



AGENDA

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

Ryan Painter
Vice President

Jenna Berumen
Clerk

Board Members:
Tammy Kim
Christine Knowland

**March 18, 2024
8:30 AM**

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

PARTICIPATION AT IRVINE CHILD CARE PROJECT BOARD MEETINGS

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. 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. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT 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. 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

INTRODUCTIONS

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Public comments on non-agendized items will be heard no sooner than 8:30 a.m. Any member of the public may address the Board on items within the 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, at the discretion of the President or by a majority vote of the Board.

1. REPORTS

1.1 FINANCIAL REPORT

1.2 ADMINISTRATOR’S REPORT

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

Board Announcements and 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 three minutes per member of the Irvine Child Care Project. In addition, the President shall receive any necessary additional time to deliver announcements of community events and opportunities.

ADDITIONS AND DELETIONS TO THE AGENDA

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.

2. CONSENT CALENDAR

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.

2.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Project Board regular meeting held on February 12, 2024.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

RECOMMENDED ACTION:

Approve payment of \$71,500.79 to Catalyst Family Inc. for child care development services for January 1-31, 2024.

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

RECOMMENDED ACTION:

Approve payments for warrants totaling the amount of \$15,017.75 (\$15,007.75 Irvine Recovery Program; \$10 Irvine Child Care Project) for child care services for January 1-31, 2024 funded by ICF scholarships.

- \$ 7,418.50 to Catalyst Family Inc. (Irvine Recovery Program)
- \$ 0.00 to Creekers Club
- \$ 547.50 to Dolphin Club (Irvine Recovery Program)
- \$ 1,373.75 to Kids Stuff (Irvine Recovery Program)
- \$ 5,678.00 to Rainbow Rising (\$5,668.00 Irvine Recovery Program; \$10.00 Irvine Child Care Project)

2.4 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

RECOMMENDED ACTION:

Approve 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 January 2024.

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

2.5 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT WORK ORDER CHARGE BACKS

RECOMMENDED ACTION:

Approve payment of \$9,277.71 for ICCP Work Order charge backs for Fiscal Year 2023-24, Quarter 2.

2.6 WARRANT REQUEST – CITY OF IRVINE

RECOMMENDED ACTION:

Approve payment of \$31,968.82 to the City of Irvine for Contract Services and Program and Grant Administration for the month of January 2024.

- \$ 25,338.80 for Program Administration
- \$ 1,430.02 for Grant Administration
- \$ 5,000.00 for Contract Services

3. BOARD BUSINESS

Public comments on Board items will be heard at the time the matters are considered. If 10 or fewer requests to speak are submitted, each speaker shall be limited to three minutes per item. If between 11 and 15 speakers submit requests to speak, each speaker shall be limited to two minutes per item. If 16 or more requests to speak are submitted, 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 on the time for all public speakers may be imposed, at the discretion of the President or by a majority vote of the Board.

3.1 DETERMINATION OF FISCAL YEAR 2024-25 GENERAL CHILD CARE AND DEVELOPMENT GRANT ADMINISTRATIVE FEE

RECOMMENDED ACTION:

Approve a 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2024-25 contract with Catalyst Family Inc.

3.2 DETERMINATION OF FISCAL YEAR 2024-25 CHILD CARE PROVIDER RENTAL RATE

RECOMMENDED ACTION:

Approve one of the following rental rate options for FY 2024-25:

Option 1: No increase

Option 2: 1% increase

3.3 IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2024-25 WITH MULTI-YEAR BUDGET PROJECTIONS

RECOMMENDED ACTION:

Submitted for Board review and discussion.

3.4 IRVINE CHILD CARE PROJECT REVISED 2024 BOARD MEETING SCHEDULE

RECOMMENDED ACTION:

Approve the revised 2024 Board meeting schedule.

ADJOURNMENT

NOTICE TO THE PUBLIC

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 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 Board are held on the second Monday of select months at 8:30 a.m. Agendas are posted for viewing at the following locations:

- City Clerk's Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Road
- Northwood Community Center, 4521 Bryan Avenue
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Avenue
- City's webpage at cityofirvine.org

I hereby certify that the agenda for the regular Irvine Child Care Project Board meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on March 11, 2024 by 5:30 p.m. as well as on the City's webpage.

Athena Martinez, Board 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 Jan 31, 2024

Fiscal Year 2023-24 Budget

Percentage of Year Completed: 58%

OPERATING FUND Program Description	2023-24 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
ICCP - Regular Programs						
COST CENTER 005710						
REVENUE						
8650 Portable Fees Cnty	\$1,970,668	\$1,970,668	\$0	\$1,149,556	\$821,112	58%
8660 Interest Income Cnty	\$30,000	\$100,000	\$0	\$62,229	\$37,771	62%
8662 Net Changes in Investments	\$0	\$26,141	\$0	\$26,141	\$0	100%
8699 Other Local Revenue	\$0	\$0	\$0	\$301	(\$301)	0%
Total Revenue:	\$2,000,668	\$2,096,809	\$0	\$1,238,227	\$858,582	59%
OPERATING EXPENDITURES						
4305 Campus Safety	\$2,250	\$5,000	\$0	\$3,786	\$1,214	76%
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$1,293	\$0	\$38,707	0%
5450 Insurance	\$118,935	\$130,491	\$0	\$130,491	\$0	100%
5500 Utilities	\$105,935	\$105,935	\$0	\$44,140	\$61,795	42%
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$0	\$0	\$40,000	0%
5811 Consultants	\$65,000	\$65,000	\$0	\$21,000	\$44,000	32%
5817 Scholarships	\$30,000	\$30,372	\$0	\$0	\$30,372	0%
5837 Interest Expense	\$2,200	\$15,000	\$0	\$86	\$14,914	1%
5838 Audit	\$13,500	\$33,500	\$0	\$32,000	\$1,500	96%
5861 Facilities & Financial Support / IUSD	\$95,225	\$95,225	\$0	\$39,677	\$55,548	42%
5862 Custodial Services	\$663,405	\$663,405	\$0	\$276,419	\$386,986	42%
5864 Program Coordination / City	\$370,500	\$360,188	\$0	\$125,590	\$234,598	35%
Total Operating Expenditures:	\$1,546,950	\$1,584,116	\$1,293	\$673,188	\$909,635	43%
Total Excess (Deficiency):	\$453,718	\$512,693	(\$1,293)	\$565,039		
CAPITAL EXPENDITURES						
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$0	\$30,244	\$94,756	24%
7439 Debt Service	\$135,173	\$135,173	\$0	\$56,322	\$78,851	42%
Total Capital Expenditures:	\$260,173	\$260,173	\$0	\$86,566	\$173,607	33%
Net Increase (Decrease):	\$193,545	\$252,520		\$478,472		
Beginning Balance, July 1	\$2,141,897	\$2,141,897		\$2,141,897		
Ending Balance, June 30	\$2,335,442	\$2,394,417		\$2,620,369		
Components of Ending Balance:						
Capital Facilities (Modular Replacement) Reserve	\$2,281,229	\$2,339,088		\$2,597,577		
3% Operation Reserve	\$54,214	\$55,329		\$22,793		

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of Jan 31, 2024

Fiscal Year 2023-24 Budget

GRANT PROGRAM FUNDS Program Description	2023-24 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
STATE GRANT/CDD						
COST CENTER 005501						
REVENUE						
8290 Child Development Apportionments	\$679,000	\$346,168	\$0	\$223,443	\$122,725	65%
8590 Other State Revenue	\$679,000	\$1,118,768	\$0	\$568,797	\$549,972	51%
Total Revenue:	\$1,358,000	\$1,464,936	\$0	\$792,240	\$672,697	54%
EXPENDITURES						
5810 Serv./Contracts	\$1,358,000	\$1,464,936	\$0	\$403,960	\$1,060,976	28%
Total Expenditures:	\$1,358,000	\$1,464,936	\$0	\$403,960	\$1,060,976	28%
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$388,280		
LOCAL GRANT / Irvine Childrens Fund (ICF)						
COST CENTER 005712						
REVENUE						
8689 All Other Fees & Contracts/ICF	\$136,000	\$111,488	\$0	\$19,487	\$92,001	17%
8290 Other Revenue/CDBG	\$64,000	\$238,930	\$0	\$238,930	\$0	100%
Total Revenue:	\$200,000	\$350,418	\$0	\$258,418	\$92,001	74%
EXPENDITURES						
5817 Scholarships	\$200,000	\$350,418	\$0	\$245,120	\$105,299	70%
Total Expenditures:	\$200,000	\$350,418	\$0	\$245,120	\$105,299	70%
Fund Balance (U):	\$0	\$0	\$0	\$13,298		
GRANT PROGRAM FUND SUMMARY						
REVENUE	\$1,558,000	\$1,815,354	\$0	\$1,050,657	\$764,697	58%
EXPENDITURES	\$1,558,000	\$1,815,354	\$0	\$649,079	\$1,166,275	36%
Total Excess (Deficiency):	\$0	\$0	\$0	\$401,578		
Beginning Balance, July 1	\$0	\$0	\$0	\$0		
Ending Balance, June 30	\$0	\$0	\$0	\$401,578		
TOTAL ICCP FUND BALANCE:	\$2,335,441	\$2,394,417	\$0	\$3,021,947		
(Operating Fund + Grant Program Funds)						

ITEM 1.2
ADMINISTRATOR'S REPORT

Irvine Child Care Project Administrator's Report
March 18, 2024

Scholarships/Grants to Fund Scholarships:

- 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.

Program Quality:

- The next Quarterly Directors' Forum will be held on May 16, 2024 at Quail Hill Community Center. The event will kick off the 2024-25 fiscal year. Staff will lead a 2023-24 lessons learned discussion, particularly regarding impacts of the Expanded Learning Opportunities Program. Staff and the quality assessment consultant will review changes in the assessment tools, the process, due dates for the 2024-25 fiscal year and highlight program best practices.

2. CONSENT CALENDAR

ITEM 2.1 MINUTES



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

**February 12, 2024
8:30 AM**

Vacant
Vice President

Vacant
Clerk

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

Board Members:
Jenna Berumen
Tammy Kim
Christine Knowland
Ryan Painter

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:34 a.m. on February 12, 2024, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present:	4	BOARD MEMBER:	Jenna Berumen
		BOARD MEMBER:	Christine Knowland
		BOARD MEMBER:	Ryan Painter
		PRESIDENT:	Cyril Yu
Absent	1	BOARD MEMBER:	Tammy Kim

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

INTRODUCTIONS

President Yu welcomed Board Member Knowland to the Board.

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 ICCP Scholarship funding and the status of the February 8 ICCP Directors' Forum.

Administrator Stubbler responded to Board inquiries about ICCP Scholarships including information about sliding scale of awards covering a percentage of monthly tuition.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

There were no board announcements or committee reports/updates.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Board Member Painter, seconded by Board Member Berumen, 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 January 8, 2024.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$61,414.94 to Catalyst Family Inc. for child care development services for December 1-31, 2023.

2.3 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$39,840.00 to Catalyst Family Inc. for SB140 Cost of Care Plus Rate Quarterly Payment.

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

ACTION:

Approved payments for warrants totaling the amount of \$15,019.00 (\$2,220.15 CDBG; \$12,798.85 IRP) for child care services for December 1-31, 2023 funded by ICF scholarships.

- \$ 7,429.75 to Catalyst Family Inc. (IRP)
- \$ 0.00 to Creekers Club
- \$ 547.50 to Dolphin Club (IRP)
- \$ 1,373.75 to Kids Stuff (IRP)
- \$ 5,668.00 to Rainbow Rising (\$2,220.15 CDBG; \$3,447.85 IRP)

2.5 WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (ICF-CV) SCHOLARSHIPS

ACTION:

Approved payments for warrants totaling the amount of \$28,651.32 (ICCP) for child care services for December 1-31, 2023 funded by ICF (CDBG-CV).

- \$ 7,576.80 to Catalyst Family Inc. (ICCP)
- \$ 835.00 to Creekers Club (ICCP)
- \$ 1,660.00 to Dolphin Club (ICCP)
- \$ 820.00 to Kids Stuff (ICCP)
- \$ 17,759.52 to Rainbow Rising (ICCP)

2.6 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 December 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

2.7 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$9,376.71 for ICCP Work Order charge backs for Fiscal Year 2023-24, Quarter 1.

2.8 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$27,257.17 to the City of Irvine for Contract Services and Program and Grant Administration for the month of December 2023.

- \$ 20,028.88 for Program Administration
- \$ 1,228.29 for Grant Administration
- \$ 6,000.00 for Contract Services

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

ACTION:

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

- \$32,070.40 01-005-712-00-8290
- \$12,798.85 01-005-712-00-8689

2.10 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:

- \$65,075.84 01-005-712-00-8290

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

ACTION:

Received and filed the record of payment for attached invoices in the total amount of \$153,338.89 paid by IUSD on behalf of ICCP.

3. BOARD BUSINESS

3.1 IRVINE CHILD CARE PROJECT (ICCP) PROPOSED BUDGET FOR FISCAL YEAR 2024-25 WITH MULTI-YEAR BUDGET PROJECTIONS

ACTION:

Submitted for the Board's review and discussion.

DISCUSSION INCLUDED: Staff sought input from the Board regarding the preferred 2024-25 rental rate from the provided options (0%, 1%, and 2% increase). The Board would like 0% and 1% rental rate options presented at the next ICCP Board meeting. Board Members sought insight into how often and at what levels rent was raised in years prior to the Covid-19 pandemic.

3.2 FISCAL YEAR 2022-23 FINANCIAL YEAR-END AUDIT

ACTION:

Received and filed Fiscal Year 2022-23 Year-end Financial Audit.

3.3 IRVINE CHILD CARE PROJECT BOARD REORGANIZATION

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

ACTION:

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

ADJOURNMENT

Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present to adjourn the meeting at 8:54 a.m.

CYRIL YU, PRESIDENT
IRVINE CHILD CARE PROJECT

Date Approved: _____

SHANE DINEEN
RECORDING SECRETARY

ITEM 2.2

**WARRANT REQUEST –
CATALYST FAMILY INC.
January 1-31, 2024**

IRVINE CHILD CARE PROJECT

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

DESCRIPTION: Catalyst Family Inc. has submitted an invoice in the amount of **\$71,500.79** for child care development services for the month of **January 2024**. This provider served a total of 85 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of **\$71,500.79** are submitted for the Board's review and approval.

RECOMMENDATION: Approve payment of **\$71,500.79** to Catalyst Family Inc. for child care development services for January 1 - 31, 2024.

IRVINE CHILD CARE PROJECT

DATE: March 18, 2024

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$71,500.79
	TOTAL	\$71,500.79

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$71,500.79
TOTAL	\$71,500.79

**ATTENDANCE SUMMARY
CERTIFIED CHILDREN**

STATE GRANT

**January 2024
(21 days of service)**

CATALYST FAMILY INC.:

Stonegate	0	Children served
	0	Child days of enrollment
Oak Creek	11	Children served
	197	Child days of enrollment
Vista Verde	0	Children served
	0	Child days of enrollment
Plaza Vista	19	Children served
	358	Child days of enrollment
Canyon View	0	Children served
	0	Child days of enrollment
Turtle Rock	14	Children served
	290	Child days of enrollment
Springbrook	4	Children served
	84	Child days of enrollment
Deerfield	16	Children served
	296	Child days of enrollment
University Park	21	Children served
	355	Child days of enrollment
<u>TOTALS:</u>	85	Children served
	1,580	Child days of enrollment
<u>YEAR-TO-DATE:</u>	585	Children served
	10,290	Child days of enrollment



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

INVOICE NUMBER
5040-JAN24

DATE: February 7, 2024

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>January 1, 2024</u> through <u>January 31, 2024</u>		
Fiscal Year 2023-2024 Contract Type: CCTR-3191		
Service fees of <u>1,195.72</u> days @ \$61.26	\$73,249.81	
Less Certified Parent fees	\$319.00	
Contract earnings to District	\$72,930.81	
Adjustment for District Indirect Cost 1.02 =	\$1,430.02	
Total Balance Due to Catalyst Family Inc.		<u>\$71,500.79</u>
Billing Summary:		
Cumulative Prior Period Amount Billed	\$410,006.62	
Current Period Billing	<u>\$71,500.79</u>	
Cumulative Fiscal Year Amount Billed	\$481,507.41	
Contract Maximum Billable	\$1,436,211.76	
Available remaining balance	\$954,704.35	

ITEM 2.3

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

IRVINE CHILD CARE PROJECT

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

DESCRIPTION: Warrant requests in the amount of **\$15,017.75 (\$15,007.75 IRP; \$10.00 ICCP)** are submitted for the Board’s review and approval for ICF Scholarships during the month of **January 2024**. The warrants to be issued are as follows:

\$7,418.50 to Catalyst Family Inc. (IRP)

\$0.00 to Creekers Club

\$547.50 to Dolphin Club (IRP)

\$1,373.75 to Kids Stuff (IRP)

\$5,678.00 to Rainbow Rising (**\$5,668.00 IRP; \$10.00 ICCP**)

A site-by-site breakdown follows.

RECOMMENDATION: Approve payments for warrants totaling the amount of **\$15,017.75 (\$15,007.75 IRP; \$10.00 ICCP)** for child care services for January 1-31, 2024 funded by ICF scholarships.

IRVINE CHILD CARE PROJECT

DATE: March 18, 2024

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	\$7,418.50
CREEKERS CLUB	00571259-5817	\$0.00
DOLPHIN CLUB	00571259-5817	\$547.50
KIDS STUFF	00571259-5817	\$1,373.75
RAINBOW RISING	00571259-5817	\$5,668.00
RAINBOW RISING	00571059-5817	\$10.00
	TOTAL	\$15,017.75

ATTENDANCE SUMMARY
IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM
January 2024

<i>Alderwood</i>	1	Children served
<i>Beacon Park</i>	2	Children served
<i>Bonita Canyon</i>	1	Children served
<i>Brywood</i>	3	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>	1	Children served
<i>Cypress Village</i>	1	Children served
<i>Deerfield</i>	0	Children served
<i>Eastshore</i>	1	Children served
<i>Eastwood</i>	0	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>	1	Children served
<i>Plaza Vista</i>	1	Children served
<i>Portola Springs</i>	0	Children served
<i>Santiago Hills</i>	0	Children served
<i>Solis Park</i>	0	Children served
<i>Springbrook</i>	0	Children served
<i>Stone Creek</i>	0	Children served
<i>Stonegate</i>	3	Children served
<i>Turtle Rock</i>	0	Children served
<i>University Park</i>	1	Children served
<i>Vista Verde</i>	2	Children served
<i>Westpark</i>	1	Children served
<i>Woodbury</i>	1	Children served

January 2024:

Number of Children Served: 25
Number of Child Days of Enrollment: 376
Number of Sites Served: 17
Funds Awarded: \$15,017.75
Number of Children Added to Program This Month: 0
Number of Children Removed From Program This Month: 0
Number of Children on Waiting List: 0

Year-to-Date:

Number of Children Served: 29
Number of Child Days of Enrollment: 2,462
Number of Sites Served: 18
Funds Awarded: \$96,717.00

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

For the Month of January 2024

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 **January 2024**, reimbursement amounts of:

Oak Creek	\$950.00	(IRP)
Plaza Vista	\$948.75	(IRP)
Stonegate	\$2,278.75	(IRP)
University Park	\$859.00	(IRP)
Vista Verde	\$1,632.00	(IRP)
Woodbury	\$750.00	(IRP)
Total Amount due to Catalyst Family Inc.:	\$7,418.50	(IRP)

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

For the Month of January 2024

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

Long Term scholarships awarded to the students in the **Dolphin Club** program operating at the following schools in Irvine, for **January 2024**, reimbursement amounts of:

Eastshore	\$547.50 (IRP)
-----------	----------------

Total Amount due to Dolphin Club:	\$547.50 (IRP)
--	-----------------------

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

For the Month of January 2024

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 **January 2024**, reimbursement amounts of:

Brywood	1,373.75 (IRP)
---------	----------------

Total Amount due to Kids Stuff:	1,373.75 (IRP)
--	-----------------------

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

For the Month of January 2024

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 **January 2024**, reimbursement amounts of:

Alderwood	\$274.50	(\$264.50 IRP; \$10.00 ICCP)
Beacon Park	\$805.00	(IRP)
Bonita Canyon	\$287.00	(IRP)
Cadence Park	\$669.75	(IRP)
Culverdale	\$358.50	(IRP)
Cypress Village	\$357.00	(IRP)
Meadow Park	\$1,139.25	(IRP)
Northwood	\$1,389.50	(IRP)
Westpark	\$397.50	(IRP)
Total Amount due to Rainbow Rising:	\$5,678.00	(IRP)

ITEM 2.4

**WARRANT REQUESTS –
IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
January 2024**

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 **\$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 January 2024.

The specific breakdown is as follows:

\$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

RECOMMENDATION: Approve 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 January 2024.

IRVINE CHILD CARE PROJECT

DATE: March 18, 2024

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$55,283.75
IUSD	00571081-7439	\$675.00
IUSD	00571081-7439	\$10,589.42
IUSD	00571081-5500	\$8,827.92
IUSD	00571059-5861	\$7,935.42
	TOTAL	\$83,311.51

EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$55,283.75
00571081-7439	\$675.00
00571081-7439	\$10,589.42
00571081-5500	\$8,827.92
00571059-5861	\$7,935.42
TOTAL	\$83,311.51



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:	75TI0100
DIVISION:	75GN
TERM:	2324
INVOICE DATE:	01/01/24
DUE DATE:	01/31/24
AMOUNT DUE	\$83,311.51

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10589.42		0100000000 8953	January 2024: Sale of IUSD- Owned Portables	10,589.42
2	1	8,827.92		0100000000 8650	January 2024: Utilities	8,827.92
3	1	7,935.42		0100000000 8699	January 2024: Facilities & Financial Support Services	7,935.42
4	1	675.00		0100000000 8699	January 2024: Custodian Equip	675.00
5	1	55283.75		0100505400 8699	January 2024: Custodian Svcs Tax	55,283.75
INVOICE TOTAL						\$83,311.51

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 75TI0100
DIV: 75GN
TERM: 2324
Due Date 01/31/24
Amount Due \$83,311.51
Amount Paid \$ _____

ITEM 2.5

**WARRANT REQUEST –
IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
Work Order Charge Backs
FY 2023-24, Quarter 2**

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS**

DESCRIPTION: IUSD has submitted an invoice for the Board's review and approval in the amount of \$9,277.71 for Irvine Child Care Project (ICCP) Work Order charge backs for Fiscal Year 2023-24, Quarter 2.

The specific breakdown is as follows:

- \$9,277.71 for Work Order charge backs

RECOMMENDATION: Approve payment of \$9,277.71 for ICCP Work Order charge backs for Fiscal Year 2023-24, Quarter 2.

IRVINE CHILD CARE PROJECT

DATE: March 18, 2024

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571081-4306	\$9,277.71
IUSD	00571085-5601	
IUSD	00571085-6210	
IUSD	00571085-6230	
IUSD	00571085-6410	
	TOTAL	\$9,277.71

EXPENDITURE CLASSIFICATION SUMMARY

00571081-4306	\$9,277.71
00571085-5601	
00571085-6210	
00571085-6230	
00571085-6410	
TOTAL	\$9,277.71



INVOICE

Page # 1

Irvine Unified School District

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

IRVINE CHILD CARE PROJECT (ICCP)
ONE CIVIC CENTER PLAZA
IRVINE, CA 92606

ACCT ID:	V7501158
INVOICE NUMBER:	75TI0114
DIVISION:	75GN
TERM:	2324
INVOICE DATE:	02/08/24
DUE DATE:	02/29/24
AMOUNT DUE	\$9,277.71

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	9,277.71		0100505300 8699	WORKORDER CHARGEBACKS 2023-2024 FISCAL YEAR - 2nd QUARTER INVOICE	9,277.71
					Tax	
INVOICE TOTAL						\$9,277.71

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	75TI0114
DIV:	75GN
TERM:	2324
Due Date	02/29/24
Amount Due	\$9,277.71
Amount Paid	\$ _____

ITEM 2.6
WARRANT REQUEST –
CITY OF IRVINE
January 2024

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 **\$31,968.82** for Contract Services and Program and Grant Administration for the month of January 2024.

The specific breakdown is as follows:

\$25,338.80 for Program Administration

\$1,430.02 for Grant Administration

\$5,000.00 for Contract Services

RECOMMENDATION: Approve payment of **\$31,968.82** to the City of Irvine for Contract Services and Program and Grant Administration for the month of January 2024.

IRVINE CHILD CARE PROJECT

DATE: March 18, 2024

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	005710-59-5864	\$25,338.80
IUSD	005501-59-5810	\$1,430.02
IUSD	005710-59-5811	\$5,000.00
IUSD	005710-59-4305	
	TOTAL	\$31,968.82

EXPENDITURE CLASSIFICATION SUMMARY

	005710-59-5864	\$25,338.80
	005501-59-5810	\$1,430.02
	005710-59-5811	\$5,000.00
	005710-59-4305	
	TOTAL	\$31,968.82



City of Irvine

FINANCE DEPARTMENT
P.O. BOX 19575
IRVINE, CA 92623-9575
949-724-6041

CUSTOMER NO. C4604

INVOICE NO. 219557

INVOICE DATE 02/13/2024

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 \$31,968.82

JANUARY 2024 STAFFING: ADMINISTRATION = \$25,338.80
STAFFING: GRANT ADMINISTRATION = \$1,430.02
SUPPLIES = \$0
DUPLICATING = \$200.00
CONTRACT SERVICES PAID ON CARD = \$0
CONTRACT SERVICES = \$5,000.00
LOCAL TRAVEL = \$0

TOTAL= \$31,968.82

Total Due: \$31,968.82

PAYMENT OPTIONS:



ELECTRONIC

Bank of America, 275 S. Valencia Ave, Brea CA 92823. City of Irvine General Account
Bank Account #: 14330-00006 ACH Routing: 121000358 Wire Transfers: 026009593
** Please include invoice and customer numbers in payment details section



CREDIT/DEBIT CARDS

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



CHECKS

Please mail to: Finance Department, City of Irvine, PO Box 19575, Irvine 92623-9575
** Please include payment slip with check

PAYMENT SLIP

CUSTOMER #: C4604
INVOICE #: 219557
INVOICE DATE: 02/13/2024
TOTAL AMOUNT DUE: \$31,968.82

TOTAL PAYMENT:

\$ _____

3. BOARD BUSINESS

ITEM 3.1

**DETERMINATION OF FISCAL YEAR 2024-25
GENERAL CHILD CARE AND DEVELOPMENT
GRANT ADMINISTRATIVE FEE**

IRVINE CHILD CARE PROJECT

TOPIC: **DETERMINATION OF FISCAL YEAR 2024-25 GENERAL CHILD CARE AND DEVELOPMENT GRANT ADMINISTRATIVE FEE**

DESCRIPTION: For over 20 years, the State of California (State) has awarded funds to the Irvine Child Care Project (ICCP) through the General Child Care and Development Program (CCTR). Historically, Catalyst Family Inc. (Catalyst Kids) has served as ICCP subcontractor for subsidized child care services.

The State's Funding Terms and Conditions for CCTR allows contractors to claim administrative costs related to early learning and care programs administration. Administrative costs are calculated as a percentage of the amount earned through monthly enrollment.

Reimbursement of administrative costs are not to exceed 15% of the net reimbursable program costs, or actual administrative costs, whichever is less.

In Fiscal Year 2023-24, 98% of reimbursable program costs were issued to Catalyst Kids. ICCP retained the remaining 2% as an administrative fee. ICCP reimburses the City for grant administration with these funds. Administrative fees have remained unchanged since 2008.

In order to prepare the Fiscal Year 2024-25 CCTR subcontract agreement with Catalyst Kids, administrative fees must be determined.

With increased child care costs related to the COVID-19 pandemic incurred by Catalyst Kids, and the healthy reserve maintained by ICCP, it is recommended the CCTR administrative fee remain at 2% for Fiscal Year 2024-25 contract.

RECOMMENDATION: Approve a 2% administrative fee for the General Child Care and Development Program for inclusion in the Fiscal Year 2024-25 contract with Catalyst Family Inc.

ITEM 3.2

**DETERMINATION OF FISCAL YEAR 2024-25
CHILD CARE PROVIDER RENTAL RATE**

IRVINE CHILD CARE PROJECT

TOPIC: DETERMINATION OF FISCAL YEAR 2024-25 CHILD CARE PROVIDER RENTAL RATE

DESCRIPTION: Traditionally, the Irvine Child Care Project Board (Board) has approved an annual 3% rent increase for ICCP providers as part of the budget development process. No rent increase was included in the approved budgets for FY 2009-10 through FY 2011-12 due to the economic climate and declining enrollment at some ICCP sites. A rent increase was approved for FY 2012-13 through FY 2018-19. No rent increase was included in the approved budgets for FY 2019-20 through FY 2023-24.

At its February 12, 2024 meeting, the Board requested to consider rental rate options for No increase or a 1% increase.

Following the Board's decision, lease agreements will be prepared and mailed to child care providers for signature. New leases will take effect July 1, 2024.

RECOMMENDATION: Approve one of the following rental rate options for FY 2024-25:

Option 1: No increase

Option 2: 1% increase

ITEM 3.3

**IRVINE CHILD CARE PROJECT
PROPOSED BUDGET FOR FISCAL YEAR 2024-25
WITH MULTI-YEAR BUDGET PROJECTIONS**

IRVINE CHILD CARE PROJECT

TOPIC: **IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2024-25 WITH MULTI-YEAR BUDGET PROJECTIONS**

DESCRIPTION: Submitted for Irvine Child Care Project Board (Board) review and discussion are Proposed Budgets for FY 2024-25 with multi-year Budget Projection for FY 2025-26, FY 2026-27, and FY 2027-28. Three budget scenarios are included, one with a 2% rent increase, one with a 1% rent increase, and one with no rent increase.

The FY 2024-25 Proposed Budget will be revised to reflect the Board approved 2024-25 Provider Rental Rate and submitted for Board's final review and approval at its May meeting.

RECOMMENDATION: Submitted for Board review and discussion.

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - No Rent Increase

OPERATING FUND	2023-24	2024-25	2025-26	2026-27	2027-28
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
COST CENTER 005710					
REVENUE					
8650 Portable Fees Cnty	\$1,970,668	\$1,970,668	\$1,970,668	\$1,970,668	\$1,970,668
8660 Interest Income Cnty	\$100,000	\$80,000	\$80,000	\$80,000	\$80,000
Total Revenue:	\$2,070,668	\$2,050,668	\$2,050,668	\$2,050,668	\$2,050,668
OPERATING EXPENDITURES					
4305 Campus Safety	\$5,000	\$5,150 (1)	\$5,150 (1)	\$15,150 (1)	\$5,150 (1)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$130,491	\$137,016 (2)	\$143,866 (2)	\$151,060 (2)	\$158,613 (2)
5500 Utilities	\$105,935	\$111,232 (2)	\$116,793 (2)	\$122,633 (2)	\$128,765 (2)
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5810 Services/Contracts (Water testing Req)	\$0	\$0	\$0	\$0	\$30,000 (3)
5811 Consultants	\$65,000	\$65,000 (4)	\$65,000 (4)	\$65,000 (4)	\$65,000 (4)
5817 Scholarships	\$30,372	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$15,000	\$12,000	\$12,000	\$12,000	\$12,000
5838 Audit	\$33,500	\$18,500	\$20,000	\$22,000	\$24,000
5861 Facilities & Financial Support / IUSD	\$95,225	\$125,753 (5)	\$127,570 (5)	\$128,700 (5)	\$130,964 (5)
5862 Custodial Services	\$663,405	\$664,952 (6)	\$673,091 (6)	\$680,572 (6)	\$689,469 (6)
5864 Program Coordination / City	\$360,188	\$534,044 (7)	\$552,397 (7)	\$571,441 (7)	\$591,205 (7)
Total Operating Expenditures:	\$1,584,116	\$1,783,646	\$1,825,868	\$1,878,556	\$1,945,165
Total Excess (Deficiency):	\$486,552	\$267,022	\$224,800	\$172,112	\$105,503
CAPITAL EXPENDITURES					
6210 Building Improvement / \$5K Threshold	\$125,000	\$115,000	\$115,000	\$115,000	\$115,000
5862 Custodial Vehicles	\$0	\$35,000 (8)	\$0	\$35,000 (8)	\$0
7439 Debt Service	\$135,173 (9)	\$0	\$0	\$0	\$0
Total Capital Expenditures:	\$260,173	\$150,000	\$115,000	\$150,000	\$115,000
Net Increase (Decrease):	\$226,379	\$117,022	\$109,800	\$22,112	(\$9,497)
Beginning Balance, July 1	\$2,141,897	\$2,368,276	\$2,485,297	\$2,595,098	\$2,617,210
Ending Balance, June 30	\$2,368,276	\$2,485,297	\$2,595,098	\$2,617,210	\$2,607,712
Components of Ending Balance:					
Capital Facilities (Modular Replacement) Reserve	\$2,312,947	\$2,427,288	\$2,536,872	\$2,556,353	\$2,545,907
3% Operation Reserve	\$55,329	\$58,009	\$58,226	\$60,857	\$61,805

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - No Rent Increase

GRANT PROGRAM FUNDS Program Description	2023-24 Estimated Actuals	2024-25 Proposed Budget	2025-26 Projected Budget	2026-27 Projected Budget	2027-28 Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$461,637	\$679,000	\$679,000	\$679,000	\$679,000
8590 Other State Revenue	\$461,637	\$679,000	\$679,000	\$679,000	\$679,000
Total Revenue:	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
EXPENDITURES					
5810 Serv./Contracts	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Total Expenditures:	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$111,488	\$136,000	\$136,000	\$136,000	\$136,000
8290 Other Local Revenue/CDBG	\$238,930	\$64,000	\$64,000	\$64,000	\$64,000
Total Revenue:	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
EXPENDITURES					
5817 Scholarships	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
Total Expenditures:	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,273,693	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
EXPENDITURES	\$1,273,693	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$2,368,276	\$2,485,297	\$2,595,098	\$2,617,210	\$2,607,712
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - No Rent Increase

Budget Assumptions

- (1) Budgeted \$10K for AED in FY 2026-27, ID Cards, and potential replacement or addition of one security radio per year.*
- (2) 5% increase year over year.*
- (3) Required water testing every 5 years beginning FY 2022-23.*
- (4) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff.*
- (5) Increase due to addition of 1 IUSD employee, and projected increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees.*
- (6) Increase due to projected increase for step in column & benefit increases of custodial salaries, and additional fuel costs. Increased custodial supplies \$2K annually starting with FY 2020-21.*
- (7) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement, a 3.5% increase for salaries, a \$6K YMCA contract increase each year, and an additional ICCP Coordinator as instructed by City's Finance/Payroll department.*
- (8) Starting FY 2020-21, projecting \$35K every other year to replace out dated custodial work vans.*
- (9) Debt payment for custodial equipment for 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073. Started July 2009 and ended June 2024.*

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - 1% Rent Increase

OPERATING FUND	2023-24	2024-25	2025-26	2026-27	2027-28
Program Description	Estimated	Proposed	Projected	Projected	Projected
ICCP - Regular Programs	Actuals	Budget	Budget	Budget	Budget
COST CENTER 005710					
REVENUE					
8650 Portable Fees Cnty	\$1,970,668	\$1,990,375	\$2,010,278	\$2,030,381	\$2,050,685
8660 Interest Income Cnty	\$100,000	\$80,000	\$80,000	\$80,000	\$80,000
Total Revenue:	\$2,070,668	\$2,070,375	\$2,090,278	\$2,110,381	\$2,130,685
OPERATING EXPENDITURES					
4305 Campus Safety	\$5,000	\$5,150 (1)	\$5,150 (1)	\$15,150 (1)	\$5,150 (1)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$130,491	\$137,016 (2)	\$143,866 (2)	\$151,060 (2)	\$158,613 (2)
5500 Utilities	\$105,935	\$111,232 (2)	\$116,793 (2)	\$122,633 (2)	\$128,765 (2)
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5810 Services/Contracts (Water testing Req)	\$0	\$0	\$0	\$0	\$30,000 (3)
5811 Consultants	\$65,000	\$65,000 (4)	\$65,000 (4)	\$65,000 (4)	\$65,000 (4)
5817 Scholarships	\$30,372	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$15,000	\$12,000	\$12,000	\$12,000	\$12,000
5838 Audit	\$33,500	\$18,500	\$20,000	\$22,000	\$24,000
5861 Facilities & Financial Support / IUSD	\$95,225	\$125,753 (5)	\$127,570 (5)	\$128,700 (5)	\$130,964 (5)
5862 Custodial Services	\$663,405	\$664,952 (6)	\$673,091 (6)	\$680,572 (6)	\$689,469 (6)
5864 Program Coordination / City	\$360,188	\$534,044 (7)	\$552,397 (7)	\$571,441 (7)	\$591,205 (7)
Total Operating Expenditures:	\$1,584,116	\$1,783,646	\$1,825,868	\$1,878,556	\$1,945,165
Total Excess (Deficiency):	\$486,552	\$286,728	\$264,411	\$231,825	\$185,520
CAPITAL EXPENDITURES					
6210 Building Improvement / \$5K Threshold	\$125,000	\$115,000	\$115,000	\$115,000	\$115,000
5862 Custodial Vehicles	\$0	\$35,000 (8)	\$0	\$35,000 (8)	\$0
7439 Debt Service	\$135,173 (9)	\$0	\$0	\$0	\$0
Total Capital Expenditures:	\$260,173	\$150,000	\$115,000	\$150,000	\$115,000
Net Increase (Decrease):	\$226,379	\$136,728	\$149,411	\$81,825	\$70,520
Beginning Balance, July 1	\$2,141,897	\$2,368,276	\$2,505,004	\$2,654,415	\$2,736,240
Ending Balance, June 30	\$2,368,276	\$2,505,004	\$2,654,415	\$2,736,240	\$2,806,760
Components of Ending Balance:					
Capital Facilities (Modular Replacement) Reserve	\$2,312,947	\$2,446,995	\$2,596,189	\$2,675,383	\$2,744,955
3% Operation Reserve	\$55,329	\$58,009	\$58,226	\$60,857	\$61,805

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - 1% Rent Increase

GRANT PROGRAM FUNDS Program Description	2023-24 Estimated Actuals	2024-25 Proposed Budget	2025-26 Projected Budget	2026-27 Projected Budget	2027-28 Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$461,637	\$679,000	\$679,000	\$679,000	\$679,000
8590 Other State Revenue	\$461,637	\$679,000	\$679,000	\$679,000	\$679,000
Total Revenue:	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
EXPENDITURES					
5810 Serv./Contracts	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Total Expenditures:	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$111,488	\$136,000	\$136,000	\$136,000	\$136,000
8290 Other Local Revenue/CDBG	\$238,930	\$64,000	\$64,000	\$64,000	\$64,000
Total Revenue:	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
EXPENDITURES					
5817 Scholarships	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
Total Expenditures:	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,273,693	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
EXPENDITURES	\$1,273,693	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$2,368,276	\$2,505,004	\$2,654,415	\$2,736,240	\$2,806,760
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - 1% Rent Increase

Budget Assumptions

- (1) Budgeted \$10K for AED in FY 2026-27, ID Cards, and potential replacement or addition of one security radio per year.*
- (2) 5% increase year over year.*
- (3) Required water testing every 5 years beginning FY 2022-23.*
- (4) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff.*
- (5) Increase due to addition of 1 IUSD employee, and projected increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees.*
- (6) Increase due to projected increase for step in column & benefit increases of custodial salaries, and additional fuel costs. Increased custodial supplies \$2K annually starting with FY 2020-21.*
- (7) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement, a 3.5% increase for salaries, a \$6K YMCA contract increase each year, and an additional ICCP Coordinator as instructed by City's Finance/Payroll department.*
- (8) Starting FY 2020-21, projecting \$35K every other year to replace out dated custodial work vans.*
- (9) Debt payment for custodial equipment for 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073. Started July 2009 and ended June 2024.*

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - 2% Rent Increase

OPERATING FUND	2023-24	2024-25	2025-26	2026-27	2027-28
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
ICCP - Regular Programs					
<i>COST CENTER 005710</i>					
REVENUE					
8650 Portable Fees Cnty	\$1,970,668	\$2,010,081	\$2,050,283	\$2,091,288	\$2,133,114
8660 Interest Income Cnty	\$100,000	\$80,000	\$80,000	\$80,000	\$80,000
Total Revenue:	\$2,070,668	\$2,090,081	\$2,130,283	\$2,171,288	\$2,213,114
OPERATING EXPENDITURES					
4305 Campus Safety	\$5,000	\$5,150 (1)	\$5,150 (1)	\$15,150 (1)	\$5,150 (1)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$130,491	\$137,016 (2)	\$143,866 (2)	\$151,060 (2)	\$158,613 (2)
5500 Utilities	\$105,935	\$111,232 (2)	\$116,793 (2)	\$122,633 (2)	\$128,765 (2)
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5810 Services/Contracts (Water testing Req)	\$0	\$0	\$0	\$0	\$30,000 (3)
5811 Consultants	\$65,000	\$65,000 (4)	\$65,000 (4)	\$65,000 (4)	\$65,000 (4)
5817 Scholarships	\$30,372	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$15,000	\$12,000	\$12,000	\$12,000	\$12,000
5838 Audit	\$33,500	\$18,500	\$20,000	\$22,000	\$24,000
5861 Facilities & Financial Support / IUSD	\$95,225	\$125,753 (5)	\$127,570 (5)	\$128,700 (5)	\$130,964 (5)
5862 Custodial Services	\$663,405	\$664,952 (6)	\$673,091 (6)	\$680,572 (6)	\$689,469 (6)
5864 Program Coordination / City	\$360,188	\$534,044 (7)	\$552,397 (7)	\$571,441 (7)	\$591,205 (7)
Total Operating Expenditures:	\$1,584,116	\$1,783,646	\$1,825,868	\$1,878,556	\$1,945,165
Total Excess (Deficiency):	\$486,552	\$306,435	\$304,415	\$292,733	\$267,949
CAPITAL EXPENDITURES					
6210 Building Improvement / \$5K Threshold	\$125,000	\$115,000	\$115,000	\$115,000	\$115,000
5862 Custodial Vehicles	\$0	\$35,000 (8)	\$0	\$35,000 (8)	\$0
7439 Debt Service	\$135,173 (9)	\$0	\$0	\$0	\$0
Total Capital Expenditures:	\$260,173	\$150,000	\$115,000	\$150,000	\$115,000
Net Increase (Decrease):	\$226,379	\$156,435	\$189,415	\$142,733	\$152,949
Beginning Balance, July 1	\$2,141,897	\$2,368,276	\$2,524,711	\$2,714,126	\$2,856,859
Ending Balance, June 30	\$2,368,276	\$2,524,711	\$2,714,126	\$2,856,859	\$3,009,808
Components of Ending Balance:					
<i>Capital Facilities (Modular Replacement) Reserve</i>	\$2,312,947	\$2,466,701	\$2,655,900	\$2,796,002	\$2,948,003
<i>3% Operation Reserve</i>	\$55,329	\$58,009	\$58,226	\$60,857	\$61,805

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - 2% Rent Increase

GRANT PROGRAM FUNDS Program Description	2023-24 Estimated Actuals	2024-25 Proposed Budget	2025-26 Projected Budget	2026-27 Projected Budget	2027-28 Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$461,637	\$679,000	\$679,000	\$679,000	\$679,000
8590 Other State Revenue	\$461,637	\$679,000	\$679,000	\$679,000	\$679,000
Total Revenue:	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
EXPENDITURES					
5810 Serv./Contracts	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Total Expenditures:	\$923,275	\$1,358,000	\$1,358,000	\$1,358,000	\$1,358,000
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$111,488	\$136,000	\$136,000	\$136,000	\$136,000
8290 Other Local Revenue/CDBG	\$238,930	\$64,000	\$64,000	\$64,000	\$64,000
Total Revenue:	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
EXPENDITURES					
5817 Scholarships	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
Total Expenditures:	\$350,418	\$200,000	\$200,000	\$200,000	\$200,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,273,693	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
EXPENDITURES	\$1,273,693	\$1,558,000	\$1,558,000	\$1,558,000	\$1,558,000
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$2,368,276	\$2,524,711	\$2,714,126	\$2,856,859	\$3,009,808
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2024-25 with Multi Year Budget Projection - 2% Rent Increase

Budget Assumptions

- (1) Budgeted \$10K for AED in FY 2026-27, ID Cards, and potential replacement or addition of one security radio per year.*
- (2) 5% increase year over year.*
- (3) Required water testing every 5 years beginning FY 2022-23.*
- (4) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff.*
- (5) Increase due to addition of 1 IUSD employee, and projected increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees.*
- (6) Increase due to projected increase for step in column & benefit increases of custodial salaries, and additional fuel costs. Increased custodial supplies \$2K annually starting with FY 2020-21.*
- (7) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement, a 3.5% increase for salaries, a \$6K YMCA contract increase each year, and an additional ICCP Coordinator as instructed by City's Finance/Payroll department.*
- (8) Starting FY 2020-21, projecting \$35K every other year to replace out dated custodial work vans.*
- (9) Debt payment for custodial equipment for 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073. Started July 2009 and ended June 2024.*

ITEM 3.4

**IRVINE CHILD CARE PROJECT
2024 REVISED BOARD MEETING SCHEDULE**

IRVINE CHILD CARE PROJECT (ICCP)

TOPIC: **IRVINE CHILD CARE PROJECT REVISED
2024 BOARD MEETING SCHEDULE**

DESCRIPTION: Submitted for approval is a revised Irvine Child Care Project Board meeting schedule for calendar year 2024 to include an October meeting for site tours.

RECOMMENDATION: Approve the revised 2024 Board meeting schedule.

**IRVINE CHILD CARE PROJECT
REVISED 2024 BOARD MEETING SCHEDULE**

<u>Date</u>	<u>Meeting Status</u>	<u>Board Business</u>
January 8, 2024	2nd Monday	
February 12, 2024	2nd Monday	Preliminary Review of Multi-Year Budget for Feedback Regarding Provider Rental Rate
March 18, 2024	3rd Monday	Election of Officers; Approval of Provider Rental Rate
April 8, 2024	No Meeting	Hold
May 13, 2024	2nd Monday	Approval of Budget
June 10, 2024	No Meeting	Hold
July 8, 2024	No Meeting	Hold
August 12, 2024	No Meeting	Hold
September 9, 2024	2nd Monday	
October 21, 2024	3rd Monday	Site Tours
November 18, 2024*	3rd Monday*	Approval of 2025 Meeting Schedule
December 9, 2024	No Meeting	Hold

**Meeting moved to 3rd Monday as November 11th is Veteran's Day Holiday*

All Meetings begin at 8:30 a.m. and will convene at Irvine City Hall, Room L-102, unless otherwise noted.

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