



# MINUTES

## IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu  
President

Ryan Painter  
Vice President

Jenna Berumen  
Clerk

Tammy Kim  
Board Member

Christine Knowland  
Board Member

**May 13, 2024  
8:30 AM**

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

### CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:31 a.m. on May 13, 2024, in Conference Room L102, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

### ROLL CALL

Present:	3	BOARD MEMBER:	Christine Knowland
		CLERK:	Jenna Berumen
		PRESIDENT:	Cyril Yu
Absent	2	BOARD MEMBER:	Tammy Kim
		VICE PRESIDENT:	Ryan Painter

### PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

### INTRODUCTIONS

There were no introductions.

### PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Sharon Wellikson, Irvine Children's Fund (ICF), shared the 35<sup>th</sup> annual Irvine Junior Games were successfully held on May 5 with 1,473 registered participants. ICF hosts the Irvine Junior Games to raise funds in support of the Irvine Child Care Project Scholarship Program.

## 1. REPORTS

### 1.1 **FINANCIAL REPORT**

Laurie Serich-Lundquist, Irvine Unified School District Director of Fiscal Services, reported on the Fiscal Year 2023-24 budget.

### 1.2 **ADMINISTRATOR'S REPORT**

Traci Stubbler, Community Services Supervisor, reported on:

- Irvine Child Care Project (ICCP) Scholarship availability of after school financial assistance provided by the Children's Home Society
- Status of the May 16 ICCP Directors' Forum.

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

President Yu expressed his support for the 35<sup>th</sup> annual Irvine Junior Games held on May 5 in support of the Irvine Child Care Project Scholarship Program.

## **ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

## 2. CONSENT CALENDAR

Discussion Included: Clarification on the process for approving payments to providers on months when the Board does not meet.

**ACTION: Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present (Vice President Painter and Board Member Kim absent) to approve Consent Calendar items 2.1 through 2.14.**

### 2.1 **MINUTES**

**ACTION:**

Approved the minutes of the Irvine Child Care Project Board regular meeting held on March 18, 2024.

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

**ACTION:**

Approved payment of \$66,420.00 to Catalyst Family Inc. for child care development services for March 1-31, 2024.

### 2.3 **WARRANT REQUEST – CATALYST FAMILY INC.**

**ACTION:**

Approved payment of \$43,840.00 to Catalyst Family Inc. for Senate Bill 140 Cost of Care Plus Rate Quarterly Payment.

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

**ACTION:**

Approved payments for warrants totaling the amount of \$14,697.50 [\$5,697.50 Irvine Recovery Program (IRP); \$9,000.00 (ICF)] for child care services for March 1-31, 2024 funded by ICF scholarships.

- \$ 7,070.75 to Catalyst Family Inc. (\$5,697.50 IRP, \$1,373.75 ICF)
- \$ 0.00 to Creekers Club
- \$ 585.00 to Dolphin Club (ICF)
- \$ 1,373.75 to Kids Stuff (ICF)
- \$ 5,668.00 to Rainbow Rising (ICF)

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

**ACTION:**

Approved payment of \$83,311.51 for payment for sale of IUSD-owned portables to the Irvine Child Care Project, Utilities, Facilities and Financial Support Services, Custodial Equipment Amortization, and Custodial Services for the month of March 2024.

- \$ 55,283.75 for Custodial Services
- \$ 675.00 for Custodial Equipment Amortization
- \$ 10,589.42 for Payment of Portable Purchase
- \$ 8,827.92 for Utilities
- \$ 7,935.42 for Facilities and Financial Support Services

**2.6 WARRANT REQUEST – CITY OF IRVINE**

**ACTION:**

Approved payment of \$48,274.34 to the City of Irvine for Contract Services and Program and Grant Administration for the month of March 2024.

- \$ 39,761.52 for Program Administration
- \$ 1,512.82 for Grant Administration
- \$ 7,000.00 for Contract Services

**2.7 WARRANT REQUEST – IRVINE CHILD CARE PROJECT PAYMENTS ISSUED APRIL 2024**

**ACTION:**

Received and filed attached record of payments issued April 2024 for service month February 2024.

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

**ACTION:**

Received and accepted attached invoices in the total amount of \$1,500.00 paid by IUSD on behalf of ICCP.

**2.9 DEPOSIT OF STATE GRANT APPORTIONMENT**

**ACTION:**

Received and filed record of deposit from the California Department of Social Services as follows:

- \$ 95,922.00 01-005-50100-8290
- \$ 108,854.00 01-005-50100-8590

**2.10 DEPOSIT OF PLUS RATE PAYMENT PURSUANT TO SENATE BILL 140**

**ACTION:**

Received and filed the record of deposit of funds from the California Department of Social Services as follows:

- \$ 48,315.00 01-005-50100-8590

**2.11 DEPOSIT OF SCHOLARSHIP FUNDS FROM IRVINE CHILDREN'S FUND (ICF)**

**ACTION:**

Received and filed the record of deposit of funds from ICF into the appropriate account as follows:

- \$ 44,465.75 01-005-712-00-8689

**2.12 RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT BEACON PARK K-8 SCHOOL CAMPUS**

**ACTION:**

Authorized a Board Member to sign a Memorandum of Understanding for ICCP use of permanent child care buildings at the Beacon Park K-8 school campus for the time period July 1, 2024 through June 30, 2025. As amended per the errata memo dated May 8, 2024, and to include the following modifications.

- a) The address for Rainbow Rising Child Development Center Agency was added on page 6.
- b) Juneteenth was added to the list of non-operation holidays on page 7.

- c) The following additions were made to page 8:
  - o Lessee is responsible for charges incurred for additional/duplicate facility keys requested and facility re-key in the event of lost facility keys. All locksmith services shall be provided by IUSD and reimbursed by the Lessee.
  - o Lessee is responsible for charges incurred for duplicate ICCP Security Badge issuance. Badge replacements will be issued by IUSD and reimbursed by the Lessee.
  
- d) The following correction was made to item 6 on page 8:
  - o Lessee is responsible for charges incurred for removal of old furniture, sheds, etc. All removals shall be provided by IUSD and reimbursed by ~~ICCP~~ the Lessee.
  - o ~~ICCP~~ the Lessee.

**2.13**

***RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT CADENCE PARK K-8 SCHOOL CAMPUS***

**ACTION:**

Authorized a Board Member to sign the Memorandum of Understanding for ICCP use of permanent child care buildings at the Cadence Park K-8 school campus for the time period July 1, 2024 through June 30, 2025. As amended per the errata memo dated May 8, 2024, and to include the following modifications.

- a) The address for Rainbow Rising Child Development Center Agency was added on page 6.
  
- b) Juneteenth was added to the list of non-operation holidays on page 7.
  
- c) The following additions were made to page 8:
  - o Lessee is responsible for charges incurred for additional/duplicate facility keys requested and facility re-key in the event of lost facility keys. All locksmith services shall be provided by IUSD and reimbursed by the Lessee.
  - o Lessee is responsible for charges incurred for duplicate ICCP Security Badge issuance. Badge replacements will be issued by IUSD and reimbursed by the Lessee.
  
- d) The following correction was made to item 6 on page 8:
  - o Lessee is responsible for charges incurred for removal of old furniture, sheds, etc. All removals shall be provided by IUSD and reimbursed by ~~ICCP~~ the Lessee.
  - o ~~ICCP~~ the Lessee.

**2.14 RENEWAL OF MEMORANDUM OF UNDERSTANDING FOR IRVINE CHILD CARE PROJECT (ICCP) USE OF PERMANENT CHILD CARE BUILDINGS AT SOLIS PARK K-8 SCHOOL CAMPUS**

**RECOMMENDED ACTION:**

Authorized a Board Member to sign the Memorandum of Understanding for ICCP use of permanent child care buildings at the Solis Park K-8 school campus for the time period July 1, 2024 through June 30, 2025. As amended per the errata memo dated May 8, 2024, and to include the following modifications.

- a) The address for Rainbow Rising Child Development Center Agency was added on page 6.
- b) Juneteenth was added to the list of non-operation holidays on page 7.
- c) The following additions were made to page 8:
  - o Lessee is responsible for charges incurred for additional/duplicate facility keys requested and facility re-key in the event of lost facility keys. All locksmith services shall be provided by IUSD and reimbursed by the Lessee.
  - o Lessee is responsible for charges incurred for duplicate ICCP Security Badge issuance. Badge replacements will be issued by IUSD and reimbursed by the Lessee.
- d) The following correction was made to item 6 on page 8:
  - o Lessee is responsible for charges incurred for removal of old furniture, sheds, etc. All removals shall be provided by IUSD and reimbursed by ICCP the Lessee.
  - o ICCP the Lessee.

**BOARD BUSINESS**

**3.1 IRVINE CHILD CARE PROJECT (ICCP) PROVIDER LEASE RENEWAL**

**ACTION:**

**Moved by Clerk Berumen, seconded by Board Member Knowland, and unanimously carried by those members present (Vice President Painter and Board Member Kim absent) to approve lease renewal for existing ICCP provider agencies at each site for Fiscal Year 2024-25.**

**3.2 IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FISCAL YEAR 2023-24 WITH MULTI-YEAR BUDGET PROJECTIONS**

Discussion Included: Increase in custodial costs this fiscal year due to increased labor costs; interest earned on accounts being more than expected; a reminder to provide notice to all providers of the Board’s plan to increase rent in fiscal year 2024-25.

**ACTION:**

**Moved by Clerk Berumen, seconded by Board Member Knowland, and unanimously carried by those members present (Vice President Painter and Board Member Kim absent) to approve the Fiscal Year 2024-25 Budget.**

**ADJOURNMENT**

**Moved by Board Member Knowland, seconded by Clerk Berumen, and unanimously carried by those members present to adjourn the meeting at 8:47 a.m.**

  
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SHANE DINEEN  
RECORDING SECRETARY

  
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CYRIL YU, PRESIDENT

Date Approved: 9/9/24