



**Training Proposal for:**  
**PRL Glass Systems, Inc**  
**Agreement Number: ET15-0234**

**Panel Meeting of:** July 25, 2014

**ETP Regional Office:** North Hollywood

**Analyst:** M. Webb

**PROJECT PROFILE**

Contract Attributes:	Retrainee HUA Job Creation Initiative Priority Rate	Industry Sector(s):	Manufacturing Construction Wholesale Trade  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: 392	U.S.: 392	Worldwide: 392
<u>Turnover Rate:</u>	8%		
<u>Managers/Supervisors:</u> (% of total trainees)	11%		

**FUNDING DETAIL**

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$189,312		\$0	\$0		\$189,312

In-Kind Contribution:	100% of Total ETP Funding Required	\$209,664
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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. Improv., Mfg. Skills/PL	151	8-200	0	\$864	\$16.04
				Weighted Avg: 48			
2	Retrainee HUA Priority Rate	Business Skills, Computer Skills, Cont. Improv., Mfg. Skills/PL	57	8-200	0	\$864	\$12.03
				Weighted Avg: 48			
3	Retrainee Job Creation Initiative	Business Skills, Computer Skills, Cont. Improv., Mfg. Skills/PL	10	8-200	0	\$960	\$13.37
				Weighted Avg: 48			

**Minimum Wage by County:** Job Number 1: \$16.04 in Los Angeles County;

Job Number 2 (HUA): \$12.03 in Los Angeles County; Job Number 3 (Job Creation): \$13.37 in 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

\$2.12 per hour may be used to meet the Post-Retention Wage.

**Wage Range by Occupation**

Occupation Titles	Wage Range	Estimated # of Trainees
<b>JOB NUMBER 1</b>		
Production Worker		132
Maintenance Worker		11
Administration Staff		32
Operations Support Staff		18
Supervisor/Manager		25
<b>JOB NUMBER 2</b>		
Production Worker		19
Maintenance Worker		19
Operations Support Staff		19
<b>JOB NUMBER 3</b>		
Production Worker		4
Maintenance Worker		4
Operations Support Staff		1
Administration Staff		1

## **INTRODUCTION**

Founded in 1989, PRL Glass Systems, Inc (PRL Glass) offers fabricated glass and aluminum products manufactured at four facilities in the City of Industry. Products include glass doors, shower doors, laminated glass, handrails, table tops, and hardware. Some products, manufactured with aluminum, are made by the Company's subsidiary *PRL Aluminum*. Employees from PRL Aluminum will also receive training. This will be the first Agreement between PRL Glass and ETP.

The construction industry is experiencing an increase in business, recovering from the downturn of the economy. As a service provider for construction, PRL Glass has increased demand. To remain competitive, the Company has expanded and will open a new 90,000 square foot facility in the summer of 2014. New modernized equipment including a tempering oven, laminators, and transport units designed to reduce costs and improve processes. With these investments PRL Glass anticipates an increase in capacity, capabilities and the ability to improve response times.

Training at all locations will be provided to integrate and support the new operations and organizational processes. Through ETP funded training, PRL Glass will enhance employee skill sets in order to manage higher production levels and continue to provide customers with fast turn around times. Training in Lean Manufacturing and Enterprise Resource Planning will ensure efficiency and support production flow. Manufacturing Skills training will also be provided to cross train Production and Maintenance Workers on new equipment in the event additional staff is needed to operate equipment or cover production shifts.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly-hired employees is reimbursed at a higher rate and trainees are subject to a lower post-retention wage.

With an increase in business and a new facility to be completed this summer, PRL Glass will grow their workforce. New employees will be provided training to ensure they are capable of delivering job performance equivalent to incumbent workers. In this proposal, PRL Glass has committed to hiring 10 new employees (Job Number 3). To be eligible for reimbursement under this Job Number, the trainees must be hired within the three-month period prior to Panel approval or during the term of contract.

## **PROJECT DETAILS**

### **Training Plan**

Training is scheduled to begin August 2014 and will be provided by in-house instructors and an outside vendor. Trainees will learn new techniques in lean manufacturing to improve production levels.

**Business Skills** (18%): Training will be offered to Administration Staff and Supervisors/Managers to increase customer service skills and improve in areas such as Project Management. Trainees will also receive training in Order Processing and Business Operations.

**Computer Skills** (12%): Training will be offered to all occupations to ensure employees are capable of utilizing computer programs used by the Company on a daily basis. Employees will learn how to use Microsoft Office programs such as Excel and Word more proficiently.

**Manufacturing Skills (26%):** Training will be offered to Maintenance Workers, Production Workers, and Supervisors/Managers. Training on equipment usage and maintenance skills will provide staff with the knowledge to run machinery independently.

**Continuous Improvement (32%):** Training will be offered to all occupations to improve production levels at PRL Glass. Trainees will be provided curriculum that can enhance skills in inventory control, analysis, and problem solving.

### **Productive Laboratory (12%)**

PRL has purchased new equipment that has not been used by incumbent and newly hired staff. Therefore, the Company has developed a training plan that includes Productive Lab (PL) training to equip Production and Maintenance Workers with the knowledge necessary to safely operate equipment and maintain production flow. Trainers will provide step-by-step instruction to demonstrate how to run machinery. While supervised, trainees will then go through the process to demonstrate that they can perform job duties. Trainers will correct errors and provide evaluations to document trainee progress.

Once the trainee has passed the evaluation process, the trainer will certify the trainee capable of working independently and that no additional training is needed. Training will be conducted in small groups with a 1:1 trainer-to-trainee ratio not to exceed 48 PL hours per trainee.

ETP received and reviewed tasks and competency information provided by PRL shows the PL training is consistent with their business needs.

### **HUA/Wage Modification**

The 57 trainees in Job Number 2 work in a High Unemployment Area (HUA), a region with unemployment exceeding the state average by at least 15%. The Company's locations in Los Angeles County qualify for HUA status under these standards. For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. PRL Glass request a wage modification for these trainees.

### **Commitment to Training**

In the past, PRL Glass has provided on-the-job training for Production Workers and new employee orientation for new hires. All training is mandatory and job specific.

PRL Glass 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

PRL Glass is scheduled to begin training August 5, 2014. The Company has hired Kirkpatrick Enterprises International to provide both administrative and training services.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

### **DEVELOPMENT SERVICES**

PRL Glass retained Kirkpatrick Enterprises International in Valencia to assist with development of this proposal at no fee.

### **ADMINISTRATIVE SERVICES**

Kirkpatrick Enterprises International will also perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

### **TRAINING VENDORS**

Kirkpatrick Enterprises International has been retained to provide training services. Other trainers will be identified for ETP record-keeping purposes, as they are retained by PRL Glass.

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8-200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Business Operations
- Customer Relationship Skills
- Estimating and Order Processing
- Project Management

**COMPUTER SKILLS**

- Advanced Software
- Intermediate and Advanced Microsoft Office

**CONTINUOUS IMPROVEMENT**

- Enterprise Resource Planning (ERP)
- Inventory and Materials Control
- Leadership Skills for Frontline Workers
- Lean Manufacturing/Six Sigma
- Root Cause Analysis & Problem Solving
- Total Productive Maintenance

**MANUFACTURING SKILLS**

- Maintenance Skills
- Production Equipment Usage

Safety Training cannot exceed 10% of total training hours per-trainee

**Productive Lab Hours**

0-48

**MANUFACTURING SKILLS (1:1 Ratio)**

- Machine Operations

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
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