



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

GE Aviation Systems

September 23-27 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**GE Aviation Systems
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.

GE Aviation Systems monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Wilma Freamon, on July 23, 2024. The designated representative for the agency was Ms. Wilma Freamon.

The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. GE AVIATION SYSTEMS

Finance

The provider was awarded the following grant(s) for fiscal year 2021-2022:

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	89K-90310-2D401	\$ 314,883.00	\$ 18,259.53

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

<https://www.geaerospace.com/systems>

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 Wilma Freamon 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
Wilma Freamon	Human Resources Representative, GE Aviation Systems	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

Manufacturing jobs make up seven percent of Pinellas county versus Florida as a whole at just over three percent. Looking to the future, the expectation is that manufacturing in aviation and defense jobs will increase over the next 10 years at 4.8 percent with a need for highly skilled technicians. To meet these needs, GE Aviation Systems is developing an in-house training program for assemblers and technicians and hope to develop individuals into a long career with GE Aviation Systems. GE Aviation Systems is working to position themselves as the leader in avionics technology and thus is investing in employee development and retention programs. Several such organizations have formally committed to support recruitment and retention efforts via letters of support including the local work force development board CareerSource Pinellas.

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 program began as a one year training program consisting of a combination of on-the-job training, classroom training and online training. Local education agencies, Pinellas County School District and St. Petersburg College provided related technical instruction. The program design was developed by an inhouse project team consisting of operations leaders, front line leaders, engineering support and human resources. This team worked closely with Career Source Pinellas to help with the design of the program and eventually support in sourcing training and candidates.
- 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 ensure 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 GE Aviation Systems's 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.

- GE Aviation Systems 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:
 - AmSkills
 - CareerSource Pinellas
 - Florida Technical College
 - St. Petersburg College

VIII. RESULTS

Program Concerns	1
Area	Program Registration
Details	1.Per Chapter 29 Code of Federal Regulations, Part 29.5 'Standards of apprenticeship,' eligibility for approval and registration by a Registration Agency required the program to have "an organized, written plan (program standards) embodying the terms and conditions of employment, training, and supervision of one or more apprentices in an apprenticeable occupation, as defined in this part, and subscribed to by a sponsor who has undertaken to carry out the apprentice training program." 2.GE Aviation never submitted program standards to the Department for registration.
Effectiveness	1.Grant-funded programs must register the program with the Department. 2.The absence of any registered apprenticeship program raises concerns and could adversely impact future funding.

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 GE Aviation Systems VDMR. A special thanks is offered to Ms. Wilma Freamon for her participation and leadership during this process.



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