



FLORIDA DEPARTMENT OF  
**EDUCATION**  
CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance  
Virtual Desk Monitoring Review  
for  
Career and Technical Student Organizations**

**SkillsUSA Florida**

**August 3 - 6, 2021**

**Final Report**

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**SkillsUSA Florida  
Career and Technical Student Organizations  
Quality Assurance and Compliance Monitoring Report**

**I. INTRODUCTION**

The Florida Department of Education (FDOE), Division of Career and Adult Education (division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) section is responsible for designing, developing, implementing, and evaluating a comprehensive system of quality assurance, including monitoring. The role of the quality assurance system is to assure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

**II. AUTHORITY**

The FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act (WIOA) of 2014. FDOE awards sub-grants to eligible providers to administer local programs. FDOE must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 CFR 76.770, Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (UGG) for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education, is required to oversee the performance of sub-grantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

**III. QAC CORE MONITORING GUIDE**

The Core Monitoring Guide (CMG) is intended to be used broadly by any reviewer conducting an onsite or desk monitoring of any program currently administered by the division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. It is located on the division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

**IV. PROVIDER SELECTION**

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based. Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the department and the division. A risk matrix identifying certain operational risk factors is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and

consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

The QAC section may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

The monitoring strategy for SkillsUSA Florida (Skills) was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Jessica Graber, executive director, SkillsUSA Florida on July 14, 2021. Ms. Graber also served as the designated contact for the VDMR.

The division's representative conducting the VDMR was program specialist Mr. Michael Swift of the Quality Assurance and Compliance section.

## V. SkillsUSA FLORIDA

The provider was awarded the following grants for FY's 2018-19, 2019-20 and 2020-21.

### Finance

#### **FY 2018-19**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	186-1629B-9PL01	\$ 49,261.00	\$ 0.00

#### **FY 2019-20**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	186-1620B-0PL01	\$ 51,607.00	\$ 3,364.78

#### **FY 2020-21\***

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	186-1621B-1PL01	\$ 38,332.00	\$ N/A

\*Final expenditure reports not yet available

Additional information about the provider may be found at the following web address:

<https://Skillsusaf1.org/>

## VI. MONITORING ACTIVITIES

The monitoring activities included pre and post-visit planning, an entrance and exit telephone conference, records review and interviews with administrators, if necessary.

### Onsite Visits

No onsite visits were made during the VDMR process.

### Entrance and Exit Telephone Conferences

An introductory telephone meeting with Ms. Graber took place on July 22, 2021. An exit telephone meeting took place on August 6, 2021, to inform her of the final standing of the monitoring review.

### Interviews

The Skills Executive Director (Jessica Graber) was available via teleconference for interviews, if necessary.

### Records Review

Due to the unique nature of the Skills grants, only "CTE Core Activity 1 - Objective 1.e - Career and Technical Student Organizations" and their submitted deliverables/supporting documentation were reviewed as a part of the VDMR.

## **VII. OBSERVATIONS**

**A. ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- The Skills CTE grant is managed by Jessica Graber, executive director. Ms. Graber is also the direct contact between Skills and the FDOE project manager assigned to their federal grants.
- The Executive Director works alongside the Board of Directors to ensure all aspects of their grant(s) are achieved in a timely and efficient manner.
- The role of the Executive Director includes, but is not limited to:
  - Working with the Board of Directors
  - Plan, coordinate and conduct leadership training for chapter advisors and officers
  - Supervise state-wide membership and enrollment
  - Coordinate state conferences and workshops.
  - Timely and accurate submission of grant deliverables to FDOE
  - Maintain accurate financial records and accounts

**B. CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.

- Skills offers advanced training for students and chapter advisors that focuses on professionalism, communication and leadership skills.
- The Chapter Management Institute is offered specifically to chapter advisors on how to incorporate Skills frameworks into their academic classrooms and focuses on growing successful chapters across the state.
- Leadership conferences and regional training institutes provide chapter officers with the opportunity to gain invaluable communication and teamwork skills that will be utilized while leading their local chapters.
- The State Leadership and Skills Conference provides students from across the state the opportunity to compete in multiple CTE related competitive events and attend professional development seminars. The CONNECTED Expo and Trade Show takes place during the conference, and offers students the opportunity to meet with business and CTE industry partners from across the state.

**C. RECORDS REVIEW** refers to reviewing the records and documents that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

- Skills quarterly deliverables for the years 2018-19 to 2020-21 were examined as part of their monitoring review. The following items comprised the deliverables submitted to the FDOE grant manager:
  - Financial and bank statements
  - State conference records
  - Board of Director meeting minutes, agendas, etc.
  - Annual operating budgets
  - Leadership training records

- Travel records
- State officer election records
- Community and stakeholder outreach
- Membership applications and materials
- Correspondence between Skills and state-wide stakeholders
- State-wide training materials
- Skills internal controls and procedures
- Financial policies and procedures

**D. FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.

- QuickBooks ® is used as the accounting and financial management system for Skills.
- Skills contracts a certified public accountant (CPA) and bookkeeper to ensure all records are maintained appropriately within QuickBooks®.
- Skills has policies and procedures in place for accounting practices, budgeting and the reporting of financial data. Procedures for contractual agreements, procurement and travel were also provided as part of the VDMR.
- Contracted vendors or services are thoroughly vetted prior to entering into any agreement with Skills. Once a contract agreement is in place, a scope of work is agreed upon and the contractor is paid based off the completion of the approved tasks.
- Skills enters into contractual agreements with numerous vendors including hotels and event venues. Appropriate documentation was included in their quarterly deliverables submitted to their FDOE program manager.
- The entirety of the CTSO Perkins grant goes towards the salary of the executive director. Expenditures used to execute Skills' grant deliverables come from outside sources.
- Skills submitted their quarterly deliverables in a timely manner to FDOE, and were paid appropriately for the level of work represented in the records and documentation.
  - Due to the COVID pandemic, Skills was unable to fully complete deliverables 19 and 20 from the 2019-20 fiscal year. This resulted in not receiving the full amount of funding that was authorized in their grant application.
  - No other deliverables were rejected or paid at a lesser rate than what was authorized in their grants.

**E. COLLABORATION** refers to the collaborative agreements, partnerships or memoranda of understanding (MOU) that are in place to benefit an agency's programs and students.

- Skills has numerous collaborations and partnerships throughout the state of Florida. These partnerships help to support the operations of the organization. The list of partners include, but are not limited to:
  - Escambia County
  - Pensacola State College
  - Northwest Florida Manufacturers Council
  - Navy Federal Credit Union
  - Homebuilders Association of West Florida
  - George Stone Technical College
  - Locklin Technical College
  - University of West Florida
  - Baptist Health Care

## **VIII. RESULTS**

SkillsUSA Florida was not found to be out of compliance. Documentation was up to date and deliverables were submitted within a reasonable timeframe to the FDOE.

## **IX. SUMMARY**

Once the VDMR is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the FDOE monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider designated contact person. The final report will be posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-edu/compliance>.

Finally, the division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the SkillsUSA Florida virtual desk monitoring review. Special thanks is offered to Jessica Graber for her participation and leadership during this process.

**APPENDIX A**

SkillsUSA Florida  
Career and Technical Student Organization  
Risk Matrix

<b>Risk Scores Matrix for a Non-College or Non-School District Receiving Career and Technical Student Organization Carl D. Perkins Grants</b>					
Agency Name: <b>SkillsUSA Florida</b>					
Program type: <b>CTE</b>					
Monitoring Year: <b>2021-2022</b>					
<b>Metric</b>	<b>Scaling</b>	<b>Point Value</b>	<b>Points Assigned</b>	<b>Weight</b>	<b>Total Metric Points</b>
<b>Number of Years Since Last Monitored</b>	7 or More Years	7	<b>3</b>	<u><b>X 10</b></u>	<b>30</b>
	5-6	5			
	3-4	3			
	0-2	1			
<b>Total Budget for all Perkins Grants Combined</b>	Upper Quartile	7	<b>5</b>	<u><b>X 8</b></u>	<b>40</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b>Number of Perkins Grants</b>	4 or More	7	<b>1</b>	<u><b>X 8</b></u>	<b>8</b>
	3	5			
	2	3			
	1	1			
<b>Agency CTE Program Director Change from Previous Fiscal Year</b>	Yes	7	<b>7</b>	<u><b>X 6</b></u>	<b>42</b>
	No	0			
<b>Unexpended Funds from all Perkins Grants Combined</b>	Upper Quartile	7	<b>5</b>	<u><b>X 4</b></u>	<b>20</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>140</b>

Data sources used for calculations: Prior to July 1, 2020





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