



RETRAINEE - JOB CREATION

Training Proposal for:

PRL Glass Systems, Inc.

Agreement Number: ET17-0122

Panel Meeting of: June 24, 2016

ETP Regional Office: North Hollywood

Analyst: M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Job Creation Initiative	Industry Sector(s):	Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Counties Served:	Los Angeles	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Employees in:	CA: 482	U.S.: 482	Worldwide: 482	
<u>Turnover Rate:</u>	8%			
<u>Managers/Supervisors:</u> (% of total trainees)	8%			

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	=	(High Earner Reduction)	=	Total ETP Funding
\$401,200		\$0		\$0		\$401,200

In-Kind Contribution:	100% of Total ETP Funding Required	\$452,160
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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, Continuous Impr, Mfg Skills	329	8-200	0	\$900	*\$16.48
				Weighted Avg: 50			
2	Retrainee Priority Rate	Business Skills, Computer Skills, Continuous Impr, Mfg Skills	99	8-200	0	\$900	*\$16.48
				Weighted Avg: 50			
3	Retrainee Priority Rate Job Creation Initiative	Business Skills, Computer Skills, Continuous Impr, Mfg Skills	20	8-200	0	\$800	*\$13.73
				Weighted Avg: 40			

*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.

Minimum Wage by County: Job Numbers 1 and 2: \$16.48 per hour for Los Angeles County;
Job Number 3: \$13.73 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 \$2.31 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
JOB NUMBER 1		
Production Worker		214
Maintenace Worker		19
Administration Staff		29
Operations Support Staff		37
Supervisors/Managers		30
JOB NUMBER 2 (PRL Aluminum)		
Production Worker		57
Maintenance Worker		7
Administration Staff		13
Operations Support Staff		13
Supervisors/Managers		9
JOB NUMBER 3 (Job Creation)		
Production Worker		16

Maintenance Worker		1
Administration Staff		1
Operations Support Staff		2

INTRODUCTION

Founded in 1989, PRL Glass Systems, Inc. (PRL Glass) (www.prlglass.com) seeks training for its employees and those of its affiliate, PRL Aluminum, Inc. (PRL Aluminum). The Companies produce glass and aluminum architectural products (glass product manufacturing made of purchased glass/aluminum) including doors, shower doors/sliders, handrails, curtain walls for buildings, glass/aluminum table tops, laminated and glazed products, and sandblast detailing. PRL Glass has three locations, and PRL Aluminum has one location, in the City of Industry. All locations will participate in ETP-funded training.

PROJECT DETAILS

This will be PRL Glass' second ETP agreement. Under the prior Agreement (ET15-0234), technical training enabled the Company to grow the workforce and hire new staff. Training delivered covered Lean Manufacturing techniques and machine operation. Trainees were taught new methods in the production process to minimize waste (materials). Training also gave staff an in-depth understanding of the Company's overall production processes as an aspect of Continuous Improvement.

Training to be delivered under this proposal will continue this focus and will introduce staff to Lean concepts such as Six Sigma, value stream mapping, and statistical process control. However, coursework under the prior project will not be duplicated.

Additionally, PRL Glass must increase production. The Company recently spent up to \$7 million in upgrades and new equipment. Production and Maintenance Staff will require training on the new equipment; some will receive cross training to increase flexibility in the production process.

Retrainee - Job Creation

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

Despite growing competition in the industry, PRL Glass continues to expand its business capacity. As such, PRL Glass has committed to hiring 20 new employees, as shown in Job Number 3.

The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. Trainees will be hired into "net new jobs" as a condition of contract.

Training Plan

Business Skills (18%): Training will be offered to Administration Staff and Supervisors/Managers to increase employee skill set and improve customer service skills. Training delivered will include Customer Relationship Skills, Project Management, and Business Operations.

Continuous Improvement (32%): Training will be offered to all occupations to increase efficiency and improve company processes. Courses to be delivered will include Total Productive Maintenance, Leadership Skills, and Problem Solving.

Manufacturing Skills (36%): Training will be offered to Production and Maintenance Staff to improve production processes and equipment usage. Trainees will also learn how to operate new equipment. Some trainees will be cross-trained to increase capacities.

Computer Skills (14%): Training will be offered to all occupations to ensure staff is able to utilize computer programs proficiently. Trainees will receive training on Microsoft Office and ERP software.

Commitment to Training

PRL Glass spends approximately \$45,000 in training annually per facility. Training delivered in the past includes job specific and company-wide training, and on-the-job training.

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

Training for this training plan is ready to begin immediately following approval of this proposal. PRL Glass will use the same team of staff members who completed administrative duties in the prior Agreement. Staff has been assigned to work with the third party administrator and ETP Staff to ensure all training hours are being tracked, trainees are enrolled, and rosters being collected for submission.

Green/Clean Operations

PRL Glass uses energy efficient equipment in their production process. A majority of waste accumulated in the process is also recycled by the company in an effort to minimize the amount of waste created by all facilities.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by PRL Glass under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET15-0234	\$244,392	08/04/14- 08/03/16	239	170	170

Based on ETP Systems, 13,375 reimbursable hours have been tracked, sufficient to support earnings of \$240,750 (98%). The Contractor projects final earnings of 100% based on training currently committed to by employers and in progress through May 2016.

DEVELOPMENT SERVICES

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

ADMINISTRATIVE SERVICES

PRL Glass also retained Kirkpatrick Enterprise International to perform administrative services in connection with this proposal for a fee not to exceed 10% of payment earned.

TRAINING VENDORS

Kirkpatrick Enterprise International in Valencia has been retained to provide training for a fee to be determined. Other trainers will be identified, 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

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

COMPUTER SKILLS

- Intermediate and Advanced Microsoft Office
- Advanced Software
- ERP Software

CONTINUOUS IMPROVEMENT

- Lean Manufacturing/6 Sigma
- Total Productive Maintenance
- Enterprises Resource Planning (ERP)
- Root Cause Analysis & Problem Solving
- Leadership Skills for Frontline Workers

MANUFACTURING SKILLS

- Production Equipment Usage
- Maintenance Skills

Safety Training will be limited to 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.