



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

September 14, 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, September 14, 2020 at 8:34 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 Stubler led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

ANNOUNCEMENTS

Supervisor Stubler shared that Continuing Development Inc. has changed their name to Catalyst Family Inc.

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 due to the Covid-19 pandemic. She also thanked Community Services Supervisor Traci Stubbler for her ongoing support with respect to licensing, classroom use, and CDC guidelines, which has freed up time for Ellen and her staff to focus on programming and working with their students. She also thanked IUSD Principal Christina Pierson who has been providing support on the Stone Creek campus.

Terese Lishka, Board Member of Creekers' Club and parent of a child attending the program, expressed her support and gratitude to the Creekers' Club for the care her child receives from Ellen and the entire staff. Creekers' Club has helped her family remain employed during the pandemic by providing care to her child. She has trust in the program and hopes that by keeping their tuition increases minimal, coupled with ongoing financial support from the ICCP Board, Creekers' Club will remain open and financially viable.

CONSENT CALENDAR

Moved by Board Member Fox, seconded by Board Member Bynon, and unanimously carried to approve Consent Calendar items 1 through 11.

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 June 8, 2020.

ACTION:

Approved the minutes of a special meeting of the Irvine Child Care Project held on July 20, 2020.

ACTION:

Approved the minutes of a special meeting of the Irvine Child Care Project held on August 10, 2020.

2. WARRANT REQUEST – CONTINUING DEVELOPMENT, INC.

ACTION:

Approved payment of \$61,462.14 to Continuing Development, Inc. for child care development services for July 1-31, 2020.

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

ACTION:

Approved payment of \$2,750.00 to the City of Irvine for Program and Grant Administration for the month of July 2020.

- \$ 2,750.00 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 \$15,286.09 to the City of Irvine for Program and Grant Administration for the month of July 2020.

- \$ 14,165.09 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 April 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 PAYMENTS ISSUED JULY 2020

ACTION:

Received and filed attached record of payments issued July 2020 for service month May 2020.

7. ICCP PAYMENTS ISSUED AUGUST 2020

ACTION:

Received and filed attached record of payments issued August 2020 for service month June 2020.

8. ICCP EXPENSES PAID BY IUSDd

ACTION:

Reviewed and accepted attached invoices in the total amount of \$6,401.27 paid by IUSD on behalf of ICCP.

9. DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF

ACTION:

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

- \$ 15,286.81 01-005-712-00-8699
- \$ 0.00 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:

- \$ 54,435.00 01-005-50100-8290
- \$ 25,023.00 01-005-50100-8290
- \$ 149,758.00 01-005-50100-8590

11. SUBCONTRACT AGREEMENT WITH CONTINUING DEVELOPMENT, INC. FOR CALIFORNIA DEPARTMENT OF EDUCATION GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING (CCTR - 0163)

ACTION:

Received and file Subcontract Agreement with Continuing Development, Inc. for California Department of Education General Child Care and Development Program Grant Funding

BOARD BUSINESS

12. SIGNATURE AUTHORIZATION FOR CALIFORNIA DEPARTMENT OF EDUCATION STATE CCTR GRANT DOCUMENTS

ACTION:

Moved by Board Member Fox, seconded by Vice President Glasky, and unanimously carried by members to authorize the Designated Program Director on the CDE Contract to approve the Quarterly Attendance and Fiscal

Report data entered into the CPARIS system by the subcontractor and additional CCTR documents as outlined above, as needed:

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Fox, Glasky

Discussion included: Supervisor Stubler shared that she will always seek a hard copy signature when possible.

13. ICF SCHOLARSHIP FUNDING ALLOCATION TO ICCP FOR FY 2020-21 SCHOLARSHIP PROGRAM

ACTION:

Moved by Clerk Battenfield, seconded by Board Member Fox, and unanimously carried to accept ICF allocation of \$80,000 for child care scholarships for FY 2020-21.

The motion carried as follows:

Ayes: Battenfield, Buchanan, Bynon, Fox, Glasky

Discussion included: Clerk Battenfield expressed the Board's gratitude to the Irvine Children's Fund for the allocation.

Following discussion of Item No. 13, President Buchanan reordered the agenda to consider Item 15 Facilities and Budget Report prior to Item No. 14.

14. ICCP CHILD CARE PROJECT RENT RELIEF FOR PROVIDERS

Public Comment on item 14: Michael Hagemann, parent of a child who attends Creekers' Club, shared that enrollment is down and he is not optimistic about a swift or extensive increase in enrollment moving forward. He asks the board to direct Supervisor Stubler to reach out to providers about enrollment before the next ICCP Board meeting. He also asked the board to select Option A from the choices below. He further asked the board to begin exploring options in partnership with the City of Irvine and Irvine Unified School District for more drastic action, specifically the possibility of reducing expenses passed on to the ICCP programs.

ACTION:

Moved by Board Member Fox, seconded by Vice President Glasky, and unanimously carried to approve Option A: Waiver of 50 percent of the rental payments for the month of October 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: Board Member Fox expressed uncertainty for the future due to revenue being down and expenses being up for ICCP Providers due to the Covid-19 pandemic, she supported option A. Board Member Bynon requested financial information from the ICCP sites, specifically what other financial assistance if any, have they received. She supports option A, and wants to take any future waivers on a month to month basis. Vice President Glasky requested that ICCP Providers be asked if they received any Paycheck Protection Program assistance. He shared that about 60% of IUSD families have selected either the traditional or hybrid model of education and that moving forward this may impact ICCP enrollment as guidelines are updated. He supports option A and requests that additional financial information is provided by the ICCP sites in order to better inform future financial considerations by the ICCP Board.

REPORTS

15. FACILITIES AND BUDGET REPORT – JOHN FOGARTY

This item was considered following Council Business Item 13.

IUSD Chief Financial Officer John Fogarty shared with the board that due to several factors relating to insurance, construction, and the Covid-19 pandemic, ICCP has a higher than expected fund balance to take into consideration related to Item 14 and any future reduction of rent for ICCP providers.

16. ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER

Supervisor Stubbler shared that ICCP Providers are prioritizing “Traditional Model” students due to health and safety requirements regarding stable grouping guidance and the impact of space limitations and that the City of Irvine is doing the same with respect to its programming.

ADJOURNMENT

Moved by Board Member Fox, seconded by Vice President Glasky, and unanimously carried to adjourn the meeting at 9:25 a.m. The next Regular Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on **Monday, October 19, 2020**.

Adam Buchanan

Adam Buchanan (Apr 7, 2021 17:30 PDT)

ADAM BUCHANAN, PRESIDENT
IRVINE CHILD CARE PROJECT

Shane Dineen

Shane Dineen (Apr 8, 2021 10:19 PDT)

SHANE DINEEN
RECORDING SECRETARY

Date Approved: 4/8/2021









09-14 ICCP Minutes (for signature)

Final Audit Report

2021-04-08

Created:	2021-04-07
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Status:	Signed
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