



# Minutes

## IRVINE CHILD CARE PROJECT REGULAR MEETING

June 14, 2021

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 at 8:34 a.m. by President Buchanan.

### ROLL CALL

Present:	BOARD MEMBER:	Stephanie Bynon
	ALTERNATE BOARD MEMBER:	Anthony Kuo
	VICE PRESIDENT:	Cyril Yu
	PRESIDENT:	Adam Buchanan

Absent:	CLERK:	Alan Battenfield
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### PLEDGE OF ALLEGIANCE

President Buchanan led the Pledge of Allegiance.

### INTRODUCTIONS

Jennifer Payton, IUSD Confidential Assistant, introduced Laurie Serich-Lundquist, Irvine Unified School District Director of Fiscal Support Services, who was in attendance while John Fogarty was out.

Corey Lakin, Deputy Director of Community Services, introduced Kristin Auer, Community Services Manager, who will now be overseeing the Parks and Recreation, Child Care, and Special Events Division.

### 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**

There were no public comments.

**CONSENT CALENDAR**

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

The motion carried as follows:

Ayes: Buchanan, Bynon, Kuo, Yu  
Absent Battenfield

**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 May 10, 2021.

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

**ACTION:**

Approved payment of \$34,772.94 to Catalyst Family Inc. for child care development services for April 1-30, 2021.

**3. WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$60,016.72 to Catalyst Family Inc. for the Quarter 3 adjustment for child care development services provided in the period July 1, 2020 through March 31, 2021.

**4. WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**ACTION:**

Approved payments for warrants totaling the amount of \$7,325.00 (CDBG) for child care services for April 1-30, 2021 funded by ICF scholarships.

- \$ 5,432.00 to Rainbow Rising (CDBG)
- \$ 00.00 to Kids Stuff
- \$ 1,893.00 to Catalyst Family Inc. (CDBG)
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Creekers Club

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

**ACTION:**

Approved payment of \$72,423.34 for payment for sale of IUSD-owned portables to ICCP, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization and Custodial Services for the month of April 2021.

- \$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

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

**ACTION:**

Approved payment of \$15,141.78 to the City of Irvine for Program and Grant Administration for the month of April 2021.

- \$ 14,020.78 for Program Administration
- \$ 1,121.00 for Grant Administration

**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:**

Authorized an ICCP Board Member 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, 2021 through June 30, 2022.

**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:**

Authorized an ICCP Board Member 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, 2021 through June 30, 2022.

**BOARD BUSINESS**

**9. ACCEPTANCE OF FUNDS AWARDED BY THE IRVINE CHILDREN’S FUND (ICF) TO SUPPORT THE ICCP SCHOLARSHIP PROGRAM FOR THE 2021-22 FISCAL YEAR**

**ACTION:** Moved by Vice President Yu, seconded by Board Member Bynon to accept the award of \$80,000 for the 2021-22 Fiscal Year and one time Coronavirus relief funds in the amount of \$979,820 from Irvine Children’s Fund to support the ICCP Scholarship Program.

The motion carried as follows:

Ayes: Buchanan, Bynon, Kuo, Yu  
Absent: Battenfield

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

**ACTION:** Moved by Vice President Yu, seconded by Board Member Bynon to approve the FY 2021-22 Budget.

The motion carried as follows:

Ayes: Buchanan, Bynon, Kuo, Yu  
Absent: Battenfield

**11. IRVINE CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

**Discussion included:** Board Members discussed the possibility of ending rental assistance at this time or giving sites an additional month of rental relief, and whether a special meeting would be required prior to the next regularly scheduled ICCP board meeting.

**ACTION:** Moved by Board Member Bynon to:

Approve Option A: No additional waiver for rental payments or any portion thereof, beyond June 2021.

There was no second to the motion.

**ACTION:** A substitute motion was made by Vice President Yu, seconded by Alternate Board Member Kuo to:

**Approve Option B: Waiver of 50 percent of rental payments for the month of July 2021, which would be a loss in revenue to ICCP of \$78,870.00**

The motion carried as follows:

Ayes: Buchanan, Kuo, Yu  
 Noes: Bynon  
 Absent: Battenfield

**REPORTS**

**12. FACILITIES AND BUDGET REPORT – LAURIE SERICH**

Report was reviewed.

**13. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER**

Report was reviewed.

**ADJOURNMENT**

Moved by Board Member Bynon, seconded by Vice President Yu, and unanimously carried to adjourn the meeting at 9:02 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, September 13, 2021**.

*Adam Buchanan*

Adam Buchanan (Sep 13, 2021 11:27 PDT)

ADAM BUCHANAN, PRESIDENT  
IRVINE CHILD CARE PROJECT

*Shane Dineen*

Shane Dineen (Sep 13, 2021 11:30 PDT)

SHANE DINEEN  
RECORDING SECRETARY

Date Approved: 9/13/2021