FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review
for
Pathways to Career Opportunities Grant

Broward College

November 3-5, 2025

Final Report

TABLE OF CONTENTS

Florida Department of Education
Division of Career and Adult Education

Broward 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) 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. The guide can be found 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. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

The Boward College (BC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Dr. Jeremy Krause, Dean, Career and Technical Education Support Services, on August 15, 2025. The designated representative for the agency was Dr. Jeremy Krause, Dean, Career and

Technical Education Support Services. The Division's representative conducting the OSMR was Program Specialist Chuck Davis of the QAC.

V.   Broward College

Finance

The provider was awarded the following grant for fiscal years (FY's) 2020-2021 and 2023-2024:

FY 2020-21

Grant	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	062-90310-1D301	$ 337,735.00	$101,925.81
Pathways to Career Opportunities	062-90310-1D302	$ 330,985.00	$135,254.33

FY 2023-24

Pathways to Career Opportunities	062-90310-4S001	$ 350,000.00	$181,569.66

Additional information about the provider may be found at the following web address: https://www.broward.edu/admissions/.

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, an onsite visit was not required:

Entrance and Exit Conferences

The entrance conference for BC was conducted on November 4, 2025. The exit conference was conducted on November 10, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jeremy Krause	Dr. Jeremy Krause, Dean, Career and Technical Education Support Services, BC	X	X
Jocelyn Martinez	Senior Director, Programs Adult and Community Education, BC	X	
Anthea Pennant-Wallace	Associate Vice President, Adult and Community Education, BC	X	

Claudia Alvarado	Senior Director, Workforce Enrollment Solutions, BC	X	
Renato Cortez	Associate Dean, Career and Technical Education Advising and Support Services, BC	X	
Helen Ndih	Director, Grants Compliance, BC	X	
Ethan Sharp	Associate Vice President, Grants and Sponsored Programs, BC	X	X
Nelih Morgan	Career Pathway Navigator, BC	X	
Oscar Silva	Coordinator, Fixed Asset Inventory & Projects, BC	X	
Cheryl Doriah	Senior Fixed Asset Accountant, BC	X	
Steven Tinsley	Vice President, Workforce Education and Strategic Partnerships, BC	X	
Robert Bogle	Director, Grants Compliance, BC	X	
Nadine Kingston	Associate Vice President, Grants, BC	X	
Yordanka Griffin	Specialist, CTE Industry Certification and Completion, BC		
Division Monitoring Team			
Chuck Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	X

Narrative

BC proposed a preapprenticeship program to prepare participants for employment as Computer User Support Specialists (SOC Code 15-1151). This occupation involves providing technical assistance to computer users and supporting routine IT functions, including hardware and software support.

At the time of the award, regional labor market information identified this occupation as a demand occupation in Broward County. The 2020-2021 Regional Demand Occupations List projected annual growth of approximately 2.4 percent, which was slightly above the statewide average. Demand was attributed to projected employment growth and workforce attrition.

VII.   OBSERVATION

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

- Administration includes the management and supervision of the program, oversight of grant activities and coordination with partners supporting program implementation.
- BC coordinated with industry partners, including Hotwire Communications and Pinnacle Hospitality Systems, to inform program development and ensure alignment with workforce

needs. These partners provided input on program content and participated in program activities, including guest instruction and job-shadowing opportunities.

- CareerSource Broward supported program implementation by assisting with participant recruitment through referrals and providing funding support for eligible participants.
- BC also operated a registered apprenticeship program in Information Technology in partnership with employers. BC coordinated with employers on apprentice recruitment, curriculum delivery and related technical instruction. Instruction was provided by qualified faculty with experience in information technology, including programming, cybersecurity, database management, network infrastructure and web design.

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.

- The PCOG team requested that the monitoring staff confirm BC's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
  - o Information Technology Specialist
  - o Network Support Technician
  - o Cybersecurity Technician
  - o Information Security Analyst
- BC provided enrollment data and supporting documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, will review and resolve any discrepancies identified in the data. Members of the QAC team will not take additional action beyond documentation and confirmation during the monitoring 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

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 Finance Director ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
  o Budget Implementation
  o Cash Management
  o Methods of Accounting
  o Fiscal Internal Controls
  o Records and Reporting
  o Inventory Management
  o Procurement
  o Conflict of Interests
- Monitoring staff conducted a grant budget analysis of BC's grant. All object codes and amounts pre-approved on their grant awards were adhered to.

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

- BC 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:
  o CareerSource Broward
  o Hotwire Communications

VIII. RESULTS

BC has a program concern in the following area:

Program Concern	1
Concern:	BC reported that the Registered Apprenticeship Programs (RAPs) and preapprenticeship programs supported under the Pathways to Career Opportunities Grant were discontinued.
Concern Detail:	BC indicated that the programs were closed and the RAP and preapprenticeship students were withdrawn. All unspent grant funds associated with the programs were returned to the Florida Department of Education. As a result, the programs were not sustained beyond the grant period. This may affect future funding considerations.

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: https://www.fldoe.org/academics/career-adult-edu/.

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 its appreciation to all participants at Broward College. Special thanks to Dr. Jeremy Krause for his participation and leadership throughout this process.

Please address inquiries regarding this report to:

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