



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

**May 8, 2023
8:30 AM**

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

Cyril Yu
President

Alan Battenfield
Vice President

Stephanie Bynon
Clerk

Board Members:
Tammy Kim
Ryan Painter

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

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 and Chief Financial Officer (CFO), reported on the Fiscal Year 2022-23 budget.

Discussion included: Assistant Superintendent and Chief Financial Officer John Fogarty answered board member questions providing clarification on scholarship funding, and state revenue numbers in the budget.

1.2 ADMINISTRATOR'S REPORT

Traci Stubbler, Irvine Child Care Project (ICCP) Administrator, reported on the ICCP scholarship program, ICCP scholarship program monitoring, and the May ICCP Directors' Forum.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

Vice President Battenfield announced that he will be stepping down from the Board after the conclusion of this school year.

President Yu thanked Vice President Battenfield for his years of service on behalf of the entire Board.

Vice President Battenfield thanked the Irvine Children's Fund for another successful Irvine Junior Games Event which was held on May 7, 2023 at Irvine High School.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Board Member Kim, seconded by Vice President Battenfield, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.15.

2.1 MINUTES

ACTION:

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

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$74,179.91 to Catalyst Family Inc. for child care development services for March 1-31, 2023.

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

ACTION:

Approved payments for warrants totaling the amount of \$13,559.25 (ICF) for child care services for March 1-31, 2023 funded by ICF scholarships.

- \$ 2,613.75 to Catalyst Family Inc. (ICF)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 575.00 to Kids Stuff (ICF)
- \$ 10,370.50 to Rainbow Rising (ICF)

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

ACTION:

Approved payments for warrants totaling the amount of \$46,844.01 for child care services for March 1-31, 2023 funded by ICF-CV scholarships.

- \$ 12,513.30 to Catalyst Family Inc.
- \$ 1,545.00 to Creekers Club
- \$ 3,000.00 to Dolphin Club
- \$ 609.75 to Kids Stuff
- \$ 29,175.96 to Rainbow Rising

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 March 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 – CITY OF IRVINE

ACTION:

Approved payment of \$46,970.84 to the City of Irvine for Program and Grant Administration for the month of March 2023.

- \$ 37,487.22 for Program Administration
- \$ 1,483.62 for Grant Administration
- \$ 8,000.00 for Contract Services

2.7 WARRANT REQUEST – ICCP PAYMENTS ISSUED APRIL 2023

ACTION:

Received and filed attached record of payments issued April 2023 totaling \$354,689.66 for service month February 2023.

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

ACTION:

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

- \$ 40,615.00 01-500-712-00-8689

2.9 DEPOSIT OF CDBG-CV SCHOLARSHIP FUNDS FROM IRVINE CHILDREN’S FUND (ICF)

ACTION:

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

- \$ 120,869.51 01-500-712-00-8290

2.10 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:

- \$10,535.00 01-005-50100-8290
- \$11,790.00 01-005-50100-8590

2.11 DEPOSIT OF STIPENDS FOR CHILD CARE CONTRACTORS ISSUED PURSUANT TO ASSEMBLY BILL (AB) 185

ACTION:

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

- \$137,976.00 01-005-50100-8590

2.12 IRVINE CHILD CARE PROJECT (ICCP) EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Reviewed and accepted attached invoices in the total amount of \$1,747.74 paid by IUSD on behalf of ICCP.

2.13 RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT 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, 2023 through June 30, 2024.

2.14 RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT 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, 2023 through June 30, 2024.

2.15 RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT USE OF PERMANENT CHILD CARE BUILDINGS AT SOLIS 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 Solis Park K-8 school campus for the time period July 1, 2023 through June 30, 2024.

3. BOARD BUSINESS

3.1 FUNDING A NEW FULL TIME POSITION TO SUPPORT IRVINE CHILD CARE PROJECT FOR FISCAL YEAR 2024-25 AND BEYOND

ICCP Administrator Stubbler presented the staff report.

Discussion included: Timeline for beginning the recruitment process.

ACTION:

Moved by Board Member Kim, seconded by Clerk Bynon, and unanimously carried by those members present to approve funding a full-time Program Coordinator to support ICCP program beginning FY 2024-25 and beyond.

3.2 IRVINE CHILD CARE PROJECT PROVIDER LEASE RENEWAL

ICCP Administrator Stubbler presented the staff report.

ACTION:

Moved by Vice President Battenfield, seconded by Board Member Kim, and unanimously carried by those members present to approve lease renewal for existing ICCP provider agencies at each site for Fiscal Year 2023-24.

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

IUSD CFO Fogarty presented the staff report.

Discussion included: The increase in interest earned by ICCP accounts due to raising national interest rates, the Program Coordinator position approved in item 3.1 will need to be added to the budget, no negative impact to the long term fiscal health of ICCP due to adding a program coordinator is expected.

ACTION:

Moved by Clerk Bynon, seconded by Board Member Kim and unanimously carried by those members present to approve the Fiscal Year 2023-24 Budget.

ADJOURNMENT

Moved by Vice President Battenfield, seconded by Board Member Kim, and unanimously carried by those members present to adjourn the meeting at 8:50 a.m.


CYRIL YU, PRESIDENT
IRVINE CHILD CARE PROJECT


SHANE DINEEN
RECORDING SECRETARY

Date Approved: 9/11/2023