



AGENDA

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

**AUGUST 29, 2018
5:30 PM**

**Irvine Civic Center
Conference and Training Center
One Civic Center Plaza
Irvine, CA 92606**

Speaker's Card/Request to Speak: If you would like to address the Irvine Children, Youth and Families Advisory Committee (ICYFAC) 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 ICYFAC are recognized. Your name will be called at the time the matter is heard.

CALL TO ORDER

A regular meeting of the Irvine Children, Youth and Families Advisory Committee will be called to order on August 29, 2018 at 5:30 PM, Irvine Civic Center, One Civic Center Plaza, Irvine, California, in the Conference and Training Center.

ROLL CALL

Committee Member:	Cristina Blevins	Irvine Unified School District Rep
Committee Member:	Wendy Bokota	Irvine Prevention Coalition Rep
Committee Member:	Gerardo Canul	Member-At-Large
Committee Member:	Theresa Collins	Appointed by: Councilmember Shea
Committee Member:	Joanne Farrell	Tustin Unified School District Rep
Committee Member:	Diane Gale	Member-At-Large
Committee Member:	Tony Kam	High School Youth Action Team Rep
Committee Member:	Zhihai Li	Appointed by: Councilmember Fox
Committee Member:	Dick Owens	Community Services Representative
Committee Member:	Barbara Quinlan	Appointed by: Councilmember Lalloway
Committee Member:	Jade Yang	Irvine Child Care Committee Rep
Committee Member:	Britney Zhang	High School Youth Action Team Rep

Secretary:	Marisa Lo	Appointed by: Councilmember Schott
Co-Chair:	Lauren Johnson-Norris	Community Services Representative
Co-Chair:	CC Perkinson	Appointed by: Mayor Wagner

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

1. New Committee Members – Community Services Manager Darin Loughrey

PRESENTATIONS

1. What Conditions are Impacting Irvine’s Children and Youth
 - Irvine Unified and Tustin Unified Representatives
 - Rick Gramer
City of Irvine Public Safety School Resource Officer
 - Ryan Painter
City of Irvine Community Services Supervisor
2. Data Review of Conditions Impacting Irvine’s Children and Youth

ANNOUNCEMENTS

Announcements 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.

1. Disability Services Relocation to Sweet Shade Neighborhood Park
2. Brown Act Training – February 27, 2019 at 5:30 p.m.

COMMITTEE UPDATES

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 Committee meeting.

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.

COMMITTEE BUSINESS

1. MINUTES

ACTION: Approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held May 23, 2018.

2. IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE PROPOSED MEETING SCHEDULE FOR CALENDAR YEAR 2019

RECOMMENDED ACTION: Approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2019.

ADJOURNMENT

Adjourn to a regular meeting of the IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE, Wednesday, November 28, 2018, 5:30 PM at Irvine Civic Center, One Civic Center Plaza, Irvine, California, 92606, in the Conference and Training Center (CTC).

NOTICE TO THE PUBLIC

At 11:00 p.m., the Irvine Children, Youth and Families Advisory Committee (Committee) will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 midnight.

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 Committee liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular 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 the Committee liaison at (949) 724-6642.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the 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 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 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 the Committee liaison at 949-724-6647 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 turn off or silence all personal communication devices.

MEETING SCHEDULE

Regular meetings of the Committee are held quarterly on the last Wednesday of every third month at 5:30 p.m. unless otherwise noted. The Committee agenda is posted in the Police Department for public viewing. Meeting agendas and approved minutes are kept current on the City website at www.cityofirvine.org.

I hereby certify that the agenda for the Irvine Children, Youth and Families Advisory Committee 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 August 24, 2018 by 5:30 p.m. as well as on the City's website.



Committee Liaison

COMMITTEE BUSINESS

ITEM 1

MINUTES



MINUTES

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

MAY 23, 2018

**Irvine Civic Center
Conference and Training Center
One Civic Center Plaza
Irvine, CA 92606**

CALL TO ORDER

A regular meeting of the Irvine Children, Youth and Families Advisory Committee was called to order on May 23, 2018 at 5:43 PM, Irvine Civic Center, One Civic Center Plaza, Irvine, California, in the Conference and Training Center; Co-Chair Perkinson presiding.

ROLL CALL

Present

Committee Member:	Cristina Blevins	Irvine Unified School District Rep
Committee Member:	Wendy Bokota*	Irvine Prevention Coalition Rep
Committee Member:	Gerardo Canul	Member-At-Large
Committee Member:	Joanne Farrell	Tustin Unified School District Rep
Committee Member:	Diane Gale	Member-At-Large
Committee Member:	Zhihai Li**	Appointed by: Councilmember Fox
Committee Member:	Cathy Sun	High School Youth Action Team Rep
Committee Member:	Jade Yang	Irvine Child Care Committee Rep
Co-Chair:	CC Perkinson	Appointed by: Mayor Wagner

**Left at 5:47 p.m.*

*** Arrived at 5:50 p.m.*

Absent

Committee Member:	Theresa Collins	Appointed by: Councilmember Shea
Committee Member:	Dick Owens	Community Services Commission Rep
Committee Member:	Evan Park	High School Youth Action Team Rep
Committee Member:	Barbara Quinlan	Appointed by: Councilmember Lalloway
Secretary:	Marisa Lo	Appointed by: Councilmember Schott
Co-Chair:	Lauren Johnson-Norris	Community Services Commission Rep

PLEDGE OF ALLEGIANCE

Co-Chair Perkinson led the Pledge of Allegiance.

INTRODUCTIONS

Community Services Manager Darin Loughrey introduced:

- Jade Yang, newly appointed Irvine Child Care Committee representative
- Adam Buchanan, Community Services Superintendent
- Ryan Painter, Community Services Supervisor

PRESENTATIONS

1. Youth Mental Health and Wellness

Senior Management Analyst Laurie Gruschka presented ideas provided at a meeting held on March 20, 2018 to discuss ways ICYFAC can help address youth mental health and wellness. Attendees included Committee members Bakota, Li, Sun and Gale, and High School Youth Action Team member Nguyen. Ideas included: meeting with Irvine Unified School District's to discuss how the committee can support the District's work in the area of mental health and wellness, including the new mental health campaign that will be conducted at Irvine schools in fall 2018; reaching out to diverse community groups and networks to provide mental health information and resources that mirrors the information provided to students at school to create consistent messaging; and, conducting community forums to engage parents and youth in discussing mental well-being.

2. We Care, Speak Up! Mental Health Campaign

Community Services Supervisor Ryan Painter presented on the new We Care, Speak Up! Mental Health Campaign, which has been jointly developed by the City and Irvine Unified School District and will be presented on all K-12 school campuses in fall 2018. Key objectives of the campaign include providing information to students about mental health and wellness and the importance of reaching out for assistance when needed; increasing prevention activities; and increasing awareness of available mental health and wellness services and resources. The campaign will include posters listing school and community resources; videos featuring students and community leaders; a dedicated website; parent night events; and providing information in the community through community partners.

Committee input and discussion included: strategies to involve parents; addressing language barriers in parent outreach; the possibility of bringing campaign information to the preschool level; inclusion of Tustin Unified School District staff and students; the use of social media to share campaign information; the possibility of working with Parent Teacher Associations as key partners; and

adoption of the campaign by other Irvine organizations and outside groups so that the community receives the same messages in multiple venues.

ANNOUNCEMENTS

1. Final Meeting for High School Youth Action Team Representatives

On behalf of the Irvine Children, Youth and Families Advisory Committee, Manager Loughrey thanked Evan Park and Cathy Sun for their participation and valuable contributions as Committee members.

2. Committee Staff Liaison Update

Manager Loughrey announced that in the new fiscal year he will be assuming the role of City staff liaison to ICYFAC, which is being transitioned over from Manager Driscoll.

COMMITTEE UPDATES

1. Youth Action Team Project Updates

Committee Member Park provided an update on the High School Youth Action Team programs held this past quarter, including:

- Lunch time forums at the high schools on topics including women in STEM, stress management, domestic violence, health and balance, and healthy teen relationships
- The 24th annual Teen Summit with more than 500 student attendees
- Teen Poetry Slam and Art Show
- Voter Registration Drive on the high school campuses
- Two Spring Volunteer Camps with students completing more than 600 hours of service
- Volunteer projects with students completing more than 2,500 hours of service
- Selection of 16 students to serve as the 2018-19 High School Youth Action Team representatives

Upcoming activities include:

- Summer Youth Action Team Camp including volunteer projects, college campus tours and recreational excursions

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no public comments.

COMMITTEE BUSINESS

1. MINUTES

ACTION: Moved by Committee Member Gale, seconded by Committee Member Sun and carried unanimously by members present to approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held February 28, 2018.

Ayes: Blevins, Canul, Farrell, Gale, Li, Perkinson, Sun, Yang

Noes:

Absent: Bokota, Collins, Johnson-Norris, Lo, Owens, Park, Quinlan

2. PROPOSED IRVNE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE BYLAW AMENDMENTS

ACTION: Moved by Co-Chair Perkinson, seconded by Committee Member Blevins and carried unanimously to recommend the Community Services Commission approve the proposed amendments to the Irvine Children, Youth and Families Advisory Committee Bylaws.

Ayes: Blevins, Canul, Farrell, Gale, Li, Perkinson, Sun, Yang

Noes:

Absent: Bokota, Collins, Johnson-Norris, Lo, Owens, Park, Quinlan

END OF BUSINESS

ADJOURNMENT at 6:37 p.m. on Wednesday, May 23, 2018.

Co-Chair

Laurie Gruschka
Recording Secretary

Date

COMMITTEE BUSINESS

ITEM 2

IRVINE CHILDREN, YOUTH AND FAMILIES
ADVISORY COMMITTEE PROPOSED
MEETING SCHEDULE FOR CALENDAR
YEAR 2019



REQUEST FOR IRVINE CHILDREN, YOUTH, FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: AUGUST 29, 2018

TITLE: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE
PROPOSED MEETING SCHEDULE FOR CALENDAR YEAR 2019


Community Services Manager


Deputy Director of Community Services

RECOMMENDED ACTION

Approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2019.

EXECUTIVE SUMMARY

The Irvine Children, Youth and Families Advisory Committee (Committee) is an advisory body to the Community Services Commission and provides ongoing review and evaluation of the City's children, youth and family-related initiatives.

Each year the Committee sets an annual meeting schedule in accordance with Committee Bylaws (Attachment 1). A proposed meeting schedule for calendar year 2019 (Attachment 2) is submitted for Committee review and approval.

ANALYSIS

The Committee meetings are held quarterly, on the fourth Wednesday of designated months, at 5:30 p.m. at Irvine Civic Center, 1 Civic Center Plaza, Irvine, California, unless otherwise noted. The proposed 2019 meeting schedule is presented for Committee review and approval.

The proposed 2019 meeting schedule is prepared for Committee approval in accordance with the Brown Act, which requires a 72-hour public notice posting of the Committee meeting agenda and location.

ALTERNATIVES CONSIDERED

The Committee can amend the proposed 2019 meeting schedule to change regular meeting dates, add additional meetings and/or change meeting locations.

FINANCIAL IMPACT

There is no financial impact to amending and/or approving the proposed Committee meeting schedule for 2019.

REPORT PREPARED BY Darin Loughrey, Community Services Manager

ATTACHMENTS

1. Irvine Children, Youth and Families Advisory Committee Bylaws
2. Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2019



**IRVINE CHILDREN, YOUTH AND FAMILIES
ADVISORY COMMITTEE
BYLAWS**

Community Services Resolution Number: 18-07
Community Services Commission Approved: 06/06/2018

Director of Community Services

1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Children, Youth and Families Advisory Committee (hereinafter "Committee").

2.0 LOCATION

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

3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose – The purpose of the Committee is to serve as a public advisory body of the City of Irvine, reporting to the Community Services Commission (herein after "Commission"). The Committee's purpose is to be achieved in accordance with the goals and objectives of City Council and the Commission.

3.2 Mission – The Committee's mission is to provide ongoing review and evaluation of the City's children, youth and family-related initiatives.

3.3 Duties – The Committee's duties include reviewing progress of children, youth and family-related services and programs and integrating community input on an ongoing basis.

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

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

4.0 GENERAL STATEMENT OF POLICY

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

5.0 MEMBERSHIP

The Committee shall consist of no more than fifteen (15) voting members ("Committee Members"). All Committee Members must either be a resident of, or employed in, the City of Irvine, and shall serve pursuant to Section 5310 of the California Organizations Code.

Membership on the Committee is comprised of representatives meeting the following requirements:

- 5.1 Five (5) City Council-appointed Members – Each member of the City Council shall appoint one member to serve on the Committee for a term expiring upon the expiration of the Council member's term.
- 5.2 Two (2) Members of the Community Services Commission – Community Services Commission elects two (2) members to serve two-year terms.
- 5.3 Two (2) Members-at-Large – Members-at-Large are selected through a public recruitment to serve two-year terms.
- 5.4 Two (2) Youth Members – Youth High School Members are selected through the City of Irvine Youth Action Team to serve one-year terms.
- 5.5 Five (5) Agency Representatives – The following groups will be asked to appoint one (1) person to represent the interests of their respective constituencies to serve at the pleasure of their organization:
 - 5.5.1 Irvine Unified School District
 - 5.5.2 Tustin Unified School District
 - 5.5.3 Irvine Prevention Coalition
 - 5.5.4 Irvine Child Care Committee
 - 5.5.5 Irvine Public Safety (Ex-Offico)

5.6 Resignation, Vacancies, and Removal

5.6.1 **Resignation** – Any Committee Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

5.6.2 **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.

5.6.3. **Removal** – Absence from three (3) consecutive meetings may constitute the removal of the member. In the event a Committee Member fails to attend three 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 the duly constituted meeting shall be required to carry such a motion.

5.6.4 **Liabilities and Property Rights of the Committee** - No member of the Committee 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 Member – Committee Members shall each be entitled to one vote.

6.2 Proxy Votes – No proxy votes are permitted.

7.0 OFFICERS

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

7.1 Election – Regular election of officers shall be held at the Committee's spring meeting of odd-numbered years. The term of office shall be two (2) years, commencing upon election.

7.2 Chair – The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and shall represent the Committee 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 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 thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. 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 Members shall constitute a quorum. A majority vote of the Committee 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 four (4) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas 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, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before 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 Commission by a majority vote of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-07

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE CHILDREN YOUTH AND FAMILIES ADVISORY COMMITTEE

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Children, Youth and Families Advisory Committee; and

WHEREAS, the Irvine Children, Youth and Families Advisory Committee has approved revisions to its Bylaws to assure relevance to its mission; and

WHEREAS, the Bylaws amended are consistent with the City Council direction as to the mission of the Committee; and

NOW, THEREFORE, the Community Services Commission of the City of Irvine, DOES HEREBY RESOLVE as follows:

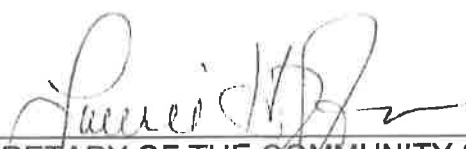
SECTION 1. That the above recitals are true and correct and are incorporated herein.

SECTION 2. Based on the above findings, the Community Services Commission of the City of Irvine, DOES HEREBY RECOMMEND the adoption of the amended Bylaws of the Irvine Children, Youth and Families Advisory Committee, attached hereto as Exhibit A.

SECTION 3. The Secretary to the Community Services Commission shall certify to the passage of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 6th day of June 2018 by the following roll-call vote:

AYES:	5	COMMISSIONERS:	Trussell, Schultz, Johnson-Norris, Konte, and Owens
NOES:	0	COMMISSIONERS:	None
ABSENT:	0	COMMISSIONERS:	None
ABSTAIN:	0	COMMISSIONERS:	None



SECRETARY OF THE COMMUNITY SERVICES
COMMISSION FOR THE CITY OF IRVINE



CHAIR OF THE COMMUNITY SERVICES
COMMISSION FOR THE CITY OF IRVINE

**Irvine Children, Youth, and Families Advisory
Committee (ICYFAC)**

Proposed 2019 Meeting Schedule

DATE	DAY	TIME	LOCATION
February 27	Wed	5:30 p.m.	Civic Center, CTC
May 22	Wed	5:30 p.m.	Civic Center, CTC
August 28	Wed	5:30 p.m.	Civic Center, CTC
November 13	Wed	5:30 p.m.	Civic Center, CTC