



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

January 11, 2021
8:30 AM

Adam Buchanan
President

Cyril Yu
Vice President

Alan Battenfield
Clerk

Board Member:
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, January 11, 2021 at 8:33 a.m. by President Buchanan.

ROLL CALL

Present:	BOARD MEMBER:	Stephanie Bynon
	CLERK:	Alan Battenfield
	VICE PRESIDENT:	Cyril Yu
	PRESIDENT:	Adam Buchanan
	ALTERNATE BOARD MEMBER:	Anthony Kuo

PLEDGE OF ALLEGIANCE

Supervisor Stubler led the Pledge of Allegiance.

INTRODUCTIONS

City of Irvine Staff Representatives, IUSD Staff Representatives, and all board members present introduced themselves to new Vice President Cyril Yu who also introduced himself.

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

No general public comments.

CONSENT CALENDAR

Moved by Clerk Battenfield, seconded by Vice President Yu, and unanimously carried to approve Consent Calendar items 1 through 11.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Glasky, Kuo

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 November 9, 2020.

2. WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$22,307.36 to Catalyst Family Inc. for child care development services for November 1-30, 2020.

3. WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$94,325.05 to Catalyst Family Inc. for child care development services provided in the period July 1, 2020 through September 30, 2020.

4. WARRANT REQUEST – ICCP PROVIDERS IRVINE CHILDREN’S FUND SCHOLARSHIPS

ACTION:

Approved payments totaling the amount of \$3,113.75 to ICCP providers for childcare services for November 1-30, 2020 funded by ICF Scholarships.

- \$ 2,131.25 to Rainbow Rising
- \$ 00.00 to Kids Stuff
- \$ 532.50 to Catalyst Family Inc.
- \$ 450.00 to Dolphin Club
- \$ 00.00 to Creekers Club

5. WARRANT REQUEST – ICCP SCHOLARSHIPS

ACTION:

Approved payments totaling the amount of \$100.00 to ICCP providers for childcare services for November 1-30, 2020 funded by ICF Scholarships.

- \$ 100.00 to Rainbow Rising
- \$ 0.00 to Kids Stuff
- \$ 0.00 to Catalyst Family Inc.
- \$ 0.00 to Dolphin Club
- \$ 0.00 to Creekers Club

6. 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 November 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

7. WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$15,781.05 to the City of Irvine for Program and Grant Administration for the month of November 2020.

- \$ 14,660.05 for Program Administration
- \$ 1,121.00 for Grant Administration

8. ICCP PAYMENTS FOR DECEMBER 2020

ACTION:

Received and filed approved December 2020 Accounting Sheet and packet for services rendered October 2020.

9. ICCP EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT

ACTION:

Reviewed and accepted attached invoices in the total amount of \$152,468.56 paid by IUSD on behalf of ICCP.

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:

- \$ 34,434.00 01-005-50100-8290
- \$ 15,829.00 01-005-50100-8290
- \$116,397.00 01-005-50100-8590

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

ACTION:

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

- \$ 7,526.63 01-005-712-00-8689
- \$ 0.00 01-005-701-00-8699

BOARD BUSINESS

12. ICCP LETTER IN SUPPORT OF ICF COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS BOARD REPRESENTATIVE SIGNATURE AUTHORIZATION

Moved by Vice President Yu, seconded by Clerk Battenfield, and unanimously carried to authorize the ICCP Board President, or alternate Board Member, to sign the letter in support of ICF’s two 2021-22 Fiscal Year CDBG applications.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Glasky, Kuo

13. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS

Public Comment on item 13: Rick Porter, President of the Rainbow Rising Board shared some additional information about the status of Rainbow Rising’s finances. Rainbow Rising has received approximately \$1,000,000.00 in grants and loans at this time. In spite of that, their revenue is down approximately 65% from last year. Rainbow Rising has not furloughed or laid off any staff since February 2020 and does not plan to through the rest of this school year.

Moved by Vice President Yu, seconded by Alternate Board Member Kuo unanimously carried by the Board Members present to approve Option A: Waiver of 50 percent of the rental payments for the months of February and March 2021, which would be a loss in revenue to ICCP of \$157,740.00.

Discussion Included: The Board asked John Fogarty if there would be an option in the future to invoice for previously waived rent if loans issued to ICCP provider agencies through the Paycheck Protection Program are converted retroactively to

grants and/or provider agency financials indicate significantly healthy fund balance. ICCP's finances are strong at this time when factoring in all Covid-19 related rent waivers/reductions.

REPORTS

14. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

Report included in packet was reviewed.

15. ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER

Report included in packet was reviewed.

ADJOURNMENT

Moved by Vice President Yu, seconded by Clerk Battenfield, and unanimously carried to adjourn the meeting at 9:09 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, March, 8 2021**.

Adam Buchanan

Adam Buchanan (Mar 30, 2021 11:26 PDT)

**ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT**

Shane Dineen

Shane Dineen (Mar 30, 2021 11:50 PDT)

**SHANE DINEEN
RECORDING SECRETARY**

Date Approved: 3/30/21









01-11 ICCP Minutes

Final Audit Report

2021-03-30

Created:	2021-03-30
By:	Rebecca Parmer (rparmer@cityofirvine.org)
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