



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.

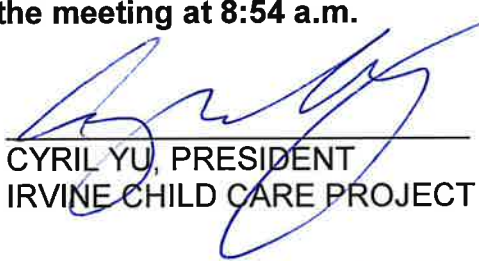
President Yu declared nominations open for Clerk of the Irvine Child Care Project Board.

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



SHANE DINEEN
RECORDING SECRETARY

Date Approved: March 18, 2024