

Consent Item 1

Approved ___√_____

Disapproved _____

Consent Item

OCTOBER 2022 MEETING MINUTES

In accordance with Article VII, Section 7.3 of the approved bylaws of CareerSource Florida, the corporation is required to keep correct and complete books and records of accounts and shall keep minutes on the proceedings of the Credentials Review Committee.

FOR CONSIDERATION

Approval of October 2022 Meeting Minutes, to include any modifications or changes noted by the Committee.

**Credentials Review Committee
Meeting Minutes
October 31, 2022**

I. CALL TO ORDER

Chair Crofoot called the meeting to order at 10 a.m. on October 31, 2022.

II. ROLL CALL

Lisa Cramer conducted roll call. The following members were present:

Katie Crofoot
Timothy Beard
Michael Biskie
Robert Boyd
Adam Calloway
Hugh Campbell
Kevin Carr
Katherine Goletz
Lloyd Gregg
Jennifer Grove
Diane Head
Kathy Hebda
Debbie Magruder
Kevin O'Farrell
James Taylor

A quorum was present.

III. CONSENT ITEM

Chair Crofoot called for a motion to approve the meeting minutes from June 27, 2022.

Motion: Hugh Campbell
Second: Kevin O'Farrell

There was no discussion or comments from the public.

The consent item passed unanimously.

IV. OVERVIEW OF LABOR MARKET ESTIMATING CONFERENCE DATA

Chair Crofoot stated the REACH Act established a new Labor Market Estimating Conference (LMEC) in the Office of Economic and Demographic Research. The Statute requires the LMEC to produce labor market supply and demand data by occupation and education level at state and regional levels. The Committee must use the labor market data produced by the LMEC to establish a definition for credentials of value. The LMEC data was received by the committee October 25. The conference product includes critical wage information for all 790 occupations. A representative starting wage, average annual wage, and high-level threshold was provided for each occupation. The conference issued a determination that lists adopted prior to the effective date of the REACH Act and June 30, 2022, will continue to be used unless further analysis adopted by the LMEC indicates otherwise.

A link to the Labor Market Estimating Conference's data was provided in the Microsoft Teams chat.

V. SUBMISSION OF CERTIFICATIONS SEEKING CAPE FUNDING FOR 2023-2024

The Career and Professional Education (CAPE) Funding list identifies industry certifications at the secondary and post-secondary levels that are linked to occupations. The certifications are eligible for additional funding for school boards and state colleges. The latest CAPE funding list was adopted by the State Board of Education in 2021 and was carried forward for the current school year. CAPE Act certifications identified as credentials of value have yet to be submitted, recommended, or approved since 2021. No new credentials have been added to the Master Credentials List.

With receipt of the Labor Market Estimating Conference data, stakeholders can submit new secondary and post-secondary certifications for consideration to be added to the Master Credentials List and to be eligible for CAPE funding.

Chair Crofoot directed staff to open a window from November 1 – November 30 for stakeholders to submit certifications for CAPE funding sought prior to the committee adopting a Framework of Quality. The early application window will allow increased time for the Department of Education to evaluate certifications for CAPE funding eligibility which includes:

- Validating that the certification is an industry-recognized certification.
- Ensuring the number of education hours required is met.

- Validating the certification tests meet specific standards set by the Department.
- New CAPE secondary and post-secondary certifications submitted will be evaluated and validated, along with credentials of value collected by workgroups.
- Incomplete applications will not be eligible for consideration.
- Existing certifications on the Master Credentials List will not need to reapply.

VI. REVIEW OF TIMELINE AND FRAMEWORK OF QUALITY UPDATES

CareerSource Florida Senior Vice President of Business and Workforce Strategies Dan McGrew provided an update on the timeline and progress of the workgroups

The Wage Threshold workgroup has completed analysis of the wage data available through the Bureau of Labor Statistics. The group has analyzed the wage data for individual occupations and wage data from actual program completers available through the Florida Education and Training Placement Information Program (FETPIP).

The Demand Threshold workgroup is developing a process for determining local demand for occupations that do not show up in state or regional demand data. The workgroup is preparing proposed final guidelines for the committee following the feedback provided to the workgroup at the June meeting.

The Credential Sequencing workgroup established a definition for sequencing, which was presented at a previous meeting. The workgroup has identified various ways to validate that the credentials are in sequence based on currently available information. CareerSource Florida is in the process of contracting with a third-party vendor to further develop sequencing relationships to be used in the evaluation of credentials. The contractor will also provide or create Standard Occupation Classification (SOC) code linkages for industry certifications for which no linkages currently exist. The linkage is necessary for evaluation of the master credentials list.

The Credential Identification workgroup has completed the inventory of post-secondary programs offered in post-secondary sectors. The inventory includes program types such as, but not limited to, career certificates, college credit certificates, associate in science degrees, and bachelor's degrees. The group

has compiled a list of known industry certifications, including apprenticeships and licenses that are offered in the state of Florida.

At the December 7 meeting in Tallahassee, the goal is to approve a final framework of quality and introduce the concept of post-secondary funding eligibility. The workgroups will propose their definition of credentials of value and the framework of quality for review and approval. Once the framework of quality is approved, the evaluation of credentials will begin. The initial evaluation will include all credentials compiled by the Credential Identification Workgroup and those submitted during the CAPE Application Window, between November 1 and November 30.

At the February 2023 meeting, the committee will meet to adopt the Master Credentials List for the state of Florida. The Master Credentials List will be the first master credentials list developed that uses the established definition of credentials of value. The statute requires the committee to review and approve credential applications quarterly. Accordingly, immediately after this first master credentials list is adopted, the committee will officially open the application for credentials not included in the initial evaluation. Once the application is opened, the committee will be presented with new credentials that meet the framework of quality each quarter for inclusion on the Master Credentials List. The committee will also conduct an annual review to remove credentials that no longer meet the framework of quality based on changing labor market data throughout the year.

VII. OPEN DISCUSSION AND PUBLIC COMMENT

James Taylor asked if there was any representation from industry seated on the State Board of Education. Kathy Hebda replied that the input from industry happens before it gets to the State Board of Education.

Amy McCallister asked the committee to consider extending the CAPE application window to December 6.

VIII. CHAIR'S CLOSING REMARKS

Chair Crofoot reminded everyone that the CAPE secondary and post-secondary certifications submission window is November 1 – 30 and submission instructions are on the CareerSource Florida website. Chair Crofoot thanked everyone for their time and adjourned the meeting at 11 a.m.