



# AGENDA

## IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

**May 1, 2018  
6:00 PM**

**Irvine Civic Center  
Conference and Training Center  
One Civic Center Plaza  
Irvine, California**

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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. Forms are located on the table at the entrance to the meeting room. Please identify on the form your name, address (optional) 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. City policy is to limit public testimony to three minutes per speaker (unless extended by Chair) which includes the presentation of electronic or audio visual information.

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### **CALL TO ORDER**

A regular meeting of the Irvine Residents with Disabilities Advisory Board will be called to order on Tuesday, May 1, 2018, at 6:00 PM in the Conference and Training Center of the Irvine Civic Center, located at One Civic Center Plaza, Irvine, California.

### **ROLL CALL**

BOARD MEMBER:	JUSTIN CHOI
BOARD MEMBER:	CAROL CONSTANTIN
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	GREGORY FELIX
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	FRAN GUSTIN
BOARD MEMBER:	PAUL HARVEY
BOARD MEMBER:	KIMBERLYJEWELL
BOARD MEMBER:	DAYNA MONEY
BOARD MEMBER:	DENNIS NIGGL
BOARD MEMBER:	RICHARD ROBERT

BOARD MEMBER: BARBARA STERN  
VICE CHAIR: MEENA CHOCKALINGAM  
CHAIR: JUNE McLAUGHLIN

## **INTRODUCTIONS**

Sandra Salcedo, Community Services Superintendent

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

Announcements are for the purpose of presenting brief comments or reports, are subject California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

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### **Announcements/Reports**

1. Staff Announcements/Reports
  - Disability Services Program Update
2. Board Member Announcements/Reports

### **Committee Announcements/Reports**

3. Community Awards Program Nominations

## **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.

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## **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.

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## **BOARD BUSINESS**

### **1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MINUTES**

**ACTION:** Approve minutes of the Irvine Residents with Disabilities Advisory Board regular meeting held March 6, 2018.

**2. PROPOSED IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD BYLAW AMENDMENTS**

**RECOMMENDED ACTION:** Review and recommend the Community Services Commission approve the proposed amendments to the Irvine Residents with Disabilities Advisory Board bylaws.

**3. DISABILITY-FRIENDLY MANAGERS AWARD PROGRAM**

**RECOMMENDED ACTION:** Review and provide input regarding the Disability-Friendly Managers Award Program.

**4. DISABILITY SERVICES NEEDS ASSESSMENT REPORT AND DEVELOPMENT OF BOARD WORK PLAN**

**RECOMMENDED ACTION:**

- 1) Receive and file the Disability Services Needs Assessment Report.
- 2) Provide input on development of the Irvine Residents with Disabilities Advisory Board Work Plan.

**END OF BOARD BUSINESS**

**BOARD DISCUSSION**

**ADJOURNMENT**

Adjourn to an Irvine Residents with Disabilities Advisory Board regular meeting, **Tuesday, June 5, 2018, 6:00 PM**, in Meeting Room L-102, located at the Irvine Civic Center, One Civic Center Plaza, Irvine, California.

**NOTICE TO THE PUBLIC**

At 7:30 p.m., the Irvine Residents with Disabilities Advisory Board (Board) will determine which of the remaining agenda items can be considered and acted upon prior to 8 p.m. and will continue all other items on which additional time is required until a future Board meeting. All meetings are scheduled to terminate at 8 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 Board liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Board 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 the Board liaison at (949) 724-6690.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Board 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 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 Board 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 the Board liaison at 949-724-6690 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

**COMMUNICATION DEVICES**

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Residents with Disabilities Advisory Board are held on the first Tuesday of each month at 6:00 p.m. unless otherwise noted. The Irvine Residents with Disabilities Advisory Board Agenda is posted in the Police Department. Meeting agendas and approved minutes are kept current on the City web site at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Residents with Disabilities Advisory Board 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 April 26, 2018 by 5:00 p.m. as well as on the City's web page.

Athena Martinez  
Board Liaison

# **MINUTES**

**ITEM 1**



# MINUTES

## IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

March 6, 2018

Irvine Civic Center  
Conference and Training Center  
One Civic Center Plaza  
Irvine, California

### CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Board was called to order on Tuesday, March 6, 2018, at 6:00 PM in the Conference and Training Center of the Irvine Civic Center, located at One Civic Center Plaza, Irvine, California; Chair McLaughlin presiding.

### ROLL CALL

#### PRESENT:

BOARD MEMBER:	CAROL CONSTANTIN
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	FRAN GUSTIN
BOARD MEMBER:	DENNIS NIGGL
BOARD MEMBER:	RICHARD ROBERT
BOARD MEMBER:	BARBARA STERN
VICE CHAIR:	MEENA CHOCKALINGAM
CHAIR:	JUNE McLAUGHLIN

#### ABSENT:

BOARD MEMBER:	JUSTIN CHOI
BOARD MEMBER:	GREGORY FELIX
BOARD MEMBER:	PAUL HARVEY
BOARD MEMBER:	KIMBERLYJEWELL
BOARD MEMBER:	DAYNA MONEY

## **INTRODUCTIONS**

There were no introductions.

## **PRESENTATIONS**

There were no presentations.

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

### **Announcements/Reports**

1. Community Services Manager Sheila Driscoll
  - Disability Services Needs Assessment Update - This item was tabled to April 3, 2018 Board meeting.
  - Bylaws Update - This item was tabled to April 3, 2018 Board meeting.
2. Staff Announcements/Reports

There were no staff announcements/reports.

3. Board Member Announcements/Reports

There were no Board Member announcements/reports.

### **Committee Announcements/Reports**

4. Community Awards Program Update

Board members requested copies of the current and proposed criteria for the Community Awards program to review at the next regular Board meeting.

5. Community Awards Program Nominations

There were no nominations.

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

There were no additions or deletions to the agenda.

**PUBLIC COMMENTS**

Irvine resident Shailendra Ghildyal shared his interest in learning about the resources available for individuals with disabilities.

**BOARD BUSINESS**

**1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MINUTES**

**ACTION:** Moved by Board Member Drayer, seconded by Board Member Stern and carried unanimously by members present to approve the minutes of the Irvine Residents with Disabilities Advisory Board regular meeting held February 6, 2018.

Ayes: 9 Chockalingam, Constantin, Drayer, Gibbons, Gustin, McLaughlin, Niggel, Robert, Stern

Noes: 0

Absent: 5 Choi, Felix, Harvey, Jewell, Money

**END OF BOARD BUSINESS**

**BOARD DISCUSSION**

Board Member Gibbons requested all Board members review the bylaws prior to the April 3, 2018 meeting.

Chair McLaughlin announced that she and Vice Chair Chockalingam will participate in a Board Bylaws presentation to the Community Services Commission on April 4, 2018.

**ADJOURNMENT** at 6:22 PM on Tuesday, March 6, 2018.

\_\_\_\_\_  
June McLaughlin, Chair

\_\_\_\_\_  
Ryan McGraw  
Community Services Program Coordinator  
Recording Secretary

\_\_\_\_\_  
Date



**ITEM 2**



## REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

**MEETING DATE:** MAY 1, 2018

**TITLE:** PROPOSED IRVINE RESIDENTS WITH DISABILITIES ADVISORY  
BOARD BYLAW AMENDMENTS

  
\_\_\_\_\_  
Community Services Manager

  
\_\_\_\_\_  
Director of Community Services

### RECOMMENDED ACTION

Review and recommend the Community Services Commission approve the proposed amendments to the Irvine Residents with Disabilities Advisory Board bylaws.

### EXECUTIVE SUMMARY

The Community Services Department provides support to the Irvine Residents with Disabilities Advisory Board (Board) and other advisory bodies by providing staff liaisons and additional staff members who assist with meetings and board activities. The department is facilitating a bylaw review for advisory bodies that report to the Community Services Commission (Commission). The purpose of the review is to reflect current and best practices; achieve operational efficiencies; and incorporate annual reporting by each advisory body to the Commission on its goals and initiatives.

To date, the Board bylaw amendment process has included the following:

1. On February 6, 2018, the Board reviewed proposed amendments to the bylaws and provided input.
2. On April 4, 2018, the Commission received a presentation regarding the proposed bylaw amendments and the annual goals, initiatives, and purpose of the Board.

3. Legal counsel reviewed the proposed bylaw amendments and the proposed bylaws were updated to reflect City Attorney recommendations (Attachment 1).

Following a review of the updated bylaw amendments by the Board, the bylaws will require review and approval by the Commission.

## **ANALYSIS**

The City Attorney reviewed the Board bylaws and suggested changes in sections 3.1, 3.3, 4.0, 5.0, 5.1, 5.2.3, 6.1, 7.0, 7.1, 7.2, 7.3, 8.1, 8.3, 8.4, 8.5, 9.0 and 9.1. The majority of the amendments are administrative and provide greater clarity and understanding. Amendments in Attachment 1 illustrate the removal of words with a ~~strikethrough~~ and additions are **highlighted in yellow**. The current Board bylaws are presented as Attachment 2 for reference.

## **ALTERNATIVES CONSIDERED**

The Board could recommend additional language or changes to the proposed bylaws.

## **FINANCIAL IMPACT**

Board financial impacts are minimal and included in the approved FY 2017-18 Budget.

**REPORT PREPARED BY**                      Sheila Driscoll, Community Services Manager

## **ATTACHMENTS**

1. Proposed Irvine Residents with Disabilities Advisory Board Bylaw Amendments
2. Current Irvine Residents with Disabilities Advisory Board Bylaws

# IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD (PROPOSED) BYLAWS



Review by: Irvine Residents with Disabilities Advisory Board  
May 1, 2018

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## 1.0 NAME

The name of this public entity shall be the Irvine Residents with Disabilities Advisory Board (hereinafter "Board"), an advisory body of the City of Irvine.

## 2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at 1 Civic Center Plaza in Irvine, California.

## 3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Board's purpose is to serve as a public advisory body of the City of Irvine, reporting to the City's Community Services Commission (hereinafter "Commission"). The Board shall represent residents with disabilities in their deliberations and actions.

3.2 Mission - The Board's mission is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age.

3.3 Duties - The Board's duties include, but shall not be limited to, providing advocacy and support for programs related to its mission; assessing community needs and providing appropriate recommendations to City departments; working collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities by informally sharing information learned at meetings, promoting City events for individuals with disabilities and sharing questions, concerns and ideas from the community with the Commission.

The Board shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of the Board, including the power to invite City residents to serve on ad hoc committees and non-voting participants. The Board shall recommend to the City Council through the Commission such actions as they deem appropriate, and the Commission can convey such recommendations to the City Council as it deems appropriate.

The Board shall report annually to the Commission on its goals and accomplishments.

#### 4.0 GENERAL STATEMENT OF POLICY

Provisions of the Irvine Municipal Code Division 4-Commissions and Committees, are applicable to all Commissions and Committees appointed by or otherwise operating under authority of the City of Irvine, the City Council and/or its properly appointed delegate.

#### 5.0 MEMBERSHIP

The Board shall consist of no more than fourteen (14) voting members ("Board Members"). All Board Members must live or work in Irvine. The majority (i.e. greater than 50 percent) of the Board must be either 1) a persons with disabilities or 2) directly related to an immediate family member of a person with a disability.

##### 5.1 Member Appointments and Terms

Board Members shall be selected through a public recruitment process conducted by City staff. All interested persons shall submit written applications and qualified applicants that meet one of the two criteria discussed above will be invited to participate in an oral interview with a panel identified by the Board. — conducted by a panel designated by the Board consisting of its Board Members.

Recommendations of the panel shall be presented to the Board for consideration, and the Board's nominations will shall be forwarded to the Commission for formal appointment their review, at which point such a nominee may be formally appointed by the Commission.

The Board's recruitment process will be continuous and alternative qualified applicants will be placed on a list for future vacancies should the need arise. Appointed Board Members shall serve unlimited terms, subject to the constraints of these Bylaws.

##### 5.2 Resignation, Vacancies, and Removal

5.2.1 Resignation - Any member may resign at any time by giving written notice to the Chair or Vice Chair.

5.2.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Board.

5.2.3. Removal - Absence from five (5) meetings per calendar year may constitute the removal of the member. In the event a member fails to attend five meetings in a calendar year, the Board may, by motion, move to remove the Board Member from

the Board. A majority vote of the Board Members present at the duly constituted meeting shall be required to carry such a motion.

5.2.4 Liabilities and Property Rights of the Board - No member of the Board shall be personally responsible for any indebtedness or liability, and any and all creditors shall look only to the City of Irvine's assets for payment.

## 6.0 VOTING

6.1 One Vote Per Board Member - Board Members shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

## 7.0 OFFICERS

Officers of the Board shall include a Chair and a Vice Chair, each of whom shall be a member of the Board. The officers shall be elected by the membership of the Board every other year biannually.

7.1 Election - Regular election of officers shall be held every other year biannually, at the Board's November Fall meeting of even-numbered years. The term of office shall be two (2) years, commencing upon election.

7.2 Chair - The Chair shall have the general supervision, direction, and control of the business and affairs of this Board. The Chair shall preside over all meetings and is responsible for approval of the agenda. The Chair shall represent the Board to the Commission, the City Council and City staff.

7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Board.

## 8.0 MEETINGS

All meetings shall be opened to the public and shall conform to the provisions of the "Ralph M. Brown Act".

8.1 Agenda - Agenda items may be submitted 30 days in advance by any Board Member upon notification to the Chair or City liaison to be included on the agenda. The agenda shall be established with items as coordinated by the Chair and City liaison.

- 8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.
- 8.3 Quorum - A majority of the Board ~~m~~Members shall constitute a quorum. A majority vote of ~~the~~ Board ~~m~~Members at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Board shall meet on the first Tuesday of the month as noted on the annual schedule approved by the Board. All regular meeting ~~notices~~ agendas shall be posted in a location freely accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Board, by delivering personally, ~~or by mail, or by email~~ written notice to each member and by circulating the agenda notice as required by law ~~for general circulation,~~ and by posting the agenda notice in a location freely accessible to the public at least 24 hours before the time of the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

## 9.0 BYLAWS

Amendments to these bylaws are subject to approval and adoption by the Community Services Commission by a majority of the members present at a duly constituted meeting of the Commission.

~~The Board bylaws are established to regulate itself, as allowed or provided for by the City of Irvine.~~

- ~~9.1 — Amendment of Bylaws — These Bylaws may be amended by a three-fourth (3/4) vote of the voting membership.~~

**BYLAWS OF  
IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD**

**ARTICLE I**

**Name**

The name of this public entity shall be the Irvine Residents with Disabilities Advisory Board (hereinafter IRDAB), an advisory body of the City of Irvine.

**ARTICLE II**

**Principal Office**

The principal office for the transaction of business is hereby fixed and located in the City of Irvine, County of Orange, California.

**ARTICLE III**

**Purpose and Mission**

**Section 1. Purpose**

The purpose of IRDAB is to serve as a public advisory body of the City of Irvine, reporting to the City's Community Services Commission. The purpose of IRDAB is to be achieved in accordance with the goals and objectives of City Council and Community Services Commission.

**Section 2. Mission**

The mission of IRDAB is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age. IRDAB will also provide advocacy and support for programs related to its mission; assess community needs and provide appropriate recommendations to City departments; and work collaboratively with organizations within Irvine and the surrounding area's that have an impact on Irvine residents with disabilities.



ARTICLE IV  
Membership

Section 1. Members

There shall be but one class of members in this organization, and it shall be designated as IRDAB member with membership not to exceed fourteen (14) voting members, serving pursuant to Section 5310 of the California Government Code. Any action taken by the Board shall be deemed to be action taken by all members of IRDAB.

Section 2. Composition of Board

All members must live or work in Irvine. The majority (51 percent) of IRDAB members must be persons with disabilities or directly related to a person with a disability.

Section 3. Selection of Members

Members shall be selected through a public recruitment conducted by City staff. Qualified applicants will be invited to participate in an oral interview with a panel identified by IRDAB.

All nominees shall be confirmed by the Community Services Commission. Members shall serve unlimited terms, subject to the constraints of these Bylaws. IRDAB shall have the opportunity to review and comment to the Community Services Commission prior to appointment of new members.

The IRDAB Recruitment process will be continuous and alternative applicants will be placed on a list for future vacancies.

Section 4. Powers and Duties of the Board

IRDAB shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of IRDAB, including the power to invite City residents to serve on ad hoc committees as non-voting participants. IRDAB shall recommend to the City Council through the Community Services Commission such actions as they deem appropriate.

Section 5. Liabilities and Property Rights of the Board

No member of IRDAB shall be personally liable for any indebtedness or liability, and any and all creditors shall look only to the City of Irvine's assets for payment.

ARTICLE V  
Officers

Section 1. Officers

The officers of this organization shall be either: Co-chairs and a Secretary; or a Chair, and a Vice Chair. All officers shall be elected by and hold office at the pleasure of IRDAB.

A. Co-chairs

Subject to the control of IRDAB, and in lieu of an elected Chair and Vice Chair, Co-chairs shall share general supervision, direction, and control of the business and affairs of this organization. They shall preside at all IRDAB meetings on a rotating basis.

B. Chair

Subject to the control of IRDAB, the Chair shall have the general supervision, direction and control of the business and affairs of this organization. The Chair shall preside at the IRDAB meetings and represent IRDAB at its direction.

C. Vice Chair

In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting shall have all of the powers of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed, from time to time, by IRDAB.

Section 2. Election

Regular election of officers shall be held at IRDAB's September meeting of even-numbered years. IRDAB shall elect its officers from its membership, by majority vote of members present. The term of office shall be two (2) years, commencing upon election.

Section 3. Removal or Resignation of Officers

Any officer may resign from office at any time by giving written notice to the Chair or Co-chair. Any such resignation shall take effect at the time of the receipt of such notification, unless otherwise specified in the resignation letter and agreed to by IRDAB. Resignation as an officer does not constitute resignation from IRDAB.

Any officer may be removed from office by a quorum of IRDAB, using procedures specified in Article VII. Removal from office shall not constitute removal from the IRDAB.

#### Section 4. Vacancies in the Offices of the Organization

A vacancy in any office of this organization shall be filled for the remainder of the unexpired term at the earliest opportunity, at a regular meeting. The office shall be filled, from IRDAB's own membership, by election of majority vote of members present.

### ARTICLE VI Meetings

#### Section 1. Notice of Meetings

All meetings shall be noticed as required by law.

#### Section 2. Quorum and Adjournment

The presence of at least 51 percent of IRDAB members shall constitute a quorum for the transaction of business at any meeting of IRDAB. In the event that less than a quorum of members shall be present at any meeting, the members of IRDAB who are present may adjourn the meeting, but may not transact any business, and the time and place of holding the next meeting will be publicly noticed.

#### Section 3. Regular Meetings

The Board shall establish the date and time to hold regular meetings at a frequency determined by the Committee to be necessary for the conduct of the Board's purpose and mission. All regular meeting notices shall be posted in a location freely accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.

#### Section 4. Special Meetings

A special meeting may be called at any time by the Chair or Co-chair or by a majority of the members of IRDAB, by delivering personally or by mail written notice to each member and notice as required by law for general circulation, and by posting notice in a location freely accessible to the public 24 hours before the time of the meeting. The notice must specify both the time and the place of the meeting and the business to be transacted.

Section 5. Attendance

Attendance at regular meetings is a duty and obligation of each member. Any member who will be absent from any regular or special meeting must notify the IRDAB Secretary or the assigned City staff person by phone, email or letter received in advance of the meeting. Such advance notification shall constitute a "notified absence."

ARTICLE VII

Removal and Resignation of Members

Section 1. Resignation

A member may resign at any time by giving written notice to the Chair, Co-chair or the IRDAB Secretary. Any such resignation shall take effect at the time of the receipt of such notification, unless otherwise specified in the resignation letter and agreed to by IRDAB.

Section 2. Involuntary Removal

Any member may be terminated from IRDAB for lack of attendance or for cause by a vote of the majority of all IRDAB members.

A. Removal for Lack of Attendance

IRDAB May, at its discretion, terminate a member's appointment for any of the following:

- a. Two consecutive unnotified absences; or
- b. Four consecutive absences; or
- c. Five absences (not consecutive) in one calendar year.

Any removal action taken because of absences must be taken at the next appropriate meeting date, and cannot be done at a later date.

B. Removal of Member for Cause

Members serve at the pleasure of the Community Services Commission, but IRDAB may remove a member for cause. Such cause shall include, but is not limited to, violation of attendance requirements.

Section 3. Action on Removal

Action on termination must be through a meeting agenda item which specifies the member whose termination is sought and the reasons for such proposed action. In addition, the IRDAB Secretary must send a letter to such member, informing him/her of the proposed action. At the meeting, the member shall have an opportunity to be heard regarding the reasons why such termination should not occur. Termination of a member must be by a majority of IRDAB, not by a majority of the quorum.

**ARTICLE VIII**  
Amendment of Bylaws

These bylaws may be amended or repealed and new bylaws adopted by a vote of the majority of members of IRDAB at any meeting of IRDAB.

Date: 10-7-14

Signed:   
Chair

**ITEM 3**



## REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

**MEETING DATE:** MAY 1, 2018

**TITLE:** DISABILITY-FRIENDLY MANAGERS AWARD PROGRAM

Community Services Manager

Director of Community Services

### RECOMMENDED ACTION

Review and provide input regarding the Disability-Friendly Managers Award Program.

### EXECUTIVE SUMMARY

The Irvine Residents with Disabilities Advisory Board (Board) serves in an advisory capacity to the Community Services Commission. The purpose of the Board is to provide input on disability related issues. The primary objectives of the Board are to provide advocacy and support for programs related to serving individuals with disabilities; assess community needs and provide appropriate recommendations to City departments; and work collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities.

Since 2013, the Board has recognized exceptional managers and supervisors of Irvine-based companies that provide employment opportunities for people with disabilities with a Disability-Friendly Managers Award. In 2017, the Board expressed interest in documenting the award process and broadening the scope of the award to include community members who advocate for and empower people with disabilities. At its October 2017 meeting, the Board identified a subcommittee to develop new criteria for Board consideration.

### ANALYSIS

A subcommittee, consisting of Chair McLaughlin and Board Members Constantin and Jewel, met to evaluate the scope of the Disability-Friendly Managers Award program. The evaluation included review of program standards consisting of program criteria, nomination process, and evaluation questions.

The subcommittee's recommendations are described below:

#### Current Program Criteria

Managers and supervisors eligible for the Disability-Friendly Managers Award should meet two or more of the following criteria:

1. Managers or supervisors advocating for and providing employment opportunities and accommodations for employees with disabilities.
2. Managers or supervisors empowering employees with disabilities by recognizing abilities and identifying opportunities for successful inclusion.
3. Managers or supervisors promoting a safe and supportive environment for disabled employees.
4. Employment opportunities within the City of Irvine.

#### Proposed Program Criteria

Individuals eligible for the Disability-Friendly Community Member Award should meet two or more of the following criteria:

1. Community members supporting the Board's mission of meeting the physical and social needs of individuals with disabilities.
2. Community members advocating for issues affecting individuals with disabilities and provide opportunities in areas such as job training, employment and safety skills.
3. Community members empowering individuals with disabilities by recognizing someone's ability and identifying opportunities for successful inclusion and/or accommodations for these individuals in a community setting.
4. Community members promoting a safe and supportive environment for individuals with disabilities.
5. Employment opportunities provided within the City of Irvine.

#### Current Nomination Process:

1. Board Members nominate managers or supervisors working in Irvine meeting the Disability-Friendly Managers Award program criteria.
2. Board Members forward nominations to the Community Services Supervisor at least three weeks prior to a regular Board meeting.
3. Board Members present nominations to the Board for input and consideration during a Board meeting. (Formal Board approval is not required for award recognitions.)



Proposed Nomination Process:

Same as the current nomination process described above.

Current Evaluation Questions:

1. Does onsite management support the employee?
2. Do other employees interact with the employee in a positive manner?
3. Does the employee receive recognition for work accomplishments?
4. Has the employee received any special recognition or rewards?
5. Is the employee recognized and included as part of the team?
6. Does the employee interact with customers? If yes, has there been any positive feedback from customers about their interactions?
7. Does the employee like and enjoy his/her work assignments?
8. Does the employee like their manager and work peers?
9. How many disabled persons does the company currently employ?
10. Has the company received any recognition for hiring disabled persons?

Proposed Evaluation Questions:

1. Does the onsite management support the individual(s)? Please explain.
2. Do other employees interact with the individual(s) in a positive manner?
3. How is/are the individual(s) recognized and included as part of the team?
4. What accommodations or modifications for the individual(s) enables them to increase their success, independence or safety?
5. What challenges have been faced when working with an individual with disabilities?
6. Does/do the individual(s) interact with customers or community members? If yes, has there been any positive feedback from the customers or community members?
7. How does/do the individual(s) feel about his/her work assignments?
8. How many individuals with disabilities does the company currently employ?
9. Has the company received any recognition for hiring persons with disabilities?
10. Is there anything else the Irvine Residents with Disabilities Advisory Board should know about your experience with persons with disabilities?

**ALTERNATIVES CONSIDERED**

The Board may consider alternative criteria and questions for the Disability-Friendly Community Award program.

**FINANCIAL IMPACT**

There is no financial impact to implementing a Disability-Friendly Community Member Award program.

**REPORT PREPARED BY**

Susie Blanco, Community Services Supervisor

**ITEM 4**



## REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

**MEETING DATE:** MAY 1, 2018

**TITLE:** DISABILITY SERVICES NEEDS ASSESSMENT REPORT AND  
DEVELOPMENT OF BOARD WORK PLAN

  
\_\_\_\_\_  
Community Services Manager

  
\_\_\_\_\_  
Director of Community Services

### RECOMMENDED ACTION

1. Receive and file the Disability Services Needs Assessment Report.
2. Provide input on development of the Irvine Residents with Disabilities Advisory Board Work Plan.

### EXECUTIVE SUMMARY

The Irvine Residents with Disabilities Advisory Board (Board) serves in an advisory capacity to the Community Services Commission. The purpose of the Board is to provide input on disability related issues. The primary objectives of the Board are to provide advocacy and support for programs related to serving individuals with disabilities; assess community needs and provide appropriate recommendations to City departments; and work collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities.

In May 2017, the City contracted with Ersoylu Consulting to conduct a Disability Services Needs Assessment (Needs Assessment) to understand the needs of individuals living with disabilities in Irvine; create a needs assessment report and work with the Board on the development of a Board work plan. The needs assessment project included holding key stakeholder and public input meetings, a community survey, and local resource inventory assessment. Findings from these efforts are documented in the Needs Assessment Report, identified as Attachment 1.

The Board is requested to begin development of a three-year work plan, taking into consideration findings from the Needs Assessment Report. Ersoylu Consulting will facilitate Board discussion and provide a framework for the work plan. Information received from the Board will be used to develop a draft work plan which will be presented to the Board for review at the June 2018 Board meeting.

## **ANALYSIS**

In spring 2017, the City began working with Ersoylu Consulting on an outreach campaign to engage the community to learn more about the needs and interests of residents with disabilities.

Four key stakeholder meetings were held in May and September with a community meeting held in October. A community survey to gather input for the needs assessment was also available online from May through September. Fifty-eight people participated in the stakeholder and community meetings and more than 400 individuals responded to the online community survey.

The Needs Assessment identifies input received from the stakeholder and community meetings including strengths in existing services for people with disabilities in Irvine; gaps in services; and suggestions for meeting community needs. The Needs Assessment also includes data from the community survey including use of existing services; unmet needs; barriers to accessing services; and suggestions for additional programs and services.

The work plan development discussion will focus on identifying goal areas and strategies to help guide the Board's work over the next three years. Goal areas for consideration may include Board development; community awareness and collaboration; and input to City departments on accessibility issues and programs. A draft work plan will be developed based on the Board's input and presented to the Board for review and consideration at its June 2018 meeting.

## **ALTERNATIVES CONSIDERED**

The Board could choose to create an ad hoc committee to meet in the month of May to further develop the work plan and present recommendations to the Board at the June 2018 meeting.

## **FINANCIAL IMPACT**

There are no financial impacts associated with the development of a Board work plan. Implementation of any work plan action items requiring additional funding beyond the Disability Services approved budget will need to be requested as part of the City's annual budget process.

**REPORT PREPARED BY**                      Sheila Driscoll, Community Services Manager

## **ATTACHMENT:**

1. Disability Services Needs Assessment Report

**BOUND COPIES OF THE  
DISABILITY SERVICES  
NEEDS ASSESSMENT REPORT  
PROVIDED TO BOARD MEMBERS ONLY**

**THE REPORT MAY BE OBTAINED  
UPON WRITTEN REQUEST THROUGH  
THE CITY'S RECORDS DEPARTMENT**