



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

**September 13, 2021
Irvine Child Resource Center
14341 Yale Avenue
Irvine, CA 92604**

CALL TO ORDER

The regular meeting of the Irvine Child Care Project (ICCP) was called to order at 8:33 a.m. by President Buchanan.

ROLL CALL

Present:	4	BOARD MEMBER:	Stephanie Bynon
		CLERK:	Alan Battenfield
		VICE PRESIDENT:	Cyril Yu
		PRESIDENT:	Adam Buchanan

Absent:	1	BOARD MEMBER:	Tammy Kim
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PLEDGE OF ALLEGIANCE

President Buchanan led the Pledge of Allegiance.

INTRODUCTIONS

Kristin Auer, Community Services Manager, introduced herself as this was her first ICCP Board Meeting. Kristin joined the City in June and oversees the Parks and Recreation, Child Care, and Special Events Division.

PRESENTATIONS

There were no presentations.

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENTS

Sharon Wellikson, Executive Director of Irvine Children’s Fund (ICF), expressed her thanks on behalf of ICF to the City of Irvine staff who administer the ICCP Scholarship program.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

CONSENT CALENDAR

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

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Yu
Absent Kim

1. MINUTES

ACTION:

Approved the minutes of the Irvine Child Care Project held on June 14, 2021.

2. WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$47,895.95 to Catalyst Family Inc. for child care development services for July 1-31, 2021.

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

ACTION:

Approved payments for warrants totaling the amount of \$9,176.25 **(CDBG)** for child care services for July 1-31, 2021 funded by ICF scholarships.

- \$ 1,848.75 to Catalyst Family Inc. **(CDBG)**
- \$ 550.00 to Creekers Club **(CDBG)**
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 6,777.50 to Rainbow Rising **(CDBG)**

4. WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (CV) SCHOLARSHIPS

ACTION:

Approved payments for warrants totaling the amount of \$7,541.50 **(CDBG-CV)** for child care services for July 1-31, 2021 funded by CV scholarships.

- \$ 726.75 to Catalyst Family Inc. **(CDBG-CV)**
- \$ 330.00 to Creekers Club **(CDBG-CV)**
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 6,484.75 to Rainbow Rising **(CDBG-CV)**

5. WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICCP) SCHOLARSHIPS

ACTION:

Approved payments for warrants totaling the amount of \$500.00 **(ICCP)** for child care services for July 1-31, 2021 funded by ICCP scholarships.

- \$ 00.00 to Catalyst Family Inc.
- \$ 00.00 to Creekers Club
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 500.00 to Rainbow Rising **(ICCP)**

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

ACTION:

Approved payment of \$73,956.67 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 July 2021.

- \$47,685.08 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 8,007.17 for Utilities
- \$ 7,000.00 for Facilities & Financial Support

7. WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$20,771.59 to the City of Irvine for Program and Grant Administration for the month of July 2021.

- \$ 19,817.67 for Program Administration
- \$ 957.92 for Grant Administration

8. ICCP PAYMENTS ISSUED JULY 2021

ACTION:

Received and filed attached record of payments issued July 2021 for service month May 2021.

9. ICCP PAYMENTS ISSUED AUGUST 2021

ACTION:

Received and filed attached record of payments issued August 2021 for service month June 2021.

10. DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF

ACTION:

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

- \$ 13,923.13 01-005-712-00-8689
- \$ 14,047.13 01-005-712-00-8699

11. DEPOSIT OF STATE GRANT APPORTIONMENT

ACTION:

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

- \$ 63,592.00 01-005-50100-8290
- \$ 29,975.00 01-005-50100-8290
- \$ 5,979.00 01-005-50100-8290
- \$282,651.00 01-005-50100-8590

BOARD BUSINESS

12. CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FOR FY 2021-22 (CCTR-1167)

ACTION:

Moved by Vice President Yu, seconded by Clerk Battenfield, to receive and file California Department of Social Services General Child Care and Development Program Grant Funding for FY 2021-22.

There were no public comments.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Yu
Absent Kim

13. SUBCONTRACT AGREEMENT WITH CONTINUING DEVELOPMENT, INC. FOR CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING (CCTR-1167)

ACTION:

Moved by Board Member Bynon, seconded by Vice President Yu, to receive and file Subcontract Agreement with Continuing Development, Inc. for California Department of Social Services General Child Care and Development Program Grant Funding.

There were no public comments.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Yu
Absent Kim

14. RESOLUTION AND AGREEMENT TO TERMINATE THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE BOARD OF DIRECTORS IRVINE CHILD CARE PROJECT

ACTION:

Moved by Clerk Battenfield, seconded by Board Member Bynon, to adopt the Resolution to Terminate the Contract and Approve the Agreement to Terminate the Contract between the Board of Administration, California Public Employees' Retirement System and the ICCP Board of Directors, and authorize President Buchanan to sign on behalf of the ICCP Board of Directors.

There were no public comments.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Yu
Absent Kim

15. APPOINTMENT PROCEDURE FOR PROVIDER SELECTION AT SOLIS PARK SCHOOL

ACTION:

Submitted for the Board's information.

REPORTS

16. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

ACTION:

Received and Filed.

17. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER

ACTION:

Received and Filed.

ADJOURNMENT

Moved by Vice President Yu, seconded by board Member Bynon, to adjourn the meeting at 8:52 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, October 18, 2021**.

Adam Buchanan

Adam Buchanan (Oct 18, 2021 12:28 PDT)

ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT

Shane Dineen

Shane Dineen (Oct 18, 2021 12:52 PDT)

SHANE DINEEN
RECORDING SECRETARY

Date Approved: Oct 18, 2021