



Training Proposal for:
Greater Oxnard Economic Development Corporation
Agreement Number: ET16-0278

Panel Meeting of: December 4, 2015

ETP Regional Office: North Hollywood

Analyst: M. Reeves

PROJECT PROFILE

Contract Attributes:	Retrainee SB <100 Priority Rate	Industry Sector(s):	Manufacturing Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Ventura	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL

Program Costs	+	Support Costs	=	Total ETP Funding
\$174,600		\$12,090 8%		\$186,690

In-Kind Contribution:	50% of Total ETP Funding Required	\$121,000
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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	Adv. Technology, Business Skills, Computer Skills, Continuous Imp., Mfg. Skills	105	8-200	0	\$1,668	\$15.07
				Weighted Avg: 60			
2	Retrainee Priority Rate	Adv. Technology, Business Skills, Computer Skills, Continuous Imp., Mfg. Skills	10	8-200	0	\$1,155	\$15.07
				Weighted Avg: 60			

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

Participating employers may use health benefits to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Machinist		15
Manufacturing/Production Staff		20
Administrative Staff		14
Chemist/Technical Staff		5
Quality Control Staff		25
Manager/Supervisor		15
Information Technology Staff		13
Sales Staff		8

INTRODUCTION

Greater Oxnard Economic Development Corporation (EDCO) (www.edco.us) is a public/private non-profit corporation that serves as a resource to local manufacturers and industrial-related companies. The EDCO provides employers with assistance in the areas of business attraction, expansion, permitting, site selection, staffing and training, and project management.

PROJECT DETAILS

This proposal will serve small and large priority businesses with out-of-state competition. The core group of participating employers represents at least 80% of requested funding. Training is scheduled to commence at the beginning of the New Year and the EDCO anticipates that 100% of the training will be held at employer worksites. Training will be delivered primarily by participating employer subject matter experts, along with the possible use of specialized training vendors identified during the contract term.

The participating employers have identified specific areas for improvement designed to help them procure new business and expand their markets. The proposed training will help these companies improve productivity, attract new customers, and maintain competitive growth.

Training Plan

Business Skills (20%) - Training will be offered to all occupations. This training is intended to improve communication, customer service, and project management at all levels of the organization. Sales trainees will also learn sales and business strategies to stimulate growth.

Computer Skills (20%) - Training will be offered to Managers/Supervisors, Administration and Sales Staff. Trainees will learn enterprise resource planning skills and how to be more proficient in the use of various business productivity applications.

Continuous Improvement (25%) - Training will be offered to all occupations to help workers reach production goals, increase productivity and efficiency, improve product quality, reduce waste, and develop teambuilding 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 Machinist, Quality Control and Manufacturing/Production Staff. Trainees will learn current machine and equipment operation, maintenance, and troubleshooting skills.

Advanced Technology (5%)

The Advanced Technology (AT) topics outlined in the Curriculum are specifically designed for higher skilled Information Technology Staff and Machinists who are typically responsible for the most complex programming, engineering, and machine set-up processes. These trainees will study Computer Numeric Control programming. In addition, Chemists/Technical Staff training will focus on agricultural chemistry, which includes the science and technology of soil management and crop production.

The EDCO requests the AT reimbursement rate based on the highly technical and complex nature of the course modules. This training will be limited to advanced level workers in the manufacturing and agri-food industry sectors. The trainer-to-trainee ratio will be capped at 1:10 for AT courses to allow in-depth coverage and personal attention from the instructor.

Marketing and Support Costs

The EDCO promotes its program to new and existing employer contacts through personalized brochures, newsletter postings, business networking, and word-of-mouth publicity. These activities help the EDCO keep its program responsive to the needs of the local employer community.

The EDCO also allocates resources to perform needs assessments, recruitment, and curriculum customization based on employer feedback. The EDCO is requesting support costs to fund marketing and recruitment of additional participating employers. Staff recommends the 8% Support Costs.

Tuition Reimbursement

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 EDCO represents that ETP funds will not displace the existing financial commitment to training by participating employers. It will be providing training for several small businesses with very limited training resources. ETP funding will allow structured training to occur that would not be possible otherwise due to budget constraints. Current training provided by employers includes new employee orientation and compliance-related topics. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

Two internal staff members will coordinate marketing, recruitment, class scheduling, and rosters to ensure that project administration adheres to ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

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

- Business Performance
- Communication Skills
- Customer Service
- Sales
- Project Management

COMPUTER SKILLS

- ERP Planning
- Data Processing
- Computerized Forecasting
- Material Resource Planning
- Inventory Control

ADVANCED TECHNOLOGY

- CNC Programming/Operations
- Agronomy
- Organic Laboratory Skills Training:
 - Gas Chromatographic Injectors
 - Liquid Chromatography Sample Introduction
 - Theory of Chromatography
 - Detectors
 - Mass Spectrometry Theory
 - Quantitative Analysis
 - Analytical Considerations and Trade-Offs

CONTINUOUS IMPROVEMENT

- Problem Solving
- Team Building
- Production/Operations/Workflow
- Quality Control
- Leadership Skills

MANUFACTURING SKILLS

- Assembly
- Best Practices – Time/Production Management
- Lean Manufacturing
- Parts and Products
- Equipment Maintenance
- Inventory Control
- Cross-Training in Production Equipment/Skills

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: Greater Oxnard EDC
Reference No: 16-0017

CCG No.: ET16-0278
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Company: AGQ Laboratories

Address: 2451 Eastman Ave., Ste. #1

City, State, Zip: Oxnard, CA 93030

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

Company: Amoretti

Address: 451 Lombard St.

City, State, Zip: Oxnard, CA 93030

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: CNG Cylinders International, LLC

Address: 2331 Sturgis Road

City, State, Zip: Oxnard, CA 93030

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 4

Total # of full-time company employees worldwide: 4,000

Total # of full-time company employees in California: 12

Company: Vortech Engineering Inc.

Address: 1650 Pacific Ave.

City, State, Zip: Oxnard, CA 93033

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 21

Total # of full-time company employees worldwide: 45

Total # of full-time company employees in California: 45