



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

## **Quality Assurance and Compliance**

### **Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant**

Miller Electric

**February 10-14, 2025**

Final Report

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Florida Department of Education  
Division of Career and Adult Education

**Miller Electric**  
**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 Miller Electric monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Henry Brown, Chief Executive Officer, on December 12, 2024. The designated representative for the agency was Mr. Charlie Cornish. The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

## V. MILLER ELECTRIC

### Finance

The provider was awarded the following grant for fiscal year 2023-2024:

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

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	85A-90310-4Q001	\$ 500,000.00	\$ .00

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

<https://www.mecojax.com/>

## 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 Teams meeting with Mr. Charlie Cornish took place on January 27, 2025. An exit telephone meeting took place on February 17, 2025 to inform him of the final standing of the monitoring review.

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Charlie Cornish	Co-Founder, Apprentices Work	X	X
<b>Division Monitoring Team</b>			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

### Narrative

The electrical industry is continually advancing with new technologies and complex projects that require precision and expertise. Through apprenticeship programs, Miller Electric seeks to train electricians who are equipped with essential skills and knowledge. Apprenticeships provide a distinctive combination of on-the-job training (OJT) and classroom instruction, offering a comprehensive education that purely academic environments might not deliver. This practical experience is invaluable for apprentices, as they not only learn electrical techniques but also develop problem-solving abilities, a strong work ethic and an attention to detail. In 2024, five of their team members began a 52-week Business Intelligence Apprenticeship. This program was crafted to provide apprentices with the knowledge and practical skills in data analytics necessary to enhance daily tasks. Throughout the program, participants developed proficiency in querying and cleaning data, alongside creating visuals and dashboards for effective analysis.

## VII. OBSERVATION

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

- In their apprenticeship program, Miller Electric served as the employer, providing OJT, while American Apprenticeships Work (AAW) specialized as the apprenticeship intermediary, running and managing the program, including delivering Related Technical Instruction (RTI). This partnership ensured a comprehensive and integrated learning experience for apprentices who were aligned to the Statistical Assistant (Business Intelligence Analyst) occupation.
- Miller Electric's role is the selection of apprentices. Miller Electric was tasked with selecting incumbent workers for the apprenticeship program. The selection focused on identifying individuals with potential and dedication, ensuring the most suitable candidates were chosen for advanced training. Salary and Job Training: Miller Electric paid the salaries of these apprentices and dedicated substantial work time for them to engage in OJT.
- Miller Electric's core is providing practical, hands-on training and real-world experience. Apprentices are immersed in real work scenarios under the guidance of experienced mentors, supported by the RTI provided by AAW. This approach allows apprentices to directly apply their learning in a real-world context, enhancing their skills and understanding of the job.
- AAW's role is curriculum development and implementation. AAW took the lead in developing and implementing the curriculum for the apprenticeship. This involved working closely with Miller Electric to ensure that the training aligned with the company's goals and met the standards of the registration. AAW updated the set of competencies against the Statistical Assistant occupation as required and for submission to the regional Apprenticeship Training Representative. AAW ensured that the content was current, relevant and tailored to the specific skill requirements of the sector.
- AAW was responsible for all aspects of RTI, which was designed to support and complement the OJT provided by Miller Electric. AAW developed a curriculum that aligned with the skills and knowledge required in the fields. AAW's RTI included a blend of synchronous and asynchronous online learning, live professional instruction and one-on-one coaching. This multifaceted approach catered to different learning styles and schedules.

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 Miller Electric's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
  - Project Management
  - Statistical Assistant
- Miller Electric provided sufficient enrollment data and documentation as required by the Division.
- All documentation was provided by Miller Electric 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 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 OJT 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 Miller Electric's grant. All object codes and dollar amounts pre-approved on their grant award 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.
- Miller Electric has a MOU with CareerSource Northeast Florida.

## **VIII. RESULTS**

Miller Electric 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, which can be found 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 Miller Electric VDMR. A special thanks is offered to Mr. Charlie Cornish for his participation and leadership during this process.



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