



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Pasco-Hernando State College

October – December 2023

Final Report

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Florida Department of Education
Division of Career and Adult Education

Pasco-Hernando State College
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) unit 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 on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunity 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>. The QAC unit 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.

IV. PROVIDER SELECTION

The Pasco-Hernando State College (PHSC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Timothy L. Beard, President, on September 11, 2023. The designated representative for the agency was Dr. Alysen Heil. The Division's representative conducting the VDMR was Program Specialist Chuck Davis of the QAC.

V. PASCO-HERNANDO STATE COLLEGE

Finance

The provider was awarded the PCOG grant for fiscal year 2020-2021, 2021-2022:

FY's 2020-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	512-90310-1D301	\$ 45,030.00	\$ 3.54
Pathways to Career Opportunities	512-90310-2D401	\$ 178,292.00	\$ 644.62

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

<https://phsc.edu>

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. Inventory reviews are also conducted, as necessary.

Onsite Visits

The monitoring team visited the following site(s) as part of the Inventory Verification:

- North Campus (Brooksville)

Entrance and Exit Conferences

The entrance conference for PHSC was conducted on October 10, 2023. The exit conference was conducted on December 5, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Dr. Alysen Heil	Dean, Workforce Development and Career & Technical Education	X	X
Dr. Christopher Brantley	Assistant Dean, Workforce Development and Career & Technical Education	X	X
Ms. Tracy Meshey	Associate Director, Grant Acquisitions and Management	X	X
Division Monitoring Team			
Chuck Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	X

VII. OBSERVATION

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

- The PHSC PCOG grant was managed by Dr. Alysen Heil, Dean, Workforce Development and Career & Technical Education. The management of the PCOG-funded Apprenticeship program was a joint effort by experienced CTE administrators.
- Bay Area Apartment Association (BAAA) is the sponsor for the Certified Apartment Maintenance Technician Apprenticeship Program. BAAA works with over 870 Apartment Complexes in the Greater Tampa Bay Area and BAAA informed PHSC that the need for skilled Apartment Maintenance Technicians grew beyond the markets ability to provide qualified individuals. The BAAA noted that even during the current economic downturn hiring for these positions had increased and their membership units were not able to find enough qualified employees.
- The Florida Department of Economic Opportunity; Regional Employers in the membership of the BAAA, U.S. Bureau of Labor Statistics, Tampa Bay Comprehensive Economic Development Strategy Update November 2020 and Economic Policy Institute provided the sources for economic need.

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 on.

- The Division’s Data, Research and Evaluation team requested that the monitoring staff confirm PHSC PCOG enrollment numbers submitted to the state via the PK-20 Education Reporting and Accessibility database.
- PHSC provided sufficient enrollment data and documentation, as required by the state.
- All documentation was provided by PHSCS, as part of the monitoring review.

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

- PHSC was established as a Florida College System institution of higher education in the service of Pasco and Hernando Counties in 1967. Since that time PHSC has secured and maintained Southern Association of Colleges and Schools Commission accreditation and a strong regional reputation as a high-quality education provider in the region. In just the past three years PHSC has conferred over 7,000 degrees and certificates to residents of Pasco and Hernando Counties. BAAA, in business since 1928, serves over 870 Apartment Communities, 300 Associate (Supplier partner) members, and 150 Property management Companies. BAAA serves Hillsborough, Pinellas, Polk, Highlands, Pasco, Sumter, Citrus, Manatee, Hardee, DeSoto and Sarasota Counties. BAAA leadership has experience implementing Apartment Maintenance Technician Apprenticeship Programs in another state.
- BAAA provided 80 hours of instruction using curriculum from the National Apartment Association Education Institution's American National Standards Institute approved Certified Apartment Maintenance Technician Program In addition, BAAA and PHSC provided an additional 65 hours of related technical instruction for the program.

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 criteria set forth by federal, state and local guidelines are included within their fixed asset system.

- PHSC provided their Property Controls manual that included policies on inventory management, property check out, methods of purchase and inventory procedures.
- Policies on lost and stolen property were also provided by the college. PHSC reported that there have been no reports of stolen or lost equipment over the previous three fiscal years.
- As part of the VDMR, the QAC team conducted an inventory search at North Campus (Brooksville) and all equipment was accounted for, in its correct location and available for student use.

E. **EQUAL ACCESS** refers to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.

- PHSC included the necessary policies required by the General Education Provisions Act which ensures equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

F. **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.

- College policies and procedures for finance and procurement
- College policies and procedures for property management
- Inventory records
- Procurement records
- Grant final disbursement report
- Independent Electrical Contractors Apprenticeship Training Program Agreement
- Florida Auditor General report
- All supporting documentation for the PCOG Provider Self-Assessment

G. **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.

- Banner® is used as the PHSC financial management system. Budget Supervisors are able to access expenditure and financial reports associated with the PCOG grant via this system.
- Policies and procedures for cash management and procurement were reviewed as part of the monitoring process. Fiscal records for procurement were provided by PHSC at the time of monitoring.
- Monitoring staff conducted a grant budget analysis of PHSC's PCOG grant and no deviations from their approved grant award were uncovered.

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

- PHSC has numerous collaborations and MOUs within the local community. They offer additional educational and job experiences to students. The list of partners includes but are not limited to:
 - CareerSource Pasco Hernando
 - Pasco Economic Development Board
 - Pasco County Schools
 - Hernando County Schools

- Incore Residential
- Bay Area Apartment Association

VIII. RESULTS

PHSC 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 review. The Department 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, which you can find 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 Pasco-Hernando State College VDMR. A special thanks is offered to Dr. Alysen Heil for her participation and leadership during this process.



Please address inquiries regarding this report to:

Kara Kearce
Director of Quality Assurance and Compliance
Kara.Kearce@fldoe.org
(850) 245-9033

Florida Department of Education
Division of Career, Technical and Adult Education
325 West Gaines Street · Room 722A
Tallahassee, Florida 32399

