



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu  
President

**September 11, 2023  
8:30 AM**

VACANT  
Vice President

Stephanie Bynon  
Clerk

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

Board Members:  
Jenna Berumen  
Tammy Kim  
Ryan Painter

### CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:30 a.m. on September 11, 2023, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

### ROLL CALL

Present:	5	BOARD MEMBER:	Jenna Berumen
		BOARD MEMBER:	Tammy Kim
		BOARD MEMBER:	Ryan Painter
		CLERK	Stephanie Bynon
		PRESIDENT:	Cyril Yu

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

### INTRODUCTIONS

Newly appointed Board Member Jenna Berumen, Principal at Loma Ridge Elementary School, was introduced and shared that she was looking forward to supporting the Irvine Child Care Project as a member of the Board.

Traci Stubbler, ICCP Administrator, introduced Ryan McGraw, Community Services Superintendent.

John Fogarty, Irvine Unified School District (IUSD) Assistant Superintendent of Business Services, introduced Brenda Recinos, IUSD Confidential Assistant.

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

There were no requests to speak.

**1. REPORTS**

**1.1 FINANCIAL REPORT**

Assistant Superintendent Fogarty reported on the Fiscal Year 2022-23 budget.

**1.2 ADMINISTRATOR'S REPORT**

ICCP Administrator Stubbler reported on the ICCP scholarship program, ICCP Community Development Block Grant (CDBG) contract monitoring, and the upcoming September ICCP Directors' Forum. At President Yu's request, Administrator Stubbler shared an update to the agreement between IUSD and ICCP relating to use of ICCP Portables during the school day.

**BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**2. CONSENT CALENDAR**

**ACTION:** Moved by Clerk Bynon, seconded by Board Member Painter, and unanimously carried by those members present to approve Consent Calendar items 2.1 through 2.15.

**2.1 MINUTES**

**ACTION:**

Approved the minutes of a regular meeting of the Irvine Child Care Project Board held on May 8, 2023.

**2.2 WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$64,967.57 to Catalyst Family Inc. for child care development services for July 1-31, 2023.

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

**ACTION:**

Approved payments for warrants totaling the amount of \$6,236.25 (ICF) for child care services for July 1-31, 2023 funded by ICF scholarships.

- \$ 2,340.00 to Catalyst Family Inc. (ICF)
- \$ 0.00 to Creekers Club
- \$ 0.00 to Dolphin Club
- \$ 247.50 to Kids Stuff (ICF)
- \$ 3,648.75 to Rainbow Rising (ICF)

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

**ACTION:**

Approved payments for warrants totaling the amount of \$37,186.10 for child care services for July 1-31, 2023 funded by ICF-CV scholarships.

- \$ 10,809.10 to Catalyst Family Inc.
- \$ 880.00 to Creekers Club
- \$ 4,810.00 to Dolphin Club
- \$ 0.00 to Kids Stuff
- \$ 20,687.00 to Rainbow Rising

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

**ACTION:**

Approved payment of \$83,311.51 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 July 2023.

- \$ 52,283.75 for Custodial Services
- \$ 675.00 for Custodial Equip Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,827.92 for Utilities
- \$ 7,935.42 for Facilities & Financial Support

**2.6 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$24,533.58 to the City of Irvine for Program and Grant Administration for the month of July 2023.

- \$ 23,234.23 for Program Administration
- \$ 1,299.35 for Grant Administration
- \$ 0.00 for Contract Services

**2.7 WARRANT REQUEST – ICCP PAYMENTS ISSUED JUNE 2023**

**ACTION:**

Received and filed attached record of payments issued June 2023 totaling \$231,498.46 for service month April 2023.

**2.8 WARRANT REQUEST – ICCP PAYMENTS ISSUED JULY 2023**

**ACTION:**

Received and filed attached record of payments issued July 2023 totaling \$246,301.69 for service month May 2023.

**2.9 WARRANT REQUEST – ICCP PAYMENTS ISSUED AUGUST 2023**

**ACTION:**

Received and filed attached record of payments issued August 2023 totaling \$412,915.62 for service month June 2023.

**2.10 DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN’S FUND (ICF)**

**ACTION:**

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

- \$ 0.00 01-500-712-00-8290
- \$ 42,468.69 01-500-712-00-8689

**2.11 DEPOSIT OF CDBG-CV SCHOLARSHIP FUNDS FROM IRVINE CHILDREN’S FUND (ICF)**

**ACTION:**

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

- \$ 153,435.36 01-500-712-00-8290

**2.12 DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

Authorized the deposit of grant funds from the California Department of Social Services into the appropriate account as follows:

- \$ 96,245.00 01-005-50100-8290
- \$271,079.00 01-005-50100-8590

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

**ACTION:**

Reviewed and accepted attached invoices in the total amount of \$31,523.62 paid by IUSD on behalf of ICCP.

**3. BOARD BUSINESS**

**3.1 IRVINE CHILD CARE PROJECT (ICCP) FY 2022-23 GENERAL CHILD CARE AND DEVELOPMENT (CCTR) SCHOOL AGE GRANT PROGRAM CONTRACT MONITORING REVIEW.**

**ACTION:**

Received and filed the ICCP FY 2022-23 CCTR School Age Grant Program Contract Monitoring Review.

**3.2 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING FOR FY 2023-24 (CCTR-3191)**

**ACTION:**

Received and accepted California Department of Social Services General Child Care and Development Program Grant Funding for FY 2023-24 (CCTR-3101).

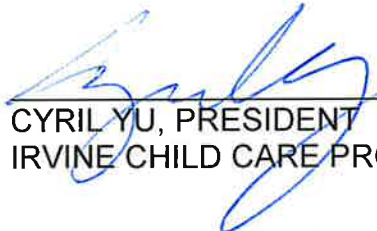
**3.3 SUBCONTRACT AGREEMENT WITH CATYLYST FAMILY INC. FOR CALIFORNIA DEPARTMENT OF SOCIAL SERVICES GENERAL CHILD CARE AND DEVELOPMENT PROGRAM GRANT FUNDING (CCTR-3191)**

**ACTION:**

Received and filed the Subcontract Agreement with Catalyst Family, Inc. for California Department of Social Services General Child Care and Development Program Grant Funding.

**ADJOURNMENT**

Moved by Clerk Bynon, seconded by Board Member Painter, and unanimously carried by those members present to adjourn the meeting at 8:45 a.m.

  
CYRIL YU, PRESIDENT  
IRVINE CHILD CARE PROJECT

Date Approved: 11/13/23

  
SHANE DINEEN  
RECORDING SECRETARY