



MINUTES

IRVINE CHILD CARE PROJECT REGULAR MEETING

Cyril Yu
President

Ryan Painter
Vice President

Jenna Berumen
Clerk

Christine Knowland
Board Member

Vacant
Board Member

January 13, 2025

8:30 AM

Conference Training Center (CTC)

1 Civic Center Plaza
Irvine, California 92606

CALL TO ORDER

The regular meeting of the Irvine Child Care Project Board (Board) was called to order at 8:37 a.m. on January 13, 2025, in Conference Training Center (CTC), Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: President Yu presiding.

ROLL CALL

Present: 4

BOARD MEMBER:

CLERK:

VICE PRESIDENT:

PRESIDENT:

Christine Knowland

Jenna Berumen

Ryan Painter

Cyril Yu

PLEDGE OF ALLEGIANCE

President Yu led the Pledge of Allegiance.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no public comments.

INTRODUCTIONS

Traci Stubbler, Irvine Child Care Project Administrator, made the following introductions:

- Heather Stratman, Chief Health and Wellness Director
- Diana Magallon, Program Coordinator
- Mona Mojabi, Program Assistant, and new Board Recording Secretary

Director Stratman shared priorities of the Office of Health & Wellness and expressed looking forward to working with the Board.

1. REPORTS

1.1 FINANCIAL REPORT

John Fogarty, Irvine Unified School District (IUSD) Assistant Superintendent, reported on the Fiscal Year 2024-25 budget.

1.2 ADMINISTRATOR’S REPORT

Administrator Stubbler reported on Fiscal Year 2024-25 Irvine Child Care Project (ICCP) Scholarship status, as well as the Irvine Children’s Fund (ICF) board voting to provide a \$1,000 grant to each of the 29 ICCP sites for supplies, equipment, and activities.

Administrator Stubbler reported on ongoing quality assessments being conducted at ICCP sites, as well as the City’s Child Care & Development website Training Calendar with links to On-Demand Training and Resources.

BOARD ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

President Yu shared IUSD Superintendent Terry Walker will be retiring as of January 31, 2025. Cassie Parham will serve as Interim Superintendent effective February 1, 2025.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. CONSENT CALENDAR

ACTION: Moved by Vice President Painter, seconded by Clerk Berumen, and unanimously carried by those members present to approve consent calendar items 2.1 through 2.10.

2.1 MINUTES

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

2.2 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:
Approved payment of \$74,977.54 to Catalyst Family Inc. for child care development services for November 1-30, 2024.

2.3 WARRANT REQUEST – CATALYST FAMILY INC.

ACTION:

Approved payment of \$17,023.71 to Catalyst Family Inc. for the remaining balance due for child care development services provided October 1-31, 2024.

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

ACTION:

Approved payments for warrants totaling the amount of \$12,862.00 [\$12,862.00 Irvine Recovery Program (IRP)] for child care services for November 1-30, 2024 funded by ICF scholarships.

- \$ 3,545.75 to Catalyst Family Inc. (IRP)
- \$ 0.00 to Creekers Club
- \$ 372.50 to Dolphin Club (IRP)
- \$ 775.00 to Kids Stuff (IRP)
- \$ 8,168.75 to Rainbow Rising (IRP)

2.5 WARRANT REQUESTS – IRVINE UNIFIED SCHOOL DISTRICT (IUSD)

ACTION:

Approved payment of \$78,892.08 for Utilities, Facilities and Financial Support Services, and Custodial Services for the month of November 2024.

- \$ 58,512.00 for Custodial Services
- \$ 9,269.33 for Utilities
- \$ 11,110.75 for Facilities and Financial Support Services

2.6 WARRANT REQUEST – CITY OF IRVINE

ACTION:

Approved payment of \$33,802.52 to the City of Irvine for Contract Services and Program and Grant Administration for the month of November 2024.

- \$ 31,962.50 for Program Administration
- \$ 1,840.02 for Grant Administration
- \$ 0.00 for Contract Services

2.7 IRVINE CHILD CARE PROJECT (ICCP) PAYMENTS ISSUED DECEMBER 2024

ACTION:

Received and filed attached record of payments issued December 2024 for service month October 2024.

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

ACTION:

Received and filed attached invoices in the total amount of \$19,117.30 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:

- \$ 168,659.00 01-005-50100-8290
- \$ 85,117.00 01-005-50100-8590

2.10 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:

- \$ 10,309.82 01-005-712-00-8689

3. BOARD BUSINESS

3.1 FISCAL YEAR 2023-24 FINANCIAL YEAR-END AUDIT

Assistant Superintendent Fogarty announced the audit was given an unmodified opinion with no findings, which is the best outcome.

ACTION:

Received and filed Fiscal Year 2023-24 year-end Financial Audit.

3.2 MEMBER AT LARGE APPOINTMENT

Board Member Knowland expressed her pleasure serving on the Board and looks forward to continuing that service. President Yu expressed his gratitude to Board Member Knowland for her continuing service on the Board.

ACTION:

Moved by Vice President Painter, seconded by Clerk Berumen, and unanimously carried by those members present to reappoint Christine Knowland to the ICCP Board to serve for a regular term of office to commence February 1, 2025 through January 2026.

3.3 IRVINE CHILD CARE PROJECT BOARD 2025 MEETING SCHEDULE

ACTION:

Moved by Board Member Knowland, seconded by Vice President Painter, and unanimously carried by those members present to approve the revised ICCP Board 2025 meeting schedule.

ADJOURNMENT

Moved by Board Member Berumen, seconded by Vice President Painter, and unanimously carried by those members present to adjourn the meeting at 8:52 a.m.


CYRIL YU, PRESIDENT


RECORDING SECRETARY

Date Approved: 2/10/2025