



Cyril Yu
President

Alan Battenfield
Vice President

Stephanie Bynon
Clerk

Board Members:
Tammy Kim
Ryan Painter

MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

**March 13, 2023
8:30 AM**

**Irvine City Hall, L102
1 Civic Center Plaza
Irvine, CA 92604**

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:30 a.m. on March 13, 2023, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California via Zoom: President Yu presiding.

ROLL CALL

Present:	5	BOARD MEMBER:	Tammy Kim*
		BOARD MEMBER:	Ryan Painter
		CLERK	Stephanie Bynon
		VICE PRESIDENT:	Alan Battenfield
		PRESIDENT:	Cyril Yu

**Joined the meeting at 8:34 a.m. via zoom.*

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no requests to speak.

1. REPORTS

1.1 **FINANCIAL REPORT**

John Fogarty, Irvine Unified School District (IUSD) Assistant Superintendent/CFO, provided an update on the Fiscal Year 2022-23 budget.

1.2 ADMINISTRATOR'S REPORT

Traci Stubbler, Irvine Child Care Project (ICCP) Administrator, provided an update on the following items:

- ICCP Scholarship funding
- The May Directors' Forum
- Update on the passage of Assembly Bill 185: Age eligible children will be able to enroll in/attend an ICCP program if they are enrolled in Pre-K through 6th grade with IUSD. For incoming Pre-K students, they may not attend until the first day of school (they may not attend the summer prior to Pre-K entry.)

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

There were no Board announcements/committee reports/committee updates.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Vice President Battenfield, seconded by Board Member Kim, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.9.

2.1 MINUTES

ACTION:

Approved the minutes of the Irvine Child Care Project regular Board meeting held on February 13, 2023.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$61,130.89 to Catalyst Family Inc. for child care development services for January 1-31, 2023.

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

ACTION:

Approved payments for warrants totaling the amount of \$13,533.00 (ICF) for child care services for January 1-31, 2023 funded by ICF scholarships.

- \$ 2,587.50 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 575.00 to Kids Stuff (CDBG)
- \$ 10,370.50 to Rainbow Rising (CDBG)

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

ACTION:

Approved payments for warrants totaling the amount of \$36,476.50 (CDBG-CV) for child care services for January 1-31, 2023 funded by ICF-CV scholarships.

- \$ 9,909.50 to Catalyst Family Inc. (CDBG-CV)
- \$ 1,545.00 to Creekers Club (CDBG-CV)
- \$ 0.00 to Dolphin Club (CDBG-CV)
- \$ 0.00 to Kids Stuff
- \$ 25,022.00 to Rainbow Rising (CDBG-CV)

2.5 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved 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 January 2023.

- \$ 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 – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGEBACKS, FISCAL YEAR 2021-22, QUARTER 4

ACTION:

Approved payment of \$6,068.55 for ICCP Work Order Chargebacks for Fiscal Year 2021-2022, Quarter 4.

2.7 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGEBACKS, FISCAL YEAR 2022-23, QUARTER 1

ACTION:

Approved payment of \$7,075.00 for ICCP Work Order Chargebacks for Fiscal Year 2022-2023, Quarter 1.

2.8 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGEBACKS, FISCAL YEAR 2022-23, QUARTER 2

ACTION:

Approved payment of \$3,693.83 for ICCP Work Order Chargebacks for Fiscal Year 2022-2023, Quarter 2.

2.9 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$27,180.87 to the City of Irvine for Program and Grant Administration for the month of January 2023.

- \$ 25,958.23 for Program Administration
- \$ 1,222.64 for Grant Administration

3. BOARD BUSINESS

3.1 DETERMINATION OF FISCAL YEAR 2023-24 GENERAL CHILD CARE AND DEVELOPMENT GRANT ADMINISTRATIVE FEE

ICCP Administrator Stubler presented the staff report.

ACTION:

Moved by Vice President Battenfield, seconded by Board Member Kim, and unanimously carried by those members present to approve a 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2023-24 contract with Catalyst Family Inc.

3.2 DETERMINATION OF FISCAL YEAR 2023-24 CHILD CARE PROVIDER RENTAL RATE

IUSD Assistant Superintendent/CFO Fogarty presented the staff report.

Discussion included: there are no capital improvement projects lacking funding; ICCP’s financial position remains strong.

ACTION:

Moved by Vice President Battenfield, seconded by Board Member Painter, and unanimously carried by those members present to approve the current rental rate with no change for Fiscal Year 2023-24.

3.3 IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2023-24 WITH MULTI-YEAR BUDGET PROJECTIONS

ACTION:

Submitted for Board Member review and discussion.

3.4 IRVINE UNIFIED SCHOOL DISTRICT EXPANDED LEARNING OPPORTUNITIES PROGRAM AGREEMENT FOR USE OF FACILITIES

IUSD Assistant Superintendent/CFO Fogarty presented the staff report.

Discussion included: clarification provided regarding methodology used to calculate the average days of operation per year.

ACTION:

Moved by Clerk Bynon, seconded by Vice President Battenfield, and unanimously carried by those members present to authorize a Board Member to sign the attached Agreement for Use of Facilities between Irvine Unified School District and ICCP for the use of the facilities by Irvine Unified School District to provide Expanded Learning Opportunities Program services for the June 2023-24 school year.

3.5 IRVINE CHILD CARE PROJECT BOARD REORGANIZATION

President Yu declared nominations open for President of the Irvine Child Care Project Board.

ACTION: Moved by Clerk Bynon, seconded by Board Member Painter, and unanimously carried by those members present to select President Yu to serve as the President of the Irvine Child Care Project Board.

President Yu declared nominations open for Vice President of the Irvine Child Care Project Board.

ACTION: Moved by Clerk Bynon, seconded by Board Member Kim, and unanimously carried by those members present to select Vice President Battenfield to serve as the Vice President of the Irvine Child Care Project Board.

President Yu declared nominations open for Clerk of the Irvine Child Care Project Board.

ACTION: Moved by Vice President Battenfield, seconded by Board Member Kim, and unanimously carried by those members present to select Clerk Bynon to serve as the Clerk of the Irvine Child Care Project Board.

ADJOURNMENT

Moved by Clerk Bynon, seconded by Board Member Kim, and unanimously carried by those members present to adjourn the meeting at 8:55 a.m.


CYRIL YU, PRESIDENT
IRVINE CHILD CARE PROJECT


SHANE DINEEN
RECORDING SECRETARY

Date Approved: 5-8-2023