



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

**February 10, 2025
8:30 AM**

Ryan Painter
Vice President

**Irvine City Hall, L102
1 Civic Center Plaza
Irvine, California 92606**

Jenna Berumen
Clerk

Christine Knowland
Board Member

Vacant
Board Member

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:30 a.m. on February 10, 2025, 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:	1	CLERK:	Jenna Berumen

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

INTRODUCTIONS

There were no introductions.

1. REPORTS

1.1 FINANCIAL REPORT

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

1.2 ADMINISTRATOR'S REPORT

Traci Stubbler, Irvine Child Care Project Administrator, reported on Fiscal Year 2024-25 ICCP Scholarship status. The Irvine Children's Fund Board approved an increase to all families currently receiving 50% scholarship assistance to 75% assistance effective February 1 through the end of the fiscal year.

Administrator Stubbler also reported on the quarterly ICCP Directors' forum that was held on February 6, 2025. The forum featured speaker Darcie Kass who presented on *Effectively Partnering with Outside Agencies Who Support Children in Your Program*.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

There were no Board Member announcements.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Board Member Knowland, seconded by Vice President Painter and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.10.

2.1 MINUTES

ACTION:

Approved the minutes of the Irvine Child Care Project Board regular meeting held on January 13, 2025.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$94,814.75 to Catalyst Family Inc. for child care development services for December 1-31, 2024.

2.3 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$13,832.00 to Catalyst Family Inc. for per child stipend one-time payment.

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

ACTION:

Approved payments for warrants totaling the amount of \$12,840.75 [\$12,840.75 Irvine Recovery Program (IRP)] for child care services for December 1-31, 2024 funded by ICF scholarships.

- \$ 3,714.50 to Catalyst Family Inc. (IRP)
- \$ 0.00 to Creekers Club
- \$ 422.50 to Dolphin Club (IRP)
- \$ 775.00 to Kids Stuff (IRP)
- \$ 7,928.75 to Rainbow Rising (IRP)

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 December 2024.

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

2.6 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD) WORK ORDER CHARGE BACKS

ACTION:

Approved payment of \$9,472.24 for ICCP Work Order charge backs for Fiscal Year 2024-25, Quarter 2.

2.7 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$40,757.39 to the City of Irvine for Contract Services and Program and Grant Administration for the month of December 2024.

- \$ 33,111.10 for Program Administration
- \$ 1,896.29 for Grant Administration
- \$ 5,750.00 for Contract Services

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

ACTION:

Received and filed attached invoices in the total amount of \$144,033.81 paid by IUSD on behalf of ICCP.

2.9 DEPOSIT OF STIPENDS FOR CHILD CARE CONTRACTORS FUNDED BY THE AMERICAN RESCUE ACT

ACTION:

Received and filed record of deposit of stipend for child care contractors funded by the American Rescue Act as follows:

- \$ 13,832.00 01-005-50100-8290

2.10 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:

- \$ 12,862.00 01-005-712-00-8689

3. BOARD BUSINESS

3.1 IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2025-26 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 2025-26 rental rate from the provided options (0%, 1%, and 2% increase). The Board would like 1% and 2% increase in rental options presented at the next ICCP meeting.

3.2 IRVINE CHILD CARE PROJECT BOARD REORGANIZATION

Administrator Stubbler 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 continue 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 Board Member Knowland, seconded by President Yu, and unanimously carried by those members present to select Vice President Painter to continue 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 Board Member Knowland, seconded by Vice President Painter, 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 Vice President Painter, and unanimously carried by those members present to adjourn the meeting at 8:44 a.m.


CYRIL YU, PRESIDENT


RECORDING SECRETARY

Date Approved: 3/10/2025