



Training Proposal for:

Rockview Dairies, Inc. dba Rockview Farms

Agreement Number: ET16-0167

Panel Meeting of: September 25, 2015

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Teamsters Local Union No. 63		
Number of Employees in:	CA: 300	U.S.: 300	Worldwide: 300
<u>Turnover Rate:</u>	10%		
<u>Managers/Supervisors:</u> (% of total trainees)	13%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$222,750		\$0	\$0		\$222,750

In-Kind Contribution:	100% of Total ETP Funding Required	\$302,500
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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. Imp., HazMat, Mfg. Skills	275	8-200	0	\$810	\$19.39
				Weighted Avg: 45			

Minimum Wage by County: \$15.97 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

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Driver		70
Warehouse Staff		39
Production Staff		71
Engineer		16
Fleet Maintenance Staff		7
Administrative Staff		8
Quality Systems Staff		22
Sales/Marketing Staff		6
Manager/Supervisor		36

INTRODUCTION

Rockview Dairies, Inc. dba Rockview Farms (Rockview) (www.rockviewfarms.com) was founded in 1927 and in 1965 Pete DeGroot acquired the Company. Rockview is an independent, family-owned dairy manufacturer. For decades, the Company has produced, processed, packaged and distributed dairy products such as milk, organic milk, butter, buttermilk, cottage cheese, cream, sour cream, yogurt, and eggnog. Rockview also offers juices, fruit drinks, water, tea, eggs and other dairy products.

The Company distributes products to the food service industry, school districts, and independent markets, along with retail customers, drive-thru dairies and home delivery. The Company operates two facilities in California: Downey and Southgate. This proposal will target workers from both facilities. This will be Rockview's first ETP Agreement.

Rockview faces several challenges that drive the need for training: customer demand, remain competitive, quality products, industry requirements, new processes, skilled workforce and technology advances. To adapt to these challenges, Rockview is requesting ETP funding to train 275 employees. ETP funds will allow its workforce to develop the skills necessary to address these challenges and put the Company in a better position to compete.

Union Support

ETP has received letter of support from Teamsters Local Union No. 63 for Drivers, Warehouse, Production and Fleet Maintenance Staff.

PROJECT DETAILS

Rockview's goal is to become a value-focused, customer-driven organization and a high performance workplace. To stay competitive, Rockview has developed a formalized strategic training plan that will introduce cross-training, improve standard operating procedures, implement improved manufacturing processes, and support of new technologies and systems, design a quick turn-around delivery system, and improve customer service and business operation. The proposed project will better equip staff with enhanced skills in change management, continuous improvement, leadership and manufacturing efficiency.

Training Plan

ETP funds will help the Company deliver formalized training to its workforce, for the first time. Training will upgrade worker job skills, help the Company keep up with technological advances, improve the efficiency and quality of production, sales, and administrative work. Training will take place at Rockview facilities in Downey and Southgate. Training will be provided by in-house subject matter experts, and outside vendors may be identified during the term of the proposed Agreement.

Rockview proposes to train its employees in the following:

Business Skills (10%) – Training will be offered to Managers/Supervisors, Administrative and Sales/Marketing Staff to increase product knowledge, sales, time management. Training will provide customers with the highest quality service possible to help transition staff to a high performance workplace.

Computer Skills (5%) – Training will be offered to all occupations. Training will include Microsoft Office programs to improve internal and external communications.

Continuous Improvement (20%) – Training will be offered to all occupations to improve product quality and reduce costs while moving to the high performance workplace.

Hazardous Materials (5%) – Training will be offered to Managers/Supervisors, Engineer, Drivers, Warehouse, Production, Fleet Maintenance and Quality Systems Staff to learn the proper techniques and knowledge for handling hazardous materials and waste cleaning.

Manufacturing Skills (60%) – Training will be offered to Drivers, Engineers, Managers/Supervisors, Warehouse, Production, Fleet Maintenance and Quality Systems Staff to cross-train for greater production, delivery flexibility, and meets customer expectations.

Commitment to Training

Rockview has an annual training budget of approximately \$75,000. The Company's current training consists of Six Sigma Training, Dale Carnegie (Leadership), food safety, new hire orientation, production equipment, mandated safety training and sexual harassment prevention. Most training is delivered via class/lab, on-the-job training.

ETP funds will support Rockview's ongoing financial commitment in training. After the completion of the ETP program, Rockview is committed to continuing the quality and frequency of employee training.

Rockview 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

The Company has enlisted National Training Systems (NTS) to support its administrative efforts. Rockview's Director of Safety will coordinate with NTS to secure rosters, provide trainee enrollment data, verify training and retention completion, participate in ETP monitoring activities, and ensure compliance with all ETP requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

NTS in Ladera Ranch assisted with development of this proposal for a flat fee of \$11,404.

ADMINISTRATIVE SERVICES

NTS will also perform administrative services for a fee not to exceed 10% 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

- Change Management
- Customer Service
- Performance management
- Performance Metrics
- Product Knowledge
- Project Management
- Sales Skills
- Strategic Planning & Policy Deployment

COMPUTER SKILLS

- Microsoft Office Skills (Intermediate & Advanced)

CONTINUOUS IMPROVEMENT

- Leadership Skills
- Process Improvement
- Production Workflow
- Quality Improvement

HAZARDOUS MATERIALS

- Hazardous Materials/Hazardous Waste
- Sanitation & Chemical Clean Up

MANUFACTURING SKILLS

- Cross-Training
- Good Manufacturing Practices
- Lean Manufacturing Processes
- Machine Operations
- Machine Maintenance
- Preventative Maintenance
- Standard Operating Procedures
- Safe Quality Foods
- Organic Processes and Testing

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.



TEAMSTERS LOCAL UNION No. 63

RANDY CAMMACK
SECRETARY-TREASURER

KEN HAARALA
PRESIDENT

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Bakery, Dairy,
Meat, Poultry
and Factory
Workers in the
Los Angeles
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Drivers,
Warehousemen,
and Helpers in
Los Angeles,
San Bernardino,
Riverside
Counties,
California.

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Related Product
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Kings,
Monterey, San
Benito, Fresno
and Merced.

927 Village Oaks
Drive
Covina, Calif.
91724
(626) 859-4005
FAX
(626) 859-4084

.....
379 W. Valley
Blvd.
Rialto, Calif.
92376
(909) 877-4760
FAX
(909) 877-2452

July 7, 2015

Employment Training Panel
1100 J Street, 4th Floor
Sacramento, California 95814

To Whom It May Concern:

This letter is to confirm the support of Teamsters Local 63 for Rockview Farms training proposal as submitted to the Employment Training Panel.

For the Union,

Carlos Barnett
Business Representative
Teamsters Local No. 63
CB/ls