



MINUTES

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**

CALL TO ORDER

A regular meeting of the Irvine Child Care Project (ICCP) was called to order on Monday, November 9, 2020 at 9:05 a.m. by President Buchanan.

ROLL CALL

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

Absent:	BOARD MEMBER:	Melissa Fox
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PLEDGE OF ALLEGIANCE

Supervisor Stubler led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

ANNOUNCEMENTS

There were no announcements.

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 concern over the continual decline in enrollment and revenue at Creekers’ Club due to the ongoing Covid-19 pandemic. Creekers Club may not remain solvent in the long term as a result. Creekers’ Club is a single site provider and unable to shift costs by offsetting loses at one site with revenue from another, nor can they move staff between low and higher enrolled programs.

CONSENT CALENDAR

Moved by Vice President Glasky, seconded by Board Member Bynon, and unanimously carried to approve Consent Calendar items 1 through 9.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Glasky
Absent: Fox

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 October 19, 2020.

2. WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved 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

ACTION:

Approved 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)

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 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

ACTION:

Approved 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

ACTION:

Submitted for the Board's information.

7. WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved 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

ACTION:

Authorized 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)

ACTION:

Authorized 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

Public Comment on item 10: Michael Hagemann, parent of a child who attends Creekers’ Club, expressed continued concern for the financial state of the ICCP sites. He asks the board to direct staff to reach out to programs about enrollment numbers, to choose “Option A” as indicated on the staff report, and to begin exploring options with the City and School Board to temporarily reduce pass through expenses for the ICCP programs.

Moved by Vice President Glasky, seconded by Board Member Bynon unanimously carried by the Board Members present to approve 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.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Glasky
Absent: Fox

Discussion Included: Exploring longer term changes to ICCP structure to reflect the new reality of what enrollment looks like due to Covid-19; status of any pending facility needs on the long term fiscal health of the ICCP; the next school slated for construction will have the child care building paid for by the land developer; the possibility of closing or consolidating sites on a temporary basis; possibility for ICCP providers to serve students enrolled in the hybrid model for full day care on distance learning days, depending on demand and ability to do so while maintaining consistent small group COVID-19 safety requirements.

11. ICCP 2021 MEETING SCHEDULE

ACTION: Approve the ICCP 2021 meeting schedule.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Glasky
Absent: Fox

REPORTS

12. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

Report included in packet was reviewed.

13. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER

Report included in packet was reviewed.

ADJOURNMENT

Moved by Vice President Glasky, seconded by Clerk Battenfield, and unanimously carried to adjourn the meeting at 9:36 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, January, 11 2021**.

Adam Buchanan

Adam Buchanan (Mar 11, 2021 15:39 PST)

ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT

Shane Dineen

Shane Dineen (Mar 11, 2021 15:42 PST)

SHANE DINEEN
RECORDING SECRETARY

Date Approved: 3/11/21









01 11-09 ICCP Minutes FOR SIGNATURE

Final Audit Report

2021-03-11

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