



**Retrainee - Job Creation
Training Proposal for:
Gar Tootelian, Inc.**

Small Business ≤ \$50,000

ET15-0455

Approval Date: May 15, 2015

ETP Regional Office: Sacramento

Analyst: W. Sabah

CONTRACTOR

- Type of Industry: Wholesale Trade
Retail
Priority Industry: Yes No
- Number of Full-Time Employees
California: 98
Worldwide: 98
Number to be trained: 98
Owner Yes No
- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 5%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,588
- In-Kind Contribution: \$65,000

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 SB <100	Business Skills, Commercial Skills, Computer Skills, Cont. Imp., Hazardous Mat.	79	8-60	0	\$506	\$15.07
				Weighted Avg: 23			
2	Retrainee Job Creation Initiative SB<100	Business Skills, Commercial Skills, Computer Skills, Cont. Imp., Hazardous Mat.	19	8-60	0	\$506	\$12.33
				Weighted Avg: 23			

- Reimbursement Rate: Job #'s 1 & 2: \$22 SB Non-Priority
- County(ies): Fresno
- Occupations to be Trained: Administrative Staff, Pest Control Advisors, Warehouse Staff, Delivery Staff, Plant Nutrition Staff, Compliance Staff, Safety Staff, Blending Plant Staff, Trap Crew, Front Line Manager
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$0.57 per hour Job #2: \$1.33 per hour

SUBCONTRACTORS

- Development Services: Strategic Business Solutions, LLC in Visalia assisted with development for a flat fee of \$3,500.
- Administrative Services: Strategic Business Solutions, LLC will also provide administration services for an amount not to exceed 13% of payment earned.
- Training Vendors: N/A

OVERVIEW

Gar Tootelian, Inc. (Gar Tootelian) (www.gtipro.com) began as a farm in 1944 and expanded in 1949 to become a small retail fertilizer and agricultural chemical business in Reedley. The Company is a provider of environmentally safe bio-technology, agricultural chemical, and crop services to farming operations in California. Gar Tootelian also provides services on pest diagnosis and control, yield monitoring, water conservation and management, soil analysis, crop analysis, micro-irrigation, and complete nutrition. With the Company’s registered Environmental Protection Agency products and organic products, Gar Tootelian’s specialists are able to maximize crop yields by controlling weeds, pests and plant diseases.

Need for Training

Gar Tootelian's main goal is to retain a reputation for quality and service by providing customers with current crop solutions. The Company's previous plant has reached its limit as sales have grown at a tremendous rate in the last three years. Due to this growth, the Company expanded and reorganized the entire Company to increase capacity to meet customer demand while providing excellent customer service.

Farmers have been challenged with stressed crops due to California's drought conditions. These farmers rely on Gar Tootelian's staff to prescribe them with customized and effective solutions to pest control and plant nutrition. To meet customer needs, the Company has developed a training plan to increase staff's expertise in the science of proper crop nutrition and pest control in drought conditions. In addition, the Company purchased a new 30,000 square feet warehouse facility in 2015. Staff requires training in the new warehouse inventory controls to efficiently set up warehouse operations and improve production reports.

This is the second proposal for Gar Tootelian. The proposed training plan may include employees who participated previously, and some curriculum topics are repeated; however, Gar Tootelian confirmed that course content has been updated to eliminate duplication of training. In addition, the trainee population has been expanded to include recently hired employees who have not received ETP-funded training in the past.

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.

Gar Tootelian has committed to hiring 19 new employees (Job Number 2). Trainees must be hired within the three-month period prior to Panel approval or during the term of contract. These trainees will be hired into "net new jobs" as a condition of contract.

Gar Tootelian is in a tremendous growth mode and has built a new 30,000 sq. ft. warehouse to store, organize and stage inventory. In addition, the Company built a new on-site Fertilizer Mixing Plant in 2014 to offer in-house solutions with proprietary blends to meet customer needs. The Company is embarking on new LEAN Processes to insure that the new facility and plant expansions meet their highest potential. This will require the addition of 19 new employees. To support the expansion, the Company will add a Trap Crew, Warehouse, Delivery and Plant Nutrition Staff.

Training Plan

Gar Tootelian will provide 8-60 hours of Class/Lab training delivered by in-house subject matter experts. Training will commence in May 2015 and will take place at the Company's location in Reedley. Although the Company plans to train its entire workforce, delivery will be scheduled carefully to synchronize with ongoing operational needs.

Business Skills: Training will be offered to all occupations excluding Blending Plant Staff and Front Line Managers. Training will improve communication skills, increase product knowledge, identify customer needs and improve productivity. Training will include Customer Service Skills, Development Strategies, and Fiscal and Accounting Strategies.

Commercial Skills: Training will be offered to Delivery Staff, Warehouse Staff, Blending Plant Staff, Pest Control Advisors, and Plant Nutrition Staff. Pest Control Advisors and Plant Nutrition Staff will be trained on the science of proper crop nutrition to identify specific crop needs. Blending Plant Staff, Delivery Staff, and Warehouse Staff will be trained to properly blend, produce, label, store and deliver products. Training course topics will include Agronomy Best Practices, Fertilizer Blending Best Practices, Confined Space Safety, and Combustible Dust Safety.

Computer Skills: Training will be offered to Front Line Managers, Administrative, Warehouse, Delivery, Safety and Compliance Staff. Workers will receive training in Gar Tootelian's internal software systems to manage warehouse functions and scheduling of deliveries. Training will allow workers to handle accounting sales, provide improved customer service, and to properly inventory products. Trainees will build on the training received in the prior ETP contract to expand expertise in the Agriam Software and SASS Software. Topics will include Advanced Agriam Software Training and Advanced Simplified Accounting Solutions Software Training.

Continuous Improvement: Training will be offered to all occupations as Gar Tootelian begins Phase 1 of a Lean transformation program. Lean process was part of the prior contract; however, trainees did not receive this training due to the Company's refocus on the new facility. This training will focus on process analysis and waste identification to improve production operations. Inventory Control Systems training will help trainees integrate the inventory system into the administrative operating system to improve reporting and monitoring. Training will include LEAN Processes and Inventory Control System.

Hazardous Materials: Training will be offered to Front Line Managers, Plant Control Advisors, Delivery, Warehouse and Plant Nutrition Staff. Trainees will acquire the skills to identify, contain, and clean-up waste or accidental chemical spills. Training will include Hazardous Materials Response and Clean-Up.

High Unemployment Area

All trainees work in a High Unemployment Area, with unemployment exceeding the state average by at least 15%. However, Gar Tootelian is not asking for a wage and/or retention modification.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0330	Reedley	4/5/13 – 4/4/15	\$49,456	\$47,242 (96%)

Exhibit B: Menu Curriculum

Class/Lab Hours

8-60

Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service Skills
- Development Strategies
- Fiscal and Accounting Strategies

COMMERCIAL SKILLS

- Agronomy Best Practices
- Fertilizer Blending Best Practices
- Confined Space Training*
- Combustible Dust Training*

COMPUTER SKILLS

- Advanced Agriam Software
- SASS Accounting Software

CONTINUOUS IMPROVEMENT

- Lean Processes
- Inventory Control Systems
 - Visual Factory
 - KanBan
 - 5 “S”

HAZARDOUS MATERIALS

- Hazardous Materials Response and Clean-Up

*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.