



Career Pathways Committee

CareerSource Tampa Bay

Apr 19, 2023 9:00 AM - 10:00 AM EDT

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A. Next Meeting: TBD



Career Pathways Committee Minutes

CareerSource Tampa Bay
Jan 18, 2023 at 9:00 AM EST

Board Members Attendance

Present:

Members: Felicia Bell (remote), Rugina Castillo (remote), April Neuman (remote), Roy Sweatman (remote), Elizabeth Gutierrez (remote), Robert Blount, III (remote), Thayne Swenson (remote)

Absent:

Members: Graham Hadley

Staff Attendance

Present:

Members: Saleema Bennett (remote), Paul Casebolt (remote), Leondra Foster (remote), Chad Kunerth (remote), Don Shepherd (remote), Dr. Byron Clayton (remote), Anna Munro (remote), Tammy Stahlgren (remote), Doug Tobin (remote), April Torregiante (remote), Michelle Zieziula (remote)

Board Liaison : Ken Jones (remote)

I. Call to Order, Roll Call and Welcome (Presenters: Elizabeth Gutierrez)

Madam Chair called the meeting to order at 9:02 a.m. There was a quorum present. April Neuman was introduced. She was appointed to the Board on November 16, 2022. April is the Senior Vice President at Ultimate Medical Academy. Rugina Castillo was introduced. She is a new member of this committee. Rugina is the Community Engagement and Diversity Coordinator with the City of Tampa.

II. Public Comments

There were none.

III. Action Item

- A. Approval of Minutes - October 19, 2022 Career Pathway Committee Meeting Minutes (Presenters: Elizabeth Gutierrez)

Motion:

To approve the minutes of October 19, 2022 Career Pathway Committee Meeting Minutes.

Motion carried.

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

A. Project Updates (Presenters: Dr. Byron Clayton)

Dr. Clayton explained to the committee that he will be incorporating project updates to each meeting's agenda. All projects relevant to the Career Pathways Committee will be addressed.

B. Master Credentials List Update (Presenters: Dr. Byron Clayton)

The Credentials Review Committee shall identify nondegree and degree credentials of value to be included in the Master Credentials List (MLC). Anyone can submit new credentials for the list.

The list can be found on the CareerSource Florida's Website:

<https://careersourceflorida.com/boardroom/florida-credentials-review-committee/master-credentials-list/> There are currently 511 Credentials grandfathered from the CAPE List.

Dr. Clayton will keep this committee updated as he serves on this committee.

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

The Career Pathway Strategy was updated to include Training and Employment Barriers. The Strategy is a work in progress, as we get more input from this committee, it will continue to change and grow.

D. New Americans with Occupational Credentials (Presenters: Dr. Byron Clayton)

Discussion occurred about New Americans with Credentials as an untapped talent population in Hillsborough County.

As the population continues to grow, are there new Americans who have occupational credentials and untapped talent for us in Hillsborough County?

How do we help new Americans find work?

How can we help agencies connect with this group?

The school district has a program to help families that are new to the district.

The families must have citizenship status documentation.

Lutheran Catholic Services and Department of Children Services were agencies discussed that assist refugees.

Do we think employers would be open to hiring them? Certain jobs (defense work) require the employee to be a US citizen or permanent resident.

V. Adjournment

The meeting was adjourned at 10:02 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.

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.
2. **Career Journey Workshops** – Career Journey Workshops teach participants a simple three-step process to advance their careers. Participants learn (a) how to select their first or next career milestone, (b) how to evaluate career pathways the best fit for you, and (c) how to overcome career barriers. The goal is to design workshops in the 1st 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 collaborating with BAYS, Safe and Sound, and the Florida Dept. of Juvenile Justice 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.

Agenda



1. Call to Order, Roll Call and Welcome
2. Public Comments
3. Approval of Minutes - January 18, 2023 Meeting
4. Discussion Items
 - a. Project Updates
 - b. On-Site Workshops
 - Career Journey Workshop
 - Job Quality Workshop
 - Living Wage Workshop
5. Adjournment
 - a. Next Career Pathways Committee Meeting – July 2023

1. Career Pathways Portal

- ❑ Past 30-day traffic: ~300 users, ~57% desktop / ~43% mobile
- ❑ Top 3 cities: Tampa 31%, Atlanta 6%, Brandon 4%, followed by Miami, Charlotte and Orlando at 2% each.
- ❑ Promotional efforts ramping up.

2. Career Journey Workshops

- ❑ Pilot in progress for AVID students at Brandon and Newsome high schools.

3. Credit for Prior Learning Project

- ❑ Articulation agreements (from Computer Coach and LT3 non-credit programs) to PHSC credit programs submitted for approval.

4. Alliance for Workforce Innovation (AWI)

- ❑ Website 75% completed.

5. Job Quality Workshops

- ☐ Framework completed.
- ☐ Learning objectives and curriculum proposed to HCC.

6. Youth Success Research

- ☐ Phase 1 completed, eight listening sessions scheduled for May.

7. ROI Calculator

- ☐ First version complete, vet with Apprenticeship Navigators next.

8. Earn and Learn Inventory

- ☐ On-hold

9. Miscellaneous Follow-Up

- ☐ Refugee Task Force at the Florida Dept. of Children and Families.

Career Journey Workshop

Key Learning Objectives



1. Understand the career journey perspective
 - ☐ We are all on a career journey... which drives our lifestyles.
 - ☐ Leverage short videos from successful role models discussing elements of their career journeys.
2. Learn a 3-step process to optimize your career journey
 - ☐ How to select your first or next career milestone.
 - ☐ How to select the career pathway that best fits you.
 - ☐ How to overcome career barriers.

Job Quality Workshop

Key Learning Objectives



1. Understanding job quality and why it is important.
2. How to evaluate job quality.
3. How to research job quality for a position at a potential employer.
4. How to research job quality for a position at my existing employer.

Living Wage Workshop

Key Learning Objectives



1. Understanding what a living wage is and why it is important.
2. How to find your living wage threshold.
3. How to find average wages for current or desired jobs and compare to your living wage threshold.

On-Site Workshops

1. Who should we target?
2. Should we customize the workshops to fit specific youth and adult talent populations?
3. How should we promote the workshops to maximize impact?
4. What does success look like and how should we measure it?



NOTES:



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