



# **Career Pathways Committee**

CareerSource Tampa Bay

Jan 18, 2023 9:00 AM - 10:00 AM EST

## **Table of Contents**

**I. Call to Order, Roll Call and Welcome**

**II. Public Comments**

**III. Action Item**

**A. Approval of Minutes - October 19, 2022 Career Pathway Committee Meeting**

**Minutes.....2**

**IV. Discussion Items.....6**

**A. Project Updates.....12**

**B. Master Credentials List Update**

**C. Career Pathways Strategy Update**

**D. New Americans with Occupational Credentials**

**V. Adjournment**

**A. Next Meeting: April 19, 2023**



# Career Pathways Committee Minutes

CareerSource Tampa Bay  
Oct 19, 2022 at 9:00 AM EDT

## Attendance

### Present:

Members: Felicia Bell (remote), Graham Hadley (remote), Robert Blount, III (remote), Roy Sweatman (remote)

### Absent:

Members: Elizabeth Gutierrez, Thayne Swenson

## Staff Attendance

### Present:

Members: Saleema Bennett (remote), Dr. Byron Clayton (remote), Leondra Foster (remote), Chad Kunerth (remote), Michelle Schultz (remote), Tammy Stahlgren (remote), Doug Tobin (remote), April Torregiante (remote), Michelle Zieziula (remote)

Guests: Paul Casebolt - EDSI (remote)

### I. Call to Order, Roll Call and Welcome (Presenters: Graham Hadley)

Graham Hadley filled in for the Chair and called the meeting to order at 9:02 a.m. There was a quorum present.

Roy Sweatman President of Southern Manufacturing, was welcomed to the meeting. He is a new member of this committee.

### II. Public Comments

There was none.

### III. Action Item

- A. Approval of Minutes - July 20, 2022 Career Pathway Committee Meeting Minutes (Presenters: Graham Hadley)

#### **Motion:**

To approve the minutes from July 20, 2022 Career Pathways Committee meeting.

Motion moved by Robert Blount, III and motion seconded by Felicia Bell. Motion carried.

### IV. Discussion Items (Presenters: Dr. Byron Clayton)

Minutes generated by [OnBoard](#).

A. Announcement of New Chair (Presenters: Dr. Byron Clayton)

Elizabeth Gutierrez, CEO of Enterprising Latino's, will be the new committee Chair. Previous Chair Geordie Hyland is no longer serving on the board, as he moved on to a different position. Rugina Castillo, Community Engagement and Diversity Coordinator, City of Tampa will be joining this committee as a community member.

B. Career Pathways Committee Purpose (Presenters: Dr. Byron Clayton)

The purpose of the committee was reviewed:

To provide feedback, guidance and assistance to advance the career pathways strategy and related programs and services.

C. Career Pathways Strategy (Presenters: Dr. Byron Clayton)

Our strategy is focused on the connector points between Talent Supply, Talent Demand, and Career Pathways.

The first part of our strategy is to increase Job Seeker Awareness and the second part of our strategy is to increase Employer Engagement.

Feedback Discussion on Job Seeker Awareness

- The committee agreed that there should be a lot of focus in this area. We should engage potential job seekers in places where this information will reach them, including exposures in non-traditional ways.

Feedback Discussion on Employer Engagement

- We need to get more companies involved and encourage partnering with training providers. We should increase our outreach to community organizations that focus on youth, low-income individuals, veterans, or ex-offenders.
- Discussion occurred on ways to get more employers involved, i.e. tours.
- The Committee agreed that this is an important area to focus on, and to bring people to the table who we can educate about Career Pathways' mission, so that we can achieve higher engagement.

Discussion occurred on Career Pathways

- Should we focus on connecting existing pathways between jobseekers and employers, or focus on building new pathways?

- Credential Review Committee - career pathways that involve credentials should be brought to this committee's attention because it could be used to increase the incumbent workers training funding received by CSTB. Dr. Clayton is on a workgroup committee and will provide updates to this committee.
- Fostering partnerships for both the Job Seeker and Employers. This will be a big part of what we need to do as an organization. We will be asking this committee for feedback on ways to assist in connections.

D. Status Updates (Presenters: Dr. Byron Clayton)

1. Career Pathways Portal

Dr. Clayton provided the committee with a brief demonstration of the Career Pathways Portal. The Career Pathways Portal is scheduled to go live the week of October 24, 2022.

2. HCPS Partnership Building

Meetings with HCPS leadership since the last Career Pathways Committee meeting:

- Addison Davis – HCPS Superintendent
- Michael McAuley – HCPS Chief of Staff (2 meetings)
- Dr. Thomas Weeks – HCPS Chief Information Officer
- Nadia Combs – School Board Chair
- Henry “Shake” Washington – School Board Member
- Lynn Grey – School Board Member
- Jessica Vaughn – School Board Member

Key topics included:

- School board workshop
- Data sharing agreement
- Quality jobs for Summer Hires program
- Career Pathways Workshops
- High schools to pilot workshops
- HCC workshop for HCPS counselors on 11/3/2022

3. Career Pathways Workshop

Career Pathways Workshop focus on three pillars:

- Awareness
- Access
- Action

V. Adjournment

The meeting was adjourned at 9:58 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

DRAFT

1. Call to Order, Roll Call and Welcome
2. Public Comments
3. Approval of Minutes - October 19, 2022 Meeting
4. Discussion Items
  - a. Project Updates
  - b. Master Credentials List Update
  - c. Career Pathways Strategy Update
  - d. New Americans with Occupational Credentials
5. Adjournment
  - a. Next Career Pathways Committee Meeting – April 19, 2023

1. Career Pathways Portal
  - Promotional efforts
2. Career Pathways Workshops
  - Design in progress for HCPS AVID and BAYS pilots
3. Credit for Prior Learning Project
  - Pipeline development for PHSC online programs in IT
4. Alliance for Workforce Innovation (AWI)
  - Best practice library development in progress

## 5. Job Quality Workshops

- Initial framework in progress for HCC Career Services

## 6. Youth Success Research

- Addressing barriers of awareness, access and mindset

## 7. ROI Calculator

- Hiring Excel expert

## 8. Earn and Learn Inventory

- Data challenges



# Master Credentials List Update



1. The Credentials Review Committee (CRC) shall identify nondegree and degree credentials of value to be included in the Master Credentials List (MCL).
  - The Framework of Quality has been accepted
  - Initial sub-baccalaureate review is underway
  - Shall conduct quarterly review of new applications
  - Shall conduct annual review of existing credentials
  
2. Current MCL has 511 credentials grandfathered from the CAPE list.
  - K-12 Industry Certifications and Certificates
  - Postsecondary Industry Certifications



## Talent Supply

### Target Populations

- Youth (ISY/OSY)
- Low-Income
- Veterans
- Ex-Offenders
- At-Risk Youth
- Dislocated Workers
- Un/Under Employed
- Women & Minorities
- New Americans
- Related Occupations



## Career Pathways

### Target Training

- High School Vocational
- Paid Work Experiences
- Employer Training Programs
- Registered Apprenticeships
- Postsecondary Vocational
- I-R Certifications
- College Credit Certificates
- 2-Yr Degrees
- 4-Year Degrees



## Talent Demand

### Target Career Sectors (Livable Wage Careers)

- Business & Finance
- Health Science
- Information Technology
- Skilled Trades

### Training Barriers

- Awareness
- Access
- Mindset

### Employment Barriers

- Employment Services
- Job Requirements
- Job Quality

# Helping New Americans with Credentials

1. Are New Americans who have occupational credentials an untapped talent population in Hillsborough County?
2. Is there specialized help for them locally, similar to [Upwardly Global](#)?
3. Do you think employers would be open to hiring them? Why or why not?



## Career Pathways Committee – Relevant Projects

1. **Career Pathways Portal** - The Career Pathways Portal is a user-friendly online tool for job seekers, students, parents, and advisors to explore livable wage, upwardly mobile careers in four top career sectors in Hillsborough County: Business & Finance, Healthcare, Information Technology and Skilled Trades. These sectors were identified by CSTB's 2022 Regional Skills Analysis after reviewing wages, demand, growth and diversity. Users explore occupations by career sectors and tracks to better visualize their career options over time. For a user's career of interest, the portal connects them to the training pathways that are specifically registered with CSTB make it easier and faster for us to help them. Also, the user can generate a Career Advancement Plan that can be shared with their career coach, counselor or parent. The portal can be accessed at [www.cstbpathways.com](http://www.cstbpathways.com).
2. **Career Pathways Workshops** – Career Pathways Workshops inform participants about the different training pathways available to livable wage, upwardly mobile careers. Participants learn the pros and cons of each pathway to enable them to select the ones best suited for their goals, needs and circumstances. The goal is to design workshops in the 1<sup>st</sup> quarter of 2023 for an April 2023 pilot in the HCPS high school AVID program. We have been approved by HCPS and AVID program leadership to proceed to next steps. We are also targeting the Dept. of Juvenile Justice population by partnering with BAYS to pilot the workshops.
3. **Credit for Prior Learning (CPL) Project** – CSTB has partnered with CAEL (Consortium of Adult and Experiential Learning) and Pasco Hernando State College (PHSC) to design CPL pathways to shorten the time and cost to gain college credentials. The goal is to create a pipeline of graduates from non-credit training programs in IT and entrepreneurship who get college credit from PHSC toward specific courses in online training programs. HCC is interested in creating a similar pipeline using their existing CPL processes.
4. **Alliance for Workforce Innovation (AWI)** – CSTB is transitioning the Manufacturing Alliance of Hillsborough County to the Alliance of Workforce Innovation (AWI). AWI will focus on informing local employers about best practices in workforce innovation via an online Best Practices Library and virtual Best Practice Forums. The goal is to foster formal and informal partnerships by local employers to implement new but proven approaches to reduce workforce shortages. Over time, the goal is for AWI to serve as a fund-raising consortium to pursue grants for workforce innovation projects.

5. **Job Quality Workshops** - The Good Jobs and Equity Project is nationwide effort to improve job quality and advance workforce equity. CSTB was one of 20 regions selected for Phase 1 Exploration, and one of 10 selected for Phase 2 Design/Implementation. As part of this project, we will create and conduct Job Quality Workshops that leverage a framework, scorecard, research methods, and interviewing techniques to teach job seekers how to assess job quality. The goal is to help job seekers from all backgrounds find jobs with better pay and benefits, career advancement opportunities, workplace cultures and employee support services.
6. **Youth Success Research** - United Way Suncoast hired CSTB to review the latest research on key drivers of youth success (ages 10 to 24) and how well they align with the work of organizations in their 5-county footprint. CSTB will work with key regional stakeholders to analyze the findings to help inform and guide emerging UWS strategies for community investments. The findings will also help inform and guide CSTB priorities, particularly in addressing barriers to training and employment. .
7. **ROI Calculator for Apprenticeship Programs** – Return on investment (ROI) calculators are a standard decision-making tool for companies to budget and invest their capital. ROI calculators for apprenticeship programs exist but can be very challenging to use. CSTB is leading a project of the Mayor’s Workforce Committee to enhance the existing U.S. Dept. of Commerce spreadsheet with additional tabs to simplify its use. Phase 2 of the project will transition the spreadsheet to an online tool, similar to the Oregon Apprenticeship ROI Calculator.
8. **Earn and Learn Program Inventory** – CSTB is leading a project of the Mayor’s Workforce Committee to create and maintain an Earn and Learn Program Inventory. The inventory will be formatted for access by web-based user interfaces and will be made available for public use. The inventory will list several forms of earn and learn programs such as registered apprenticeships, paid work experiences, CSTB ACE programs, employer training programs, and paid pre-apprenticeship programs.



# NOTES:

Lined area for taking notes, consisting of numerous horizontal lines.

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