



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

November 13, 2017

Conference Room L102  
One Civic Center Plaza  
Irvine, California

### CALL TO ORDER

A regular meeting of the Irvine Child Care Project was called to order on Monday, November 13, 2017 at 8:33 AM in Conference Room L102 at Irvine City Hall, One Civic Center Plaza, Irvine; President Loughrey presiding.

### ROLL CALL

BOARD MEMBER:  
CLERK:  
VICE PRESIDENT:  
PRESIDENT:

RUTH ANDERSON  
IRA GLASKY  
ALAN BATTENFIELD  
DARIN LOUGHREY

### ABSENT

BOARD MEMBER:

LYNN SCHOTT

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### PLEDGE OF ALLEGIANCE

President Loughrey led the Pledge of Allegiance.

### INTRODUCTIONS

There were none.

### ANNOUNCEMENTS

Board Member Anderson announced the passing of former Board Member Sue Kuwabara who was very well-respected and appreciated by Irvine Unified School District and City of Irvine staff and families throughout Irvine.

### PRESENTATIONS

There were none.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were none.

**PUBLIC COMMENTS**

There were none.

**CONSENT CALENDAR**

**Moved by Clerk Glasky, seconded by Board Member Anderson and carried unanimously by members present to approve Consent Calendar items 1 through 11.**

Ayes: 4 Anderson, Battenfield, Glasky, Loughrey  
Noes:  
Absent: 1 Schott

**1. APPROVAL OF IRVINE CHILD CARE PROJECT (ICCP) MINUTES**

**ACTION:**

- 1) Approved minutes of the Irvine Child Care Project regular meeting of September 12, 2017.
- 2) Approved minutes of the Irvine Child Care Project regular meeting of October 16, 2017.

**2. WARRANT REQUEST – CHILD DEVELOPMENT CENTERS, INC.**

**ACTION:** Approved payment of \$37,403.95 to Child Development Centers, Inc. for child care development services for September 1-30, 2017.

**3. WARRANT REQUESTS – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

**ACTION:** Approved payments for warrants totaling the amount of \$8,268.20 for ICF Scholarships during the month of September 2017.

- \$6,726.35 to Rainbow Rising
- \$ 567.50 to Kids Stuff
- \$ 974.35 to Child Development Centers, Inc.
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club

**4. WARRANT REQUEST – CITY OF IRVINE**

**ACTION:** Approved payment of \$21,291.02 to the City of Irvine for Program Administration, Grant Administration, and Supplies for the month of September 2017.

- \$20,377.02 for Program Administration
- \$ 914.00 for Grant Administration
- \$ 0.00 for Supplies

**5. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:** Approved payment of \$60,600.71 for Facilities and Financial Support Services, Utilities, Custodial Services, Custodial Equipment Amortization and payment for sale of IUSD-owned portables to ICCP for the month of September 2017.

- \$35,823.50 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 7,262.79 for Utilities
- \$ 6,250.00 for Facilities & Financial Support

**6. WARRANT REQUEST – IUSD WORK ORDER AND TECHNOLOGY CHARGE BACKS**

**ACTION:** Approved payment of \$8,733.11 for ICCP Work Order and Technology charge backs for July through September 2017.

- \$ 8,525.49 for Work Order charge backs
- \$ 207.62 for Technology charges

**7. ICCP PAYMENTS FOR OCTOBER 2017**

**ACTION:** Reviewed and approved October 2017 payments attached.

**8. ICCP EXPENSES PAID BY IUSD**

**ACTION:** Reviewed and accepted attached invoices in the total amount of \$4,128.71 paid by IUSD on behalf of ICCP.

**9. DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF**

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

- \$25,114.53                      01-005-712-00-8699
- \$ 1,329.48                      01-005-712-00-8689

**10. DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:** Authorized the deposit of grant funds from the State Department of Education into the appropriate account as follows:

- \$13,446.00 01-005-50100-8290
- \$ 6,180.00 01-005-50100-8290
- \$26,821.00 01-005-50100-8590

**11. ENGAGEMENT LETTER WITH VAVRINEK, TRINE, DAY & CO., LLP FOR YEAR END AUDITS JUNE 30, 2017 THROUGH JUNE 30, 2019**

**ACTION:** Received and filed engagement letter agreement with Vavrinek, Trine, Day & Co., LLP for the ICCP fiscal year audits ending June 30, 2107 through June 30, 2019.

**BOARD BUSINESS**

**1. ICCP PURCHASE OF CHILD CARE PORTABLES**

John Fogarty, IUSD Assistant Superintendent and Chief Financial Officer, presented the item. Superintendent Fogarty and Kim Coffeen, IUSD Director of Facilities Planning, responded to Board Member inquiries.

Discussion included: research to increase space originated at Board's request; impact to fiscal year budget over next three years; provision of additional child care slots will occur school year 2018-19 versus 2019-20; impacted providers aware of licensing and staffing responsibilities; ADA requirements to be addressed and met at each school site; steps taken to address waitlisted families.

**ACTION:** Moved by Board Member Anderson, seconded by Vice President Battenfield and carried unanimously by members present to approve the plan to spend up to \$884,668 for the purchase and installation of one 24' x 40' child care portable to be placed at Stonegate Elementary, Eastshore Elementary and Portola Springs Elementary in FY 2017-18.

**2. ICCP EXPANSION CAPABILITY**

Traci Stubbler, Community Services Supervisor and ICCP Administrator, presented the item and responded to Board Member inquiries.

Discussion included: potential to increase the licensed capacity of some existing sites due to fire clearance/State license issued at Educational Occupancy rather than modified Child Care; provider responsibility for licensing new buildings; enrollment priorities; varying space modifications and impacts of modifications at each site; types of scholarships available.

**ACTION:** Submitted for the Board's information.

**3. ICCP 2018 MEETING SCHEDULE**

Supervisor Stubbler presented the item.

**ACTION:** Moved by President Loughrey, seconded by Clerk Glasky and carried unanimously by members present to approve the ICCP 2018 meeting schedule.

Ayes: 4 Anderson, Battenfield, Glasky, Loughrey

Noes:

Absent: 1 Schott

**END OF BOARD BUSINESS**

**REPORTS**

**1. FACILITIES AND BUDGET REPORT – JOHN FOGARTY**

Report included in the packet was reviewed. Superintendent Fogarty described impacts to FY 2017-18 and 2018-19 budgets due to approval of Business Item 1 above.

**2. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER**

Report included in the packet was reviewed.

At this time, President Loughrey thanked staff from Stone Creek Creekers Club, Deerfield Child Development Center and College Park Rainbow Rising sites for the informative tours provided to the Board in October and for the great work they are doing.

**ADJOURNMENT** at 9:11 AM on Monday, November 13, 2017.

  
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**Darin Loughrey, President**  
Irvine Child Care Project

  
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Athena Martinez  
Recording Secretary

Date January 8, 2018