

DELEGATION ORDER



**Training Proposal for:
Microdyne Plastics, Inc.**

Small Business

ET17-0240

Approval Date: October 3, 2016

ETP Regional Office: North Hollywood **Analyst:** J. Romero

CONTRACTOR

- Type of Industry: Manufacturing

- Number of Full-Time Employees
 - California: 65
 - Worldwide: 65
 - Number to be trained: 38
 - Owner Yes No
- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 10%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$38,532
- In-Kind Contribution: \$38,000

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 Priority Rate SB <100	Business Skills, Computer Skills, Continuous Improvement, Manufacturing Skills	38	8-60	0	\$1,014	*\$15.60
				Weighted Avg: 39			

*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 (Final Payment) regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

- Reimbursement Rate: Job #1: \$26 SB Priority

- County(ies): San Bernardino
- Occupations to be Trained: Production, Maintenance, Office Administration, Sales, Engineering & Support, Manager/Supervisor, Owner

- Union Representation: Yes
 No

- Health Benefits: Job #1: \$3.00 per hour

SUBCONTRACTORS

- Development Services: Anderson Business Coaching (ABC) in Redlands assisted with development for a flat fee of \$1,995.

- Administrative Services: ABC will also provide administration services for an amount not to exceed 13% of payment earned.

- Training Vendors: To Be Determined

OVERVIEW

Founded in 1975 and located in Colton, Microdyne Plastics, Inc. (www.microdyneplastics.com) (Microdyne) is a plastic molding company. The Company offers specialized services and expertise in high-quality precision molded plastic injection mold design, precision mold making, close-tolerance injection molding and comprehensive inspection services, therefore providing a complete custom manufacturing experience. Microdyne operates in numerous markets, and has a wide variety of customers in fields such as precision medical devices, electronic components, subassemblies, opto-electronic components and containers. In addition to customized molds for its clients, Microdyne also owns molds for a variety of standard consumer containers. The Company has facilities in Colton. Colton will participate in this Agreement.

Since the succession of ownership from the founder to his daughter in 2015, the Company has undergone a variety of changes. The new leadership hired a new quality manager to centralize quality assurance functions of its three internal departments (Injection Molding, Blow Molding, and Tooling Departments), which previously had their own individual quality assurance process. New strategic plans were also developed for marketing, sales, cross-training between plastics along with processes and equipment upgrades. Training in this proposal will focus on these areas.

Training Plan

This is Microdyne's fourth ETP Agreement. For this proposal, the Company will focus training on continuous improvement, lean manufacturing, and reinforcing the principles of 5S introduced in their prior ETP Agreements. Employee skills and abilities will be strengthened. Employees will be encouraged to develop skills and expertise in preparation for career opportunity for upper mobility within the Company. Training will be delivered as follows:

Business Skills - Training will be offered to Office Administration, Sales Staff, Managers/Supervisors and Owner. Trainees will learn skills to successfully make decisions, achieve strategic goals and market persuasively. Training will help frontline workforce, managers and supervisors to become more effective leaders.

Computer Skills - Training will be offered to Sales Staff, Engineering, Office Administration, Maintenance Staff, Managers/Supervisors and Owner. Training will provide skills to use and navigate the Company's Sage Computer Software system which will manage and track the product flow throughout the facility.

Manufacturing Skills - Training will be offered to Maintenance and Production Staff responsible for making and delivering the product. Training will improve processes, delivery and turnaround time.

Continuous Improvement - Training will be offered to all staff to enhance workplace organization, achieve process efficiency and quality system compliance. This training will also serve as a foundation to effectively implement LEAN throughout the organization.

RECOMMENDATION

Staff recommends approval of this proposal.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET15-0226	Colton	07/28/14- 07/27/16	\$40,950	\$38,796 (95%)

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 60 Trainees may receive any of the following:

BUSINESS SKILLS

- Sales Skills
- Leadership Skills
- Management and Supervision

COMPUTER SKILLS

- Sage Computer Software

CONTINUOUS IMPROVEMENT

- 5 S
- Team Building

MANUFACTURING SKILLS

- Reduction of Scrap and Rework
- First Time Quality

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