



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

## **Quality Assurance and Compliance**

### **Onsite Monitoring Review for Pathways to Career Opportunities Grant**

**Lake-Sumter State College**

**April 23-25, 2025**

**Final Report**

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Florida Department of Education  
Division of Career and Adult Education

**Lake-Sumter 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) 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 Lake-Sumter State College (LSSC) monitoring strategy was determined to be an onsite monitoring review (OSMR). Notification was sent to Dr. Laura Byrd, Interim President, on December 12, 2024. The designated representative for the agency was Mr. John Temple. The Division's representative conducting the OSMR was Program Specialist Charles Davis of the QAC.

## V. LAKE-SUMTER STATE COLLEGE

### Finance

The provider was awarded the following grant for fiscal years (FY) 2019-2020, 2023-2024:

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

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	352-90310-0D001	\$ 199,840.00	\$132,248.00

#### **FY 2023-24**

Pathways to Career Opportunities	352-90310-4S001	\$ 36,480.00	\$ 220.61
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Additional information about the provider may be found at the following web address:

<https://www.lssc.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.

### Onsite Visits

Since the provider did have capitalized equipment above the \$5,000 threshold, an onsite visit was required.

### Entrance and Exit Conferences

The entrance conference for LSSC was conducted on April 23, 2025. The exit conference was conducted on April 23, 2025. The participants are listed below:

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Laura Byrd	Interim President, LSSC	X	X
John Temple	Vice President for Workforce & Career Services, LSSC	X	X
Brigitte Gurden	Grants Manager, LSSC	X	X
Christopher Sargent	Dean of Workforce, LSSC	X	X
<b>Division Monitoring Team</b>			
Michael Swift	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

### Narrative

LSSC conducted a study among its business and industry partners to assess the need for electricians. All respondents indicated a need for electricians in the Lake-Sumter service region and projected a total of 22 positions available over the next three years. When asked what roadblocks they faced when hiring electricians, one respondent stated that qualified electricians were not available for electrical service calls and pointed out that these calls are very different from new construction calls. They concluded by stating that qualified electricians need to truly understand the craft in order to troubleshoot an electrical problem

and ultimately provide a solution. To underscore the local and regional need, the U.S. Department of Labor projected a 9.3% growth rate for electricians from 2018 through 2026 and a 4.1 % growth rate for electrical equipment mechanics, installers and repairers in Lake and Sumter counties in Florida.

## **VII. OBSERVATION**

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

- LSSC has experience serving as a sponsor for programs and grants, particularly those connected to the workforce. To ensure that the labor force is strengthened for the region, LSSC has a Workforce Development division that works collaboratively with community partners and business leaders to develop new workforce programs.
- The approach used for the Electrician Apprenticeship is a hybrid approach which requires the apprentice to complete a specified minimum number of on-the-job-learning hours and related technical instruction hours to demonstrate competency in the defined subject areas. The apprentice enters the Electrical Apprenticeship program on an accelerated schedule due to prior training and experience.

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 LSSC's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
  - Electrician
- LSSC provided sufficient enrollment data and documentation as required by the Division.
- All documentation was provided by LSSC as part of 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 are:

- 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 Finance Director 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 grant budget analysis of LSSC'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.

- LSSC 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:
  - Electrical Works
  - Career Source Central Florida
  - Lakeside Electrical Services

## **VIII. RESULTS**

LSSC 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: <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 their appreciation to all participants in the Lake-Sumter State College. A special thanks is offered to John Temple for his participation and leadership during this process.



**Please address inquiries regarding this report to:**

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