



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu  
President

**September 9, 2024  
8:30 AM**

Ryan Painter  
Vice President

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

Jenna Berumen  
Clerk

Tammy Kim  
Board Member

Christine Knowland  
Board Member

### CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:31 a.m. on September 9, 2024, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding

### ROLL CALL

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

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance

### INTRODUCTIONS

In recognition of the Child Care Coordination Office now being housed under the City Manager Office of Health and Wellness, Traci Stubbler, Community Services Superintendent, introduced Christine 'Christy' Cornwall, Assistant Chief of Health & Wellness. Assistant Chief Cornwall shared about her background and expressed her excitement to support the ongoing work of the Irvine Child Care Project (ICCP).

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

There were no public comments.

**1. REPORTS**

**1.1 FINANCIAL REPORT**

John Fogarty, Irvine Unified School District Assistant Superintendent, reported on the Fiscal Year 2024-25 budget.

**1.2 ADMINISTRATOR’S REPORT**

Traci Stubbler, Community Services Superintendent, reported on the Fiscal Year 2024-25 ICCP Scholarship status, as well as the ongoing quality assessments being conducted at ICCP sites with full day programming throughout the summer.

Community Services Superintendent Stubbler responded to Board inquiries about ICCP scholarships and how the new Expanded Learning Opportunities Program operated by the Irvine Unified School District has impacted ICCP scholarship enrollment.

**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 Berumen, and unanimously carried by those members present (Board Member Kim absent) to approve consent calendar items 2.1 through 2.13.**

**2.1 MINUTES**

**ACTION:**

Approved the minutes of the Irvine Child Care Project Board regular meeting held on May 13, 2024.

**2.2 WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$102,062.04 to Catalyst Family Inc. for child care development services for July 1-31, 2024.

**2.3 WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$34,080.70 to Catalyst Family Inc. for the Fiscal Year 2023-24 adjustment for child care development services provided in the period July 1, 2023-June 30, 2024.

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

**ACTION:**

Approved payments for warrants totaling the amount of \$6,731.50 [\$6,731.50 Irvine Recovery Program (IRP)] for child care services for July 1-31, 2024 funded by ICF scholarships.

- \$ 4,158.75 to Catalyst Family Inc. (IRP)
- \$ 0.00 to Creekers Club
- \$ 330.00 to Dolphin Club (ICF)
- \$ 0.00 to Kids Stuff (ICF)
- \$ 2,242.75 to Rainbow Rising (ICF)

**2.5 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved payment of \$78,892.08 for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of July 2024.

- \$ 58,512.00 for Custodial Services
- \$ 9,269.33 for Utilities
- \$ 11,110.75 for Facilities and Financial Support Services

**2.6 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved payment of \$23,825.23 for ICCP Work Order charge backs for Fiscal Year 2023-24, Quarter 4.

**2.7 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$23,725.80 to the City of Irvine for Contract Services and Program and Grant Administration for the month of July 2024.

- \$ 17,130.95 for Program Administration
- \$ 6,594.85 for Grant Administration
- \$ 0.00 for Contract Services

**2.8 WARRANT REQUEST – IRVINE CHILD CARE PROJECT PAYMENTS ISSUED JUNE, JULY, AND AUGUST 2024**

**ACTION:**

Received and filed attached record of payments issued June, July, and August 2024 for service months April, May, and June 2024.

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

**ACTION:**

Received and accepted attached invoices in the total amount of \$3,921.22 paid by IUSD on behalf of ICCP.

**2.10 DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

Received and filed record of deposit from the California Department of Social Services as follows:

- \$ 253,931.00            01-005-50100-8290
- \$ 128,132.00            01-005-50100-8590

**2.11 DEPOSIT OF PLUS RATE PAYMENT PURSUANT TO SENATE BILL 140**

**ACTION:**

Received and filed the record of deposit of funds from the California Department of Social Services as follows:

- \$ 42,516.00            01-005-50100-8590

**2.12 DEPOSIT OF STIPENDS FOR CHILD CARE CONTRACTORS ISSUED PURSUANT TO SENATE BILL (SB) 140**

**ACTION:**

Received and filed the record of deposit of funds from the California Department of Social Services as follows:

- \$ 31,500.00            01-005-50100-8590

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

**ACTION:**

Received and filed the record of deposit of funds from ICF into the appropriate account as follows:

- \$ 40,099.50            01-005-712-00-8689

**3. BOARD BUSINESS**

**3.1 ACCEPTANCE OF FUNDS AWARDED BY IRVINE CHILDREN'S FUND TO SUPPORT THE IRVINE CHILD CARE PROJECT SCHOLARSHIP PROGRAM FOR FISCAL YEAR 2024-25**

**ACTION:**

Moved by Vice President Painter, seconded by Board Member Knowland, and unanimously carried by those members present (Board Member Kim absent) to accept the award of \$200,000 for Fiscal Year 2024-25 from Irvine Children's Fund to support the Irvine Child Care Project Scholarship Program.

**3.2 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FOR FY 2024-25 (CCTR-4197)**

**ACTION:**

Moved by Clerk Berumen, seconded by Vice President Painter, and unanimously carried by those members present (Board Member Kim absent) to accept California Department of Social Services General Child Care and Development Program Grant Funding for Fiscal Year 2024-25 (CCTR-4197).

**3.3 SUBCONTRACT AGREEMENT WITH CATALYST FAMILY INC. FOR CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING (CCTR-4197)**


**ACTION:**

Received and filed Subcontract Agreement with Catalyst Family, Inc. for California Department of Social Services General Child Care and Development Program Grant Funding.

**ADJOURNMENT**

Moved by Board Member Knowland, seconded by Vice President Painter, and unanimously carried by those members present to adjourn the meeting at 8:48 a.m.

  
SHANE DINEEN  
RECORDING SECRETARY

  
CYRIL YU, PRESIDENT

Date Approved: 11/18/24