



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu  
President

**January 9, 2023  
8:30 AM**

Alan Battenfield  
Vice President

Stephanie Bynon  
Clerk

**Irvine City Hall, L102  
1 Civic Center Plaza  
Irvine, CA 92604**

Board Members:  
Tammy Kim  
Sandra Salcedo

### CALL TO ORDER

The regular meeting of the Irvine Child Care Project (ICCP) was called to order at 8:30 a.m. on January 9, 2023, in Conference room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California via Zoom: President Yu presiding.

### ROLL CALL

Present:	4	PRESIDENT:	Cyril Yu
		VICE PRESIDENT:	Alan Battenfield
		CLERK:	Stephanie Bynon
		BOARD MEMBER:	Sandra Salcedo
		BOARD MEMBER:	Tammy Kim

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

### PUBLIC COMMENTS – AGENDIZED ITEMS

There were no requests to speak.

### PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no requests to speak.

### INTRODUCTIONS

There were no introductions.

**1. PRESENTATION**

**1.1 EXPANDED LEARNING OPPORTUNITIES PROGRAM**

Stan Machesky, Executive Director of Elementary Education, Irvine Unified School District (IUSD), presented information on IUSD's Expanded Learning Opportunities Program (ELOP) to begin in the 2023-24 school year and requested access to space in ICCP buildings where available during non-peak hours to assist the district in meeting its mandate to provide care to ELOP eligible TK and K students.

ICCP Board discussion included inquiring if ELOP utilizing ICCP spaces would cause conflict with State child care licensing requirements, the feasibility of utilizing ICCP child care space at two room programs and/or the four independent ICCP providers, and the need for a contract or MOU to specifically outline the parameters of the agreement.

**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

There were no announcements, committee reports, or committee updates.

**2. BOARD REPORTS**

**2.1 FINANCIAL REPORT**

John Fogarty, IUSD Assistant Superintendent/CFO, updated the ICCP Board on the budget for Fiscal Year 2022-23.

**2.2 ADMINISTRATOR'S REPORT**

Traci Stubbler, ICCP Administrator, provided an update on the following items:

- ICCP Scholarship funding
- The December ICCP Directors' Forum at which the 2022-23 Quality Assessment program was reviewed and the new Quality Assessment consultants were introduced.
- Recommendation for lease renewals, for ICCP providers for the 2023-24 Fiscal year, will be based on compliance with state licensing.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions and deletions.

**3. CONSENT CALENDAR**

**ACTION: Moved by Board Member Kim, seconded by Clerk Bynon, and unanimously carried by those members present to approve Consent Calendar items 3.1 through 3.9.**

**3.1 MINUTES**

**ACTION:**

Approved the minutes of the Irvine Child Care Project regular meeting held on November 14, 2022.

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

**ACTION:**

Approved payments for warrants totaling the amount of \$13,339.25 Community Development Block Grant (CDBG) for child care services for November 1-30, 2022 funded by ICF scholarships.

- \$ 2,433.75 to Catalyst Family Inc. (CDBG)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 535.00 to Kids Stuff (CDBG)
- \$ 10,370.50 to Rainbow Rising (CDBG)

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

**ACTION:**

Approved payments for warrants totaling the amount of \$31,775.86 (CDBG-CV) for child care services for November 1-30, 2022 funded by CV scholarships.

- \$ 8,406.50 to Catalyst Family Inc. (CDBG-CV)
- \$ 1,545.00 to Creekers Club (CDBG-CV)
- \$ 1,150.00 to Dolphin Club (CDBG-CV)
- \$ 0.00 to Kids Stuff
- \$ 20,674.36 to Rainbow Rising (CDBG-CV)

**3.4 WARRANT REQUEST – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)**

**ACTION:**

Approved payment of \$75,483.08 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 2022.

- \$ 48,669.83 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,407.50 for Utilities
- \$ 7,141.33 for Facilities & Financial Support

**3.5 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$24,008.03 to the City of Irvine for Program and Grant Administration for the month of November 2022.

- \$ 24,008.03 for Program Administration

**3.6 DEPOSIT OF SCHOLARSHIP FUNDS FROM ICF**

**ACTION:**

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

- \$ 12,406.00            01-005-50100-8290

**3.7 DEPOSIT OF CDBG-CV SCHOLARSHIP FUNDS FROM ICF**

**ACTION:**

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

- \$ 24,226.87            01-005-50100-8290

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

**ACTION:**

Reviewed and accepted attached invoices in the total amount of \$34,738.64 paid by IUSD on behalf of ICCP.

**3.9 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED DECEMBER 2022**

**ACTION:**

Received and filed attached record of payments issued December 2022 for service month October 2022.

**4. BOARD BUSINESS**

**4.1 MEMBER-AT-LARGE REAPPOINTMENT**

**ACTION: Moved by Board Member Salcedo, seconded by Board Member Kim, and unanimously carried by those members present to reappoint Stephanie Bynon to the ICCP Board of Directors to serve for**

a regular term of office to commence February 1, 2023 through January 2024.

**DISCUSSION INCLUDED:** President Yu thanked Clerk Bynon on behalf of the ICCP Board for her service.

**4.2 ACCEPTANCE OF ADDITIONAL FUNDS AWARDED BY THE IRVINE CHILDREN'S FUND TO SUPPORT THE ICCP SCHOLARSHIP PROGRAM FOR THE 2022-23 FISCAL YEAR**

**ACTION:**

Moved by Board Member Kim, seconded by Vice President Battenfield, and unanimously carried by those members present to accept the additional award of \$35,000 for the 2022-23 Fiscal Year from ICF to support the ICCP Scholarship Program.

**4.3 ICF 2022-2023 SCHOLARSHIP FUNDING LEVEL INCREASE**

**ACTION:** Received and filed.

**4.4 FISCAL YEAR 2021-22 FINANCIAL YEAR-END AUDIT**

**ACTION:** Received and filed FY 2021-22 Year-end Financial Audit.

**DISCUSSION INCLUDED:** President Yu asked for clarification about the audit results, John Fogarty, IUSD Assistant Superintendent/CFO confirmed there were no findings which is the best outcome possible.

**4.5 RESOLUTION TO AUTHORIZE DESIGNATED ICCP PERSONNEL TO SIGN CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT DOCUMENTS**

**ACTION:** Moved by Vice President Battenfield, seconded by Board Member Kim, and unanimously carried by those members present to adopt resolution to authorize designated ICCP personnel to sign contract documents with the California Department of Social Services.

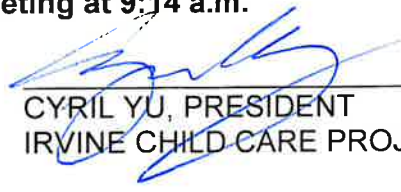
**4.6 REVISED ICCP LOGO**

**ACTION:** Moved by Clerk Bynon, seconded by Vice President Battenfield, and unanimously carried by those members present to approve the updated and revised ICCP logo.

**DISCUSSION INCLUDED:** President Yu and Clerk Bynon expressed their approval of the new logo.

**ADJOURNMENT**

**Moved by President Yu, seconded by Board Member Kim, and unanimously carried by those members present to adjourn the meeting at 9:14 a.m.**

  
CYRIL YU, PRESIDENT  
IRVINE CHILD CARE PROJECT

  
SHANE DINEEN  
RECORDING SECRETARY

Date Approved: 2/13/23