

**DELEGATION ORDER**



**Training Proposal for:  
Giroux Glass Inc.**

**Agreement Number: ET16-0190**

**Approval Date:** September 11, 2015

**ETP Regional Office:** North Hollywood

**Analyst:** L. Vuong

**PROJECT PROFILE**

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Construction Services  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, Fresno, San Bernardino	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Glaziers Local Union 294 and Glaziers, Architectural Metal & Glassworkers Local Union 636		
Number of Employees in:	CA: 109	U.S.: 148	Worldwide: 148
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	12%		

**FUNDING DETAIL**

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	<b>Total ETP Funding</b>
\$94,770		\$0	\$0		\$94,770

In-Kind Contribution:	100% of Total ETP Funding Required	\$168,262
-----------------------	------------------------------------	-----------

**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., OSHA 10/30	65	8-200	0	\$1,458	\$15.07
				Weighted Avg: 81			

**Minimum Wage by County:** \$15.07 per hour for Fresno and San Bernardino Counties; and \$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 \$3.47 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Distribution Staff		4
Sales Staff		13
Production/Glazier Staff		17
Project Lead		10
Administrative Staff		13
Manager/Supervisor		8

**INTRODUCTION**

Founded in 1946, Giroux Glass Inc. (GGI) ([www.GirouxGlass.com](http://www.GirouxGlass.com)) is an employee-owned company engaged in glass fabrication and installation for residential, commercial, private and public facilities. Major projects include the Cain Library at the California State University of Dominguez Hills, the Los Angeles Unified Central Learning Center, the Skywalk at the Grand Canyon, the City Center in Las Vegas, Getty Center in Los Angeles, Southwest Airlines at LAX airport, Bullard High School in Fresno, Kaiser in Chino Hills, Union Bank in Glendale and Tulare County Office in Visalia.

According to GGI, the Company is currently in a major growth mode in several areas: (1) The workforce has increased from 74 to 109 employees in California with the training support of the prior Agreement; (2) Conversion to a new and upgraded software Sage 300 system; and (3) Introduction of new products and services to the market such as electro chromic glass, translucent panels, intelligent skylights, building integrated photovoltaics, and AW-rated commercial micron-blended windows and doors.

This will be the second Agreement between ETP and GGI. Training under the prior ETP Agreement focused on standard worker job skills. Training under this contract will concentrate on advanced construction techniques, new building standards, Building Information Management (BIM) and Leadership in Energy and Environmental Design (LEED). BIM and LEED are technologies that designed to help build things faster and more efficiently. The Company also replaced its software to a more advanced design systems (Sage 300) to improve business functions and be proactive with technological advances to remain in business in California.

## **Union Support**

ETP has received letters of support from Glaziers Local Union 294 and Glaziers, Architectural Metal & Glassworkers Local Union 636 for Production/Glazier Staff.

## **PROJECT DETAILS**

GGI is in the process of developing a training program to improve business functions and to support the Company as it continues to grow. The Company also faces challenges related to technology advances and increases in customer demand. ETP funds will allow its workforce to develop the skills necessary to address these challenges and remain competitive.

## **Training Plan**

GGI had tremendous success with the assistance and support provided by the first ETP Agreement. Therefore, the Company wishes to continue training its workforce to support its objectives and further strengthen the business.

In this proposal, workers will receive in-depth training in all aspects of the business including internal systems, company products and services, sales and marketing, new product knowledge, customer specifications, process improvements and new technological advances. ETP funding will assist GGI to successfully upgrade worker skills, increase production efficiencies, and manage overall business growth. In-house subject matter experts will deliver training. Outside vendors may be identified during the term of the proposed Agreement. Training will take place at its three facilities: Los Angeles, Fresno and San Bernardino and local worksites.

Classroom/Laboratory and Videoconference will be provided in the following:

**Business Skills** (40%) – Training will be offered to all occupations in communications, sales & marketing and presentation skills. Training will provide workers the necessary skills to increase knowledge and perform their jobs more effectively.

**Commercial Skills** (15%) – Training will be offered to Project Leads, Distribution, Sales, and Production/Glazier Staff. Green Building and energy efficiency training will be provided due to the demand for energy efficient construction methods and technologies.

**Computer Skills** (20%) – Training will be offered to all occupations. Training will assist workers develop proper tools to estimate expenses, identify costs and work orders, generate reports and access and utilize calls to provide technical support.

**Continuous Improvement** (20%) – Training will be offered to all occupations to promote and improve workflow, enhance delivery processes and better serve customers.

**OSHA 10/30 (5%)** – OSHA 10 training will be provided to Production/Glazier Staff and Project Leads. OSHA 30 training will be provided to Manager and Supervisor to ensure a safe work environment.

### **Certified Safety Training**

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 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.

### **Commitment to Training**

GGI reports that it does not have a formal training budget. The Company provides training in informal on-the-job training, new hire orientation, sexual harassment prevention and OSHA-mandated safety training. Most training is delivered via class/lab, on-the-job and computer-based.

GGI 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

The Company has hired Training Funding Source to aide in the administration of the ETP program. GGI’s Director of Legal and Human Resources has been assigned as the main point of contact.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

### **PRIOR PROJECTS**

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET14-0143	Los Angeles, Fresno, San Bernardino	08/26/13 – 08/25/15	\$49,140	\$49,140 (100%)

### **DEVELOPMENT SERVICES**

Training Funding Source (TFS) in Seal Beach assisted with development of this proposal for a flat fee of \$4,900.

**ADMINISTRATIVE SERVICES**

TFS will also 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**

- Finance
- Coaching
- Communication
- Contract Administration
- Customer Relations
- Goal Setting
- Leadership
- Negotiating
- New Product Knowledge
- Bidding Techniques
- Marketing/Sales
- Project Management
- Public/Private Partnership Bidding
- Business Standards and Practices

**COMMERCIAL SKILLS**

- Energy Efficiency – New Products
- Glass & Metal Fabrication and Installation
- Green Building Techniques
- Job Site Procedures
- Leadership Energy Environmental Design

**COMPUTER SKILLS**

- Building Industry Modeling
- Electronic Document Management system
- Microsoft Office
  - Intermediate and Advanced
  - Server 2012
  - Window 10)
- Microsoft Project Scheduling
- Sage 300
- Social Media

**CONTINUOUS IMPROVEMENT**

- Change Management
- International Standards Organization
- Workflow Improvement
- Process/Quality Improvement
- Presentation Skills

**OSHA 10/30** (Certified OSHA Instructor)

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

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.

**Local Union 294**  
**Architectural Metal & Glass Workers**  
**District Council 16**

Jeff Roberts ~ Business Representative  
Phone--(559) 255-2113 ~ FAX (559) 255-3806  
4650 E. Weathermaker Ave. ~ Fresno, CA 93703  
jeff@dc16.us



June 29, 2015

Ms. Jill McAloon  
Acting Executive Director  
The Employment Training Panel  
1100 J Street  
Fourth Floor  
Sacramento, CA 95814

Union Support for ETP Funding

Ms. Jill McAloon:

This letter is to confirm support by Glaziers Local Union 294 for Giroux Glass proposed training to be submitted to Employment Training Panel.

Sincerely,

Jeffery B Roberts  
Business Representative  
District Council 16  
Glaziers, Architectural Metal and Glass Workers  
Local Union 294



Painters & Allied Trades  
**District Council 36 Local 636**

Grant Mitchell  
Business Manager

*Glaziers, Architectural Metal  
& Glassworkers Union*



June 29, 2015

Ms. Jill McAloon  
Acting Executive Director  
The Employment Training Panel  
1100 J Street  
Fourth Floor  
Sacramento, CA 95814

Re: Union Support for ETP Funding

Ms. Jill McAloon,

This letter is to confirm support by Glaziers Local Union 636 for Giroux Glass proposed training to be submitted to Employment Training Panel.

Sincerely,

Mark Bartlett,  
Business Representative District Council 36  
Glaziers, Architectural Metal and Glass Workers-  
Local Union 636

