



# AGENDA

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

**MAY 8, 2018  
9:00 AM**

**Heritage Park Community Center  
14301 Yale Ave.  
Irvine, California 92604**

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**Speaker's Form/Request to Speak.** If you would like to address the Committee on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the meeting room. Please identify on the card your name, address 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 Committee are recognized. Your name will be called at the time the matter is heard by the Committee. City policy is to limit public testimony to three minutes per speaker (unless extended by the Chair) which includes the presentation of electronic or audio visual information.

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### **CALL TO ORDER**

A regular meeting of the Irvine Child Care Committee will be called to order on March 13, 2018 at 9:00 AM in the Heritage Park Community Center located at 14301 Yale Avenue, Irvine, California.

### **ROLL CALL**

COMMITTEE MEMBER	DAWN ANTIS	COUNCIL APPOINTEE-FOX
COMMITTEE MEMBER:	CRISTINA BLEVINS	LIAISON REPRESENTATIVE-IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
COMMITTEE MEMBER:	CLAUDINE DUMAIS	LIAISON REPRESENTATIVE-IRVINE VALLEY COLLEGE (IVC)
COMMITTEE MEMBER:	SETH GROSSMAN	PARENT REPRESENTATIVE
COMMITTEE MEMBER:	LINDA HUNTER	GOVERNMENT, CIVIC OR COMMUNITY REPRESENTATIVE
COMMITTEE MEMBER:	AMBER STAR LEAL	GOVERNMENT, CIVIC OR COMMUNITY REPRESENTATIVE
COMMITTEE MEMBER:	DAYNA MONEY	COUNCIL APPOINTEE-SHEA

COMMITTEE MEMBER:	MARY VON DEM BUSSCHE	PARENT REPRESENTATIVE
COMMITTEE MEMBER:	JESSICA WINN	PROVIDER REPRESENTATIVE
COMMITTEE MEMBER:	JADE YANG	COUNCIL APPOINTEE-SCHOTT
COMMITTEE MEMBER:	VACANT	COUNCIL APPOINTEE-WAGNER
COMMITTEE MEMBER:	VACANT	COUNCIL APPOINTEE- LALLOWAY
VICE CHAIR:	WENLI LIN	LIAISON REPRESENTATIVE-UNIVERSITY OF CALIFORNIA, IRVINE (UCI)
CHAIR:	DONNA SCHWARTZE	PROVIDER REPRESENTATIVE

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**PRESENTATIONS**

Support to Providers Working with Children with Challenging Behaviors and Overview of the Early Childhood Mental Health and Wellness Program – Sandy Avzaradel, Orange County Early Childhood Mental Health and Wellness Program

**ANNOUNCEMENTS**

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

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1. Save the date – Super Saturday
  - School Age Providers - October 13, 2018
  - Early Childhood Providers - March 9, 2019
2. Increased Capacity at Irvine Child Care Project Sites
3. New Child Care Center Openings
4. H.E.L.P. Conference: Supporting Children with Challenging Behaviors

**ADDITIONS AND DELETIONS TO THE AGENDA**

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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 Committee meeting.

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## **PUBLIC COMMENTS**

Any member of the public may address the Committee on items within the Committee's subject matter jurisdiction but which are not listed on this 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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## **COMMITTEE REPORTS**

1. Irvine Child Development Center Operating Corporation – Committee Member Simoncini
2. Irvine Children, Youth and Families Advisory Committee – Committee Member Yang

## **COMMITTEE BUSINESS**

### **1. MINUTES**

**ACTION:** Approve the regular meeting minutes of the Irvine Child Care Committee held March 13, 2018.

### **2. PROPOSED IRVINE CHILD CARE COMMITTEE BYLAW AMENDMENTS**

**RECOMMENDED ACTION:** Review and recommend the Community Services Commission approve the proposed amendments to the Irvine Child Care Committee bylaws.

### **3. IRVINE CHILD CARE COMMITTEE RECRUITMENT**

**RECOMMENDED ACTION:**

- 1) Open recruitment for two Parent Representatives to serve two-year terms on the Irvine Child Care Committee from January 2019 through December 2020.
- 2) Appoint Irvine Child Care Committee Members to serve on a selection committee.

## **END OF COMMITTEE BUSINESS**

## **ADJOURNMENT**

Adjourn to a regular meeting of the Irvine Child Care Committee on Tuesday, September 11, 2018, 9:00 AM, Heritage Park Community Center, 14301 Yale Avenue, Irvine, CA 92604.

**NOTICE TO THE PUBLIC**

At 11:30 a.m., the Irvine Child Care Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 noon and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate by 12:00 noon.

**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 Irvine Child Care Committee liaison and are available for public inspection and copying once the agenda is publicly posted (at least 72 hours prior to a regular Irvine Child Care Committee 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 Irvine Child Care Committee 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 Irvine Child Care Committee 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 Irvine Child Care Committee. 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 Irvine Child Care Committee 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 Irvine Child Care Committee 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 ensure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Child Care Committee are held on the second Tuesday of select months at 9 AM unless otherwise noted. The Irvine Child Care Committee agenda is posted in the Police Department and is also available on the City web site at [cityofirvine.org](http://cityofirvine.org). 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 Child Care Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, One Civic Center Plaza, Irvine, California on May 3, 2018 by 5:30 p.m. as well as on the City's web page.

Matthew Harting Committee Liaison

# **MINUTES**

**ITEM 1**



# MINUTES

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

March 13, 2018

Heritage Park Community Center  
14301 Yale Avenue  
Irvine, California 92604

### CALL TO ORDER

A regular meeting of the Irvine Child Care Committee was called to order on March 13, 2018, at 9:06 AM at the Heritage Park Community Center, 14301 Yale Avenue, Irvine, California; Community Services Supervisor Stubler presiding.

### PRESENT: 10

COMMITTEE MEMBER	DAWN ANTIS	COUNCIL APPOINTEE-FOX
COMMITTEE MEMBER:	CRISTINA BLEVINS	LIAISON REPRESENTATIVE-IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
COMMITTEE MEMBER:	CLAUDINE DUMAIS	LIAISON REPRESENTATIVE-IRVINE VALLEY COLLEGE (IVC)
COMMITTEE MEMBER:	LINDA HUNTER	GOVERNMENT, CIVIC OR COMMUNITY REPRESENTATIVE
COMMITTEE MEMBER:	AMBER STAR LEAL	GOVERNMENT, CIVIC OR COMMUNITY REPRESENTATIVE
COMMITTEE MEMBER:	DAYNA MONEY	COUNCIL APPOINTEE-SHEA
COMMITTEE MEMBER:	DONNA SCHWARTZE	PROVIDER REPRESENTATIVE
COMMITTEE MEMBER:	JESSICA WINN	PROVIDER REPRESENTATIVE
COMMITTEE MEMBER:	JADE YANG	COUNCIL APPOINTEE-SCHOTT
RECORDING SECRETARY:	WENLI LIN	LIAISON REPRESENTATIVE- UNIVERSITY OF CALIFORNIA, IRVINE (UCI)

**ABSENT: 2**

COMMITTEE MEMBER: SETH GROSSMAN PARENT REPRESENTATIVE

COMMITTEE MEMBER: MARY VON DEM BUSSCHE PARENT REPRESENTATIVE

**PLEDGE OF ALLEGIANCE**

Community Services Supervisor Stubbler lead the Pledge of Allegiance.

**INTRODUCTIONS**

There were no introductions

**IRVINE CHILD CARE COMMITTEE REORGANIZATION**

Supervisor Stubbler opened the call for nominations for the position of Chair of the Irvine Child Care Committee (Committee) for the calendar year 2018.

Committee Member Yang nominated Committee Member Lin for the position of Chair. Committee Member Lin did not accept the nomination.

Committee Member Lin nominated Committee Member Schwartz for the position of Chair, the nomination was accepted. Committee Member Winn seconded the motion, and by unanimous vote of those members present, Committee Member Schwartz was elected as Chair of the Committee.

Ayes: 10 Antis, Blevins, Dumais, Hunter, Leal, Lin, Money, Schwartz, Winn, Yang  
Noes: 0  
Absent: 2 Grossman, Von dem Bussche

Chair Schwartz opened the call for nominations for the position of Vice Chair of the Committee for the calendar year 2018.

Committee Member Money nominated Committee Member Lin for the position of Vice Chair the nomination was accepted. Committee Member Yang seconded the motion, and by unanimous vote of those members present, Committee Member Lin was elected as Vice Chair of the Committee

Ayes: 10 Antis, Blevins, Dumais, Hunter, Leal, Lin, Money, Schwartz, Winn, Yang  
Noes: 0  
Absent: 2 Grossman, Von dem Bussche

**PRESENTATIONS**

Committee Member Hunter provided an overview of the Orange County Early Childhood Policy Framework. She asked the committee members for input through a short questionnaire.

**ANNOUNCEMENTS**

Senior Leader Backhus provided a Super Saturday Recap and reported that 275 individuals registered for the sold-out event. A total of 33 workshops on a variety of topics were offered for infant, toddler and preschool educators. A majority of participants (97.8 percent) indicated they strongly agreed/agreed that the workshop sessions provided them with specific tools, strategies, or resources to use in their work to support children and families.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**PUBLIC COMMENTS**

There were no public comments.

**COMMITTEE REPORTS**

1. Irvine Child Development Center (ICDC) Operating Corporation

Program Coordinator Magallon reported the ICDC finance sub-committee presented an overview of the budget and will be working on implementing procedural improvements.

2. Irvine Children, Youth and Families Advisory Committee (ICYFAC)

Committee Member Blevins reported that an ad hoc committee had been formed to address the mental health and well-being of students in Irvine.

**COMMITTEE BUSINESS**

**1. MINUTES**

**ACTION:** Moved by Committee Member Blevins, seconded by Committee Member Money and unanimously carried by members present to approve the minutes of the regular meeting of the Irvine Child Care Committee held January 9, 2018.

Ayes: 10 Antis, Blevins, Dumais, Hunter, Leal, Lin, Money, Schwartz, Winn, Yang  
Noes: 0  
Absent: 2 Grossman, Von dem Bussche

**2. APPOINTMENT OF MEMBER REPRESENTATIVES TO THE IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION AND THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE.**

**ACTION:** Moved by Chair Schwartz, seconded by Vice Chair Lin and carried unanimously by those members present to appoint Committee Member Winn to the Irvine Child Development Center Operating Corporation Board of Directors.

Ayes: 10 Antis, Blevins, Dumais, Hunter, Leal, Lin, Money, Schwartz, Winn, Yang  
Noes: 0  
Absent: 2 Grossman, Von dem Bussche

**ACTION:** Moved by Chair Schwartz, seconded by Committee Member Money and carried unanimously by those members present to appoint Committee Member Yang to the Irvine Children, Youth and Families Advisory Committee.

Ayes: 10 Antis, Blevins, Dumais, Hunter, Leal, Lin, Money, Schwartz, Winn, Yang  
Noes: 0  
Absent: 2 Grossman, Von dem Bussche

**END OF BUSINESS**

**ADJOURNMENT** at 10:20 AM on Tuesday, March 13, 2018.

\_\_\_\_\_  
DONNA SCHWARTZE  
Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
TRACI STUBBLER  
Child Care Coordination Supervisor

**ITEM 2**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** MAY 8, 2018

**TITLE:** PROPOSED IRVINE CHILD CARE COMMITTEE BYLAW AMENDMENTS

Community Services Manager

Deputy Director of Community Services

## RECOMMENDED ACTION

Review and recommend the Community Services Commission approve the proposed amendments to the Irvine Child Care Committee bylaws.

## EXECUTIVE SUMMARY

The Community Services Department provides support to the Irvine Child Care Committee (Committee) 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 January 9, 2018, the Committee reviewed proposed amendments to the bylaws and provided input.
2. On February 21, 2018, the Commission received a presentation regarding the proposed bylaw amendments and the annual goals, initiatives, and purpose of the Committee.
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 Committee, the bylaws will require review and approval by the Commission.

## **ANALYSIS**

The City Attorney reviewed the Committee bylaws and suggested changes in sections 3.3, 4.0, 5.0, 5.1.2, 5.2, 5.2.2, 5.2.3, 5.3, 5.3.3, 6.1, 7.0, 7.2, 8.1, 8.3, 8.5, 9.0. 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.

## **ALTERNATIVES CONSIDERED**

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

## **FINANCIAL IMPACT**

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

## **REPORT PREPARED BY**

Sheila Driscoll, Community Services Manager

## **ATTACHMENT**

1. Proposed Irvine Child Care Committee Bylaw Amendments
2. Current Irvine Child Care Committee Bylaws



# IRVINE CHILD CARE COMMITTEE (PROPOSED) BYLAWS

Reviewd By: Irvine Child Care Committee  
May 8, 2018

## 1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Child Care Committee (hereinafter "Committee").

## 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 Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the City's Community Services Commission. The Committee shall provide input on the needs of the community pertaining to child care related issues.

3.2 Mission - The Committee's mission is to develop recommendations related to the availability of affordable quality child care and early education in Irvine.

3.3 Duties - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

The Committee shall appoint one representative from their membership to serve on the Irvine Child Development Center Operating Board and one representative to serve on the Irvine Children, Youth and Families Advisory Committee, as appropriate.

The Committee shall report annually to the Community Services 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 Committee shall consist of no more than fourteen (14) voting members consisting of ~~a~~Appointee and ~~L~~iaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, ~~T~~he Membership on the Committee is comprised of representatives meeting the following requirements and procedures:

### 5.1 Appointee Members

5.1.1 One representative from each of the following educational Organizations, Irvine Unified School District, University of California, Irvine, and Irvine Valley College, shall be appointed by their respective organizations and serve a term of office in accordance with that appointment.

5.1.2 Each member of the City Council Member shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member. ~~a term in accordance with that Council Member's term of office.~~

5.2 Liaison Members - Shall be selected through the following procedure: All interested persons who reside or are employed in the City of Irvine shall submit written applications and ~~qualified~~ all applicants will be invited to an oral interview with a minimum of three (3) Committee ~~m~~Members and one (1) optional representative from the Community Services Commission. Term of office shall be a period of two years. Reappointment to another term is possible by complying with the procedure outlined herein.

5.2.1 ~~Government, Civic or Community Members - Two (2)~~

5.2.2 ~~Center- or Home-based Child Care Provider Members who operate or work in a child care program licensed by the State of California Community Care Licensing Division - Two (2)~~

5.2.3 ~~Parent/Guardian Members having children under the age of 12 at the time of application submittal - Two (2)~~

### 5.3 Resignation, Vacancies, and Removal

5.3.1 Resignation - Any Committee ~~m~~Member may resign at any time by giving written notice to the Chair or Vice Chair.

5.3.2 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 Committee.

5.3.3. Removal - ~~Absence from three (3) consecutive meetings may constitute the removal of the member.~~ In the event a Committee Member fails to attend three (3) consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry such a motion.

## 6.0 VOTING

6.1 One Vote Per Member - Committee mMembers shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

## 7.0 OFFICERS

Officers of the Committee shall be include a Chair and a Vice Chair, each of whom shall be a member of the Committee. The officers shall be elected by the membership of the Committee annually.

7.1 Election - Regular election of officers shall be held annually. The term of office shall be one (1) year, commencing upon election.

7.2 Chair - The Chair shall be responsible for have the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and is responsible for approval of the agenda. ~~The Chair shall represent the Committee to the Community Services 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 Committee.

## 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 Committee mMember 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 Committee ~~m~~Members shall constitute a quorum. A majority vote of Committee ~~m~~Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Committee shall meet six (6) times each year per an annual schedule approved by the Committee by the last meeting of the previous year. All regular meeting notices shall be posted in a location 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 Committee, 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 Committee 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 THE  
IRVINE CHILD CARE COMMITTEE**

**ARTICLE I**

Name

The name of this public entity shall be the City of Irvine Child Care Committee.

**ARTICLE II**

Location

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

**ARTICLE III**

Mission and Purpose

The purpose of the Irvine Child Care Committee is to actively serve as a resource and advise the Community Services Commission for City Council on child care related issues. Its role is to develop recommendations and initiatives as they relate to the availability of quality and affordable childcare and education in Irvine. The Irvine Child Care Committee works in a cooperative relationship with the support of the Community Services Commission, the Child Care Coordination Office, the Community Services Department, and the Community Development Department to enhance the provision of child care and education, provide outreach, and to serve as a liaison to the community as a whole.

**ARTICLE IV**

Membership

Section 1. Members

The Committee shall be composed of fifteen (15) voting members consisting of Liaison and Appointee representatives and shall serve pursuant to Section 5310 of the California Organizations Code.

A. Liaison Members:

1. Three (3) members who represent educational organizations:
  - a.) Irvine Unified School District (1)
  - b.) University of California, Irvine (1)
  - c.) Irvine Valley College (1)
2. Two (2) members who represent government, civic or community. (2)

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

- 3. Two (2) Center-based or Home-based Child Care Providers. (2)
- 4. Two (2) Parents/Guardians (2)
- B. Appointee Members:
  - 1. Five (5) City Council Appointees (5)
  - 2. Community Services Commission Task Force (Child, Youth, Family and Senior Services) (1)
- C. City of Irvine non-voting representatives:  
Unless otherwise represented on the Committee, the City of Irvine shall provide staff
  - Child Care Coordination
  - Irvine Child Care Project
  - Community Development/Planning Commission

Section 2. Appointment of Members

A. Liaison Members

- 1. Educational Organization Members:  
Educational Organization members shall be appointed by their respective organizations and shall serve a term of office in accordance with that appointment.
- 2. All Remaining Liaison Members (Government, Civic, or Community Members Center based or Home-based Child Care Provider Members; Parents/Guardians Members)

In accordance with City policy, the availability of such positions shall be made public. All remaining liaison members shall be appointed through the following procedure: All interested persons shall submit written applications from the date of posting until the last working day in September. Each application shall be reviewed; screening and interviewing shall be conducted thereafter with recommendations presented to the Committee. The Committee will then forward its nominations to the Community Services Commission for formal appointment. New Committee members shall normally be seated at the meeting in January. Term of office shall be for a period of two (2) years. Reappointment to another term is possible by complying with the procedure outlined herein.

B. Appointee Members:

- 1. City Council Members shall each appoint one (1) member to the Child Care Committee to a term in accordance with that term of office.
- 2. The Community Services Commission shall be represented on the Child Care Committee by a member of the Community Services Commission Task Force-Child, Youth, Family and Senior Services to a term in accordance with that term of office.

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

Child, Youth, Family and Senior Services to a term in accordance with that term of office.

C. City of Irvine Non-Voting Representatives:

Such representatives shall be appointed by the Director of Community Services and Community Development or their designees.

Section 3. Removal of Members

It shall be the duty of each member to take an active part in the Committee's deliberation and to act in whatever capacity the member may be called. Absence from two (2) consecutive meetings may constitute the retirement of the member. After the second consecutive absence, the member will be contacted. In the event that a member is deemed retired, the member and the appointed body will be contacted. New members shall be appointed following the designated procedure for their appropriate position.

Section 4. Vacancies

In the event of any committee vacancy within this organization because of death, resignation, removal, or disqualification of any member, the Chairperson shall seek appropriate appointment of a new representative to fill the vacancy for the duration of the appointment.

Section 5. Meetings

The meetings of the Committee shall be held at least six (6) times each year, at which time the members of the Committee shall convene, in accordance with the provisions of these bylaws, to consider the affairs of the organization and transact such other business as may properly be brought before the meeting.

Special meetings of the members of the Committee, for any purpose, shall be called at any time by the Chairperson, or if she/he is unable or absent or refuses to act, by either the Vice-Chairperson, or by any three (3) members of the Committee. Written notice of the time and place of such special meetings shall be posted and sent to each member no less than 24 hours before such a meeting in accordance with the Brown Act (Section 54956).

Section 6. Limitation of Actions by Agenda

No action shall be taken by the Committee, on any items not appearing on the posted agenda.

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

Section 7. Public Comment

The Chair shall ask if any person wishes to speak to the Child Care Committee on items within the Committee's jurisdiction; however, no action may be taken on matters that are not part of the posted agenda. Items not part of the posted agenda will be heard during the Public Comment Section. Public comments regarding posted agenda items will be heard at the time the matter is heard by the Committee. Public comments are limited to ten minutes per person.

Section 8. Initiating an Agenda Item

8.1 Committee Request - Any Child Care Committee member may initiate an item for Committee consideration by making such request to the Child Care Program Coordinator by no later than the legal deadline for noticing and placing the matter on the agenda.

8.2 Public Request - Any member of the public may initiate a request to have the Child Care Committee consider an item within the Committee's jurisdiction by making such request in writing at least fourteen days preceding the Committee meetings.

8.3 Staff Requests - City staff may initiate a request to have the Child Care Committee consider an item within the Committee's jurisdiction by making a request to the Child Care Program Coordinator at least fourteen days prior to the meeting at which consideration is to take place.

Section 9. Quorum

A majority of the Committee shall constitute a quorum for the transaction of business at any meeting. In the event that less than a quorum of members are present at any meeting, the members who are present may adjourn the meeting but may not transact any business, and the notice of the time and place of holding an adjourned meeting be made public and given to absent members of the time and place established.

Section 10. Powers and Duties

The Committee shall have, as permitted by City Council order, all primary powers and authorities necessary and convenient to carry out the business and affairs of this organization. They shall report salient findings directly to the Community Services Commission at least once a year.

Any public communication, written or verbal, representing the position of the Committee shall require prior approval of two officers of the Committee.

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

**ARTICLE V**  
**Officers**

**Section 1.                   Titles**

The officers of this organization shall be Chairperson and Vice-Chairpersons—and Recording Secretary. The officers shall be nominated and elected by consent of the voting members of the Committee.

**Section 2.                   Election**

After the installation of the members of the Committee at the January meeting, the Committee shall elect a Chairperson Vice-Chairperson, and Recording Secretary to serve for a period of one year (12 months).

**Section 3.                   Removal and Resignation**

Any officer may be removed, either with or without cause, by a majority of all members of the Committee at any regular or special meeting of the Committee. Any officer may resign at any time by giving written notice to the Chair or the Vice-Chair of the Committee. Any such resignation shall take effect at the time of the receipt of such notice, or at any later time specified therein and, unless otherwise specified in such resignation, the acceptance of the same shall not be necessary to make the resignation effective.

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

A vacancy in any office of this organization because of death, resignation, removal, disqualification, or other cause shall be filled in the manner prescribed in these bylaws for regular appointments to such office at either a regular or special meeting of the members of the Committee called for that purpose.

**Section 5.                   Duties of the Chairperson**

The Chairperson shall have the general supervision, direction, and control of the business and affairs of this organization. She/he shall preside at all meetings of members of the Committee. She/he shall have the power to appoint subcommittee chairpersons and committees as necessary, and shall receive from them reports of their business.

**Section 6.                   Duties of the Vice-Chairpersons**

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

- A. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and in so acting shall have all the powers of the Chairperson. The Vice-Chairperson shall be in charge of communications and shall have such other powers and perform such duties as may be prescribed, by the Committee and its Chairperson.

Section 7. Duties of the Recording Secretary

The Recording Secretary will take minutes of the Committee meetings and submit them to the Irvine Child Care Committee staff within 10 days of the meeting. In the absence of the Recording Secretary, the Chairperson may appoint a committee member to take meeting notes.

**ARTICLE VI**  
**Amendment of Bylaws**

The bylaws may be amended or repealed and new bylaws adopted by a vote of two-thirds (2/3) of all members of the Committee. The bylaws shall take effect upon adoption by resolution by the Community Services Commission.

**ARTICLE VII**  
**Standing Rules**

The Committee shall have the authority to enact standing rules as needed.

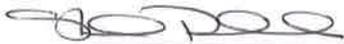
**ITEM 3**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** MAY 8, 2018

**TITLE:** IRVINE CHILD CARE COMMITTEE RECRUITMENT

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

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

## RECOMMENDED ACTION

1. Open recruitment for two Parent Representatives to serve two-year terms on the Irvine Child Care Committee from January 2019 through December 2020.
2. Appoint Irvine Child Care Committee Members to serve on a selection committee.

## EXECUTIVE SUMMARY

The Irvine Child Care Committee (Committee) serves as a resource and performs in an advisory capacity to the Community Services Commission (Commission) for City Council on childcare related issues. The Committee works to enhance the provision of childcare and education, provide outreach, and to serve as a liaison to the community as a whole.

In accordance with Committee Bylaws, Article IV, Section 2.A.2, Appointment of Members, staff requests the Committee open a new member recruitment and select Committee Members to serve on a selection committee.

The Committee will have openings for two parent representatives. The terms of the new members will be for two years, from January 2019 through December 2020.

The recruitment process requires the appointment of a selection committee to review, screen and interview applicants. The selection committee will share recommendations for appointments with the full Committee, who will then forward recommendations to the Commission for approval.

## ANALYSIS

The Committee is comprised of:

- Five City Council appointees;
- Two Parent representatives;

- Two Government, Civic, or Community representatives;
- Two Child Care Provider representatives; and
- Three members who represent educational organizations (University of California Irvine, Irvine Valley College, Irvine Unified School District)

Staff requests the Committee open a recruitment for two parent representatives, and appoint three Committee Members to serve on a selection committee. The new member recruitment would open August 1, 2018 and close September 10, 2018, with terms beginning January 2019 and ending December 2020.

In coordination with the City staff liaison, members of the selection committee will review written applications and interview applicants. The Committee will recommend appointment recommendations to the Commission for approval.

### **ALTERNATIVES CONSIDERED**

The Irvine Child Care Committee may choose not to fill vacancies for the expiring terms or select a different timeline for the recruitment.

### **FINANCIAL IMPACT**

Irvine Child Care Committee members serve as volunteers. Funds to support the recruitment of members are included in the General Fund Budget. No additional funds are required.

### **REPORT PREPARED BY**

Traci Stubbler, Child Care Coordination Supervisor

### **ATTACHMENTS**

1. Irvine Child Care Committee Bylaws

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

**ARTICLE I**

Name

The name of this public entity shall be the City of Irvine Child Care Committee.

**ARTICLE II**

Location

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

**ARTICLE III**

Mission and Purpose

The purpose of the Irvine Child Care Committee is to actively serve as a resource and advise the Community Services Commission for City Council on child care related issues. Its role is to develop recommendations and initiatives as they relate to the availability of quality and affordable childcare and education in Irvine. The Irvine Child Care Committee works in a cooperative relationship with the support of the Community Services Commission, the Child Care Coordination Office, the Community Services Department, and the Community Development Department to enhance the provision of child care and education, provide outreach, and to serve as a liaison to the community as a whole.

**ARTICLE IV**

Membership

Section I. Members

The Committee shall be composed of fifteen (15) voting members consisting of Liaison and Appointee representatives and shall serve pursuant to Section 5310 of the California Organizations Code.

A. Liaison Members:

1. Three (3) members who represent educational organizations:
  - a.) Irvine Unified School District (1)
  - b.) University of California, Irvine (1)
  - c.) Irvine Valley College (1)
2. Two (2) members who represent government, civic or community. (2)

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

- 3. Two (2) Center-based or Home-based Child Care Providers. (2)
- 4. Two (2) Parents/Guardians (2)
- B. Appointee Members:
  - 1. Five (5) City Council Appointees (5)
  - 2. Community Services Commission Task Force (Child, Youth, Family and Senior Services) (1)
- C. City of Irvine non-voting representatives:  
Unless otherwise represented on the Committee, the City of Irvine shall provide staff
  - Child Care Coordination
  - Irvine Child Care Project
  - Community Development/Planning Commission

Section 2. Appointment of Members

- A. Liaison Members
  - 1. Educational Organization Members:  
Educational Organization members shall be appointed by their respective organizations and shall serve a term of office in accordance with that appointment.
  - 2. All Remaining Liaison Members (Government, Civic, or Community Members Center based or Home-based Child Care Provider Members; Parents/Guardians Members)

In accordance with City policy, the availability of such positions shall be made public. All remaining liaison members shall be appointed through the following procedure: All interested persons shall submit written applications from the date of posting until the last working day in September. Each application shall be reviewed; screening and interviewing shall be conducted thereafter with recommendations presented to the Committee. The Committee will then forward its nominations to the Community Services Commission for formal appointment. New Committee members shall normally be seated at the meeting in January. Term of office shall be for a period of two (2) years. Reappointment to another term is possible by complying with the procedure outlined herein.

- B. Appointee Members:
  - 1. City Council Members shall each appoint one (1) member to the Child Care Committee to a term in accordance with that term of office.
  - 2. The Community Services Commission shall be represented on the Child Care Committee by a member of the Community Services Commission Task Force-Child, Youth, Family and Senior Services to a term in accordance with that term of office.

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

Child, Youth, Family and Senior Services to a term in accordance with that term of office.

C. City of Irvine Non-Voting Representatives:

Such representatives shall be appointed by the Director of Community Services and Community Development or their designees.

Section 3. Removal of Members

It shall be the duty of each member to take an active part in the Committee's deliberation and to act in whatever capacity the member may be called. Absence from two (2) consecutive meetings may constitute the retirement of the member. After the second consecutive absence, the member will be contacted. In the event that a member is deemed retired, the member and the appointed body will be contacted. New members shall be appointed following the designated procedure for their appropriate position.

Section 4. Vacancies

In the event of any committee vacancy within this organization because of death, resignation, removal, or disqualification of any member, the Chairperson shall seek appropriate appointment of a new representative to fill the vacancy for the duration of the appointment.

Section 5. Meetings

The meetings of the Committee shall be held at least six (6) times each year, at which time the members of the Committee shall convene, in accordance with the provisions of these bylaws, to consider the affairs of the organization and transact such other business as may properly be brought before the meeting.

Special meetings of the members of the Committee, for any purpose, shall be called at any time by the Chairperson, or if she/he is unable or absent or refuses to act, by either the Vice-Chairperson, or by any three (3) members of the Committee. Written notice of the time and place of such special meetings shall be posted and sent to each member no less than 24 hours before such a meeting in accordance with the Brown Act (Section 54956).

Section 6. Limitation of Actions by Agenda

No action shall be taken by the Committee, on any items not appearing on the posted agenda.

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

Section 7. Public Comment

The Chair shall ask if any person wishes to speak to the Child Care Committee on items within the Committee's jurisdiction; however, no action may be taken on matters that are not part of the posted agenda. Items not part of the posted agenda will be heard during the Public Comment Section. Public comments regarding posted agenda items will be heard at the time the matter is heard by the Committee. Public comments are limited to ten minutes per person.

Section 8. Initiating an Agenda Item

8.1 Committee Request - Any Child Care Committee member may initiate an item for Committee consideration by making such request to the Child Care Program Coordinator by no later than the legal deadline for noticing and placing the matter on the agenda.

8.2 Public Request - Any member of the public may initiate a request to have the Child Care Committee consider an item within the Committee's jurisdiction by making such request in writing at least fourteen days preceding the Committee meetings.

8.3 Staff Requests - City staff may initiate a request to have the Child Care Committee consider an item within the Committee's jurisdiction by making a request to the Child Care Program Coordinator at least fourteen days prior to the meeting at which consideration is to take place.

Section 9. Quorum

A majority of the Committee shall constitute a quorum for the transaction of business at any meeting. In the event that less than a quorum of members are present at any meeting, the members who are present may adjourn the meeting but may not transact any business, and the notice of the time and place of holding an adjourned meeting be made public and given to absent members of the time and place established.

Section 10. Powers and Duties

The Committee shall have, as permitted by City Council order, all primary powers and authorities necessary and convenient to carry out the business and affairs of this organization. They shall report salient findings directly to the Community Services Commission at least once a year.

Any public communication, written or verbal, representing the position of the Committee shall require prior approval of two officers of the Committee.

**BYLAWS OF THE  
IRVINE CHILD CARE COMMITTEE**

**ARTICLE V**  
**Officers**

**Section 1.                   Titles**

The officers of this organization shall be Chairperson and Vice-Chairpersons—and Recording Secretary. The officers shall be nominated and elected by consent of the voting members of the Committee.

**Section 2.                   Election**

After the installation of the members of the Committee at the January meeting, the Committee shall elect a Chairperson Vice-Chairperson, and Recording Secretary to serve for a period of one year (12 months).

**Section 3.                   Removal and Resignation**

Any officer may be removed, either with or without cause, by a majority of all members of the Committee at any regular or special meeting of the Committee. Any officer may resign at any time by giving written notice to the Chair or the Vice-Chair of the Committee. Any such resignation shall take effect at the time of the receipt of such notice, or at any later time specified therein and, unless otherwise specified in such resignation, the acceptance of the same shall not be necessary to make the resignation effective.

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