

**DELEGATION ORDER**



**Retrainee - Job Creation  
Training Proposal for:  
Glazing Concepts, Inc.**

**Small Business**

**ET17-0238**

**Approval Date:** September 26, 2016

**ETP Regional Office:** San Diego

**Analyst:** H. Bernard

**CONTRACTOR**

- Type of Industry: Manufacturing
  
  - Number of Full-Time Employees
    - California: 66
    - Worldwide: 66
    - Number to be trained: 41
  
  - Out-of-State Competition: NAICS Code Eligible
  - Special Employment Training (SET):  Yes  No
  - High Unemployment Area (HUA):  Yes  No
  - Turnover Rate: 18%
  - Repeat Contractor:  Yes  No
- Priority Industry:  Yes  No
- Owner  Yes  No

**FUNDING**

- Requested Amount: \$30,186
- In-Kind Contribution: \$33,524

**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, Commercial Skills, Computer Skills, OSHA 10/30	38	8 - 60	0	\$702	\$15.60
				Weighted Avg: 27			
2	Retrainee Job Creation Initiative SB <100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, OSHA 10/30	3	8 - 60	0	\$1,170	*\$12.77
				Weighted Avg: 45			

\*It will be made a condition of contract that the trainees in this Job Number will never be paid less than the State or local minimum wage rate as in effect at the end of retention regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Riverside
- Occupations to be Trained: Administrative Staff, Supervisors, Field Staff, Shop Staff, Managers, Owner
- Union Representation:  Yes  
 No
- Health Benefits: Job #1: \$0.10 per hour

**SUBCONTRACTORS**

- Development Services: Welsh Advisors assisted with the development of this project for a flat fee of \$3,675
- Administrative Services: Welsh Advisors will also assist with administration of the project for payment not to exceed 13% of payment earned.
- Training Vendors: In-house and vendors to be determined.

**OVERVIEW**

Founded in 2000, Glazing Concepts, Inc. (Glazing Concepts) (<http://www.glazing-concepts.com>) began as a two-man operation in glass and window manufacturing. The Company is now a full service commercial glass manufacturing contractor. Glazing Concepts offers specialized services and products including custom aluminum wall systems, aluminum sun shades, glass

canopies, storefront installation and remodel, entry doors, hardware and exterior glass wall design. Customers range from commercial to residential with companies such as the Red Lion Hotel, CVS Pharmacy, Kohl's, churches and office buildings. The Company has two locations in Sacramento and its headquarters in Corona. Training will only occur at the Corona location.

The Company performs jobs of all sizes with the majority of the projects focused on commercial glass installations. In the next year, the Company expects significant growth with the start of two major long-term projects to begin in late 2016. These projects include a \$1M project in the Gas Lamp District in San Diego, on the construction of new condominiums. The second \$2M project is still in negotiations but is expected to start before the end of the year.

Glazing Concepts creates and installs custom glass products specialized for a particular customer's needs. Each job requires different and varied skills. Thus, a relatively constant change in project management and employee allocation within the Company has resulted. There is need for constant training to ensure staff are able to perform each new job.

### **Retrainee-Job Creation**

Due to growth from the two large projects starting this year, the Company expects to hire three new Shop and Field Staff (Job Number 2). Trainees must be hired within the three-month period prior to the Panel approval or during the term of the contract. Trainees will be subject to a lower post-retention wage. Trainees will be hired into "net new jobs" as a condition of contract.

This training will focus on equipment training, installation, fabrication and quality control. Training will occur in a classroom/laboratory setting, with an intensive training during the first few weeks of employment. Therefore, new employees are expected to receive in excess of 45 hours of training during the training period of this Agreement.

### **Training Plan**

Glazing Concepts will provide company-wide training, however the supervisors, field and shop staff require the most training for the specialized, technical projects the Company works on. This training will focus on commercial skills, including fabrication and installation skills, equipment operation, sealant systems, quality assurance, and OSHA 10/30. Training will also be provided for the Company's administrative staff in topics ranging from project management, payroll systems, and job invoicing. This training will ensure that the administrative staff can effectively manage and bill jobs.

**Business Skills:** Training will be offered to Administrative Staff, Managers, Supervisors and the Owner. Training will include project management, vendor performance management, excel training, payroll services and invoicing. Additionally, Managers will receive on leadership skills training to improve communication and improve quality.

**Commercial Skills:** Training will be offered to Supervisors, Field and Shop Staff. Training will include safety, equipment operation, sealant systems and quality control skills. Training will ensure staff can meet customers' specialized needs.

**Computer Skills:** Training will be offered to all occupations. For Administration Staff, training will include payroll computer system and Bluebeam, the Company's file sharing system. For Field Staff, training will include AutoCAD design software and the project management software, ProContractor.

**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.

Glazing Concepts will provide OSHA 10/30 training for staff that regularly performs glass manufacturing and installing in the field and shop.

**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**

- Project Management
- Microsoft Excel Intermediate
- Payroll Services
- Invoicing Process
- Vendor Performance Management
- Lien Management
- Leadership Skills

**COMMERCIAL SKILLS**

- Fabrication Skills
- Installation Skills
- Equipment Operation
- Sealant Systems
- Quality Control
- General Safety

**COMPUTER SKILLS**

- AutoCAD
- Bluebeam
- Amcheck Payroll System
- Procontractor

**OSHA 10/30**

- OSHA 10
- OSHA 30

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

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