



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

May 11, 2020
8:30 AM

Adam Buchanan
President

Ira Glasky
Vice President

Alan Battenfield
Clerk

Board Members:
Melissa Fox
Stephanie Bynon

**Irvine Child Resource Center
14341 Yale Avenue
Irvine, California**

CALL TO ORDER

A regular meeting of the Irvine Child Care Project (ICCP) was called to order on Monday, May 11, 2020 at 8:35 a.m. by President Buchanan.

ROLL CALL

Present:	BOARD MEMBER:	Stephanie Bynon
	BOARD MEMBER:	Melissa Fox
	CLERK:	Ira Glasky
	VICE PRESIDENT:	Adam Buchanan
	PRESIDENT:	Alan Battenfield

PLEDGE OF ALLEGIANCE

Supervisor Stubbler led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

ANNOUNCEMENTS

There were no announcements.

PRESENTATIONS

There were no presentations.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

Ellen England, Director of Creekers' Club at Stone Creek Elementary, expressed her gratitude to the ICCP Board for waiving April, May, and June rent. She also expressed that while the future holds uncertainty, Creekers' Club is ready to greet the challenges they will encounter.

Irini Connerton, Creekers' Club board member, parent of a child attending Creekers' Club, and faculty member at Stone Creek Elementary, expressed her deepest appreciation to the Creekers' Club program for the quality child care they have provided since 1986, for handling this unprecedented challenge with dedication and commitment, and for finding ways to outreach to families and connect with children during the closure.

Dawn Muller, parent of children attending Creekers' Club, expressed appreciation and gratitude to Creekers' Club staff for the care her children have received both before the program closed and after. She shared some of the creative ways Creekers' staff have found to connect and provide enrichment during the closure with her children and plans to reenroll them at Creekers' as soon as it's open again.

Michael Hagemann, parent of a child attending Creekers' Club, requested that the ICCP Board table the approval of the warrants on the agenda, except agenda item numbers three and four, to allow for funds to be available for future waivers of rent beyond June, 2020. He also requested the board direct staff to add an agenda items to the June 8, 2020 agenda to create one or more liaisons or advisory committees to negotiate deferral or outright forgiveness of the warrants with the warrant holders (City of Irvine and Irvine Unified School District) and to consider a rent waiver of July, August, and September.

CONSENT CALENDAR

ICCP secretary noted that Items 5 and 6 were removed for separate discussion at the request of Board Member Fox, who expressed support for the idea of preservation of cash at the same time acknowledging that much of ICCP's funding comes from grants which has strict reporting, documentation, payment, and funding use guidelines. ICCP funding could be put at risk by not funding program grant administration. Vice President Glasky indicated that the ICCP fund balance is healthy enough to fulfill existing financial responsibilities without putting at risk the ability to consider future rent relief for ICCP provider agencies.

Moved by Vice President Glasky, seconded by Clerk Battenfield, and unanimously carried to approve Consent Calendar items 1 through 10, with the exception of Item Nos. 5 and 6, which were removed for separate discussion.

1. APPROVAL OF IRVINE CHILD CARE PROJECT (ICCP) MINUTES

ACTION: Approve the minutes of a regular meeting of the Irvine Child Care Project held on March 9, 2020.

ACTION: Approve the minutes of a special meeting of the Irvine Child Care Project held on April 9, 2020.

2. WARRANT REQUEST – CONTINUING DEVELOPMENT, INC.

ACTION: Approve payment of \$60,737.85 to Continuing Development, Inc. for child care development services for March 1-31, 2020.

3. WARRANT REQUESTS – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS

ACTION: Approve payments for warrants totaling the amount of \$11,286.81 for ICF Scholarships during the month of March 2020.

- \$ 9,824.81 to Rainbow Rising
- \$ 838.00 to Kids Stuff
- \$ 406.50 to Continuing Development Inc.
- \$ 217.50 to Dolphin Club
- \$ 0.00 to Creekers Club

4. WARRANT REQUESTS – IRVINE CHILD CARE PROJECT (ICCP) SCHOLARSHIPS

ACTION: Approve payments for warrants totaling the amount of \$115.00 for ICCP Scholarships during the month of March 2020.

- \$ 115.00 to Rainbow Rising
- \$ 0.00 to Kids Stuff
- \$ 0.00 to Continuing Development Inc.
- \$ 0.00 to Dolphin Club
- \$ 0.00 to Creekers Club

5. WARRANT REQUEST – CITY OF IRVINE

Moved by Board Member Fox, seconded by Board Member Bynon, and unanimously carried to:

ACTION: Approve payment of \$13,613.11 to the City of Irvine for Program and Grant Administration the month of March 2020.

- \$ 12,468.11 for Program Administration
- \$ 1,145.00 for Grant Administration

6. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

Moved by President Buchanan, seconded by Clerk Battenfield, and unanimously carried to:

ACTION: Approve payment of \$69,646.76 for Facilities and Financial Support Services, Utilities, Custodial Services, Custodial Equipment Amortization and payment for sale of IUSD-owned portables to ICCP for the month of March 2020.

- \$44,452.92 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 7,262.75 for Utilities
- \$ 6,666.67 for Facilities & Financials

7. ICCP PAYMENTS FOR FEBRUARY 2020

ACTION: Review and approve February 2020 payments attached.

8. ICCP EXPENSES PAID BY IUSD

ACTION: Review and accept attached invoice in the total amount of \$2,481.70 paid by IUSD on behalf of ICCP.

9. DEPOSIT OF STATE GRANT APPORTIONMENT

ACTION: Authorize the deposit of grant funds from the State Department of Education into the appropriate account as follows:

- \$ 27,218.00 01-005-50100-8290
- \$ 12,512.00 01-005-50100-8290
- \$ 74,879.00 01-005-50100-8590

10. DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN’S FUND (ICF)

ACTION: Authorize the deposit of funds from ICF into the appropriate account as follows:

- \$ 22,771.24 01-005-712-00-8689
- \$ 0.00 01-005-712-00-8699

BOARD BUSINESS

11. ICCP CHILD CARE SITES ABLE TO ENROLL CHILDREN OF INDIVIDUALS WHO WORK IN THE CITY OF IRVINE

Discussion included: Board Member Fox expressed her support for this item as access to quality child care for essential workers is incredibly important.

Moved by Board Member Fox, seconded by Vice President Glasky, and unanimously carried to:

ACTION:

Approve the recommendation to allow ICCP sites to enroll children of non-resident employees who work in the City, as capacity permits, during the period of Emergency Childcare as defined by the California Department of Education.

12. DETERMINATION OF FY 2020-21 CHILD CARE PROVIDER RENTAL RATE

Discussion included: Board Member Fox shared that the City of Irvine has incurred increased costs in areas such as custodial services and cleaning supplies and that ICCP should prepare for the same. At this time ICCP's budget looks strong and able to absorb these anticipated additional costs.

ACTION: Moved by Board Member Fox, seconded by Clerk Battenfield, and unanimously carried to:

Approve the current rental rate with no change for FY 2020-21.

13. ICCP PROPOSED BUDGET FOR FY 2020-21 WITH MULTI-YEAR BUDGET PROJECTIONS

Discussion included: ICCP budget will have a positive balance after the current rent waivers. Board Member Fox thanked City, IUSD, and ICCP staff for their hard work, and shared that the City of Irvine and ICCP look well positioned financially at this time.

ACTION:

Submitted for the Board's review and discussion.

REPORTS

14. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

Report included in packet was reviewed

15. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER

Report included in packet was reviewed.

Discussion included: Vice President Glasky and Board Member Fox asked staff to add an agenda item to the June 8, 2020 ICCP agenda to discuss options for ICCP provider rent.

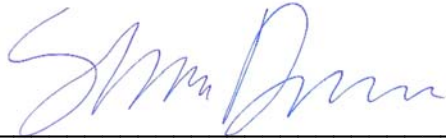
ADJOURNMENT

Moved by Clerk Battenfield, seconded by Vice President Glasky, and unanimously carried to adjourn the meeting at 9:08 a.m.

The next regular Irvine Child Care Project Board meeting will convene at 8:30 a.m. on Monday, June 8, 2020.



ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT



SHANE DINEEN
RECORDING SECRETARY

Date Approved: June 8, 2020