



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

**Jacksonville Joint Apprenticeship and Electrical Training
Committee**

February 10-14, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Jacksonville Joint Apprenticeship and Electrical Training Committee
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 on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG 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 Jacksonville Joint Apprenticeship and Electrical Training Committee (JATC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Danny Van Sickel, Apprenticeship and Training Director, on December 12, 2024. The designated representatives for the agency were Mr. Van Sickel and Ms. Rebecca Dettorre.

The Division's representative conducting the VDMR was Program Specialist Michael Swift of the QAC.

V. JACKSONVILLE JOINT APPRENTICESHIP AND ELECTRICAL TRAINING COMMITTEE

Finance

The provider was awarded the following grants for the fiscal years 2019-21, 2020-22, 2021-23, 2022-23 and 2023-24:

FY 2019-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95X-90310-0D001	\$ 180,103.43	\$ 0.00

FY 2020-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95X-90310-1D301	\$ 264,495.00	\$ 71,306.76

FY 2021-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95X-90310-2D401	\$ 395,094.00	\$ 0.00

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95X-90310-3Q501	\$ 570,539.00	\$ 149,984.71

FY 2023-24

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95X-90310-4Q001	\$ 240,000.00	\$ 0.00

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

<https://www.etajax.org/>

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

An onsite inventory review took place at the following location:

- JATC Office and Training Center- Jacksonville, Florida

Entrance and Exit Conferences

An introductory pre-visit meeting was conducted on January 10, 2025. Email correspondence was shared with JATC to inform them of the outcome of their review. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Danny Van Sickle	Training Director, JATC	X	X
Rebecca Dettorre	Lead Consultant, A. M. Crawford	X	X

Anthony Flaris	Instructor, JATC	X	
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Charles Davis	Program Specialist, QAC	X	
Dantavia Davis	Program Specialist, QAC	X	

Interviews

No interviews were necessary.

Records Review

Program, financial, administrative and student records were reviewed. A complete list is provided in section VII, part F. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- JATC has continuously operated an electrical registered apprenticeship (RA) program with the State of Florida and the United States Department of Labor since 1945. In addition to a network of business partners, JATC is affiliated with the Electrical Training Alliance (ETA), the National Electrical Contractors Association (NECA) and the International Brotherhood of Electrical Workers (IBEW). Both IBEW and NECA are two of the industry's largest labor organizations. JATC, itself, is the largest electrical RA in Florida.
 - JATC has trained apprentices for over 75 years, they have sustained their registered pre-apprentice program since 2016.
 - PCOG deliverables were submitted to the Division on time, needing limited technical assistance. All deliverables were paid at or near full value.
- 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 JATC's PCOG enrollment numbers submitted to the Department reporting database. Enrollment data was requested for the following occupation:
 - Electrician
 - JATC provided enrollment data and documentation as required by the Department. Any discrepancies with data will be handled by the Data, Research and Evaluation team. No other action will be taken by members of the QAC team.
 - All documentation was provided by JATC as part of the monitoring review.

C. **CURRICULUM AND INSTRUCTION** refers to elements contributing to student learning and skill acquisition.

- For the years monitored, JATC's PCOG funding went toward the expansion of its current electrician registered pre-apprentice program. The program is open to high school seniors who are at least 17 years of age and adults. The aim is to transition from the pre-apprenticeship program into JATC's electrical RA program.
- The JATC service region encompasses four counties: Duval, Nassau, Baker and Clay counties in Florida.
- The United States Bureau of Labor Statistics projected the national need for electricians to increase by almost eight percent through 2029. The need for skilled electricians is also supported by the projected population growth of the JATC service region and the expected need for individuals in the construction and utilities field.
- JATC has a large network of over 20 partner employers that a majority of the students who complete the electrician program go on to work for. A sample of those employers includes:
 - Miller Electric Company
 - Waddington and Son Electric Company
 - White Electrical Construction Company
 - Industrial Electric Testing, Incorporated
- The related technical instruction (RTI) component of the pre-apprentice program is offered at the following training sites:
 - Electrical Training Alliance of Jacksonville
 - Baker County High School
 - Florida State College at Jacksonville – Bean Center
 - Fernandina Beach High School
- All instructors at each site have attained their journeyworker electrical license and have completed the JATC registered apprentice program. Instructors also participate in ongoing professional learning and must have at least one year of teaching experience.
- The classroom instruction and curriculum were developed by the ETA. The ETA has provided training and instructional materials for the electrical industry for over 70 years.
- In addition to classroom RTI, pre-apprentices are required to complete a minimum of 1,000 hours of on-the-job training (OJT). The OJT is provided by one of JATC's partner employers.
- JATC has a documented history of successfully increasing representation among women and minorities within the electrician trade. They will use the expansion of their current programs to further that initiative.
- JATC employer sponsors are required to sign a pre-apprenticeship sponsor agreement. These agreements dictate the expected outcomes of the program, as well as ensuring that pre-apprentices follow all OJT and RTI learning criteria. The employer sponsors also serve on committees that meet regularly with JATC workforce training staff to continually update and refine their programs.

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.

- For the years monitored, JATC utilized state grant funds to purchase equipment that met the capitalized threshold of \$5,000. Additionally, equipment was purchased that also met the internal control threshold of \$1,000. All inventory records were provided by JATC.
- Monitoring staff conducted an inventory review at JATC's training center, and all inventory was accounted for and in its correct location. QAC staff verified all inventory at the \$5,000 threshold, as well as spot checked \$1,000 items for internal controls compliance. No issues were uncovered.

- JATC has policies and procedures that provide guidance on all grant-funded equipment, including procurement practices.
- The JATC Teaching Lab Assistant is responsible for all equipment purchased with PCOG grant funds.
- JATC reported no instances of lost, damaged or stolen granted-funded capital assets over the past 36 months.

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:

- Policies and procedures for financial accounting
- Pre-apprenticeship employer sponsor letters of support
- Pre-apprenticeship agreements
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- Monthly transaction ledger
- PCOG performance outcome forms
- Purchase invoices
- Financial statements
- Pre-apprenticeship activity reports
- Quarterly deliverables

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.

- QuickBooks® is used as JATC's financial management system. Grants, contracts, deliverables and all aspects of fiscal management are housed within the system.
- JATC does pay for salaried administrative and instructor positions with PCOG funds. Time and effort reports were provided by JATC.
- JATC does not use grant-funded P-cards for expenditures.
- JATC has policies and procedures for financial management and fiscal reporting that adhere to the terms of their state grant. The following components of their financial policies and procedures manual were reviewed as part of the monitoring process:

- Accounting
- Record Retention
- Procurement
- Conflict of Interest

All procedural documents were provided by JATC.

- JATC provided additional fiscal records such as:
 - Purchase invoices
 - Time and effort reports
 - Financial statements

All records were in accordance with applicable local, state and federal law.

- QAC monitoring staff conducted a fiscal review of the providers' grant budget analysis (GBA). All object codes and dollar amounts pre-approved on their grant award were adhered to.

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

- JATC has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within their service area. The list of partners includes, but is not limited to:
 - National Electrical Contractors Association
 - The International Brotherhood of Electrical Workers
 - Florida State College at Jacksonville
 - Hillsborough Community College
 - Baker County School District
 - Clay County District Schools
 - Nassau County School District
 - CareerSource Northeast Florida

VIII. RESULTS

JATC 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:

<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 Jacksonville Electrical Joint Apprenticeship and Training monitoring review. A special thanks is offered to Ms. Rebecca Dettorre and Mr. Danny Van Sickle for their participation and leadership during this process.



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