



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

October 19, 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, October 19, 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

Supervisor Stubbler introduced Corey Lakin, Community Services Manager of Parks and Special Events. Corey joined the City of Irvine on September 21. Supervisor Stubbler also introduced Pam Baird, the newly appointed Director of Community Services, who has been with the City of Irvine since 2008 having served in a variety of roles.

### ANNOUNCEMENTS

Supervisor Stubbler shared that the following Rainbow Rising locations will have new business hours of 2-6 p.m. on regular school days effective 11/1/2020 in response to low enrollment as a result of the ongoing Covid-19 global pandemic; Bonita Canyon, Culverdale, Greentree, and Northwood (10 a.m. – 6 p.m.).

## **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 at Stone Creek Creekers' Club, expressed her gratitude to the ICCP Board for the ongoing reduction in rent to provide economic relief from the impacts of the Covid-19 pandemic. Ellen shared that though they have reduced the total number of staff at Creeker's Club, staffing costs remain significant for her business as she must keep a higher than typical number of staff in place in order to comply with the CDC safety guidelines even though enrollment remains significantly low. Measures that Creekers' Club has taken to reduce costs are staff giving up vacation days and dramatically altering the program they prefer to run. Creekers' Club is working hard to keep tuition as stable as possible in order to support their enrolled families.

## **CONSENT CALENDAR**

**Moved by Vice President Glasky, seconded by Board Member Fox, and unanimously carried to approve Consent Calendar items 1 through 8.**

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Fox, Glasky

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

#### **ACTION:**

Approved the minutes of a regular meeting of the Irvine Child Care Project held on September 14, 2020.

### **2. WARRANT REQUEST – CATALYST FAMILY INC.**

#### **ACTION:**

Approved payment of \$56,385.27 to Catalyst Family Inc. for child care development services for August 1-31, 2020.

### **3. WARRANT REQUEST – ICCP PROVIDERS IRVINE CHILDREN'S FUND SCHOLARSHIPS**

#### **ACTION:**

Approved payments for warrants totaling the amount of \$4,491.00 for ICF Scholarships during the month of August 2020.

- \$ 4,491.00 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 00.00 to Continuing Development Inc.
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Creekers Club

**4. WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$14,902.00 to the City of Irvine for Program and Grant Administration for the month of August 2020.

- \$ 13,781.00 for Program Administration
- \$ 1,121.00 for Grant Administration

**5. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved payment of \$72,423.34 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 August 2020.

- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support
- \$ 675.00 for Custodial Equip Amortization
- \$46,674.67 for Custodial Services

**6. ICCP EXPENSES PAID BY IUSD**

**ACTION:**

Reviewed and accepted attached invoices in the total amount of \$18,528.12 paid by IUSD on behalf of ICCP.

**7. DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

Authorized 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

**8. NOTICE OF SUBCONTRACTOR CHANGE OF NAME FROM CONTINUING DEVELOPMENT INCORPORATED TO CATALYST FAMILY INCORPORATED**

**ACTION:**

Received and filed the Notice of Subcontractor change of name from Continuing Development Incorporated to Catalyst Family Incorporated effective August 6, 2020.

**BOARD BUSINESS**

Following discussion of the Consent Calendar items 1-8, President Buchanan reordered the agenda to consider Item 10 Facilities and Budget Report prior to Item No. 9.

**9. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

**Public Comment on item 9:** Michael Hagemann, parent of a child who attends Creekers' Club, expressed concern for the financial state of ICCP programs. He believes that further economic assistance is unlikely to be made available to the ICCP providers outside of rent relief provided by the ICCP Board. Michael has asked the board to support Option A of agenda item 9. He also asks that the board consider temporarily reducing pass through expenses to the ICCP providers.

**Moved by Vice President Glasky, seconded by Board Member Fox, and unanimously carried to approve Option A: Waiver of 50 percent of the rental payments for the month of November 2020 which would be a loss in revenue to ICCP of \$78,870.**

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Fox, Glasky

**Discussion Included:** Potential enrollment impact of families changing instruction models at the start of the new trimester in November. Board Member Fox expressed appreciation for the financial information provided by the ICCP child care agencies. Board Member Fox also shared that as Covid-19 continues to affect ICCP provider enrollment and financials that ICCP may need to consider structural changes or longer term solutions beyond rent reductions. Supervisor Stubbler shared that ICCP providers have anecdotally shared that while some sites had several new children enroll in the program since the return to in-person instruction, children have also left the program mainly due to changes in parental job status and/or family relocation.

**REPORTS**

**10. FACILITIES AND BUDGET REPORT – JOHN FOGARTY**

This item was considered following Consent Calendar items 1-8.

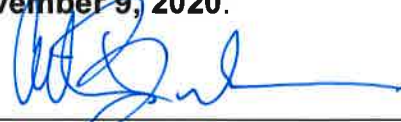
Report included in packet was reviewed.

**11. 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 9:03 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, November 9, 2020.**



ADAM BUCHANAN, PRESIDENT  
IRVINE CHILD CARE PROJECT



SHANE DINEEN  
RECORDING SECRETARY

Date Approved: November 9, 2020