



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

**Independent Electrical Contractors-Florida West Coast
Chapter**

September 23-27, 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Independent Electrical Contractors-Florida West Coast Chapter
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) office plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunities Grant Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. You can find the guide on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

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

Independent Electrical Contractors- Florida West Coast Chapter monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Natasha Sherwood, on August 16, 2024. The designated representative for the agency was Ms. Natasha Sherwood. The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. INDEPENDENT ELECTRICAL CONTRACTORS-FLORIDA WEST COAST CHAPTER

Finance

The provider was awarded the following grant(s) for fiscal years 2020-2021, 2022-2023, 2023-2024:

FY 2020-21

| <u>Grants</u> | <u>Grant Number</u> | <u>Grant Amount</u> | <u>Unexpended</u> |
|----------------------------------|---------------------|---------------------|-------------------|
| Pathways to Career Opportunities | 90P-90310-1D301 | \$ 120,000.00 | \$.00 |

FY 2022-23

| | | | |
|----------------------------------|-----------------|---------------|-----------|
| Pathways to Career Opportunities | 90P-90310-3Q501 | \$ 146,201.00 | \$ 663.01 |
| Pathways to Career Opportunities | 90P-90310-3Q502 | \$ 449,267.00 | \$.00 |
| Pathways to Career Opportunities | 90P-90310-3Q503 | \$ 170,538.00 | \$.00 |
| Pathways to Career Opportunities | 90P-90310-3Q504 | \$ 120,110.00 | \$ 150.00 |

FY 2023-24

| | | | |
|----------------------------------|-----------------|---------------|-------------|
| Pathways to Career Opportunities | 90P-90310-4Q003 | \$ 30,000.00 | \$ 2,219.95 |
| Pathways to Career Opportunities | 90P-90310-4Q002 | \$ 40,000.00 | \$ 935.18 |
| Pathways to Career Opportunities | 90P-90310-4Q004 | \$ 310,000.00 | \$ N/A |

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

<https://iecflorida.org/>

VI. MONITORING ACTIVITIES

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

Onsite Visits

Since the provider did not have capitalized equipment above the \$5,000 threshold, an onsite visit was not required:

Entrance and Exit Conferences

An introductory telephone meeting with Ms. Natasha Sherwood took place on July 24, 2024. An exit telephone meeting took place on September 27, 2024 to inform her of the final standing of the monitoring review.

| Name | Title | Entrance Conference | Exit Conference |
|---------------------------------|---|---------------------|-----------------|
| Natasha Sherwood | Director, Independent Electrical Contractors-Florida West Coast Chapter | X | X |
| Division Monitoring Team | | | |
| Michael Swift | Program Specialist, QAC | X | X |
| Chuck Davis | Program Specialist, QAC | X | X |

Narrative

The Independent Electrical Contractors (IEC) electrical training apprenticeship program is the answer to both the individual wanting to jump-start their career and the electrical contractor who wants skilled and productive employees. With an increasing dependency on electrical systems in homes and businesses, trained electricians are more important than ever. Florida has a 20 percent projected growth rate in this field over the next eight years. And with a projected shortage of electrical workers, prospects for employment have never been brighter. The IEC's apprenticeship program lets the apprentice earn while they learn and obtain a national certification by the US Department of Labor as an electrician. The program allows them to fast-track their career to a high paying electrician that is high demand. IEC provides job referral services for both the apprentice applicant and the electrical contractor seeking new employees. The job referral services are available year-round with both online and classroom programs starting year-round throughout Florida. After completing the program, they qualify for state certification or licensing and can take the Journeyman's Exam with only 8,000 hours of on-the-job training (OJT) rather than 12,000 which saves them around two years.

VII. OBSERVATION

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

They currently offer classes at:

- Hillsborough Community College – Dale Mabry Campus
 - Pinellas Technical College – Clearwater
 - Marchman Technical College – New Port Richey
 - Traviss Technical College – Lakeland
 - Tallahassee State College – Tallahassee
 - Jacksonville
- For those apprentices who cannot make it to one of their campuses, IEC offers classes through distance learning. Each class is a live class with a real instructor who can interact with the class and answer questions; however, students attend class through their computer. This is done by using live streaming video and audio.
 - Apprentices are monitored on the job by a master electrician or journeyman who appraised their work performance and skills and submits a numeric grade. Apprentices submit their

hours to IEC's office for documentation and processing. Other participating employer responsibilities are as follows: 1) Understand Florida Rule Chapter 6A-23 as they apply to apprenticeship. 2) Ensure that the ratio of apprentices to journeyworkers is consistent with proper supervision, training, safety and continuity of employment or applicable provisions in collective bargaining agreements, but in a ratio of not more than one apprentice in each apprenticeship occupation and two apprentices for every three journeyworkers. 3) Designate a company Apprenticeship Coordinator to serve as primary point of contact for IEC. 4) Pay any appropriate and applicable tuition for apprentices. 5) Employers are highly encouraged to offer every apprentice a full 40- hour work week for at least 50 weeks per year in order to keep apprentices on track for completion of their 8000 OJT hours by the end of the four- year program. 6) Support equal access and equal opportunity in all apprenticeship programs. 7) Complete wage surveys and pay apprentices in compliance with the current published wage scale. 8) Ensure that each registered apprentice is employed as a regular employee under the general IRS rules where taxes are taken out of wages by the employer and the wages are reported to the IRS using a W-2 form. 9) Submit the names of all apprentices on Davis-Bacon jobs and the name and address of the recipient who will receive the apprentice's certificate to IEC every 90 days.

B. DATA AND ASSESSMENT refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The use of data in program decision-making is also explored and commented.

- Since the provider is not required to report student data through the state data reporting system - no data was verified during the review.

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

- No curriculum and instruction were observed during the monitoring review.

D. TECHNOLOGY AND EQUIPMENT refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- All inventory with the value of \$1,000 or more met the criteria set forth by federal, state and local guidelines and is included within their fixed asset system.

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

Documents reviewed were:

- Procedures for finance and procurement
- Policies and procedures for property management
- Inventory records
- Procurement records
- Standards of Apprenticeship manual
- Employee/employer Apprenticeship contract

- Instructional and on the job training manual

F. 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.

- The Chief Financial Officer and Accounting Controller ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
 - Budget Implementation
 - Cash Management
 - Methods of accounting
 - Fiscal internal controls
 - Records and reporting
 - Inventory Management
 - Procurement
 - Conflict of interests
- Monitoring staff conducted a budget analysis of Independent Electrical Contractors-Florida West Coast Chapter Department grants.

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

- Independent Electrical Contractors-Florida West Coast Chapter has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes but is not limited to the following:
 - AAA Electrical Contractors
 - Careersource Tampa
 - Pinellas County Schools
 - Pinellas Technical College

VIII. RESULTS

Independent Electrical Contractors-Florida West Coast Chapter was not found to be out of compliance.

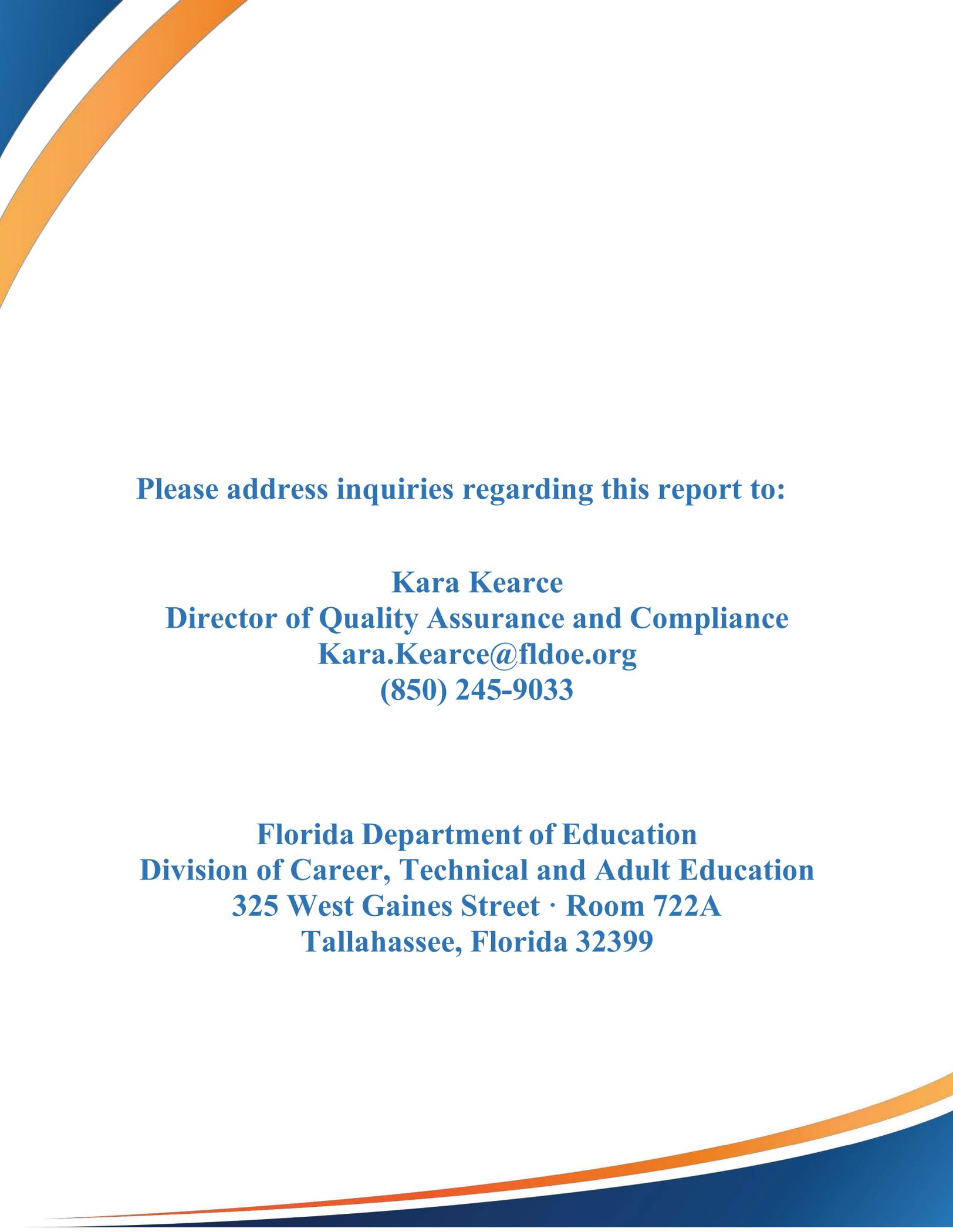
IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website, at:

<http://fldoe.org/academics/career-adult-edu/compliance>

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required. On behalf of the Division, the monitoring

team would like to extend their appreciation to all participants in the Independent Electrical Contractors-Florida West Coast Chapter VDMR. A special thanks is offered to Ms. Natasha Sherwood for her participation and leadership during this process.



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