

# Idaho Milk Employer Grant

## Application Summary and Analysis

### Employer Overview

Producer of milk permeate powder; milk protein concentrates and isolate.

### Project break down of Training Needs

Due to the increased capacity levels needed to properly service our customers an expansion has been approved by our board to meet such needs. As a result of that expansion Idaho Milk Product foresees a need to increase its workforce by an estimated 25% to effectively service the new production/sales/clerical departments' increase in work activities as projected per our executive team. Also, with the increased production levels there may be a possibility for a new product using the Micellar process once the expansion is complete. With a 2.5% unemployment rate in our valley our resources are limited to acquire and maintain a knowledgeable workforce and so we hoping to provide all of new hires and current employees with the necessary tools to effectively perform their jobs and further enhance their job skills for possible future promotions.

Title of Training	Specific Skills Gained (e.g. blueprint reading etc.)	Academic Degree, Occupational License or Industry or Personnel Credential attained (if applicable)	Position Title
Apprenticeship	Fully comprehend and perform L.O.T.O policies along with OSHA and other safety regulations. Develop the necessary skills to properly repair/service all equipment throughout the plant including boilers, waste water equipment, chemical, separators, amongst others as needed during vacation days.		Maintenance vacation relief
Apprenticeship	Obtain sufficient knowledge to properly service all production lines and equipment, programming and developing code to support productions, current/future projects and the refinement of processes accordingly. Be able to train/support maintenance team on electrical matters.		Electrical technician
Apprenticeship	Fully comprehend and perform L.O.T.O policies along with OSHA and other safety regulations. Develop the necessary skills to properly repair/service all equipment throughout the plant including boilers, waste water equipment, chemical, separators, amongst others. Obtain sufficient knowledge of the electrical needs/processes to properly maintain all equipment in a safe manner.		Utility maintenance

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Milk hauling	<p>Properly haul milk from patron dairies and deliver to our processing plant in Jerome. As well as the loading and unloading of trailers, provide accurate measurement and sampling of milk. Correct duties are carried out within USDA and DOT guidelines. Complies with all safety policies, practices and procedures. Conduct proper daily equipment inspections, GMPs, Sanitation requirements, and performance measures are tracked and met. Documentation completion in a timely and accurate manner.</p>	CDL	Driver
Warehouse	<p>Become knowledgeable enough in all aspects of the warehouse, product hold &amp; release policies, product traceability, BOLs, invoicing, PO numbering systems, certificates of analyses, and loading/unloading of semi-tractor trailers and rail cars. Thoroughly understand all designated SOPs and SSOP's relating to the warehouse duties.</p>		Warehouse
Inventory Clerk	<p>Learn the proper usage of inventory system, procedures, and processes. Cross train with other departments to enhance skills and knowledge of business. Perform the proper inventory counts, organization, labeling and issuance per SOPs. Proper documentation completion.</p>		Inventory Clerk
Operations trainer	<p>Not all specific skills have been identified for this role, as it's considered a new position not previously offered at IMP. The goal of this position to provide a useful role within IMP to be used as a resource for all departments to aide in the training of new hires. This position will have required for the selected individual to obtain sufficient knowledge of all major production roles/processes to be able to train others. The trainer may be required to obtain certain special licensing depending on the ongoing needs of IMP.</p>		Trainer
Membrane operation	<p>Develop the proper skills and knowledge to complete pre-operational equipment checks, sampling in accordance with SOPs, proper equipment operation, CIP processes, processing equipment mechanics and monitoring of chemical usage. Obtain proper knowledge of the OSHA and plant safety regulations</p>		Membrane operator
Micellar Operations	<p>Develop the proper skills and knowledge to complete pre-operational equipment checks, sampling in accordance with SOPs, proper equipment operation, CIP processes, processing equipment mechanics and monitoring of chemical usage. Obtain proper knowledge of the OSHA and plant safety regulations.</p>		Micellar dryer operator

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Packaging	Learn the correct documentation completion required, proper storage ideals, CCP auditing processes, usage of internal systems, equipment to conduct all necessary processes.	N/A	Packager
Sanitation	Obtain sufficient knowledge to properly clean, scrub, and sanitize the assigned equipment and or areas throughout the plant. Perform the accurate processes to adhere to all plant, OSHA and safety regulations. Learn the necessary mandatory sanitation requirements for machinery, equipment and facilities as assigned.		Sanitation
Janitorial duties	Perform and follow all plant, OSHA, and Safety Regulations by properly conducting the cleaning of office areas, restrooms, break rooms, hallways, and other assigned areas in a clean and orderly condition. As well as cleaning of floors, shampooing rugs, washing walls and glass, and removing rubbish in the designated manner.		Janitor
Dryer operation	Obtain sufficient knowledge of all production lines and equipment. Learn the correct trouble-shooting procedures to resolve issues, maintain system efficiencies, the proper operation, cleaning and maintenance of manufacturing equipment. Ensure the proper assistance to the Production Supervisor in the development and training of team members as assigned can be performed. Proper completion of documentation is timely and accurate.		Dryer operator
Vacation Relief	Learn all key positions within the plant to be able to successfully fulfill each role when vacations/job vacancies occur. The individual will also be required to continue their education with an emphasis on management/business skills.		Plant vacation relief
Quality Assurance	Obtain sufficient knowledge of the plant's SOP's, SSOP's and GLP's to perform each required process accordingly. Learn the testing, production, and plant monitoring procedures required by each department. Obtain sufficient knowledge to properly train new hires under Quality, GMP and HACCP guidelines.		QA technician

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Sales	<p>Learn the proper execution of the sales strategy for the Milk Protein Concentrate and Milk Permeate Product business. Work closely with sales team to develop critical relationship building skills to maintain long-term positive relationships with existing customers while building new relationships with new customers. Develop sufficient knowledge to achieve target sales revenue and growth in line with company goals. Learn to implement tactical plans to expand profitability by customer and expands the customer base within assigned market segments.</p>	Sales representative
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**WDTF Request:** \$819,455.00

The Quantitative Funding Model recommends \$3000 or less per employee.

**Return on Investment (\$819,445-Full Request)**

- This investment will return .05 times its cost over the contract period in total average wage increase (\$37,440/\$819,445). This means that although we will pay \$22,147.16, per person to train, the employee’s wages will rise by \$1,011.89 over the contract period of 2 years. It will take us 43.7 years to recover our investment in additional wages paid per employee.

**Return on Investment (\$111,000-Quantitative Funding Model Recommendation)**

- This investment will return .34 times its cost over the contract period in total average wage increase (\$37,440/\$111,000). This means that although we will pay \$3,000 per person to train, the employee’s wages will rise by \$1,011.89 over the contract period of 2 years. It will take us 5.93 years to recover our investment in additional wages paid per employee.

- **Employer’s investment in facilities: 7,000,000**
- **Employer’s investment in equipment: \$22,000,000**

**Projected Trainees and Hires:**

New (N) or Retrained (R) Position?	Position Titles	Number of Positions	STARTING Wage	Wage AFTER Training
New	Packagers	4	\$14.50	\$14.50
New	Sanitation	2	\$13.25	\$13.25
New	Janitor	1	\$13.25	\$13.25
New	Dryer operation	2	\$18.00	\$18.00
R	Operations vacation relief	1	\$22.00	\$25.00

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New	QA technicians	2	\$14.00	\$14.00
R	Maintenance vacation relief	2	\$25.00	\$28.00
New	Maintenance utility technician	1	\$23	\$23
New	Electrical technician	3	\$24	\$24
New	Warehouse operators	2	\$16	\$16
New	Inventory clerk	2	\$15	\$15
New	Trainer	1	\$22	\$22
New	Sales support	2	\$29	\$29
New	Transportation drivers	6	\$20	\$20
New	Micellar membrane operators	4	\$16	\$16
New	Micellar dryer operators	2	\$20	\$20
	Total	37	\$305	\$311
	Avg. Wage		\$19.06	\$19.44