



Training Proposal for:

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

Agreement Number: ET16-0124

Panel Meeting of: July 24, 2015

ETP Regional Office: North Hollywood

Analyst: E. Wadzinski

PROJECT PROFILE

Contract Attributes:	Retrainee Priority SB<100	Industry Sector(s):	Manufacturing Goods Movement Transportation/Logistics 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; International Longshore and Warehouse Union Local 13		
Turnover Rate:	≤20%		
Managers/Supervisors: (% of total trainees)	≤20%		

FUNDING DETAIL:

Program Costs	+	Support Costs	=	Total ETP Funding
\$887,990		\$61,532 8%		\$949,522

In-Kind Contribution:	50% of Total ETP Funding Required	\$1,091,724
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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	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	85	8-200	0	\$802	\$15.07
				Weighted Avg: 50			
2	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	355	8-200	0	\$1,155	\$15.07
				Weighted Avg: 60			
3	Retrainee SB <100	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	57	8-200	0	\$941	\$15.07
				Weighted Avg: 40			
4	Retrainee Priority Rate	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	65	8-200	0	\$1,155	\$15.07
				Weighted Avg: 60			
5	Retrainee Priority Rate SB<100	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	65	8-200	0	\$611	\$15.07
				Weighted Avg: 22			

6	Retrainee	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	20	8-200	0	\$561	\$15.07
				Weighted Avg: 35			
7	Retrainee SB<100	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	20	8-200	0	\$823	\$15.07
				Weighted Avg: 35			
8	Retrainee SB <100 Priority Rate	Business Skills, Computer Skills, Cont. Imp., Literacy Skills, Mgmt. Skills, Mfg Skills, OSHA 10/30, HazMat, HAZWOPER	180	8-200	0	\$1,529	\$15.07
				Weighted Avg: 55			

Minimum Wage by County: \$16.44 per hour for Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara counties; \$15.97 per hour for Los Angeles County; \$16.02 per hour for Orange County; \$15.75 per hour for Sacramento County; \$15.93 per hour for San Diego County; \$15.56 for Alpine County and \$15.07 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		158
Clerical Staff		100
Fronline Supervisor/Manager		157
Operation Support		28
Assembly Staff		140
Machinists/Mechanics I		21
Machinists/Mechanics II		21
Engineer Support		19
Welder/Solderer		25

Production Control		31
Materials Handler		27
Maintenance Repairers		31
Engineers		13
Purchasing		20
Shipping/Receiving		25
Glaziers		31

INTRODUCTION

Workforce Development Corporation of Southeast Los Angeles County, Inc. dba Southeast Los Angeles County Workforce Investment Board (SELACO WIB)(www.selaco.org) is a nonprofit organization formed pursuant to the federal Workforce Investment Act of 1998, Section 121(c). SELACO WIB's Business Services Unit provides services to an estimated 3,100 businesses mainly located in the Southeast Los Angeles and Orange County areas. SELACO WIB 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 WIB is eligible for ETP funding as a workforce investment board and the core participating employers qualify as manufacturers or other companies facing out-of-state competition. This will be the fifteenth agreement between SELACO WIB and ETP.

The proposed training will be provided primarily at participating employer locations statewide; however, most of the training is expected to take place in Los Angeles and Orange counties. SELACO WIB's core group of participating employers consists primarily of large and small manufacturers, consistent with the Panel's priorities. This core group of employers represents at least 80% of the requested funding for this proposal.

PROJECT DETAILS

Manufacturing companies in California continue to face competition from both out-of-state and overseas companies. To remain competitive, manufacturers have increased productivity levels but are reluctant to also increase their workforce due to uncertainties of the economy. As an alternative, employers have relied on training as a solution to address workforce changes and organizational deficiencies.

Curriculum developed under this agreement includes courses for production and assembly staff such as Lean Manufacturing, 5-S, and Six Sigma (Manufacturing Skills/Continuous Improvement). Managers, Engineers and Clerical staff will also receive training in Business Skills, Computer Skills, and Management Skills.

Aside from the manufacturing industry, SELACO WIB is also helping employers facing out-of-state competition by providing training in new technology and innovative processes that can be applied to their current workforce. Training will also provide continuous skills upgrades essential to maintaining competitiveness.

Some core employers may have participated in at least one of the SELACO WIB's previous Agreements. In addition, several topics from the Curriculum are repeated from prior Agreements. However, SELACO WIB confirms that no trainees from previous participating employers will receive duplicative training in any subject matter.

Training Plan

Employers have been assessed to identify courses that will fill worker skill gaps. Training provided under this Agreement has been customized to meet the needs of local participating employers.

Business Skills (9%) - 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 (51%) - 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 (7%) - 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 who must overcome language barriers in the workforce to improve employee teamwork and productivity.

Management Skills (12%) - Training will be offered to all Managers and Supervisors to enhance skill in leadership, communication, and planning.

Manufacturing Skills (9%) - 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.

OSHA 10/30 (4%) - OSHA 10/30 is a series of courses “bundled” by industry sector and occupation. 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.

Hazardous Materials (2%) - Engineers, Quality Control Supervisors, Machinists/Mechanics, Materials Handlers, and Shipping/Receiving Staff will receive up to 40 hours of training. Field training may be required, although not funded by ETP.

HAZWOPER (2%) – Training will be offered to Frontline Supervisors, Machinists/Mechanics, Welders/Solderers, Production Staff, Engineers, Maintenance Staff and Material Handlers. Training may include site assessment; hazards elimination; methods; symptoms and preventable measures; proper handling of hazardous materials; explosive/radiological or flammable material-compound-mixtures; site control; risk exposure, and treatment of hazards exposure.

Certified Safety Training

1. OSHA 10/30. 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.

2. Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). 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). 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 personnel will receive up to 8-40 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.

Substantial Contribution

SELACO WIB serves large and small companies, some of which may have received training in prior ETP contracts. If a large participating employer (over 100 full-time employees) has received the benefit of training with payment earned in excess of \$250,000 within the past five years, reimbursement for trainees at the same facility will be reduced by 15% to reflect that employer’s substantial contribution to the cost of training. Funding for any employer that has previously been assessed a substantial contribution will be reduced by 30%. Small businesses with 100 or fewer full-time employees are not subject to this provision.

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.

Commitment to Training

SELACO WIB represents that 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 WIB utilizes its own highly skilled trainers, plus it may employ the services of various professional training vendors. All trainers used by SELACO WIB have experience training at both the shop floor and college level. Further, most courses provided by SELACO WIB are available to be taught in Spanish, if required by the employer. Historically, 60-70% of training has been delivered by outside training vendors.

Training Coordinator

SELACO WIB has designated an in-house administrator for this project.

Marketing and Support Costs

Through networking and interaction of committee members, SELACO WIB maintains numerous relationships with businesses and labor and economic development agencies to advertise and market their program. SELACO WIB 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 WIB seeks full support costs to fund training assessment processes and recruitment of participating employers. Panel regulation allows support costs of up to 8% for participating employer recruitment, as well as assessment of employer-specific job requirements.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

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

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET14-0176	\$1,249,235	9/23/13 – 9/22/15	1,100	789	536

Based on ETP Systems, SELACO WIB reimbursable hours have been tracked for potential earnings of \$1,131,511(91% of the total Agreement amount). The Contractor projects final earnings of 95-100% once all the training through June 22, 2015 has been input and invoiced.

PRIOR PROJECTS

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

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET13-0119	Statewide	09/01/12-08/31/14	\$695,717	\$684,530 (98%)

ET12-0141	Statewide	09/27/11- 09/26/13	\$747,531	\$734,845 (98%)
ET11-0208	Statewide	04/04/11- 04/03/13	\$398,508	\$398,508 (100%)
ET09-0307	Statewide	10/27/08- 10/26/10	\$1,748,806	\$1,564,385 (89%)

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

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/Advanced)
- Data Processing (Intermediate/Advanced)
- Spreadsheets (Intermediate/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
- Set-Up 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

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 cannot exceed 10% of total training hours per-trainee.

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

Multiple Employer Contracts

Contractor's Name: SELACO WIB

CCG No.: ET16-0124

Reference No: 15-0339

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: ACTEK Manufacturing and Engineering Inc.

Address: 1110 Fullerton Rd.

City, State, Zip: City of Industry, CA 91748

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 45

Total # of full-time company employees in California: 45

Company: A&H Engineering and Manufacturing Inc.

Address: 17109 Edwards Rd.

City, State, Zip: Cerritos, CA 90703

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 12

Total # of full-time company employees worldwide: 26

Total # of full-time company employees in California: 26

Company: Great American Packaging

Address: 4361 Soto St.

City, State, Zip: Vernon, CA 90058

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 45

Total # of full-time company employees worldwide: 50

Total # of full-time company employees in California: 50

Company: International Vitamin Corporation

Address: 11010 Hopkins St., Suite B

City, State, Zip: Mira Loma, CA 90752

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 102

Total # of full-time company employees worldwide: 102

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

Multiple Employer Contracts

Contractor's Name: SELACO WIB

CCG No.: ET16-0124

Reference No: 15-0339

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Jeffrey Court Inc.

Address: 620 Parkside Ave.

City, State, Zip: Norco, CA 92860

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 64

Total # of full-time company employees worldwide: 65

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

Company: Lynx Grills

Address: 7300 Flores St.

City, State, Zip: Downey, CA 90242

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 200

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 200

Company: Mitsubishi Rayon Carbon Fiber and Composites

Address: 1822 Reynolds Ave.

City, State, Zip: Irvine, CA 92614

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 100

Total # of full-time company employees worldwide: 118

Total # of full-time company employees in California: 118

Company: Obey Imaging Supplies

Address: 16691 Gothard St., Unit B

City, State, Zip: Huntington Beach, CA 92647

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 10

Total # of full-time company employees in California: 10

Multiple Employer Contracts

Contractor's Name: SELACO WIB

CCG No.: ET16-0124

Reference No: 15-0339

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PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Parex USA

Address: 4125 East La Palma Ave., Suite 250

City, State, Zip: Anaheim, CA 92807

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 93

Total # of full-time company employees worldwide: 245

Total # of full-time company employees in California: 120

Company: SSA Terminals

Address: 700 Pier Ave.

City, State, Zip: Long Beach, CA 90813

Collective Bargaining Agreement(s): International Association of Machinists and Aerospace Workers Local 1484;
International Longshore and Warehouse Union Local 13

Estimated # of employees to be retrained under this Agreement: 58

Total # of full-time company employees worldwide: 600

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



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

May 27, 2015

Mr. Stewart Knox, Executive Director
Employment Training Panel
1100 "J" Street, Fourth Floor
Sacramento, CA 95814

Dear Mr. Knox:

The purpose of this letter is to express support for the Southeast Los Angeles County Workforce Investment Board and their new ETP agreement proposal.

As a Labor Representative on the Southwest Los Angeles County Workforce Investment Board, I can attest to their responsiveness to our union and the employers we represent in Southern California. We have worked together on the development of training programs for our members at companies such as SSA Terminals, Ports America, and International Transportation Services and we look forward to several future training projects.

This ETP agreement will allow the SELACO WIB to reach out to both the small and the large employer, making sure that they are better able to meet the challenges of emerging technologies, limited resources and out of state and off shore competition.

The Southeast Los Angeles County Workforce Investment Board operates its programs in collaboration with organized labor. I fully support their efforts.

Sincerely,

Kevin J. Kucera
Business Representative
Machinists Automotive Trades District Lodge No. 190
Local Lodge #1484

cc: J. Beno, DBR, District 190
G. Allen, GVP, Western Territory
File

International Longshore and Warehouse Union



ILWU Local 13 · 630 S. Centre Street · San Pedro, CA 90731 · (310) 830-1130

Sent via Electronic & Priority U.S. Mail

June 4, 2015

Dennis Jones
ETP Program
10900 E. 183rd Street, Suite 350
Cerritos, CA 90703

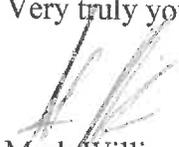
RE: ETP Training at Long Beach Container Terminal

Dear Panel Members:

This letter is to advise you that the International Longshore and Warehouse Union (ILWU), Local 13 representing workers at Long Beach Container Terminal is in support of the Employment Training Panel (ETP) project proposed by the SELACO-WIB.

We look forward to the success of the training.

Very truly yours,


Mark Williams
Secretary/Treasurer
ILWU Local 13

cc: Bobby Olvera, Jr., *President*

OPEIU537/pp