



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

June 8, 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, June 8, 2020 at 8:30 a.m. by President Buchanan.

ROLL CALL

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

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, thanked the Irvine Child Care Project (ICCP) Board for waiving rent in April, May, and June. She thanked Community Services Supervisor Traci Stubbler for facilitating access to PPE supplies for ICCP programs and for working with IUSD to provide additional space on the campus for her program. She expressed concern for the future of Creekers' Club due to the ongoing challenges posed by Covid-19 as well as hope that the Board will continue to hold emergency meetings between regular meetings during Covid-19.

CONSENT CALENDAR

Moved by Board Member Fox, seconded by Clerk Battenfield, and unanimously carried to approve Consent Calendar items 1 through 8.

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

ACTION:

Approve minutes of the Irvine Child Care Project regular meeting of May 11, 2020.

2. WARRANT REQUEST – CONTINUING DEVELOPMENT, INC.

ACTION:

Approve payment of \$73,547.07 to Continuing Development, Inc. for child care development services for April 1-30, 2020.

3. WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approve payment of \$14,684.19 to the City of Irvine for Program and Grant Administration for the month of April 2020.

- \$ 13,539.19 for Program Administration
- \$ 1,145.00 for Grant Administration

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

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 April 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 & Financial Support

5. ICCP EXPENSES PAID BY IUSD

ACTION:

Review and accept attached invoices in the total amount of \$34,795.10 paid by IUSD on behalf of ICCP.

6. DEPOSIT OF STATE GRANT APPORTIONMENT

ACTION:

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

- \$ 13,528.00 01-005-50100-8290
- \$ 6,219.00 01-005-50100-8290
- \$ 37,215.00 01-005-50100-8590

7. RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT BEACON PARK K-8 SCHOOL CAMPUS

ACTION:

Authorize Board President Adam Buchanan to sign the attached Memorandum of Understanding for ICCP use of permanent child care buildings at the Beacon Park K-8 school campus for the time period July 1, 2020 through June 30, 2021.

8. RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT CADENCE PARK K-8 SCHOOL CAMPUS

ACTION:

Authorize Board President Adam Buchanan to sign the attached Memorandum of Understanding for ICCP use of permanent child care buildings at the Cadence Park K-8 school campus for the time period July 1, 2020 through June 30, 2021.

BOARD BUSINESS

9. WARRANT REQUEST – CONTINUING DEVELOPMENT INC.

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

ACTION:

Approve payment of \$6,311.49 to Continuing Development Inc. for child care development services for the month of March 2020.

10. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS CONSIDERATION

Public Comment on item 10: Michael Hagemann, parent of a child who attends Creekers' Club, expressed concern about the effects of Covid-19 on the long and short term viability of the program due to a variety of increased costs related to health and safety and a reduction of revenue due to lower enrollment. He requests that the board select Option C from the item and continue to waive rent for ICCP programs for the months of July, August, and September 2020.

Discussion included: Board Member Fox expressed her support of a three month rent relief. Clerk Glasky asked about exploring the possibility of tying rent to enrollment numbers and recommended the board waive rent for one month and begin monthly ICCP special meetings moving forward in order to discuss future month's rent relief on an ongoing basis.

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

ACTION: Approve Option A: Waiver from the rental payments for the month of July 2020 which would be a loss in revenue to ICCP of \$157,740 per month. And direct staff to schedule a special ICCP board meeting in July.

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

ACTION:
Submitted for the Board's review and discussion.

REPORTS

12. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

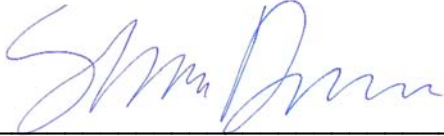
Report included in packet was reviewed

13. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER


Report included in packet was reviewed

ADJOURNMENT

Moved by Vice President Glasky, seconded by Board Member Fox, and unanimously carried to adjourn the meeting at 9:17 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, September 14, 2020.**



SHANE DINEEN
RECORDING SECRETARY



ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT

Date Approved: September 14, 2020