



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Northwest Florida State College

November 2 – November 3, 2023

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Northwest Florida 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) unit 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, Florida Administrative Code, Rule 6A-20.046, 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>. The QAC unit 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.

IV. PROVIDER SELECTION

The Northwest Florida State College (NWFSC) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to, Dr. Devin Stephenson, President, on September 11, 2023. The designated representative for the agency was Ms. Kara Chilcutt.

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

V. Northwest Florida State College

Finance

The provider was awarded the PCOG grant for fiscal years 2019-2020, and 2021-22:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	462-90310-0D01	\$ 23,223.00	\$.18

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	462-90310-2D401	\$ 116,954.00	\$ 740.24

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

<https://www.nwfsc.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

The monitoring team visited the following sites as part of the Inventory Verification:

- NWFSC Fort Walton Beach Campus (FWBC)

Entrance and Exit Conferences

The entrance conference for NWFSC was conducted on November 2, 2023. The exit conference was conducted on November 3, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Michelle Jannazo	Director, Grants Development, NWFSC	X	X
Division Monitoring Team			
Michael Swift	Program Specialist	X	X
Chuck Davis	Program Specialist	X	X

VII. OBSERVATION

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

- NWFSC's grants are managed by the Vice President of Academic Affairs and the Academic Dean.

- 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.
- No student data was reported to the state. See Finding 1.
- C. CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.
- No curriculum and instruction was 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 criteria set forth by federal, state and local guidelines are included within their fixed asset system.
 - The college has a technology plan that includes policies on new equipment requests, equipment safety/storage and the disposal of old inventory.
 - Police reports are filed with the campus police department for any piece of equipment that is thought to be missing or stolen. There have been no reports of stolen or lost equipment over the previous three fiscal years.
 - As part of the VDMR, the QAC team conducted an inventory search at the FWBC.
- E. EQUAL ACCESS** refers to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.
- NWFSC included the necessary policies required by the General Education Provisions Act which ensures equal access and participation in programs regardless of sex, race, national origin, color, disability or age.
- F. 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.
- College policies and procedures for finance and procurement
 - College policies and procedures for property management
 - Inventory records
 - Procurement records
 - Standards of Apprenticeship manual
 - Notification to discontinue the program
 - Employee/employer Apprenticeship contract
 - Instructional and on the job (OJT) training manual
- G. 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.
- Banner® is used as the college's Enterprise Resource Planning (ERP) system. Chrome River is an application within Banner® that provides program directors and coordinators with real

- time expenditure and financial reports. Travel and procurement records are also housed within Chrome River.
- NWFSC has financial policies and procedures in place to ensure the efficient cash management of PCOG grant funds. There is a multi-tier approval process for all expenditures charged to the PCOG grants. The approval process is dictated by the price of a purchase.
 - Monitoring staff conducted a grant budget analysis of NWFSC's Department PCOG grants.

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

- NWFSC has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners include but are not limited to:
 - CareerSource Okaloosa Walton
 - Okaloosa County School District
 - Walton County School District
 - Santa Rosa County
 - Collegiate High School at NWFSC
 - Gateway Academy

VIII. RESULTS

Finding Number	1
Area	Student Data Reporting
Finding Summary	Student Data was not reported to the state.
Finding Detail	During the monitoring review, it was discovered that the program activity, including OJT hours, RTI hours, and any completions, were never reported to the state via the Florida College System state reporting system.
Citation	Florida Statutes 1011.80
Recommended/ Anticipated Corrective Action	The Director of Research and Evaluation, Brittany Ross, will implement and monitor the corrective action plan.
Anticipated completion :	The corrective action plan will be complete when the provider demonstrates a full year of understanding and compliance of state reporting requirements.
Name(s) and Title(s) responsible for corrective action:	Michelle Jannazo, Director, Grants Development, NWFSC
Plan accepted by:	Date:
Status of Action Plan (to be completed by Department staff)	
Status of CAP: Open	Date:

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 Department 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 you can find 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.

The monitoring team would like to extend their appreciation to all participants in the Northwest Florida State College monitoring review on behalf of the department. A special thanks is offered to Ms. Michelle Jannazo for her participation and leadership during this process.



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