



**Training Proposal for:**

**Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Development Board**

**Agreement Number: ET17-0284**

**Panel Meeting of:** October 28, 2016

**ETP Regional Office:** North Hollywood

**Analyst:** E. Wadzinski

**PROJECT PROFILE**

|   |  |                     |  |
|---|--|---------------------|--|
| Contract Attributes:                        | Retrainee<br>Priority<br>SB<100<br>Veterans  | Industry Sector(s): | Manufacturing<br>Goods Movement<br>Transportation/Logistics<br>Construction<br>Engineering<br><br>Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Counties Served:                            | Statewide  | Repeat Contractor:  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |
| Union(s):                                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No International Association of Machinists and Aerospace Workers Local 1484 |                     |  |
| Turnover Rate:                              | ≤20%   |                     |  |
| Managers/Supervisors: (% of total trainees) | ≤20%   |                     |  |

**FUNDING DETAIL:**

|                      |   |                      |   |                          |
|----------------------|---|----------------------|---|--------------------------|
| <b>Program Costs</b> | + | <b>Support Costs</b> | = | <b>Total ETP Funding</b> |
| \$888,118            |   | \$61,579<br>8%       |   | \$949,697                |

|                       |                                   |             |
|-----------------------|-----------------------------------|-------------|
| In-Kind Contribution: | 50% of Total ETP Funding Required | \$1,200,172 |
|-----------------------|-----------------------------------|-------------|

**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<br>Priority Rate            | Business Skills,<br>Computer Skills,<br>Cont. Imp.,<br>Literacy Skills,<br>Mgmt. Skills,<br>Mfg Skills,<br>OSHA 10/30,<br>HazMat,<br>HAZWOPER | 420                       | 8-200               | 0   | \$1,155                  | \$15.60             |
|         |                                       |   |                           | Weighted Avg:<br>60 |     |                          |                     |
| 2       | Retrainee                             | Business Skills,<br>Computer Skills,<br>Cont. Imp.,<br>Literacy Skills,<br>Mgmt. Skills,<br>Mfg Skills,<br>OSHA 10/30,<br>HazMat,<br>HAZWOPER | 20                        | 8-200               | 0   | \$802                    | \$15.60             |
|         |                                       |   |                           | Weighted Avg:<br>50 |     |                          |                     |
| 3       | Retrainee<br>Priority Rate<br>SB <100 | Business Skills,<br>Computer Skills,<br>Cont. Imp.,<br>Literacy Skills,<br>Mgmt. Skills,<br>Mfg Skills,<br>OSHA 10/30,<br>HazMat,<br>HAZWOPER | 277                       | 8-200               | 0   | \$1,529                  | \$15.60             |
|         |                                       |   |                           | Weighted Avg:<br>55 |     |                          |                     |
| 4       | Retrainee<br>SB <100                  | Business Skills,<br>Computer Skills,<br>Cont. Imp.,<br>Literacy Skills,<br>Mgmt. Skills,<br>Mfg Skills,<br>OSHA 10/30,<br>HazMat,<br>HAZWOPER | 20                        | 8-200               | 0   | \$941                    | \$15.60             |
|         |                                       |   |                           | Weighted Avg:<br>40 |     |                          |                     |
| 5       | Retrainee<br>Veterans                 | Business Skills,<br>Computer Skills,<br>Cont. Imp.,<br>Literacy Skills,<br>Mgmt. Skills,<br>Mfg Skills,<br>OSHA 10/30,<br>HazMat,<br>HAZWOPER | 12                        | 8-200               | 0   | \$517                    | \$15.60             |
|         |                                       |   |                           | Weighted Avg:<br>22 |     |                          |                     |

**Minimum Wage by County:** \$17.02 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties; \$16.48 per hour for Los Angeles County; \$16.51 per hour for Orange County; \$16.10 per hour for Sacramento County; \$16.46 per hour for San Diego County; \$15.91 for Alpine County; and \$15.60 per hour for all other counties.

**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

Participating employers may use health benefits to meet the Post-Retention Wage.

### Wage Range by Occupation

| Occupation Titles           | Wage Range | Estimated # of Trainees |
|-----------------------------|------------|-------------------------|
| Production Staff            |            | 250                     |
| Clerical Staff              |            | 90                      |
| Fronline Supervisor/Manager |            | 55                      |
| Machinists/Mechanics I      |            | 16                      |
| Machinists/Mechanics II     |            | 60                      |
| Engineer Support            |            | 66                      |
| Production Control          |            | 59                      |
| Material Handlers           |            | 23                      |
| Maintenance Repairers       |            | 59                      |
| Engineers                   |            | 11                      |
| Shipping/Receiving          |            | 29                      |
| Glaziers                    |            | 17                      |
| Construction Laborers       |            | 14                      |

## INTRODUCTION

Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Development Board (SELACO)(www.selaco.org) is a nonprofit organization formed in 1983. SELACO's Business Services Unit provides services to over 3,000 businesses mainly located in the Southeast Los Angeles and Orange County areas. SELACO hosts manufacturing symposia and business/labor roundtables to maintain ongoing strategies and efforts to train California workers. It also works collaboratively with employers, economic development agencies, and labor organizations to address the challenges of business growth and employee retention.

SELACO is eligible for ETP funding as a workforce investment board recipient. The proposed training will be provided primarily to manufacturing participating employers; however, it will include other companies facing out-of-state competition. Training will be provided statewide; however, most of the training is expected to take place in Los Angeles and Orange Counties. This will be the sixteenth agreement between SELACO and ETP.

The current ETP contract (ET16-0124) term ends in 2017. SELACO is seeking a new ETP contract as the funds for their most recent Agreement will be exhausted by November 2016. With the 90-day retention period, all contract requirements are anticipated to be completed by February or March 2017.

## **PROJECT DETAILS**

Businesses in California have expressed the need for training as they continue to face competition from both out-of-state and overseas companies. In an effort to remain competitive, these businesses (mainly manufacturers) have increased productivity and service levels but are reluctant to increase their workforce due to economic uncertainties. Thus, employers have relied on training to address workforce changes and organizational deficiencies. Participating employers have expressed the need for training in new technology as they invest in automated systems and software programs to increase productivity, efficiency and service.

Some core employers may have participated in at least one of the SELACO's previous Agreements. Further, several topics from the proposed Curriculum are repeated from prior ETP Agreements. However, no trainees that participated in prior ETP projects will receive duplicative training in this proposed Agreement.

### **Training Plan**

ETP-funded training will assist employers to provide training in courses that fill worker skill gaps. Training is customized to meet the needs of participating employers. The core group of employers represents an estimated 75% of the requested funding.

**Business Skills (11%)** - Training will be offered to all occupations to enable trainees to interact effectively with internal and external customers and provide better customer service and quality control.

**Continuous Improvement (50%)** - Training will be offered to all occupations in an effort to enhance problem solving and decision making skills. These courses will enable skilled workers to increase efficiency, thereby lowering operating costs.

**Computer Skills (8%)** - Training will be offered to all occupations to provide trainees with skills to utilize current technology, including database concepts and computer software programs.

**Literacy Skills (4%)** - Training will be offered to all occupations to overcome language barriers in the workforce to improve employee teamwork and productivity.

**Management Skills (10%)** - Training will be offered to all Managers and Supervisors to enhance skill in leadership, communication, and planning.

**Manufacturing Skills (8%)** - Training will be offered to Production Staff, Managers/Supervisors, Assembly Staff, Machinists/Mechanics, Welders/Solderers, Operations Support, Engineers and Production Control. Courses offered include Blueprint Reading, material Handling, and Manufacturing Resource Planning.

### **Certified Safety Training**

1. OSHA 10/30. (5%) This training is a series of courses "bundled" by industry sector and occupation. It consists of 10 hours of classroom or CBT training for journey-level workers and 30 hours for frontline supervisors. The coursework is geared to construction work, and also manufacturing. Completion of the training results in a certificate that expands employment opportunities. The coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA. OSHA 10 will be provided to frontline Production Supervisors, Production Staff, Glaziers, Assembly Staff, Shipping/Receiving and Operations

Support. OSHA 30 training will be provided to Managers, Frontline Supervisors and Engineers to ensure a safe work environment.

2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). (2%) This training is also a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean-up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.
3. Hazardous Materials (HAZMAT). (2%) This training is also a series of courses, specific to industry sectors involved in the transport of hazardous materials. The coursework varies in length depending on the industry and the occupational title, as organized in five levels ranging from “first responder” to “incident commander.” It is generally a minimum of 24 hours with an 8-hour annual refresher, and may be delivered by classroom or CBT. In this proposal, Machinists/Mechanics, Operations Support, Engineers, Quality Control Supervisors, Materials Handlers, and Shipping/Receiving will receive up to 40 hours of training. Field training may be required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. This coursework is not under Cal-OSHA, but is administered under the Department of Transportation and CalTRANS. There are various certification entities for the coursework and instructors. In this proposal, certification is by the certified trainers.

### **Apprenticeship**

There are numerous apprenticeship programs throughout the state for Machinists and Welders. These apprenticeship programs often run 24-48 months as compared to courses specific to Machinists and Welders in the proposed curriculum. Although the Machinist and Welder training in this proposal may include courses similar to apprenticeship programs, training will not displace the apprenticeship programs.

### **Curriculum Development**

SELACO meets with participating employers to discuss training needs in conjunction with a pre-training structured assessment and screening process. The core curriculum in this proposal has been developed by SELACO based on industry needs. The curriculum is continually revised according to the demands and feedback of participating companies.

### **Veterans Program**

The Panel has established a higher reimbursement rate and other incentives for training California veterans. SELACO is committed to retraining 12 incumbent-worker Veterans who have served on active full-time duty in the Armed Forces (Job Number 5).

### **Commitment to Training**

ETP funds will not displace the existing financial commitment to training of participating employers. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

### **Trainer Qualifications**

SELACO utilizes its own highly skilled trainers and may utilize some training vendors. All trainers are experienced. Most courses are available in Spanish, if required by an employer. Historically, 60-70% of training has been delivered by outside training vendors.

### **Marketing and Support Costs**

Through networking and interaction of committee members, SELACO maintains numerous relationships with businesses, labor, and economic development agencies to advertise and market their program. SELACO also promotes programs as an active member of community organizations (i.e. Community Collaborative Network, the Los Angeles Workforce Systems Collaborative, Chambers of Commerce, and various other sector partnerships).

SELACO has three staff members dedicated to marketing, employer recruitment, scheduling and ETP administration. SELACO is requesting and staff recommends 8% support costs to assist with recruitment and training assessments.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

### **ACTIVE PROJECTS**

The following table summarizes performance by SELACO under an active ETP Agreement with core program funding.

| Agreement No. | Approved Amount | Term                      | No. Trainees (Estimated) | No. Completed Training | No. Retained |
|---------------|-----------------|---------------------------|--------------------------|------------------------|--------------|
| ET16-0124     | \$949,504       | 08/03/2015–<br>08/02/2017 | 763                      | 506                    | 172          |

Based on training hours tracked in ETP systems, SELACO has potential earnings of \$917,313 (97% of the total Agreement amount). Training will be completed in November. The Contractor projects final earnings of 95-100%.

### **PRIOR PROJECTS**

The following table summarizes performance by SELACO under ETP Agreements that were completed within the last five years:

| Agreement No. | Location (City) | Term                  | Approved Amount | Payment Earned<br>\$ % |
|---------------|-----------------|-----------------------|-----------------|------------------------|
| ET14-0176     | Statewide       | 9/23/13 –<br>9/22/15  | \$1,249,235     | \$1,183,621 (95%)      |
| ET13-0119     | Statewide       | 09/01/12-<br>08/31/14 | \$695,717       | \$684,530 (98%)        |
| ET12-0141     | Statewide       | 09/27/11-<br>09/26/13 | \$747,531       | \$734,845 (98%)        |
| ET11-0208     | Statewide       | 04/04/11-<br>04/03/13 | \$398,508       | \$398,508 (100%)       |

**DEVELOPMENT SERVICES**

N/A

**ADMINISTRATIVE SERVICES**

N/A

**TRAINING VENDORS**

Client Centered ERP Consulting LLP, Brea - \$175,000

UC Riverside Extension, Riverside - \$250,000

Cerritos College, Norwalk - \$50,000

SSA Terminals, Long Beach - \$110,000

Werner Systems, Tustin - \$33,500

Woodbridge Glass, Tustin - \$75,000

Training vendors may provide any of the following types of training based on the industry specific needs of the participating employer: Business Skills, Computer Skills, Continuous Improvement, Hazardous Materials, HAZWOPER, OSHA 10/30, Management Skills, Manufacturing Skills and Literacy Skills.

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

8 - 200

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Project Management
- Scheduling, Budgeting, and Cost Controls
- Managing Resources
- Quality Control
- Time Management
- PERT/Critical Path Charts
- Multicultural Organizations
- Change Management
- Communication Skills
- Customer Service
- Increasing Customer Satisfaction
- Goal Setting
- Planning for Results/Decision Making
- Inventory Control
- Negotiation Techniques
- Increasing Productivity and Quality
- Finance Principles
- Sales Skills

**COMPUTER SKILLS**

- Word Processing, Intermediate and Advanced
- Data Processing, Intermediate and Advanced
- Spreadsheets, Intermediate and Advanced
- Databases
- Search Engines
- Pivot Tables
- Content Control, Editing
- Queries and Reports
- Security Issues
- Address Books, Group Mailings
- Help Desk Support
- Logistics Software
- Project Management Software
- Computer-Aided Design
- ERP

**CONTINUOUS IMPROVEMENT**

- Lean Manufacturing / Operations
- 5-S Work Area Organization
- Six Sigma
- Problem Solving
- Flow Charts, Process Analyses, Cause and Effect
- Decision-Making

- Managing Interactions
- Standard Work and Standard Operations
- Takt Times and Cycle Times
- Setup Time Reduction
- Operation Tools and Kaizen
- Supply Chain Elements
- Costs and Analyses
- Manufacturing Resource Planning
- Scheduling and Planning
- Purchasing and Inventory
- Capacity Management
- Time Management
- Basic Logistics Practices
- Logistics Documentation and Terminology
- Terms of Sale
- Import / Export Process Flow
- Frontline Leadership
- ISO9000-9001 / AS9100
  - Quality Management Processes
  - Resource Management Processes
  - Needs Assessment
  - Document Control
  - Communication
  - Monitoring and Measurement
  - Data Analysis
  - Planning

**MANAGEMENT SKILLS** (Supervisors/Managers only)

- The Lead / Supervisor Role
- Motivating Employees
- Coach and Counseling
- Planning and Controlling
- Decision-Making and Communication Skills
- Understand Work Group Dynamics
- Change Management
- Teambuilding
- Leadership Principles
- Cost Control
- Time Management

**MANUFACTURING SKILLS**

- Programmable Logic Control
- Manufacturing Resource Planning
- Blueprint Reading
- Gauges and Calibration
- Shop Math
- Tolerances and Variance Calculations
- GD & T
- Elementary Chemical Knowledge
- Material Handling / Lifting Devices
- Machinery and Machine Guarding

- Proper Usage of Hand Tools, Power Tools
- Welding, Cutting and Brazing
- Electrical
- Toxic and Hazardous Materials
- Workplace Assessment for Safety
- Applying 5S to Safety
- Ergonomics

#### **HAZARDOUS MATERIALS**

- Environmental Management of Hazardous Materials and Industrial Waste
- Hazardous Materials for Logistics and Good Transportation

#### **HAZWOPER**

- HAZWOPER

#### **OSHA 10/30** (Certified OSHA Instructor)

- OSHA 10 (Requires Completion of 10 Hours)
- OSHA 30 (Requires Completion of 30 Hours)

#### **LITERACY SKILLS**

- SMART Goals
- Work Flow and Occupations
- Effective Listening Skills
- Basics of Problem Solving
- Communication Skills
- Reading, Writing, and Speaking English
- English Pronunciation
- Work-Related Vocabulary and Terminology

Literacy Training cannot exceed 45% of total training hours per-trainee.  
Safety Training will be limited to 10% of total training hours per-trainee.

|  |
|--|
| Note: Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery. |
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## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: SELACO

CCG No.: ET17-0284

Reference No: 16-0576

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Barry Avenue Plating

Address: 2210 Barry Avenue

City, State, Zip: Los Angeles, CA 90064

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 98

Total # of full-time company employees in California: 98

Company: California Waters

Address: 23311 La Palma Ave.

City, State, Zip: Yorba Linda, CA 92887

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 48

Total # of full-time company employees in California: 48

Company: Dekra-Lite

Address: 3102 W Alton Avenue

City, State, Zip: Santa Ana, CA 92704

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 65

Total # of full-time company employees in California: 65

Company: Extron Electronics

Address: 1025 E. Ball Road

City, State, Zip: Anaheim, CA 92805

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 20

Total # of full-time company employees worldwide: 2,600

Total # of full-time company employees in California: 168

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: SELACO

CCG No.: ET17-0284

Reference No: 16-0576

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Company: International Vitamin Corp

Address: 11011 Hopkins Street, #B

City, State, Zip: Mira Loma, CA 91752

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 35

Total # of full-time company employees worldwide: 102

Total # of full-time company employees in California: 102

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Company: Mark Beamish Waterproofing

Address: 2980 E. La Jolla St.

City, State, Zip: Anaheim, CA 92806

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 30

Total # of full-time company employees worldwide: 135

Total # of full-time company employees in California: 135

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Company: Safran / Sagem Avionics

Address: 3184 Pullman Street

City, State, Zip: Costa Mesa, CA 92626

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 68,000

Total # of full-time company employees in California: 157

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Company: SSA Containers, Inc.

Address: 1521 Pier J Avenue

City, State, Zip: Long Beach, CA 90802

Collective Bargaining Agreement(s): International Association of Machinists and Aerospace Workers Local 1484

Estimated # of employees to be retrained under this Agreement: 168

Total # of full-time company employees worldwide: 600

Total # of full-time company employees in California: 168

## Participating Employers in Retrainee Multiple Employer Contracts

Contractor's Name: SELACO

CCG No.: ET17-0284

Reference No: 16-0576

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Company: Stason Pharmaceuticals

Address: 11 Morgan Rd.

City, State, Zip: Irvine, CA 92618

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 80

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Company: Stronghold Engineering

Address: 2000 Market Street

City, State, Zip: Riverside, CA 92501

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 40

Total # of full-time company employees worldwide: 162

Total # of full-time company employees in California: 162

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Company: Troika International, Inc.

Address: 1560 Flower Avenue

City, State, Zip: Duarte, CA 91010

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 15

Total # of full-time company employees worldwide: 40

Total # of full-time company employees in California: 37

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Company: Werner Systems, Inc.

Address: 14321 Myford Rd.

City, State, Zip: Tustin, CA 92780

Collective Bargaining Agreement(s): No

Estimated # of employees to be retrained under this Agreement: 77

Total # of full-time company employees worldwide: 77

Total # of full-time company employees in California: 77



**MACHINISTS AUTOMOTIVE TRADES**  
**International Association of Machinists and Aerospace Workers**  
**District Lodge No. 190, Local Lodge No. 1484**

1261 AVALON BOULEVARD • WILMINGTON, CALIFORNIA 90744

(310) 835-6688 • FAX (310) 835-8715  
DUES@IAM1484.ORG

September 19, 2016

Dave Mantel  
SSA Marine Terminals  
Manager CEM

Subject: ETP training at SSA Terminals

Dear Mr. Dave Mantel,

I have reviewed the ETP training curriculum offered at SSA Marine Terminals and I look forward to the implementation of training.

Sincerely,

Kevin J. Kucera  
Area Director, Business Representative

KJK:ls-opeiu537/afl-cio

cc: Jim Beno, Directing Business Representative, DL190  
Rudolph R. Morales, President, LL1484