



MINUTES

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**

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:32 a.m. on March 18, 2024, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present:	3	BOARD MEMBER:	Christine Knowland
		VICE PRESIDENT:	Ryan Painter
		PRESIDENT:	Cyril Yu
Absent	2	BOARD MEMBER:	Tammy Kim
		CLERK:	Jenna Berumen

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

Ryan McGraw, Community Services Superintendent, reported on Children's Home Society of California receiving additional funding to assist with child care and the status of the May 16 Irvine Child Care Project Directors' Forum.

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 Vice President Painter, seconded by Board Member Knowland, and unanimously carried by those members present (Board Members Berumen and Kim absent) to approve Consent Calendar items 2.1 through 2.6.

2.1 MINUTES

ACTION:

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

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved 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

ACTION:

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

- \$ 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)

2.4 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$83,311.51 for sale of IUSD-owned portables to Irvine Child Care Project, 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

ACTION:

Approved payment of \$9,277.71 for Irvine Child Care Project Work Order charge backs for Fiscal Year 2023-24, Quarter 2.

2.6 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved 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

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

ACTION:

Moved by Board Member Knowland, seconded by Vice President Painter, and unanimously carried by those members present (Board Members Berumen and Kim absent) to 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 IRVINE CHILD CARE PROJECT (ICCP) PROVIDER RENTAL RATE

Discussion included: Notifying ICCP providers of the Board’s intent to increase the rental rate by 1% or more in Fiscal Year (FY) 2025-26.

ACTION:

Moved by Board Member Knowland, seconded by Vice President Painter, and unanimously carried by those members present (Board Members Berumen and Kim absent) to approve Option 1: No rental rate increase for FY 2024-25.

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

Discussion included: ICCP provider rental rate impacts on the ICCP budget; increased costs related to facility support, program coordination, audit costs, and custodial costs; advantage of predictable/regular low rental rate increases as opposed to infrequent larger rental rate increases.

ACTION:

Submitted for Board review and discussion.


3.4 IRVINE CHILD CARE PROJECT REVISED 2024 BOARD MEETING SCHEDULE

ACTION:

Moved by Board Member Knowland, seconded by Vice President Painter, and unanimously carried by those members present (Board Members Berumen and Kim absent) to approve the revised 2024 Board meeting schedule.

ADJOURNMENT

Moved by Vice President Painter, seconded by Board Member Knowland, and unanimously carried by those members present to adjourn the meeting at 8:52 a.m.


CYRIL YU, PRESIDENT

Date Approved: 5/13/24


SHANE DINEEN
RECORDING SECRETARY