



AGENDA

IRVINE CHILD CARE PROJECT REGULAR MEETING

November 9, 2020
8:30 AM

Adam Buchanan
President

Ira Glasky
Vice President

Alan Battenfield
Clerk

Board Members:
Melissa Fox
Stephanie Bynon

Irvine Child Resource Center
14341 Yale Avenue
Irvine, California

IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE CHILD CARE PROJECT MEETING

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, AND THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE CHILD CARE PROJECT MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILD CARE PROJECT," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606 OR BY EMAIL TO SDINEEN@CITYOFIRVINE.ORG. EMAILS RECEIVED FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE CHILD CARE PROJECT IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERENCING, VIDEO-CONFERENCING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.

Speaker's Form/Request to Speak - If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the Conference Room. Please identify on the card your name, address and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.

Scan this QR code for an electronic copy of the Agenda and staff reports.



CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ANNOUNCEMENTS

PRESENTATIONS

ADDITIONS AND DELETIONS TO THE AGENDA

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

PUBLIC COMMENTS

Any member of the public may address the Board on items within the Board's subject matter jurisdiction, but which are not listed on the Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person.

CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion of these items unless members of the Board request specific items to be removed from the Consent Calendar for separate discussion. Any member of the public may address the Board on items on the Consent Calendar. Public comments on any item or items on the consent calendar are limited to three minutes per speaker. If you wish to speak to a particular item or items, please complete a Speakers Form and submit to Recording Secretary.

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

ACTION:

Approve the minutes of a regular meeting of the Irvine Child Care Project held on October 19, 2020.

2. WARRANT REQUEST – CATALYST FAMILY INC.

RECOMMENDED ACTION:

Approve payment of \$45,174.60 to Catalyst Family Inc. for child care development services for September 1-30, 2020.

3. WARRANT REQUEST – ICCP PROVIDERS IRVINE CHILDREN'S FUND SCHOLARSHIPS

RECOMMENDED ACTION:

Approve payments totaling the amount of \$4,641.63 to ICCP providers for child care services for September 1-30, 2020 funded by ICF Scholarships.

- \$ 4,615.00 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 26.63 to Catalyst Family Inc.
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Creekers Club

4. WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

RECOMMENDED ACTION:

Approve payment of \$72,423.34 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 2020.

- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support
- \$ 675.00 for Custodial Equip Amortization
- \$46,674.67 for Custodial Services

5. WARRANT REQUEST – CITY OF IRVINE

RECOMMENDED ACTION:

Approve payment of \$14,290.98 to the City of Irvine for Program and Grant Administration for the month of September 2020.

- \$ 13,169.98 for Program Administration
- \$ 1,121.00 for Grant Administration

6. CALIFORNIA DEPARTMENT OF EDUCATION GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FY 2019-20 AMENDMENT 02

RECOMMENDED ACTION:

Submitted for the Board's information.

7. WARRANT REQUEST – CATALYST FAMILY INC.

RECOMMENDED ACTION:

Approve payment of \$108,200.00 to Catalyst Family Inc. for child care development services provided in the period July, 2019 through June 30, 2020.

8. DEPOSIT OF STATE GRANT APPORTIONMENT

RECOMMENDED ACTION:

Authorize the deposit of grant funds from the State Department of Education into the appropriate account as follows:

- \$ 13,527.00 01-005-50100-8290
- \$ 6,218.00 01-005-50100-8290
- \$ 37,215.00 01-005-50100-8590

9. DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN’S FUND (ICF)

RECOMMENDED ACTION:

Authorize the deposit of funds from ICF into the appropriate account as follows:

- \$ 7,241.00 01-005-712-00-8689
- \$ 0.00 01-005-701-00-8699

BOARD BUSINESS

10. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS

RECOMMENDED ACTION: Approve one of the options provided:

Option A: Waiver of 50 percent of the rental payments for the months of December 2020 and January 2021 which would be a loss in revenue to ICCP of \$157,740.00.

Option B: Waiver of 50 percent of the rental payments for the month of December 2020 which would be a loss in revenue to ICCP of \$78,870.00.

Option C: No additional waiver for rental payments, or any portion thereof, beyond November 2020.

Option D: Additional rent relief options, as proposed by the Board.

11. ICCP 2021 MEETING SCHEDULE

RECOMMENDED ACTION: Approve the ICCP 2021 meeting schedule.

REPORTS

12. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

13. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER

ADJOURNMENT

The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, January 11, 2021.**

NOTICE TO THE PUBLIC

At 11:00 a.m., the Irvine Child Care Project will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 noon and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 noon.

STAFF REPORTS

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Project liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Irvine Child Care Project meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org beginning the Friday prior to the scheduled Irvine Child Care Project Board meeting on Monday.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Project liaison at (949) 724-6503.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Project regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Project Board. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Project at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Child Care Project liaison at 949-724-6647 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

COMMUNICATION DEVICES

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Child Care Project are held on the second Monday of each month at 8:30 a.m. unless otherwise noted. The Irvine Child Care Project Agenda is posted in the Police Department. Meeting agendas and approved minutes are kept current on the City web site at cityofirvine.org.

I hereby certify that the agenda for the Irvine Child Care Project meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on November 5, 2020 by 5:30 p.m. as well as on the City's web page.


Board Liaison

CONSENT

ITEM 1
MINUTES



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

October 19, 2020
8:30 AM

Adam Buchanan
President

Ira Glasky
Vice President

Alan Battenfield
Clerk

Board Members:
Melissa Fox
Stephanie Bynon

Irvine Child Resource Center
14341 Yale Avenue
Irvine, California

CALL TO ORDER

A regular meeting of the Irvine Child Care Project (ICCP) was called to order on Monday, October 19, 2020 at 8:30 a.m. by President Buchanan.

ROLL CALL

Present:	BOARD MEMBER:	Stephanie Bynon
	BOARD MEMBER:	Melissa Fox
	CLERK:	Alan Battenfield
	VICE PRESIDENT:	Ira Glasky
	PRESIDENT:	Adam Buchanan

PLEDGE OF ALLEGIANCE

Supervisor Stubbler led the Pledge of Allegiance.

INTRODUCTIONS

Supervisor Stubbler introduced Corey Lakin, Community Services Manager of Parks and Special Events. Corey joined the City of Irvine on September 21. Supervisor Stubbler also introduced Pam Baird, the newly appointed Director of Community Services, who has been with the City of Irvine since 2008 having served in a variety of roles.

ANNOUNCEMENTS

Supervisor Stubbler shared that the following Rainbow Rising locations will have new business hours of 2-6 p.m. on regular school days effective 11/1/2020 in response to low enrollment as a result of the ongoing Covid-19 global pandemic; Bonita Canyon, Culverdale, Greentree, and Northwood (10 a.m. – 6 p.m.).

PRESENTATIONS

There were no presentations.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

Ellen England, Director at Stone Creek Creekers' Club, expressed her gratitude to the ICCP Board for the ongoing reduction in rent to provide economic relief from the impacts of the Covid-19 pandemic. Ellen shared that though they have reduced the total number of staff at Creeker's Club, staffing costs remain significant for her business as she must keep a higher than typical number of staff in place in order to comply with the CDC safety guidelines even though enrollment remains significantly low. Measures that Creekers' Club has taken to reduce costs are staff giving up vacation days and dramatically altering the program they prefer to run. Creekers' Club is working hard to keep tuition as stable as possible in order to support their enrolled families.

CONSENT CALENDAR

Moved by Vice President Glasky, seconded by Board Member Fox, and unanimously carried to approve Consent Calendar items 1 through 8.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Fox, Glasky

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

ACTION:

Approved the minutes of a regular meeting of the Irvine Child Care Project held on September 14, 2020.

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

ACTION:

Approved payment of \$56,385.27 to Catalyst Family Inc. for child care development services for August 1-31, 2020.

3. **WARRANT REQUEST – ICCP PROVIDERS IRVINE CHILDREN'S FUND SCHOLARSHIPS**

ACTION:

Approved payments for warrants totaling the amount of \$4,491.00 for ICF Scholarships during the month of August 2020.

- \$ 4,491.00 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 00.00 to Continuing Development Inc.
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Creekers Club

4. WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$14,902.00 to the City of Irvine for Program and Grant Administration for the month of August 2020.

- \$ 13,781.00 for Program Administration
- \$ 1,121.00 for Grant Administration

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

ACTION:

Approved payment of \$72,423.34 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 August 2020.

- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support
- \$ 675.00 for Custodial Equip Amortization
- \$46,674.67 for Custodial Services

6. ICCP EXPENSES PAID BY IUSD

ACTION:

Reviewed and accepted attached invoices in the total amount of \$18,528.12 paid by IUSD on behalf of ICCP.

7. DEPOSIT OF STATE GRANT APPORTIONMENT

ACTION:

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

- \$ 13,528.00 01-005-50100-8290
- \$ 6,219.00 01-005-50100-8290
- \$ 37,215.00 01-005-50100-8590

8. **NOTICE OF SUBCONTRACTOR CHANGE OF NAME FROM CONTINUING DEVELOPMENT INCORPORATED TO CATALYST FAMILY INCORPORATED**

ACTION:

Received and filed the Notice of Subcontractor change of name from Continuing Development Incorporated to Catalyst Family Incorporated effective August 6, 2020.

BOARD BUSINESS

Following discussion of the Consent Calendar items 1-8, President Buchanan reordered the agenda to consider Item 10 Facilities and Budget Report prior to Item No. 9.

9. **ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS**

Public Comment on item 9: Michael Hagemann, parent of a child who attends Creekers' Club, expressed concern for the financial state of ICCP programs. He believes that further economic assistance is unlikely to be made available to the ICCP providers outside of rent relief provided by the ICCP Board. Michael has asked the board to support Option A of agenda item 9. He also asks that the board consider temporarily reducing pass through expenses to the ICCP providers.

Moved by Vice President Glasky, seconded by Board Member Fox, and unanimously carried to approve Option A: Waiver of 50 percent of the rental payments for the month of November 2020 which would be a loss in revenue to ICCP of \$78,870.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Fox, Glasky

Discussion Included: Potential enrollment impact of families changing instruction models at the start of the new trimester in November. Board Member Fox expressed appreciation for the financial information provided by the ICCP child care agencies. Board Member Fox also shared that as Covid-19 continues to affect ICCP provider enrollment and financials that ICCP may need to consider structural changes or longer term solutions beyond rent reductions. Supervisor Stubler shared that ICCP providers have anecdotally shared that while some sites had several new children enroll in the program since the return to in-person instruction, children have also left the program mainly due to changes in parental job status and/or family relocation.

REPORTS

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

This item was considered following Consent Calendar items 1-8.

Report included in packet was reviewed

11. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER

Report included in packet was reviewed

ADJOURNMENT

Moved by Vice President Glasky, seconded by Board Member Fox, and unanimously carried to adjourn the meeting at 9:03 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, November 9, 2020**.

ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT

SHANE DINEEN
RECORDING SECRETARY

Date Approved: _____

ITEM 2

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUEST – CATALYST FAMILY INC.**

DESCRIPTION: Catalyst Family Inc. has submitted an invoice in the amount of \$45,174.60 for child care development services for the month of September. This provider served a total of 65 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of \$45,174.60 are submitted for the Board's review and approval.

RECOMMENDATION: Approve payment of \$45,174.60 to Catalyst Family Inc. for child care development services for September 1-30, 2020.

IRVINE CHILD CARE PROJECT

DATE: November 9, 2020

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$45,174.60
	TOTAL	\$45,174.60

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$45,174.60	
	TOTAL	\$45,174.60

**ATTENDANCE SUMMARY
CERTIFIED CHILDREN**

STATE GRANT

**September 2020
(21 days of service)**

CONTINUING DEVELOPMENT INC.:

Stonegate	3 children served 21 child days of enrollment
Oak Creek	5 children served 95 child days of enrollment
Vista Verde	0 children served 0 child days of enrollment
Plaza Vista	19 children served 368 child days of enrollment
Canyon View	2 children served 42 child days of enrollment
Turtle Rock	15 children served 288 child days of enrollment
Springbrook	8 children served 3 child days of enrollment
Deerfield	6 children served 102 child days of enrollment
University Park	7 children served 139 child days of enrollment
<u>TOTALS:</u>	65 children served 1,058 child days of enrollment
<u>YEAR-TO-DATE:</u>	212 children served 3,688 child days of enrollment

Catalyst Family Inc.

350 Woodview Ave, Suite 100
Morgan Hill, CA. 95037
(408)556-7300

INVOICE NUMBER
5040-SEP20

DATE: October 9, 2020

SOLD TO: Irvine Child Care Project
14341 Yale Avenue
Irvine, CA 92604

Attention: Traci Stubler

DESCRIPTION	PRICE	AMOUNT
General child development services provided in period <u>September 1, 2020</u> through <u>September 30, 2020</u>		
Fiscal Year 2020-2021 Contract Type: CCTR-0163		
Service fees of <u>967.20</u> days @ \$49.54	\$47,915.09	
Less Certified Parent fees	\$1,837.00	
Contract earnings to District	\$46,078.09	
Adjustment for District Indirect Cost $\$46,078.09 + 1.02 =$	\$903.49	
Balance due to Catalyst Family Inc.		\$45,174.60
Billing Summary:		
Cumulative Prior Period Amount Billed	\$117,847.41	
Current Period Billing	<u>\$45,174.60</u>	
Cumulative Fiscal Year Amount Billed	\$163,022.01	
Contract Maximum Billable	\$672,821.57	
Available remaining balance	\$509,799.56	

ITEM 3

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUESTS – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS**

DESCRIPTION: Warrant requests in the amount of \$4,641.63 **(CDBG)** are submitted for the Board’s review and approval for ICF Scholarships during the month of September 2020. The warrants to be issued are as follows:

The amounts of:

\$ 4,615.00 to Rainbow Rising **(CDBG)**
\$ 00.00 to Kids Stuff
\$ 26.63 to Catalyst Family Inc. **(CDBG)**
\$ 00.00 to Dolphin Club
\$ 00.00 to Creekers Club

A site-by-site breakdown follows.

RECOMMENDATIONS: Approve payments totaling the amount of \$4,641.63 **(CDBG)** to ICCP providers for child care services for September 1-30, 2020 funded by ICF Scholarships.

IRVINE CHILD CARE PROJECT

IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM

DATE: November 9, 2020

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
Rainbow Rising	00571259-5817	\$ 4,615.00
Kids Stuff	00571259-5817	\$ 00.00
Catalyst Family Inc.	00571259-5817	\$ 26.63
Dolphin Club	00571259-5817	\$ 00.00
Creekers Club	00571259-5817	\$ 00.00
	TOTAL	\$ 4,641.63

ATTENDANCE SUMMARY
IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM
September 2020

<i>Alderwood</i>	0 children served		<i>Northwood</i>	2 children served
<i>Beacon Park</i>	0 children served		<i>Oak Creek</i>	0 children served
<i>Bonita Canyon</i>	0 children served		<i>Plaza Vista</i>	0 children served
<i>Brywood</i>	0 children served		<i>Portola Springs</i>	0 children served
<i>Cadence Park</i>	0 children served		<i>Santiago Hills</i>	0 children served
<i>Canyon View</i>	0 children served		<i>Springbrook</i>	1 child served
<i>College Park</i>	0 children served		<i>Stone Creek</i>	0 children served
<i>Culverdale</i>	4 children served		<i>Stonegate</i>	0 children served
<i>Cypress Village</i>	0 children served		<i>Turtle Rock</i>	0 children served
<i>Deerfield</i>	0 children served		<i>University Park</i>	0 children served
<i>Eastshore</i>	0 children served		<i>Vista Verde</i>	0 children served
<i>Eastwood</i>	0 children served		<i>Westpark</i>	0 children served
<i>Greentree</i>	1 child served		<i>Woodbury</i>	0 children served
<i>Meadow Park</i>	2 children served			

Number of Children Served This Month: 10
 Number of Child Days of Enrollment This Month: 168
 Number of Sites Served This Month: 5
 Funds Awarded This Month: \$4641.63
 Number of Children Served Year-to-Date: 10
 Number of Child Days of Enrollment This Year: 415
 Number of Sites Served Year-to-Date: 5
 Funds Awarded Year-to-Date: \$11,882.63
 Number of Children Added to Program This Month: 0
 Number of Children Removed From Program This Month: 0
 Number of Children On Waiting List: 0

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
SCHOLARSHIP PROGRAM
INVOICE**

September 2020

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Culverdale** School, Irvine, for **September 2020**, reimbursement in the amount of **\$1,826.50. (CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Greentree** School, Irvine, for **September 2020**, reimbursement in the amount of **\$493.50 (CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Meadow Park** School, Irvine, for **September 2020**, reimbursement in the amount of **\$1,156.00. (CDBG)**

Long Term scholarships awarded to students in the **Rainbow Rising** program operating at **Northwood** School, Irvine, for **September 2020**, reimbursement in the amount of **\$1,139.00 (CDBG)**

Total amount due to Rainbow Rising is \$4,615.00 (CDBG).

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
SCHOLARSHIP PROGRAM
INVOICE**

September 2020

Invoice to the Irvine Child Care Project, One Civic Center Plaza, Irvine, CA 92623-9575

Long Term scholarships awarded to students in the **Catalyst Family Inc.** program operating at **Springbrook** School, Irvine, for **September 2020**, reimbursement in the amount of **\$26.63. (CDBG)**

Total amount due to Catalyst Family Inc. is \$26.63 (CDBG).

ITEM 4

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUEST– IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

DESCRIPTION: IUSD has submitted an invoice for the Board's review and approval in the amount of \$72,423.34 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 September 2020.

The specific breakdown is as follows:

- \$10,589.42 for Payment of Portable Purchase
- \$ 7,625.92 for Utilities
- \$ 6,858.33 for Facilities & Financial Support
- \$ 675.00 for Custodial Equip Amortization
- \$46,674.67 for Custodial Services

RECOMMENDATION: Approve payment of \$72,423.34 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 September 2020.

IRVINE CHILD CARE PROJECT

DATE: November 9, 2020

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-7439	\$10,589.42
IUSD	00571081-5500	\$ 7,625.92
IUSD	00571059-5861	\$ 6,858.33
IUSD	00571081-7439	\$ 675.00
IUSD	00571059-5862	\$46,674.67
	TOTAL	\$72,423.34

EXPENDITURE CLASSIFICATION SUMMARY

00571059-7439	\$10,589.42	
00571081-5500	\$ 7,625.92	
00571059-5861	\$ 6,858.33	
00571081-7439	\$ 675.00	
00571059-5862	\$46,674.67	
	TOTAL	\$72,423.34



INVOICE

Page # 1

Irvine Unified School District

5050 Barranca Parkway
Irvine, CA 92604-4698
Phone: (949) 936-5000

IRVINE CHILD CARE PROJECT (ICCP)
5050 BARRANCA PARKWAY
IRVINE, CA 92604

ACCT ID:	V7501158
INVOICE NUMBER:	75PI0019
DIVISION:	75GN
TERM:	2021
INVOICE DATE:	09/01/20
DUE DATE:	09/30/20
AMOUNT DUE	\$72,423.34

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10589.42		0100000000 8953	SEPTEMBER 2020 - SALE OF IUSD OWNED PORTABLES	10,589.42
2	1	7,625.92		0100000000 8650	SEPTEMBER 2020 - UTILITIES	7,625.92
3	1	6,858.33		0100000000 8699	SEPTEMBER 2020 - FACILITIES & FINANCIAL SUPPORT SERVICES	6,858.33
4	1	675.00		0100000000 8699	SEPTEMBER 2020 - CUSTODIAL EQUIPMENT	675.00
5	1	46674.67		0100000000 8699	SEPTEMBER 2020 - CUSTODIAL SERVICES	46,674.67
Tax						
INVOICE TOTAL						\$72,423.34

Please remit a copy with payment-thank you

Remit to: Irvine Unified School District
5050 Barranca Parkway
Irvine, CA 92604-4698

Account ID	V7501158
Account Name	IRVINE CHILD CARE PROJECT (ICC
Invoice Number	75PI0019
DIV:	75GN
TERM:	2021
Due Date	09/30/20
Amount Due	\$72,423.34

Amount Paid \$ _____

ITEM 5

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUEST – CITY OF IRVINE**

DESCRIPTION: The City of Irvine has submitted an invoice for the Board's review and approval in the amount of \$14,290.98 for Program and Grant Administration for the month of September 2020.

The specific breakdown is as follows:

- \$ 13,169.98 for Program Administration
- \$ 1,121.00 for Grant Administration

RECOMMENDATION: Approve payment of \$14,290.98 to the City of Irvine for Program and Grant Administration for the month of September 2020.

ICCP/Stubler
Board Meeting
November 9, 2020

IRVINE CHILD CARE PROJECT

DATE: November 9, 2020

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CITY OF IRVINE	005710-59-5864	\$ 13,169.98
CITY OF IRVINE	005501-59-5810	\$ 1,121.00
CITY OF IRVINE	005710-59-5811	\$
CITY OF IRVINE	005710-59-4305	\$
	TOTAL	\$14,290.98

EXPENDITURE CLASSIFICATION SUMMARY

005710-59-5864	\$ 13,169.98	
005501-59-5810	\$ 1,121.00	
005710-59-5811	\$	
005710-59-4305	\$	
	TOTAL	\$14,290.98



City of Irvine
 FINANCE DEPARTMENT
 P.O. BOX 19575
 IRVINE, CA 92623-9575
 949-724-6049

CUSTOMER NO. C4604
INVOICE NO. 205401
INVOICE DATE 10/05/2020

IRVINE CHILD CARE PROJECT
 5050 BARRANCA PKWY
 IRVINE, CA 92604-4652

Terms: Please remit payment within 30 days to avoid 10 percent late fee and penalties.

Past due accounts may be referred to a collection agency.

	Original Amount	\$14,290.98
SEPTMBER 2020		
STAFFING: ADMINISTRATION = \$12,969.98		
STAFFING: GRANT ADMINISTRATION = \$1,121.00		
SUPPLIES = \$0		
DUPLICATING = \$200.00		
CONTRACT SERVICES PAID ON PCARD = \$0		
CONTRACT SERVICES = \$0		
LOCAL TRAVEL = \$0		
TOTAL \$14,290.98		
		Total Due: \$14,290.98

PAYMENT OPTIONS:



ELECTRONIC: (preferred method)
 Bank of America
 275 S Valencia Ave, Brea CA 92823
 City of Irvine General Account
 ACH Routing: 121000358
 Bank Account: 14330-00006
 ** Include Invoice and Customer Number
 in payment details section



SEND CHECKS TO:
 Finance Department
 PO Box 19575, Irvine CA 92623-9575
 ** Include Payment Slip with check



CREDIT/DEBIT CARDS:
 Please call (949) 724-6011

PAYMENT SLIP

CUSTOMER #: C4604
INVOICE #: 205401
INVOICE DATE: 10/05/2020
TOTAL AMOUNT DUE: \$14,290.98

TOTAL PAYMENT:
 \$ _____

ITEM 6

IRVINE CHILD CARE PROJECT

TOPIC: CALIFORNIA DEPARTMENT OF EDUCATION
GENERAL CHILD CARE AND DEVELOPMENT
PROGRAM GRANT FUNDING
FY 2019-20 AMENDMENT 02

DESCRIPTION: The California Department of Education (CDE) has approved an increase in the General Child Care and Development (CCTR) grant to the Irvine Child Care Project (ICCP) for FY 2019-20 of \$125,302 for a total grant award amount of \$811,580.

On September 18, 2020 ICCP received notification from the California Department of Education (CDE) that another agency in Orange County released 2019-2020 grant funds through the annual Voluntary Temporary Transfer of Funds program. ICCP had submitted an application in April 2020 for \$125,000 in VTTF as it was anticipated that the CCTR contract would be over earned by approximately this amount by June 30, 2020.

A copy of CCTR-9159 Amendment 02 is attached for the Board's information.

RECOMMENDATIONS: Submitted for the Board's information.



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-2213 • 916-445-3844 • WWW.CDE.CA.GOV

Attention: EXECUTIVE DIRECTORS, CHILD DEVELOPMENT PROGRAMS

Subject EXECUTED CHILD DEVELOPMENT CONTRACT

Enclosed for your records is one fully executed copy of your child development contract. Should you have any questions regarding your executed contract, please submit an email to FFlores@cde.ca.gov.

Thank you,

A handwritten signature in black ink, appearing to read "Favio Flores".

Favio Flores AGPA

Child Development Contracts

Enclosures



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 19 - 20

Amendment 02

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

VTT of \$125,302 from CCTR-9229

DATE: July 01, 2019

CONTRACT NUMBER: CCTR-9159

PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS

PROJECT NUMBER: 30-0Q553-00-9

CONTRACTOR'S NAME: IRVINE CHILD CARE PROJECT

This agreement with the State of California dated July 01, 2019 designated as number CCTR-9159 and Amendment #01 (Budget Act/Rate Increase) shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$686,278.00 and inserting \$811,580.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be \$49.54. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 13,853.0 and inserting 16,382.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 251. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE) 		BY (AUTHORIZED SIGNATURE) 	
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING Traci Stubbler, ICCP Administrator and CCTR Program Director	
TITLE Contract Manager		ADDRESS One Civic Center Plaza, P.O. Box 19575, Irvine CA 92623-9575	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 125,302 PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 686,278 TOTAL AMOUNT ENCUMBERED TO DATE \$ 811,580	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE Department of General Services use only
	(OPTIONAL USE) See Attached		
	ITEM See Attached	CHAPTER	STATUTE FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706		
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO	B.R. NO
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE	

ITEM 7

IRVINE CHILD CARE PROJECT

TOPIC: **WARRANT REQUEST – CATALYST FAMILY INC.**

DESCRIPTION: Catalyst Family Inc. has submitted an invoice in the amount of \$108,200.00 for child care development services provided in the period July 1, 2019 through June 30, 2020.

Though these services were rendered in the 2019-2020 FY, Catalyst Family Inc. did not invoice ICCP for reimbursement of these costs as the total amount allowable for the fiscal year through Contract Number CCTR-9159 had already been paid to the agency. With the award of an additional \$125,302 through Amendment #02 to CCTR-9159, funds are now available to reimburse Catalyst Family Inc. for the amount remaining eligible for reimbursement.

The attached invoice and warrant request in the amount of \$108,200.00 are submitted for the Board's review and approval.

RECOMMENDATION: Approve payment of \$108,200.00 to Catalyst Family Inc. for child care development services provided in the period July 1, 2019 through June 30, 2020.

IRVINE CHILD CARE PROJECT

DATE: November 9, 2020

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$108,200.00
	TOTAL	\$108,200.00

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$108,200.00	
	TOTAL	\$108,200.00

Catalyst Family Inc.

350 Woodview Ave, Suite 100
Morgan Hill, CA. 95037
(408)556-7300

INVOICE NUMBER
5040 FY19-20 Adj with VTTF

DATE: **September 25, 2020**

SOLD TO: Irvine Child Care Project
14341 Yale Avenue
Irvine, CA 92604
Attention: Traci Stubbler

DESCRIPTION			
General child development services provided in period <u>July 1, 2019</u> through <u>June 30, 2020</u>			
Fiscal Year 2019-2020 Contract Type: CCTR-9159			
	Original Contract Agreement	Original + VTTF (Contract Amendment 02)	Year-end Contract Earnings (CDE Calculation)
Contract Maximum Reimbursable Amount (MRA)	\$686,278.00	\$811,580.00	\$794,478.00
Less School District Indirect Cost	(\$13,456.43)	(\$13,456.43)	(\$13,456.43)
Maximum/Net Billable Amount	\$672,821.57	\$798,123.57	\$781,021.57
FY2019-20 Total Invoiced as of June 2020:			\$672,821.57
Net Balance Due to Catalyst Family Inc.			<u>\$108,200.00</u>

ITEM 8

IRVINE CHILD CARE PROJECT

TOPIC: DEPOSIT OF STATE GRANT APPORTIONMENT

DESCRIPTION: The Irvine Child Care Project (ICCP) has received a check in the amount \$56,960.00 from the California Department of Education, Child Development Division.

- \$56,960.00 represents the 3rd apportionment received for the FY 2020-21 State Grant

RECOMMENDATION: Authorize the deposit of grant funds from the State Department of Education into the appropriate account as follows:

\$ 13,527.00	01-005-50100-8290
\$ 6,218.00	01-005-50100-8290
\$ 37,215.00	01-005-50100-8590

Irvine



BOARD
ADAM BUCHANAN, President
IRA GLASKY, Vice President
ALAN BATTENFIELD Clerk
STEPHANIE BYNON, Member
MELISSA FOX, Member

October 22, 2020

To: Becky Myers
From: Traci Stubbler
ICCP Administrator
Subject: Deposit of State Grant Apportionment for CCTR-0163

I have enclosed a check from the State of California to deposit as the 3rd State Grant Apportionment, for FY 2020-21, in the amount \$56,960.00.

Please deposit into the following accounts:

3rd Apportionment:

\$ 13,527.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$ 6,218.00	Grant CDD-deposit to account # 01-005-50100-8290/Federal
\$ 37,215.00	Grant CDD-deposit to account # 01-005-50100-8590/State

Submitted for your action.

Thank you for your help,

Traci Stubbler
ICCP Administrator

Payments » Invoice CD-20200306-Q5530

Warrant Amount: \$56,960

Status: Paid

Payment Date: 10/16/2020

Agreement Number	PCA	Amount
<u>CCTR0163</u>	13609	\$13,527
<u>CCTR0163</u>	15136	\$6,218
<u>CCTR0163</u>	23254	\$37,215

Fiscal Analyst: Ellyssa Rodriguez | erodriguez@cde.ca.gov | 916-322-5090

Questions: CPARIS Support | cparissupport@cde.ca.gov | 916-322-8332



STATE OF CALIFORNIA 65-362222

THE TREASURER OF THE STATE WILL PAY OUT OF THE IDENTIFICATION NO.

0000052269

0000

FUND NO. 8087

FUND NAME FISCAL CONSOLIDATED PMT

MO. | DAY | YR.

10 | 16 | 2020

90-1342/1211

65362222

TO: 362222

--- IRVINE CHILD CARE PROJECT
ONE CIVIC CNTR PLAZA
PO BOX 19575
IRVINE CA 92623-9575

DOLLARS	CENTS
\$***56960	.00

Betty T. Yee

 BETTY T. YEE
 CALIFORNIA STATE CONTROLLER

⑆126113423⑆ 653622228⑈

DETACH ON DOTTED LINE
KEEP THIS PORTION FOR YOUR RECORDS

65-362222

ISSUE DATE: 10/16/2020
DEPARTMENT OF EDUCATION
CALIFORNIA DEPARTMENT OF EDUCATION ACCOUNTING OFFICE 1430 N ST
SACRAMENTO CA 95814
FOR QUESTIONS CONTACT ACCOUNTING DEPARTMENT AT 916/3235577

VENDOR NAME

VENDOR ID

IRVINE CHILD CARE PROJECT

0000052269

VOUCHER ID

INVOICE ID

PO ID

00196994

CD-20200306-Q5530

0000019840

AMOUNT PAID

\$56960.00

PAYMENT MESSAGE

CHILD DEVELOPMENT FISCAL ANALYST: E. RODRIGUEZ 916-322-5090

ADDITIONAL PAYMENT MESSAGE

ITEM 9

IRVINE CHILD CARE PROJECT

TOPIC: **DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN'S FUND (ICF)**

DESCRIPTION: The Irvine Child Care Project has received checks in the total amount of \$7,241.00 from ICF for child care services provided during the months of July and August 2020.

RECOMMENDATION: Authorize the deposit of funds from ICF into the appropriate account as follows:

- \$ 7,241.00 01-005-712-00-8689
- \$ 0.00 01-005-712-00-8699

Irvine



Project

BOARD
ADAM BUCHANAN, President
IRA GLASKY, Vice President
ALAN BATTENFIELD, Clerk
STEPHANIE BYNON, Member
MELISSA FOX, Member

October 19, 2020

TO: Becky Meyers

**FROM: TRACI STUBBLER
ICCP ADMINISTRATOR**

SUBJECT: DEPOSIT OF ICF CHECKS

I have enclosed check #5040 in the amount of \$2,750.00 and check #5041 in the amount of \$4,491.00 from the Irvine Children's Fund (ICF) for the service months of July and August 2020.

Please deposit into the following account as follows:

\$ 7,241.00	ICF – deposit to account # 01-005-712-00-8689
\$ 0.00	CDBG/ICF - deposit to account # 01-005-712-00-8699

Submitted for your action.

Thanks for your help,

Traci Stubbler
ICCP Administrator



Irvine Children's Fund
 Irvine Junior Games
 14301 Yale Avenue
 Irvine, CA 92604
 (949) 786-6454

WELLS FARGO BANK, NA
 Irvine, CA 92604
 16-24/1220

5040

9/28/2020

Irvine Children's Fund

PAY TO THE
 ORDER OF

Irvine Child Care Project

\$ **2,750.00

Two Thousand Seven Hundred Fifty Only*****

DOLLARS

Traci Stubbler

14341 Yale Ave
 Irvine, CA 92604

July 2020

Tracy Stubbler
Sharon Wilkinson MP

⑈005040⑈ ⑆ 22000247⑆ 309668310⑈

Details on Back
 Intuit eCheckLock™ Secure Check

Irvine Children's Fund

5040

Irvine Child Care Project

9/28/2020

ICF:PROGRAMS:SCHOLARSHIPS:CDBG 20 July 2020

2,750.00

Wells Fargo Checking July 2020

2,750.00



Irvine Children's Fund
 Irvine Junior Games
 14301 Yale Avenue
 Irvine, CA 92604
 (949) 786-6454

WELLS FARGO BANK, NA
 Irvine, CA 92604
 16-24/1220

5041

9/28/2020

Irvine Children's Fund

PAY TO THE ORDER OF Irvine Child Care Project

\$ **4,491.00

Four Thousand Four Hundred Ninety-One Only*****

DOLLARS

Mindy Roberts
Deborah Bellison

August 2020

⑈005041⑈ ⑆122000247⑆ 3096683101⑈

Irvine Children's Fund

5041

Irvine Child Care Project

9/28/2020

4,491.00

ICF:PROGRAMS:SCHOLARSHIPS:CDBG 20 August 2020

Wells Fargo Checking

August 2020

4,491.00

Details on Back
 Inhibit Check Lock™ Secure Check

ITEM 10

IRVINE CHILD CARE PROJECT

TOPIC: IRVINE CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS

DESCRIPTION: The Coronavirus (COVID-19) Pandemic has had a devastating economic impact on Irvine Child Care Project Providers (ICCP). Periods of closure of different lengths for different agencies, changing regulations and guidelines, new health and safety procedures, sanitization requirements, reduced group sizes, and overall capacity have all impacted the financial viability of child care, however the greatest impact on child care providers in Irvine has been the consistently low enrollment as many families keep their children at home for a variety of reasons.

ICCP programs, collectively, experienced a minor increase in enrollment with the beginning of in-person instruction with a total net increase of 125 enrollees across 28 sites. This represents an 18.5 percent increase from the distance learning only period, but overall enrollment remains at approximately 30 percent of that from the same time frame last year.

To date the ICCP Board has approved the waiver of rental payments from ICCP providers for April, May, June, and July, and waiver of 50 percent of rental payments from ICCP providers for August, September, October, and November 2020.

At the ICCP Regular Meeting held September 14, 2020, the Board directed staff to collect financial documentation from each ICCP agency, to include (but not limited to) any grants, loans or gifts received due to the COVID-19 pandemic in order to inform any future decisions about rental payments. Each agency completed and submitted the ICCP Agency Budget form to record all revenue and expenditures from April 1 through September 30, 2020.

Though these completed ICCP Agency Budget Forms were presented at the October 19 Regular Meeting of the ICCP Board, they are attached for your reference as follows:

- Catalyst Family Inc. - ATTACHMENT 1
- Creekers' Club - ATTACHMENT 2
- Dolphin Club - ATTACHMENT 3
- Kids Stuff - ATTACHMENT 4
- Rainbow Rising - ATTACHMENT 5

It is anticipated that ICCP agencies would be able to submit revised ICCP Agency Budget Forms capturing revenue and expenditures through November 30, by December 10, 2020, should the Board request this updated data. November revenue data will reflect any increase in enrollment, particularly as the first trimester ends November 13 and some families may move between academic models. In addition, updated forms will capture any additional revenue due to COVID-19 assistance funds made available to child care providers.

ICCP's budgeted 2020-21 ending fund balance is currently projected to be \$1,323,838. This balance reflects all rental waivers that have been approved by the ICCP Board to date.

In order to continue to provide some financial relief, to support child care providers' continued recovery from the economic impact of the COVID-19 pandemic, and to help ensure the availability of continued on-campus child care after this emergency, the following options are provided for the Board's consideration:

- Option A: Waiver of 50 percent of rental payments for the months of December 2020 and January 2021
Which would be a loss in revenue to ICCP of \$157,740.
- Option B: Waiver of 50 percent of rental payments for the month of December 2020 which would be a loss in revenue to ICCP of \$78,870.
- Option C: No additional waiver for rental payments, or any portion thereof, beyond November 2020.
- Option D: Additional rent relief options as proposed by the Board.

RECOMMENDATION: Approve one of the following options:

- Option A: Waiver of 50 percent of rental payments for the months of December 2020 and January 2021 Which would be a loss in revenue to ICCP of \$157,740.
- Option B: Waiver of 50 percent of rental payments for the Month of December 2020 which would be a loss in revenue to ICCP of \$78,870.
- Option C: No additional waiver for rental payments, or any portion thereof, beyond November 2020.
- Option D: Additional rent relief options as proposed by the Board.

ATTACHMENTS:

1. ICCP Agency Budget Form: April 1 through September 30, 2020 - Catalyst Family Inc.
2. ICCP Agency Budget Form: April 1 through September 30, 2020 - Creekers' Club
3. ICCP Agency Budget Form: April 1 through September 30, 2020 - Dolphin Club
4. ICCP Agency Budget Form: April 1 through September 30, 2020 - Kids Stuff
5. ICCP Agency Budget Form: April 1 through September 30, 2020 - Rainbow Rising

ICCP Agency Budget Form: April 1 through September 30 2020

Agency Name: **Catalyst Family Inc.** Number of ICCP Sites : 10

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 663,786.93
*Other (Indicate source of funds below)	\$ 673,931.85
TOTAL REVENUE:	\$ 1,337,718.78
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 1,171,223.96
Health Insurance	\$ 156,406.88
Payroll Tax	\$ 82,900.19
Worker's Comp	\$ 22,178.69
**Other Employee Benefits (Provide detail below)	\$ 40,552.72
Office Supplies	\$ 7,503.40
Program Supplies	\$ 18,668.09
Furniture/Equipment	\$ 15,855.19
Food and Related Expenses	\$ 28,932.65
Staff Training	\$ 964.00
Management/Licensing Fees	\$ 9,379.22
Rent	\$ 61,943.24
Insurance	\$ 9,286.86
Telephone	\$ 9,526.91
Internet and Tech Support	\$ 308.12
Licenses/Related Fees	\$ 113.35
***Other (Provide detail below)	\$ 13,638.50
TOTAL EXPENDITURES:	\$ 1,649,381.97
NET INCREASE/(DECREASE):	\$ (311,663.19)

ATTACHMENT 1

<p>*Sources of "other income", be sure to include any loans, grants or gifts related to COVID-19:</p>	<p>Total Other Income came from: Reimbursed from Food Program (CCFP); payments from ICCP for childcare services under CCTR contract; In-Kind Gifts; funds received from Children's Home Society for Childcare Supplies & Cleaning Program (CSCP). Please note the total Other Income amount of \$673,931.85 is <u>including</u> an anticipated reimbursement from CCTR contract through ICCP for childcare services incurred in September (\$45,890 -<i>estimate</i>) and additional reimbursement (\$108,200) from ICCP through VTTF amendment to FY2019-20 CCTR contract. The total is also including an estimated amount of \$250,000 from PPP fund to partially cover expenses that pertains to certified children under the CCTR contract. We are planning to apply for forgiveness of the PPP loan.</p>
<p>**Description of "other employee benefits":</p>	<p>Vacation accruals & employee discounts for childcare service</p>
<p>***Description of "other operating expenses":</p>	<p>Utilities, janitorial services, bank charges.</p>

9/21/2020

ICCP Agency Budget Form: April 1 through September 30 2020

Agency Name: **CREEKERS' CLUB**

Number of ICCP Sites :

1

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 81,462.00
*Other (Indicate source of funds below)	\$ 68,809.97
TOTAL REVENUE:	\$ 150,271.97
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 134,709.62
Health Insurance	\$ 7,613.88
Payroll Tax	\$ 10,703.74
Worker's Comp	\$ 6,732.00
**Other Employee Benefits (Provide detail below)	\$ -
Office Supplies	\$ 600.00
Program Supplies	\$ 2,000.00
Furniture/Equipment	\$ 150.00
Food and Related Expenses	\$ 3,000.00
Staff Training	\$ 360.00
Management/Licensing Fees	\$ 925.00
Rent	\$ 4,321.66
Insurance	\$ 6,819.00
Telephone	\$ 1,800.00
Internet and Tech Support	\$ 900.00
Licenses/Related Fees	\$ 770.00
***Other (Provide detail below)	\$ 2,687.65
TOTAL EXPENDITURES:	\$ 184,092.55
NET INCREASE/(DECREASE):	\$ (33,820.58)

ATTACHMENT 2

<p>*Sources of "other income", be sure to include any loans, grants or gifts related to COVID-19:</p>	<p>CHS Grant for Cleaning Supplies - \$4809.97 PPP Loan: \$63,317.00. We anticipate that some but not all the Loan may be forgiven. The exact amount that will be forgiven is unknown at this time.</p>
<p>**Description of "other employee benefits":</p>	
<p>***Description of "other operating expenses":</p>	<p>Onsite activities during the summer program; Game Truck, Laser Tag, Lizard Wizard, Pizza Parties.</p>

9/21/2020

ICCP Agency Budget Form: April 1 through September 30 2020

Agency Name: Dolphin Club

Number of ICCP Sites :

1

REVENUE	TOTAL AMOUNT	
Parent Program Fees	\$	53,134.52
*Other (Indicate source of funds below)	\$	80,492.15
TOTAL REVENUE:	\$	133,626.67
EXPENDITURES	TOTAL AMOUNT	
Staffing	\$	92,452.11
Health Insurance	\$	6,144.97
Payroll Tax	\$	31,585.54
Worker's Comp	\$	564.91
**Other Employee Benefits (Provide detail below)	\$	4,267.45
Office Supplies	\$	1,059.19
Program Supplies	\$	1,522.79
Furniture/Equipment	\$	-
Food and Related Expenses	\$	1,664.20
Staff Training	\$	-
Management/Licensing Fees	\$	-
Rent	\$	6,482.48
Insurance	\$	6,484.09
Telephone	\$	777.95
Internet and Tech Support	\$	120.00
Licenses/Related Fees	\$	1,815.00
***Other (Provide detail below)	\$	6,316.83
TOTAL EXPENDITURES:	\$	161,257.51
NET INCREASE/(DECREASE):	\$	(27,630.84)

ATTACHMENT 3

<p>*Sources of "other income", be sure to include any loans, grants or gifts related to COVID-19:</p>	<p>CHS Grant - \$8,895.15 Aldi Grant - \$1,000.00 PPP - \$70,597.00</p>
<p>**Description of "other employee benefits":</p>	<p>Retirement</p>
<p>***Description of "other operating expenses":</p>	<p>Professional Services, Credit Card Processing Fees, Tuition Refund, & Payroll Fees</p>

9/21/2020

ICCP Agency Budget Form: April 1 through September 30 2020

Agency Name: **Rainbow Rising**

Number of ICCP Sites :

14

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 1,150,408.00
*Other (Indicate source of funds below)	\$ 1,112,984.31
TOTAL REVENUE:	\$ 2,263,392.31
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 1,532,602.93
Health Insurance	\$ 104,334.68
Payroll Tax	\$ 123,813.11
Worker's Comp	\$ 46,949.00
**Other Employee Benefits (Provide detail below)	\$ 28,594.01
Office Supplies	\$ -
Program Supplies	\$ 34,523.77
Furniture/Equipment	\$ -
Food and Related Expenses	\$ 19,278.68
Staff Training	\$ 316.32
Management/Licensing Fees	\$ 47,348.00
Rent	\$ 81,051.00
Insurance	\$ 4,815.00
Telephone	\$ 5,694.84
Internet and Tech Support	\$ -
Licenses/Related Fees	\$ -
***Other (Provide detail below)	\$ 84,089.73
TOTAL EXPENDITURES:	\$ 2,113,411.07
NET INCREASE/(DECREASE):	\$ 149,981.24

ATTACHMENT 4

<p>*Sources of "other income", be sure to include any loans, grants or gifts related to COVID-19:</p>	<p>\$790,500 PPP Loan \$58,710.66 OAEYS, CHS cleaning supplies grant \$263,773.65 Scholarship reimbursements</p>
<p>**Description of "other employee benefits":</p>	<p>\$26,542 for 401K plan \$2,052.01 Employee appreciation</p>
<p>***Description of "other operating expenses":</p>	<p>\$50,050.13 includes accounting, payroll and payment processing, HR services and legal fees \$34,039.60 in tuition refunds to parents</p>

9/21/2020

ICCP Agency Budget Form: April 1 through September 30 2020

Agency Name: Kids Stuff Center

Number of ICCP Sites :

2

REVENUE	TOTAL AMOUNT
Parent Program Fees	\$ 10,660.00
*Other (Indicate source of funds below)	\$ 143,000.00
TOTAL REVENUE:	\$ 153,660.00
EXPENDITURES	TOTAL AMOUNT
Staffing	\$ 47,459.97
Health Insurance	\$ 4,800.00
Payroll Tax	\$ 14,268.39
Worker's Comp	\$ 5,631.00
**Other Employee Benefits (Provide detail below)	\$ -
Office Supplies	\$ 200.00
Program Supplies	\$ 400.00
Furniture/Equipment	\$ 100.00
Food and Related Expenses	\$ 750.00
Staff Training	\$ 500.00
Management/Licensing Fees	\$ 1,694.00
Rent	\$ 8,643.32
Insurance	\$ 9,122.00
Telephone	\$ 588.00
Internet and Tech Support	\$ 120.00
Licenses/Related Fees	\$ 685.20
***Other (Provide detail below)	\$ 94,045.25
TOTAL EXPENDITURES:	\$ 189,007.13
NET INCREASE/(DECREASE):	\$ (35,347.13)

ATTACHMENT 5

<p>*Sources of "other income", be sure to include any loans, grants or gifts related to COVID-19:</p>	<p>PPP Loan</p>
<p>**Description of "other employee benefits":</p>	<p>N/A</p>
<p>***Description of "other operating expenses":</p>	<p>\$75,000: Portion of PPP loan that will be returned as staffing is currently at less than 1/3 of what it was pre-pandemic. \$19045.25: Refunded tuition deposits from families that have dropped out of our program</p>

9/21/2020

BUSINESS

ITEM 11

IRVINE CHILD CARE PROJECT (ICCP)

TOPIC: **ICCP 2021 MEETING SCHEDULE**

DESCRIPTION: Submitted for approval is the ICCP Board Meeting schedule for calendar year 2021.

During the final meeting of each calendar year, the Board approves the meeting schedule for the subsequent year.

The meeting dates for calendar year 2021 are presented as Attachment 1.

All meetings will take place virtually until further notice. When City Hall reopens and in-person meetings reinstated, meetings will take place in room L-102, unless otherwise noted.

It is requested that Board members remain available on the date listed for months with no meetings should a special meeting need to be called.

RECOMMENDATION: Approve the ICCP 2021 meeting schedule.

ATTACHMENT

ICCP 2021 Meeting Schedule

ICCP/Stubbler
Board Agenda
November 9, 2020

**ICCP MEETING SCHEDULE
2021**

<u>Date</u>	<u>Meeting Status</u>	<u>Board Business</u>
January 11, 2021	2nd Monday	
February 8, 2021	No Meeting	Hold
March 8, 2021	2nd Monday	Election of Officers; Preliminary Review of Multi-Year Budget
April 12, 2021	No Meeting	Hold
May 10, 2021	2nd Monday	Review of Budget and Goals
June 14, 2021	2nd Monday	Approval of Budget and Goals
July 12, 2021	No Meeting	Hold
August 9, 2021	No Meeting	Hold
September 13, 2021	2nd Monday	
October 18, 2020	3rd Monday	Site Tours
November 8, 2020	2nd Monday	Approval of 2021 Meeting Schedule
December 13, 2020	No Meeting	

All Meetings begin at 8:30 a.m. and will take place virtually until further notice. When City hall reopens and in-person meetings are reinstated, meetings will take place in room L-102, unless otherwise noted.

Board members shall remain available on the date listed for months with no meetings scheduled should a special meeting need to be called.

ITEM 12

Facilities and Budget Report

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of October 31, 2020

Fiscal Year 2020-21 Budget

Percentage of Year Completed: 33%

OPERATING FUND Program Description	2020-21 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
ICCP - Regular Programs						
COST CENTER 005710						
REVENUE						
8650 Portable Fees Cnty	\$1,892,887	\$1,892,887	\$0	\$236,611	\$1,656,276	12%
8650 Portable Fees Waived - Covid 19	(1) \$0	(\$473,222)	\$0	\$0	(\$473,222)	0%
8660 Interest Income Cnty	\$48,645	\$48,645	\$0	\$4,851	\$43,794	10%
Total Revenue:	\$1,941,532	\$1,468,310	\$0	\$241,462	\$1,226,848	16%
OPERATING EXPENDITURES						
4305 Program Supplies	\$0	\$0	\$0	\$0	\$0	0%
4305 Security Radio	\$2,450	\$2,450	\$0	\$0	\$2,450	0%
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$0	\$2,710	\$37,290	7%
5450 Insurance	\$89,351	\$89,351	\$0	\$1,216	\$88,135	1%
5500 Utilities	\$91,511	\$91,511	\$0	\$15,252	\$76,259	17%
5601 Non-Cap Site/Bldg Improve./Rehab	\$40,000	\$40,000	\$0	\$0	\$40,000	0%
5811 Consultants	\$27,000	\$27,000	\$0	\$0	\$27,000	0%
5817 Scholarships	\$30,000	\$30,000	\$0	\$0	\$30,000	0%
5837 Interest Expense	\$2,200	\$2,200	\$0	\$0	\$2,200	0%
5838 Audit	\$9,100	\$9,100	\$0	\$0	\$9,100	0%
5861 Facilities & Financial Support / IUSD	\$82,300	\$82,300	\$0	\$13,717	\$68,583	17%
5862 Custodial Services	\$560,096	\$560,096	\$0	\$93,349	\$466,747	17%
5864 Program Coordination / City	\$432,500	\$432,500	\$0	\$27,946	\$404,554	6%
Total Operating Expenditures:	\$1,406,508	\$1,406,508	\$0	\$154,190	\$1,252,318	11%
Total Excess (Deficiency):	\$535,024	\$61,802	\$0	\$87,272		
CAPITAL EXPENDITURES						
6210 Building Improvement / \$5K Threshold	\$125,000	\$125,000	\$20,330	\$18,528	\$86,142	31%
6230 Portables (Replacement/New)	\$0	\$0	\$0	\$0	\$0	0%
5862 Custodial Vehicles	\$35,000	\$35,000	\$0	\$0	\$35,000	0%
7439 Debt Service	\$135,173	\$135,173	\$0	\$22,529	\$112,644	17%
Total Capital Expenditures:	\$295,173	\$295,173	\$20,330	\$41,057	\$233,786	21%
Net Increase (Decrease):	\$239,852	(\$233,371)		\$46,215		
Beginning Balance, July 1	\$1,557,209	\$1,557,209		\$1,557,209		
Ending Balance, June 30	\$1,797,061	\$1,323,838		\$1,603,424		
Components of Ending Balance:						
Capital Facilities (Modular Replacement) Reserve	\$1,746,010	\$1,272,788		\$1,597,567		
3% Operation Reserve	\$51,050	\$51,050		\$5,857		

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of October 31, 2020

Fiscal Year 2020-21 Budget

GRANT PROGRAM FUNDS Program Description	2020-21 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'vd
STATE GRANT/CDD						
COST CENTER 005501						
REVENUE						
8290 Child Development Apportionments	\$237,902	\$237,902	\$0	\$79,222	\$158,680	33%
8590 Other State Revenue	\$448,376	\$448,376	\$0	\$149,309	\$299,067	33%
Total Revenue:	\$686,278	\$686,278	\$0	\$228,531	\$457,747	33%
EXPENDITURES						
5810 Serv./Contracts	\$686,278	\$686,278	\$0	\$120,073	\$566,205	17%
Total Expenditures:	\$686,278	\$686,278	\$0	\$120,073	\$566,205	17%
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$108,458		
LOCAL GRANT / Irvine Childrens Fund (ICF)						
COST CENTER 005712						
REVENUE						
8689 All Other Fees & Contracts	\$28,200	\$28,200	\$0	\$0	\$28,200	0%
8699 Other Local Revenue/CDBG	\$51,800	\$51,800	\$0	\$0	\$51,800	0%
Total Revenue:	\$80,000	\$80,000	\$0	\$0	\$80,000	0%
EXPENDITURES						
5817 Scholarships	\$80,000	\$80,000	\$0	\$7,241	\$72,759	9%
Total Expenditures:	\$80,000	\$80,000	\$0	\$7,241	\$72,759	9%
Fund Balance (U):	\$0	\$0	\$0	(\$7,241)		
GRANT PROGRAM FUND SUMMARY						
REVENUE	\$766,278	\$766,278	\$0	\$228,531	\$537,747	30%
EXPENDITURES	\$766,278	\$766,278	\$0	\$127,314	\$638,964	17%
Total Excess (Deficiency):	\$0	\$0	\$0	\$101,217		
Beginning Balance, July 1	\$0	\$0	\$0	\$0		
Ending Balance, June 30	\$0	\$0	\$0	\$101,217		
TOTAL ICCP FUND BALANCE:	\$1,797,060	\$1,323,838	\$0	\$1,704,684		
(Operating Fund + Grant Program Funds)						

Notes:

1. ICCP Board approved rental fees waived to providers due to COVID. July waived 100%, August waived 50%, September waived 50%, October waived 50% and

ITEM 13

**Irvine Child Care Project Administrator's
Report**

Irvine Child Care Project (ICCP) Administrator's Report
November 9, 2020

Scholarships/Financial Assistance:

- On October 19, 2020 ICCP received notification from the California Department of Education (CDE) that additional funds in the amount of \$15,091 will be awarded to ICCP to support family fees that could not be absorbed due to the waived April, May and June family fees within the FY 2019-2020. The augmentation will be reflected in Amendment 03 to the CCTR-9159 contract. Once the amendment is executed, Catalyst Family Inc. will submit an invoice to request reimbursement for waived family fees.

Program Quality:

- ICCP providers are currently assessing their ability to provide full-day care at sites with the necessary physical space for children enrolled in the Irvine Virtual Academy while ensuring all safety guidance, including cohort requirements, are adhered to. Providers are also reaching out to families and Principals to accurately assess demand for these services.

Facilities:

- Staff continue to work with State of California Community Care Licensing Division (CCLD), the Orange County Fire Authority and IUSD for the child care programs to continue to access additional space on campus during traditional after school hours and full day during breaks so that additional children can continue to be cared for, beyond the current maximum of 28-42 children per site. Temporary waivers are issued in 90 day increments only so applications and documentation is required every 90 days for the State to continue to allow access.