

DELEGATION ORDER



Training Proposal for:

Menasha Packaging Company, LLC

Agreement Number: ET16-0356

Approval Date: February 5, 2016

ETP Regional Office: North Hollywood

Analyst: L. Vuong

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 250	U.S.: 5,009	Worldwide: 5,273
<u>Turnover Rate:</u>	3%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$72,000		\$0	\$0		\$72,000

In-Kind Contribution:	100% of Total ETP Funding Required	\$76,320
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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 Priority Rate	Business Skills, Computer Skills, Cont. Impr., HazMat, Mfg. Skills	100	8-200	0	\$720	\$16.48
				Weighted Avg: 40			

Minimum Wage by County: \$16.48 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 \$2.42 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Staff		10
Machine Operator		37
Operator Assistant/Helper		20
Forklift Driver		14
Maintenance Staff		9
Manager/Supervisor		10

INTRODUCTION

Founded in 1849, Menasha Packaging Company, LLC (Menasha) (www.menasha.com) is wholly-owned by Menasha Corporation. Menasha designs and manufactures corrugated and solid fiber boxes for retail and consumer packaged goods. The Company also provides displays, unique packaging and shipping solutions services. Menasha's products assist consumers in providing attractive promotions, campaigns and retail merchandising programs. Headquartered in Neenah, WI, Menasha has facilities in 12 states and operates 3 facilities in California (Ontario, Perris and Santa Fe Springs). This proposal will train the Santa Fe Springs facility only.

Menasha is currently experiencing significant growth in sales and workforce, and increased customer demands and expectations. Its Santa Fe Spring facility increased sales by 6% and increased staff from 94 employees in 2014 to 105 employees in 2015. To meet increasing demands and remain competitive, Menasha will add a third shift in production and expand its facility. The Company also plans to expand products to include full-color product displays.

The Company is developing an internal training program to keep up with technology and support continued growth. ETP funds will help the Company deliver formalized training and develop the skills necessary for the Company to remain competitive. This will be Menasha's first ETP Agreement.

PROJECT DETAILS

Menasha is striving to become a value-focused, customer-driven organization and a high performance workplace. The Company is committed to upgrading workers skills; implementing new processes and becoming more efficient. Employees will be cross-trained to increase productivity.

Training Plan

Menasha will deliver Classroom/Laboratory and Video Conference training in the following:

Business Skills (15%): Training will be offered to all occupations and focus on customer service, conflict management, effective communication, reporting skills and strategic planning.

Computer Skills (15%): Training will be offered to all occupations and include intermediate and advance software skills for Microsoft Office and Manufacturing Resource Planning software.

Continuous Improvement (20%): Training will be offered to all occupations. Trainees will receive leadership skills, team building, motivation and decision making. Training will help create a team environment to assist in building a better workplace.

Hazardous Materials (10%): Training will be offered to Machine Operators, Operator Assistants/Helpers and Maintenance Staff to ensure the proper and safe handling of toxic materials involved in manufacturing.

Manufacturing Skills (40%): Training will be offered to Machine Operators, Operator Assistants/Helper, Forklift Drivers and Maintenance Staff on various production equipment as well as learning production operations, machine operations, lock-out/tag-out, powered equipment operations, printing presses and forklift operating.

Commitment to Training

Menasha has an annual training budget of approximately \$55,000 for its Santa Fe Springs facility. Menasha provides sexual harassment prevention awareness, legal compliance and basic safety training. In addition, the Company provides job specific training as needed. On-the-job and class/lab training has been provided to all trainees in all departments.

ETP funds will support Menasha's ongoing financial commitment in training. The Company anticipates this training proposal will be the platform to establish a continuous formal training program. In addition, the Company has worked diligently to identify the factors that will contribute to the success of its workforce.

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

➤ Training Infrastructure

Training is scheduled to begin upon Panel approval and will be delivered on-site by in-house staff and outside training vendor if needed. Menasha has designated an HR Manager and HR

Generalist to oversee ETP training including all administration (scheduling training, enrolling trainees, tracking training hours, verifying retention, invoicing and monitoring activities). The Company will also utilize a third party vendor Tax Credit Co. to support its administrative efforts (see Administrative Services below).

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

Tax Credit Co. in Los Angeles assisted with development for a flat fee of \$2,500.

ADMINISTRATIVE SERVICES

Tax Credit Co. 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

- Customer Service
- Conflict Management
- Effective Communication
- Reporting Skills
- Strategic Planning

COMPUTER SKILLS

- Intermediate and Advanced Microsoft Office
- Time and Labor Software (ECats Program)

CONTINUOUS IMPROVEMENT

- Leadership
- Coaching
- Motivation
- Team Building
- Decision Making

HAZARDOUS MATERIALS

- Toxic Chemicals Handling

MANUFACTURING SKILLS

- Production Operations
- Machine Operations
- Lock-Out/Tag-Out
- Powered Equipment Operations
- Printing Press Operations
- Forklift Operations

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