



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

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

Vacant
Vice President

Stephanie Bynon
Clerk

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

Board Members:
Tammy Kim
Ryan Painter
Jenna Berumen

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:33 a.m. on November 13, 2023, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present:	3	BOARD MEMBER:	Jenna Berumen
		BOARD MEMBER:	Cory Hilderbrand*
		PRESIDENT:	Cyril Yu
Absent	2	BOARD MEMBER:	Tammy Kim
		CLERK	Stephanie Bynon

**alternate for Ryan Painter*

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 Assistant Superintendent, reported on the Fiscal Year 2023-24 budget.

1.2 ADMINISTRATOR'S REPORT

Traci Stubbler, ICCP Administrator, reported: on the status of the ICCP scholarship program; the upcoming ICCP Directors' Forum will be held December 7; the City maintains an online calendar listing of free and low cost professional development opportunities for Irvine child care providers.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

President Yu thanked Clerk Bynon for her years of service on the Board.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Board Member Berumen, seconded by Board Member Hilderbrand, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.11.

2.1 MINUTES

ACTION:

Approved the minutes of the Irvine Child Care Project Board's regular meeting held on September 11, 2023.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$59,788.02 to Catalyst Family Inc. for child care development services for September 1-30, 2023.

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

ACTION:

Approved payments for warrants totaling the amount of \$17,051.00 (CDBG) for child care services for September 1-30, 2023 funded by ICF scholarships.

- \$ 9,329.75 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 547.50 to Dolphin Club (CDBG)

- \$ 1,373.75 to Kids Stuff (CDBG)
- \$ 5,800.00 to Rainbow Rising (CDBG)

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

ACTION:

Approved payments for warrants totaling the amount of \$32,997.72 for child care services for September 1-30, 2023 funded by ICF-CV scholarships.

- \$ 11,383.90 to Catalyst Family Inc.
- \$ 650.00 to Creekers Club
- \$ 1,215.00 to Dolphin Club
- \$ 670.00 to Kids Stuff
- \$ 19,073.82 to Rainbow Rising

2.5 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$83,311.51 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 September 2023.

- \$ 55,283.75 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,827.92 for Utilities
- \$ 7,935.42 for Facilities & Financial Support

2.6 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$38,344.26 to the City of Irvine for Contract Services and Program and Grant Administration for the month of September 2023.

- \$ 37,148.49 for Program Administration
- \$ 1,195.77 for Grant Administration
- \$ 0.00 for Contract Services

2.7 WARRANT REQUEST – ICCP PAYMENTS ISSUED OCTOBER 2023

ACTION:

Received and filed attached record of payments issued October 2023 for service month August 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:

- \$ 30,141.60 01-005-712-00-8290
- \$ 6,688.40 01-005-712-00-8689

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:

- \$ 111,642.52 01-005-712-00-8290

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:

- \$75,136.00 01-005-50100-8290
- \$192,194.00 01-005-50100-8590

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

ACTION:

Reviewed and accepted attached invoice in the total amount of \$14,526.14 paid by IUSD on behalf of ICCP.

3. BOARD BUSINESS

3.1 ACCEPTANCE OF FUNDS AWARDED BY THE IRVINE CHILDREN’S FUND TO SUPPORT THE IRVINE CHILD CARE PROJECT SCHOLARSHIP PROGRAM FOR FISCAL YEAR 2023-24

ACTION:

Moved by Board Member Berumen, seconded by Board Member Hilderbrand, and unanimously carried by those members present to accept the award of \$200,000 for Fiscal Year 2023-24 from Irvine Children’s Fund to support the Irvine Child Care Project Scholarship Program.

3.2 APPROVE THREE YEAR CONTRACT WITH EIDE-BAILLY FOR IRVINE CHILD CARE PROJECT AUDIT SERVICES

ACTION:

Moved by Board Member Hilderbrand, seconded by Board Member Berumen, and unanimously carried by those members present to approve contract with Eide-Bailly to provide ICCP audit services for three fiscal years (2022-23, 2023-24, and 2024-25).

3.3 IRVINE CHILD CARE PROJECT BOARD 2024 MEETING SCHEDULE

ACTION:

Moved by Board Member Berumen, seconded by Board Member Hilderbrand, and unanimously carried by those members present to Approve the ICCP Board 2024 meeting schedule and to move the March 2024 meeting to be held on March 18, 2024.

ADJOURNMENT

Moved by Board Member Berumen, seconded by Board Member Hilderbrand, and unanimously carried by those members present to adjourn the meeting at 8:46 a.m.



CYRIL YU, PRESIDENT
IRVINE CHILD CARE PROJECT



SHANE DINEEN
RECORDING SECRETARY

Date Approved: 1/8/24