

Vermont State Workforce Development Board
Training & Credentialing Work Agenda
February 25, 2019
2:00 – 4:00 pm
Center for Achievement in Public Service
Montpelier, VT

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| 2:00 pm | Start-up <ul style="list-style-type: none">• Review agenda, purpose and ground rules |
| 2:10 pm | Review feedback on definition for credential of value |
| 2:15 pm | Review process decisions and discuss role of Training and Credentialing Committee <ul style="list-style-type: none">• Differentiation with Agency Joint Committee• Roles and responsibilities (RASCI)• Governance• Meeting frequency |
| 3:00 pm | Discuss membership of Training and Credentialing Committee <ul style="list-style-type: none">• Number• Skills/knowledge• Sectors (i.e manufacturing, construction, IT, healthcare)• Term (discretion of board chair) |
| 3:50 pm | Wrap up and next steps |
| 4:00 pm | Adjourn |

**Vermont State Workforce Development Board
Training & Credentialing Work Group Minutes
February 25, 2019
2:00 – 4:00 pm
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Work Group members in attendance: Hugh Bradshaw, Marilyn Cargill, Lauren Hibbert, Sharon Parker, Jay Ramsey, Mary Anne Sheahan, and Joe Teegarden

Guests in attendance: Sarah Buxton, Jason Gingold, Justin Kenney, Steve Lutton, John Nelson, Roxanne Vought, Doug Webster, Jeff Wimette, and Sophia Yager

Guests in attendance by phone: Alex Beck, Ann Nygard, and Tiffany Keune

The meeting was called to order at 2:00 pm. Meeting facilitator Justin Kenney reviewed the agenda and Co-Chair Marilyn Cargill recapped the Work Group's February 14 meeting.

Co-Chair Jay Ramsey gave an update on the Work Group's definition of a "credential of value" (COV): the Work Group will incorporate stakeholder feedback and finalize the definition at the final Work Group meeting.

Work Group members and stakeholders discussed the responsibilities of the two bodies involved in the application and approval process for state-endorsed COVs (see Appendix A).

Work Group members and stakeholders discussed the renewal process for state-endorsed COVs (see Appendix B).

Work Group members and stakeholders discussed the make-up and procedures of the future standing Training & Credentialing Committee of the SWDB (see Appendix C).

Work Groups members will convene for a final meetings to finalize the COV definition, the COV application and approval process, and the charge and membership of the standing committee. Stakeholders will be kept apprised of the Work Group's final recommendations to the full Board.

The meeting adjourned at 4:00 pm.

Respectfully Submitted by Dustin Degree.

Dustin Degree, Executive Director, Vermont State Workforce Development Board

APPENDIX A: RESPONSIBILITIES OF THE JOINT PANEL AND TRAINING & CREDENTIALING COMMITTEE

Joint Panel (AOE and DOL)

- Administration
 - Accepts applications and check for completion
 - Routes to appropriate agency
 - Maintains website
 - Communicates with applicants
- Reviews applications
 - Uses COV criteria determined by the Training and Credentialing Committee (TCC) of the SWDB
 - Letters of support from employers, training providers, etc.
- Makes recommendations to TCC

Training and Credentialing Committee (SWDB)

- Sets policy
- Sets criteria
- Consuls with necessary experts and stakeholders
- Makes final decision (goes to full SWDB for slate vote)
- Handles appeals
- Maintains official list of COVs (shared on other state websites)

Questions to Consider

- Will letters of support from employers temper competition and natural growth of new COVs?
- Providers vs Credentials: what if a COV is offered by an inadequate training provider?
- Does public transparency come in at the joint panel level or the TCC level? What does that look like (hearings, letters, etc)?
- What about credentials that will be important for future jobs but may not be in-demand now? (ex. AI, block chain)

APPENDIX B: RENEWAL PROCESS FOR STATE-ENDORSED COVS

- How often will COVs be renewed?
- Will the COV go back through joint panel or TCC?
- Will the COV be evaluated against same criteria?
- Will the COV applicant submit a new application?
- Will COVs be removed from the list if there is no employer/consumer demand?
- Outcomes reporting? Will the number of COVs earned by WIOA participants be reported?
- How to collect necessary data for review?

APPENDIX C: MAKE-UP & PROCEDURES OF TRAINING & CREDENTIALING COMMITTEE

- Governance:
 - Chair (public member)
 - Vice chair (private/business member)
 - Quorum: 2/3 of Committee members
 - Voting: Simple majority
- Meeting Frequency: quarterly (preceding full Board meetings)
- Number of Members: 11
- Terms: 2-year term with no term limits (serve at discretion of the SWDB chair)
- Skills/Knowledge Representation:
 - Education (K-12, secondary, post-secondary)
 - LMI
 - Real-time business perspective

- Economic development/priority sectors
 - Program/training evaluation
 - “Connections”
- Sector Representation:
 - State government (LMI)
 - Legislator
 - Education
 - “Funders”
 - State chamber/business association
 - Service/hospitality
 - Trades
 - Manufacturing
 - Technology
 - Health care
 - Agriculture