



Cyril Yu  
President

Alan Battenfield  
Vice President

Stephanie Bynon  
Clerk

Board Members:  
Tammy Kim  
Sandra Salcedo

# AGENDA

## IRVINE CHILD CARE PROJECT REGULAR MEETING

October 17, 2022  
8:30 AM

Irvine City Hall, B204  
1 Civic Center Plaza  
Irvine, CA 92604

### **PARTICIPATION AT IRVINE CHILD CARE PROJECT MEETING**

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR ZOOM CAN BE FOUND ONLINE AT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION). YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: TRACI STUBBLER, 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO [ICCP@CITYOFIRVINE.ORG](mailto:ICCP@CITYOFIRVINE.ORG). YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE PROJECT ON A SCHEDULED AGENDA ITEM, OR NON-AGENDA ITEM PLEASE FILL OUT A REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM AND SUBMIT TO THE RECORDING SECRETARY. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) ON WHICH YOU WOULD LIKE TO SPEAK. THE [REQUEST TO SPEAK FORM](#) ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE CHILD CARE PROJECT ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILD CARE PROJECT MINUTES. YOUR NAME WILL BE CALLED AT THE TIME PUBLIC COMMENTS ARE HEARD BY THE IRVINE CHILD CARE PROJECT. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER DEPENDING ON RELEVANT CIRCUMSTANCES, WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

**PLEASE TAKE NOTICE THAT** THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED, AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

**PLEASE NOTE:** THE IRVINE CHILD CARE PROJECT MEETING IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE IRVINE CHILD CARE PROJECT AT 949-724-6632, OR VIA EMAIL AT [ICCP@CITYOFIRVINE.ORG](mailto:ICCP@CITYOFIRVINE.ORG). IT WOULD BE APPRECIATED IF WRITTEN COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS – AGENDIZED ITEMS**

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Public Comments on agendized items (excluding Public Hearing items) will be heard no sooner than 8:30 a.m. Public Comments on Public Hearing items shall occur during the public hearing. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes per item. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes per item. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds per item. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit of the time for all public speakers may be imposed, at the discretion of the President or by a majority vote of the Irvine Child Care Project Board.

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**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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Public comments on non-agendized items will be heard no sooner than 8:30 a.m. Any member of the public may address the Irvine Child Care Project on items within the Irvine Child Care Project Board's subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, as the discretion of the President or by a majority vote of the Irvine Child Care Project Board.

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**INTRODUCTIONS**

**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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Announcements, Committee Reports, and Commission Reports are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes, 3 minutes per member of the Irvine Child Care Project. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

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**1. BOARD REPORTS**

**1.1 FINANCIAL REPORT**

**1.2 ADMINISTRATOR'S REPORT**

**ADDITIONS AND DELETIONS TO THE AGENDA**

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Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

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## 2. CONSENT CALENDAR

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All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion on these items unless members of the Irvine Child Care Project Board request specific items to be removed from the Consent Calendar for separate discussion.

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### 2.1 MINUTES

**RECOMMENDED ACTION:**

Approve the minutes of the Irvine Child Care Project regular meeting held on September 12, 2022.

### 2.2 WARRANT REQUEST – CATALYST FAMILY INC.

**RECOMMENDED ACTION:**

Approve payment of \$86,684.64 to Catalyst Family Inc. for child care development services for August 1-31, 2022.

### 2.3 WARRANT REQUEST – CATALYST FAMILY INC.

**RECOMMENDED ACTION:**

Approve payment of \$2,680.40 to Catalyst Family Inc. for the FY 2021-22 Final adjustment for child care development services provided in the period July 1, 2021 - June 30, 2022

### 2.4 WARRANT REQUEST – IRVINE CHILDREN'S FUND (ICF) SCHOLARSHIPS

**RECOMMENDED ACTION:**

Approve payments for warrants totaling the amount of \$10,839.70 (CDBG) for child care services for August 1-31, 2022 funded by ICF scholarships.

- \$ 2,523.75 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 435.00 to Kids Stuff (CDBG)
- \$ 7,880.95 to Rainbow Rising (CDBG)

### 2.5 WARRANT REQUEST – IRVINE CHILDREN'S FUND CORONAVIRUS (CV) SCHOLARSHIPS

**RECOMMENDED ACTION:**

Approve payments for warrants totaling the amount of \$21,693.63 (CDBG-CV) for child care services for August 1-31, 2022 funded by CV scholarships.

- \$ 7,236.62 to Catalyst Family Inc. (CDBG-CV)
- \$ 840.00 to Creekers Club (CDBG-CV)
- \$ 0.00 to Dolphin Club

- \$ 0.00 to Kids Stuff
- \$13,617.01 to Rainbow Rising (CDBG-CV)

**2.6 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**RECOMMENDED ACTION:**

Approve payment of \$75,483.08 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 2022.

- \$48,669.83 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 8,407.50 for Utilities
- \$ 7,141.33 for Facilities & Financial Support

**2.7 WARRANT REQUEST – CITY OF IRVINE**

**RECOMMENDED ACTION:**

Approve payment of \$20,799.69 to the City of Irvine for Program and Grant Administration for the month of July 2022.

- \$19,012.40 for Program Administration
- \$ 1,787.29 for Grant Administration

**2.8 DEPOSIT OF STATE GRANT APPORTIONMENT**

**RECOMMENDED ACTION:**

Authorize the deposit of grant funds from the California Department of Social Services into the appropriate account as follows:

- \$21,146.00                    01-005-50100-8290
- \$35,051.00                    01-005-50100-8590

**3. BOARD BUSINESS**

**3.1 ICCP 2023 MEETING SCHEDULE**

**RECOMMENDED ACTION:**

Approve one of the following options for the ICCP 2023 meeting schedule:

- Option A: Approve Proposed ICCP Meeting Schedule 2023.
- Option B: Alternative option as proposed by the Board.

**ADJOURNMENT**

**ADJOURNMENT**

**At 11 a.m.**, the Irvine Child Care Project will determine which of the remaining agenda items can be considered and acted upon prior to 12 p.m. noon and will continue all other items on which additional time is required until a future Irvine Child Care Project meeting. All meetings are scheduled to terminate at 12 p.m. noon.

**STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Project liaison and are available for public inspection and copying once the agenda is publicly posted (at least 7 days prior to a regular Irvine Child Care Project meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) at least 7 days prior to the scheduled Irvine Child Care Project meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Project liaison at (949) 724-6635.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Project regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Project liaison at (949) 724-6635.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/Handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Project. Please provide 10 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Project at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Irvine Child Care Project liaison at 949-724-6635.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 DFR 35. 102-35. 104 ADA Title II)

**COMMUNICATION AND ELECTRONIC DEVICES**

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Child Care Project are held on the second Monday of select months at 8:30 a.m. Agendas are available at the following locations:

- Community Services Department
- Police Department
- Front Entrance of City Hall
- City's web page at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Child Care Project meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, 1 Civic Center Plaza, Irvine, California on October 6, 2022 by 5:30 p.m. as well as on the City's web page.

 \_\_\_\_\_, Committee Liaison

# **1. REPORTS**

## **ITEM 1.1**

### **FINANCIAL REPORT**

# Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of September 30, 2022

## Fiscal Year 2022-23 Budget

Percentage of Year Completed: 25%

OPERATING FUND	2022-23	Current	Encumbered	Actual		%
Program Description	Adopted	(Adjusted)	Funds	Recvd/Spent	Balance	Used/
ICCP - Regular Programs	Budget	Budget	(PO's)	To Date		Rec'vd
COST CENTER 005710						
<b>REVENUE</b>						
8650 Portable Fees Cnty	\$1,957,712	\$1,957,712	\$0	\$482,630	\$1,475,082	25%
8660 Interest Income Cnty	\$9,497	\$9,497	\$0	\$3,295	\$6,202	35%
8662 Net Changes in Investments	\$0	\$0	\$0	\$30,186	(\$30,186)	0%
8699 Other Local Revenue	\$0	\$0	\$0	\$44	(\$44)	0%
<b>Total Revenue:</b>	<b>\$1,967,209</b>	<b>\$1,967,209</b>	<b>\$0</b>	<b>\$516,155</b>	<b>\$1,451,054</b>	<b>26%</b>
<b>OPERATING EXPENDITURES</b>						
4305 Program Supplies	\$0	\$0	\$0	\$0	\$0	0%
4305 Safety and Security	\$9,787	\$9,787	\$0	\$0	\$9,787	0%
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$0	\$33,705	\$6,295	84%
5450 Insurance	\$108,884	\$108,884	\$0	\$0	\$108,884	0%
5500 Utilities	\$100,890	\$100,890	\$0	\$8,408	\$92,483	8%
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$0	\$0	\$40,000	0%
5810 Services/Contracts (Water testing Req)	\$0	\$0	\$28,696	\$0	(\$28,696)	0%
5811 Consultants	\$65,000	\$65,000	\$0	\$0	\$65,000	0%
5817 Scholarships	\$30,000	\$30,000	\$0	\$0	\$30,000	0%
5837 Interest Expense	\$2,200	\$2,200	\$0	\$196	\$2,004	9%
5838 Audit	\$12,000	\$12,000	\$0	\$0	\$12,000	0%
5861 Facilities & Financial Support / IUSD	\$85,696	\$85,696	\$0	\$7,141	\$78,555	8%
5862 Custodial Services	\$584,038	\$584,038	\$0	\$48,670	\$535,368	8%
5864 Program Coordination / City	\$310,494	\$310,494	\$0	\$15,907	\$294,587	5%
<b>Total Operating Expenditures:</b>	<b>\$1,388,989</b>	<b>\$1,388,989</b>	<b>\$28,696</b>	<b>\$114,027</b>	<b>\$1,246,266</b>	<b>10%</b>
<b>Total Excess (Deficiency):</b>	<b>\$578,220</b>	<b>\$578,220</b>	<b>(\$28,696)</b>	<b>\$402,128</b>		
<b>CAPITAL EXPENDITURES</b>						
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$0	\$0	\$125,000	0%
6230 Portables (Replacement/New)	\$0	\$0	\$0	\$0	\$0	0%
5862 Custodial Vehicles	\$35,000	\$35,000	\$0	\$0	\$35,000	0%
7439 Debt Service	\$135,173	\$135,173	\$0	\$11,264	\$123,909	8%
<b>Total Capital Expenditures:</b>	<b>\$295,173</b>	<b>\$295,173</b>	<b>\$0</b>	<b>\$11,264</b>	<b>\$283,909</b>	<b>4%</b>
<b>Net Increase (Decrease):</b>	<b>\$283,047</b>	<b>\$283,047</b>		<b>\$390,864</b>		
Beginning Balance, July 1	<b>\$1,610,426</b>	<b>\$1,610,426</b>		<b>\$1,610,426</b>		
Ending Balance, June 30	<b>\$1,893,473</b>	<b>\$1,893,473</b>		<b>\$2,001,289</b>		
<b>Components of Ending Balance:</b>						
Capital Facilities (Modular Replacement) Reserve	\$1,842,948	\$1,842,948		\$1,997,531		
3% Operation Reserve	\$50,525	\$50,525		\$3,759		



## Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of September 30, 2022

### Fiscal Year 2022-23 Budget

GRANT PROGRAM FUNDS	2022-23	Current	Encumbered	Actual			%
Program Description	Adopted	(Adjusted)	Funds	Recvd/Spent	Balance		
	Budget	Budget	(PO's)	To Date			Used/ Rec'vd
<b>STATE GRANT/CDD</b>							
COST CENTER 005501							
<b>REVENUE</b>							
8290 Child Development Apportionments	\$374,281	\$374,281	\$0	\$83,166	\$291,115		22%
8590 Other State Revenue	\$695,095	\$695,095	\$0	\$281,381	\$413,714		40%
<b>Total Revenue:</b>	<b>\$1,069,376</b>	<b>\$1,069,376</b>	<b>\$0</b>	<b>\$364,547</b>	<b>\$704,829</b>		<b>34%</b>
<b>EXPENDITURES</b>							
5810 Serv./Contracts	\$1,069,376	\$1,069,376	\$0	\$84,084	\$985,292		8%
<b>Total Expenditures:</b>	<b>\$1,069,376</b>	<b>\$1,069,376</b>	<b>\$0</b>	<b>\$84,084</b>	<b>\$985,292</b>		<b>8%</b>
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$280,463			
<b>LOCAL GRANT / Irvine Childrens Fund (ICF)</b>							
COST CENTER 005712							
<b>REVENUE</b>							
8689 All Other Fees & Contracts	\$20,000	\$20,000	\$0	\$0	\$20,000		0%
8699 Other Local Revenue/CDBG	\$773,000	\$773,000	\$0	(\$4,140)	\$777,140		-1%
<b>Total Revenue:</b>	<b>\$793,000</b>	<b>\$793,000</b>	<b>\$0</b>	<b>(\$4,140)</b>	<b>\$797,140</b>		<b>-1%</b>
<b>EXPENDITURES</b>							
5817 Scholarships	\$793,000	\$793,000	\$0	\$29,081	\$763,919		4%
<b>Total Expenditures:</b>	<b>\$793,000</b>	<b>\$793,000</b>	<b>\$0</b>	<b>\$29,081</b>	<b>\$763,919</b>		<b>4%</b>
Fund Balance (U):	\$0	\$0	\$0	(\$33,221)			
<b>GRANT PROGRAM FUND SUMMARY</b>							
<b>REVENUE</b>	\$1,862,376	\$1,862,376	\$0	\$360,407	\$1,501,969		19%
<b>EXPENDITURES</b>	\$1,862,376	\$1,862,376	\$0	\$113,166	\$1,749,210		6%
<b>Total Excess (Deficiency):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$247,241</b>			
Beginning Balance, July 1	\$0	\$0	\$0	\$0			
Ending Balance, June 30	\$0	\$0	\$0	\$247,241			
<b>TOTAL ICCP FUND BALANCE:</b>	<b>\$1,893,472</b>	<b>\$1,893,473</b>	<b>\$0</b>	<b>\$2,248,531</b>			
(Operating Fund + Grant Program Funds)							

**ITEM 1.2**  
**ADMINISTRATOR'S REPORT**

Irvine Child Care Project Administrator's Report  
October 17, 2022

Scholarships/Financial Assistance:

- Irvine Child Care Project (ICCP) Scholarships funded by the Irvine Children's Fund:
  - ICCP Coronavirus Scholarship
    - To date 60 children have been funded for a total of 7,985 days of child care and development services.
    - Rolling application period through length of contract or until all funds are allocated.
  - 2022-23 ICCP Scholarship
    - \$165,000 award projected expended
    - Going forward eligible applicants will be added to wait list
- Children's Home Society of California (CHS) offers subsidized child care programs to assist income eligible families with all or part of their child care expenses. CHS has received an increase of funding and is currently enrolling new families. The application is available online at [cityofirvine.org/child-care-development](http://cityofirvine.org/child-care-development).

Program Quality:

- The City continues to provide a list of upcoming professional development events on the online Training Calendar, and links to On-Demand Training and Resources, on the City's [Child Care & Development website](#).
- City staff members continue to provide technical support to ICCP providers on an as needed basis.

## **2. CONSENT CALENDAR**

### **ITEM 2.1**

### **MINUTES**



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

September 12, 2022  
8:30 AM

Irvine City Hall, B204  
1 Civic Center Plaza  
Irvine, CA 92604

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### CALL TO ORDER

The regular meeting of the Irvine Child Care Project (ICCP) was called to order at 8:30 a.m. on September 12, 2022 via Zoom; President Yu presiding.

### ROLL CALL

Present:	4	PRESIDENT:	Cyril Yu
		VICE PRESIDENT:	Alan Battenfield
		BOARD MEMBER:	Sandra Salcedo
		BOARD MEMBER:	Tammy Kim*
Absent:	1	CLERK:	Stephanie Bynon

\*Board Member Kim joined the meeting at 8:33 a.m.

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

### PUBLIC COMMENTS – AGENDIZED ITEMS

There were no public comments on agendized items.

### PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments on non-agendized items.

## **INTRODUCTIONS**

John Fogarty, IUSD Assistant Superintendent/CFO, introduced Sharon Marcacci, IUSD Fiscal Services Specialist. Sharon will be filling the role previously held by Becky Myers.

## **ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

There were no announcements, committee reports, or committee updates.

### **1. BOARD REPORTS**

#### **1.1 FINANCIAL REPORT**

John Fogarty, IUSD Assistant Superintendent/CFO, presented the Financial Report for Fiscal Year 2022-23.

#### **1.2 ADMINISTRATOR'S REPORT**

Traci Stubbler, ICCP Administrator, provided an update on the following items:

- Scholarships and Financial Assistance Opportunities
- September 2022 ICCP Directors' Forum

## **ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

### **2. CONSENT CALENDAR**

**ACTION: Moved by Board Member Salcedo, seconded by Board Member Battenfield, and unanimously carried by those members present (Clerk Bynon absent) to approve Consent Calendar items 2.1 through 2.11.**

#### **2.1 MINUTES**

**ACTION:**

Approved the minutes of the Irvine Child Care Project regular meeting held on June 13, 2022.

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

**ACTION:**

Approved warrant payment of \$85,063.54 to Catalyst Family Inc. for child care development services for July 1-31, 2022.

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

**ACTION:**

Approved warrant payments totaling \$8,622.25 (CDBG) for child care services for July 1-31, 2022 funded by ICF scholarships.

- \$ 2,379.75 to Catalyst Family Inc. (CDBG)
- \$ 00.00 to Creekers Club
- \$ 00.00 to Dolphin Club
- \$ 30.00 to Kids Stuff
- \$ 6,212.50 to Rainbow Rising (CDBG)

**2.4 WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (CV) SCHOLARSHIPS**

**ACTION:**

Approved warrant payments totaling \$20,459.03 (CDBG-CV) for child care services for July 1-31, 2022 funded by CV scholarships.

- \$ 5,972.03 to Catalyst Family Inc. (CDBG-CV)
- \$ 795.00 to Creekers Club (CDBG-CV)
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 13,692.00 to Rainbow Rising (CDBG-CV)

**2.5 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved warrant payments totaling \$75,483.08 for the sale of IUSD-owned portables to ICCP, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization, and Custodial Services for the month of July 2022.

- \$ 48,669.83 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,407.50 for Utilities
- \$ 7,141.33 for Facilities & Financial Support

**2.6 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved warrant payment of \$17,607.94 to the City of Irvine for Program and Grant Administration for the month of July 2022.

- \$ 15,906.66 for Program Administration

- \$ 1,701.28 for Grant Administration

**2.7 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED JULY 2022**

**ACTION:**

Received and filed attached record of payments issued July 2022 for service month May 2022.

**2.8 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED AUGUST 2022**

**ACTION:**

Received and filed attached record of payments issued August 2022 for service month June 2022.

**2.9 DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF**

**ACTION:**

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

- \$ 38,911.98            01-005-712-00-8290

**2.10 DEPOSIT OF CDBG-CV SCHOLARSHIP FUNDS FROM ICF**

**ACTION:**

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

- \$ 70,768.48            01-005-712-00-8290

**2.11 DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

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

- \$156,990.00            01-005-50100-8290
- \$271,381.00            01-005-50100-8590

**3. BOARD BUSINESS**

**3.1 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FOR FY 2022-23 (CCTR-2168)**



**ACTION:**

Received and filed California Department of Social Services General Child Care and Development Program Grant Funding for FY 2022-23 (CCTR-2168).

**3.2 SUBCONTRACT AGREEMENT WITH CATALYST FAMILY INC. FOR CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING (CCTR-2168)**

**ACTION:**

Received and filed Subcontract Agreement with Catalyst Family, Inc. for California Department of Social Services General Child Care and Development Program Grant Funding.

**ADJOURNMENT**

**Moved by Board Member Kim, seconded by Vice President Battenfield, and unanimously carried by those members present (Clerk Bynon absent) to adjourn the meeting at 8:44 a.m.**

\_\_\_\_\_  
CYRIL YU, PRESIDENT  
IRVINE CHILD CARE PROJECT

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
SHANE DINEEN  
RECORDING SECRETARY

**ITEM 2.2**

**WARRANT REQUEST – CATALYST FAMILY  
INC. (August)**

## IRVINE CHILD CARE PROJECT

**TOPIC:** **WARRANT REQUEST – CATALYST FAMILY INC.**

**DESCRIPTION:** Catalyst Family Inc. has submitted an invoice in the amount of **\$86,684.64** for child care development services for the month of **August 2022**. This provider served a total of 86 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of **\$86,684.64** are submitted for the Board's review and approval.

**RECOMMENDATION:** Approve payment of **\$86,684.64** to Catalyst Family Inc. for child care development services for August 1 - August 31, 2022.

IRVINE CHILD CARE PROJECT

**DATE: October 17, 2022**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	<b>\$86,684.64</b>
	<b>TOTAL</b>	<b>\$86,684.64</b>

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	<b>\$86,684.64</b>
<b>TOTAL</b>	<b>\$86,684.64</b>

**ATTENDANCE SUMMARY  
CERTIFIED CHILDREN**

**STATE GRANT**

**August 2022  
(23 days of service)**

**CATALYST FAMILY INC.:**

Stonegate	3 60	children served child days of enrollment
Oak Creek	10 220	children served child days of enrollment
Vista Verde	0 0	children served child days of enrollment
Plaza Vista	35 736	children served child days of enrollment
Canyon View	4 82	children served child days of enrollment
Turtle Rock	10 136	children served child days of enrollment
Springbrook	0 0	children served child days of enrollment
Deerfield	13 234	children served child days of enrollment
University Park	11 214	children served child days of enrollment
<b><u>TOTALS:</u></b>	<b>86 1,682</b>	<b>children served child days of enrollment</b>
<b><u>YEAR-TO-DATE:</u></b>	<b>167 3,290</b>	<b>children served child days of enrollment</b>



350 Woodview Ave, Suite 100  
 Morgan Hill, CA. 95037  
 (408)556-7300

**INVOICE NUMBER**  
**5040-AUG22**

DATE: **September 15, 2022**

SOLD TO: Irvine Child Care Project  
 14341 Yale Avenue  
 Irvine, CA 92604

Attention: Traci Stubbler

DESCRIPTION	PRICE	AMOUNT
General child development services provided in period <u>August 1, 2022</u> through <u>August 31, 2022</u>		
Fiscal Year 2022-2023 Contract Type: <b>CCTR-2168</b>		
Service fees of <u>1,443.33</u> days @ <b>\$61.26</b>	\$88,418.33	
Less Certified Parent fees	- <b>\$0.00</b>	
Contract earnings to District	\$88,418.33	
Adjustment for District Indirect Cost $\$88,418.33 \div 1.02 =$	\$1,733.69	
<b>Total Balance Due to Catalyst Family Inc.</b>		<b><u>\$86,684.64</u></b>
<b><u>Billing Summary:</u></b>		
Cumulative Prior Period Amount Billed	\$85,063.54	
Current Period Billing	<u>\$86,684.64</u>	
Cumulative Fiscal Year Amount Billed	\$171,748.18	
Contract Maximum Billable	\$1,331,794.12	
Available remaining balance	\$1,160,045.94	

**ITEM 2.3**

**WARRANT REQUEST – CATALYST FAMILY  
INC. (FY 2021-22)**

## IRVINE CHILD CARE PROJECT

**TOPIC: WARRANT REQUEST – CATALYST FAMILY INC.**

**DESCRIPTION:** Catalyst Family Inc. has submitted an invoice in the amount of **\$2,680.40** for child care development services provided in the period **July 1, 2021 - June 30, 2022**.

In recognition of the increased costs to child care providers due to COVID-19, Senate Bill (SB) 820 was passed allowing contractors to be reimbursed for net reimbursable program costs up to the maximum reimbursable amount (MRA) rather than the total as calculated based the Standard Reimbursement Rate for the 2020-21 FY.

ICCP was notified via the California Department of Social Services Child Care Bulletin No. 21-07 that due to the ongoing impacts of the pandemic, the above allowance has been extended through June 30, 2022 per Assembly Bill (AB) 131.

Catalyst Family Inc. will be submitting invoices to ICCP quarterly throughout the 2021-22 Fiscal Year for the difference between the Standard Reimbursement Rate, as paid through monthly attendance reports and invoices, and the net reimbursable program costs.

The attached FY 2021-22 Final Adjustment invoice and warrant request in the amount of **\$2,680.40** are submitted for the Board's review and approval.

The attached invoice and warrant request in the amount of **\$2,680.40** are submitted for the Board's review and approval.

**RECOMMENDATION:** Approve payment of **\$2,680.40** to Catalyst Family Inc. for the FY 2021-22 Final adjustment for child care development services provided in the period **July 1, 2021 - June 30, 2022**.



IRVINE CHILD CARE PROJECT

**DATE:** October 17, 2022

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	<b>\$2,680.40</b>
	<b>TOTAL</b>	<b>\$2,680.40</b>

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	<b>\$2,680.40</b>	
	<b>TOTAL</b>	<b>\$2,680.40</b>



350 Woodview Ave, Suite 100  
 Morgan Hill, CA. 95037  
 (408)556-7300

**INVOICE NUMBER**  
**5040-FY22ADJ2**

DATE: **August 16, 2022**

SOLD TO: Irvine Child Care Project  
 14341 Yale Avenue  
 Irvine, CA 92604  
 Attention: Traci Stubbler

DESCRIPTION			
General child development services provided in period <u>July 1, 2021</u> through <u>June 30, 2022</u>			
Fiscal Year 2021-2022 Contract Type: <b>CCTR-1167</b>			
	<b>Original Invoiced (July - June) + YTD Adj1</b>	<b>Contract Earnings (Net Reimbursable Expenses) Per DSS Calculation</b>	<b>DSS Calculation vs. Original Invoiced (Variances)</b>
<b>Gross Amount Based on Services (Enrollments)</b>	\$868,616.00	n/a	
<b>Net Reimbursable Expenses for FY2021-22</b>	n/a	\$871,350.00	\$2,734.00
Less Family (Parent) Fees Collected:	\$0.00	\$0.00	\$0.00
Less School District Indirect Cost	(\$17,031.69)	(\$17,085.29)	(\$53.60)
<b>Net YTD Billable Amount based on Adjustment2 =</b>	\$851,584.31	<b>\$854,264.71</b>	\$2,680.40
<b>Net Balance Due to Catalyst Family Inc. (YTD Billing Adjustment2)</b>			<b>\$2,680.40</b>

**ITEM 2.4**

**WARRANT REQUEST – ICF SCHOLARSHIPS**

**IRVINE CHILD CARE PROJECT**

**TOPIC: WARRANT REQUESTS – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**DESCRIPTION:** Warrant requests in the amount of **\$10,839.70 (CDBG)** are submitted for the Board’s review and approval for ICF Scholarships during the month of **August 2022**. The warrants to be issued are as follows:

**\$2,523.75** to Catalyst Family Inc. **(CDBG)**

**\$0.00** to Creekers Club **(CDBG)**

**\$0.00** to Dolphin Club **(CDBG)**

**\$435.00** to Kids Stuff **(CDBG)**

**\$7,880.95** to Rainbow Rising **(CDBG)**

A site-by-site breakdown follows.

**RECOMMENDATION:** Approve payments for warrants totaling the amount of **\$10,839.70 (CDBG)** for child care services for August 1-31, 2022 funded by ICF scholarships.

**IRVINE CHILD CARE PROJECT**

**DATE: October 17, 2022**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	<b>\$2,523.75</b>
CREEKERS CLUB	00571259-5817	<b>\$0.00</b>
DOLPHIN CLUB	00571259-5817	<b>\$0.00</b>
KIDS STUFF	00571259-5817	<b>\$435.00</b>
RAINBOW RISING	00571259-5817	<b>\$7,880.95</b>
	<b>TOTAL</b>	<b>\$10,839.70</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM**  
**August 2022**

<i>Alderwood</i>	1 children served
<i>Beacon Park</i>	2 children served
<i>Bonita Canyon</i>	1 children served
<i>Brywood</i>	1 children served
<i>Cadence Park</i>	1 children served
<i>Canyon View</i>	0 children served
<i>College Park</i>	0 children served
<i>Culverdale</i>	4 children served
<i>Cypress Village</i>	0 children served
<i>Deerfield</i>	0 children served
<i>Eastshore</i>	0 children served
<i>Eastwood</i>	1 children served
<i>Greentree</i>	0 children served
<i>Loma Ridge</i>	0 children served

<i>Meadow Park</i>	2 children served
<i>Northwood</i>	2 children served
<i>Oak Creek</i>	0 children served
<i>Plaza Vista</i>	0 children served
<i>Portola Springs</i>	1 children served
<i>Santiago Hills</i>	0 children served
<i>Springbrook</i>	0 children served
<i>Stone Creek</i>	0 children served
<i>Stonegate</i>	0 children served
<i>Turtle Rock</i>	0 children served
<i>University Park</i>	1 children served
<i>Vista Verde</i>	1 children served
<i>Westpark</i>	3 children served
<i>Woodbury</i>	1 children served

**August 2022:**

Number of Children Served: 22  
Number of Child Days of Enrollment: 332  
Number of Sites Served: 14  
Funds Awarded: \$10,839.70  
Number of Children Added to Program This Month: 6  
Number of Children Removed From Program This Month: 0  
Number of Children On Waiting List: 2

**Year-to-Date:**

Number of Children Served: 22  
Number of Child Days of Enrollment: 523  
Number of Sites Served: 14  
Funds Awarded: \$19,461.95

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

**August 2022**

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to the students in the **Catalyst Family Inc.** program operating at the following schools in Irvine, for **August 2022**, reimbursement amounts of:

University Park	\$1,044.00 (CDBG)
Vista Verde	\$891.00 (CDBG)
Woodbury	\$588.75 (CDBG)
<b>Total Amount due to Catalyst Family Inc.:</b>	<b>\$2,523.75 (CDBG)</b>

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

**August 2022**

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to the students in the **Kids Stuff.** program operating at the following schools in Irvine, for **August 2022**, reimbursement amounts of:

Brywood	\$435.00 (CDBG)
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<b>Total Amount due to Kids Stuff:</b>	<b>\$435.00 (CDBG)</b>
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**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
SCHOLARSHIP PROGRAM  
INVOICE**

**August 2022**

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to the students in the **Rainbow Rising** program operating at the following schools in Irvine, for **August 2022**, reimbursement amounts of:

Alderwood	\$108.50	(CDBG)
Beacon Park	\$494.25	(CDBG)
Bonita Canyon	\$180.00	(CDBG)
Cadence Park	\$713.70	(CDBG)
Culverdale	\$2,029.30	(CDBG)
Eastwood	\$649.50	(CDBG)
Meadow Park	\$1,017.25	(CDBG)
Northwood	\$974.75	(CDBG)
Portola Springs	\$594.75	(CDBG)
Westpark	\$1,118.95	(CDBG)
<b>Total Amount due to Rainbow Rising:</b>	<b>\$7,880.95</b>	<b>(CDBG)</b>

**ITEM 2.5**

**WARRANT REQUEST – ICF (CV)  
SCHOLARSHIPS**

**IRVINE CHILD CARE PROJECT**

**TOPIC: WARRANT REQUESTS – IRVINE CHILDREN’S FUND  
CORONAVIRUS (CV) SCHOLARSHIPS**

**DESCRIPTION:** Warrant requests in the amount of **\$21,693.63 (CDBG-CV)** are submitted for the Board’s review and approval for ICF-CV Scholarships during the month of **August 2022**. The warrants to be issued are as follows:

**\$7,236.62** to Catalyst Family Inc. **(CDBG-CV)**

**\$840.00** to Creekers Club **(CDBG-CV)**

**\$0.00** to Dolphin Club **(CDBG-CV)**

**\$0.00** to Kids Stuff **(CDBG-CV)**

**\$13,617.01** to Rainbow Rising **(CDBG-CV)**

A site-by-site breakdown follows.

**RECOMMENDATION:** Approve payments for warrants totaling the amount of **\$21,693.63 (CDBG-CV)** for child care services for August 1-31, 2022 funded by ICF-CV scholarships.

**IRVINE CHILD CARE PROJECT  
IRVINE CHILDREN'S FUND CORONAVIRUS SCHOLARSHIP PROGRAM**

**DATE: October 17, 2022**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	<b>\$7,236.62</b>
CREEKERS CLUB	00571259-5817	<b>\$840.00</b>
DOLPHIN CLUB	00571259-5817	<b>\$0.00</b>
KIDS STUFF	00571259-5817	<b>\$0.00</b>
RAINBOW RISING	00571259-5817	<b>\$13,617.01</b>
	<b>TOTAL</b>	<b>\$21,693.63</b>

**ATTENDANCE SUMMARY**  
**IRVINE CHILDREN'S FUND CORONAVIRUS SCHOLARSHIP PROGRAM**  
**August 2022**

<i>Alderwood</i>	0 children served
<i>Beacon Park</i>	1 children served
<i>Bonita Canyon</i>	1 children served
<i>Brywood</i>	0 children served
<i>Cadence Park</i>	1 children served
<i>Canyon View</i>	0 children served
<i>College Park</i>	0 children served
<i>Culverdale</i>	8 children served
<i>Cypress Village</i>	3 children served
<i>Deerfield</i>	1 children served
<i>Eastshore</i>	0 children served
<i>Eastwood</i>	2 children served
<i>Greentree</i>	0 children served
<i>Loma Ridge</i>	0 children served

<i>Meadow Park</i>	4 children served
<i>Northwood</i>	4 children served
<i>Oak Creek</i>	0 children served
<i>Plaza Vista</i>	3 children served
<i>Portola Springs</i>	2 children served
<i>Santiago Hills</i>	0 children served
<i>Springbrook</i>	0 children served
<i>Stone Creek</i>	3 children served
<i>Stonegate</i>	0 children served
<i>Turtle Rock</i>	0 children served
<i>University Park</i>	1 children served
<i>Vista Verde</i>	0 children served
<i>Westpark</i>	2 children served
<i>Woodbury</i>	4 children served

**August 2022:**

Number of Children Served: 40  
Number of Child Days of Enrollment: 592  
Number of Sites Served: 15  
Funds Awarded: \$21,693.63  
Number of Children Added to Program This Month: 7  
Number of Children Removed From Program This Month: 10  
Number of Children On Waiting List: 0

**To-Date:**

Number of Children Served: 58  
Number of Child Days of Enrollment: 7,985  
Number of Sites Served: 22  
Funds Awarded: \$287,170.43

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM  
INVOICE**

**August 2022**

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to the students in the **Catalyst Family Inc.** program operating at the following schools in Irvine, for **August 2022**, reimbursement amounts of:

Deerfield	\$1,218.00	(CDBG-CV)
Plaza Vista	\$1,732.50	(CDBG-CV)
University Park	\$1,360.00	(CDBG-CV)
Woodbury	\$2,926.12	(CDBG-CV)
<b>Total Amount due to Catalyst Family Inc.:</b>	<b>\$7,236.62</b>	<b>(CDBG-CV)</b>

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM  
INVOICE**

**August 2022**

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to the students in the **Creeker's Club** program operating at the following schools in Irvine, for **August 2022**, reimbursement amounts of:

Stone Creek	\$840.00 (CDBG-CV)
-------------	--------------------

<b>Total Amount due to Creeker's Club:</b>	<b>\$840.00 (CDBG-CV)</b>
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**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND  
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM  
INVOICE**

**August 2022**

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to the students in the Rainbow Rising program operating at the following schools in Irvine, for **August 2022**, reimbursement amounts of:

Alderwood	\$(84.00)	(CDBG-CV)
Beacon Park	\$363.75	(CDBG-CV)
Bonita Canyon	\$282.00	(CDBG-CV)
Cadence Park	\$271.20	(CDBG-CV)
Culverdale	\$4,026.25	(CDBG-CV)
Cypress Village	\$1,282.75	(CDBG-CV)
Eastwood	\$651.25	(CDBG-CV)
Meadow Park	\$2,383.00	(CDBG-CV)
Northwood	\$1,805.75	(CDBG-CV)
Portola Springs	\$1,442.50	(CDBG-CV)
Westpark	\$1,192.56	(CDBG-CV)
<b>Total Amount due to Rainbow Rising:</b>	<b>\$13,617.01</b>	<b>(CDBG-CV)</b>



**ITEM 2.6**

**WARRANT REQUEST – IRVINE UNIFIED  
SCHOOL DISTRICT**

**IRVINE CHILD CARE PROJECT**

**TOPIC: WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**DESCRIPTION:** IUSD has submitted an invoice for the Board’s review and approval in the amount of **\$75,483.08** 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 August 2022.

The specific breakdown is as follows:

- \$48,669.83 for Custodial Services
- \$675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$8,407.50 for Utilities
- \$7,141.33 for Facilities & Financial Support

**RECOMMENDATION:** Approve payment of **\$75,483.08** 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 August 2022.

**IRVINE CHILD CARE PROJECT**

**DATE: October 17, 2022**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$48,669.83
IUSD	00571081-7439	\$675.00
IUSD	00571081-7439	\$10,589.42
IUSD	00571081-5500	\$8,407.50
IUSD	00571059-5861	\$7,141.33
	<b>TOTAL</b>	<b>\$75,483.08</b>

EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$48,669.83
00571081-7439	\$675.00
00571081-7439	\$10,589.42
00571081-5500	\$8,407.50
00571059-5861	\$7,141.33
<b>TOTAL</b>	<b>\$75,483.08</b>



# INVOICE

Page # 1

## Irvine Unified School District

5050 Barranca Parkway  
Irvine, CA 92604-4698  
Phone: (949) 936-5000

IRVINE CHILD CARE PROJECT (ICCP)  
5050 BARRANCA PARKWAY  
IRVINE, CA 92604

ACCT ID:	V7501158
INVOICE NUMBER:	75SI0015
DIVISION:	75GN
TERM:	2223
INVOICE DATE:	08/01/22
DUE DATE:	08/31/22
AMOUNT DUE	<b>\$75,483.08</b>

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10589.42		0100000000 8953	August 2022: Sale of IUSD- Owned Portables	10,589.42
2	1	8,407.50		0100000000 8650	August 2022: Utilities	8,407.50
3	1	7,141.33		0100000000 8699	August 2022: Facilities & Financial Support Services	7,141.33
4	1	675.00		0100000000 8699	August 2022: Custodian Equipmn	675.00
5	1	48669.83		0100505400 8699	August 2022: Custodial Svcs	48,669.83
						Tax
<b>INVOICE TOTAL</b>						<b>\$75,483.08</b>

Please remit a copy with payment-thank you

Remit to: **Irvine Unified School District**  
**5050 Barranca Parkway**  
**Irvine, CA 92604-4698**

**Account ID** V7501158  
**Account Name** IRVINE CHILD CARE PROJECT (ICC)  
**Invoice Number** 75SI0015  
**DIV:** 75GN  
**TERM:** 2223  
**Due Date** 08/31/22  
**Amount Due** \$75,483.08  
**Amount Paid** \$ \_\_\_\_\_

**ITEM 2.7**

**WARRANT REQUEST – CITY OF IRVINE**

**IRVINE CHILD CARE PROJECT**

**TOPIC: WARRANT REQUEST – CITY OF IRVINE**

**DESCRIPTION:** The City of Irvine has submitted an invoice for the Board’s review and approval in the amount of **\$20,799.69** for Program and Grant Administration for the month of August 2022.

The specific breakdown is as follows:

\$19,012.40 for Program Administration

\$1,787.29 for Grant Administration

**RECOMMENDATION:** Approve payment of **\$20,799.69** to the City of Irvine for Program and Grant Administration for the month of August 2022.

**IRVINE CHILD CARE PROJECT**

**DATE: October 17, 2022**

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	005710-59-5864	\$19,012.40
IUSD	005501-59-5810	\$1,787.29
IUSD	005710-59-5811	
IUSD	005710-59-4305	
	<b>TOTAL</b>	<b>\$20,799.69</b>

EXPENDITURE CLASSIFICATION SUMMARY

005710-59-5864	\$19,012.40
005501-59-5810	\$1,787.29
005710-59-5811	
005710-59-4305	
<b>TOTAL</b>	<b>\$20,799.69</b>



**City of Irvine**  
 FINANCE DEPARTMENT  
 P.O. BOX 19575  
 IRVINE, CA 92623-9575  
 949-724-6049

**CUSTOMER NO.** C4604

**INVOICE NO.** 213855

**INVOICE DATE** 09/19/2022

IRVINE CHILD CARE PROJECT  
 5050 BARRANCA PKWY  
 IRVINE, CA 92604-4652

**Terms: Please remit payment within 30 days to avoid 10 percent late fee and penalties.**

**Past due accounts may be referred to a collection agency.**

Original Amount \$20,799.69

August 2022

Staffing: Administration = \$19,012.40  
 Staffing: Grant Administration = \$1,787.29  
 Supplies = \$0  
 Duplicating = \$0  
 Contract Services Paid on Card = \$0  
 Contract Services = \$0  
 Local Travel = \$0

Total \$20,799.69

Total Due: \$20,799.69

**PAYMENT OPTIONS:**



**ELECTRONIC:**

Bank of America  
 275 S Valencia Ave, Brea CA 92823  
 City of Irvine General Account  
 ACH Routing: 121000358  
 Bank Account: 14330-00006  
 \*\* Include Invoice and Customer Number  
 in payment details section



**CREDIT/DEBIT CARDS:**

Please pay online at:  
<https://arpayments.cityofirvine.org>



**SEND CHECKS TO:**

Finance Department  
 PO Box 19575, Irvine CA 92623-9575  
 \*\* Include Payment Slip with check

**PAYMENT SLIP**

**CUSTOMER #:** C4604  
**INVOICE #:** 213855  
**INVOICE DATE:** 09/19/2022  
**TOTAL AMOUNT DUE:** \$20,799.69

**TOTAL PAYMENT:**

\$ \_\_\_\_\_



**ITEM 2.8**  
**DEPOSIT OF STATE GRANT**  
**APPORTIONMENT**

**IRVINE CHILD CARE PROJECT**

**TOPIC: DEPOSIT OF STATE GRANT APPORTIONMENT**

**DESCRIPTION:** The Irvine Child Care Project (ICCP) has received a check in the total amount \$56,197.00 from the California Department of Social Services.

\$56,197.00 Represents the 6th apportionment received for the FY 2021-22 State Grant

**RECOMMENDATION:** Authorize the deposit of grant funds from the California Department of Social Services into the appropriate account as follows:

\$21,146.00 01-005-50100-8290

\$35,051.00 01-005-50100-8590

Irvine



Project

BOARD  
CYRIL YU, Vice President  
ALAN BATTENFIELD Clerk  
STEPHANIE BYNON, Member  
TAMMY KIM, Member  
SANDRA SALCEDO, Member

August 31, 2022

To: IUSD

From: Traci Stubbler  
ICCP Administrator

Subject: Deposit of State Grant Apportionment for CCTR-1167

I have enclosed a check from the State of California to deposit as the 6<sup>th</sup> State Grant Apportionment, for FY 2021-22, in the amount of \$56,197.00.

Please deposit into the following accounts:

6<sup>th</sup> Apportionment:

\$1,582.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$10,241.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$4,708.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$4,615.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$35,051.00	Grant CDD-deposit to account # 01-005-50100-8590/State

Submitted for your action.

Thank you,

A handwritten signature in blue ink that reads "Traci Stubbler".

Traci Stubbler  
ICCP Administrator



1102 Q Street, Suite 4800  
Sacramento, CA 95811

REORDER 905 U.S. PATENT NO. 5538290, 5575508, 5641183, 5785353, 5984364, 6030000

Check No. 7000278  
Check Date Aug 26, 2022  
Check Amount \$56,197.00  
Child Care Contractors Program

IRVINE CHILD CARE PROJECT  
ONE CIVIC CNTR PLAZA  
PO BOX 19575  
IRVINE, CA 92623-9575

Invoice ID	Memo	Payment Amount
CD-20220205-Q5530	Child Development Fiscal Analyst: M. Oki mary.oki@dss.ca.gov	\$56,197.00
	TOTAL	\$56,197.00

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



Bank of America  
Sacramento, CA 95814-4578

11-35/1210 (CA)

08-26-2022

7000278

AMOUNT  
\*\*\*\*\$56,197.00

\*\*\*\*\* Fifty Six Thousand One Hundred Ninety Seven and 00/100 \*\*\*\*\*

VOID AFTER 180 DAYS

Pay to the  
Order of:

IRVINE CHILD CARE PROJECT

⑈ 7000 278 ⑈ ⑆ 121000358 ⑆ 141 681 418 7 ⑈

# Payments by Invoice » Invoice CD-20220205-Q5530

Warrant Amount: \$56,197

Status: Paid

Payment Date: 08/26/2022

Department: CDSS

Agreement Number	PCA	Amount
<u>CCIR1167</u>	23254	\$35,051
<u>CCIR1167</u>	15557	\$1,582
<u>CCIR1167</u>	13609	\$10,241
<u>CCIR1167</u>	15136	\$4,708
<u>CCIR1167</u>	14551	\$4,615

CDE Fiscal Analyst: Ellysa Rodriguez | [erodriguez@cde.ca.gov](mailto:erodriguez@cde.ca.gov) | 916-322-5090

CDSS Fiscal Analyst: Mary Oki | [mary.oki@dss.ca.gov](mailto:mary.oki@dss.ca.gov) | 916-322-8330

Questions: [CPARIS Technical Support | cparissupport@cde.ca.gov](mailto:cparissupport@cde.ca.gov) | 916-322-8332

## **3. BOARD BUSINESS**

### **ITEM 3.1**

## **ICCP 2023 MEETING SCHEDULE**

## **IRVINE CHILD CARE PROJECT (ICCP)**

**TOPIC: ICCP 2023 MEETING SCHEDULE**

**DESCRIPTION:** Submitted for your consideration is the ICCP Board Meeting schedule for calendar year 2023. Per the ICCP Bylaws, the ICCP Board is required to hold a minimum of six meetings per year. For the past several years there have been seven meetings scheduled per year during the months of September, October, November, January, March, May and June.

Several years ago, the Irvine Unified School District (IUSD) shifted the Traditional School year calendar to begin in late August and end the first week of June.

In order to realign the ICCP Board meeting schedule with the IUSD Traditional School Year it is recommended regular meetings be held the months of September, November, January, February, March and May. This schedule would ensure business items are completed in a timely manner and bylaw meeting requirements are met.

A comparison timeline reflecting the recurring business items to be completed at each meeting is presented as Attachment 1.

The proposed meeting dates for calendar year 2023 are presented as Attachment 2.

Meetings will take place at Irvine City Hall unless otherwise noted.

It is requested that Board members remain available on the date listed for months with no meetings should a special meeting need to be called.

The following options are provided for the Board's consideration:

Option A: Approve Proposed ICCP Meeting Schedule 2023.

Option B: Alternative option as proposed by the Board.

Following the Board's decision the proposed 2023 ICCP Board meeting schedule will be revised.

**RECOMMENDATION:** Approve one of the following options for the ICCP 2023 meeting schedule:

Option A: Approve Proposed ICCP Meeting Schedule 2023.

Option B: Alternative option as proposed by the Board.

**ATTACHMENTS:**

1. Recurring Business Item Comparison Timeline
2. Proposed ICCP Meeting Schedule 2023



## ICCP Board Meetings

Current		Proposed	
Item	Conditions	Item	Conditions
<b>September</b> CCTR Self-Evaluation - R&F CCTR Funding - R&F Catalyst Sub-Contract - R&F		CCTR Self-Evaluation - R&F CCTR Funding - R&F Catalyst Sub-Contract - R&F	
<b>October</b>		Dark in October	
<b>November</b>	Approve Next year's meeting schedule	Approve Next year's meeting schedule	
<b>January</b>	Year End Audit - R&F Member-At-Large Reappointment	Year End Audit - R&F Member-At-Large Reappointment	
<b>February</b>		Prelim Multi-Year Budget - R&D (and provide direction regarding Rental Rate for next fiscal year)	<b>Note: Agenda Items due early January</b>
<b>March</b>	Prelim Multi-Year Budget (Rental Rate Consideration) - R&D ICCP Board Elections ICCP Provider Lease Renewal	Approve Rental Rate for Next Fiscal Year IUSD needs approved Rental Rate to draft ICCP Board Elections ICCP Provider Lease Renewal	MOUs to go to IUSD School Board in April
<b>May</b>	Approve Rental Rate Increase Approve CCTR Admin Fee		MOU Approvals: Beacon, Cadence, Solis Approved by IUSD Board in April Approve Next FY Budget Accept ICF Funds
<b>June</b>	MOU Approvals: Beacon, Cadence, Solis Approve Next FY Budget Accept ICF Funds	Approved by IUSD Board in	Dark in June

R= Review  
 F= File  
 D= Discuss

## PROPOSED ICCP MEETING SCHEDULE 2023

<u>Date</u>	<u>Meeting Status</u>	<u>Board Business</u>
January 9, 2023	2nd Monday	
February 13, 2023	2nd Monday	Preliminary Review of Multi-Year Budget for Feedback Regarding Provider Rental Rate
March 13, 2023	2nd Monday	Election of Officers; Approval of Provider Rental Rate
April 10, 2023	No Meeting	Hold
May 8, 2023	2nd Monday	Approval of Budget
June 12, 2023	No Meeting	Hold
July 10, 2023	No Meeting	Hold
August 14, 2023	No Meeting	Hold
September 11, 2023	2nd Monday	
October 9, 2023	2nd Monday	Hold
November 13, 2023	2nd Monday	Approval of 2024 Meeting Schedule
December 11, 2023	No Meeting	Hold

**All Meetings begin at 8:30 a.m. and will take place in room L-102, unless otherwise noted.**

Board members shall remain available on the date listed for months with no meetings scheduled should a special meeting need to be called.