
- Lean Manufacturing/Thinking
- Lean Sigma
- Lean 5S Methodology
- Load/Line Balancing
- Kaizen Methodology
- Kanban Principles
- Meeting for Results
- Motivating Others
- Optimal Operating Methods
- Organizational Roles and Personality Styles (identifying styles)
- Organizing and Setting Goals
- Performance Improvement Through Performance Management
- Planning
- Problem Solving
- Process Improvement Methodologies
- Process Mapping
- Pull System
- Role of the Lead
- Root Cause Analysis

- Setting Goals & Reviewing Results
- Setting Standards
- Six Sigma
- Standardizing Processes
- Statistical Process Control Concepts, Theory, Application
- Supply Chain Management
- Taking Ownership
- Team Problem Solving
- Time Management and Delegation
- Total Quality Management Principles
- Using Behavior Styles
- Value Stream Mapping
- Work Flow/Measurement

MANUFACTURING SKILLS

- Assembly Procedures
- Blueprint Reading
- Concurrent Engineering
- Design for Manufacturability
- Drawing and Measurement Tools
- Equipment Operations
- ERP Systems
- Failure Modes & Effects Analysis
- Functional Design Review
- Gage Design
- Geometric Tolerancing
- Good Manufacturing Practices
- Graphical Inspection Analysis
- Inspection and Gauging
- Job Instruction/Analyzing Jobs for Efficiency
- Line Set-Up/Tear Down
- Manufacturing Practices
- Maintenance Procedures
- Mechanical Inspection
- Operations and Processes
- Product Quality Guarantees
- Production Operations
- Set-Up Reduction
- Shop Math
- State Quality Food
- Statistical Process Control
- SPC for Short Runs
- Tolerance Stack-up Analysis
- Warehousing Operations and Distribution

BUSINESS SKILLS

- Behavior Style Strategies/Using Behavior Styles to Improve Interpersonal Relationships and Teamwork
- Budgets
- Building & Sustaining Trust
- Business Writing and Grammar
- Cost Control
- Creative Problem Solving and Innovative Solutions
- Customer Service
- Difficult Situations
- Diversity in the Workplace
- Effective Meeting Skills
- Engaging & Retaining Talent
- Facilitation Skills
- Financial Analysis
- Financial Reports
- Implementing a Plan/Solution
- Interpersonal Skills/Communication Skills
- Leading Virtually
- Marketing and Product Knowledge
- Meeting Management Skills
- Negotiating
- Networking for Enhanced Collaboration
- Payroll Systems, Accounting
- Presentation Skills
- Project Management
- Relationship Building Through Sales and Service
- Sales Strategies and Skills
- Seven Habits of Effectiveness
- Strategies for Influencing
- Strengthening Partnerships
- Time Management
- Valuing Differences

COMPUTER SKILLS

- Access
- Computer-Aided Design and Manufacturing
- Database Management
- Email Communications
- Excel
- Graphics
- Internet and HTML
- Inventory Control
- Manufacturing Resource Planning
- Microsoft Office*
- Operating Systems
- PowerPoint and Presentations
- Programming
- Project Planning and Controlling
- Publishing
- Software Applications

- Spreadsheets
- Supply Chain Management
- Website Development & Maintenance
- Windows
- Word

*Small employers may receive all levels of Microsoft Office training. Large employer will receive Intermediate or Advanced level training only.

LITERACY SKILLS

- Basic Workplace Terminology
- Co-Worker Communications
- Collecting and Recording Data
- Comprehension Skills
- Following Verbal/Written Directions and Work Orders
- Math Fundamentals (applying to job functions)
- Oral Communication
- Process Terminology
- Solving Customer Problems
- Understanding Manuals and Reports
- Terminology for Workplace Safety Practices
- Writing Reports and Letters
- Written Communications

Literacy skills cannot exceed 45% of a trainee's total training hours.

CBT HOURS

0-40

BUSINESS SKILLS

- Business Writing:
  - Being Effective (1 hour)
  - Letters and E-mails (1 hour)
  - Reports and Proposals (1 hour)
- Change Management:
  - Coping With Change (1 hour)
  - Managing Change (1 hour)
- Communication Skills:
  - Advanced Coaching (2 hours)
  - Coaching for Peak Performance (2 hours)
  - Communicating as a Team (1 hour)
  - Communicating for Leadership Success (2 hours)
  - Communicating with Impact (2 hours)
  - Communicating Negative Messages (1 hour)
  - Individual Listening Skills (1 hour)
  - Communicating Non-Verbally (1 hour)
  - Enhancing Your Speaking Skills (1 hour)
  - Report Organization and Presentation (1 hour)
  - Resolving Workplace Conflict (2 hours)
  - Presentation Skills (1 hour)
  - Email Etiquette (1 hour)

- Customer Service Skills:
  - Communication Basics (1 hour)
  - Developing Strong Customer Relationships (1 hour)
  - Customer Loyalty (1 hour)
  - Handing Difficult Customers (1 hour)
  - Creating Winning Impressions (1 hour)
  - Creating Valuable Customer Relationships (1 hour)
  - Communicating Proactively (1 hour)
  - Work Process Basics (1 hour)
  - Practice Active Listening (1 hour)
  - Writing Effective E-mails (1 hour)
  - Taking the Heat (2 hours)
  - Telephone Techniques (1 hour)
- Financial Statements (4 hours)
- Marketing:
  - Basics (1 hour)
  - Opportunities (1 hour)
  - The Mix (1 hour)
  - Customer Service (1 hour)
- Negotiating for Success (1 hour)
- Framework for Excellence:
  - Introduction to Excellence (30 minutes)
  - Leadership (30 minutes)
  - Planning (30 minutes)
  - Customer (30 minutes)
  - People Focus (30 minutes)
  - Process Management (30 minutes)
  - Supplier/Partner (30 minutes)
  - Organizational Performance (30 minutes)
- Supplier Management:
  - Supply Positioning (1 hour)
  - Market Assessment (1 hour)
  - Supplier Appraisals (1 hour)
  - Market Matrix (1 hour)
  - Vulnerability Management (1 hour)
  - Supplier Selection (1 hour)
  - Contract Award (1 hour)
  - Supplier Case Study 1 (1 hour)
  - Supplier Case Study 2 (1 hour)
  - Supplier Case Study 3 (1 hour)
  - Finance Reports (1 hour)
  - Finance Ratios (1 hour)
  - Costing Methods (1 hour)
  - Pricing Policy (1 hour)
  - Pricing Case Study 1 (1 hour)
  - Shaping the Market (1 hour)
  - Defining and Management Need (1 hour)
  - Procurement Marketing (1 hour)
  - Supplier Improvement (1 hour)

- Reverse Marketing (1 hour)
- Contract Strategy (1 hour)
- Monopolies and Cartels (1 hour)
- Partnerships (1 hour)
- Integration (1 hour)
- Defining Negotiation (1 hour)
- Using Persuasion (1 hour)
- Planning for Negotiation (1 hour)
- Negotiating Tactics (1 hour)
- Fabric of Negotiation (1 hour)
- Power/Interest Cycle (1 hour)

❖ Project Management:
- Getting Read (1 hour)
- The Basics (1 hour)
- Goals and Stakeholders (1 hour)
- Project Management (1 hour)
- Projects and Risk Management (1 hour)

❖ Report Organization and Presentation (1 hour)
❖ Running Effective Meetings (1 hour)
❖ Strategies for Meeting Goals (1 hour)
❖ Systematic Selling:
- Getting the Appointment (1 hour)
- Planning the Call (1 hour)
- Establishing Rapport (1 hour)
- Identifying Objectives (1 hour)
- Making a Recommendations (1 hour)
- Handling Obstacles (1 hour)
- Gaining Commitment/Following Up (1 hour)
- Self-Assessment and Review (1 hour)

❖ Time Management (1 hour)
❖ Working With Customers:
- Customer Support (1 hour)
- Customer Support Online (1 hour)
- Customer Loyalty Improvement (1 hour)
- Developing Strong Customer Relationship (1 hour)
- Handling Difficult Customers (1 hour)
- Creating Valuable Customer Relationships (2 hrs)
- Helping and Keeping Clients (2 hrs)
- Providing Quality Service (2 hrs)
- Identifying Customer Service Outcomes (2 hrs)
- Providing Service Excellence (2 hrs)
- Diffusing Tense Situations (2 hrs)
- Essential Multicultural Communication (2 hrs)

CONTINUOUS IMPROVEMENT

❖ Team Building:
- Addressing Poor Performance (2 hours)
- Acting Effectively on a Team (1 hour)
- Building Trust (2 hours)

- Delegating with Purpose (2 hours)
- Leading Virtually (2 hours)
- Running Effective Teams (1 hour)
- Making Meetings Work (2 hours)
- Retaining Talent (2 hours)

❖ Problem Solving and Decision Making:
- Driving Change (2 hours)
- Making High Quality Decisions (2 hours)
- Problem Solving in the Workplace (1 hour)
- Problem Solving: 5 Steps (1 hour)
- Work Process Basics (1 hour)
- Individual Leadership Power (1 hour)
- Developing a Strong Team (1 hour)
- Team Problem Solving (1 hour)

❖ Leading People:
- Conflict Management (1 hour)
- Delegation (1 hour)
- Meeting Effectiveness (1 hour)
- Individual Leadership Power (1 hour)
- Running Effective Meetings (1 hour)
- Running Effective Teams (1 hour)
- Team Problem Solving (1 hour)
- Effective Leadership (1 hour)
- Working Well with Others (1 hour)
- Communicating Proactively (1 hour)
- Communicating Reactively (1 hour)
- Using Leadership Basics (1 hour)
- Employee Motivation (1 hour)
- Change Management (1 hour)

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of delivery method. CBT is capped at 50% of a trainee's total training hours.

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: Employers Group | CCG No.: ET16-0113

Reference No: 15-0333 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Arete Associates

Address: 9301 Corbin Avenue, 2nd Floor

City, State, Zip: Northridge, CA 91324

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 319

Total # of full-time company employees in California: 157

Company: Berry Plastics/Setco

Address: 4875 E. Hunter Avenue

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 200

Total # of full-time company employees worldwide: 16,110

Total # of full-time company employees in California: 330

Company: Blommer Chocolate

Address: 1515 Pacific Street

City, State, Zip: Union City, CA 94587

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 600

Total # of full-time company employees in California: 150

Company: Corelation, Inc.

Address: 2878 Camino Del Rio South, #410

City, State, Zip: San Diego, CA 92108

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 56

Total # of full-time company employees worldwide: 59

Total # of full-time company employees in California: 56

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: Employers Group | CCG No.: ET16-0113

Reference No: 15-0333 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: FFF Enterprises

Address: 41093 County Center Drive

City, State, Zip: Temecula, CA 92591

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 165

Total # of full-time company employees in California: 165

Company: Innovative Employee Solutions

Address: 9665 Granite Ridge Drive

City, State, Zip: San Diego, CA 92123

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 27

Total # of full-time company employees in California: 27

Company: Maury Microwave

Address: 2900 Inland Empire Boulevard

City, State, Zip: Ontario, CA 91764

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 79

Total # of full-time company employees in California: 79

Company: Mission Plastics

Address: 1930 S. Parco

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 98

Total # of full-time company employees in California: 98

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: Employers Group	CCG No.: ET16-0113
Reference No: 15-0333	Page 3 of 3

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Watkins Manufacturing

Address: 1280 Park Center Drive

City, State, Zip: Vista, CA 92129

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 10,000+

Total # of full-time company employees in California: 390

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Glendale Community College
Professional Development Center

Agreement Number: ET16-0103

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Paccerelli

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate SB <100 HUA	Industry Sector(s):	Manufacturing Aerospace and Defense Services Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles; Orange; Riverside; San Bernardino; San Diego; Ventura; Kern	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No United Steelworkers Local 4997		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$772,752		$53,518 8%		$826,270

In-Kind Contribution:	50% of Total ETP Funding Required	$730,400

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	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	40	8-200	0	$802	$15.07
				Weighted Avg: 50			
2	Retrainee Priority Rate	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	220	8-200	0	$1,001	$15.07
				Weighted Avg: 52			
3	Retrainee HUA	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	4	8-200	0	$802	$11.30
				Weighted Avg: 50			
4	Retrainee Priority HUA	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	12	8-200	0	$1,001	$11.30
				Weighted Avg: 52			
5	Retrainee Priority SB <100 HUA	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	12	8-200	0	$1,390	$11.30
				Weighted Avg: 50			
6	Retrainee Priority Rate SB <100	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	225	8-200	0	$1,390	$15.07
				Weighted Avg: 50			
7	Retrainee SB <100	Computer Skills, Continuous Impr., Adv. Technology, HazMat.	195	8-200	0	$1,176	$15.07
				Weighted Avg: 50			

Minimum Hourly Wage by County: ***Job Numbers 1, 2, 6 7***: $15.97 for Los Angeles County; $16.02 for Orange County; $15.93 for San Diego County; and $15.07 for Ventura, Riverside and San Bernardino Counties. ***Job Numbers 3, 4 & 5:*** $11.98 for Los Angeles County; $12.02 for Orange County; $11.95 for San Diego County; and $11.30 for Ventura, Riverside and San Bernardino 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.

Job Numbers 1, 2, 6 & 7 Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Manufacturing/Production Staff		410
Warehouse/Distribution Staff		40
Engineering Staff		80
Technician/Information Technology Staff		40
Quality Assurance Staff		40
Sales Staff		10
Supervisors/Managers		60

Job Numbers 3, 4 & 5 Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Manufacturing/Production Staff		16
Warehouse/Distribution Staff		2
Engineering Staff		2
Technician/Information Technology Staff		2
Quality Assurance Staff		2
Sales Staff		2
Supervisors/Managers		2

INTRODUCTION

This will be the 37th Agreement between ETP and Glendale Community College Professional Development Center (GCC) (www.pdcofgcc.com). Founded in 1927, GCC provides customized, job-specific training for businesses and workers through its Professional Development Center. GCC has trained more than 36,000 workers from 4,800 Southern California employers during its 30-year history of funding through ETP, of which 82% were small business employers and 96% were Panel-recognized priority industries.

PROJECT DETAILS

GCC is seeking a new contract as the funds for their most recent Agreement will be exhausted by July 2015. Participating employers have expressed their need for training because they are facing out-of-state competition and are currently struggling to keep up with technology and competitors. These employers are expressing the need to build employees' skills to work in a continuously changing environment. Many are investing in automated systems and software packages to increase productivity, efficiency, and accuracy within their companies. Some employers are reorganizing operations to meet procurement, development, and technology changes.

Curriculum Development

GCC determines participating employers' specific demands for training based on a pre-training structured assessment and screening process. The core curriculum in this proposal has been developed by GCC over the last 30 years. It is continually revised according to the demands and feedback of the participating companies.

When applicable, labor organizations are involved in the development of the curriculum and training plans. GCC trainers work closely with the labor representative and the employer to ensure that the training meets the goals and objectives set forth by the union.

Training Plan

ETP training funds are requested to specifically assist retraining of workers for manufacturing companies facing fierce out-of-state competition. The proposed training will promote the retention and expansion of California's manufacturing workforce. The "core" group of employers represents over 80% of requested funding.

Computer Skills (38%) - Training will provide all trainees with the skills to become more proficient in the use of the most current technology in areas such as MS Project, Computer Numerical Control Programming, AutoDesk, Solid Modeling, and Manufacturing Resource Planning.

Continuous Improvement (50%) - Training will assist all trainees in identifying opportunities for improvement in their daily work processes while working more efficiently to reduce errors. The training modules will equip workers with the skills necessary to improve productivity and reduce operating costs. These modules include Lean Operations, Geometric Dimensioning & Tolerancing, Six Sigma, Planning, Purchasing and Inventory Management.

Hazardous Materials (2%) - Training will provide all trainees with the proper techniques and procedures required to follow when handling or disposing of hazardous materials used at their facilities.

Advanced Technology (10%)

GCC is requesting the higher reimbursement rate for Advance Technology (AT) courses. The AT training will be provided to Engineers and Manufacturing/Production Staff (CAD Designers, Machinists, Tool Makers and Model Makers) to utilize recent advances in 3D computer-aided design and to work with the new generations of computer-aided manufacturing. State-of-the-art computer systems are needed to deliver this training and the licenses required for the software is very expensive. In addition, special equipment such as free-arm digitizers, laser scanners, and compressors are used in the training. The trainer-to-trainee ratio will be limited to 1:10 to allow for in-depth coverage and personal attention from the instructor.

Commitment to Training

GCC represents that ETP funds will not displace the existing financial commitment to training of participating employers and that safety training is, and will continue to be, provided by the participating employers in accordance with all pertinent requirements under state and federal law. ETP training funds will supplement training that is not currently being provided. GCC programs provide in-depth skill development that employers are not able to provide without this funding and will develop skills that upgrade employee performance so companies can remain competitive.

Most of the small employers are unable to provide significant training to their employees due to a lack of training funds. Larger companies may offer more training for their employees, but need to expand training in areas where they do not have the budget or expertise.

Marketing and Support Costs

To identify specific training needs of the business community, GCC continuously markets their training programs in a variety of ways including personal contact, telephone calls, direct mail, and email announcements to recruit companies.

GCC is also a member of several organizations including five local Chambers of Commerce, the Economic Alliance of the San Fernando Valley, the Valley Industrial Commerce Association, Professionals in Human Resources Associations, Society of Manufacturing Engineers, and partners with the Verdugo Workforce Investment Board, the Association for Operations Management, and the Institute for Supply Management. Within these large networks of employers, GCC markets their customized training programs through presentations and forums at local meetings and tradeshows. All programs are customized to meet the needs of the participating employers.

There are currently four full-time staff members dedicated to the marketing, employer recruitment, scheduling and ETP administration. GCC is requesting 8% support costs for this proposal to cover the cost of recruiting additional employers and assessing employer-specific job training requirements. Employer recruitment, including the recruitment of small businesses, and assessment activities will go on throughout the contract term.

Substantial Contribution

GCC serves large and small companies, some of which may have received training in prior ETP contracts. If a large participating employer (over 100 full-time employees) has received the benefit of training with payment earned in excess of $250,000 within the past five years, reimbursement for trainees at the same facility will be reduced by 15% to reflect that employer's substantial contribution to the cost of training. Funding for any employer that has previously been assessed a substantial contribution will be reduced by 30%. Small businesses with 100 or fewer full-time employees are not subject to this provision.

High Unemployment Area

The 28 trainees in Job Numbers 3, 4 & 5 work in High Unemployment Areas (HUA), regions with unemployment exceeding the state average by at least 25%. The participating employees who qualify are located in Los Angeles, Orange, Kern, Riverside, Ventura, and San Bernardino Counties.

- Wage Modification

  GCC is requesting the HUA waiver for trainees in Job Numbers 3, 4 & 5. 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.

Tuition Reimbursement

GCC 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 Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarized performance by GCC under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0224	$648,666	09/02/14-09/01/16	708	730	667

Based on ETP Systems, 53,128 reimbursable hours have been tracked for potential earnings of $523,573 (81% of approved amount). The Contractor projects final earnings of 100% based on training in progress and currently committed through July 2015.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned
ET13-0240	Statewide	06/13/13-06/12/15	$849,815	$849,815 (100%)
ET12-0159	Statewide	11/28/11-11/27/13	$747,399	$742,679 (99%)
ET11-0202	Statewide	03/30/11-03/29/13	$398,872	$397,912 (98%)
ET09-0380	Statewide	12/15/08-12/14/10	$2,028,458	$2,028,458 (100%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours
8-200

Trainees may receive any of the following:

COMPUTER SKILLS
- Intermediate/Advanced Excel, Word, Access
- Microsoft Project
- Electronic Commerce, Cyber Security, Social Media Marketing
- Crystal Reports, QuickBooks, Adobe, Visual Basics
- Manufacturing Resource Planning
- Enterprise Resource Planning
- Microsoft Office Suite (Small Business Only)
- CNC Programming and CNC Applications

CONTINUOUS IMPROVEMENT
- Leadership and Management
- Lean Processes and Principles
- Six Sigma
- Kaizen Methodology
- Problem Solving
- Team Building
- Statistical Process Control
- Marketing, Planning and Negotiating
- Business Writing
- Inspection Techniques
- Shop Math and Blueprint Reading
- Geometric Dimensioning and Tolerancing
- Purchasing and Sourcing
- Negotiations
- Project Management
- Supply Chain Management
- Master Planning of Resources
- Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

HAZARDOUS MATERIALS
- Hazardous Materials Handling
- Hazardous Chemical Cleaning/Handling
- Hazardous Waste Cleaning
- Environmental Monitoring and Personal Protection Equipment
- Hazardous Waste Management and Transportation
- Environmental Liability and Risk Management
- Solid Waste Recycling

ADVANCED TECHNOLOGY

- CATIA
- Master CAM X
- Advanced Master CAM X
- SolidWorks
- Advanced SolidWorks
- Unigraphics
- Vericut
- CADWorx
- CMMI (Coordinate Measurement Machine Inspection)

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

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC | CCG No.: ET16-0103

Reference No: 15-0259 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Aero Dynamic Machining

Address: 11791 Monarch Street

City, State, Zip: Garden Grove, CA 91741

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

Company: Aero Engineering & Manufacturing Co.

Address: 28217 Avenue Crocker

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 45

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

Company: Aerospace Dynamics International (ADI)

Address: 25540 W. Rye Canyon Road

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 613

Total # of full-time company employees in California: 613

Company: Alliance Metal Products

Address: 20620 Superior Street #4

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 19

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC | CCG No.: ET16-0103

Reference No: 15-0259 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: American Precision Technologies Inc.

Address: 1947 First Street

City, State, Zip: San Fernando, CA 91340

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 13

Total # of full-time company employees in California: 13

Company: Anthem/AIM Specialty Health

Address: 505 N. Brand Blvd., Ste. 900

City, State, Zip: Glendale, CA 91203

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1,095

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

Company: Campbell Engineering Inc.

Address: 20412 Barents Sea Circle

City, State, Zip: Lake Forest, CA 92630

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 22

Total # of full-time company employees in California: 22

Company: CPP - Magparts

Address: 1545 West Roosevelt Street

City, State, Zip: Azusa, CA 91702

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 110

Total # of full-time company employees in California: 110

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC CCG No.: ET16-0103

Reference No: 15-0259

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Crane Aerospace & Electronics

Address: 3000 Winona Avenue

City, State, Zip: Burbank, CA 91504

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 75

Total # of full-time company employees worldwide: 1,656

Total # of full-time company employees in California: 570

Company: Dayton Rogers of California

Address: 13630 Saticoy Street

City, State, Zip: Van Nuys, CA 91402

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 36

Company: Delafield Corporation

Address: 1520 Flower Avenue

City, State, Zip: Duarte, CA 91010

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 107

Total # of full-time company employees in California: 83

Company: Doc Johnson

Address: 11933 Vose Street

City, State, Zip: North Hollywood, CA 91605

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 150

Total # of full-time company employees in California: 150

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Dynaroll Corporation

Address: 12840 Bradley Avenue

City, State, Zip: Sylmar, CA 91342

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 79

Total # of full-time company employees in California: 79

Company: Dytran Instruments Inc.

Address: 21592 Marilla St.

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 156

Total # of full-time company employees in California: 156

Company: Esterline Mason

Address: 13955 Balboa Blvd.

City, State, Zip: Sylmar, CA 91342

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 400

Total # of full-time company employees in California: 400

Company: EVJ Machine

Address: 12455 Branford St., Ste. 18

City, State, Zip: Pacoima, CA 91331

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Filter Pump Industries/Penguin Pumps Inc.

Address: 7932 Ajay Drive

City, State, Zip: Sun Valley, CA 91352

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 67

Total # of full-time company employees in California: 50

Company: Flowserve

Address: 2300 E. Vernon Avenue

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): United Steel Workers Loc. 4997

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 18002

Total # of full-time company employees in California: 552

Company: FTG Circuits Inc.

Address: 20750 Marilla Street

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 110

Total # of full-time company employees in California: 110

Company: Gammalux Systems Inc.

Address: 248 E. Arrow Hwy.

City, State, Zip: San Dimas, CA 91773

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 57

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: George Fischer Signet LLC

Address: 3401 Aero Jet Avenue

City, State, Zip: El Monte, CA 91731

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 13801

Total # of full-time company employees in California: 113

Company: Glenair Inc.

Address: 1211 Air Way

City, State, Zip: Glendale, CA 91201

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 716

Total # of full-time company employees in California: 716

Company: Haas Automation Inc.

Address: 2800 Sturgis Road

City, State, Zip: Oxnard, CA 93030

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1,600

Total # of full-time company employees in California: 1,400

Company: Haskel International Inc./Accudyne

Address: 100 E. Graham Place

City, State, Zip: Burbank, CA 91502

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 130

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Head West Inc.

Address: 15650 So. Avalon Blvd.

City, State, Zip: Compton, Ca 90220

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 107

Total # of full-time company employees in California: 107

Company: Hutchinson Aerospace

Address: 4510 Vanowen Street

City, State, Zip: Burbank, CA 91505

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 25,000

Total # of full-time company employees in California: 165

Company: Hydraulics International Inc.

Address: 20961 Knapp St.

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 382

Total # of full-time company employees in California: 382

Company: KDL Precision Molding

Address: 11381 Bradley Avenue

City, State, Zip: Pacoima, CA 91331

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: KenWalt Die Casting Company

Address: 8719 Bradley Avenue

City, State, Zip: Sun Valley, CA 91352

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Klune Industries

Address: 7323 Coldwater Canyon Drive

City, State, Zip: North Hollywood, CA 91605

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 610

Total # of full-time company employees in California: 279

Company: L-3 Communications (Cincinatti Electronics Corp.)

Address: 150 N. San Gabriel Blvd., Ste. 300

City, State, Zip: Pasadena, CA 91107

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 60

Total # of full-time company employees worldwide: 64,000

Total # of full-time company employees in California: 1,000

Company: Lamsco West Inc.

Address: 24823 Anza Drive

City, State, Zip: Santa Clarita, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 101

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

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC | CCG No.: ET16-0103

Reference No: 15-0259 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Lex Products Corporation

Address: 11847 Sheldon St.

City, State, Zip: Sun Valley, CA 91352

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 131

Total # of full-time company employees in California: 14

Company: Lockwood Industries (Fralock Div)

Address: 28525 W. Industry Drive

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 164

Total # of full-time company employees in California: 162

Company: LTET Enterprises Inc.

Address: 11127 Dora Street

City, State, Zip: Sun Valley, CA 91352

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 128

Total # of full-time company employees in California: 128

Company: Metrex Valve

Address: 505 S. Vermont Avenue

City, State, Zip: Glendora, CA 91741

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 28

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Mold Precision Engineering Inc.

Address: 1885 Surveyor Avenue, Ste. 103

City, State, Zip: Simi Valley, CA 93063

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Networks Electronic Company

Address: 9750 De Soto Avenue

City, State, Zip: Chatsworth, CA 91311

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 29

Total # of full-time company employees in California: 29

Company: Pacific Sky Supply

Address: 8230 San Fernando Road

City, State, Zip: Sun Valley, CA 91352

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 63

Total # of full-time company employees in California: 63

Company: Pacific Wire Products

Address: 10725 Vanowen Street

City, State, Zip: North Hollywood, CA 91605

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Paragon Precision Inc.

Address: 25620 Rye Canyon Road, Bldg. A

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: Performance Designed Products LLC

Address: 2300 W. Empire Ave., Ste. 600

City, State, Zip: Burbank, CA 91504

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 230

Total # of full-time company employees in California: 120

Company: Radiabeam Technologies LLC

Address: 1717 Stewart St.

City, State, Zip: Santa Monica, CA 90404

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

Company: Rexnord Industries LLC/PSI Bearings

Address: 2175 Union Place

City, State, Zip: Simi Valley, CA 93065

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 7000+

Total # of full-time company employees in California: 185

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC | CCG No.: ET16-0103

Reference No: 15-0259 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Roncelli Plastics Inc.

Address: 330 W. Duarte Road

City, State, Zip: Monrovia, CA 91016

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 82

Total # of full-time company employees in California: 82

Company: Roscoe Moss Manufacturing Company

Address: 4360 Worth Street

City, State, Zip: Los Angeles, CA 90063

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 117

Total # of full-time company employees in California: 116

Company: Schrillo Company

Address: 16750 Schoenborn Street

City, State, Zip: Sepulveda, CA 91343

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 52

Total # of full-time company employees in California: 52

Company: Spears Manufacturing Company

Address: 15853 Olden Street

City, State, Zip: Sylmar, CA 91342

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1,598

Total # of full-time company employees in California: 500

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC | CCG No.: ET16-0103

Reference No: 15-0259 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Speedway Engineering

Address: 13040 Bradley Avenue

City, State, Zip: Sylmar, CA 91342

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Company: STADCO (Standard Tool and Die Co.)

Address: 107 S. Avenue 20

City, State, Zip: Los Angeles, CA 90031

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 130

Total # of full-time company employees in California: 125

Company: True Position Technologies

Address: 24900 Avenue Stanford

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 93

Total # of full-time company employees in California: 93

Company: W Machine Works

Address: 13814 Del Sur Street

City, State, Zip: San Fernando, CA 91340

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 61

Total # of full-time company employees in California: 61

Participating Employers in Retrainee/New Hire
Multiple Employer Contractor (MEC) Agreements
(ETP 100B)

Contractor's Name: Glendale Community College PDC | CCG No.: ET16-0103

Reference No: 15-0259 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Western Fabrication Tech Corp.

Address: 28410 Avenue Stanford

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: Woodward HRT

Address: 25200 West Rye Canyon Road

City, State, Zip: Valencia, CA 91355

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 2500

Total # of full-time company employees in California: 800

Company:

Address:

City, State, Zip:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained under this Agreement:

Total # of full-time company employees worldwide:

Total # of full-time company employees in California:

UNITED STEELWORKERS

USW

UNITY AND STRENGTH FOR WORKERS

District 12

Date: Thursday, January 22nd, 2015

Professional Development Center
Glendale Community College
2340 Honolulu Avenue
Montrose, CA 91020

Dear PDC:

We are aware that Gabriel Carrillo, employee of Flowserve Inc., will receive training funded through the Employment Training Panel and we concur with the proposed training.

Sincerely,

Tran, Y Hoc

USW Local 4997 Financial Officer

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

NTMA Training Centers of Southern California

Agreement Number: ET16-0110

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

PROJECT PROFILE

Contract Attributes:	New Hire Retrainee SB <100 Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles, Orange, Riverside, San Bernardino	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$1,122,608		$77,344 8%		$1,199,952

In-Kind Contribution:	50% of Total ETP Funding Required	$834,210

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	New Hire	Manufacturing Skills	20	8-260	0	$5,532	$12.33
				Weighted Avg: 260			
2	Retrainee SB <100 Priority Rate	Advanced Technology	100	8-200	0	$3,976	$17.50
				Weighted Avg: 143			
3	Retrainee Priority Rate	Advanced Technology	68	8-200	0	$3,976	$17.50
				Weighted Avg: 143			
4	Retrainee Priority Rate	Manufacturing Skills	152	8-200	0	$2,772	$15.07
				Weighted Avg: 144			

Minimum Wage by County: Job Number 1 (New Hire): $13.31 per hour for Los Angeles County, $13.35 per hour for Orange County, and $12.33 per hour for Riverside and San Bernardino Counties.

Job Numbers 2 & 3: $17.50 per hour, regardless of county, given that these trainees are not entry-level and will receive Advanced Technology training.

Job Number 4: $15.97 per hour for Los Angeles County, $16.02 per hour for Orange County, and $15.07 per hour for Riverside and San Bernardino 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	Wage Range	Estimated # of Trainees
Job Number 1		
Machine Operator/Tender		20
Job Numbers 2 and 3		

Engineer		33
Set-Up Operator		33
Programmer		34
Job Number 4		
CNC Machine Operator		76
Machine Set-Up Operator		76

INTRODUCTION

Founded in 1968, NTMA Training Centers of Southern California (NTMA) is the training arm of the machining industry in Southern California. NTMA is headquartered in Santa Fe Springs, with training campuses at that location and Ontario.

NTMA (www.trainingcenters.org) prepares students for lifetime careers in the machining, tooling, metal-working and manufacturing industries. NTMA serves small to medium-sized machine shop employers that design and manufacture special tools and machines, dies, jigs, fixtures, gauges, and precision-machined parts. These companies need skilled workers in order to prepare them for progress toward a high performance workplace due to advanced technological changes in the metal industry.

NTMA is eligible for ETP funding as a private training agency and the core participating employers will qualify as manufacturers facing out-of-state competition. This core group of employers represents at least 80% of the requested funding. Approximately 98% of the proposed training will be delivered at NTMA's training facilities and the remaining 2% will be at employer worksites.

PROJECT DETAILS

Due to sustained growth and advanced technological changes in the metal trades, there is an ongoing shortage of trained workers. NTMA also indicates that a significant number of workers are beginning to retire from the industry, further depleting the pool of trained machinists. Participating employers need higher skilled workers to maintain employment levels and compete for additional business. To efficiently operate complex machinery, trainees need intensive hours of both theoretical and practical training.

Training Plan

NTMA's proposed curriculum was derived from national industry standards, with additional input from its trustees, local chapter members, and instructional staff. Participating employers review curriculum content prior to sending employees for training. NTMA also invites employers to participate in semi-annual Advisory Board meetings to discuss, improve, and implement new training methodologies. At the conclusion of each class, NTMA staff will conduct surveys with employers and trainees to assess the effectiveness of training and solicit suggestions for improving the content and delivery of training.

NTMA has a Career Services department that prepares New Hire students for placement into the metal trades industry and properly matches them with prospective employers. New Hire candidates generally have little to no machining experience and are typically only eligible for NTMA's entry level program, which is the groundwork for beginning a new machining career.

Manufacturing Skills - Training for New Hire trainees (Job Number 1) will cover the basics of machining. Machine Operator and Machine Tender trainees will learn how to set-up and operate conventional machining equipment, including mills, lathes, grinders, drill presses, and saws. Training will also include basic and intermediate math, shop theory, and practice. These modules will equip unemployed individuals with the fundamental skills to enter the machining profession as entry-level machine operators and machine tenders.

Training for Computer Numeric Control (CNC) Machine Operators and Machine Set-Up Operators (Job Number 4) will include Computer Numeric Control, Advanced CNC, Electro-discharge machining, and Inspection. These CNC retraining modules are designed for Machine Operators who need to upgrade their skills in CNC operations, set-up, and programming. Advanced CNC training will focus on higher-level machinery skills such as surface shading and dialogs, solid construction, and multiple-surface machining. The Inspection training components are designed for workers responsible for performing inspection functions in shops.

Advanced Technology (AT)

The AT training topics (Job Numbers 2 and 3) are specifically designed for higher skilled Engineers, Set-Up Operators, and Programmers who are typically responsible for the most complex programming, engineering, and machine set-up processes. These trainees will study 3D programming, Lathe programming, 3D tool-path planning and editing, file conversion, and multi-axis machining.

NTMA requests the AT reimbursement rate for Job Numbers 2 and 3 based on the highly technical and complex nature of the course modules. Advanced level incumbent workers in this industry sector must be well-versed in the use of 3D computer-aided design and new generations of computer-aided manufacturing. The trainer-to-trainee ratio is 1:10 for AT, to allow in-depth coverage and personal attention from the instructor. To support NTMA's request for the higher AT reimbursement rate, all trainees in Job Numbers 2 and 3 will be held to a post-retention minimum wage of $17.50 per hour. In other words, these are higher-paid jobs, or the trainees are not entry-level in their occupations (Engineer, Operator, and Programmer). This is consistent with training under the prior ETP Agreement ET13-0406.

Marketing and Support Costs

NTMA is requesting 8% support costs for program marketing and training-related activities including the recruitment of participating employers and assessment of employer-specific job requirements for retrainees. New Hire support activities include the recruitment of participants, intake assessments, job readiness development, and job search/placement assistance. Staff recommends the 8% Support Costs.

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), created in statute effective January 1, 2010. NTMA is BPPE and I-TRAIN approved.

Tuition Reimbursement

In accordance with ETP Regulations, 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

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

The targeted participating employers generally do not provide formal training to their production employees. Instead, training is typically limited to informal, on-the-job training. Some programmers who will participate in the proposed AT training have attended brief seminars for certain limited programming skills. However, the proposed Curriculum will provide workers in-depth training in the most proficient use of computerized machine tools.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0406	Norwalk & Ontario	06/30/13 – 06/29/15	$849,116	$849,116 (100%)
ET12-0278	Norwalk & Ontario	01/28/12 – 01/27/14	$749,621	$685,533 (91%)
ET11-0212	Norwalk & Ontario	04/04/11 – 04/03/13	$397,023	$397,023 (100%)
ET09-0309	Norwalk & Ontario	11/01/08 – 10/31/10	$3,425,064	$2,616,193 (76%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

None

Exhibit B: Menu Curriculum

Class/Lab Hours ***Job Number 1 (New Hire)***

8 - 260 Trainees may receive any of the following:

Manufacturing Skills

- Machining fundamentals
- Introduction to machine trades
- Mathematics for machining
- Blueprint reading
- Measuring instruments
- Layout, bench work, and sawing
- Drill press
- Lathes: safety, basic operations
- Lathes: advanced operations
- Mills: safety, basic operations
- Mills: advanced operations
- Grinders
- Special machines and inspection
- CNG programming, coordinate system, codes, formats and TLO (tool, length, offset)
- Computer-aided program, MDI (manual data input) and tape preparation
- CNC mill set up and operation
- CNC lathe set up and operation

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

Class/Lab Hours ***Job Numbers 2 and 3 (Retraining - AT Only)***

8 - 200 Trainees may receive any of the following:

Advanced Technology

Master Cam

- Mathematical principles and applications
- CNC programming system
- 2D wire frame construction
- Basic 2-D programming
- Defining tool paths
- Introduction to 3D programming
- Models and tooling
- Basics of surface construction
- Surface shading and dialogs
- Multi-surface machining

Advanced Master Cam

- Review of basic programming
- 3D tool-paths
- Multi-axis machining
- 3D tool-path editing
- 3D tool-path planning
- Engraving artworks
- Creating part geometry for lathes
- Lathe programming
- Mill-turn tool-paths
- File conversion
- Post processor customization

Class/Lab Hours ***Job Number 4 (Retraining)***

8 - 200 Trainees may receive any of the following:

Manufacturing Skills

CNC Fundamentals

- Types of equipment
- Mathematical principles and applications
- Lathes
- Mills
- Specifications
- Cutting tools
- Programming
- Setup and operation
- Tool paths
- Meeting tolerances
- Meeting quality standards
- Shop practice

CNC Advanced

- CNC programming system
- Types of machines
- Set-up procedures
- Defining tool paths
- Models and tooling
- Basics of surface construction
- Surface shading and dialogs
- Multi-surface machining
- Solid construction
- Application of tool paths to solid models
- Tool paths in solid machining

Electro-discharge Machining (EDM)

- Principles
- Controls and usage
- Features
- Set-up
- Tolerances
- Quality Control
- Programming
- Tool Paths
- Models and tooling

Inspection

- Coordinate measuring equipment
- Mathematics for inspection
- Blueprints
- Geometric dimension and tolerancing
- Datums and datum surfaces
- Coordinate measuring machine setup and operation
- Inspection records and requirements
- Parts, assemblies and setup techniques required using CMM (coordinate measuring machine) inspection methods

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery. Reimbursement for new hire training is capped at 260 total training hours per trainee.

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: NTMA Training Centers of Southern California CCG No.: ET16-0110

Reference No: 15-0263

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: 3D Machine Co., Inc.

Address: 4790 E. Wesley Dr.

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: A & R Engineering Co., Inc.

Address: 1053 E. Bedmar St.

City, State, Zip: Carson, CA 90746

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 80

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

Company: Able Wire EDM, Inc.

Address: 440 Atlas Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 9

Total # of full-time company employees worldwide: 14

Total # of full-time company employees in California: 14

Company: Ace Clearwater Enterprises

Address: 19815 Magellan Dr.

City, State, Zip: Torrance, CA 90502

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 180

Total # of full-time company employees in California: 180

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: NTMA Training Centers of Southern California CCG No.: ET16-0110

Reference No: 15-0263

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Acromil Corporation

Address: 18421 Railroad Street

City, State, Zip: City of Industry, CA 91748

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 76

Total # of full-time company employees in California: 76

Company: Aero Engineering, Inc.

Address: 1020 E. Elm Ave.

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Company: Aerofit, LLC

Address: 1425 S. Acacia Ave.

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 180

Total # of full-time company employees in California: 180

Company: Aerotek Industries

Address: 12262 Colony Ave.

City, State, Zip: Chino, CA 91710

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: NTMA Training Centers of Southern California CCG No.: ET16-0110

Reference No: 15-0263

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: ALCOA Fastening Systems & Rings

Address: 800 S. State College Blvd.

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 65,000

Total # of full-time company employees in California: 5,000

Company: Anaheim Precision Sheet Metal Mfg.

Address: 341 W. Blueridge Ave.

City, State, Zip: Orange, CA 92865

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65

Company: Associated Machine Technology

Address: 2682 Saturn Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Company: Astro Seal, Inc.

Address: 827-B Palmyrita Ave.

City, State, Zip: Riverside, CA 92507

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 19

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Atlas Specialty Products

Address: 2299 E. Winston Road

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 74

Total # of full-time company employees in California: 74

Company: ATR Sales

Address: 110 East Garry Ave.

City, State, Zip: Santa Ana, CA 92707

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 22

Total # of full-time company employees in California: 22

Company: Baumann Engineering

Address: 760 W. Wharton Dr.

City, State, Zip: Claremont, CA 91711

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 280

Total # of full-time company employees in California: 280

Company: Bechler CAMS, Inc.

Address: 1313 State College Pkwy.

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Bedard Machine, Inc.

Address: 141 Viking Ave.

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Company: Bordo, Inc.

Address: 10110 Miller Way

City, State, Zip: South Gate, CA 90280

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 23

Total # of full-time company employees in California: 23

Company: Bryant Racing, Inc.

Address: 1600 E. Winston Rd.

City, State, Zip: Anaheim, CA 92805

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 47

Total # of full-time company employees in California: 47

Company: BTL Machine

Address: 1168 Sherborn St.

City, State, Zip: Corona, CA 92879

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 85

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

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Caco Pacific Corporation

Address: 813 N. Cummings Rd.

City, State, Zip: Covina, CA 91724

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 108

Total # of full-time company employees in California: 107

Company: Cal Precision, Inc.

Address: 1680 Commerce St.

City, State, Zip: Corona, CA 92880

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 13

Total # of full-time company employees in California: 13

Company: Canyon Composites

Address: 1548 N. Gemini Pl.

City, State, Zip: Anaheim, CA 92801

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 43

Total # of full-time company employees in California: 43

Company: Century Precision Engineering

Address: 2141 W. 139th Street

City, State, Zip: Gardena, CA 90249

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 28

Total # of full-time company employees in California: 28

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Charles Meisner, Inc.

Address: 201-A South Sierra Place

City, State, Zip: Upland, CA 91786

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26

Company: Coast Composite

Address: 1395 S. Lyon St.

City, State, Zip: Santa Ana, CA 92705

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 325

Total # of full-time company employees in California: 325

Company: Computed Tool & Engineering, Inc.

Address: 2910 E. Ricker Way

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

Company: Connelly Machine Works

Address: 420 Terminal St.

City, State, Zip: Santa Ana, CA 92701

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 32

Total # of full-time company employees in California: 32

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Cook Machine & Engineering

Address: 570 W. 184th St.

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 9

Total # of full-time company employees in California: 9

Company: Dagata Products, Inc.

Address: 2978 1st St., Unit A

City, State, Zip: La Verne, CA 91750

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 2

Total # of full-time company employees in California: 2

Company: Datum Control Company

Address: 2926 E. Coronado St.

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: DCL Precision

Address: 22175 Powhatan Rd.

City, State, Zip: Apple Valley, CA 92307

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Decuir Machine

Address: 25520 Frampton Ave.

City, State, Zip: Harbor City, CA 90710

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Dorco Electronics

Address: 13540 Larwin Circle

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: Dynamic Fabrication, Inc.

Address: 2615 So. Hickory St.

City, State, Zip: Santa Ana, CA 92707

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 18

Total # of full-time company employees in California: 18

Company: EAA Pacific, Inc.

Address: 4711 East Airport Drive

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Egge Machine Company

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 Agreement: 5

Total # of full-time company employees worldwide: 38

Total # of full-time company employees in California: 38

Company: Everett Charles Technologies

Address: 14570 Meyer Canyon Dr., #100

City, State, Zip: Fontana, CA 92336

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 500

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

Company: Fairway Injection Molding Systems

Address: 20109 Paseo Del Prado

City, State, Zip: Walnut, CA 91789

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

Company: Fred R. Rippy, Inc.

Address: 12471 E. Washington Blvd.

City, State, Zip: Whittier, CA 90602

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 37

Total # of full-time company employees in California: 37

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Gear Manufacturing, Inc.

Address: 3701-3721 E. Miraloma Ave.

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 54

Total # of full-time company employees in California: 54

Company: Golden State Engineering

Address: 15338 Garfield

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 250

Total # of full-time company employees in California: 250

Company: Goodrich

Address: 11120 S. Norwalk Blvd.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 7

Total # of full-time company employees worldwide: 119

Total # of full-time company employees in California: 119

Company: Great Western Grinding, Inc.

Address: 15292 Bolsa Chica St.

City, State, Zip: Huntington Beach, CA 92649

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 14

Total # of full-time company employees in California: 14

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: H & H Machine Co.

Address: 2040 Eastridge Ave., Ste. A7

City, State, Zip: Riverside, CA 92507

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 2

Total # of full-time company employees in California: 2

Company: Hydraflow

Address: 1881 W. Malvern Ave.

City, State, Zip: Fullerton, CA 92833

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 237

Total # of full-time company employees in California: 237

Company: Industrial Tectonics Bearings

Address: 18301 S. Santa Fe Avenue

City, State, Zip: Rancho Dominguez, CA 90221

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 155

Total # of full-time company employees in California: 155

Company: Ironwood Packaging, LLC

Address: 8975 Cottage Avenue

City, State, Zip: Rancho Cucamonga, CA 91730

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 19

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: JB Machine

Address: 1656 W. 9th St. Unit D

City, State, Zip: Upland, CA 91786

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: JMT, Inc.

Address: 2711 Southwest Dr.

City, State, Zip: Los Angeles, CA 90043

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: Johnson Mfg.

Address: 15201 Connector Ln.

City, State, Zip: Huntington Beach, CA 92649

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 29

Total # of full-time company employees in California: 29

Company: Johnson Precision Products, Inc.

Address: 1308 E. Wakeham Ave.

City, State, Zip: Santa Ana, CA 92705

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Juell Machine Co., Inc.

Address: 150 Pacific St.

City, State, Zip: Pomona, CA 91768

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Kirkhill Manufacturing Company

Address: 12023 Woodruff Ave.

City, State, Zip: Downey, CA 90241

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 145

Total # of full-time company employees in California: 103

Company: LA Pump & Valve

Address: 2528 E. 57th St.

City, State, Zip: Huntington Park, CA 90255

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 45

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

Company: Long-Lok Fasteners Corporation

Address: 20501 Belshaw Avenue

City, State, Zip: Carson, CA 90746

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: M & R Engineering

Address: 227 E. Meats Ave.

City, State, Zip: Orange, CA 92865

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65

Company: Magor Mold

Address: 420 S. Lonehill Ave.

City, State, Zip: San Dimas, CA 91773

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 67

Total # of full-time company employees in California: 67

Company: Mason Machine & Tool

Address: 651 S. State College Blvd. #7

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 1

Total # of full-time company employees in California: 1

Company: Mechanized Enterprises, Inc.

Address: 1021 N. Grove St.

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Micro Precision Swiss, LLC

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 Agreement: 5

Total # of full-time company employees worldwide: 1600

Total # of full-time company employees in California: 230

Company: Milco Wire EDM, Inc.

Address: 15221 Connector Lane

City, State, Zip: Huntington Beach, CA 92649

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: Modern Props

Address: 5500 W. Jefferson Blvd.

City, State, Zip: Los Angeles, CA 90016

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Moseys Production Machinists, Inc.

Address: 1550 N. Lakeview Ave.

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: NC Dynamics, Inc. (NCDI)

Address: 3401 E. 69th St.

City, State, Zip: Long Beach, CA 90805

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 6

Total # of full-time company employees worldwide: 151

Total # of full-time company employees in California: 151

Company: Nelson Grinding, Inc.

Address: 1014 E. Elm Ave.

City, State, Zip: Fullerton, CA 92831

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

Company: New Technology Plastics, Inc.

Address: 12989 Los Nietos Road

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 21

Total # of full-time company employees in California: 21

Company: Ohio Machine Company

Address: 1623 East Nadeau St.

City, State, Zip: Los Angeles, CA 90001

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Pacific Seismic Products, Inc.

Address: 233 East Avenue H-8

City, State, Zip: Lancaster, CA 93535

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: Pankl Aerospace Systems

Address: 16615 Edwards Road

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 75

Total # of full-time company employees in California: 75

Company: Park Engineering and Mfg.

Address: 6430 Roland Street

City, State, Zip: Buena Park, CA 90621

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: Parrten Products, Inc.

Address: 6650 La Contenta Road

City, State, Zip: Yucca Valley, CA 92284

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 23

Total # of full-time company employees in California: 23

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Pendarvis Manufacturing

Address: 1808 N. American St.

City, State, Zip: Anaheim, CA 92801

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: Phiaro, Inc.

Address: 9016 Research Dr.

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 32

Total # of full-time company employees in California: 32

Company: Plasidyne

Address: 3230 E. 59th St.

City, State, Zip: Long Beach, CA 90805

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Precision Resource

Address: 5803 Engineer Dr.

City, State, Zip: Huntington Beach, CA 92649

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 1200

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

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Precision Stampings, Inc.

Address: 500 Egan Ave.

City, State, Zip: Beaumont, CA 92223

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 41

Total # of full-time company employees in California: 41

Company: Pro Fab Tech, LLC

Address: 970 W. Foothill Blvd.

City, State, Zip: Azusa, CA 91702

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: Q-Mark Manufacturing, Inc.

Address: 30051 Comercio

City, State, Zip: Rancho Santa Margarita, CA 92688

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: R & D Racing, Inc.

Address: 12983 Los Nietos

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: RAMP Engineering, Inc.

Address: 6850 Walethall Way

City, State, Zip: Paramount, CA 90723

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 19

Total # of full-time company employees in California: 19

Company: Senga Engineering, Inc.

Address: 1525 East Warner Avenue

City, State, Zip: Santa Ana, CA 92705

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 47

Total # of full-time company employees in California: 47

Company: Shultz Steel Company

Address: 5321 Firestone Blvd.

City, State, Zip: South Gate, CA 90280

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 408

Total # of full-time company employees in California: 408

Company: Spec Tool Company

Address: 11805 E. Wakeman St.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 45

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

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Speedway Engineering

Address: 13040 Bradley Avenue

City, State, Zip: Sylmar, CA 91342

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Company: Swiss-Micron, Inc.

Address: 22361 Gilberto St., Unit A

City, State, Zip: Rancho Santa Margarita, CA 92688

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 45

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

Company: Swiss Wire EDM

Address: 3505 Cadillac Ave., Unit J-1

City, State, Zip: Costa Mesa, CA 92626

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: TCI Precision Metals

Address: 240 E. Rosecrans Ave.

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 78

Total # of full-time company employees in California: 78

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Technical Arts, Inc.

Address: 370 E. Crowther Ave.

City, State, Zip: Placentia, CA 92870

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 100

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

Company: Upland Fab, Inc.

Address: 1445 West Brooks St., Unit L

City, State, Zip: Ontario, CA 91762

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 23

Total # of full-time company employees in California: 23

Company: V & M Precision Machining

Address: 1130 Columbia Street

City, State, Zip: Brea, CA 92821

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Votaw Precision Technologies

Address: 13153 Lakeland Rd.

City, State, Zip: Santa Fe Springs, CA 90670

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 223

Total # of full-time company employees in California: 223

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Warmelin Precision Products

Address: 2705 Daphne Avenue

City, State, Zip: Hawthorne, CA 90250

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 3

Total # of full-time company employees worldwide: 90

Total # of full-time company employees in California: 90

Company: Watson's Profiling Corp.

Address: 1460 S. Balboa Ave.

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Weartech Intl., Inc.

Address: 1177 N. Grove St.

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 99

Total # of full-time company employees in California: 99

Company: West Coast Manufacturing

Address: 12761 Monarch St.

City, State, Zip: Garden Grove, CA 92841

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Participating Employers in Retrainee
Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Western Mold Engineering, Inc.

Address: 11726 E. 166th Street

City, State, Zip: Artesia, CA 90701

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 3

Total # of full-time company employees in California: 3

Company: Wire Cut Co., Inc.

Address: 6750 Caballero

City, State, Zip: Buena Park, CA 90620

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Wire Tech EDM, Inc.

Address: 5450 Katella Ave. #110

City, State, Zip: Los Alamitos, CA 90720

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: Yoshimura R&D of America, Inc.

Address: 5420 Daniels St.

City, State, Zip: Chino, CA 91710

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 60

Total # of full-time company employees in California: 60

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

San Bernardino Community College District

Agreement Number: ET16-0111

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate SET HUA	Industry Sector(s):	Manufacturing Transportation/Logistics Warehousing Aerospace and Defense Priority Industry: ☒ Yes ☐ No
Counties Served:	San Bernardino, Riverside	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$888,360		$61,602 8%		$949,962

In-Kind Contribution:	50% of Total ETP Funding Required	$953,952

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., Literacy Skills, Mfg. Skills, OSHA 10/30	1597	8-200	0	$462	$15.07
				Weighted Avg: 24			
2	Retrainee	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	95	8-200	0	$385	$15.07
				Weighted Avg: 24			
3	Retrainee SB <100 Priority	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	249	8-200	0	$667	$15.07
				Weighted Avg: 24			
4	Retrainee SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	10	8-200	0	$564	$15.07
				Weighted Avg: 24			
5	Retrainee SET HUA	Business Skills, Commercial Skills, Computer Skills, Continuous Impr., Literacy Skills, Mfg. Skills, OSHA 10/30	10	8-200	0	$385	$15.07
				Weighted Avg: 24			

Minimum Wage by County: Job Numbers 1-4: $15.07 per hour for San Bernardino and Riverside counties; Job Number 5 (SET/HUA): $15.07 per hour for San Bernardino and Riverside 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	Wage Range	Estimated # of Trainees
Job Numbers 1 - 5		
Manufacturing Staff		825
Maintenance Staff		195
Warehouse & Distribution Staff		412
Administration Staff		137
Manager/Supervisor		392

INTRODUCTION

This will be the fifth Agreement between the Employment Training Panel and the San Bernardino Community College District (SBCCD) (www.sbccd.org).

The SBCCD was founded in 1926, and consists of two colleges: Crafton Hills College in Yucaipa and Valley College in San Bernardino. SBCCD is a Western Association of Schools and Colleges approved public training agency that provides academic instruction leading to a degree, certificate, or transfer to a four-year college. SBCCD also operates the Professional Development Center (PDC) through which it provides customized, vocational training to incumbent workers employed by local businesses and community-based organizations. The District Office and the PDC are both located in San Bernardino.

The PDC serves Southern California's Inland Empire area. The District Office service area includes the cities of San Bernardino, Colton, Rialto, Redlands, Yucaipa, Loma Linda, Grand Terrace and Fontana. This proposal will reach large and small priority and non-priority business with out-of-state competition. Training will also be provided to employers lacking out-of-state competition under the Panel's SET program. Most employers will be located in San Bernardino, but training will be extended to companies in Riverside Counties and surrounding areas as the need arises.

PROJECT DETAILS

The SBCCD is part of the Inland Empire Manufacturers' Council (IEMC) whose members include over 50 local manufacturing and logistics companies. SBCCD staff conducted several assessments with members to identify and quantify local training needs. The primary needs were identified as: improve job-specific skills to meet productivity goals, and develop mechanical craft and welding skills for workers for manufacturing and logistics. Employers are also looking for ways to develop leadership skills in frontline workers, and train employees to become more energy efficient. The "core" group of participating employers represents at least 80% of requested funding.

Approximately 65% of the proposed training will take place at employer worksites, and the remaining 35% will be center-based at college facilities. The SBCCD has ensured that all trainers (in-house and/or vendors) will be aptly qualified by education and experience.

Training Plan

Business Skills (25%) - Training will be offered to all occupations to improve written and verbal communications, increase product knowledge, generate financial reports, develop leadership skills, and provide quality customer service. Trainees will also learn strategic planning, change management, and business strategies that stimulate growth.

Commercial Skills (2%) - Training will be offered to Maintenance Staff to adopt green technologies such as photovoltaic applications to meet new and emerging energy-efficiency technologies.

Computer Skills (20%) - Training will be offered to all occupations to improve computer literacy in several job-specific software applications, in website usage, database management, and in CAD/CAM for machine operators and maintenance workers.

Continuous Improvement (20%) - Training will be offered to all occupations to help workers reach production goals, increase productivity and efficiency, improve product quality, reduce waste, and develop teamwork strategies to enhance performance and business processes. Trainees will learn to identify and resolve production problems, as well as implement effective process improvements.

Manufacturing Skills (30%) - Training will be offered to Manufacturing, Maintenance, and Warehouse Staff to learn up-to-date machine and equipment operation, maintenance, and repair skills. Trainees will also learn how to read blueprints and schematics, apply shop math skills, and manage various warehousing functions. Nanotechnology for manufacturing staff will provide awareness of this technology and its implications.

Literacy Skills (1%) - Training in Vocational English as a Second Language will be offered primarily to Manufacturing, Maintenance and Warehouse Staff whose primary language is other than English. Training will help workers improve their verbal and written communication skills, enhance their overall job performance, and improve their opportunities for growth within their respective companies.

OSHA 10/30 (2%) - Training will be provided to Manufacturing, Maintenance, and Warehouse Staff to foster a safe work environment. 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.

Impact/Outcome

Trainees in the welding program may receive an American Welding Society (AWS) certification, while those taking mechanical craft courses will be eligible for National Center for Construction Education and Research credentials. Other certifications may include ISO for Continuous Improvement, OSHA, and Professional in Human Resources.

Curriculum Development

The curriculum was developed in consultation with advisory members of the IMEC, as well as direct meetings with local employers to identify their unique training needs. These curriculum

development relationships have enabled SBCCD to develop an overall training model that is customizable by employer.

Students and employers are surveyed following training to confirm that course content and instructors have proven beneficial and relevant to employer and employee needs. Based on this feedback, the training curriculum can be adjusted as necessary.

Marketing and Support Costs

The SBCCD will market and recruit employers via live presentations and mailings to members of the IMEC. Many of these companies have received training in the past, and maintain regular contact regarding new and advanced educational opportunities for their workers. The SBCCCD is also part of a rapid response team coordinated by the San Bernardino Workforce Investment Board, created to respond to the immediate training needs of local employers experiencing a critical need for skills upgrade training.

The SBCCD is requesting 8% support to cover the cost of recruiting additional participating employers, assessing their specific training needs, developing job-specific curricula and training schedules, and conducting necessary follow-up during retention. This will be an ongoing activity throughout the duration of the Agreement. Staff recommends the 8% Support Costs.

SET/HUA Wage Modification

Under Special Employment Training (SET), participating employers are not required to demonstrate out-of-state competition. Trainees must be earning at least the statewide average hourly wage at the end of the retention period.

The trainees in Job Number 5 work in High Unemployment Areas (HUA), with unemployment exceeding the state average by 25% under the Panel's standards. Several company locations in San Bernardino and Riverside counties qualify for HUA status, and therefore, qualify for the ETP Minimum Wage ($15.07 per hour per) rather than the Statewide Average Hourly Wage.

Tuition Reimbursement

In accordance with ETP Regulations, SBCCD 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 Agreement.

Commitment to Training

The SBCCD represents that ETP funds will not displace the existing financial commitment to training of participating employers. Most companies provide government mandated courses and basic on-the-job training. Many have provided some form of Lean instruction. However, employers are looking to train in new technology, increase overall efficiency and productivity, and improve frontline worker leadership skills.

Repeat employers will provide training for new staff, and offer new and/or advanced curriculum for incumbent staff. No trainee will receive the same training previously provided.

- Training Infrastructure

This program will be administered in-house by the SBCCD PDC, which has been delivering and coordinating training projects for over 10 years. Three full time employees will be responsible

for marketing, recruitment, needs assessment, scheduling and complying with ETP recordkeeping requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0214	$374,744	08/04/14 – 09/03/15	557	630	TBD*

*Based on ETP Systems, 20,374 reimbursable hours have been tracked for potential earnings of $400,051 (106% of approved amount). Pending final closeout of this Agreement, the Contractor projects final earnings of 100% based on training completed to date.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0180	San Bernardino	10/22/12 – 10/21/14	$699,896	$699,896 (100%)
ET11-0245	San Bernardino	05/02/11 - 05/01/13	$399,432	$370,356 (93%)
ET09-0415	San Bernardino	02/02/09 – 02/01/11	$200,942	$186,646 (93%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours
8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Costs and Analysis
- Customer Service
- Conflict Management
- Interpersonal Skills
- Project Management
- Time Management
- Negotiation
- Budgeting, Cost Control and Accounting
- Leadership Skills
- Supervisory Skills
- Performance Management
- Presentation Skills
- Interviewing
- Sales & Marketing
- Professional in Human Resources Preparation Course
- Change Management
- Goal Setting
- Communication Skills
- Understanding Work Group Dynamics
- Accountability
- Business Strategies
- Business Reports
- Financial Strategies
- Standard Office Procedures
- Scheduling and Planning
- Strategic Planning

COMMERCIAL SKILLS

- Photovoltaic and Solar Panel Applications
- Heating, Ventilation & Air Conditioning

COMPUTER SKILLS

- Software Applications
- Intermediate & Advanced Microsoft Office
- Computer-Aided Drafting & CAM
- Database Management
- Solid Works Modeling
- Shipping Solutions and Related Logistic Software
- Computer Networking
- Inventory Control
- Purchase Order Tracking
- Cost Tracking and Analysis

- Document Control
- World-Wide Web
- Managing Email

CONTINUOUS IMPROVEMENT

- Total Quality Management
- Decision Making
- Tracking and Monitoring Production
- Supply Chain Elements & Management
- Problem Solving
- Lean/5-S
- Inventory Control
- Basic Logistics Standard Practices
- Teambuilding
- Certified Logistics Manager
- Root Cause Analysis
- Six Sigma
- Statistical/Strategic Process Control
- ISO & AS Standards
- Just-in-Time Manufacturing
- Workflow & Scheduling
- Process Improvement
- Coaching and Mentoring
- Managing a High Performance Workplace
- Manufacturing Resource Planning
- Material Resource Planning

MANUFACTURING SKILLS

- Manufacturing Practices
- Production Operations
- Production & Machinery
- Parts and Products Manufacturing
- Equipment Operation
- Warehousing
- Advanced Mechanical Crafts
- Intermediate Mechanical Crafts
- Manufacturing Skills
- Electrical Skills
- Welding Skills
- Programmable Logic Controllers
- Computer Numerical Controlled Machinery
- Forklift Operation
- Lubrication/Reliability
- Blue Print & Schematic Drawings
- Shop Math
- Equipment Maintenance and Repair
- Nanotechnology Technician

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10 (requires 10hr completion)
- OSHA 30 (requires 30hr completion)

LITERACY SKILLS**

Vocational English as a Second Language

- Writing & Reading
- Language Comprehension
- Writing Letters and Business Reports
- Understanding Verbal and Written Instructions

**Literacy Skills cannot exceed 45% of a trainee's total training hours.

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

Participating Employers for
Multiple Employer Contract (MEC) Retraining

Contractor's Name: San Bernardino Community College District CCG No.: ET16-0111

Reference No: 15-0260

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: 3M

Address: 1922 Barranca Parkway

City, State, Zip: Irvine, CA 92606

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 69

Total # of full-time company employees worldwide: 89,000

Total # of full-time company employees in California: 304

Company: Ardent Mills, LLC

Address: 19684 Cajon Blvd.

City, State, Zip: San Bernardino, CA 92407

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 2,000

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

Company: California Steel Industries, Inc.

Address: 1 California Steel Way

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement:: 159

Total # of full-time company employees worldwide: 967

Total # of full-time company employees in California: 967

Company: Converse

Address: 4450 E. Lowell St.

City, State, Zip: Ontario, CA 91764

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 320

Total # of full-time company employees worldwide: 1,500

Total # of full-time company employees in California: 320

Participating Employers for
Multiple Employer Contract (MEC) Retraining

Contractor's Name: San Bernardino Community College District CCG No.: ET16-0111

Reference No: 15-0260

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: COTT Beverages

Address: 631 S. Waterman Ave.

City, State, Zip: San Bernardino, CA 91762

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 134

Total # of full-time company employees worldwide: 134

Total # of full-time company employees in California: 134

Company: IHerb Inc.

Address: 17825 Indian St.

City, State, Zip: Moreno Valley, CA 92551

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 280

Total # of full-time company employees worldwide: 600

Total # of full-time company employees in California: 500

Company: KAD Paving Co.

Address: 32147 Dunlap Blvd.

City, State, Zip: Yucaipa, CA 92399

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: Landtec North America, Inc.

Address: 850 S. Via Lata Ste. 112

City, State, Zip: Colton, CA 92324

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 43

Total # of full-time company employees worldwide: 43

Total # of full-time company employees in California: 43

Participating Employers for
Multiple Employer Contract (MEC) Retraining

Contractor's Name: San Bernardino Community College District CCG No.: ET16-0111

Reference No: 15-0260

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Lynam Industries

Address: 13050 Santa Ana

City, State, Zip: Fontana, CA 92337

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 70

Total # of full-time company employees in California: 70

Company: Microdyne Plastics, Inc.

Address: 1901 E. Cooley Drive

City, State, Zip: Colton, CA 92324

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 65

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65

Company: Network Global Logistics

Address: 13479 Valley Blvd.

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

Estimated #of employees to be retrained under this Agreement: 200

Total # of full-time company employees worldwide: 1,000

Total # of full-time company employees in California: 200

Company: NFI

Address: 6725 Kimball Ave.

City, State, Zip: Chino, CA 91708

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 310

Total # of full-time company employees worldwide: 7,000

Total # of full-time company employees in California: 2,000

Participating Employers for
Multiple Employer Contract (MEC) Retraining

Contractor's Name: San Bernardino Community College District CCG No.: ET16-0111

Reference No: 15-0260

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: OHL

Address: 13277 San Bernardino Ave.

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 48

Total # of full-time company employees worldwide: 7,389

Total # of full-time company employees in California: 634

Company: Plastic Plus Technology

Address: 1495 Research Drive

City, State, Zip: Redlands, CA 92374

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 35

Total # of full-time company employees in California: 35

Company: Renovis Surgical Technologies

Address: 1901 W. Lugonia Ste. 340

City, State, Zip: Redlands, CA 92374

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 13

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 13

Company: San Dimas Luggage Company

Address: 2095 S. Archibald Ave.

City, State, Zip: Ontario, CA 91761

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 74

Total # of full-time company employees worldwide: 10,000

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

Participating Employers for
Multiple Employer Contract (MEC) Retraining

Contractor's Name: San Bernardino Community College District CCG No.: ET16-0111

Reference No: 15-0260

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Sports Authority

Address: 13053 San Bernardino Ave.

City, State, Zip: Fontana, CA 92335

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 150

Total # of full-time company employees worldwide: 16,000

Total # of full-time company employees in California: 150

Company: TST, Inc.

Address: 11601 Etiwanda Ave.

City, State, Zip: Fontana, CA 92337

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 88

Total # of full-time company employees worldwide: 300

Total # of full-time company employees in California: 260

Company: Winpak Lane Inc.

Address: 998 S. Sierra Way

City, State, Zip: San Bernardino, CA 92408

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 85

Total # of full-time company employees worldwide: 85

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

Company:

Address:

City, State, Zip:

Collective Bargaining Agreement(s):

Estimated # of employees to be retrained under this Agreement:

Total # of full-time company employees worldwide:

Total # of full-time company employees in California:

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

South Bay Workforce Investment Board

Agreement Number: ET16-0125

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Veterans New Hire SET	Industry Sector(s):	Manufacturing Construction Services Priority Industry: ☒ Yes ☐ No
Counties Served:	Statewide	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:		N/A	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$171,600		$27,450 20%		$199,050

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	New Hire Veterans SET	Commercial Skills, Continuous Impr, OSHA 10, HAZWOPER	75	8-260	0	$2,654	$13.31
				Weighted Avg: 104			

Minimum Wage by County: New Hire: $13.70 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties; $13.31 per hour for Los Angeles County; $13.35 per hour for Orange County; $13.13 per hour for Sacramento County; $13.28 per hour for San Diego County; $12.97 for Alpine County and $12.33 per hour for all other counties. SBWIB is aware of varying wages per County and although the minimum wage after retention is $13.31, trainees placed in counties with higher wage requirements will meet those wage requirements.

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Safety Technician/Attendant		75

INTRODUCTION

The South Bay Workforce Investment Board (SBWIB) (www.sbwib.org) has been in operation for more than 34 years providing federally-funded employment and training services under the oversight of the U.S. Dept. of Labor and the California Employment Development Department. SBWIB provides comprehensive employment and training services funded by the federal Workforce Innovations Opportunity Act (WIOA; formerly Workforce Investment Act). Services are provided through a network of four South Bay One-Stop Business & Career Centers, which are located in the cities of Inglewood, Carson, Torrance and Gardena. SBWIB is eligible for ETP funding as a recipient of WIOA funds. This will be SBWIB's first ETP Agreement.

SBWIB serves more than 30,000 job seekers annually in the WIOA population of adults, dislocated workers and youth. SBWIB also serves incumbent workers in collaboration with its training and employer partners. In 2014 nearly 350 veterans received a variety of on-the-job and classroom training and employment placement services. This project is exclusively for training and placing unemployed Veterans.

PROJECT DETAILS

There is an ongoing need for well-trained Safety Technicians and Attendants in the manufacturing/petrochemical and construction industries throughout California. Training will prepare trainees to enter the workforce and improve their opportunities for career advancement.

Training will be provided by the Occupational Safety Councils of America (OSCA) located in Carson and Martinez. The training will be delivered statewide. OSCA's training methods for Safety Technicians and Attendants was developed in cooperation with the industries targeted for job placement (manufacturing, petrochemical, and construction).

Veterans Program

SBWIB is requesting ETP funds to train and place unemployed Veterans who have served on active full-time duty in the Armed Forces and were honorably discharged or released from active duty because of a service-connected disability; and reservists who have served on active full-time duty and are still on reserve status. These trainees meet eligibility standards under the Panel's Veterans Pilot Program.

The Panel has established a higher reimbursement rate and other incentives for training Veterans.

- Support Costs

  Support costs are 20% for Veterans (instead of the standard 12% for New Hire training) to encourage focused outreach.

- Incidental Placement

  Incidental placement with public and nonprofit entities is permissible for Veteran trainees, not to exceed 45% (instead of the standard 20%).

- Retention

  Retention may be satisfied by employment least 30 hours a week (instead of the standard 35) for at least 90 consecutive days. For occupations in which it is not customary to be employed 90 consecutive days, retention may be satisfied by employment of at least 500 hours within 272 days (the longest time period permitted by statute).

Training Plan

The Curriculum is almost entirely on topics of vocational safety for the targeted industries. This type of industry-specific safety training and certified safety training is permitted under the governing regulation. (Title 22, California Code of Regulations, Section 4920.5.) OSCA will deliver all safety training. Some Continuous Improvement training will also be offered, with a vendor to be determined.

- **Commercial Skills** (65%)

This training will include OSCA's Premier Safety Attendant Program which includes Refinery Safety Overview, Safety Technician and Attendant training, CPR/First-Aid/AED, and refinery site-specific training. Training will also include more advanced commercial skills to develop trainee skills on the job site.

- **Certified Safety Training** (29%)

<u>OSHA 10</u> - This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers. The coursework is

geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER)(23%) - This training is also 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. SBWIB represents that trainees will not receive 40 hours unless they work full time onsite at the clean-up location.

- **Continuous Improvement** (6%)

This training will be provided to enhance skills in the areas of teambuilding, effective communication, coaching, and frontline leadership.

Trainer Qualifications

OSCA will provide all safety training using qualified instructors. For OSHA 10/30 and HAZWOPER, instructors will be certified by the Department of Labor through the OSHA Training Institute Education Center. OSCA will also provide the Continuous Improvement training, through its own instructors or those of a qualified vendor.

Training Coordinator

OSCA will assist with the recruitment of trainees, referrals, and reporting. SBWIB and OSCA will also provide job placement and retention services, as well as coordinate the efforts of all training.

Marketing, Recruitment and Support Costs

SBWIB and OSCA plan to market and recruit trainees primarily through workforce development agencies and Veterans organizations including U.S. Vets, Work for Warriors and local One-Stops (aka America's Job Centers of California). OSCA will also assist SBWIB with job placement, and has been successful in placing veterans within the safety industry due to their transferable skills attained in the military. Employers have already been identified for job placement.

Staff recommends the full 20% support costs, as justified in this proposal for the reasons set forth above. SBWIB will retain all Support Costs.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, SBWIB 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 Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

OSCA, in Carson and Martinez, will provide administrative services for approximately $22,300, not to exceed 13% of payments earned. [Note: This is a negotiated fee. 20% is the standard administrative fee cap for New Hire training.]

TRAINING VENDORS

OSCA will deliver all safety training for a fee of $137,280.

OSCA will also provide or arrange for delivery of all Continuous Improvement training for a fee of approximately $12,000.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-260 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Effective Communication
- Teambuilding
- Leadership
- Coaching

COMMERCIAL SKILLS

- Premier Safety Attendant Program
  - Refinery Safety Overview (RSO)
  - Safety Attendant Training
  - CPR/First Aid/AED
  - Site Specific Training
- Standards for Construction Industry
- Standards in General Industry
- Fall Hazard Awareness for Construction
- Introduction to Accident Investigation
- Lock Out/Tag Out

HAZWOPER

- HAZWOPER Instructor Certified Training (requires completion of certified course)

OSHA 10

- OSHA 10 (Requires Completion of 10 Hours)

Note: Reimbursement for new hire training is capped at 260 total training hours per trainee, regardless of the method of delivery.

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Investment Board

Agreement Number: ET16-0124

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood **Analyst:** E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority SB<100	Industry Sector(s):	Manufacturing Goods Movement Transportation/Logistics Priority Industry: ☒ Yes ☐ No
Counties Served:	Statewide	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No International Association of Machinists and Aerospace Workers Local 1484; International Longshore and Warehouse Union Local 13		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$887,990		$61,532 8%		$949,522

In-Kind Contribution:	50% of Total ETP Funding Required	$1,091,724

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	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	85	8-200	0	$802	$15.07
				Weighted Avg: 50			
2	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	355	8-200	0	$1,155	$15.07
				Weighted Avg: 60			
3	Retrainee SB <100	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	57	8-200	0	$941	$15.07
				Weighted Avg: 40			
4	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	65	8-200	0	$1,155	$15.07
				Weighted Avg: 60			
5	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	65	8-200	0	$611	$15.07
				Weighted Avg: 22			

6	Retrainee	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	20	8-200	0	$561	$15.07
				Weighted Avg: 35			
7	Retrainee SB<100	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	20	8-200	0	$823	$15.07
				Weighted Avg: 35			
8	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	180	8-200	0	$1,529	$15.07
				Weighted Avg: 55			

Minimum Wage by County: $16.44 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara counties; $15.97 per hour for Los Angeles County; $16.02 per hour for Orange County; $15.75 per hour for Sacramento County; $15.93 per hour for San Diego County; $15.56 for Alpine County and $15.07 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	Wage Range	Estimated # of Trainees
Production Staff		158
Clerical Staff		100
Fronline Supervisor/Manager		157
Operation Support		28
Assembly Staff		140
Machinists/Mechanics I		21
Machinists/Mechanics II		21
Engineer Support		19
Welder/Solderer		25

Production Control		31
Materials Handler		27
Maintenance Repairers		31
Engineers		13
Purchasing		20
Shipping/Receiving		25
Glaziers		31

INTRODUCTION

Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Investment Board (SELACO WIB)(www.selaco.org) is a nonprofit organization formed pursuant to the federal Workforce Investment Act of 1998, Section 121(c). SELACO WIB's Business Services Unit provides services to an estimated 3,100 businesses mainly located in the Southeast Los Angeles and Orange County areas. SELACO WIB hosts manufacturing symposia and business/labor roundtables to maintain ongoing strategies and efforts to train California workers. It also works collaboratively with employers, economic development agencies, and labor organizations to address the challenges of business growth and employee retention.

SELACO WIB is eligible for ETP funding as a workforce investment board and the core participating employers qualify as manufacturers or other companies facing out-of-state competition. This will be the fifteenth agreement between SELACO WIB and ETP.

The proposed training will be provided primarily at participating employer locations statewide; however, most of the training is expected to take place in Los Angeles and Orange counties. SELACO WIB's core group of participating employers consists primarily of large and small manufacturers, consistent with the Panel's priorities. This core group of employers represents at least 80% of the requested funding for this proposal.

PROJECT DETAILS

Manufacturing companies in California continue to face competition from both out-of-state and overseas companies. To remain competitive, manufacturers have increased productivity levels but are reluctant to also increase their workforce due to uncertainties of the economy. As an alternative, employers have relied on training as a solution to address workforce changes and organizational deficiencies.

Curriculum developed under this agreement includes courses for production and assembly staff such as Lean Manufacturing, 5-S, and Six Sigma (Manufacturing Skills/Continuous Improvement). Managers, Engineers and Clerical staff will also receive training in Business Skills, Computer Skills, and Management Skills.

Aside from the manufacturing industry, SELACO WIB is also helping employers facing out-of-state competition by providing training in new technology and innovative processes that can be applied to their current workforce. Training will also provide continuous skills upgrades essential to maintaining competitiveness.

Some core employers may have participated in at least one of the SELACO WIB's previous Agreements. In addition, several topics from the Curriculum are repeated from prior Agreements. However, SELACO WIB confirms that no trainees from previous participating employers will receive duplicative training in any subject matter.

Training Plan

Employers have been assessed to identify courses that will fill worker skill gaps. Training provided under this Agreement has been customized to meet the needs of local participating employers.

Business Skills (9%) - Training will be offered to all occupations to enable trainees to interact effectively with internal and external customers and provide better customer service and quality control.

Continuous Improvement (51%) - Training will be offered to all occupations in an effort to enhance problem solving and decision making skills. These courses will enable skilled workers to increase efficiency, thereby lowering operating costs.

Computer Skills (7%) - Training will be offered to all occupations to provide trainees with skills to utilize current technology, including database concepts and computer software programs.

Literacy Skills (4%) - Training will be offered to all occupations who must overcome language barriers in the workforce to improve employee teamwork and productivity.

Management Skills (12%) - Training will be offered to all Managers and Supervisors to enhance skill in leadership, communication, and planning.

Manufacturing Skills (9%) - Training will be offered to Production Staff, Managers/Supervisors, Assembly Staff, Machinists/Mechanics, Welders/Solderers, Operations Support, Engineers and Production Control. Courses offered include Blueprint Reading, material Handling, and Manufacturing Resource Planning.

OSHA 10/30 (4%) - OSHA 10/30 is a series of courses "bundled" by industry sector and occupation. OSHA 10 will be provided to frontline Production Supervisors, Production Staff, Glaziers, Assembly Staff, Shipping/Receiving and Operations Support. OSHA 30 training will be provided to Managers, Frontline Supervisors and Engineers to ensure a safe work environment.

Hazardous Materials (2%) - Engineers, Quality Control Supervisors, Machinists/Mechanics, Materials Handlers, and Shipping/Receiving Staff will receive up to 40 hours of training. Field training may be required, although not funded by ETP.

HAZWOPER (2%) – Training will be offered to Frontline Supervisors, Machinists/Mechanics, Welders/Solderers, Production Staff, Engineers, Maintenance Staff and Material Handlers. Training may include site assessment; hazards elimination; methods; symptoms and preventable measures; proper handling of hazardous materials; explosive/radiological or flammable material-compound-mixtures; site control; risk exposure, and treatment of hazards exposure.

Certified Safety Training

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

employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). This training is also 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.

3. Hazardous Materials (HAZMAT)**.** This training is also 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, Machinists/Mechanics, Operations Support, Engineers, Quality Control Supervisors, Materials Handlers, and Shipping/Receiving personnel will receive up to 8-40 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, certification is by the certified trainers.

Substantial Contribution

SELACO WIB serves large and small companies, some of which may have received training in prior ETP contracts. If a large participating employer (over 100 full-time employees) has received the benefit of training with payment earned in excess of $250,000 within the past five years, reimbursement for trainees at the same facility will be reduced by 15% to reflect that employer's substantial contribution to the cost of training. Funding for any employer that has previously been assessed a substantial contribution will be reduced by 30%. Small businesses with 100 or fewer full-time employees are not subject to this provision.

Apprenticeship

There are numerous apprenticeship programs throughout the state for Machinists and Welders. These apprenticeship programs often run 24-48 months as compared to courses specific to Machinists and Welders in the proposed curriculum. Although the Machinist and Welder training in this proposal may include courses similar to apprenticeship programs, training will not displace the apprenticeship programs.

Commitment to Training

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

Trainer Qualifications

SELACO WIB utilizes its own highly skilled trainers, plus it may employ the services of various professional training vendors. All trainers used by SELACO WIB have experience training at both the shop floor and college level. Further, most courses provided by SELACO WIB are available to be taught in Spanish, if required by the employer. Historically, 60-70% of training has been delivered by outside training vendors.

Training Coordinator

SELACO WIB has designated an in-house administrator for this project.

Marketing and Support Costs

Through networking and interaction of committee members, SELACO WIB maintains numerous relationships with businesses and labor and economic development agencies to advertise and market their program. SELACO WIB also promotes programs as an active member of community organizations (i.e. Community Collaborative Network, the Los Angeles Workforce Systems Collaborative, Chambers of Commerce, and various other sector partnerships).

SELACO WIB seeks full support costs to fund training assessment processes and recruitment of participating employers. Panel regulation allows support costs of up to 8% for participating employer recruitment, as well as assessment of employer-specific job requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by SELACO WIB under an active ETP Agreement with core program funding.

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET14-0176	$1,249,235	9/23/13 – 9/22/15	1,100	789	536

Based on ETP Systems, SELACO WIB reimbursable hours have been tracked for potential earnings of $1,131,511(91% of the total Agreement amount). The Contractor projects final earnings of 95-100% once all the training through June 22, 2015 has been input and invoiced.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0119	Statewide	09/01/12-08/31/14	$695,717	$684,530 (98%)

ET12-0141	Statewide	09/27/11-09/26/13	$747,531	$734,845 (98%)
ET11-0208	Statewide	04/04/11-04/03/13	$398,508	$398,508 (100%)
ET09-0307	Statewide	10/27/08-10/26/10	$1,748,806	$1,564,385 (89%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Project Management
- Scheduling, Budgeting and Cost Controls
- Managing Resources
- Quality Control
- Time Management
- PERT/Critical Path Charts
- Multicultural Organizations
- Change Management
- Communication Skills
- Customer Service
- Increasing Customer Satisfaction
- Goal Setting
- Planning for Results/Decision Making
- Inventory Control
- Negotiation Techniques
- Increasing Productivity and Quality
- Finance Principles
- Sales Skills

COMPUTER SKILLS

- Word Processing (Intermediate/Advanced)
- Data Processing (Intermediate/Advanced)
- Spreadsheets (Intermediate/Advanced)
- Databases
- Search Engines
- Pivot Tables
- Content Control, Editing
- Queries and Reports
- Security Issues
- Address Books, Group Mailings
- Help Desk Support
- Logistics Software
- Project Management Software
- Computer-Aided Design
- ERP

CONTINUOUS IMPROVEMENT

- Lean Manufacturing/Operations
- 5-S Work Area Organization
- Six Sigma
- Problem Solving

- Flow Charts, Process Analyses, Cause and Effect
- Decision-Making
- Managing Interactions
- Standard Work and Standard Operations
- Takt Times and Cycle Times
- Set-Up Time Reduction
- Operation Tools and Kaizen
- Supply Chain Elements
- Costs and Analyses
- Manufacturing Resource Planning
- Scheduling and Planning
- Purchasing and Inventory
- Capacity Management
- Time Management
- Basic Logistics Practices
- Logistics Documentation and Terminology
- Terms of Sale
- Import/Export Process Flow
- Frontline Leadership
- ISO9000-9001/AS9100:
    - Quality Management Processes
    - Resource Management Processes
    - Needs Assessment
    - Document Control
    - Communication
    - Monitoring and Measurement
    - Data Analysis
    - Planning

MANAGEMENT SKILLS (Supervisors/Managers Only)

- The Lead/Supervisor Role
- Motivating Employees
- Coach and Counseling
- Planning and Controlling
- Decision-Making and Communication Skills
- Understand Work Group Dynamics
- Change Management
- Teambuilding
- Leadership Principles
- Cost Control
- Time Management

MANUFACTURING SKILLS

- Programmable Logic Control
- Manufacturing Resource Planning
- Blueprint Reading
- Gauges and Calibration
- Shop Math
- Tolerances and Variance Calculations

- GD & T
- Elementary Chemical Knowledge
- Material Handling/Lifting Devices
- Machinery and Machine Guarding
- Proper Usage of Hand Tools, Power Tools
- Welding, Cutting and Brazing
- Electrical
- Toxic and Hazardous Materials
- Workplace Assessment for Safety
- Applying 5S to Safety
- Ergonomics

HAZARDOUS MATERIALS

- Environmental Management of Hazardous Materials and Industrial Waste
- Hazardous Materials for Logistics and Good Transportation

HAZWOPER

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10 (Requires Completion of 10 Hours)
- OSHA 30 (Requires Completion of 30 Hours)

LITERACY SKILLS

- SMART Goals
- Work Flow and Occupations
- Effective Listening Skills
- Basics of Problem Solving
- Communication Skills
- Reading, Writing and Speaking English
- English Pronunciation
- Work-Related Vocabulary and Terminology

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 hours per-trainee, regardless of method of delivery.

Multiple Employer Contracts

Contractor's Name: SELACO WIB | CCG No.: ET16-0124

Reference No: 15-0339 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: ACTEK Manufacturing and Engineering Inc.

Address: 1110 Fullerton Rd.

City, State, Zip: City of Industry, CA 91748

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 45

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

Company: A&H Engineering and Manufacturing Inc.

Address: 17109 Edwards Rd.

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26

Company: Great American Packaging

Address: 4361 Soto St.

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 50

Company: International Vitamin Corporation

Address: 11010 Hopkins St., Suite B

City, State, Zip: Mira Loma, CA 90752

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 102

Total # of full-time company employees worldwide: 102

Total # of full-time company employees in California: 102

Multiple Employer Contracts

Contractor's Name: SELACO WIB | CCG No.: ET16-0124

Reference No: 15-0339 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Jeffrey Court Inc.

Address: 620 Parkside Ave.

City, State, Zip: Norco, CA 92860

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 64

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65

Company: Lynx Grills

Address: 7300 Flores St.

City, State, Zip: Downey, CA 90242

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 200

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 200

Company: Mitsubishi Rayon Carbon Fiber and Composites

Address: 1822 Reynolds Ave.

City, State, Zip: Irvine, CA 92614

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 118

Total # of full-time company employees in California: 118

Company: Obey Imaging Supplies

Address: 16691 Gothard St,. Unit B

City, State, Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): N/A

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

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Multiple Employer Contracts

Contractor's Name: SELACO WIB | CCG No.: ET16-0124

Reference No: 15-0339 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Parex USA

Address: 4125 East La Palma Ave., Suite 250

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 93

Total # of full-time company employees worldwide: 245

Total # of full-time company employees in California: 120

Company: SSA Terminals

Address: 700 Pier Ave.

City, State, Zip: Long Beach, CA 90813

Collective Bargaining Agreement(s): International Association of Machinists and Aerospace Workers Local 1484; International Longshore and Warehouse Union Local 13

Estimated # of employees to be retrained under this Agreement: 58

Total # of full-time company employees worldwide: 600

Total # of full-time company employees in California: 168

MACHINISTS AUTOMOTIVE TRADES
International Association of Machinists and Aerospace Workers
District Lodge No. 190, Local Lodge No. 1484

1261 AVALON BOULEVARD • WILMINGTON, CALIFORNIA 90744

(310) 835-6688 • FAX (310) 835-8715
DUES@IAM1484.ORG

May 27, 2015

Mr. Stewart Knox, Executive Director
Employment Training Panel
1100 "J" Street, Fourth Floor
Sacramento, CA 95814

Dear Mr. Knox:

The purpose of this letter is to express support for the Southeast Los Angeles County Workforce Investment Board and their new ETP agreement proposal.

As a Labor Representative on the Southwest Los Angeles County Workforce Investment Board, I can attest to their responsiveness to our union and the employers we represent in Southern California. We have worked together on the development of training programs for our members at companies such as SSA Terminals, Ports America, and International Transportation Services and we look forward to several future training projects.

This ETP agreement will allow the SELACO WIB to reach out to both the small and the large employer, making sure that they are better able to meet the challenges of emerging technologies, limited resources and out of state and off shore competition.

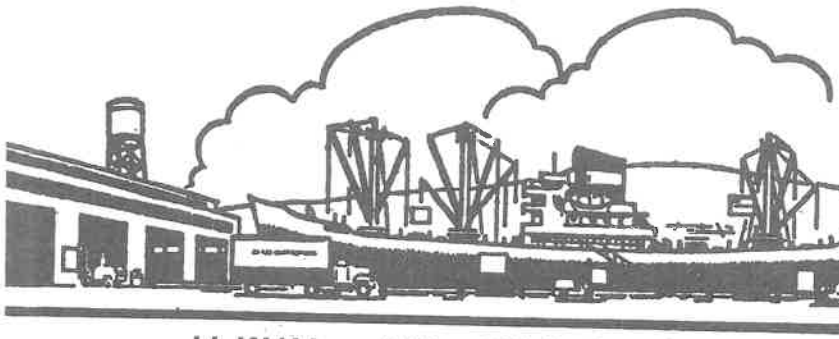
The Southeast Los Angeles County Workforce Investment Board operates its programs in collaboration with organized labor. I fully support their efforts.

Sincerely,

Kevin J. Kucera
Business Representative
Machinists Automotive Trades District Lodge No. 190
Local Lodge #1484

cc: J. Beno, DBR, District 190
G. Allen, GVP, Western Territory
File

KJK:ls/opeiu#537



International Longshore and Warehouse Union

I L W U Local 13 · 630 S. Centre Street · San Pedro, CA 90731 · (310) 830-1130

Sent via Electronic & Priority U.S. Mail

June 4, 2015

Dennis Jones
ETP Program
10900 E. 183rd Street, Suite 350
Cerritos, CA 90703

RE: ETP Training at Long Beach Container Terminal

Dear Panel Members:

This letter is to advise you that the International Longshore and Warehouse Union (ILWU), Local 13 representing workers at Long Beach Container Terminal is in support of the Employment Training Panel (ETP) project proposed by the SELACO-WIB.

We look forward to the success of the training.

Very truly yours,

Mark Williams
Secretary/Treasurer
ILWU Local 13

cc: Bobby Olvera, Jr., *President*

OPEIU537/pp

MARINE PRINTING GCIU 808 (310) 518-2727

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

City and County of San Francisco

Agreement Number: ET16-0112

Panel Meeting of: July 24, 2015

ETP Regional Office: San Francisco Bay Area **Analyst:** L. Lai

PROJECT PROFILE

Contract Attributes:	Multiple Barriers New Hire SET	Industry Sector(s):	Construction Priority Industry: ☒ Yes ☐ No
Counties Served:	San Francisco	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No United Brotherhood of Carpenters and Joiners of America Local 22, Plasterers' and Cement Masons' Local 300		
Turnover Rate:		N/A	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$483,600		$30,876 8%		$514,476

In-Kind Contribution:	50% of Total ETP Funding Required	N/A

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	New Hire Multiple Barriers Priority Rate SET	Commercial Skills	93	8-260	0	$5,532	$13.70
				Weighted Avg: 260			

Minimum Wage by County: The New Hire minimum wage for San Francisco County is $13.70.

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	Wage Range	Estimated # of Trainees
Pre-Apprentice: Carpenter		30
Laborer		40
Iron Worker		3
Painter		3
Drywall Installer		3
Roofer		4
Tile Setter		3
Tile Finisher		3
Taper		2
Glazer		2

INTRODUCTION

The City and County of San Francisco (City of SF) is a joint powers entity governed by the City Mayor and County Board of Supervisors. The City of SF's Office of Economic and Workforce Development (OEWD) operates Workforce Investment Act (WIA) programs in the city and county. OEWD also supports Workforce Investment San Francisco, a Workforce Investment Board (WIB). As such, the City of SF was accepted as meeting basic ETP eligibility requirements as a WIA recipient and a WIB.

This proposal will fund classroom/laboratory training at CityBuild Academy, a program created by OEWD in partnership with construction trade unions, the City College of San Francisco, the San Francisco Construction Trades Council, and community based organizations. It is a pre-apprenticeship program designed to assist unions and private construction contractors (participating employers) meet their workforce needs. The program also assists private sector

employers meet city-mandated hiring requirements for large public and private construction projects.

CityBuild Academy is not limited to one apprenticeship program and is not administered by a Joint Apprenticeship Training Committee (JATC). Rather, the academy acts as a "pre-apprentice farm team" for numerous programs administered by a variety of JATCs throughout the Bay Area. As such, this proposal will not be funded under the Apprenticeship Pilot.

Training is conducted at the Evans Campus of the City College of San Francisco utilizing instructors who are themselves members of trades unions. Community-based organizations are contracted to provide comprehensive care management to participants, while the OEWD coordinated the program and facilitates job placement.

Employer Demand

The City of SF "First Source" ordinance (Chapter 83, City Administrative Code, eff. 1998) establishes that entities that contract with public projects valued at more than $350,000 and/or require large-scale residential permits must make a good faith effort to hire from SF's Workforce Development System. CityBuild Academy has been designated as the First Source referral entity that will assist employers in meeting this obligation.

According to City of SF, construction continues, sufficient to support demand for trainees in this project. City estimates show these are projects worth $9 billion, now in progress. They include: California Pacific Medical Center, Transbay Transit Center, Doyle Drive Replacement, SF Muni Light Rail, UCSF Medical Center, SF General Hospital, Salesforce Tower, and Lumina.

PROJECT DETAILS

Under this ETP proposal, the City of SF will provide up to 260 hours of Commercial Skills training in classroom and laboratory instruction per trainee. Construction trade unions, apprenticeship committees, and building contractors (employers) helped develop the CityBuild Academy curriculum to provide trainees with a broad education in the trades. Training content is based on skills that these groups recommend in order to ensure success in extended apprenticeship programs. Training will cover the use of hand tools, power tools, job site safety, concrete, rebar, metal studs, layout, drywall, electrical systems, and interior finishes. Program graduates will be ready to compete for apprenticeships as a carpenter, laborer, iron worker, painter, drywall installer, roofer, tile setter, tile finisher, taper, and glazer.

Impact/Outcome

Successful graduates of CityBuild Academy may become registered apprentices.

Special Employment Training

The Special Employment Training (SET) funding category is used when an employer does not face out-of state competition, or when the trainees do not have a history of Unemployment Insurance (UI) payments. The trainees in this proposal will come from a hard-to-serve population that may have no previous reported payroll, and no history of UI.

These trainees may have other "multiple barriers" to employment (e.g., limited reading/math skills, physical disability). Multiple barrier trainees are eligible for a wage modification from the SET statewide wage to the county-by-county wage, as shown in the Training Plan Table.

New Hire Recruitment Plan

Trainees will be recruited through the following community agencies:

- A. Philip Randolph Institute
- Anders and Anders Foundation
- Charity Cultural Services Center
- Chinese for Affirmative Action
- Mission Hiring Hall
- Young Community Developers

Trainees must meet the following criteria: San Francisco residency; high school diploma or GED; valid CA driver's license, U.S. citizenship or proof of eligibility to work in the U.S., ability to pass drug tests; and ability to communicate effectively in English.

Each of the community agencies will provide the following services:

- Community outreach; client recruitment, orientation, intake, eligibility screening, and assessment.
- Construction industry focused job readiness training workshops; including number enrolled and completed.
- Intensive wrap-around case management support throughout the client's service pathway, from recruitment through the end of the one-year job retention period.
- Vocational counseling on at least a monthly basis with each client throughout the entire timeframe.
- Job-placement assistance, supportive-role. Assistance with various case management issues if necessary (e.g. child-care, transportation, etc.).
- End of Program Exit Interviews with clients; including review of career goals and achievements.

Marketing and Support Costs

The City of SF requests 8% in support costs to assist its staff in recruiting eligible trainees and qualifying participating employers for this program. Participating employers will be recruited from among companies that have been awarded construction contracts in San Francisco. While many participating employers have already been recruited, additional assessment activities with employers must occur to meet the specific job requests from employers sufficient to employ all successful trainees. Employers are contacted by CityBuild Academy staff with the cooperation of City departments and building trade unions participating in this project. Employer needs for specific trainees are determined by individual job orders they place with CityBuild Academy. Using this system, all training is "to order" for specific employers. Staff recommends 8% support costs.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, City and County of San Francisco 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 Agreement.

Funding from Other Sources

CityBuild Academy receives funds from the WIA program and funds from the City of San Francisco. These funds will be used to pay for training costs that exceed the ETP reimbursement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by City of SF under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET13-0355	$387,240	06/10/2013–06/09/2015	70	56	56

Based on ETP Systems, 34,293 reimbursable hours have been tracked for potential earnings of $387,240 (100% of approved amount).

PRIOR PROJECTS

The following table summarizes performance by City of SF under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET11-0104	San Francisco	06/30/2011–06/29/2013	$387,240	$387,240 (100%)

DEVELOPMENT SERVICES

City of SF retained Steve Duscha in Sacramento to assist with development of this proposal for a flat fee of $10,000.

ADMINISTRATIVE SERVICES

City of SF also retained Steve Duscha to perform administrative services for a fee not to exceed 12.5% of payment earned.

TRAINING VENDORS

The San Francisco City College in San Francisco has been retained to provide training for an amount to be determined.

Exhibit B: Menu Curriculum

Class/Lab Hours
8-260

Trainees may receive any of the following:

COMMERCIAL SKILLS

Ceiling Joists
Communications
Concrete
Construction Math
Doors
Drywall
Electrical
Energy Efficiency
Finish Work: Tile, Paint, Finish Carpentry
Formwork
Framing
Green Building Processes and Systems
Hand Tools
Hazardous Materials
Interior Finishes Rotations
Layout
Metal Studs
Photovoltaic
Power Tools
Promoting Teamwork
Rafters
Rebar
Rigging
Roofing Materials
Safety on a Job Site
Scaffolding
Windows

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

ET16-0112

United Brotherhood of Carpenters and Joiners of America

LOCAL UNION NO. 22

June 5, 2015

Barry Broad
Chairperson State of California Employment and Training Panel
1100 J Street
Sacramento, CA 95814

Dear Chairman Broad,

Carpenters Local Union 22 of the United Brotherhood of Carpenters and Joiners fully supports the San Francisco Office of Economic and Workforce Development (OEWD) application submitted to the State of California Employment and Training Panel.

Carpenters Local Union 22 has been involved with OEWD's CityBuild Academy (CBA) since its inception in 2007. The CityBuild Academy is an eighteen (18) week construction pre-apprenticeship program administered by OEWD. The Academy incorporates curriculum from the Carpenters Training Committee of Northern California. At the completion of each Academy's cycle, five (5) graduates enter the carpenter's apprenticeship program through a direct entry agreement. Carpenters Local Union 22 shares a common goal with OEWD, which is to put San Francisco residents to work. Together we are working to prepare San Francisco's next generation of construction workers.

Thank you for supporting the OEWD's application for ETP funds. Please feel free to contact me at (415) 987-2266 should you have any questions regarding the above.

Respectfully,

Patrick Mulligan
Financial Secretary

sko/opeiu-3-afl-cio (38)

2085 3rd Street • San Francisco, CA 94107
Telephone: (415) 355-1322 • Fax: (415) 355-1422

401
A. Maciel Printing

ET16-0112

Plasterers' and Cement Masons' Local Union No. 300

8400 Enterprise Way, Suite 111 • Oakland, California 94621
Phone: (510) 430-9492 • Fax: (510) 430-9183

February 1, 2013

Mr.Pat Mulligan
Director of City Build
One South Vann Ness Avenue, 5th Floor
San Francisco, CA 94103

Re: Pre- Apprenticeship Programs

It is my pleasure on behalf of the Bay Area Norther California Joint Apprenticeship Training Committee, (JATC) that City Build Academy has been approved for direct entry in to our Cement Masons Apprenticeship Program, for its graduates. Our organization have an interset in supplying well qualified and job ready apprentices for building trades industry. It is our goal to continue this endeavor as we move forward, the JATC is always looking for the next generation of Cement Masons to continue our agenda.

The JATC will agree to train City Build Graduates, right along with our own apprentices, who are interested in joining the Cement Masons. The JATC will provide training facilities, instructors, curriculum, materials, etc, all needed to meet the goals set forth by the JATC. All apprentices in this program will have to follow all rules and guidelines set forth by the JATC.

Once again, thanks and congradulations and we are looking forward to a very long-lasting partnership, to take all the steps needed provide the construction industry with the best Cement Masons.

David Johnson, Business Agent local 300 San Francisco
150 Executive Park, Suite 1000
San Francisco, CA 94134
djohnson@opcmialocal300.org
Office: (415) 468-4411
Fax: (415) 468-7121
Cell: (415) 235-2480

Northern California Laborers Joint Apprenticeship Training Committee
1001 Westside Drive, San Ramon, CA 94583-4098
(925) 556-0858 • (925) 556-0652 Fax

November 3, 2010

Guillermo Rodriguez
San Francisco CityBuild
50 Van Ness
San Francisco, CA 94102

Re: Pre-Apprenticeship Programs

Dear Mr. Rodriguez:

On behalf of the Joint Apprenticeship Training Committee, it is my pleasure to inform you that CityBuild has been approved for direct entry status into the Laborers Apprenticeship Program. Per our administrative procedures, the number of successful graduates accepted will be determined by the Business Manager of the appropriate local union. Factors that will be considered will be work outlook and the number of apprentices already on the out-of-work list.

The Business Manager will inform the apprenticeship office of a number he feels is suitable for the near future. By reviewing test scores and conducting interviews with instructors, we will invite those who have demonstrated high levels of skill and aptitude and have shown a strong desire to join the Laborers Union to an informal interview with a representative of the apprenticeship program and the local union. This final process will determine who his invited to join our program. When you are ready to graduate another class, please contact me so that I may initiate the process.

Once again, congratulations and I look forward to long-lasting mutually beneficial partnership.

Sincerely,

Jeff Armstrong
Director of Apprenticeship

NORTHERN CALIFORNIA PLASTERERS' JOINT APPRENTICESHIP AND TRAINING COMMITTEE

39 South Linden Avenue
South San Francisco, CA 94080
Phone (650) 827-1451 Fax (650) 827-1454

July 25, 2014

Mr. Pat Mulligan
Director of City Build
Office of Economics And
Workforce Development
One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

RE: Memorandum of Understanding:

Dear Mr. Mulligan:

This Memorandum of Understanding is being written for the purpose of describing the mutual goals and responsibilities for training participants for direct entry into the Northern California Plasterers' Joint Apprenticeship Training Committee.

The Northern California Plasterers' JATC will agree to train City Build Trainees, who are interested in joining the plastering industry, in a Plastering Industry Specific Pre-apprenticeship Program. The JATC will supply the training facilities, instructors, curriculum, materials, etc, needed to conduct a plastering specific training program that will prepare these trainees to enter the highly competitive plastering and construction industries.

For the trainees to gain direct entry into the Northern California Plasterers, JATC the trainees must successfully complete the City Build Program, successfully complete the Northern California Plasterers' JATC's Pre-apprenticeship Training Program and meet all of the application requirements of the JATC. Factors that also will be considered will be the work outlook and number of apprentices already on the out of work list. The Plasterers' Local 66 Business Manager will inform the apprenticeship office of the number he feels is suitable for the near future. By reviewing the test scores and conducting interviews with the instructors we will invite those who have demonstrated high levels of skill and aptitude and show a strong desire to be a Union Plasterer.

I look forward to working with you in this partnership that will benefit, your program, our program, the union and the people of San Francisco.

Sincerely,

Robert J. Noto
Program Administrator

JOINT APPRENTICESHIP COMMITTEE FOR NORTHERN CALIFORNIA

14738 Cantova Way • Sloughhouse, CA 95683 • (916) 354-2029 • FAX (916) 354-1126

Pat Mulligan, Director of CityBuild
Office of Economics and Workforce Development
1 South Van Ness Ave.
San Francisco, CA. 94104

October 26, 2012

Dear Pat:

The Operating Engineers Joint Apprenticeship Committee recognizes that both of our organizations have an interest in supplying well qualified and job-ready apprentices for the construction industry.

We are pleased to inform you that The Operating Engineers Joint Apprenticeship Committee agrees that CityBuild is a valuable training program for apprenticeship candidates.
Residents of San Francisco who are graduates of the CityBuild program, and that apply for the Operating Engineers Apprenticeship program, are always deemed a valuable candidate. Upon reviewing test scores, those who have demonstrated the highest level of skill and aptitude and have shown a strong desire to enter the Operating Engineers Apprenticeship program will be afforded an interview with representatives from Apprenticeship, Labor and Management. This is the final process that will determine who will gain entry into the program.
The Business Manager, the Apprenticeship Staff and The District Office will work together to determine an appropriate number of such candidates that will be accepted into the P.O.P. class each year. Factors that will be considered in making that determination will include the number of apprentices on the out-of-work lists, local and federal requirements, as well as industry demands.

When future classes are coming close to graduation, please contact Ms. Tammy Castillo, Director of Apprenticeship so that she may be involved in the process.

The Operating Engineers Joint Apprenticeship Training Committee will continue its long established practice of sending Apprenticeship Coordinators to make presentations to City-Build classes as well as making the training center available for CityBuild field trips.

Once again, congratulations. I look forward to a long-lasting mutually beneficial partnership.

Best regards,

Kris Morgan
Executive Director
Operating Engineers Local #3
Journeyman & Apprentice Training Trust
Rancho Murieta Training Center
14738 Cantova Way
Sloughhouse, Ca. 95683
(916) 354-2029 Office
(916) 354-1126 Fax

Sheet Metal Workers' Local 104 and Bay Area Industry Training Fund

1700 Marina Boulevard, San Leandro, CA 94577-4203
Phone (510) 483-9035 Fax (510) 483-1415

BAY AREA CHAPTER

SMACNA

NORTH BAY SAN FRANCISCO GREATER OAKLAND
SAN MATEO SANTA CLARA

January 7, 2013

Mr. Pat Mulligan, Director of City Build
SF Office of Economic and Workforce Development
One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Mr. Mulligan,

This letter is to confirm our continued participation and support for the City Build program.

This Sheet Metal Worker's apprenticeship had been involved with City Build since it's inception. I and others have presented information about apprenticeship opportunities and expectations to City Build classes. We have seen a number of local residents apply for our program from City Build. We currently have some City Build graduates in our apprenticeship. I am also happy to say we also have former City Build graduates who have completed our apprenticeship currently working in their careers as Local 104 Sheet Metal Worker Journeypersons.

We appreciate the realistic approach City Build takes in preparing possible apprentice candidates, and the efforts to connect them with programs to lead, not just to a job, but to a good career.

We appreciate City Build staff listening to the trades and other partners, then adjusting to achieve a program that works for the apprenticeship programs, residents, employers and the citizens of San Francisco in general.

This is the type of program we want to continue to work with, as we continue to evolve for a better future.

Sincerely,

Frank Cuneo
Training Coordinator
Bay Area Sheet Metal JAC

C: Local 104-SF

Training Proposal for:

Joint Apprenticeship and Training Committee of the Plumbing and Pipe Fitting Industry of San Mateo County

Agreement Number: ET16-0900

Panel Meeting of: July 24, 2015

ETP Regional Office: San Francisco Bay Area **Analyst:** D. Woodside

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate	Industry Sector(s):	Construction Priority Industry: ☒ Yes ☐ No
County Served:	San Mateo	Repeat Contractor:	☐ Yes ☒ No
Union:	☒ Yes ☐ No United Association (UA) of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada (UA Local 467)		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤0%	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$361,120		$25,004 8%		$386,124

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 Journeyman Priority Rate	Commercial Skills, Computer Skills, OSHA 10/30	44	8-200	0	$941	$53.79
				Weighted Avg: 40			
2	Retrainee Apprentice Priority Rate	Commercial Skills, Computer Skills, OSHA 10	124	8-210	0	$2,780	$25.60
				Weighted Avg: 200			

Minimum Wage by County: $20.55 per hour for SET Statewide priority industry.

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	Wage Range	Estimated # of Trainees
Journeymen (Plumber, Pipefitter, Refrigeration and Air Conditioning Fitter)		44
Apprentice (Plumber, Pipefitter, Refrigeration and Air Conditioning Fitter)		124

INTRODUCTION

For over 100 years, the Joint Apprenticeship and Training Committee of the Plumbing and Pipe Fitting Industry of San Mateo County (Plumbers JATC San Mateo or JATC) http://www.ualocal467.org/training has provided qualified workers to perform plumbing, pipefitting and HVAC (heating, ventilation and air-conditioning) services for employers throughout San Mateo County. This will be the first ETP Agreement for the Plumbers JATC San Mateo County.

Plumbers JATC San Mateo was formalized in 1955 with the establishment of the Pipe Trades Apprentice and Journeyman Training Trust Fund. The Fund is governed by a Board of Trustees comprised of six labor and six management representatives, and is a joint effort of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada (UA Local 467), and the Plumbing-Heating-Cooling Contractors Association of the Greater Bay Area.

The 180 signatory employers cover the geographic area from South San Francisco (including the San Francisco Airport) to East Palo Alto. Signatory employers (primarily building and plumbing contractors) employ 135 Apprentices and 765 Journeymen in heavy industrial,

manufacturing, commercial and residential sectors. Approximately 60% of the signatory employers meet the Panel's definition of a small business.

Employer Demand for Training

The proposed training will prepare Apprentice and Journeymen plumber, pipe fitter, and HVAC fitters for current and future construction projects slated for San Mateo County. Examples include construction for new biotechnology start-ups and a continued expansion in pharmaceutical manufacturing facilities for Genentech, Inc. and Gilead Sciences, Inc. For instance, Gilead is remapping its entire Foster City facility, constructing 17 new buildings over a 72-acre site.

In addition, the vacancy rate for life science manufacturing, research, and office space from San Francisco to Palo Alto is now below 1%. This lack of space necessitates new construction and retrofitting. Other construction projects include Britannia Cove at Oyster Point in South San Francisco, a massive business complex including two buildings each at 253,000 square feet. New construction at the San Francisco Airport is on-going and includes a new Air Traffic Control Tower and $10 million in planned construction projects. All of these projects generate employer demand for experienced journeymen and new apprentices to install and maintain complex piping and plumbing systems.

Apprenticeship Program

The Panel is authorized to fund 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). The Panel adopted the Apprenticeship Training Program as a pilot in March 2012. It is designed to supplement cost of delivery for the Related and Supplemental Instruction (RSI) portion of DAS-approved apprenticeship training. Affiliated with Foothill College as its LEA, the JATC offers a five-year apprenticeship program. This requires an Apprentice to have over 10,000 hours of on-the-job training as well as over 1,200 hours of RSI. Classroom delivery of RSI is at the JATC facility using qualified instructors approved by the LEA.

Apprenticeships are a multi-year training program that results in DAS certification to work as a Journeyman. They are authorized in California under the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. Apprentices commit to training under contract with an apprenticeship program sponsor. They advance through a series of apprenticeship levels as they complete modules of RSI and on-the-job training. Wages are paid for hours worked on the job, in progression with a series of advancements up to the Journeyman level.

Apprentice programs are typically sponsored by a Joint Apprenticeship Training Committee (JATC) or Unilateral Apprenticeship Committee (UAC). A JATC is created through collective bargaining, with an equal number of members appointed by union and management, as compared to a UAC which is created through a trade association. Both types require employer contributions to a training trust fund.

Depending on the type of trade, apprenticeship programs vary in length, typically from 2-6 years. They also vary in size, ranging from less than 10 to several hundred apprentices at any given point in time. Several types of trainees are eligible under the Apprenticeship Program: Apprentices (second-year), Journeymen and Pre-Apprentices. First-year Apprentices are not eligible due to the higher drop-out rates associated with this entry-level.

ETP funding flows through a Multiple Employer Contract (MEC), as in this proposal. The employers are not "participants" but are signatories to the Collective Bargaining Agreement.

RSI is traditionally delivered as class/lab, and ETP does not reimburse CBT delivery for apprenticeship training. The curriculum is developed with input from DAS and the designated LEA. The Apprenticeship Program allows reimbursement for up to 200 hours of RSI plus OSHA10, per-apprentice.

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.

Because ETP funding cannot displace another source of government funds, the fixed fee rate is reduced by $5.00 to account for adult education funding appropriated each year for Apprentice training through the California Community College Chancellor's Office and Department of Education. This changes the ETP Priority Industry Rate from $18.00 to $13.00 per hour for all Apprentice Job Numbers.

In addition, the Panel adopted a "blended rate" for Journeymen, reflecting the fact that they may be employed by a variety of contractors over the two-year term of contract ranging from large employers, to small (≤100 employees). This is $22 per hour, midway between the Priority Industry standard rate ($18) and Small Business rate ($26). [Note: This "blended rate" has been extended to Pre-Apprentices, for ease of administration.]

Under the Apprenticeship Training Program, the post-retention wage has been standardized to a minimum of $20.55 per hour reflecting the Special Employment Training (SET) wage for Priority Industry. This wage was chosen for ease of administration, recognizing that most Apprentices and all Journeymen exceed the highest ETP wage requirements.

DAS Completion Rates

The completion rate for this DAS-approved program for 2009-2013 is 77.98% and exceeds the industry completion percentage of 48.01%. This meets ETP standards.

PROJECT DETAILS

The JATC operates a 30,935 square-foot training center in Burlingame with 15 classrooms and laboratories equipped for specialized skills. This includes welding along with specialty subjects such as medical gas installations for biotechnology manufacturers and hospitals. Apprentice and Journeyman welders will receive medical gas certifications after successful completion of this training.

Training Plan

This training will give Apprentice and Journeymen the skills they need to complete jobs quickly with the highest quality workmanship. Training will be delivered by experienced Journeyman workers in the trade. No outside training vendors will be used. Instructors attend special courses provided by the United Association Instructor Training Program to stay current with changes in the industry. The instructors also create customized teaching materials, giving students up-to-the-minute, state-of-the-art information on codes, materials, and processes not found in traditional textbooks.

Apprenticeship Training

Commercial Skills (90%) **–** Apprentices will learn to assemble, install, and repair pipes, fittings and fixtures for heating, water, and drainage systems, according to specifications and plumbing codes. Coursework will include industry math and the ability to study building plans and drawings to determine equipment needs on each job. Skills to be learned include the operation of cutting torches and pipe threading machines, and the ability to determine the sequence of installation. Coursework includes fabrication, assembly, installation and maintenance of piping and plumbing systems, fixtures, and equipment for steam, hot water, heating, cooling, sprinkling and industrial processing systems.

Apprentices will learn to assist in the installation of heating and air conditioning systems including assembling and installing a variety of piping for air, ammonia, gas and water systems. Training on electrical installation and wiring for HVAC equipment, including switches and controls; as well as on the recovery of refrigerant gasses will be provided. Trainees must also learn to test and balance air and water systems using the latest technologies.

Computer Skills (7%) - Training will include scheduling, planning and modeling software. AutoCAD and Job Tracking applications will provide trainees with the tools to modify blueprints, look up project requirements, build budgets and timelines, design virtual systems, and adjust computerized control systems.

OSHA 10 (3%) - Training will be delivered to Apprentices to ensure safe working conditions and fulfill current mandates requiring 25% to 40% of an employer's on-site workforce be OSHA certified.

Journeyman Training:

Commercial Skills (80%) - Trainees will receive training in the use of new plumbing and piping equipment, updated building standards, emerging technologies, and green business practices. Training will meet employer demand to develop, retrofit, and maintain more efficient water flow into and out of buildings. Training will also focus on energy-efficient technologies and products such as green building materials; solar installations; new motor controls and programming; advanced orbital, TIG, and Medical Gas Welding; and advanced testing and audit equipment.

Computer Skills (13%) - Training will include scheduling, planning and modeling software. AutoCAD and Job Tracking applications will provide trainees with the tools to modify blueprints, look up project requirements, build budgets and timelines, design virtual buildings, and adjust computerized control systems.

OSHA 10/30 (7%) - Training will be delivered to Journeyman trainees. This training provides a complete overview of occupational safety and health so that workers are more knowledgeable about workplace hazards.

OSHA 10/30

OSHA 10/30 training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of training for journey-level and 30 hours for frontline supervisors.

This training is not required as a condition of doing business in California. However, the coursework must be approved by, and the instructors must be certified by Cal-OSHA. When delivery is by CBT all training hours must be delivered in a classroom over a finite amount of time, and the vendor must have a certified instructor present to confirm attendance.

Completion of the training results in a certificate that expands employment opportunities. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30-hour course. OSHA 10/30 is not included in the 10% limitation on safety training.

Curriculum Development

Plumbers JATC San Mateo's labor and management representatives have customized the national plumber, pipe fitters curriculum to address the local needs. The JATC also collaborated with the National Competency Testing Institute to create an industry-driven curriculum. All courses are designed to address employer needs as determined by their customers and energy efficiency and technology changes that are quickly becoming standard in the plumbing industry. Hiring demands help shape the curriculum, such as the need for workers with the ability to weld on technically advanced construction projects.

Feedback on training content and delivery comes directly from the employers and union representatives based on workplace performance, requests of customers, and needs of the industry as well as course evaluations that are completed by students. Thus, the curricula for both apprentices and journeyman was developed and customized with input from both labor and management representatives to address the local needs of union members, participating employers, and the industry as a whole.

Trainer Qualifications

Plumbers JATC San Mateo employs 14 full and part-time trainers. All trainers are former or current members of the trade. Some have received Master Certification status by the National Joint Apprenticeship and Training Committee. As noted earlier, all, instructors meet standards set by the LEA.

Training Outcomes

Certifications earned for the journey-level and apprenticeship training to be funded by ETP may include: OSHA 10, OSHA 30, HVAC Star, Medical Gas Installer, Medical Gas Brazer, Foreman's Certification, Industrial Signal Person Certification, and various welding certifications.

Marketing and Support Costs

Plumbers JATC San Mateo conducts marketing through direct mailings, informational flyers, personal contacts, telephone calls, public service announcements, emails, and its website. Class information will be disseminated throughout the year to all apprentice and journeyman workers within the jurisdiction, as well as to the pipe trades contractors who employ them.

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. Classes for the journeymen and apprentices are offered January through May and August through December.

Training Director of JATC San Mateo, working with a dedicated administrative assistant, will be responsible for marketing, recruiting, needs assessments, and scheduling. The JATC is requesting 8% in support costs to fund its staff in recruiting, qualifying, and assessing participating employers for this program. The projected budget costs for personnel alone, especially for a first-time ETP MEC Contractor, will exceed the ETP support cost funding. The JATC will cover these additional expenses. Staff recommends the 8% support costs.

Commitment to Training

Employers will continue to make contributions to the training trust for every hour worked by Apprentices and Journeymen. General safety training is provided by the signatory employers in accordance with all pertinent requirements under state and federal law.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, Plumbers JATC San Mateo 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 Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento and Strategy Workplace in Oakland assisted with the development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace 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

Trainees may receive any of the following:

Class/Lab Hours

8-200 (Job Number 1) **Journeyman Training**

COMMERCIAL SKILLS

- Green Compliance
  - Energy Efficiency in Existing Equipment and Materials
  - Design and Installation of New Energy Efficient Equipment and Materials
  - LEED Standards
- BACnet Programming
- Johnson Controls Courses
- Robotic Total Station
- Start Test and Balance
- Solar Installations
- Specialty Seminars for Service Work
- Johnson DX9100 (Brand of Digital Controller)
- Compressor Overhaul
- Direct Digital Controls – Principals of Operation, Calibration, Documentation, Shutdowns
- Orbital Welding
- Welding
- Brazing
- Safe Working Conditions (All training supplements Cal-OSHA required safety training)
  - Foreman and Worker Responsibility
  - Scaffolding
  - Fall Protection
  - Electrical Safety
  - Falling Objects
  - Working in Confined Spaces
  - Working Around Pipelines
- Certifications
  - Industrial Rigging
  - Signalperson
  - National Environmental Balancing Bureau (NEBB) Commissioning (Certification for Heating & Cooling Systems)
  - Medical Gas -- Installation, System Testing, Maintenance, Repair, Standards and Brazing
  - Foreman
  - Backflow
  - Orbital Welding
  - TIG (Tungsten Inert Gas) Welding
  - Star Review

COMPUTER SKILLS

- Computer-Aided Drafting (CAD)
- 3-D Drawings Software

OSHA 10/30 (OSHA CERTIFIED INSTRUCTOR)

- OSHA 10 (requires completion of 10 hours)
- OSHA 30 (requires completion of 30 hours)

Class/Lab Hours

8-210 (Job Number 2) **Apprentice Training**

COMMERCIAL SKILLS

Plumbing and Steamfitting

- 2nd year
  - Code/Water Supply
  - Drawing I
- 3rd year
  - Drawing II
  - Welding
  - Oxygen / Acetylene Training
  - Pipe Fitting
- 4th year
  - Steam Systems
  - Rigging
  - Pipefitting and Service
  - Hydronics/ Steam
  - Medical Gas Certification
  - Signal Person Certification
- (5th year)
  - Advanced Drawing/Layout
  - Code II
  - Junior Mechanics Review and Exam

Refrigeration

- 2nd year
  - Basic Electricity
  - Advanced Electricity
  - Pneumatic DDC Introduction
- 3rd year
  - Controls I
  - Electro Pneumatics
  - Controls II
  - Advanced Pneumatics
  - Calibration
  - Hydronics
- 4th year
  - Start, Test and Balance I
  - Start, Test and Balance II
- 5th year
  - Chillers
  - HVAC Star Certificate

- Special Systems
- Heating Ventilation Air Conditioning Refrigeration Star Review and Exit Exam

All Years

- Trade Math
- Industry Math
- Rigging
- Drawing
- Blueprint Reading
- Welding
- Cutting
- Industrial Safety
- Industrial Install
- Medical Gas Install
- Backflow Certification
- Foreman Certification
- Rigging Certification
- Direct Digital Controls
- Compressor Overhaul

COMPUTER SKILLS

- Computer-Aided Drafting (CAD)
- 3-D Drawings Software

OSHA 10/30 (OSHA CERTIFIED INSTRUCTOR)

- OSHA 10 (requires completion of 10 hours)

Note: Reimbursement for Job Number 1 Journeymen retraining is capped at 200 total training hours per trainee regardless of the method of training delivery. Reimbursement for Job Number 2 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours regardless of the method of training delivery. 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:

Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties

Agreement Number: ET16-0901

Panel Meeting of: July 24, 2015

ETP Regional Office: San Francisco Bay Area **Analyst:** D. Woodside

PROJECT PROFILE

Contract Attributes:	Retrainee Apprenticeship Priority Rate	Industry Sector(s):	Construction Priority Industry: ☒ Yes ☐ No
County Served:	Santa Clara, San Benito	Repeat Contractor:	☒ Yes ☐No
Union:	☒ Yes ☐ No United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada (UA Local 393)		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$600,800		$41,610 8%		$642,410

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 Journeyman Priority Rate	Commercial Skills, Computer Skills OSHA 10/30	210	8-200	0	$941	$36.05
				Weighted Avg: 40			
2	Retrainee Apprentice	Commercial Skills, Computer Skills OSHA 10	160	8-210	0	$2,780	$20.55
				Weighted Avg: 200			

Minimum Wage by County: SET/Priority Industry: $20.55 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 $0.92 per hour may be used to meet the Post-Retention wage in Job Number 2

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Journeymen Plumber, Steamfitter/Pipefitter, Air Conditioning Equipment Service, Maintenance Mechanic		210
Apprentice Plumber, Steamfitter/Pipefitter, Air Conditioning Equipment Service, Maintenance Mechanic		160

*This is the lowest base wage among the four Journeyman occupations.

**Apprentice wages vary proportionate to the Journeymen by occupation. This is the low end of the range (Starting at Year 2).

INTRODUCTION

The Pipe Trades Joint Apprenticeship and Training Committee of Santa Clara and San Benito Counties (The Pipe Trades JATC Santa Clara or JATC) http://www.pipetradestraining.org/ opened the Lloyd E. Williams Pipe Trades Training Center (Training Center) in 1961. Located in San Jose, the training center serves 1,900 union members represented by the Plumbers, United Association Local Union 393. The JATC was created in collective bargaining between Local 393 management represented by the South Bay Piping Industry and the Santa Clara Valley Contractors Association. The signatory employers are located throughout Northern California (primarily in Silicon Valley and the Bay Area).

The Training Center provides Apprentice and Journeymen classes to all the pipe trades involved in commercial, industrial, and residential plumbing. The courses are designed to provide Commercial, Computer and OSHA10/30 training with an emphasis on green technology. The Training Center is a modern, 100,000-square-foot facility which has 48

classrooms, and welding and computer laboratories. This will be the Panel's third Agreement with this JATC.

Affiliated with Foothill Community College, the Training Center apprentice program is accredited through the Division of Apprenticeship Standards (DAS) to offer apprenticeship opportunities in Residential Plumbing, Commercial Plumbing, Steamfitting, and Refrigeration/heating, ventilation, air-conditioning (HVAC). The significant number of retiring workers and the recent upswing in construction generate continued demand for skilled pipe trades workers in Santa Clara and San Benito Counties. By assisting with training funds, ETP will help create a stable, flexible and well-skilled workforce for participating employers in the local construction industry.

Employer Demand for Training

According to the JATC, demand for Apprentices has been accelerating, with 347 Apprentices currently registered. The JATC graduated 23 Apprentices last year and anticipates 26 graduates this year. It's anticipated that an estimated 80% of the 140 signatory employers will participate in this project, of which approximately three-fourths are small business. Construction projects generating demand for skilled pipe trades Apprentices and Journeymen Include:

- Google Campus
- San Jose Earthquakes Soccer Stadium
- Samsung and Facebook campuses (San Jose and Palo Alto)
- Apple Campus (San Jose)
- New buildings and renovation of area hospitals
- Improvements to the Stanford University campus
- California Infrastructures Projects: BART, etc.

Apprenticeship Program

The Panel is authorized to fund apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by the DAS. The Panel provides reimbursement for the Related and Supplemental Instruction (RSI) portion of an apprenticeship training program. RSI is delivered as class/lab training and developed with a Local Educational Agency (in this proposal, Foothill College). The program provides reimbursement for up to 200 hours of RSI plus OSHA 10. All RSI will be delivered at the Training Center.

For the building trades, where it is not customary for workers to be employed for 90 consecutive days with one employer, the Panel may substitute hours worked for retention. The modified retention period must be no less than 500 hours within 272 days with more than one employer. The Plumbers JATC is requesting this modified retention period.

To ensure ETP does not displace Montoya Funds, Apprenticeship Pilot reimbursement is reduced by $5.00, reducing the priority industry rate from $18.00 to $13.00 per hour. The ETP minimum wage requirement for Apprentices is $20.55 per hour. This is the Special Employment Training Statewide wage as modified for priority industries, which may be used as the minimum for all apprentice occupations, for ease of administration.

DAS Completion Rates

The completion rate for this DAS-approved program for 2009-2013 is 75.79% and exceeds the industry completion percentage of 48.01%. This meets Panel standards.

PROJECT DETAILS

Training is scheduled to begin in September 2015. The JATC reports that it employs 50-70 full and part-time credentialed instructors with vast field experience. Instructors attend special courses provided by the international union's Instructor Training Program to stay current with changes in the industry. The instructors create many of their own teaching materials, providing students with the most up-to-the-minute, customized information on codes, new materials, and processes not found in traditional textbooks.

Plumbers are responsible for providing pure water to residential, commercial or industrial buildings, and for removing waste water. Plumbing and plumbing fixtures must be installed in accordance with plumbing codes and health and safety regulations. Plumbers also work as plumbing service and repair mechanics responsible for the service, repair and remodeling of existing plumbing systems in residential, commercial and industrial buildings.

Pipefitters/steamfitters are responsible for designing and installing complex heating systems, and specialty piping for acid, gas, oil, air, oxygen, nitrogen, ultra-high-purity water and gas systems, and other substances. HVAC refrigeration fitters serve as mechanics providing service, repair, installation and retrofit of all types of refrigeration equipment.

The Apprentice RSI and Journeyman upgrade training funded under this proposal will include:

- Pipe Trades HVACR 13 Course Certification;
- Energy Management Classification (pending);
- CAD Detailing; and
- Accelerating Green Initiatives and LEED certification.

Journeyman Training

Commercial Skills (90%): Training for all trades will focus on new construction, service, and repair techniques and equipment. Advanced skills training will expand the availability of employer-driven certification classes such as welding, and will also focus on new materials and the modernization of the industry, including the shift to green materials. Because plumbing, pipefitting, and refrigeration work revolves around energy management, many commercial and industrial businesses are seeking LEED certification.

Computer Skills (5%): Training will include 3-Dimensional (3-D) software and automated computer-aided design (CAD) applications that provide trainees with the ability to utilize software to verify project requirements, and install and adjust computerized control systems.

OSHA 10/30 Skills (5%): Training is a series of courses "bundled" by industry sector and occupation. Typically, it is delivered to workers in the building trades. Under this proposal, OSHA 10 will be funded for Apprentices and OSHA 10/30 will be funded for Journeymen. This training is not required as a condition of doing business in California. However, the coursework must be approved by, and the instructors must be certified by Cal-OSHA. Completion of the training results in a certificate that expands employment opportunities. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30-hour course. OSHA 10/30 is not included in the 10% limitation on safety training.

Apprentice Training

Commercial Skills (90%): Training will include topics such as trade math, blueprint reading, and all plumbing and mechanical systems in use, in addition to basic skills required across all pipe trades. Training will help apprentices gain the skills needed to work safely and productively

across industries. Training will also cover courses in green construction compliance, practices and materials; new equipment, welding and industry certifications; and more safety competency, as opposed to just safety awareness. Because this JATC operates in a highly competitive construction and service market, all training must meet the demands of San Francisco's construction industry.

Computer Skills (5%): Training for apprentices also covers CAD and 3-D software applications.

OSHA 10 (5%)

Curriculum Development

The curriculum is employer-driven based on local industry needs. The JATC's instructors also work with the National Competency Testing Institute to create industry-driven curriculum. In addition, local projects and their hiring demands have resulted in a comprehensive and technically advanced curriculum. Feedback on all training comes directly from the employers and union representatives, based on workplace performance, requests of customers, and needs of the industry as well as student course evaluations completed at the end of each course held at the Training Center.

Impact/Outcome

Certifications earned (Journeyman and/or Apprentice) include: OSHA 10, OSHA 30, HVAC Star, Medical Gas Installer, Medical Gas Brazer, Foreman's Certification, Industrial Rigging or Signal Person Certification, National Environmental Balancing Bureau Commissioning, Backflow, and various welding certifications.

Marketing and Support Costs

Through direct mailings, personal contacts, telephone calls, public service announcements, emails, and its website, the JATC will disseminate class information throughout the year to all apprentice and journeyman within the local's jurisdictions, as well as to the contractors who employ them. The JATC is also active in the local workforce investment board in northern Santa Clara County (NOVA). The JATC representative serves as a board member, executive board member, youth subcommittee chairperson, and NOVA Youth Foundation board member.

Announcements for the apprenticeship program will be sent to local, state, and federal agencies as well as to local high schools, community colleges, and community-based organizations. The JATC Training Coordinator, along with two assistant coordinators and five administrative assistants, will be responsible for marketing, recruiting, conducting needs assessments, and for scheduling the training.

The JATC requests 8% support costs to assist staff in recruiting and qualifying additional participating employers for this program. While many participating employers have already been recruited, additional recruitment and assessment activities with employers must occur to support journeyman and apprenticeship training. Staff recommends the 8% support costs.

Commitment to Training

Employers will continue to make contributions to the JATC training trust for every hour worked by Apprentices and Journeymen. General safety training is provided by the signatory employers in accordance with all pertinent requirements under state and federal law.

RECOMMENDATION

Staff recommends approval of this proposal.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Pipe Trades JATC Santa Clara under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Estimated	No. Completed Training	No. Retained
ET13-0924	$502,706	04/02/13 – 04/01/15	Apprentice – 143 Journeymen-210	Apprentice – 91 Journeymen - 69	112

Based on the ETP tracking system to date, 34,114 reimbursable hours have been tracked (100% of the Agreement amount). The Contractor projects 100% earnings when the closeout invoice is processed by ETP.

PRIOR PROJECTS

The following table summarizes performance by the Pipe Trades JATC Santa Clara under an ETP Agreement completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET11-0325	San Jose	06/30/11–06/29/13	$394,398	$249,254 (63%)

ET11-0325 was approved by the Panel prior to the establishment of the Apprenticeship Pilot program and thus focused more on Journeymen retraining. Funds earned were lower than anticipated because journeymen pipe trades workers, who often are employed at later stages of construction, were still experiencing less than full-employment. Thus lower retention prevented the JATC from earning the full Agreement amount. Members are now experiencing full employment and retention should not be a challenge under the new proposal. Note: The subsequent Agreement ET13-0924 is on track to earn 100%.

DEVELOPMENT SERVICES

California Labor Federation in Sacramento and Strategy Workplace in Oakland assisted with the development of this proposal at no cost.

ADMINISTRATIVE SERVICES

Strategy Workplace 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

Trainees may receive any of the following:

Class/Lab Hours

8-200 (Job Number 1) **Journeyman Training**

COMMERCIAL SKILLS

- Green Compliance:
  - Energy Efficiency in Existing Equipment and Materials
  - Design and Installation of New Energy Efficient Equipment and Materials
  - LEED Standards
- BACnet Programming
- Johnson Controls Courses
- Robotic Total Station
- Start Test and Balance
- Solar Installations
- Specialty Seminars for Service Work
- Johnson DX9100 (Brand of Digital Controller)
- Compressor Overhaul
- Direct Digital Controls – Principals of Operation, Calibration, Documentation, Shutdowns
- Orbital Welding
- Welding
- Brazing
- Safe Working Conditions (All training supplements Cal-OSHA required safety training):
  - Foreman and Worker Responsibility
  - Scaffolding
  - Fall Protection
  - Electrical Safety
  - Falling Objects
  - Working in Confined Spaces
  - Working Around Pipelines
- Certifications:
  - Industrial Rigging
  - Signalperson
  - National Environmental Balancing Bureau
  - Commissioning (Certification for Heating & Cooling Systems)
  - Medical Gas -- Installation, System Testing, Maintenance, Repair, Standards and Brazing
  - Foreman
  - Backflow
  - Orbital Welding
  - Tungsten Inert Gas Welding
  - Star Review

COMPUTER SKILLS

- Computer-Aided Drafting
- 3-D Drawings Software

OSHA 10/30 (OSHA CERTIFIED INSTRUCTOR)

- OSHA 10 (requires completion of 10 hours)
- OSHA 30 (requires completion of 30 hours)

Class/Lab Hours

8-210 (Job Number 2) **Apprentice Training**

COMMERCIAL SKILLS

Plumbing and Steamfitting

- 2nd year
  - Code/Water Supply
  - Drawing I
- 3rd year
  - Drawing II
  - Welding
  - Oxygen / Acetylene Training
  - Pipe Fitting
- 4th year
  - Steam Systems
  - Rigging
  - Pipefitting and Service
  - Hydronics/ Steam
  - Medical Gas Certification
  - Signal Person Certification
- 5th year
  - Advanced Drawing/Layout
  - Code II
  - Junior Mechanics Review and Exam

Refrigeration

- 2nd year
  - Basic Electricity
  - Advanced Electricity
  - Pneumatic DDC Introduction
- 3rd year
  - Controls I
  - Electro Pneumatics
  - Controls II
  - Advanced Pneumatics
  - Calibration
  - Hydronics
- 4th year
  - Start, Test and Balance I
  - Start, Test and Balance II

- 5th year
  - Chillers
  - HVAC Star Certificate
  - Special Systems
  - Heating Ventilation Air Conditioning Refrigeration Star Review and Exit Exam
- Trade Math
- Industry Math
- Rigging
- Drawing
- Blueprint Reading
- Welding
- Cutting
- Industrial Safety
- Industrial Install
- Medical Gas Install
- Backflow Certification
- Foreman Certification
- Rigging Certification
- Direct Digital Controls
- Compressor Overhaul

COMPUTER SKILLS

- Computer-Aided Drafting
- 3-D Drawings Software

OSHA 10/30 (OSHA CERTIFIED INSTRUCTOR)

- OSHA 10 (requires completion of 10 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.

Note: Reimbursement for Job Number 1 Journeymen retraining is capped at 200 total training hours per trainee regardless of the method of training delivery. Reimbursement for Job Number 2 Apprenticeship training is capped at 200 total training hours per trainee in Commercial Skills and 10 hours of OSHA10 for a total of 210 hours regardless of the method of training delivery.

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Butte-Glenn Community College District

Agreement Number: ET16-0128

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** K. Smiley

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SB <100 HUA SET	Industry Sector(s):	Financial Services Retail Manufacturing Services Technology/IT Priority Industry: ☒ Yes ☐ No
Counties Served:	Butte, Humboldt, Shasta, Del Norte, Lassen, Mendocino, Modoc, Plumas, Siskiyou, Temaha, Glenn	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$378,288		$26,205 8%		$404,493

In-Kind Contribution:	50% of Total ETP Funding Required	$825,510

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, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	40	8-200	0	$1,001	$15.07
				Weighted Avg: 52			
2	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	125	8-200	0	$1112	$15.07
				Weighted Avg: 40			
3	Retrainee Priority Rate SB<100 HUA	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	80	8-200	0	$1,112	$11.30
				Weighted Avg: 40			
4	Retrainee SB<100	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	36	8-200	0	$941	$15.07
				Weighted Avg: 40			

5	Retrainee SB<100 SET HUA	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	70	8-200	0	$941	$11.30
				Weighted Avg: 40			
6	SB<100 SET Retrainee	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	5	8-200	0	$941	$27.40
				Weighted Avg: 40			
7	Retrainee SET Priority SB<100	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	5	8-200	0	$1,112	$20.55
				Weighted Avg: 40			
8	SB<100 Entrepreneurial Priority Rate SET	Business Skills, Cont. Imp., Mgmnt. Skills	6	8-60	0	$583	N/A
				Weighted Avg: 21			
9	SB<100 Entrepreneurial SET	Business Skills, Cont. Imp., Mgmnt. Skills	6	8-60	0	$494	N/A
				Weighted Avg: 21			
10	Retrainee Priority Rate HUA	Business Skills, Computer Skills, Cont. Imp., HazMat, HAZWOPER, Mfg. Skills, Mgmnt. Skills, Literacy Skills, OSHA 10/30, Advanced Tech.	20	8-200	0	$1,001	*$11.30
				Weighted Avg: 52			

*****It will be made a condition of contract that these trainees 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.

Minimum Wage by County: Job Numbers 1, 2 & 4: $15.07 per hour for Butte, Del Norte, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama and Humboldt counties.

Job Numbers 3 & 10 (HUA): $11.30 per hour for Butte, Humboldt, Shasta, Del Norte, Lassen, Mendocino, Modoc, Plumas, Siskiyou & Temaha, Glenn counties.

Job Number 5(SET/HUA): $11.30 per hour for Butte, Humboldt, Shasta, Del Norte, Lassen, Mendocino, Modoc, Plumas, Siskiyou & Temaha, Glenn counties.

Job Number 6(SET/Statewide): $27.40 per hour; Job Number 7(SET/Priority): $20.55 per hour

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		30
Accounting Staff		32
Operations Staff		50
Maintenance Staff		40
Customer Service Staff		28
Warehouse Staff		25
Purchasing Staff		15
Supervisors		20
Managers I		20
IT Developers		22
Technicians		11
Logistical Support Staff		11
Export Administrator		11
Agricultural Worker		11
Engineering Staff		11
Analyst		11
Manager II		11
Manager III		11
Sales Staff		10
Owner		13

INTRODUCTION

Butte-Glenn Community College District (Butte), located in Oroville, was founded in 1968. The institution is a 2-year community college and is accredited by the Accrediting Commission for Community Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). As a community college, Butte offers general education classes to the local community.

In addition to servicing the general population, Butte works directly with businesses within surrounding communities, through its economic development center The Training Place, to provide training to incumbent workers. Employers in the core group are primarily agricultural, manufacturers, or provide professional services.

In this proposal, Butte is also collaborating with the Center for International Trade Development (CITD), a branch of the community college system, to deliver training to small businesses in the export/import industry. Trainees will learn international shipping costs, complex regulations, foreign currency, government agencies and financing to foreign customers.

Need for Training

Butte conducted a survey in Northern California to determine business-training needs. It was determined that many of the small businesses in the area need training to continue to grow and compete with larger businesses in the area.

The training plan developed by Butte and The Training Place will focus on the skills necessary to increase customer satisfaction, competitive business practices and new technology. To compete successfully with larger businesses, participating employers will learn conflict management, time & priority management, sales forecasting, strategic planning, risk management and communication skills. The training plan also includes soft skills to develop people skills.

The large companies in this Agreement have requested Literacy Skills to improve internal communication; Management Skills training to ensure effective leaders; and Continuous Improvement training to improve production efficiencies and quality.

PROJECT DETAILS

Business Skills (27%): Training will be provided to all occupations. The training will focus on skills critical to compete with large companies. To improve competitiveness, training will be delivered on communication, customer service, sales and marketing skills. Training topics include Business Writing, Customer Service and Sales Academy, Maximizing the Customer Experience, Time & Priority Management.

Literacy Skills (5%): Training will be provided to Operations Staff, Technicians, Maintenance Staff, Warehouse Staff and Agricultural Workers. Trainees will receive English as a Second language training to improve communication and understanding on the job. Vocational English as a Second Language will include Language Skills, Reading and Comprehension.

Management Skills (16%): Training will be provided to Managers, Supervisors and Owners. Training will focus on the skills necessary to complete with larger more established companies. Training topics include Change Management, Maximizing Team Performance, Delegating for Results, Accelerated Decision Making, Collaborative Leadership and Motivating Others.

Continuous Improvement (18%): Training will be provided to Operations Staff, Technicians, Maintenance Staff, Analysts, Supervisors, Managers and Owners to improve productivity and product quality. Training topics include Practical Project Management, Maximizing Team Performance, Equipment Inspection and Management, Managing the Metrics and ISO 9000Lean Enterprise.

Computer Skills (5%): Training will be provided to all occupations to enhance their skill set in upgraded internal software systems. Training topics include Computerized Scheduling, Personnel/Payroll Processing and Salesforce Customer Relationship Management System.

Manufacturing Skills (19%): Training will be provided to Frontline Supervisors, Technicians, Operations, Maintenance and Warehouse Staff to improve production and facility efficiencies. Courses include Basic Mechanics, Basic Electrical, Inventory Control, Warehousing and Welding.

Hazardous Materials (2%): Training will be provided to Frontline Supervisors, Technicians, Operations, Maintenance and Warehouse Staff to improve safety. A certified instructor will teach Hazardous Waste Operations and Emergency Response training.

Certified Safety Training (3%)

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 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 also 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.

Advanced Technology (AT) (5%) Training will be provided to Frontline Supervisors, Managers, IT Developers, Operations, Engineering and Purchasing Staff in up-to-date computer technology. The trainer-to-trainee ratio is to allow in-depth coverage and personal attention from the instructor. All trainees will have information technology experience and work in programming, system administration, network engineering and database design and administration. Training topics include SQL Server, ASP.net, C# programming, and Java Script.Training. Due to the high technical nature of the course curriculum, the use of high-end equipment and software; and the high cost of experienced trainers, AT reimbursement is $26 per hour for priority industries and $22 per hour for non-priority industries.

Commitment to Training

Butte represents that 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 employer, is both job specific and

companywide, and includes new hire orientation, sexual harassment prevention, best practices, first-aid, and legal compliance.

Special Employment Training/Entrepreneurial

Trainees in Job Numbers 5-9 are funded under Special Employment Training (SET). In these job numbers, the participating employers will not be required to demonstrate out-of-state competition. Trainees must earn at least the statewide average hourly wage at the end of the retention period ($27.40).

Trainees employed in a priority industry may qualify for a SET wage modification up to 25% below the statewide average hourly wage to $20.55 per hour.

High Unemployment Area

Some trainees may work in a High Unemployment Area (HUA), with unemployment exceeding the state average by 25%. Butte is requesting a wage modification for 80 trainees in Job Number 3 and 20 trainees in Job Number 10, from $15.07 to $11.30.

Trainees in Job Number 5 qualify for the ETP Minimum Wage rather than the Statewide Average Hourly Wage ($15.07).

The entrepreneurial trainees in Job Numbers 8 & 9 are funded under SET. However, there is no wage requirement for entrepreneurial trainees.

Impact/Outcome

Training will give each business a stronger technology infrastructure and customer service skills.

Marketing and Support Costs

Butte is requesting 8% support costs to assist with recruitment, employer outreach, assessments of employer-specific job requirements, creation of unique training curriculums, and obtaining highly specialized trainers.

Marketing is done through online newsletters, social media, local press, personal on-site visits, telephone calls, emails, networking, and the college systems' websites

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.

Training Coordinator

Butte contracted with CITD to assist with need assessments and hired a fulltime Project Manager dedicated to administering the training program. The Project Manager will contact prospective participating employers to market the program, analyze and track employer need assessments, obtain subject matter experts to be trainers, schedule trainings, creating class handouts, and ensuring that trainee attendance is logged on ETP rosters.

Tuition Reimbursement

In accordance with Title 22, CCR, Section 4412.1, Butte 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 Agreement.

Active Projects

Butte has an active ETP Alternative Funding Drought/Respond Agreement (ET15-1005). Training under this Agreement has not started as the Agreement was approved at the June Panel 2015 Panel.

Prior Performance

Butte originally requested $435,938 for this proposal, and was able to substantiate this amount of funding by its training plan and participating employer demand. However, amount of funding has been "right-sized" based on prior performance. As shown in the table below, Butte earned less than 70% under its prior project ET13-0252. The Panel accepts 70% as a benchmark by which to measure performance, given historical averages for a Multiple Employer Contract. If performance is above 70%, no further adjustment is needed. Here, given that performance was only 7% below the benchmark, and Butte has taken steps to correct the prior problem, funding was right-sized by that percentage factor to reach the recommended amount of $404,493.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Butte under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET13-0252	Chico	2/01/13-1/31/15	$287,764	$182,161 (63%)

ET13-0252 was Butte's first ETP Agreement. During the first year of the Agreement term Butte did not conduct much training as they were trying to become accustomed to ETP guidelines, what types of training would be reimbursable, and how to market to participating employers. During the second year of the Agreement term, training progressed as originally planned. However, the term expired before all training was conducted and completed. Butte has hired a full-time project manager for administration of the proposed Agreement, to correct the problems experienced in the first year of ET13-0252.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours
8-200 Jobs 1-7 & 10
8-60 Job 8 & 9 Trainees may receive any of the following:

BUSINESS SKILLS

- Business Assessment and Growth Strategies
- Business Fundamentals
- Business Structure and Finance
- Brand Identity and Global Markets
- Business Process Re-Engineering
- Business Writing
- Collaboration
- Conflict Resolution
- Corporate/Department Budgeting and Forecasting
- Cost Control
- Communication Styles
- Creative Marketing
- Customer Relationship Management
- Customer Service Skills
- Dealing with Difficult People
- Financial Analysis
- Funding Strategies
- Global Business Skills
- Identifying New Markets
- Import/Export (Regulations & Procedures)
- Leadership
- Marketing/Sales Techniques
- Multiculturalism
- Negotiating
- Online Platforms and Affiliate Marketing
- Operational Skills
- Personal Effectiveness (Problem Solving, Decision Making, Taking Ownership)
- Planning, Organizing and Goal Setting
- Presentation Skills
- Product Knowledge
- Project Requirements Analysis and Specifications
- Retaining Customers
- Relationship Building
- Target Markets and Market Research
- Wrap-Up and Launch Strategy
- Effective Succession Planning Methods
- Individual Contributor Development
- Maximizing the Customer Experience
- Customer Service and Sales Academy
- Development Dimensions International Courses
- Healing Customer Relations
- Multitasking for Excellence

- Your Brain at Work
- Mastering a Positive Attitude

COMPUTER SKILLS

- Excel II, III (Customized for employer)
- Microsoft Office Suite (intermediate/advanced)
- Computerized Scheduling
- Material Resource Planning
- Sales Forecasting
- Inventory Control
- Accounts Payable/Accounts Receivable
- Personnel/Payroll Processing
- Company Specific ERP Systems
- Salesforce and other Customer Relationship Management Systems
- Slack Communication Systems
- Troubleshooting

CONTINUOUS IMPROVEMENT

- Hazard Analysis & Critical Control Points
- SQF Quality Systems
- Internal Auditor
- ISO 9000Lean Enterprise
- Lean Principles & Waste Identification
- Business Process Mapping
- Value Stream Mapping
- A3/PDCA: Problem Solving Practices
- Change Over
- Kanban
- Standardized Work
- Kaizen
- Visual Management/Workplace Organization
- Kata Coaching
- Training Within Industry
- Process Improvement: Safety Incident Interview
- Maximizing Team Performance
- Strategic Planning
- Quality Systems Program Monitoring
- Equipment Inspection and Management
- Marketing, Website training
- Managing the Metrics
- Shift Management: Schedule Forecasting and Planning

HAZARDOUS MATERIALS

- Hazwoper: Hazardous Waste Operations and Emergency Response

***LITERACY SKILLS**

- Vocation English as Second Language: Basic English
- Language Skills/Reading/Comprehension and Basic Mathematics

MANAGEMENT SKILLS (Managers/Supervisors/Owners Only)

- Change Management
- Corporate Finance for Managers
- Delegation
- Developing a Successful Corporate Culture
- Essential Skills for a New Manager
- Leadership Skills
- Managing a Department
- Team Building
- Strategic Planning
- Interview Skills
- Coaching
- Performance Reviews
- Workload Management
- Making Meetings Work
- Empowerment
- Train-the-Trainer
- Risk Management/Disaster Preparation
- Developing Safety Plans and Procedures

MANUFACTURING SKILLS

- Basic Mechanics
- Basic Electrical
- Electrical Troubleshooting
- Inventory Control
- Cross-Training
- Training Within Industry
- Warehousing
- Welding
- CNC
- Robotics
- Solid works
- PLC Controls
- HAAS Robotic Equipment
- Laser Equipment

0-30 **OSHA10/30**(Certified OSHA Instructor)

AT Hours
0-20 Jobs 1-7 & 10

ADVANCED TECHNOLOGY (Ratio 1:10)

- SQL Server
- ASP.net
- C# Programming
- Java Script

*Literacy Skills cannot exceed 45% of trainees total hours

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: Butte-Glenn Community College District | CCG No.: ET16-0128

Reference No: 15-0298 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: 11 Main

Address: 360 East 6th Street

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 156

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 156

Company: Allevity HR and Payroll Services

Address: 870 Manzanita Court, Suite A

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 24

Total # of full-time company employees worldwide: 24

Total # of full-time company employees in California: 24

Company: ATK dba RCBS

Address: 605 Oro Dam Blvd.

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 65

Total # of full-time company employees worldwide: 16,000

Total # of full-time company employees in California: 185

Company: Beyond Fitness

Address: 7224 Skyway

City, State, Zip: Paradise, CA 95969

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 48

Total # of full-time company employees worldwide: 48

Total # of full-time company employees in California: 48

Participating Employers in Retrainee
Multiple Employer Contracts

Company: Cascade Orthopedic Supply, Inc.

Address: 2638 Aztec Dr.

City, State, Zip: Chico, CA 95926

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 44

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 44

Company: ChicoBag Company

Address: 13434 Browns Valley Drive

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 29

Total # of full-time company employees worldwide: 29

Total # of full-time company employees in California: 29

Company: DBI Beverages

Address: 71 Loren Ave.

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 70

Total # of full-time company employees worldwide: 600

Total # of full-time company employees in California: 600

Company: Digital Path Technologies

Address: 1065 Marauder St.

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 65

Total # of full-time company employees worldwide: 16,000

Total # of full-time company employees in California: 185

Company: EXLService Technology, LLC

Participating Employers in Retrainee
Multiple Employer Contracts

Address: 500 Orient Street, Suite 110

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 84

Total # of full-time company employees worldwide: 120

Total # of full-time company employees in California: 84

Company: FAFCO

Address: 435 Otterson Drive

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 100

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

Company: Fifth Sun

Address: 495 Ryan Ave.

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 240

Total # of full-time company employees worldwide: 240

Total # of full-time company employees in California: 240

Company: Girls with Guns

Address: 1910 Trainor Street

City, State, Zip: Red Bluff, CA 96080

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 9

Total # of full-time company employees worldwide: 9

Total # of full-time company employees in California: 9

Company: Golden Valley Bank

Address: 190 Cohasset Rd., Ste. 170

Participating Employers in Retrainee
Multiple Employer Contracts

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Graphic Packaging International

Address: 525 Airport Parkway

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 204

Total # of full-time company employees worldwide: 13,000

Total # of full-time company employees in California: 204

Company: Lifetouch National School Studios

Address: 2860 Fair Street

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 28

Total # of full-time company employees worldwide: 23,000

Total # of full-time company employees in California: 2,300

Company: Mad River Community Hospital

Address: 3800 Janes Road

City, State, Zip: Arcata, CA 95521

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 50

Company: Maise Jane's Sunshine Products

Address: 3764 Hegan Lane

Participating Employers in Retrainee
Multiple Employer Contracts

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

Company: Norfield LLC

Address: 725 Entler Ave.

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 5

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 26

Company: : NorthStar Engineering

Address: 111 Mission Ranch Blvd Ste. 100

City, State, Zip: Chico CA 95926

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 26

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26

Company: North State Radiology

Address: 1720 Esplanade

City, State, Zip: Chico, CA 95926

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 83

Total # of full-time company employees worldwide: 98

Total # of full-time company employees in California: 98

Company: Orthopedic Associates of Northern California

Address: 131 Raley Blvd

Participating Employers in Retrainee
Multiple Employer Contracts

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement:63

Total # of full-time company employees worldwide: 63

Total # of full-time company employees in California: 63

Company: Roplast Industries

Address: 3155 South 5th Avenue

City, State, Zip: Oroville, CA 95965

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 147

Total # of full-time company employees in California: 147

Company: Shasta Regional Medical Center

Address: 110 Butte Street

City, State, Zip: Redding, CA 96001

Collective Bargaining Agreement(s): No

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

Total # of full-time company employees worldwide: 150

Total # of full-time company employees in California: 150

Company: Smuckers Natural Foods, Inc.

Address: 37 Speedway Ave.

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 85

Total # of full-time company employees worldwide: 4,774

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

Company: Springboard Biodiesel

Address: 341 Huss Drive

Participating Employers in Retrainee
Multiple Employer Contracts

City, State, Zip: Chico CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: SunGard Public Sector

Address: 265 Airpark Blvd.

City, State, Zip: Chico, CA 95973

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 140

Total # of full-time company employees worldwide: 18,000

Total # of full-time company employees in California: 200

Company: Woof n Poof Enterprises

Address: 300 Orange Street

City, State, Zip: Chico, CA 95928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 26

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

California Tooling and Machining Apprenticeship Association

Agreement Number: ET16-0902

Panel Meeting of: July 24, 2015

ETP Regional Office: Sacramento **Analyst:** M. Mazzone

PROJECT PROFILE

Contract Attributes:	Apprenticship Retrainee	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Northern and Central California	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☒ Yes ☐ No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		N/A	

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
$74,880		$5,200 8%		$80,080

In-Kind Contribution:	50% of Total ETP Funding Required	$128,000

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 Apprentice	Mfg Skills, Computer Skills, OSHA10	40	8-210	0	$2,002	$15.07
				Weighted Avg: 144			

Minimum Wage by County: Priority – Retrainee Wage: $16.44 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties; $15.75 per hour for Sacramento County; $15.56 per hour for Alpine County; and $15.07 per hour for remaining Northern and Central California 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	Wage Range	Estimated # of Trainees
Machinist (4 year)		8
CNC Machinist (4 year)		8
Mold Maker (4 year)		5
Tool and Die Maker (4 year)		5
Maintenance Machinist (4 year)		6
CNC Machine Technician (2 year)		8

*It will be made a condition of contract that these trainees 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.

INTRODUCTION

The California Tooling and Machining Apprenticeship Association (or Association) began operations 23 years ago as a chapter of the National Tooling & Machining Association. Seven years ago, CTMAA formed as a stand-alone trade association, doing business in California as a non-profit corporation headquartered in Petaluma. Its primary function is to train the next generation of machinists in California.

CTMAA offers multiple four-year apprenticeship programs for five occupations: Machinist, CNC Machinist, Mold Maker, Tool and Die Maker, and Maintenance Machinist. Additionally, CTMAA offers a two-year apprenticeship program for the occupation of CNC Machine Technician. Apprentices from all six occupations will be trained under this proposal.

CTMAA operates as a Unilateral Apprenticeship Committee (UAC) for its member employers and a Joint Apprenticeship Training Committee (JATC) for machinist trades organized under Machinist Automotive Trades Lodge No 190. As such, CTMAA is recognized as a “non-

traditional" apprenticeship and approved as a "hybrid" program by the California Division of Apprenticeship Standards (DAS).

PROJECT DETAILS

CTMAA estimates that 30% of current Journeyman machinists will retire in the next three to five years, creating strong demand for training the "next generation". This proposal is for Apprentice training only, although CTMAA has piloted a six-week "boot camp" for Pre-Apprentices based on employer demand. All trainees will be full-time permanent employees with a member employer. The training Curriculum has been approved by DAS and the federal Department of Labor and is also certified by the National Institute of Metal Working Skills.

The on-the-job training component of each apprenticeship requires 8,000 hours over the course of four years (for the five four-year programs), and 4,000 hours over the course of two years for CNC Machine Technicians. Related Supplemental Instruction (RSI) classroom training is delivered in affiliation with two Local Educational Agencies (LEA). Trainees will attend RSI four hours a week over two semesters (36 meetings).

Apprenticeship Program

The Panel is authorized to fund Apprentice training that does not displace any other source of government funds, or replace an existing apprenticeship program approved by DAS. The Panel adopted the Apprenticeship Program as a pilot in March 2012. It is designed to supplement cost of delivery for the RSI portion of DAS-approved apprenticeship training.

- ETP Minimum Wage

Apprenticeships are a multi-year training program that results in DAS certification to work as a Journeyman. They are authorized in California under the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. Apprentices commit to training under contract with an apprenticeship program sponsor. They advance through a series of apprenticeship levels as they complete modules of RSI and on-the-job training. Apprentice wages are proportionate to Journeymen as required by DAS with pay advancements at each six-month period. (See Wage Range by Occupation table above.) Wages are paid for hours worked on the job, in progression with a series of advancements up to the Journeyman level.

Under the Apprenticeship Program, the post-retention wage has been standardized to reflect the Special Employment Training (SET) wage for Priority Industry of $20.55. However, this model does not apply to Apprentices in a non-traditional or "hybrid" program. Here, where all employers are in the manufacturing industry, the ETP Minimum Wage will be used, given that this industry sector faces steep out-of-state competition. The value of employer-paid health benefits may be used to meet this post-retention wage for some trainees. Given that CTMAA operates as a UAC the wages and benefits will vary by employer.

- Hybrid Program

Apprentice programs are typically sponsored by a JATC or UAC. A JATC is created through collective bargaining, with an equal number of members appointed by union and management, as compared to a UAC which is created through a trade association. ETP recognizes both types of programs so long as they are approved by DAS. CTMAA was approved as a "hybrid" program with both a UAC and a JATC component.

For the UAC program, the employers are members of the Association, and are obligated to pay the cost of RSI through their regular dues. For the JATC program, the employers are signatories to a Collective Bargaining Agreement, under which they are obligated to pay RSI through a training trust for represented employees. Given the hybrid nature of the CTMAA program, a List of Participating Employers is included in this proposal. These employers are members of the Association.

Depending on the type of trade, apprenticeship programs vary in length, typically from 2-6 years. They also vary in size, ranging from less than 10 to several hundred apprentices at any given point in time. In this proposal, five of the occupational titles are registered in a four-year program, and one is registered in a two-year program, as discussed earlier in the Introduction. Although first-year Apprentices are usually not eligible due to their higher drop-out rates, they may be included on a case-by-case basis when the program is two years or less in length. Here, they are included for CNC Machine Technician.

- Curriculum

RSI is traditionally delivered as class/lab, and ETP does not reimburse CBT delivery for apprenticeship training. The curriculum is developed with input from DAS and designated LEAs. In this proposal, CTMAA is affiliated with five LEAs in Petaluma, Santa Rosa, Hayward, Oakland and Cupertino, with plans to recruit and expand to other community college LEAs in Northern and Central California.

For apprenticeship training, ETP allows reimbursement for up to 200 hours of RSI. This cap may be extended to 210 hours if OSHA 10 training is included in the Curriculum, as it is here. Apprentices are expected to work full-time for 90 consecutive days with one employer, which is the standard period for incumbent workers. However, consistent with the Apprenticeship Program guidelines, they will also be allowed to satisfy retention by working no less than 500 hours within 272 days, with more than one employer.

ETP funding cannot displace another source of government funds. For this reason, the fixed fee reimbursement rate is reduced by $5.00 to account for adult education funding appropriated each year for Apprentice training through the California Community College Chancellor's Office. This changes the ETP Priority Industry reimbursement rate from $18 to $13 per hour for all Apprentice Job Numbers.

DAS Completion Rates

The average completion rate for Apprentices in this industry sector (Fabricated Metal Products) is 59% as measured by DAS over the most recent five-year reporting period CY2009 through CY2013. The overall average completion rate for apprentices in the CTMAA programs is 63%, well above the average. This satisfies the Panel's standards in this regard.

Impact/Outcome

Successful completion of the apprenticeship program will result in Journeyman status, as certified by DAS. These trainees will also receive National Institute of Metalworking Skills credentials and a Certification for OSHA 10 safety training.

Marketing and Support Costs

CTMAA requests 8% in support costs. The Association engages in outreach and positive recruitment activities with a special focus on increasing the participation in the apprenticeship

program. Enrollment is anticipated to double as CTMAA expands from 10 Northern California Counties to 46 Northern and Central California Counties.

The Association conducts individual employer assessments to evaluate their machinist training needs and review their on-the-job training facilities. As a result, CTMAA updates the RSI Curriculum on a regular basis, through DAS. In addition, the Association regularly evaluates the performance of each registered apprentice. Staff recommends support costs of 8% for these purposes.

Training Plan

Manufacturing Skills (75%): Training will be delivered to all apprentice occupations and will follow the DAS approved curriculum. Trainees will receive a Certificate of Apprenticeship upon completion of the program.

Computer Skills (20%): Training will be delivered to all apprentice occupations and will focus on software programs that apprentices will use to produce metal works. Training topics will include Autodesk Inventor, Computer Aided Design (CAD), Computer Aided Machining (CAM), HAAS CNC Programs, Programming and Operation, and MasterCam.

Certified Safety Training

OSHA 10: (5%) 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. The coursework is geared to construction work, and also manufacturing. All apprenticeship occupations will receive OSHA 10 training. 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.

Training Coordinator

RSI will primarily be delivered on-campus at the Petaluma Adult School and Santa Rosa Junior College, although instruction may also take place at Chabot College, De Anza and Laney Community College. Instructors will include Journeymen and industry experts with extensive experience and knowledge of the subject matter.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

CTMAA retained Sierra Consulting Services in Cameron Park to assist with development of this proposal for a flat fee of $5,760.

ADMINISTRATIVE SERVICES

CTMAA also retained Sierra Consulting Services 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
8-210

Trainees may receive any of the following:

COMMERCIAL SKILLS

- Assembly
- Bearings
- Bench Work
- Blue Print Reading
- Calibration
- Coating
- Composites
- Construction of Molds
- Construction of Tools and Dyes
- Coolant Changes
- Coordinate Measuring Machine
- Deburring
- Drilling
- Electrical Discharge Machining
- Electrical Equipment
- Engineering Drawings for Machinist and Industrial Technicians
- Estimating
- Fabrication
- Finishing
- Fit-Up
- Job Planning and Preparation
- Gaskets
- Gearboxes
- Geometric Dimensioning and Tolerancing Interpretation and Application
- Grinding
- Heat Treating
- Hand Tools
- Hydraulics
- Inspections
- Jig Borer
- Lathes
- Lubrication
- Machine Cleaning
- Machine Tool Technology 1
- Machine Tool Technology 2
- Maintenance, Cleaning and Repair
- Manufacturing Materials and Processes
- Material Identification
- Material Testing
- Measurements and Calculations
- Mechanical Seals
- Metallurgy
- Milling
- Packing

- Pipefitting
- Pneumatics
- Powers Sources
- Power Tools
- Power Transmission Systems
- Precision Inspection
- Preventative Maintenance
- Process Control and Documentation
- Pumps
- Reaming
- Rigging
- Rotating Equipment
- Safety Training
- Secondary Operations
- Shop Maintenance
- Sketching
- Special Projects/NIMS
- Surface Treatment
- Tapping
- Tool Control/Selection/Application
- Tool Crib
- Tooling
- Turning (Manual and CNC)
- Vibration Analysis
- Vision Inspection Equipment
- Welding
- Writing Inspection Reports

COMPUTER SKILLS

- Autodesk Inventor
- Computer-Aided Design
- Computer-Aided Machining
- CNC Programming and Operation
- HAAS CNC Programs
- MasterCam

OSHA 10 (Certified OSHA Instructor)

- OSHA 10 (requires completion of full 10 hour course)

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 210 total training hours per trainee, regardless of the method of delivery.

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: AC Manufacturing

Address: 545 Aldo Ave., #11

City, State, Zip: Santa Clara, CA 95054

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 15

Total # of full-time company employees in California: 15

Company: Accurate Mfg Co.

Address: 1073 Shary Cir.

City, State, Zip: Concord, CA 94518

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: AEG Manufacturing Services

Address: 1219 Briggs Avenue

City, State, Zip: Santa Rosa, CA 95401

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Allied Precision Machining, Inc.

Address: 7677 Bell Road, No. 4

City, State, Zip: Windsor, CA 95492

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Alloy Metal Products

Address: 7801 Las Positas Rd.

City, State, Zip: Livermore, CA 94551

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 50

Company: Armstrong Technologies, Inc.

Address: 12780 Earhart Avenue

City, State, Zip: Auburn, CA 95602

Collective Bargaining Agreement(s): N0

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: Armstrong Technologies, Inc.

Address: 1121 Elko Drive

City, State, Zip: Sunnyvale, CA 94089

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 24

Total # of full-time company employees in California: 24

Company: Atech Manufacturing

Address: 1530 Oakland Road, Suite 120

City, State, Zip: San Jose, CA 95112

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 18

Total # of full-time company employees in California: 18

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Benchmark Electronics

Address: 4041 Pike Lane

City, State, Zip: Concord, CA 94520

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 80

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

Company: Benicia Fabrication & Machine, Inc.

Address: 101 East Channel Rd.

City, State, Zip: Benicia, CA 94510

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 36

Total # of full-time company employees in California: 36

Company: Bio Rad Labs

Address: 487 Aviation Blvd.

City, State, Zip: Santa Rosa, CA 95403-1069

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 7600

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

Company: Blendtech

Address: 2899 Dowd Dr.

City, State, Zip: Santa Rosa, CA 95407

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 35

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: C & C Enterprises

Address: 2161 Camel Rd.

City, State, Zip: Benicia, CA 94510

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 20

Total # of full-time company employees in California: 20

Company: Datum Technologies

Address: 327 O'Hair Ct., Suite D

City, State, Zip: Santa Rosa, CA 95407

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: Delta Pacific Products Inc.

Address: 33170 Central Ave.

City, State, Zip: Union City, CA 94587

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 24

Total # of full-time company employees in California: 24

Company: DeWeyl Tool Co.

Address: 959 Transport Way

City, State, Zip: Petaluma, CA 94954

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Earthquake Protection Systems

Address: 451 Azure Dr., Bldg. 759

City, State, Zip: Mare Island, Vallejo, CA 94952

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: EMG, INC.

Address: 675 Aviation Blvd.

City, State, Zip: Santa Rosa, CA 95403

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

Company: Fantasy Manufacturing

Address: 7716 Bell Rd.

City, State, Zip: Windsor, CA 95492

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 4

Total # of full-time company employees in California: 4

Company: Galvin Precision Machining

Address: 404 Yolanda

City, State, Zip: Santa Rosa, CA 95404

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: GCX Corporation

Address: 3875 Cypress Dr.

City, State, Zip: Petaluma, CA 94954

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 18

Total # of full-time company employees in California: 18

Company: Gman Precision

Address: 200 Oceanic Way, Unit D

City, State, Zip: Santa Rosa, CA 95407

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 6

Total # of full-time company employees in California: 6

Company: Icore International Inc.

Address: 3780 Flight Line Dr.

City, State, Zip: Santa Rosa, CA 95403

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Company: Innovative Molding

Address: 1200 Valley House Dr.

City, State, Zip: Rohnert Park, CA 94928

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 125

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Kal Tool Engineering, Inc.

Address: 1314 Ross St.

City, State, Zip: Petaluma, CA 94954

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 9

Total # of full-time company employees in California: 9

Company: Keysight Technologies

Address: 1400 Fountaingrove Parkway

City, State, Zip: Santa Rosa, CA 95403

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 9500

Total # of full-time company employees in California: 1650

Company: Knightsbridge Plastics

Address: 3075 Osgood Court

City, State, Zip: Fremont, CA 94539

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 24

Total # of full-time company employees in California: 24

Company: KVAL

Address: 825 Petaluma Blvd., South

City, State, Zip: Petaluma, CA 94952

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 40

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Labcon

Address: 3700 Lakeville Hwy.

City, State, Zip: Petaluma, CA 94954

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 200

Company: Mass Precision

Address: 2110 Oakland Road

City, State, Zip: San Jose, CA 95131

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 1 additional facility in Mexico

Total # of full-time company employees in California: 60

Company: Millwright

Address: 1450 Industrial Avenue

City, State, Zip: Sebastopol, CA 95472

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: Morgan Manufacturing, Inc.

Address: 521 Second St

City, State, Zip: Petaluma, CA 94952

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: OMW Corp.

Address: 21 Pamaron Way, Suite G.

City, State, Zip: Novato, CA 94949

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 8

Total # of full-time company employees in California: 8

Company: Phillips Design

Address: 3100 Dutton Ave,. Suite 124

City, State, Zip: Santa Rosa, CA 95407

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 5

Total # of full-time company employees in California: 5

Company: Price Pump

Address: 21775 8th St., East

City, State, Zip: Sonoma, CA 95476

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 22

Total # of full-time company employees in California: 22

Company: Protofab

Address: 1310 Stub Rd.

City, State, Zip: Petaluma, CA 94952

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Participating Employers in Retrainee
Multiple Employer Contracts

Contractor's Name: CTMAA | CCG No.: ET16-0902

Reference No: 15-0163 |

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Quality Machine and Engineering

Address: 5600 Skylane Blvd.

City, State, Zip: Santa Rosa, CA 95403

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 25

Total # of full-time company employees in California: 25

Company: RS Technical Services, Inc.

Address: 1327 Clegg St.

City, State, Zip: Petaluma, CA 94952

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 18

Total # of full-time company employees in California: 18

Company: Small Precision Tools

Address: 1330 Clegg St.

City, State, Zip: Petaluma, CA 94952

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 1

Total # of full-time company employees worldwide: 390

Total # of full-time company employees in California: 65

Company: Unico Mechanical

Address: 1209 Polk St.

City, State, Zip: Benicia, CA 94510

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 30

Total # of full-time company employees in California: 30

DELEGATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Dow-Key Microwave Corporation

Agreement Number: ET15-0478

Approval Date: June 24, 2015

ETP Regional Office: North Hollywood **Analyst:** L. Vuong

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Ventura	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 1,092	U.S.: 1,092	Worldwide: 31,000
Turnover Rate:	4%		
Managers/Supervisors: (% of total trainees)	9%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$21,816		$0	$0		$21,816

In-Kind Contribution:	100% of Total ETP Funding Required	$51,840

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., Mfg. Skills	101	8-200	0	$216	$15.07
				Weighted Avg: 12			

Minimum Wage by County: $15.07 per hour for Ventura 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 $2.25 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Assembler		32
Technician		9
Buyer/Planner		6
Production Staff		9
Sales Staff		9
Manager/Supervisor		9
Administrative Staff		2
Quality Control Staff		10
Engineer		15

INTRODUCTION

Dow-Key Microwave Corporation (Dow-Key) (www.dowkey.com) is a wholly owned subsidiary of Dover Corporation. The Company is one of the world's largest manufacturers of electro-mechanical switches for radio frequency (RF) and microwave applications. The Dow-Key product line includes: customized high-performance coaxial switches; waveguide switches, high-reliability (space) switches (including T-switches and switch blocks), and switching systems such as RF matrices (electromechanical, solid state, and fiber optic), and integrated PXI modules. The Company also offers system-level rack integration, programmable attenuators, and delay lines.

Dow-Key products are used internationally by commercial, military, and government customers in a wide range of applications, including: space (launch vehicles, manned vehicles and satellites), telecommunications, automated test equipment ATE, avionics, ground-based satellite

communications, and broadcasting. The primary customers are in the aerospace industry such as Boeing and Lockheed Martin.

Dow-Key strives to remain competitive and meet increasing customer demand, but faces challenges related to technological advancements and changes to industry standards. Recently, the Company invested approximately $45,000 in new equipment and training to support its business needs.

PROJECT DETAILS

Dow-Key's goal is to reduce costs, eliminate waste, become more efficient in its processes, and improve business functions. Through ETP-funded training, the Company will implement process improvements to enhance productivity and quality, integrate new equipment, adapt to new technologies and systems, and improve customer service.

Training Plan

Although this would be Dow-Key's second ETP Agreement, this will be the first training for the majority of the trainees. This proposal differs from the previous curriculum because the Company has new equipment and will be implementinting new business techniques to attract new customers. Employees will be cross-trained, to increase productivity and improve production. A few of the topics in the prior ETP Agreement will be repeated since, due to production needs, Dow-Key was unable to deliver some of the planned training during the prior contract term. Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house staff.

Business Skills (15%): Training will be offered to all occupations. Training will allow trainees to become proactive with customers, improve communication skills, customer relationship skills, and support the Company as it continues to grow and compete in this competitive marketplace.

Computer Skills (15%): Training will be offered to all occupations. Trainees will learn internal software to improve job performance and to effectively use the Company's automation systems to provide efficient and effective customer service.

Continuous Improvement (55%): Training will be offered to all occupations to focus on quality and process improvement to reduce costs, eliminate waste, and provide better quality products that will attract new customers.

Manufacturing Skills (15%): Training will be offered to Assembler, Technician, and Production Staff focusing on the Company's day-to-day operations. Training will help staff to improve manufacturing skills, meet customer requirements, keep up with technology, and perform their jobs in a safe manner to meet production needs.

Impact/Outcome

This training proposal will help all trainees to earn a White Belt certificate (principles of lean manufacturing) after completion of training in Continuous Improvement.

Commitment to Training

The Company's current annual training budget is $13,000. Dow-Key provides quality leadership and supervisor training, safety training, job-specific skills, and new-hire orientation. All training is delivered via classroom. ETP funding will allow Dow-Key to provide well-designed, goal-

oriented company-wide training to sustain growth and enable the Company to remain competitive. With ETP-funded training, the Company will be able to implement changes throughtout the organization to meet its goals.

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

  Dow-Key has designated nine Senior Staff, one Engineer and one HR Manager to oversee ETP training, responsible for coordinating and conducting training, collecting and filing signed rosters, and tracking training.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Dow-Key under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET12-0350	Ventura	04/02/12 – 04/01/14	$43,740	$20,724 (47%)

Dow-Key's first ETP Agreement (ET12-0350) was driven prematurely by a third-party administrator, and the Company did not have adequate time to prepare and implement training. Dow-Key has since taken corrective actions to bring administrative services in-house, which gives the Company control of its ETP Agreement. The Company has designated one HR Manager who will be responsible for all administrative responsibilities, including recording and tracking training completed, enrollment and invoicing. This proposal has been "right-sized" consistent with earnings under ET12-0350.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Export Compliance (International Traffic in Arms Regulations)
- Counterfeit Parts Prevention
- Customer Terms & Conditions
- Electrodtatic Discharge/Foreign Object Depris
- Quality of Leadership
- Effective Communications
- Effective Performance Appraisals

COMPUTER SKILLS

- EPDM Enhancements (Order/Purchasing & Inventory System)

CONTINUOUS IMPROVEMENT

- Lean Manufacturing
- White Belt
- Daily Kaizens
- 5S Activities

MANUFACTURING SKILLS

- Spot Welding
- Soldering
- Control Verification
- Hi-Rel (Space Business) Operations Document Process
- Equipment Safety

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.

DELEGATION ORDER

RETRAINEE - JOB CREATION

Training Proposal for:

Environmental & Occupational Risk Management, Inc.

Agreement Number: ET16-0119

Approval Date: July 8, 2015

ETP Regional Office: San Francisco Bay Area **Analyst:** A. Nastari

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee Job Creation Initiative	Industry Sector(s):	Services Environmental Priority Industry: ☒ Yes ☐ No
Counties Served:	Alameda, Orange, Santa Clara, Ventura	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 95	U.S.: 120	Worldwide: 120
Turnover Rate:	12%		
Managers/Supervisors: (% of total trainees)	16%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$33,600		$0	$0		$33,600

In-Kind Contribution:	100% of Total ETP Funding Required	$40,000

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	Business Skills, Commercial Skills, Computer Skills, Continuous Improv., HAZWOPER, Management Skills	40	8 - 200	0	$540	$15.07
				Weighted Avg: 30			
2	Retrainee Job Creation Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Improv., HAZWOPER, Management Skills	10	8 - 200	0	$1,200	$12.33
				Weighted Avg: 60			

Minimum Wage by County: Job 1: Alameda and Santa Clara - $16.44; Orange - $16.02; Ventura - $15.07. Job 2: Alameda and Santa Clara - $13.70; Orange - $13.35; Ventura - $12.33

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

Job 1 - Up to $1.94 per hour may be used to meet the Post-Retention Wage for Job 1 and up to $1.45 per hour may be used for Job 2

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Support		14
Technical Staff		20
Managers		3
Supervisors		3
Job Number 2		
Administrative Support		4
Technical Staff		4
Managers		1
Supervisors		1

INTRODUCTION

Environmental and Occupational Risk Management, Inc., (EORM) www.eorm.com is a consulting company that provides Environmental, Health, Safety and Sustainability (EHS&S) management services to its clients to enhance performance and reduce liability while enabling them to provide safe and healthy work environments. Clients include local, state, regional, federal, and educational entities, utilities, energy, chemical and petroleum organizations, and manufacturing companies, across all industries (technology, manufacturing, healthcare and life sciences, food and beverage, and business services.)

In January 2015, EORM was purchased by British Standards Institution (BSI). EROM is now a subsidiary of BSI. The investment increases BSI's US workforce from 290 to 450 workers worldwide. Only EORM workers will be trained in this proposal located at its Alameda, Laguna Hills, Oxnard, and San Jose facilities.

EORM is eligible for standard retraining as a company primarily engaged in providing services directly to customers located both inside and outside of California.

This is EORM's second ETP Agreement. During its first Agreement, EORM upgraded Technical Staff's skills in ISO 14001 & 18001 Certification, LEED Accreditation, Joint Hospital Accreditation Skills and Commercial Skills that focused on Clean Technology, Sustainability and Construction. Admin/Support Staff, Technical Staff & Supervisors/Managers received Decision Making and Problem Solving skills, while key individuals in all occupations received training in process improvement to streamline systems for increased productivity and error reduction.

This new training plan will focus on new accreditation for Technical Staff, Supervisors and Managers in professional certification & accreditation in Associate Environmental Professional, (AEP), Associate Safety Professional (ASP), Certified Safety Professional (CSP) and Hazardous Waste Operations & Emergency Response Professional (HAZWOPER.)

As a result of its previous Agreement, EORM has increased efficiencies and can now focus on training in Quality Management for Supply Chain Management.

Managers and supervisors will receive leadership skills required to facilitate and lead workers through the newly acquired certification processes, advancements into new oil and gas industries, and management of resource allocations during the company's growth.

Computer Skills training in Systems Integrations in EORM's recently upgraded proprietary software platforms is required to extrapolate data and create reports for information sharing and process control utilize for performance, project and customer management, streamline and expedite bidding processes, scheduling, and inter-departmental reporting capabilities.

EORM's staff works with clients to customize, design, plan, and implement services to conform with the following sample of management systems standards: Environmental Management System (ISO 9001 & 14001); Occupational Health & Safety Management System (OHSAS 18001); Responsible Care Management System; Guidelines for Incorporating Eco-Design (ISO 14006); Life Cycle Assessment (ISO 14044); Greenhouse Gas Emissions (ISO 14064), and Leadership in Energy and Environmental Design (LEED). Additional services include Strategic Planning, Hazardous Materials Management, Air Quality Management, Waste and Wastewater Management, Emergency Preparedness and Response, Facility Closure, and Construction Environmental, Health, Safety and Sustainability (EHS&S) Services.

EORM's staff also works with clients' contractors devising protocols, training, auditing and monitoring programs to ensure that owners' potential liabilities – safety, environmental and financial – are minimized and their reputations safeguarded. EORM may also act as its clients'

representatives providing construction safety management on a wide range of oil, gas, solar, wind or other projects.

Recently enacted regulations of the U.S. Department of the Interior's Bureau of Safety and Environmental Enforcement (BSEE) offshore program require formalized Safety and Environmental Systems (SEMS) be implemented in oil, gas, and sulphur exploration, in the Gulf of Mexico. EORM is assisting operators in the Gulf of Mexico to develop, implement and maintain management systems that are compliant with this regulation.

Prior Performance

Under its previous Agreement, EORM estimated it would retain 56 trainees; however, it trained 39 trainees, earning 47% of the potential contract amount.

Although it had lower than expected performance, EORM Implemented the foundation for its formal Train-the-Trainer program; upgraded staff's skills in ISOs 14001 and 18001 Certifications, LEED Accreditation, Joint Hospital Accreditation, Technical Skills for Clean Technology, Sustainability and Construction industries and Integrated Frontline Decision Making and Problem Solving across all occupations.

For this Proposal, EORM originally identified training needs in excess of $75,000. However, to ensure 100% performance in this Agreement, the project has been right-sized to $33,600. EROM plans to deliver additional training on its own.

The majority of this training plan will focus on the employees hired during and since EORM's last ETP contract, as well as 10 individuals it plans to hire during the term of this Proposal (Job Number 2). Incumbent workers will receive higher level skills related to new and updated changes and procedures specific to their job responsibilities.

Business Growth

Over the past three years, EORM has seen a steady 3%-5% increase in customer demand for services in the Energy industry specific to refinery safety in Oil and Gas production. Staff requires extensive training in assessments, devising protocols, auditing and program management.

In the Healthcare industry, EORM has witnessed 5%-7% growth in client's business needs resulting from the Affordable Care Act, which requires new and increased processes to integrate the U.S. National Healthcare Initiative. Therefore, it must train workers in healthcare management services related to the Affordable Care Act.

Retrainee - Job Creation

In support of job creation, the Panel is offering incentives to companies that commit to hiring new employees. Training for newly-hired employees is reimbursed at a higher rate, and trainees are subject to a lower post-retention wage.

Since its last ETP contract, EORM opened a new facility in Alameda and increased staff by over 50% (from 83 to 120 worldwide employees and from 65 to 95 California employees).

EORM plans to hire 10 new employees (Job Number 2), in the occupations of Administrative Support Staff, Technical Staff, Managers and Supervisors. The new workers will be placed across its four California facilities where there is sufficient space to house additional staff.

The date-of-hire for trainees will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract.

PROJECT DETAILS

Training will address skills required to increase services in the Energy industry specific to refinery safety in Oil and Gas production and the Healthcare industry resulting from the Affordable Care Act. An increase in business demands in both of these areas requires extensive training in assessments, devising protocols, auditing and program management. Increased processes required for the integration of the U.S. National Healthcare Initiative requires new skills in healthcare management services related to the Affordable Care Act.

Training Plan

EORM will train its Administrative Support Staff, Technical Staff, Managers and Supervisors throughout its four California facilities in the area of Business, Commercial, Computer, Continuous Improvement and Management Skills.

Business Skills (25%): Admin/Support Staff will receive training in Communication Skills; Technical Staff & Managers will receive training in Project Management, and all occupations will receive training in Effective Business Strategies- Sales Approaches for Growth, Aligning Customer Expectations to Changing Industry Guidelines, Marketing Strategies for Growth, and Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis. As a result of the training, EORM expects to reduce the amount of time it takes for a customer's inquiry to be successfully responded, concluded to the customer's satisfaction, logged into the customer's file and closed.

Commercial Skills (45%): Training will be delivered to Technical Staff and Supervisor/Managers in industry certifications such as AEP (Associate Environmental Professional), ASP (Associate Safety Professional), CSP (Certified Safety Professional) & HAZWOPER (Hazardous Waste Operations & Emergency Response). The acquisition of the certifications is necessary to ensure EORM provides the accurate information to its customers in order to meet compliance. Training in Affordable Care Act Guidelines, and Oil and Gas Materials Handling will support the increased volume of business EORM is experiencing in the growing industries and technical advancements. By having a well trained workforce in the Healthcare and Energy industries, EORM will have a competitive advantage during the bidding processes.

Computer Skills (10%): Training will be offered to all occupations required to fully utilize recently upgraded software platforms. EORM is moving to Ajera for its time and expense reporting; SalesForce for maintaining its clients' recordkeeping, and Box to migrate information from its in-house server and SharePoint for performance, project and customer management. The data is necessary for bidding, scheduling and inter-departmental reporting capabilities. EORM anticipates the training will enable it to generate real-time reports reducing its bidding preparation and scheduling timelines.

Continuous Improvement (10%): Training will be delivered to all occupations in Quality & Accuracy Evaluations, Process Management for Consistency to ensure best practices, and Leadership Development to grow in-house leaders who can lead teams through the Company's growth while improving quality. The training in this Proposal is different than in the prior project in that it created a foundation that effectively reduced wasteful activities and associated costs, and improved efficiencies. This training will improve internal processes specifically on properly and accurately assessing the client's business, which is the first step in delivery of services. The outcome is to increase efficiencies and empower its workers through decision-making skills.

Management Skills (10%): Training will be provided to Managers and Supervisors which will focus on Leadership skills to ensure required resources and skillsets are in place. The Management Team will be responsible for introducing new in-house capabilities in Healthcare Industry's Affordable Care Act Portfolio of Services, advancements in the Energy industry, and

new AEP, ASP, CSP & HAZWOPER certifications. It will further lead the Company through its information sharing via systems integration, computer software upgrades, and handheld mobile technologies. The Management Team must have the skills to positively motivate their teams, while ensuring it clearly communicates the company's goals and expectations of its departments and workers.

Certified Safety Training

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER): This training is also 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, in this case Technical Staff. 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.

Training in HAZWOPER will be delivered to Technical Staff, as clients require HAZWOPER certified individuals to be on site as first responders in the event of an incident. Currently EORM has one certified trainer to train staff and respond to clients' needs. The HAZAWOPER skills in this Proposal will be train-the-trainer to create core group of certified trainers.

Commitment to Training

EORM's annual training budget is $15,000, dedicated to existing and on-going basic and systems training, employee orientation training, mandated HR compliance, seminars and training conferences.

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

  EORM has internal cross-functional trainers who are experienced in ETP-funded training documentation requirements. The team includes a HR Director & Generalist, Managers at each of its four locations and two Department Supervisors, all who are aware of the training development and scheduling. EORM has an internal line of communication to ensure the training and documentation are in line with ETP guidelines. Additionally, EROM has acquired the administrative services of Sallyanne Monti Consulting.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by EORM under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET12-0305	Statewide	3/15/2012 – 3/14/2014	$70,224	$33,639 (47%)

Under its previous Agreement, EORM earned only 47%, which was largely due to the Company's inability to implement its Payroll/Human Resources software because the product that met EORM's specific needs was not available. EORM continues to seek the appropriate vendor for its accounting software. The Company was also challenged by the requirement to maintain class rosters at its facilities. EORM had only one dedicated person responsible for acquiring and maintaining the rosters from the Company's four facilities.

EORM has right-sized the new proposal to ensure better performance. EORM developed its HR Staff into a "Training Task Force Committee" that has developed procedures for training new hires and building its training programs to be inclusive of all lines of business. There will be a dedicated effort in the scheduling of training, continuity of content across all locations, and utilization and collection of ETP rosters. EORM has a dedicated staff person in each of its four locations, with overall oversight by its HR Generalist.

DEVELOPMENT SERVICES

EORM retained Sallyanne Monti Consulting in San Francisco, to assist with development of this proposal for a flat fee of $1,400.

ADMINISTRATIVE SERVICES

EORM also retained Sallyanne Monti Consulting to perform administrative services in connection with this proposal for a fee of not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200 Trainees may receive any of the following:

BUSINESS SKILLS

- Effective Business Strategies for Growth
- Successful Communication Skills for Growth
- Project Management Skills for Growth

COMMERCIAL SKILLS

- Industry Advancements
  - Energy
  - Healthcare
- Industry Certifications for Growth
  - AEP (Associate Environmental Professional)
  - ASP (Associate Safety Professional)
  - CSP (Certified Safety Professional)

COMPUTER SKILLS

- Systems & Software Integration for Advancements
  - Ajera (Program used for project management)
  - Box
  - SalesForce

CONTINUOUS IMPROVEMENT

- Growing Trends in Supply Chain Management

HAZWOPER

- Hazardous Waste Operations & Emergency Response (HAZWOPER)

MANAGEMENT SKILLS (Management Trainees only)

- Leadership for Growth

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

DELEGATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

RETRAINEE - JOB CREATION

Training Proposal for:

Euromarket Designs, Inc. dba Crate and Barrel

Agreement Number: ET15-0463

Approval Date: June 24, 2015

ETP Regional Office: Sacramento **Analyst:** L. Fraizer

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative HUA	Industry Sector(s):	Retail Warehousing Priority Industry: ☐ Yes ☒ No
Counties Served:	San Joaquin	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 590	U.S.: 3,415	Worldwide: 3,563
Turnover Rate:	7%		
Managers/Supervisors: (% of total trainees)	14%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$62,700		$0	$0		$62,700

In-Kind Contribution:	100% of Total ETP Funding Required	$62,700

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	Commercial Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills	140	8-200	0-26	$405	$12.50
				Weighted Avg: 27			
2	Job Creation Initiative	Commercial Skills, Cont. Imp., Literacy Skills, Mgmnt. Skills	10	8-200	0-26	$600	$12.00
				Weighted Avg: 30			

Minimum Wage by County: Job Number 1: $11.30 per hour for San Joaquin County; Job Number 2 (Job Creation): $9.25 per hour for San Joaquin County.

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

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

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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		10
Warehouse Staff		80
Lead Staff		10
Supervisor		11
Manager 1		3
Manager 2		7
Human Resources Staff 1		3
Human Resources Staff 2		7
Clearance Center Staff		9
Job Number 2		
Clearance Center Staff		8
Supervisor		2

INTRODUCTION

In this proposal, Euromarket Designs, Inc. dba Crate and Barrel (Crate and Barrel) seeks funding for retraining as outlined below. Euromarket Designs, known for its Crate and Barrel retail outlets, was founded in 1962 in Northbrook, Illinois and it became a subsidiary of parent company Otto Versand in 1998.

Crate and Barrel specializes in housewares, indoor/outdoor furniture, and home accessories. The Company sells through retail stores, mail-order and the Internet (CrateandBarrel.com). Crate and Barrel also has a specialty store, *The Land of Nod*, for children's furniture and accessories. In 2007, the Company opened *CB2* stores as a brand for the young adult market. There are 21 retail locations, two distribution centers and one warehouse in California. This proposal is focused on the two distribution centers, warehouse and clearance center in Tracy. The Tracy locations service all West Coast and Canadian retail stores and consumers.

PROJECT DETAILS

Crate and Barrel is focused on improving efficiency, reducing costs and eliminating waste. To meet these goals, the Company opened its new clearance center in Tracy and is investing $13 million in a new Warehouse Management System (WMS) to streamline operational procedures. The system will help move inventory more quickly, speed delivery and improve customer service.

WMS is projected to be operational by September 2015. Two other systems will be installed concurrently: International Transport Management System and Transportation Management system. These two systems, compatible with WMS, will increase tracking efficiency and visibility of shipping containers. Crate and Barrel's rollout of these systems will require the implementation of new companywide best practices, management transitions and process improvements.

This is Crate and Barrel's second ETP Agreement. This funding will continue the training efforts that began under the previous Agreement, and facilitate launching WMS. Trainees involved in the last contract will not repeat courses already taken.

Retrainee - Job Creation

In support of job creation, the Panel is offering incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, training for newly-hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage.

In this proposal, Crate and Barrel has committed to hiring 10 new employees as shown in Job Number 2. Crate and Barrel represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

The clearance center in Tracy opened in January 2015. It is used as a retail store three days a week, and is used to replenish stock, stage and wrap product for the remainder of the week. The 10 new staff will work at this facility.

Temporary to Permanent Hiring

Some trainees in Job Number 1 and Job Number 2 fall under Panel guidelines for "temporary to permanent" employment. Crate and Barrel has retained these employees through a temporary agency, with the intention of hiring them into full-time, permanent positions after training.

These trainees must be determined eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency. However, the retention and post-retention wage requirements cannot be satisfied until after they have been hired by Crate and Barrel on a full-time permanent basis. Until then, Crate and Barrel will not receive progress payments.

Training Plan

Crate and Barrel's training will be delivered in a classroom/laboratory and CBT setting in the following types.

Commercial Skills (20%): Training will be offered to all occupations and topics will include Product Documentation and Procedural Processes within the Warehouse Management System, Equipment Operations, Materials Handling, and Cross-Training to gain insight in all business channels to ensure versatility and enhance career advancement opportunities.

Management Skills (10%): Lead Staff and Managers will receive training to improve skills in the areas of Verbal and Electronic Communication, Leadership Development, and Management Transition. These skills will build a foundation for leadership and create improvements in all areas of the business.

Continuous Improvement (70%): Training will be offered to all occupations to raise awareness of Process Improvements, Quality Concepts, Safety Training, Productivity, and Customer Service. The training courses will include Product Knowledge, Inventory Control Principles, Lean Warehousing, and Train-The-Trainer.

Commitment to Training

Crate and Barrel currently has a total training budget of $70,098 which includes companywide communication skills and course catalog training; job specific training encompasses on-the-job and presentation skills for the Leadership Team. Crate and Barrel represents that 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.

High Unemployment Area

The 140 trainees in Job Number 1 and 10 trainees in Job Number 2 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 25%. The Company's locations in San Joaquin County qualify for HUA status under these standards. 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, Crate and Barrel is not requesting the HUA wage/retention waiver for these trainees.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Crate and Barrel under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET12-0307	Tracy	02/14/12-02/13/14	$69,300	$42,576 (61%)

The training plan under ET12-0307 was primarily for the new warehouse management system (WMS) scheduled to "go live" during the term of the contract. The Company experienced delays at the national level which caused them to defer WMS training. Although the Company came forward with other

training—such as sales/service, continuous improvement and leadership—the disruption in WMS caused performance to drop below 70%.

Crate and Barrel's transition to WMS is now scheduled for September 2015. The Company has subject matter experts in place to deal with any unforeseen deployment or configuration issues that may arise. Additionally, the three main warehouses in the U.S. will be converting to WMS, so training and other support will come from the same vendor.

In light of the imminent launch date and corporate-level, support for WMS, staff only "right-sized" this proposal by a factor of 10% below the previous approved amount of funding. That factor approximates the amount by which the percentage of prior performance fell below the ETP benchmark of 70%.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours
8-200 Trainees may receive any of the following:

COMMERCIAL SKILLS

- Crate Tracker
- International Transit Management System (ITMS)
- Transit Management System (TMS)
- Warehouse Management System
    - Procedural Training
        - Receiving
        - Put Away
        - Picking
        - Shipping
        - Processing Returns
        - Processing Transfers
        - Parcel
        - Profiling
        - Receipt Processing
    - Systems Training
        - Navigating the New screens
        - Understanding Commands
    - Functions
        - Wave Planning
        - Wave Support
    - Layout
        - Warehouse design and Layout Based on JDA Changes
- Cross Training
- Clearance Center
    - Selling Skills
    - Customer Service Skills
    - Pricing
    - Merchandising
    - Product Training
- Equipment Training
    - Scanners
    - Geami
    - Register Training Conveyor
    - Kiva
- Forklift Safety Training
- Conveyer Safety Training
- Glass Handling Safety Training
- Loading Dock Safety Training
- Geami Procedure

CONTINUOUS IMPROVEMENT

- Building a Culture of Respect
- Fundamentals Vision
- Diversity

- Train-the-Trainer
- Setting Goals
- Conversations and the Power of Questions
- In Store Training
- Lean Warehousing
    - Kaizen
    - Lean Principles
    - Tasks, Lists and Maps
    - Process Mapping
    - System Audits
- Foreign Trade Zone Refresher Training
- Safety Training
- DC/C-TPAT Refresher Training
- The Practical Coach
- Communication Skills
- Budgeting
- Product Knowledge
- Presentation Skills

MANAGEMENT SKILLS

- DC/Logistics Leadership
- Middle Management Transitions
- Leadership Development Program
- Leading Through Transitions
- Leadership Development
- Gathering Feedback and Engaging Associates
- How to Hire the Right People
- Managing Productivity

CBT Hours
0-26

CONTINUOUS IMPROVEMENT

- Metal Furniture (30 min)
- Rugs (30 min)
- Reviewing and Rewarding Performance (1 hour)
- Textiles (30 min)
- Wood Furniture (1 hour)
- Persuasive Business Writing (40 min)
- Business Meeting Skills (2.5 hours)
- Get the Most out of your Meetings (1.25 hours)
- High Impact Visual Aids (45 min)
- Lose the Meeting Blues (45 min)
- Effective Business Writing (45 min)
- Writing Effective Emails (40 min)
- Project Management Skills (2.75 hours)
- Financial Basics for Non-Financial Managers (1.5 hours)
- Managing Conflict: A Collaborative Approach (2.75 hours)
- Personal Leadership Power (45 min)
- Developing and Leading an Effective Team (1.75 hours)

- Maximizing Employee Performance (45 min)
- Handling Conflict: An Employee Guide (45 min)
- Power Speaking (45 min)
- Building Strong Customer Relationships (2.25 hours)
- Communication Across Cultures (1.75 hours)
- Interpersonal Communications (45 min)
- Are you Really Listening (45 min)
- Ergonomics for Manufacturing (45 min)
- Valuing Diversity (45 min)
- Communication Skills (30 min)
- Working with Difficult People (3 hours)
- Meeting the Delegation Challenge (45 min)
- Goal Setting in the Workplace (45 min)
- The Power to Change (45 min)
- Teaching a Job Skill (30 min)
- Basic Upholstery (1 hour)
- Building Trust (1 hour)
- Creating and Maintaining Positive work Environments (1 hour)
- Customer Service Fundamentals: Building Rapport in Customer Relations (1 hour)
- Delegating (2 hours)

Note: Reimbursement for retraining is capped at 200 hours total per-trainee, regardless of method of delivery. Computer-Based Training (CBT) is capped at 50% of total training hours, per-trainee.

DELETATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

RETRAINEE - JOB CREATION

Training Proposal for:

Flowers Baking Co. of Modesto, LLC

Agreement Number: ET15-0462

Approval Date: June 17, 2015

ETP Regional Office: Sacramento **Analyst:** A. Greene

PROJECT PROFILE

Contract Attributes:	Priority Rate Job Creation Initiative HUA	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Stanislaus	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 150	U.S.: 10,380	Worldwide: 10,380
Turnover Rate:	4%		
Managers/Supervisors: (% of total trainees)	15%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$99,760		$0	$0		$99,760

In-Kind Contribution:	100% of Total ETP Funding Required	$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	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Improvement, HazMat., Manufacutring Skills	120	8-200	0	$738	$15.37
				Weighted Avg: 41			
2	Job Creation Initiative Priority Rate	Business Skills Computer Skills Continuous Improvement HazMat., Manufacutring Skills PL-Manufacturing Skills	10	8-200	0	$1,120	$16.50
				Weighted Avg: 56			

Minimum Wage by County: Job Number 1 (Retrainee/HUA): $15.07 in Stanislaus County; Job Number 2 (Job Creation/HUA): $12.33 in Stanislaus 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

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Admin Staff		4
Sales Staff		20
Maintenance Staff		16
Managers/Supervisors		18
Technical Support Staff		5
Production Staff		57
Job Number 2		
Maintenance Staff		3
Manager/Supervisor		1
Production Staff		6

INTRODUCTION

Located in Modesto, Flowers Baking Co. of Modesto, LLC (Flowers Baking) is a wholly owned subsidiary of Flowers Foods, Inc. (www.flowersfoods.com). Flowers Foods, Inc. is the largest producer of freshly packaged bakery food in the United States with more than $3.7 billion in sales.

Flowers Baking was established in 2013. The Company produces breads, buns, and rolls under the brand names of Nature's Own, Cobblestone Bread Co., Wonder, Home Pride, and Sara Lee as well as under various co-pack brand names (contract manufacturing). The Company's products are sold to retail and wholesale food stores and to distribution companies located throughout Northern California. This is the only Flowers Foods, Inc. bakery operating in California.

Flowers Baking is eligible for standard retraining for companies meeting the definition of an industry, such as Manufacturing, deemed by the Panel as facing out-of-state competition.

Need for Training

Training is needed to improve the Company's overall operating processes and manufacturing efficiencies as well as improve customer delivery schedules and increase customer satisfaction. Training is also needed to incorporate the Company's initiative to reduce waste and integrate sustainability practices into its core processes.

Flowers Baking expanded their facility in 2014 to add a second production line to their operations. The new line produces bread and operates 12 hours a day, baking approximately 100,000 loaves of sliced bread per day. The Company's original production line operates around the clock baking up to 500,000 buns and rolls per day. Training is needed to operate the new production equipment and to cross-train staff on the existing production line.

Retrainee - Job Creation

In support of job creation, the Panel is offering incentives to companies that commit to hiring new employees. Training for newly-hired employees will be reimbursed at a higher rate, and trainees will be subject to a lower post-retention wage.

As part of the 2014 expansion, Flowers Baking hired 100 additional employees to operate the new production line and to staff its newly-created Sales and Distribution division. Flowers Baking is now expanding its existing business capacity further, and will hire 10 more "net new employees." The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract.

PROJECT DETAILS

Flowers Baking will provide 8-200 hours of Class/Lab training to 130 incumbent and newly-hired employees. Training will be conducted at the Company's facility in Modesto.

Business Skills (10%): Training will be offered to Admin Staff, Sales Staff, Managers/Supervisors and Maintenance Staff to improve Communication Skills with customers and to increase Product Knowledge. Topics include Sales Skills, Business Processes and Time Management.

Computer Skills (10%): Training will be offered to Admin Staff, Sales Staff and Managers/Supervisors in operating Internal Customer Applications, MS Office (intermediate and advance only) and Project Management Software. Training in these topics will improve employees' utilization of software applications to allow for quicker responses to customer needs.

Continuous Improvement (10%): Training will be offered to all occupations to improve cooperation of workers within the organization and operating efficiency. Topics include Lean Manufacturing, Problem Solving and Resolution, and Statistical Process Control.

Hazardous Materials (5%): Training will be offered to Maintenance, Managers/Supervisors and Production Staff to learn how to handle hazardous materials. Employees regularly work with hazardous products, and training in this area is needed to learn how to report and handle spills.

Manufacturing Skills (60%): Training will be offered to Maintenance Staff and Production Staff. Maintenance Staff will learn new skills in Equipment Maintenance and Repair to ensure reliable production lines and improve manufacturing productivity. Production Staff will be cross-trained on Mixing and Makeup Equipment, Proofing/Baking Equipment and Packaging Equipment. Other topics include Food Safety, Forklift Skills and Product Specifications.

Productive Laboratory (5%)

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.

Flowers Baking will provide up to 30 hours of PL training to newly-hired Maintenance and Production Staff (Job Number 2). The trainer-to-trainee ratio will mostly be 1:1 and will not exceed 1:3. Training will be specific to the type of equipment and processes used by Maintenance and Production Staff including Mixing Equipment, Makeup Equipment, Proofing/Baking Equipment, and Packaging Equipment.

Flowers Baking has developed a checklist of competencies to assist trainers in identifying the tasks and time in which to complete each tasks. PL trainers are in-house Managers and Supervisors who have at least two years of experience operating and maintaining the equipment. Trainers will demonstrate how to use the equipment, observe the trainee using the equipment, and make corrections as needed. The trainer's time will be solely dedicated to training during PL, and trainers will certify trainees when they become competent on the equipment.

Commitment to Training

Flowers Baking does not have a formal training budget. Currently, the Company provides on-the-job training as needed and mandatory training on topics such as sexual harassment prevention, first aid, OSHA, and new-employee orientation.

High Unemployment Area

All 130 trainees at Flowers Baking work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 15%. The Company's location in Stanislaus County qualifies for HUA status under these standards. However, Flowers Baking is not asking for a wage and/or retention modification.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Flowers Baking retained National Training Company, Inc. in Irvine to assist with development of this proposal for a flat fee of $5,000.

ADMINISTRATIVE SERVICES

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

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200

Trainees may receive any of the following:

BUSINESS SKILLS

- Business Processes
- Communication Skills
- Product Knowledge
- Sales Skills
- Time Management

COMPUTER SKILLS

- Internal Customer Applications
- Microsoft Office (Intermediate and Advanced)
- Project Management Software

CONTINUOUS IMPROVEMENT

- Critical Thinking
- Leadership
- Lean Manufacturing
- Problem Solving and Resolution
- Statistical Process Control
- Team Building

HAZARDOUS MATERIALS

- Hazard Communication
- Emergency Response Team Training
- Hazardous Waste

MANUFACTURING SKILLS

- Compliance Tracking
- Equipment Cross-Training
- Equipment Maintenance and Repair
- Equipment Safety Procedures
- Food Safety
- Forklift Skills
- Maintenance Procedures
- Product Specifications
- Standard Operating Procedures

Productive Lab Hours

0-30

MANUFACTURING SKILLS (Ratio 1:3)

- Mixing Equipment
- Makeup Equipment
- Proofing/Baking Equipment
- Packaging Equipment

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

DELEGATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

ISR Holdings, Inc.

Small Business ≤ $50,000

ET15-0483

Approval Date: June 25, 2015

ETP Regional Office: Sacramento **Analyst:** W. Sabah

CONTRACTOR

- Type of Industry: Insurance Services
  Priority Industry: ☐ Yes ☒ No
- Number of Full-Time Employees
  California: 43
  Worldwide: 49
  Number to be trained: 35
  Owner ☒ Yes ☐ No
- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET): ☐ Yes ☒ No
- High Unemployment Area (HUA): ☐ Yes ☒ No
- Turnover Rate: 8%
- Repeat Contractor: ☐ Yes ☒ No

FUNDING

- Requested Amount: $33,880
- In-Kind Contribution: $182,921

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	Business Skills, Computer Skills, Continuous Improvement, Management Skills	35	8-60	0	$968	$15.07
				Weighted Avg: 44			

- Reimbursement Rate: Job #1: $22 SB Non-Priority
- County(ies): Placer and Orange
- Occupations to be Trained: Administrative Staff, Information Technology Staff, Sales Staff, Marketing Staff, Accountant, Manager, Owner
- Union Representation: ☐ Yes ☒ No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: Sierra Consulting Services in Cameron Park assisted with development for a flat fee of $4,820.
- Administrative Services: Sierra Consulting Services will also provide administration services for an amount not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 2009 and headquartered in Roseville, ISR Holdings, Inc. (ISR Holdings) (www.westerneliteins.com) is a retail insurance brokerage that provides insurance products, services and risk management solutions to commercial clients. The Company's services are concentrated in the Health Care Industry and their primary customer base consists of Skilled Nursing Facilities, Surgery Centers, Physicians offices, Managed Care and Cost Containment Companies. ISR Holdings seeks funding to train its own employees, and those of its three wholly-owned subsidiaries: Western Elite Insurance Company, Arissa Cost Strategies, LLC, and MDVantage Pain Management, LLC.

The affiliates offer services related to ISR Holdings as follows:

- Western Elite Insurance Company is a provider of targeted, detailed and customized insurance to customers.

- Arissa Cost Strategies is a provider of Comprehensive Managed Care Services for Worker's Compensation and Liability Claims.

- MDVantage is a provider of programs ranging from early intervention Rx programs to chronic intervention needs around prescription control.

ISR Holdings training will take place at its locations in Roseville; training for the subsidiaries will be at those company's locations in Roseville and Tustin.

Need for Training

In the past few years, ISR Holding's competitors, including companies located out-of-state have focused their sales and marketing efforts on low-cost services. ISR Holdings cannot compete with their volume of sales. Therefore, the Company has decided to promote their advanced expertise and quality of service in order to retain long-term customers. To remain competitive, ISR Holdings will provide claims training and cross training to Sales and Marketing Staff to increase their expertise and product knowledge in all areas. There will be special courses on new issues I the industry such as Cyber Liability Claims. In addition, staff require training in team building and leadership to build cohesiveness and improve communication internally. Training will allow employees to provide customers with exceptional service and respond to cross functional challenges quickly to maximize company profitability and acquire long-term clients.

Training Plan

Training will be delivered by in-house trainers in the subject matters outlined below.

Business Skills: Training will be offered to all occupations to improve product knowledge, customer service, sales and marketing, and business operation skills. Training will include course topics such as Communication Styles, Product Knowledge, Operational Skills, Strategic Planning, Time Management, and Conflict Resolution.

Computer Skills: Training will be offered to Administrative Staff, Information Technology Staff, Sales Staff, Marketing Staff and Accountants. Training will focus on presentation development, marketing/ad design and social networking/marketing. Information Technology Staff will improve their knowledge in network design, network maintenance, and program development. Training will include Microsoft Office Suite (Intermediate/Advanced), Publisher and Illustrator, Network Administration and Web Programming.

Continuous Improvement: Training will be offered to all occupations to enhance decision making skills, improve business flow and encourage team collaboration. Training will include course topics such as Cross-Training, Decision Making, Process Improvement, Project Management and Team Building.

Management Skills: Training will be offered to Managers and Owner to identify Company goals, improve administration processes, and motivating employees. Training will include course topics such as Coaching Procedures, Leadership, Motivation, Supervisors Skill and Effecting Meetings for Leaders.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours
8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Conflict Resolution
- Customer Service
- Communication Skills/Styles
- Dealing with Difficult People
- Financial Analysis
- Interpersonal Communication
- Marketing/Sales Techniques
- Operational Skills
- Planning and Organization
- Product Knowledge
- Retaining Customers
- Relationship Building
- Strategic Planning
- Successful Selling Techniques/Sales
- Time Management

COMPUTER SKILLS

- Microsoft Office (Intermediate/Advanced)
- Publisher and Illustrator
- Network Administrator
- Web Programming

CONTINUOUS IMPROVEMENT

- Leadership
- Cross Training
- Creating Quality Organizations
- Change Management
- Decision Making
- Meeting Management
- Process Improvement
- Project Management
- Team Building

MANAGEMENT SKILLS (Managers and Owner Only)

- Coaching and Mentoring Procedures
- Decision Making
- Planning and Organization
- Strategic Planning
- Effective Meeting for Leaders
- Finance for Technical Managers
- Leadership
- Motivation
- Teambuilding

- Time Management
- Supervisor Skills

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

DELEGATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Merle Norman Cosmetics, Inc.

Agreement Number: ET15-0482

Approval Date: June 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 360	U.S.: 400	Worldwide: 450
Turnover Rate:	15%		
Managers/Supervisors: (% of total trainees)	18%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$98,280		$0	$0		$98,280

In-Kind Contribution:	100% of Total ETP Funding Required	$149,637

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, Mfg Skills	130	8-200	0	$756	$15.97
				Weighted Avg: 42			

Minimum Wage by County: $15.97 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 $1.99 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		30
Customer Service Staff		4
Production Staff		46
Research/Development/Design Staff		14
Sales/Marketing Staff		12
Manager/Supervisor		24

INTRODUCTION

Merle Norman Cosmetics, Inc. (Merle Norman) (www.merlenorman.com), founded in 1931, develops, manufactures and distributes a full line of skin care and color cosmetic products. The Company's products are sold through approximately 1,300 independently owned and operated Merle Norman Cosmetic Studios in the United States, Canada and Mexico.

Merle Norman is headquartered in Los Angeles and has two additional locations in Sylmar and Memphis, Tennessee. The Merle Norman line includes hundreds of tried-and-true products that address the full spectrum of skin care and color needs for all women. To ensure optimum quality, the Company researches, develops, manufactures and packages products in-house. To ensure freshness, the products are shipped daily.

PROJECT DETAILS

Merle Norman has begun to implement and customize its new Enterprise Resource Planning (ERP) system developed by SysPro. After years of using a home-grown data system, the Company realized that its dated technology was impeding business growth and its ability to adequately serve franchise customers. ETP funds will help launch an initiative in the coming weeks to facilitate this transition. The new ERP system will set the stage for e-commerce (the ability to reach customers through internet sales) which is beyond the capability of the Company's current infrastructure.

Additionally, to maximize utility of the new ERP system and improve overall operations, Merle Norman plans to upgrade supply chain operations, and employee skills.

Training Plan

Business Skills (8%) – This training will be offered to Administrative, Customer Service, and Sales/Marketing Staff who interface regularly with franchisees and customers. Trainees will learn effective customer relations and sales techniques.

Computer Skills (76%) – This training will be offered to all occupations. Employees need to be trained on software solutions that are not currently being used to their full potential. Areas of focus will include e-commerce and information and data management. All employees must receive training in the functionality and capabilities of the new ERP system.

Continuous Improvement (8%) – This training will be offered to all occupations. Workers will learn problem-solving and process improvement methodologies to promote effective leadership and team building.

Manufacturing Skills (8%) – This training will be offered to Production Staff and Managers/Supervisors. Supply Chain Management training will teach workers how to become better stewards of inventory in order to achieve greater overall efficiency.

Commitment to Training

Merle Norman spends an estimated $250,000 annually on training at its California locations. The Company currently provides on-the-job training related to specific job functions. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

  The Company has identified two internal lead personnel to oversee training delivery, scheduling, and tracking. The Company has also retained an administrative subcontractor to ensure that training administration and documentation adhere to ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Merle Norman retained California Manufacturing Technology Consulting (CMTC) in Torrance to assist with development of this proposal. [Note: CMTC is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed $15,000. In this proposal, the fee will be $9,828. This fee does not affect the approved amount of funding.]

ADMINISTRATIVE SERVICES

Merle Norman also retained CMTC 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 Hours
8-200

Trainees may receive any of the following:

BUSINESS SKILLS
- Customer Service
- Sales

COMPUTER SKILLS
- Enterprise Resource Planning

CONTINUOUS IMPROVEMENT
- Leadership
- Lean Manufacturing
- Change Management
- Problem Solving
- Team Building

MANUFACTURING SKILLS
- Supply Chain Management

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

DELEGATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Panel Amendment #1 Proposal for:

Moore Benefits, Inc.

Agreement Number: ET15-0209

Amendment Effective Date: June 10, 2015

Panel Meeting of: July 24, 2015

ETP Regional Office: San Diego **Analyst:** M. Ray

CURRENT PROJECT PROFILE

Contract Type:	SET Frontline - Retrainee	Industry Sector(s):	Financial Services Services
Counties Served:	Orange	Repeat Contractor:	☐ Yes ☒ No
Union(s):	☐ Yes ☒ No	Priority Industry:	☐ Yes ☒ No
Current Contract Term:	August 4, 2014 to August 3, 2015	Substantial Contribution:	☐ Yes ☒ No

CURRENT FUNDING

Current Funding
$3,520

AMENDMENT FUNDING

Requested Funding	Total Funding
$3,344	$6,864

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	SET Frontline Retrainee	Business Skills, Commercial Skills, Computer Skills	4	**8-120**	0	**$1,716**	$27.09
				Weighted Avg: **78**			

Minimum Wage by County: SET Statewide Average is $27.09 per hour.

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

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

Up to $1.09 per hour may be used to meet the SET Statewide Average Hourly Wage.

Wage Range by Occupation	
Occupation Title	Wage Range
Account Manager	
Sales Representative	
Customer Service Associate	
Owner	

INTRODUCTION

Founded in 2001, Moore Benefits, Inc. (Moore) (www.moorebenefits.com) is a full-service employee benefits consulting company that provides brokerage, administration, education, and advocacy services for small to mid-sized businesses. A small business located in Irvine, the Company delivers customized employee benefit plans that aligns with the unique needs of its customers and maximize return-on-investment.

AMENDMENT DETAILS

In order to stay current with new regulatory legislation such as the Affordable Care Act (ACA), Moore must continue to provide training in Regulation Updates, Product Knowledge, and various software systems used in the healthcare industry. To date, the Company has delivered enough training hours to exhaust its current ETP funding.

Moore requests to increase the following:

1) Weighted average hours per trainee from 40 to 78
2) Maximum hours per trainee from 60 to 120
3) Agreement term from 12 to 24 months

The additional training is already listed under the Curriculum. As such, there will be no changes to the Curriculum.

The Amendment will be effective 06/10/2015, the date the revision request was submitted. Training to be reimbursed by the additional funding was not expected to begin until the effective date. However, the additional funding is for existing trainees (increased weighted average training hours). As such, this is not a Phase II Amendment.

RECOMMENDATION

Staff recommends approval of this Amendment.

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Moore under the current ETP Agreement(s):

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0209	$6,864	8/4/14 – 8/3/15	3	0	0

To date, 160 eligible training hours has been tracked which equates to 100% of the current Agreement amount.

DELEGATION ORDER

RETRAINEE - JOB CREATION

Training Proposal for:

Parker Diving Service LLC

Agreement Number: ET15-0412

Approval Date: June 16, 2015

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

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Construction Services Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles County	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☒ Yes ☐ No Pile Divers, Bridge, Dock and Wharf Builders Local Union 2375		

Number of Employees in:	CA: 32	U.S.:76	Worldwide: 81
Turnover Rate:	2%		
Managers/Supervisors: (% of total trainees)	N/A		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$36,340		$0	$0		$36,340

In-Kind Contribution:	100% of Total ETP Funding Required	$43,200

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; Commercial Skills; Computer Skills; Continuous Impr	22	8-200	0	$1,170	$16.00
				Weighted Avg: 65			
2	Job Creation Initiative Retrainee Priority Rate	Business Skills; Commercial Skills; Computer Skills; Continuous Impr	10	8–200	0	$1,060	$16.00
				Weighted Avg: 53			

Minimum Wage by County: $15.97 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	Wage Range	Estimated # of Trainees
Job Number 1:		
Divers		20
Administration Staff		2
Job Number 2		
Divers		9
Administration Staff		1

INTRODUCTION

Founded in 1945, Parker Diving Service LLC (Parker Diving) is a commercial diving operations business for underwater construction and ship repair for clients both inside and outside of California. It was recently acquired by Subsea Global Solutions, a world-wide vessel maintenance and repair company. Parker Diving has participated in major infrastructure construction projects requiring underwater construction and husbandry such as bridge, pipeline and harbor construction. Its customers include private, commercial, and military ship operators; general cargo shipping; offshore oil ships; and the cruise-line industry.

PROJECT DETAILS

This is Parker Diving's second ETP Agreement. Much of the first Agreement's Curriculum included basic training: customer relationship, basic equipment repair, practical diving skills,

beginner computer skills, and process improvement. In this proposal, incumbent staff will receive training topics in new techniques and equipment. Also, this Curriculum will provide trainees with upgrade training in the types of training provided previously. Training will be provided at Parker Diving's facility in Long Beach by a combination of in-house staff and outside vendors.

Retrainee – Job Creation

In support of job creation, the Panel offers incentives to companies that commit to hiring new employees. Training for newly hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage. Retrainee- Job creation training is exclusively for newly-hired employees. Trainees must be hired within 3-months before the date of project approval, or within the term of the agreement. The Panel will consider each employer's investment in new workers, evidence of expanded or new facilities, new equipment or machinery, or other measurable investment in hiring workers and expanding their California workforce.

Parker Diving is expanding its existing business capacity and is in pursuit of new opportunities and several projects that require underwater concrete bridge pier demolition and deep water diving on outfalls and needs to hire additional manpower to work on these jobs. It has recently contracted with the Ports of Long Beach on a demolition project that will take 24 months to complete. It has also embarked on a new technology in cleaning vessel hulls following strict requirements to filter and deposit reclaimed water. These projects demand skilled workers with strict training of ocean conditions, decompression and dive table times. Parker Diving has committed to hiring 5 employees (Job Number 2) to work on these new projects. The date-of-hire for all trainees in Job Number 2 will be within the three-month period prior to contract approval or within the term of contract. These trainees will be hired into "net new jobs" as a condition of contract.

Union Support

The Pile Drivers Local Union 2375, located in Wilmington, has submitted a letter in support of the training.

Training Plan

Training for this proposal will differ from the previous project because of the addition of new training topics, techniques and equipment training for incumbent employees. Trainees who did not participate in the previous Agreement will receive basic training as well.

Business Skills - Training will be offered to all occupations. Training in customer management skills will enhance customer relationships.

Commercial Skills - Training will be offered to divers who constantly need training to improve and maintain their skills in all aspects of diving. Training will prepare divers to be versatile and qualified to adapt to industry changes.

Computer Skills - Training will be offered to all occupations. Trainees will receive InDesign, Acrobat, Maximizer, Microsoft Office and Photoshop training to enhance production planning and project management skills.

Continuous Improvement - Training will be offered to all occupations. Training in Team Building will provide employees with a common language and methodology to approach work.

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 provided at Parker Diving's facility in Long Beach by a combination of in-house staff and trainers by outside vendors.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

The following table summarizes performance by Parker Diving under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned $ %
ET12-0421	Long Beach	06/30/2012–06/29/2014	$42,120	$36,335 (86%)

DEVELOPMENT SERVICES

Parker Diving retained Training Funding Source (TFS) in Seal Beach to assist with development of this proposal for a flat fee of $2,800.

ADMINISTRATIVE SERVICES

Parker Diving also retained TFS to provide administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

TRAINING VENDORS

To Be Determined

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 200 Trainees may receive any of the following:

BUSINESS SKILLS
- Communication Skills
- Project Management

COMMERCIAL SKILLS
- Boat Maintenance
- Diving Operations
- Diving Procedures
- Equipment Operation
- Hull Cleaning Operations
- Hydro Blasting
- Pile Wrapping
- Report Writing
- Ship Inspection
- Troubleshooting
- Underwater Arc Gouging

COMPUTER SKILLS
- Acrobat
- Indesign
- Maximizer
- Microsoft Office (Intermediate and Advanced)
- Photoshop
- Windows 8

CONTINUOUS IMPROVEMENT
- Team Building Skills

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

ET15-0412

Pile Drivers, Bridge, Dock and Wharf Builders

Local Union 2375

Affiliated with
United Brotherhood of Carpenters & Joiners of America

Office: 728 Lagoon Avenue • Wilmington, California 90744-5635
Telephone: (310) 830-5300 FAX: (310) 830-2375

March 9, 2015

Executive Director
The Employment Training Panel
1100 J Street, 4th Floor
Sacramento, CA 95814

Union Support for ETP Funding

To Whom it Concern:

This letter is to confirm support by Pile Drivers Local Union 2375 for Parker Diving Service Proposed training to be submitted to Employment Training Panel.

Sincerely,

JOHN SCHAFER
Business Manager
Pile Drivers Local Union 2375

Panel Amendment #2 Proposal for:

Q C M, Inc. dba Veris Manufacturing

Agreement Number: ET15-0169

Amendment Effective Date: July 9, 2014

Approval Date: June 25, 2015

ETP Regional Office: San Diego **Analyst:** M. Ray

CURRENT PROJECT PROFILE

Contract Type:	Priority/SB<100 Job Creation	Industry Sector(s):	Manufacturing
Counties Served:	Orange	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No	Priority Industry:	☒ Yes ☐ No
Current Contract Term:	July 7, 2014 to July 6, 2016	Substantial Contribution:	☐ Yes ☒ No

CURRENT FUNDING

Current Funding
$30,160

AMENDMENT FUNDING

Requested Funding	Total Funding
$18,980	$49,140

AMENDMENT TRAINING PLAN TABLE

Job No.	Job Description (By Contract Type)	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Priority/SB<100	Business Skills, Computer Skills, Continuous Impr, HazMat, Mfg Skills, PL-Mfg Skills	35	8-120	0	**$962**	$15.98
				Weighted Avg: **37**			
2	Priority/SB<100 Job Creation	Business Skills, Computer Skills, Continuous Impr, HazMat, Mfg Skills, PL-Mfg Skills	5	8-120	0	**$3,094**	$14.00
				Weighted Avg: **119**			

INTRODUCTION

Q C M, Inc. dba Veris Manufacturing (Veris) is a small business manufacturer of electronic products such as printed circuit board, cable, and box-build components. The Company also offers conformal coating and testing services. Veris' products are used in medical, test and measurement, capital equipment, telecom and industrial markets.

AMENDMENT DETAILS

In this second Amendment, Veris requests to:

1) Allow temporary-to-permanent trainees in this Agreement. Veris hired a temporary worker and that worker has been receiving ETP-funded training. Although Veris is a repeat Contractor with one previous Agreement, it was not aware that temporary-to-permanent was allowable. The Company is requesting a retroactive effective date to the start of term in order to capture this worker's training hours.

   The Company plans to hire two new workers through a temporary agency. The Company reports that once these temporary workers surpass skills requirements and successfully perform their job duties, they will subsequently be hired into full-time, permanent positions. Three trainees (Job Number 2) will be temp-to-perm trainees. These trainees have been determined to be eligible to participate in ETP-funded training before the start of training, while on payroll with the temporary agency.

2) Increase the Agreement amount to provide sufficient funding for the Company's overall training plan. Company representatives report that in order to support the continued increase in business needs, Veris must continue to deliver process improvement, software systems, and new equipment training to its workforce. During the development of the Agreement, Veris originally projected to deliver a comprehensive training program covering its system/equipment upgrades and Lean principles improvements. To date, the Company has delivered enough training hours to exhaust its current ETP funding.

   Veris conducted an extensive assessment of its original training plan, which was provided to ETP staff. Based on this assessment, the Company plans to deliver an additional 2,796 hours of training. However, Veris is only requesting ETP funding for up

to 730 training hours per-trainee as follows: Continuous Improvement (add 1,690 hours), Manufacturing Skills (add 760 hours), and Computer Skills (add 346 hours)

A significant portion of the additional requested training hours will be provided to the Job Creation trainees to obtain and maintain certifications such as International Standards Organization (ISO) and AS9100. Job Creation trainees are also expected to complete NADCAP, 5S, Lean Manufacturing, as well as Process and Quality Improvement training in order to improve productivity on the shop floor.

Veris is requesting a retroactive effective date for the additional hours to start-of-term, the same as for including temp-to-perm. In fact, training under the additional funding did not begin until after the revision request was submitted (5/6/2015). The additional funding is for existing trainees (increased weighted average training hours). Therefore, this is not a Phase II Amendment.

In summary:

- The Agreement amount will increase by $18,980, from $30,160 to $49,140;
- The weighted average hours for Job Number 1 (incumbent trainees) will increase from 29 to 37;
- The weighted average hours for Job Number 2 (Job Creation trainees) will increase from 29 to 119;
- The average cost per trainee for Job Number 1 will increase from $754 to $962;
- The average cost per trainee for Job Number 2 will increase from $754 to $3,094; and
- The In-Kind Contribution will increase from $58,168 to $96,228.

RECOMMENDATION

Staff recommends approval of this Amendment.

SUMMARY OF PRIOR MODS/AMDS

Modification #1, approved 02/12/2015, increased the maximum range of hours from 60 to 120 for both incumbent and Job Creation trainees (Job Numbers 1 and 2).

CURRENT CONTRACT PERFORMANCE

The following table summarizes performance by Veris under the current ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0169	$30,160	07/07/2014–07/06/2016	38	1	0

To date, 1,257 eligible training hours has been tracked which equates to more than 100% of the current Agreement amount. Veris projects 100% earnings by the end of the contract term.

DELEGATION ORDER

RETRAINEE - JOB CREATION

Training Proposal for:

The Wonderful Company LLC

Agreement Number: ET15-0481

Approval Date: June 24, 2015

ETP Regional Office: North Hollywood **Analyst:** M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee Job Creation Initiative	Industry Sector(s):	Services Priority Industry: ☐ Yes ☒ No
Counties Served:	Los Angeles, San Luis Obispo	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		

Number of Employees in:	CA: 4,512	U.S.: 6,320	Worldwide: 7,028
Turnover Rate:	8%		
Managers/Supervisors: (% of total trainees)	15%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	**Total ETP Funding**
$86,625		$0	$0		$86,625

In-Kind Contribution:	100% of Total ETP Funding Required	$87,852

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	Business Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills	85	8-200	0	$885	$15.07
				Weighted Avg: 59			
2	Retrainee Job Creation Initiative	Business Skills, Computer Skills, Cont. Imp., HazMat, Mfg. Skills	10	8-200	0	$1,140	$12.33
				Weighted Avg: 57			

Minimum Wage by County: Job Number 1: $15.97 per hour for Los Angeles County and $15.07 per hour for San Luis Obispo County.

Job Number 2 (Job Creation): $13.31 per hour for Los Angeles County and $12.33 per hour for San Luis Obispo 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 $3.87 per hour (Job Number 1) and up to $3.02 per hour (Job Number 2) may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Job Number 1		
Administrative Staff		17
Director/Manager/Supervisor		13
Finance Staff		7
Information Technology Staff		5
Lead		2
Production Worker		15
Sales/Marketing Staff		12
Technical Support Staff		14
Job Number 2		
Administrative Staff		2
Director/Manager/Supervisor		1

Finance Staff		1
Information Technology Staff		1
Lead		1
Production Worker		2
Sales/Marketing Staff		1
Technical Support Staff		1

OVERVIEW

The Wonderful Company (TWC) (www.roll.com) is a privately held company with various business divisions that focus on healthy brands. The Company's product offerings include fresh fruit, nuts, floral delivery, artesian water, wine and juices. TWC was founded in 1979 and has since acquired and/or founded several additional companies including Paramount Citrus Association, Paramount Farms, POM Wonderful, FIJI Water, Wonderful Pistachios, and Justin Vineyards & Winery.

In this project, TWC's corporate headquarters will take the lead with its wholly-owned subsidiaries Teleflora, FIJI Water, and Justin Vineyards & Winery. Training will take place for these four companies in the City of Los Angeles and Paso Robles.

TWC and its participating subsidiaries need to improve operating efficiency and develop creative ways to meet customer demand. In order to accomplish this, the Company is upgrading its internal systems and computer capabilities, increasing its internet presence, and moving various business functions to the web. Consequently, employees must learn how to operate new systems, develop and market new products, and expand brand loyalties in wholesale and retail marketplaces.

Retrainee - Job Creation

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

TWC will hire 10 new employees (Job Number 2). All four companies will contribute to the hiring effort. Roll Global and Teleflora plan to employ additional Administrative Staff, Managers/Supervisors, Finance Staff, and Information Technology Staff to help manage and support organizational growth. Justin Vineyards & Winery will add Production Workers and Leads to handle expanding production processes to accommodate a growing customer base. FIJI Water plans to add workers to its Sales/Marketing team to increase its online presence and brand awareness.

TWC represents that the date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

TWC has developed a training plan to help each company improve and expand business processes and manufacturing practices, bring new products to market, and raise overall customer satisfaction. Training will be customized to address the specific needs of each of the

four companies. Training will be delivered by in-house subject matter experts and training vendors.

Business Skills (25%) - Training will be offered to Directors/Managers/Supervisors, Leads, Administrative, Information Technology, Finance, and Technical Support Staff. Training is designed to improve communication, product knowledge, and marketing skills. Trainees will learn to perform business-related tasks with greater efficiency, and interact more effectively with internal and external customers.

Computer Skills (20%) - Training will be offered to Directors/Managers/Supervisors, Finance, Administrative, Information Technology, Sales/Marketing and Technical Support Staff. This training will help staff to become more proficient in the use of various business software solutions. Information Technology Staff will learn computer networking, database administration, software systems, and web hosting. Sales/Marketing Staff will learn internet marketing and related online applications. Directors/Managers/Supervisors, Administrative, Finance and Technical Support Staff will receive training on internal customer applications, Microsoft Office, warehouse management software and internet applications.

Continuous Improvement (30%) - Training will be offered to all occupations. This training will focus on process improvements and problem solving methodologies that enhance productivity through Lean principles and teambuilding.

Hazardous Materials (5%) - Training will be offered to Directors/Managers/Supervisors, Production Workers and Leads. These trainees will learn safe handling procedures for hazardous materials. In addition, Directors/Managers/Supervisors will also receive advanced training on how to effectively manage hazard-related events.

Manufacturing Skills (20%) - Training will be offered to Production Workers, Leads and Technical Support Staff. This training will equip workers with the skills and knowledge to operate and maintain manufacturing equipment, ensure product quality, and troubleshoot production glitches effectively.

Director

TWC is requesting that trainees with the job title of “Director” be allowed to participate in this project. The Company reports that Directors of Marketing, Operations, and Continuous Improvement actually function as managers and do not set company policy.

Prior Performance

TWC’s subsidiary, POM Wonderful, had a prior ETP contract (ET13-0407) that was approved for $99,720, with a contract term from June 24, 2013 to June 23, 2015. However, this training project never commenced due to changes in business priorities and the ETP Agreement was subsequently terminated on May 8, 2014.

Commitment to Training

The Company spends an estimated $200,000 annually on employee training at its Los Angeles headquarters and approximately $20,000 at the Paso Robles facility. Ongoing company training includes new hire orientation, sexual harassment prevention, first aid, and basic computer and Microsoft Office skills. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

- Training Infrastructure

  The Company will assign a training administrative coordinator to oversee training delivery, scheduling and tracking. The Company has also retained an outside administrative consultant to ensure that training administration and documentation adhere to ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

National Training Company, Inc. (NTC) in Irvine assisted with development of this proposal at no charge.

ADMINISTRATIVE SERVICES

NTC 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 Hours

8–200 Trainees may receive any of the following:

BUSINESS SKILLS

- Coaching and Mentoring
- Communication Skills
- Conflict Management
- Customer Service and Sales Skills
- Financial Systems
- Managing Emerging Leaders
- Management Development Roundtables
- Marketing Strategies
- Presentation Skills
- Proactive Listening
- Product Design
- Product Merchandising
- Product Knowledge
- Situational Leadership Skills

COMPUTER SKILLS

- Computer Networking
- Computer Applications
- Computerized Inventory
- eFlorist
- Database Administration
- Internal Customer Applications
- Internet Applications
- Internet Marketing
- Microsoft Office (Intermediate and Advanced)
- Project Software
- Software Systems
- Warehouse Management Software
- Web Hosting

CONTINUOUS IMPROVEMENT

- Critical Thinking Skills
- High Performance Workplace
- Leadership Skills
- Lean Manufacturing
- Measuring for Success
- Problem Solving and Resolution
- Kaizen Events
- Team Building
- Train-the-Trainer
- Working as a Team

HAZARDOUS MATERIALS

- Hazardous Materials Requirements
- Emergency Response Team Training
- Hazardous Materials Training

MANUFACTURING SKILLS

- Control Systems
- Emergency Planning
- Equipment Cross-Training
- Equipment Maintenance/Repair Skills
- Extraction Equipment
- Filling Equipment
- Food Safety
- Forklift Certification
- Good Manufacturing Practices
- Hazard Communication
- Inspection Procedures
- Labeling Systems
- Machine Operation
- Mechanical Systems
- Production Systems
- Safety Leadership*
- Standard Operating Procedures
- Troubleshooting

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

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

DELEGATION ORDER

STATE OF CALIFORNIA
ETP
EMPLOYMENT TRAINING PANEL

Training Proposal for:

Valley Box Co., Inc.

Small Business ≤ $50,000

ET16-0109

Approval Date: July 1, 2015

ETP Regional Office: San Diego **Analyst:** K. Campion

CONTRACTOR

- Type of Industry: Manufacturing

  Priority Industry: ☒ Yes ☐ No
- Number of Full-Time Employees

  California: 46

  Worldwide: 46

  Number to be trained: 32

  Owner ☐ Yes ☒ No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): ☐ Yes ☒ No
- High Unemployment Area (HUA): ☐ Yes ☒ No
- Turnover Rate: 15%
- Repeat Contractor: ☐ Yes ☒ No

FUNDING

- Requested Amount: $26,624
- In-Kind Contribution: $23,954

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 Impr. Mfg. Skills	32	8-60	0	$832	$15.93
				Weighted Avg: 32			

- Reimbursement Rate: $26 SB Priority
- County(ies): San Diego County
- Occupations to be Trained: Assembly Staff, Admin. Staff, Customer Service Staff, Engineering & Design Staff, Production Worker, Manager
- Union Representation: ☐ Yes ☒ No
- Health Benefits: $2.18 per hour

SUBCONTRACTORS

- Development Services: California Manufacturing Technology Consulting (CMTC) in Torrance assisted with development of this proposal. CMTC is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed $15,000. In this proposal, the fee will be $2,662. This fee does not affect the approved amount of funding.
- Administrative Services: CMTC will also provide project administrative services for an amount not to exceed 13% of earned funds
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1965 and located in Santee, Valley Box Co., Inc. (Valley Box) (www.valleybox.com) designs and manufactures crating and packaging for commercial and industrial manufacturers. The Company specializes in customizing designs for boxes and crating constructed from wood, steel, corrugated metal and plastic.

Training Plan

To remain an industry leader in both the packaging and manufacturing industries, Valley Box plans to institute a culture of Continuous Improvement initiatives. For example, to reduce its carbon footprint and lower costs, Valley Box is implementing environmental “best practices” in recycling, paperless processing, and waste reduction.

Additionally, Valley Box is expanding into the custom material-handling markets. The Company has already developed a number of new designs based on customer demand: aircraft manufacturing carts, power generation storage racks, solar panel shipping fixtures, and bio-tech material position carts. Manufacturing these new product lines will require additional training.

Finally, Valley Box's current Enterprise Resource Management System (ERP) was recently upgraded. The ERP integrates each department: planning, inventory, purchasing, accounting, delivery, marketing and sales, to collectively store, manage and interpret data from different business activities. Workers must be trained on the upgrades to run processes efficiently.

Business Skills – This training will be provided to Administration, Customer Service, and Engineering Staff to provide workers with the skills to better manage customer relationships; enhance meeting, presentation and time management skills; and identify growth opportunities in the development of new products.

Computer Skills – This training will be provided to all occupations. ERP training for workers at all levels will ensure trainees have the knowledge to effectively use the ERP system and to avoid errors, which cause rework, inventory and quality issues, and customer complaints. Administration Staff and Managers will receive Word and Excel. Select Managers, Production Workers, Assembly Staff, and Engineering & Design staff will receive Computer-Aided Design/Computer-Aided Manufacturing.

Continuous Improvement – This training will be provided to all occupations. Training will provide workers with a deeper understanding of Continuous Improvement including Lean Manufacturing, Teams and Team Building, Problem Solving, Communication and Leadership which will allow workers to enhance their skills to develop new product growth. Quality training is projected to help Managers, Production Workers and Assembly Staff understand and implement better quality systems and inspection methodologies for greater efficiency.

Manufacturing Skills – This training will be provided to select Production Workers, Engineering & Design Staff and Managers to help trainees better manage production demands, avoid errors, and determine corrective action more efficiently when errors do occur. Supply Chain Optimization training will reduce inventory issues and enhance supplier relationships. Good Manufacturing Practices will help workers understand the importance of ensuring consistent and controlled manufacturing processes. Production Skills, Machine Operation training and Material Handling Equipment Skills will enhance the cross-functional abilities of staff and ensure more efficient manufacturing operations.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60 Trainees may receive any of the following:

BUSINESS SKILLS

- Business Writing
- Sales Skills
- Effective Meeting Skills
- Time Management
- New Product Development
- Presentation Skills
- Providing Quality Customer Service

COMPUTER SKILLS

- Enterprise Resource Planning Application Skills
- Intermediate Word Processing
- Advanced Word Processing
- Intermediate Excel
- Advanced Excel
- CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing)

CONTINUOUS IMPROVEMENT

- Lean Manufacturing
- Teams and Team Building
- Problem Solving
- Communication Skills
- Leadership Skills
- Quality Management Systems
- Quality Inspection
- Environmental Best Practices

MANUFACTURING SKILLS

- Geometric Dimensioning & Tolerancing
- Production Skills
- Machine Operation
- Good Manufacturing Practices
- Supply Chain Optimization
- Material Handling Equipment Skills

Safety Training will be limited to 10% of total training hours per-trainee.

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