



AGENDA

IRVINE CHILD CARE PROJECT REGULAR MEETING

January 10, 2022

8:30 AM

Irvine City Hall, B203 and Zoom
One Civic Center Plaza
Irvine, CA 92604

Cyril Yu
Vice President

Alan Battenfield
Clerk

Board Member:
Stephanie Bynon
Tammy Kim
Corey Lakin

PARTICIPATION AT IRVINE CHILD CARE PROJECT MEETING

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT BOARD-INFORMATION. YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: TRACI STUBBLER, ONE CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO "ATTN: ICCP@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT BOARD-INFORMATION.

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE PROJECT ON A SCHEDULED AGENDA ITEM – INCLUDING A REGULAR BUSINESS ITEM OR PUBLIC COMMENTS – PLEASE REGISTER BY COMPLETING THE REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM. PLEASE IDENTIFY ON THE FORM YOUR NAME AND THE ITEM ON WHICH YOU WOULD LIKE TO SPEAK. THE [REQUEST TO SPEAK FORM](#) ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE CHILD CARE PROJECT ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILD CARE PROJECT MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE CHILD CARE PROJECT. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER ON AGENDIZED ITEMS, AND THREE MINUTES DURING GENERAL PUBLIC COMMENTS (UNLESS THE TIME LIMIT IS EXTENDED BY THE CHAIR), WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED, AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

PLEASE NOTE: THE IRVINE CHILD CARE PROJECT MEETING 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. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-724-6600, OR VIA EMAIL AT ICCP@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN 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.

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 Meeting 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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

1. PRESENTATIONS

1.1 TRANSITIONAL KINDERGARTEN EXPANSION AND IRVINE CHILD CARE PROJECT PROGRAMS

ANNOUNCEMENTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act, and are limited to 15 minutes per 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. If you wish to speak, please **complete a Speaker's Form and submit it to the Recording Secretary**.

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.

2. 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.

2.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Project meeting held on November 8, 2021.

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

RECOMMENDED ACTION:

Approve payment of \$57,761.71 to Catalyst Family Inc. for child care development services for November 1-30, 2021.

2.3 WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS

RECOMMENDED ACTION:

Approve payments for warrants totaling the amount of \$9,674.50 (CDBG) for child care services for November 1-30, 2021 funded by ICF scholarships.

- \$ 1,829.50 to Catalyst Family Inc. (CDBG)
- \$ 397.50 to Creekers Club (CDBG)
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 7,447.50 to Rainbow Rising (CDBG)

2.4 WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (CV) SCHOLARSHIPS

RECOMMENDED ACTION:

Approve payments for warrants totaling the amount of \$23,232.86 (CDBG-CV) for child care services for November 1-30, 2021 funded by CV scholarships.

- \$ 5,444.93 to Catalyst Family Inc. (CDBG-CV)
- \$ 483.75 to Creekers Club (CDBG-CV)
- \$ 1,150.00 to Dolphin Club (CDBG-CV)
- \$ 652.50 to Kids Stuff
- \$15,501.68 to Rainbow Rising (CDBG-CV)

2.5 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

RECOMMENDED ACTION:

Approve payment of \$73,956.67 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 November 2021.

- \$47,685.08 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 8,007.17 for Utilities
- \$ 7,000.00 for Facilities & Financial Support

2.6 ICCP EXPENSES PAID BY IUSD

RECOMMENDED ACTION:

Review and accept attached invoices in the total amount of \$14,097.24 paid by IUSD on behalf of ICCP.

2.7 WARRANT REQUEST – CITY OF IRVINE

RECOMMENDED ACTION:

Approve payment of \$21,593.58 to the City of Irvine for Program and Grant Administration for the month of November 2021.

- \$ 19,984.34 for Program Administration
- \$ 1,609.24 for Grant Administration

2.8 MEMBER-AT-LARGE REAPPOINTMENT

RECOMMENDED ACTION:

Re-appoint Stephanie Bynon to the ICCP Board of Directors to serve for a regular term of office to commence February 1, 2022 through January 2023.

3. BOARD BUSINESS

3.1 FISCAL YEAR 2020-21 FINANCIAL YEAR-END AUDIT

RECOMMENDED ACTION:

Receive and File FY 2020-21 Year-end Financial Audit.

3.2 IRVINE CHILD CARE PROJECT (ICCP) QUALITY CRITERIA AND ASSESSMENT PROCESS

RECOMMENDED ACTION:

Submitted for the Board’s review and discussion.

4. REPORTS

4.1 FACILITIES AND BUDGET REPORT – JOHN FOGARTY

ACTION:

Receive and File.

4.2 ICCP ADMINISTRATOR'S REPORT – TRACI STUBBLER

ACTION:
Receive and File.

ADJOURNMENT

The next Irvine Child Care Project Board Meeting will convene at 8:30 a.m. on Monday, March 14, 2022.

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 p.m. 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 p.m.

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). 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

AMERICANS WITH DISABILITIES ACT: 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.

COMMUNICATION AND ELECTRONIC DEVICES

To minimize distractions, please be sure all personal communication and electronic 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 January, March, May, June, September, October, and November, at 8:30 a.m. unless otherwise noted. Agendas are available at the following locations:

- Police Department
- Front Entrance of City Hall
- City's web page 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

January 6, 2022 by 5:30 p.m. as well as on the City's web page.

/s/Rebecca Parmer

Board Liaison

ITEM 1.1
PRESENTATION

There is no report associated with this item.

CONSENT

ITEM 2.1
MINUTES



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

November 8, 2021
Irvine Child Resource Center
14341 Yale Avenue
Irvine, CA 92604

CALL TO ORDER

The regular meeting of the Irvine Child Care Project (ICCP) was called to order at 8:31 a.m. by Vice President Yu.

ROLL CALL

Present:	5	BOARD MEMBER:	Stephanie Bynon
		BOARD MEMBER:	Tammy Kim
		BOARD MEMBER:	Corey Lakin
		CLERK:	Alan Battenfield
		VICE PRESIDENT:	Cyril Yu

PLEDGE OF ALLEGIANCE

Vice President Yu led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

PRESENTATIONS

There were no presentations.

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENTS

Sharon Wellikson, Executive Director of Irvine Children's Fund (ICF), expressed her thanks on behalf of ICF to the City of Irvine City Council for allocating American Rescue Plan Act (ARPA) funding to the ICCP scholarship program.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

1. CONSENT CALENDAR

Moved by Board Member Kim, seconded by Clerk Battenfield, to approve Consent Calendar items 1.1 through 1.9.

There were no requests to speak.

The motion carried as follows:

Ayes: Battenfield, Bynon, Kim, Lakin, Yu

1.1 MINUTES

ACTION:

Approved the minutes of the Irvine Child Care Project meeting held on October 18, 2021.

1.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$49,193.22 to Catalyst Family Inc. for child care development services for September 1-30, 2021.

1.3 WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICF) SCHOLARSHIPS

ACTION:

Approved payments for warrants totaling the amount of \$9,637.00 **(CDBG)** for child care services for September 1-30, 2021 funded by ICF scholarships.

- \$ 1,829.50 to Catalyst Family Inc. **(CDBG)**
- \$ 360.00 to Creekers Club **(CDBG)**
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 7,447.50 to Rainbow Rising **(CDBG)**

1.4 WARRANT REQUEST – IRVINE CHILDREN’S FUND CORONAVIRUS (CV) SCHOLARSHIPS

ACTION:

Approved payments for warrants totaling the amount of \$16,788.02 **(CDBG-CV)** for child care services for September 1-30, 2021 funded by CV scholarships.

- \$ 3,613.38 to Catalyst Family Inc. (CDBG-CV)
- \$ 483.75 to Creekers Club (CDBG-CV)
- \$ 1,150.00 to Dolphin Club (CDBG-CV)
- \$ 00.00 to Kids Stuff
- \$11,540.89 to Rainbow Rising (CDBG-CV)

1.5 WARRANT REQUEST – IRVINE CHILDREN’S FUND (ICCP) SCHOLARSHIPS

ACTION:

Approved payments for warrants totaling the amount of \$78.00 (ICCP) for child care services for September 1-30, 2021 funded by ICCP scholarships.

- \$ 00.00 to Catalyst Family Inc.
- \$ 00.00 to Creekers Club
- \$ 00.00 to Dolphin Club
- \$ 00.00 to Kids Stuff
- \$ 78.00 to Rainbow Rising (ICCP)

1.6 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$73,956.67 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 2021.

- \$47,685.08 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$ 8,007.17 for Utilities
- \$ 7,000.00 for Facilities & Financial Support

1.7 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$21,323.04 to the City of Irvine for Program and Grant Administration for the month of September 2021.

- \$ 20,339.17 for Program Administration
- \$ 983.87 for Grant Administration

1.8 DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF

ACTION:

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

- \$ 27,995.00 01-005-712-00-8699

1.9 DEPOSIT OF CDBG-CV SCHOLARSHIP FUNDS FROM ICF

ACTION:

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

- \$ 35,108.09 01-005-712-00-8699

2. BUSINESS

2.1 ICCP 2022 MEETING SCHEDULE

ACTION: Moved by Board Member Kim, seconded by Clerk Battenfield, to approve the ICCP 2022 meeting schedule.

There were no requests to speak.

The motion carried as follows:

Ayes: Battenfield, Bynon, Kim, Lakin, Yu

3. REPORTS

3.1 FACILITIES AND BUDGET REPORT – JOHN FOGARTY

ACTION:

Received and Filed.

3.2 ICCP ADMINISTRATOR’S REPORT – TRACI STUBBLER

ACTION:

Received and Filed.

ADJOURNMENT

Moved by Board Member Kim, and seconded by Clerk Battenfield, to adjourn the meeting at 8:41 a.m.

CYRIL YU, VICE PRESIDENT
IRVINE CHILD CARE PROJECT

SHANE DINEEN
RECORDING SECRETARY

Date Approved: _____

ITEM 2.2

IRVINE CHILD CARE PROJECT

TOPIC: WARRANT REQUEST – CATALYST FAMILY INC.

DESCRIPTION: Catalyst Family Inc. has submitted an invoice in the amount of **\$57,761.71** for child care development services for the month of **November 2021**. This provider served a total of 90 children during this month.

A site-by-site breakdown of service follows.

The attached invoice and warrant request in the amount of **\$57,761.71** are submitted for the Board's review and approval.

RECOMMENDATION: Approve payment of **\$57,761.71** to Catalyst Family Inc. for child care development services for November 1-30, 2021.

IRVINE CHILD CARE PROJECT

DATE: January 10, 2022

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00550159-5810	\$57,761.71
	TOTAL	\$57,761.71

EXPENDITURE CLASSIFICATION SUMMARY

00550159-5810	\$57,761.71	
	TOTAL	\$57,761.71



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

INVOICE NUMBER
5040-NOV21

DATE: **December 9, 2021**

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

DESCRIPTION	PRICE	AMOUNT
General child development services provided in period November 1, 2021 through November 30, 2021		
Fiscal Year 2021-2022 Contract Type: CCTR-1167		
Service fees of 982.51 days @ \$51.55	\$50,648.39	
Less Certified Parent fees	- \$0.00	
Contract earnings to District	\$50,648.39	
Adjustment for District Indirect Cost $50,648.39 \div 1.02 =$	\$993.11	
November Balance due to Catalyst Family Inc.		\$49,655.28
<i>July thru October adjustment between new vs. old RR (see "Jul-Oct Adj" tab)</i>		8,106.43
Net Balance due to Catalyst Family Inc.		\$57,761.71
Billing Summary:		
Cumulative Prior Period Amount Billed	\$230,604.06	
Current Period Billing	\$57,761.71	
Cumulative Fiscal Year Amount Billed	\$288,365.77	
Contract Maximum Billable	\$1,125,400.98	
Available remaining balance	\$837,035.21	

**ATTENDANCE SUMMARY
CERTIFIED CHILDREN**

STATE GRANT

**November 2021
(19 days of service)**

CATALYST FAMILY INC.:

Stonegate	2	children served
	36	child days of enrollment
Oak Creek	9	children served
	152	child days of enrollment
Vista Verde	0	children served
	0	child days of enrollment
Plaza Vista	35	children served
	597	child days of enrollment
Canyon View	6	children served
	114	child days of enrollment
Turtle Rock	8	children served
	143	child days of enrollment
Springbrook	6	children served
	77	child days of enrollment
Deerfield	12	children served
	174	child days of enrollment
University Park	12	children served
	187	child days of enrollment
<u>TOTALS:</u>	90	children served
	1,480	child days of enrollment
<u>YEAR-TO-DATE:</u>	403	children served
	6,771	child days of enrollment

ITEM 2.3

IRVINE CHILD CARE PROJECT

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

DESCRIPTION: Warrant requests in the amount of **\$9,674.50 (CDBG)** are submitted for the Board’s review and approval for ICF Scholarships during the month of **November 2021**. The warrants to be issued are as follows:

\$1,829.50 to Catalyst Family Inc. **(CDBG)**

\$397.50 to Creekers Club **(CDBG)**

\$00.00 to Dolphin Club

\$00.00 to Kids Stuff

\$7,447.50 to Rainbow Rising **(CDBG)**

A site-by-site breakdown follows.

RECOMMENDATION: Approve payments for warrants totaling the amount of **\$9,674.50 (CDBG)** for child care services for November 1-30, 2021 funded by ICF scholarships.

IRVINE CHILD CARE PROJECT

DATE: January 10, 2022

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	\$1,829.50
CREEKERS CLUB	00571259-5817	\$397.50
DOLPHIN CLUB	00571259-5817	\$00.00
KIDS STUFF	00571259-5817	\$00.00
RAINBOW RISING	00571259-5817	\$7,447.50
	TOTAL	\$9,674.50

ATTENDANCE SUMMARY
IRVINE CHILDREN'S FUND SCHOLARSHIP PROGRAM
November 2021

<i>Alderwood</i>	0 children served
<i>Beacon Park</i>	1 children served
<i>Bonita Canyon</i>	0 children served
<i>Brywood</i>	0 children served
<i>Cadence Park</i>	0 children served
<i>Canyon View</i>	0 children served
<i>College Park</i>	0 children served
<i>Culverdale</i>	6 children served
<i>Cypress Village</i>	0 children served
<i>Deerfield</i>	0 children served
<i>Eastshore</i>	0 children served
<i>Eastwood</i>	2 children served
<i>Greentree</i>	0 children served
<i>Loma Ridge</i>	0 children served

<i>Meadow Park</i>	1 children served
<i>Northwood</i>	1 children served
<i>Oak Creek</i>	0 children served
<i>Plaza Vista</i>	1 children served
<i>Portola Springs</i>	2 children served
<i>Santiago Hills</i>	0 children served
<i>Springbrook</i>	0 children served
<i>Stone Creek</i>	1 children served
<i>Stonegate</i>	0 children served
<i>Turtle Rock</i>	0 children served
<i>University Park</i>	0 children served
<i>Vista Verde</i>	1 children served
<i>Westpark</i>	0 children served
<i>Woodbury</i>	1 children served

November 2021:

Number of Children Served: 17
Number of Child Days of Enrollment: 279
Number of Sites Served: 10
Funds Awarded: \$9,674.50
Number of Children Added to Program This Month: 0
Number of Children Removed From Program This Month: 0
Number of Children On Waiting List: 3

Year-to-Date:

Number of Children Served: 17
Number of Child Days of Enrollment: 1,364
Number of Sites Served: 10
Funds Awarded: \$47,204.00

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

December 2021

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

Long Term scholarships awarded to the students in the Rainbow Rising program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Beacon Park	\$607.50 (CDBG)
Culverdale	\$3,815.00 (CDBG)
Eastwood	\$805.00 (CDBG)
Meadow Park	\$720.00 (CDBG)
Northwood	\$405.00 (CDBG)
Portola Springs	\$1,095.00 (CDBG)
Total Amount due to Rainbow Rising:	\$7,447.50 (CDBG)

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

December 2021

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

Long Term scholarships awarded to the students in the **Catalyst Family Inc.** program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Plaza Vista	\$305.50 (CDBG)
Vista Verde	\$900.00 (CDBG)
Woodbury	\$624.00 (CDBG)
Total Amount due to Catalyst Family Inc.:	\$1,829.50 (CDBG)

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

December 2021

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

Long Term scholarships awarded to the students in the **Creeker's Club**. program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Stone Creek	\$397.50 (CDBG)
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Total Amount due to Creeker's Club:	\$397.50 (CDBG)
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ITEM 2.4

IRVINE CHILD CARE PROJECT

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

DESCRIPTION: Warrant requests in the amount of **\$23,232.86 (CDBG-CV)** are submitted for the Board’s review and approval for ICF-CV Scholarships during the month of **November 2021**. The warrants to be issued are as follows:

\$5,444.93 to Catalyst Family Inc. **(CDBG-CV)**

\$483.75 to Creekers Club **(CDBG-CV)**

\$1,150.00 to Dolphin Club **(CDBG-CV)**

\$652.50 to Kids Stuff **(CDBG-CV)**

\$15,501.68 to Rainbow Rising **(CDBG-CV)**

A site-by-site breakdown follows.

RECOMMENDATION: Approve payments for warrants totaling the amount of **\$23,232.86 (CDBG-CV)** for child care services for November 1-30, 2021 funded by ICF-CV scholarships.

**IRVINE CHILD CARE PROJECT
IRVINE CHILDREN'S FUND CORONAVIRUS SCHOLARSHIP PROGRAM**

DATE: January 10, 2022

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CATALYST FAMILY INC.	00571259-5817	\$5,444.93
CREEKERS CLUB	00571259-5817	\$483.75
DOLPHIN CLUB	00571259-5817	\$1,150.00
KIDS STUFF	00571259-5817	\$652.50
RAINBOW RISING	00571259-5817	\$15,501.68
	TOTAL	\$23,232.86

ATTENDANCE SUMMARY
IRVINE CHILDREN'S FUND CORONAVIRUS SCHOLARSHIP PROGRAM
November 2021

<i>Alderwood</i>	1 children served
<i>Beacon Park</i>	1 children served
<i>Bonita Canyon</i>	1 children served
<i>Brywood</i>	1 children served
<i>Cadence Park</i>	2 children served
<i>Canyon View</i>	0 children served
<i>College Park</i>	0 children served
<i>Culverdale</i>	7 children served
<i>Cypress Village</i>	0 children served
<i>Deerfield</i>	1 children served
<i>Eastshore</i>	2 children served
<i>Eastwood</i>	1 children served
<i>Greentree</i>	1 children served
<i>Loma Ridge</i>	0 children served

<i>Meadow Park</i>	4 children served
<i>Northwood</i>	7 children served
<i>Oak Creek</i>	0 children served
<i>Plaza Vista</i>	3 children served
<i>Portola Springs</i>	2 children served
<i>Santiago Hills</i>	0 children served
<i>Springbrook</i>	0 children served
<i>Stone Creek</i>	1 children served
<i>Stonegate</i>	0 children served
<i>Turtle Rock</i>	0 children served
<i>University Park</i>	1 children served
<i>Vista Verde</i>	0 children served
<i>Westpark</i>	3 children served
<i>Woodbury</i>	3 children served

November 2021:

Number of Children Served: 42
 Number of Child Days of Enrollment: 641
 Number of Sites Served: 18
 Funds Awarded: \$23,232.86
 Number of Children Added to Program This Month: 4
 Number of Children Removed From Program This Month: 2
 Number of Children On Waiting List: 0

Year-to-Date:

Number of Children Served: 43
 Number of Child Days of Enrollment: 2344
 Number of Sites Served: 20
 Funds Awarded: \$79,854.69

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM
INVOICE**

December 2021

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

Long Term scholarships awarded to the students in the Rainbow Rising program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Alderwood	\$324.00	(CDBG-CV)
Beacon Park	\$390.00	(CDBG-CV)
Bonita Canyon	\$480.00	(CDBG-CV)
Cadence Park	\$1,398.75	(CDBG-CV)
Culverdale	\$3,240.00	(CDBG-CV)
Eastwood	\$231.43	(CDBG-CV)
Greentree	\$607.50	(CDBG-CV)
Meadow Park	\$2,265.00	(CDBG-CV)
Northwood	\$2,737.50	(CDBG-CV)
Portola Springs	\$1,257.50	(CDBG-CV)
Westpark	\$2,570.00	(CDBG-CV)
Total Amount due to Rainbow Rising:	\$15,501.68	(CDBG-CV)

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM
INVOICE**

December 2021

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

Long Term scholarships awarded to the students in the **Catalyst Family Inc.** program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Deerfield	\$811.00	(CDBG-CV)
Plaza Vista	\$1,561.18	(CDBG-CV)
University Park	\$1,106.00	(CDBG-CV)
Woodbury	\$1,966.75	(CDBG-CV)
Total Amount due to Catalyst Family Inc.:	\$5,444.93	(CDBG-CV)

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM
INVOICE**

December 2021

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

Long Term scholarships awarded to the students in the **Creeker's Club**. program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Stone Creek	\$483.75 (CDBG-CV)
-------------	--------------------

Total Amount due to Creeker's Club:	\$483.75 (CDBG-CV)
--	---------------------------

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM
INVOICE**

December 2021

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

Long Term scholarships awarded to the students in the **Dolphin Club**. program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Eastshore	\$1,150.00 (CDBG-CV)
-----------	----------------------

Total Amount due to Dolphin Club:	\$1,150.00 (CDBG-CV)
--	-----------------------------

**IRVINE CHILD CARE PROJECT / IRVINE CHILDREN'S FUND
CORONAVIRUS (CV) SCHOLARSHIP PROGRAM
INVOICE**

December 2021

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

Long Term scholarships awarded to the students in the **Kids Stuff.** program operating at the following schools in Irvine, for **November 2021**, reimbursement amounts of:

Brywood	\$652.50 (CDBG-CV)
---------	--------------------

Total Amount due to Kids Stuff:	\$652.50 (CDBG-CV)
--	---------------------------

ITEM 2.5

IRVINE CHILD CARE PROJECT

TOPIC: WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

DESCRIPTION: IUSD has submitted an invoice for the Board’s review and approval in the amount of **\$73,956.67** 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 November 2021.

The specific breakdown is as follows:

- \$47,685.08 for Custodial Services
- \$675.00 for Custodial Equip Amortization
- \$10,589.42 for Payment of Portable Purchase
- \$8,007.17 for Utilities
- \$7,000.00 for Facilities & Financial Support

RECOMMENDATION: Approve payment of **\$73,956.67** 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 November 2021.

IRVINE CHILD CARE PROJECT

DATE: December 1, 2021

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	00571059-5862	\$47,685.08
IUSD	00571081-7439	\$675.00
IUSD	00571081-7439	\$10,589.42
IUSD	00571081-5500	\$8,007.17
IUSD	00571059-5861	\$7,000.00
	TOTAL	\$73,956.67

EXPENDITURE CLASSIFICATION SUMMARY

00571059-5862	\$47,685.08
00571081-7439	\$675.00
00571081-7439	\$10,589.42
00571081-5500	\$8,007.17
00571059-5861	\$7,000.00
TOTAL	\$73,956.67



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:	75RI0046
DIVISION:	75GN
TERM:	2122
INVOICE DATE:	11/01/21
DUE DATE:	11/30/21
AMOUNT DUE	\$73,956.67

Item	Qty	Unit Amt	Ref. #	Account	Description	Amount
1	1	10589.42		0100000000 8953	November 2021: Sales of IUSD- Owned Portables	10,589.42
2	1	8,007.17		0100000000 8650	November 2021: Utilities	8,007.17
3	1	7,000.00		0100000000 8699	November 2021: Facilities & Financial Support Services	7,000.00
4	1	675.00		0100000000 8699	November 2021: Custodial Equipment	675.00
5	1	47685.08		0100505400 8699	November 2021: Custodial Svcs	47,685.08
Tax						
INVOICE TOTAL						\$73,956.67

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 75RI0046
DIV: 75GN
TERM: 2122
Due Date 11/30/21
Amount Due \$73,956.67
Amount Paid \$ _____

ITEM 2.6

IRVINE CHILD CARE PROJECT

TOPIC: **IRVINE CHILD CARE PROJECT (ICCP) EXPENSES PAID BY IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

DESCRIPTION: The following invoices, in the total amount of \$14,097.24, have been paid by IUSD on behalf of ICCP:

- \$1,216.00 to Philadelphia Insurance Companies for Fixed Umbrella Liability Insurance Coverage.
- \$7,000.00 to Eide Bailly LLP for Fiscal Year 2020-21 Audit Fees Progress Payment
- \$812.00 to California Department of Education for Unearned Interest in FY19-20 Child Development Apportionments.
- \$3,500 to Eide Bailly LLP for Fiscal Year 2020-21 Audit Fees Final Payment
- \$1,569.24 to Todd Pipe and Supply for Sink and Faucet at Vista Verde ICCP Portable

RECOMMENDATION: Review and accept attached invoices in the total amount of \$14,097.24 paid by IUSD on behalf of ICCP

INVOICE DATE	INVOICE / REF NUMBER	PURCHASE ORDER NUMBER	AMOUNT
10/01/21	2003696569		1,216.00
		TOTAL AMOUNT OF INVOICES	1,216.00
PAID BY: IRVINE CHILD CARE PROJECT 5050 BARRANCA PARKWAY IRVINE, CA 92604-4698 949-651-0444		SUMMARY 0100571059 5450 1,216.00	

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
 IRVINE CHILD CARE PROJECT

Sub Fund
 0101

56-382
412

No. 41003751
 Date: 10/13/21
 Acct#: 9600058619

Pay ONE Thousand TWO Hundred SIXTEEN Dollars and ZERO Cents

\$*****1,216.00

To The **PHILADELPHIA INSURANCE COMPANIES**
 Order **P O BOX 70251**
 of **PHILADELPHIA, PA 19176-0251**

VOID UNLESS PRESENTED WITHIN 6 MONTHS
 WELLS FARGO BANK, N.A.
 115 HOSPITAL DRIVE
 VAN WERT, OH. 45891

NOT NEGOTIABLE NOT NEGOTIABLE NOT NEGOTIABLE NOT NEGOTIABLE



Billing terms

Policy The program

Term The policy length

Product Identifies PHILY niche product group

Bill plan Full or interval payment plan applied to this policy. For Surety bonds, only Fixed Annual bill plan will be available

Premium charged Policy premium at inception plus any additional premium or return premium endorsements

Premium applied Payments or adjustments made to date

Current installment amount Divided portion of premium invoiced this month based on the Bill Plan

Taxes/surcharges and fees State imposed taxes or surcharges based on specific coverage and/or premium

Payment / credits Payments or adjustments made for the current month

Current balance due Total amount currently due

Notice A \$5.00 monthly installment fee may be included. If payment is received after the invoice due date, a \$25.00 late fee will be incurred (some states may vary)

Ledger 41

RECEIVED
OCT 07 2021
BY:

*OK to pay
Biu*

0100571059-5450

PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group
PO Box 70251 Philadelphia PA 19176-0251

MB 01 002073 76687 E 11 B



IRVINE CHILD CARE PROJECT
5050 BARRANCA PKWY
IRVINE CA 92604-4698

Invoice Number:	2003696569
Account Number:	102152 <input type="checkbox"/>
Billing Date:	10/01/2021
Amount Due:	\$1,216.00

Remittance Amount: \$



PHILADELPHIA INSURANCE COMPANIES
PO BOX 70251
PHILADELPHIA PA 19176-0251



PHILADELPHIA INSURANCE COMPANIES

Your account summary

Current month breakdown

Product	Policy	Term / Bill plan	Premium charged (\$)	Premium applied (\$)	Current installment amount (\$)	Taxes / surcharge (\$)	Fees (\$)+	Payment / credits	Current balance due (\$)
102152 Irvine Child Care Project									
Flexi Plus Five	PHSD1656054	10/1/21 - 22 Fixed Annual	1,216.00	0.00	1,216.00 1 of 1	0.00	0.00	0.00	1,216.00
						Payments will be allocated towards these charges first			
Total Balance:									1,216.00

Applications, policy forms, risk management services, and claims management services are available at www.phy.com
 *Denotes change in term premium **Denotes the 25% down and 1st installment billed together †May include installment fee

LEDGER: 41 DATE ISSUED: 10/13/21 VENDOR NAME: EIDE BAILLY LLP VENDOR:V4100117 CHECK: 41003750

INVOICE DATE	INVOICE / REF NUMBER	PURCHASE ORDER NUMBER	AMOUNT
10/07/21	EI01215089		7,000.00
TOTAL AMOUNT OF INVOICES			7,000.00
PAID BY: IRVINE CHILD CARE PROJECT 5050 BARRANCA PARKWAY IRVINE, CA 92604-4698 949-651-0444		SUMMARY 0100571059 5838 7,000.00	

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
IRVINE CHILD CARE PROJECT

Sub Fund
0101

No. 41003750
Date: 10/13/21
Acct#: 9600058619

56-382
412

Pay SEVEN Thousand Dollars and ZERO Cents

\$*****7,000.00

To The
Order
of
EIDE BAILLY LLP
SUITE 300
10681 FOOTHILL BLVD
RANCHO CUCAMONGA, CA 91730-3831

VOID UNLESS PRESENTED WITHIN 6 MONTHS
WELLS FARGO BANK, N.A.
115 HOSPITAL DRIVE
VAN WERT, OH. 45891

NOT NEGOTIABLE NOT NEGOTIABLE NOT NEGOTIABLE NOT NEGOTIABLE

Ledger 41



CPAs & BUSINESS ADVISORS

INVOICE

Irvine Unified School District
5050 Barranca Pkwy
Irvine CA 92604

Invoice #: EI01215089
Client #: 207117
Invoice Total: \$7,000.00

Please return top portion with payment

Invoice Is Due Upon Receipt

Progress billing related to the audit of the Irvine Child Care Project's financial statements for the year ended June 30, 2021. 7,000.00

Invoice Total

\$ 7,000.00

OK to pay
BW

0100571059-5838

Date: 10/07/21 Invoice #: EI01215089 Irvine Unified School District Page: 1

Pay by Mail:
Eide Bailly LLP
10681 Foothill Blvd., Ste. 300
Rancho Cucamonga, CA 91730-3831
Phone 909.466.4410 | Fax 909.466.4431

Pay Online: www.eidebailly.com/PayBill
Pay by ACH:
ACH Routing # 091310521
Bell Bank Checking Acct # 6520865897
Acct Name: Eide BAILLY LLP-CA OFFICE

(A surcharge will be applied to any payments made by credit card)

ITEM 2.7

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 **\$21,593.58** for Program and Grant Administration for the month of November 2021.

The specific breakdown is as follows:

\$19,984.34 for Program Administration

\$1,609.24 for Grant Administration

RECOMMENDATION: Approve payment of **\$21,593.58** to the City of Irvine for Program and Grant Administration for the month of November 2021.

IRVINE CHILD CARE PROJECT

DATE: January 10, 2022

<u>VENDOR</u>	<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
IUSD	005710-59-5864	\$19,984.34
IUSD	005501-59-5810	\$1,609.24
IUSD	005710-59-5811	
IUSD	005710-59-4305	
	TOTAL	\$21,593.58

EXPENDITURE CLASSIFICATION SUMMARY

005710-59-5864	\$19,984.34
005501-59-5810	\$1,609.24
005710-59-5811	
005710-59-4305	
TOTAL	\$21,593.58



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

CUSTOMER NO. C4604
INVOICE NO. 210799
INVOICE DATE 12/14/2021

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 \$21,593.58

NOVEMBER 2021
 STAFFING: ADMINISTRATION = \$19,784.34
 STAFFING: GRANT ADMINISTRATION = \$1,609.24
 SUPPLIES = \$0
 DUPLICATING = \$200.00
 CONTRACT SERVICES PAID ON PCARD = \$0
 CONTRACT SERVICES = \$0
 LOCAL TRAVEL = \$0

 TOTAL \$21,593.58

Total Due: \$21,593.58

PAYMENT OPTIONS:



ELECTRONIC:
 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



CREDIT/DEBIT CARDS:
 Please pay online at:
<https://arpayments.cityofirvine.org>



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

PAYMENT SLIP

CUSTOMER #: C4604
INVOICE #: 210799
INVOICE DATE: 12/14/2021
TOTAL AMOUNT DUE: \$21,593.58

TOTAL PAYMENT:
 \$ _____

ITEM 2.8

IRVINE CHILD CARE PROJECT

TOPIC: MEMBER AT LARGE RE-APPOINTMENT

DESCRIPTION: The Irvine Child Care Project (ICCP), established in 1984, is governed by the ICCP Board of Directors (Board). The Board is comprised of two members appointed by the governing board of each of the parties to the joint powers agreement, and one member interested in child care appointed by the remaining board members.

Board Member Bynon was appointed as Member at Large to serve a special term of office to commence September 9, 2019 through January 2020. She was reappointed for annual terms in February 2020 and March 2021. Board Member Bynon was originally selected in response to an open recruitment based on her extensive volunteer experience and unique perspective being familiar with the needs and goals of Irvine Unified School District, the City of Irvine and ICCP. Board Member Bynon has been a dedicated and active member of the ICCP Board during her service on the Board.

Per the ICCP Agreement for the Joint Exercise of Powers, the annual regular term of office for the Member at Large is February through January and members may be reappointed solely within the discretion of the appointing power.

ICCP Board Vice President Yu recommends the reappointment of Board Member Bynon who has indicated an interest in and commitment to continuing to serve on the ICCP Board.

RECOMMENDATION: Re-appoint Stephanie Bynon to the ICCP Board of Directors to serve for a regular term of office to commence February 1, 2022 through January 2023.

BUSINESS

ITEM 3.1

IRVINE CHILD CARE PROJECT

TOPIC: **FISCAL YEAR 2020-21 FINANCIAL YEAR-END
AUDIT**

DESCRIPTION: The Irvine Child Care Project FY 2020-21 Financial Year-end Audit has been completed by the independent auditing firm of Eide Bailly, LLP as required by the California Department of Education.

There were no significant findings or notations. Tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

RECOMMENDATION: Receive and file FY 2020-21 Year-end Financial Audit.

COPIES OF THE ANNUAL FINANCIAL REPORT FOR THE IRVINE CHILD CARE PROJECT FOR THE YEAR ENDED JUNE 30, 2021, PROVIDED TO BOARD MEMBERS ONLY.

COPIES ARE AVAILABLE:

- **ON THE CITY'S WEB SITE – WWW.CITYOFIRVINE.ORG**
- **UPON REQUEST THROUGH THE CITY'S RECORDS DEPARTMENT.**

ITEM 3.2

IRVINE CHILD CARE PROJECT

TOPIC: IRVINE CHILD CARE PROJECT (ICCP) QUALITY CRITERIA AND ASSESSMENT PROCESS

DESCRIPTION: Each child care program that operates in an ICCP owned facility is required to hold a School Age Child Care License issued by the State of California Department of Social Services, Community Care Licensing Division (CCLD). In order to obtain and retain a State license providers must continually meet all child care requirements included in Title 22 that are applicable to their license. CCLD ensures continued compliance by completing unannounced facility inspections of all licensed child providers. The frequency of these visits has changed over the years based on changes to State law and the State of California budget. As of January 2021 annual visits were reinstated such that each licensed child care facility in the State of California will be inspected at least once annually.

During the annual visit the Licensing Program Analyst (LPA) inspects the facility, including but not limited to, food service areas and procedures, staff and child records, and confirm staff to child ratios. The LPA completes an inspection tool throughout the visit and provides a summary of the visit to the site director. Documentation on CCLD visits, including annual inspections, complaint investigations, and compliance visits are available for public view on the State of California's transparency website. The child care program is also required to post the "Notice of Site Visit" on their front door after a visit. The Notice indicates if any regulatory violations were noted during the visit and notifies parents where they can access the full visit report.

In 1985, shortly after the Irvine Child Care Project's creation, the ICCP Board established the Program Assessment and Review Committee (PARC) for the purpose of conducting annual reviews to ensure

continuous quality at all ICCP sites. As established by the Board, PARC consisted of a minimum of seven members including the ICCP Administrator and Child Care Coordinator, both City of Irvine staff members, an Irvine Unified School District Representative and four or more Early Childhood and Elementary Professionals who volunteer their time to complete assessments and attend meetings. PARC would formally make a recommendation to the ICCP Board for each site's lease to be renewed annually based on the site's compliance with ICCP's annual quality assessment process, continuous implementation of ICCP's quality criteria and continued compliance with State Licensing regulations.

Since the establishment of PARC in 1985 the number of ICCP sites has grown from 3 to 28.

The Program Assessment Process evolved over the next 30 years from an informal self-evaluation completed annually by each Site Director to an extensive process with multiple components that take place throughout the year. The following was completed for each ICCP site each year through the 2017-18 fiscal year:

- One detailed Quality Assessment review to include on-site observation and completion of the Quality Assessment Tool consisting of 54 criteria covering the areas of supervision, planning and documentation of learning, interactions, indoor and outdoor space, administration, health and emergency preparedness.
- Additional on-site follow-up reviews as needed to ensure any required program adjustments have been made (lasting approximately 1-2 hours each).
- One "check in" visit during a non-school/full-day program to include on-site observation to complete the Unannounced Visit Assessment Tool consisting of 14 criteria.

- Review of the ICCP Site Administration Notebook submitted by each site which includes documentation to support compliance with each of 19 criteria in the areas of staffing, staff development, programming and documentation of learning, communication with inclusion facilitation agencies, communication with school, parent communication and involvement, and communication with the State of California Community Care Licensing Division (CCLD).

While the State Licensing criteria focus mainly on health and safety, the criteria included on the ICCP Assessment tools include indicators of curriculum quality, quality of interactions, collaboration between the ICCP program and the School site, support of children having special needs and program administration.

The annual process described above required approximately 189 volunteer hours annually. City staff facilitated the annual Quality Assessment process by creating and updating of the Quality Assessment tools, training PARC Members, reviewing and assessing ICCP Site Administration Notebooks, creating the visitation schedule, drafting all communication to agencies and programs regarding site reviews, and overseeing a child care contractor who assisted with site assessments and notebook documentation review.

As the number of sites increased and the depth and breadth of the quality assessment process grew, it became increasingly difficult for volunteers to commit the necessary time to complete assessments. During the 2018-19 fiscal year numerous visits were cancelled and had to be rescheduled due to availability of PARC members. Several PARC members indicated that they would not be able to participate on PARC beyond 2019.

Once it became apparent the volunteer PARC model was no longer sustainable and in order to ensure consistent, high quality programming across all ICCP sites, the ICCP Board voted to allocate \$60,000 in the FY 2019-20 budget, and going forward, to fund

consultant services to complete all ICCP quality assessment reviews including on-site observations, completion of assessment tools, drafting written communication with ICCP sites and writing and maintaining all necessary reports.

The City of Irvine released a Request for Proposal for Quality Assessment Services in June 2019. Ultimately no applications were submitted in response. The City released a second Request for Proposal in November 2019. One application was received in response and deemed qualified. Ultimately it was determined in March 2020 the contract was not able to be executed.

Due to the Coronavirus pandemic CCLD suspended in-person inspection visits from March 2020 through June 2021, conducting only virtual technical support visits throughout that period to ensure provider understanding of and compliance with evolving COVID health and safety requirements. CCLD reinstated in person inspection visits by CCLD Licensing Program Analysts as of July 2021.

In addition, City staff will be completing informal visits at each ICCP site this fiscal year to ensure continued compliance with COVID health and safety requirements.

Staff recommendation to the ICCP Board for the renewal of ICCP provider agency's licenses for the 2021-22 fiscal year will be based on continued compliance with State of California Title 22 and COVID safety requirements.

Staff is requesting input and direction from the Board regarding the ICCP Quality Assessment process for the 2021-22 fiscal year and going forward in order to to develop the 2021-22 ICCP Budget accordingly.

RECOMMENDATION: Submitted for the Board's review and discussion.

ICCP/Stubbler
Board Agenda
January 10, 2022

REPORTS

ITEM 4.1

Facilities and Budget Report

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of November 30, 2021

Fiscal Year 2021-22 Budget

Percentage of Year Completed: 42%

OPERATING FUND Program Description	2021-22 Adopted Budget	Current (Adjusted) Budget	Encumbered Funds (PO's)	Actual Recvd/Spent To Date	Balance	% Used/ Rec'd
ICCP - Regular Programs						
COST CENTER 005710						
REVENUE						
8650 Portable Fees Cnty	\$1,892,887	\$1,892,887	\$0	\$867,573	\$1,025,314	46%
8650 Portable Fees Waived - Covid 19	\$0	(\$78,870)	\$0	\$0	(\$78,870)	0%
8660 Interest Income Cnty	\$48,645	\$48,645	\$0	\$3,053	\$45,592	6%
Total Revenue:	\$1,941,532	\$1,862,662	\$0	\$870,626	\$992,036	47%
OPERATING EXPENDITURES						
4305 Program Supplies	\$0	\$0	\$0	\$0	\$0	0%
4305 Security Radio	\$3,670	\$3,670	\$0	\$0	\$3,670	0%
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$0	\$9,574	\$30,426	24%
5450 Insurance	\$92,762	\$92,762	\$0	\$1,216	\$91,546	1%
5500 Utilities	\$96,086	\$96,086	\$0	\$39,654	\$56,432	41%
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	\$1,000	\$29,000	3%
5837 Interest Expense	\$2,200	\$2,200	\$0	\$366	\$1,834	17%
5838 Audit	\$11,000	\$11,000	\$0	\$10,500	\$500	95%
5861 Facilities & Financial Support / IUSD	\$84,000	\$84,000	\$0	\$28,000	\$56,000	33%
5862 Custodial Services	\$572,221	\$572,221	\$0	\$190,740	\$381,481	33%
5864 Program Coordination / City	\$371,500	\$371,500	\$0	\$87,430	\$284,071	24%
Total Operating Expenditures:	\$1,370,439	\$1,370,439	\$0	\$368,479	\$1,001,960	27%
Total Excess (Deficiency):	\$571,093	\$492,223	\$0	\$502,147		
CAPITAL EXPENDITURES						
6210 Building Improvement / \$25K Threshold	\$125,000	\$125,000	\$13,330	\$0	\$111,670	11%
6230 Portables (Replacement/New)	\$0	\$0	\$0	\$0	\$0	0%
5862 Custodial Vehicles	\$0	\$0	\$0	\$0	\$0	0%
7439 Debt Service	\$135,173	\$135,173	\$0	\$45,058	\$90,115	33%
Total Capital Expenditures:	\$260,173	\$260,173	\$13,330	\$45,058	\$201,785	22%
Net Increase (Decrease):	\$310,921	\$232,050		\$457,089		
Beginning Balance, July 1	\$1,141,154	\$1,141,154		\$1,141,154		
Ending Balance, June 30	\$1,452,075	\$1,373,204		\$1,598,243		
Components of Ending Balance:						
Capital Facilities (Modular Replacement) Reserve	\$1,403,157	\$1,324,285		\$1,585,837		
3% Operation Reserve	\$48,918	\$48,918		\$12,406		

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes In Fund Balances As Of November 30, 2021

Fiscal Year 2021-22 Budget

GRANT PROGRAM FUNDS	2021-22 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	\$500,000	\$367,893	\$0	\$138,388	\$229,505	38%
8590 Other State Revenue	\$500,000	\$780,016	\$0	\$391,638	\$388,378	50%
Total Revenue:	\$1,000,000	\$1,147,909	\$0	\$530,026	\$617,883	46%
EXPENDITURES						
5810 Serv./Contracts	\$1,000,000	\$1,147,909	\$0	\$235,947	\$911,962	21%
Total Expenditures:	\$1,000,000	\$1,147,909	\$0	\$235,947	\$911,962	21%
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$294,078		
LOCAL GRANT / Irvine Childrens Fund (ICF)						
COST CENTER 005712						
REVENUE						
8699 All Other Fees & Contracts/ICF	\$19,611	\$19,611	\$0	\$13,923	\$5,688	71%
8290 Other Revenue/CDBG	\$1,040,210	\$1,040,210	\$0	\$53,570	\$986,640	5%
Total Revenue:	\$1,059,821	\$1,059,821	\$0	\$67,493	\$992,328	6%
EXPENDITURES						
5817 Scholarships	\$1,059,821	\$1,059,821	\$0	\$98,286	\$961,535	9%
Total Expenditures:	\$1,059,821	\$1,059,821	\$0	\$98,286	\$961,535	9%
Fund Balance (U):	\$0	\$0	\$0	(\$30,793)		
GRANT PROGRAM FUND SUMMARY						
REVENUE	\$2,059,821	\$2,207,730	\$0	\$597,519	\$1,610,211	27%
EXPENDITURES	\$2,059,821	\$2,207,730	\$0	\$334,233	\$1,873,497	15%
Total Excess (Deficiency):	\$0	\$0	\$0	\$263,285		
Beginning Balance, July 1	\$0	\$0	\$0	\$0		
Ending Balance, June 30	\$0	\$0	\$0	\$263,285		
TOTAL ICCP FUND BALANCE:	\$1,452,074	\$1,373,204	\$0	\$1,861,528		
(Operating Fund + Grant Program Funds)						

ITEM 4.2

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

Irvine Child Care Project (ICCP) Administrator's Report
January 10, 2022

Scholarships/Financial Assistance:

- ICCP Scholarship funded by the Irvine Children's Fund:
 - Continuing to process applications in the order in which received.
 - Wait list for eligible applicants for the 2021-22 ICCP Scholarship funded by the Irvine Children's Fund (\$182,000 award – projected expended).
 - Irvine Children's Fund CDBG-CV funding remains available.

Program Quality:

- Applications from parties interested in operating the Solis Park School child care program are due by 5 p.m. on Thursday, January 6. Board Member Bynon will be serving on the selection panel on behalf of the ICCP Board. The formal recommendation to select the Solis Park School child care provider will come before the ICCP Board at their March 14, 2022 meeting.
- December Directors' Forums were held virtually and topics included Expansion of Transitional Kindergarten, State of California Community Care Licensing Updates, and the TeachBooks Literacy Resource.
- Informal site visits will continue throughout the 2021-22 Fiscal Year to ensure compliance with State of California COVID Guidance for child care providers, and to provide technical support to help child care providers continue to provide high quality programs and meet the changing needs of the children in their care.