



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

**March 8, 2021
8:30 AM**

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

WebEx

CALL TO ORDER

A regular meeting of the Irvine Child Care Project (ICCP) was called to order on Monday, March 8, 2021 at 8:38 a.m. at the Irvine Child Resource Center via WebEx, 14341 Yale Avenue, Irvine, California; President Buchanan presiding.

ROLL CALL

| | | |
|----------|-----------------|------------------|
| Present: | BOARD MEMBER: | Stephanie Bynon |
| | BOARD MEMBER: | Tammy Kim |
| | CLERK: | Alan Battenfield |
| | VICE PRESIDENT: | Cyril Yu |
| | PRESIDENT: | Adam Buchanan |

PLEDGE OF ALLEGIANCE

Supervisor Stubbler led the Pledge of Allegiance.

INTRODUCTIONS

City of Irvine Staff Representatives, IUSD Staff Representatives, and all board members present introduced themselves to Vice Mayor and Board Member Tammy Kim who also introduced herself.

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 at Stone Creek Creekers' Club, shared an update on the continued low enrollment at her site and the related financial losses. Ellen shared while the past year has been difficult, she has been able to secure PPP loans which allowed the site to remain staffed and operating. Ellen shared without being granted access to additional space on Stone Creek's campus, as well as the ICCP Board waivers and reductions in rent, her program would be facing closure.

CONSENT CALENDAR

Moved by Clerk Battenfield, seconded by Vice President Yu, to approve Consent Calendar items 1 through 11.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

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 January 11, 2021.

2. WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$23,813.98 to Catalyst Family Inc. for child care development services for January 1-31, 2021.

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

ACTION:

Approved payments totaling the amount of \$3,954.50 to ICCP providers for child care services for January 1-31, 2021 funded by ICF Scholarships.

- \$ 3,387.00 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 567.50 to Catalyst Family Inc.
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Creekers Club

4. 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 December 2020.

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

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

ACTION:

Approved payment of \$10,395.49 for ICCP Work Order charge backs for October through December 2020.

6. WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$15,819.62 to the City of Irvine for Program and Grant Administration for the month of January 2021.

- \$ 14,698.62 for Program Administration
- \$ 1,121.00 for Grant Administration

7. ICCP PAYMENTS FOR FEBRUARY 2021

ACTION:

Received and filed approved February 2021 Accounting Sheet and packet for services rendered December 2020.

8. ICCP EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT

ACTION:

Reviewed and accepted attached invoices in the total amount of \$14,534.98 paid by IUSD on behalf of ICCP.

9. DEPOSIT OF STATE GRANT APPORTIONMENTS

ACTION:

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

- \$ 40,745.00 01-005-50100-8290
- \$ 18,730.00 01-005-50100-8290
- \$112,095.00 01-005-50100-8590

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

ACTION:

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

- \$ 6,841.25 01-005-712-00-8689
- \$ 0.00 01-005-701-00-8699

11. MEMBER AT LARGE RE-APPOINTMENT

ACTION:

Re-appointed Stephanie Bynon to the ICCP Board of Directors to serve for a regular term of office to commence March 8, 2021 through January 2022.

BOARD BUSINESS

12. FISCAL YEAR 2019-20 FINANCIAL YEAR-END AUDIT

Received and filed FY 2019-20 Year-End Financial Audit.

13. ICCP PROVIDER LEASE RENEWAL

Moved by Vice President Yu, seconded by Board Member Bynon, to approve lease renewal for all existing ICCP provider agencies for the 2021-22 Fiscal Year.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

14. TEMPORARY USE OF ROOMS OWNED BY THE IRVINE UNIFIED SCHOOL DISTRICT BY IRVINE CHILD CARE PROJECT PROVIDERS

Moved by Clerk Battenfield, seconded by Board Member Bynon, to approve the continued use of additional spaces on each IUSD elementary campus, as identified by the School Site Principal, by the ICCP program located on the campus, between dismissal and 6 p.m. on school in-session days, and between 7 a.m.-6 p.m. on non-school days, Monday through Friday until State Mandated spacing requirements related to the COVID-19 pandemic are lifted and ICCP sites are again able to enroll to their full licensed capacity within the child care classrooms owned by ICCP.

This is the extent of the use allowed by IUSD regardless of whether the IUSD spaces are approved by CCLD through temporary waivers or addition to facility license.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

15. IRVINE CHILD CARE PROJECT (ICCP) PROPOSED BUDGET FOR FY 2021-22 WITH MULTI-YEAR BUDGET PROJECTIONS

John Fogarty, IUSD Assistant Superintendent/Chief Financial Officer, presented the item and responded to board inquiries.

Discussion included: Board Member Kim expressed her thanks to IUSD staff involved in crafting the ICCP budget and also expressed her support for a zero percent rent increase moving forward due to the ongoing economic impact of the pandemic on providers.

ACTION:

Submitted for the Board's review and discussion.

16. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS

Public Comment on item 13: Rick Porter, President of the Rainbow Rising Board shared some additional information about the status of Rainbow Rising's finances. Rainbow Rising has received approximately \$1,000,000.00 in grants and loans at this time. In spite of that, their revenue is down approximately 65 percent from last year. Rainbow Rising has not furloughed or laid off any staff since February 2020, and does not plan to through the rest of this school year.

Moved by Vice President Yu, seconded by Board Member Bynon, to approve Option A: Waiver of 50 percent of the rental payments for the months of April and May 2021, which would be a loss in revenue to ICCP of \$157,740.00.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

17. IRVINE CHILD CARE PROJECT (ICCP) BOARD ELECTIONS

Supervisor Stubler opened the floor for nominations of ICCP Board President.

Selection of Irvine Child Care Project President

Moved by Vice President Yu and seconded by Board member Kim to re-appoint President Buchanan.

Motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

Selection of Irvine Child Care Project Vice President

Moved by President Buchanan and seconded by Board Member Kim to re-appoint Vice President Yu.

Motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

Selection of Irvine Child Care Project Clerk

Moved by Board Member Bynon and seconded by President Buchanan to re-appoint Clerk Battenfield.

Motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Kim, Yu

REPORTS

18. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

Report included in packet was reviewed.

19. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER

Report included in packet was reviewed.

ADJOURNMENT

Moved by Board Member Bynon, seconded by Vice President Yu, and unanimously carried to adjourn the meeting at 9:20 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, May 10, 2021.**


CYRIL YU (May 11, 2021 18:58 PDT)

ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT

Date Approved: 5/12/2021


SHANE DINEEN (May 11, 2021 10:11 PDT)

SHANE DINEEN
RECORDING SECRETARY