

**Vermont State Workforce Development Board  
Training & Credentialing Committee  
Meeting Agenda  
October 10, 2019, 1:30 – 3:00 pm  
Pavilion 4<sup>th</sup> Floor Conference Room  
Montpelier, VT**

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| 1:30 pm | Call to Order and Welcome<br><i>Sophia Yager, Deputy Director, Vermont State Workforce Development Board</i>                              |
| 1:35 pm | Committee Member Introductions  |
| 1:50 pm | State Credentialing Policy Aims & Responsibilities<br><i>Sarah Buxton, Director of Workforce Development, Vermont Department of Labor</i> |
| 2:10 pm | Training & Credentialing Work Group Recommendations Recap<br><i>Sophia Yager</i>  |
| 2:40 pm | Committee Governance and Meeting Schedule<br><i>Sophia Yager</i>  |
| 3:00 pm | Adjournment   |

**Vermont State Workforce Development Board  
Training & Credentialing Committee Minutes  
October 10, 2019  
1:30 – 3:00 pm  
Montpelier, VT**

**Committee members in attendance:** Alex Beck, Sarah Buxton, Lauren Hibbert, Amanda Kohle, Dale Miller, Sandy Rousse, Mary Anne Sheahan, Patty Shirk, Roxanne Vought, John Young, and Yasmine Ziesler

**Board staff in attendance:** Dustin Degree and Sophia Yager

The meeting was called to order at 1:40 pm and committee members introduced themselves.

Sarah Buxton (Director of Workforce Development, Department of Labor) outlined of original purpose of the Committee when the full Board voted for its formation in January 2018 and some of the state and federal aims that will inform the Committee's work. Ms. Buxton noted that the Committee will be responsible for approving the state's Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider List (ETPL) procedures.

Sophia Yager (Deputy Director, Vermont State Workforce Development Board) gave a brief overview of the six key recommendations of the limited-duration Training & Credentialing Work Group that was charged to recommend the charge and initial membership of the Committee. It was noted that the recommendations put forward by the Work Group are subject to change by the Committee.

The Committee agreed to hold two additional meetings to establish a committee charge and work plan prior to the beginning of the legislative session in January 2020. These meetings will include a review of the Committee's establishing charge from January 2018, a comparison of existing definitions and lists of credentials value maintained by each WIOA Core Partner (Department of Labor, Agency of Education, and Division of Vocational Rehabilitation), a comparison of examples of definitions and lists from other states, and a more detailed introduction to the WIOA ETPL and procedures.

The meeting adjourned at 3:00 pm.

Respectfully Submitted by Dustin Degree.

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Dustin Degree, Executive Director, Vermont State Workforce Development Board