



# AGENDA

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

**OCTOBER 9, 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 October 9, 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	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
COMMITTEE MEMBER:	VACANT	COMMUNITY REPRESENTATIVE
VICE CHAIR:	WENLI LIN	LIAISON REPRESENTATIVE-UNIVERSITY OF CALIFORNIA, IRVINE (UCI)
CHAIR:	DONNA SCHWARTZE	PROVIDER REPRESENTATIVE

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**PRESENTATIONS**

Services Available Through Irvine Unified School District School Readiness Initiative– Cristina Blevins, Early Learning Specialist and Linda Scott-Katz, School Readiness Nurse

**ANNOUNCEMENTS**

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. Member vacancy and recruitment
2. Super Saturday
  - a. For school age providers: October 13, 2018 from 7:45 a.m. to 2 p.m.
  - b. For early childhood educators: March 9, 2019
3. “The Dangers of Distracted Parenting”
4. “Reducing Challenging Behaviors during Transitions: Strategies for Early Childhood Educators to Share with Parents”
5. Free “Kid Builders” Mobile App
6. Irvine Child Care Project Director’s Forum
7. Quality Start Orange County: Early Learning Mental Health Wellness Training Series

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**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.

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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 Winn
2. Irvine Children, Youth and Families Advisory Committee – Committee Member Yang

**COMMITTEE BUSINESS**

1. **APPROVAL OF IRVINE CHILD CARE COMMITTEE MINUTES FOR MEETING HELD SEPTEMBER 11, 2018**

**RECOMMENDED ACTION:**

Approve the regular meeting minutes of the Irvine Child Care Committee held September 11, 2018.

2. **IRVINE CHILD CARE COMMITTEE APPOINTMENTS**

**RECOMMENDED ACTION:**

Recommend the Community Services Commission approve the appointment of Joshua Arnaldo and Jenny Woo to serve as Parent Representatives on the Irvine Child Care Committee from January 1, 2019, through December 31, 2020

3. **IRVINE CHILD CARE COMMITTEE 2019 MEETING SCHEDULE**

**RECOMMENDED ACTION:** Approve the Irvine Child Care Committee meeting schedule for calendar year 2019.

**END OF COMMITTEE BUSINESS**

**ADJOURNMENT**

Adjourn to a regular meeting of the Irvine Child Care Committee on Tuesday, November 13, 2018, 9:00 a.m., 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) 724-6647.

**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 949-724-6647 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 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 October 5, 2018 by 4:30 p.m. as well as on the City's web page.

 \_\_\_\_\_, Committee Liaison

# **MINUTES**

**ITEM 1**



# MINUTES

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

**September 11, 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 September 11, 2018, at 9:05 AM at the Heritage Park Community Center, 14301 Yale Avenue, Irvine, California; Chair Schwartz presiding.

### PRESENT: 8

COMMITTEE MEMBER	DAWN ANTIS	COUNCIL APPOINTEE-FOX
COMMITTEE MEMBER:	CRISTINA BLEVINS	LIAISON REPRESENTATIVE-IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
COMMITTEE MEMBER:	LINDA HUNTER	COMMUNITY REPRESENTATIVE
COMMITTEE MEMBER:	DAYNA MONEY	COUNCIL APPOINTEE-SHEA
COMMITTEE MEMBER:	MARY VON DEM BUSSCHE*	PARENT REPRESENTATIVE
COMMITTEE MEMBER:	JESSICA WINN	PROVIDER REPRESENTATIVE
VICE CHAIR:	WENLI LIN	LIAISON REPRESENTATIVE- UNIVERSITY OF CALIFORNIA IRVINE UCI
CHAIR:	DONNA SCHWARTZE	PROVIDER REPRESENTATIVE

*\*arrived at 9:20 a.m.*

**ABSENT: 3**

COMMITTEE MEMBER: CLAUDINE DUMAIS	LIAISON REPRESENTATIVE-IRVINE VALLEY COLLEGE (IVC)
COMMITTEE MEMBER: SETH GROSSMAN	PARENT REPRESENTATIVE
COMMITTEE MEMBER: JADE YANG	COUNCIL APPOINTEE-SCHOTT

**PLEDGE OF ALLEGIANCE**

Chair Schwartze lead the Pledge of Allegiance.

**INTRODUCTIONS**

There were no introductions

**PRESENTATIONS**

There were no presentations.

**ANNOUNCEMENTS**

Community Services Supervisor Traci Stubler made the following announcements:

1. Amber Star Leal resigned from the Committee due to moving out of the area.
2. The revised Committee Bylaws were adopted by Community Service Commission on June 6 and copies were distributed to Committee Members.
3. An additional portable building was added to increase child care capacity at each of the following elementary campuses: Eastshore, Portola Springs, and Stonegate. Cadence Park Rainbow Rising opened for care on August 24, 2018.
4. The City of Irvine will be hosting a Community Care Licensing Stakeholder Meeting for family child care providers on Thursday, October 18, 2018 from 7 to 10 p.m. at the Quail Hill Community Center.

Program Coordinator Diana Magallón made the following announcements:

5. Super Saturday for School Age Providers will be held on October 13, 2018. Committee Members Schwartze, Winn, and Von dem Bussche volunteered to assist during registration on the day of the event.
6. The recruitment for Committee Parent Representatives closed on September 10, 2018. Interviews are scheduled to take place on Tuesday, September 18. Members Schwartze, von dem Bussche, and Winn volunteered to participate on the interview panel.

**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

Committee Member Winn reported ICDC is planning a 30<sup>th</sup> anniversary celebration to include alumni and the community.

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

Program Coordinator Magallón reported on behalf of Committee Member Yang. A new Mental Health Campaign was introduced, "We care, speak up!" The goals of the Mental Health campaign include: increase student awareness of and access to resources; provide important and relevant mental health and wellness information to our students and their families; and increase student resilience.

**COMMITTEE BUSINESS**

**1. MINUTES**

**ACTION:** Moved by Committee Member Blevins, seconded by Vice Chair Lin and carried unanimously by members present to approve the minutes of the regular meeting of the Irvine Child Care Committee held May 8, 2018.

Ayes: 8 Antis, Blevins, Hunter, Lin, Money, Schwartz, von dem Bussche, Winn

Noes: 0

Absent: 3 Dumais, Grossman, Yang

**END OF BUSINESS**

**ADJOURNMENT** at 9:26 AM on Tuesday, September 11, 2018.

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

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

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



**ITEM 2**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** OCTOBER 9, 2018

**TITLE:** IRVINE CHILD CARE COMMITTEE APPOINTMENTS

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

## **RECOMMENDED ACTION**

Recommend the Community Services Commission approve the appointment of Joshua Arnaldo and Jenny Woo to serve as Parent Representatives on the Irvine Child Care Committee from January 1, 2019, through December 31, 2020.

## **EXECUTIVE SUMMARY**

The Irvine Child Care Committee, (Committee), was established in 1987 and their purpose is to serve as an advisory body of the City of Irvine by providing input on the needs of the community pertaining to child care related issues.

In accordance with Committee Bylaws (Attachment 1), the volunteer Committee is comprised of 14 voting members consisting of Liaison and Appointee representatives. The six Liaison members represent; two community representatives; two center- or home-based child care providers; and two parent/guardian members. The eight Appointee members represent three educational organizations and five City Council appointees.

In accordance with Committee Bylaws, an open recruitment is held every two years to fill the two parent representative member positions, to serve a two-year term beginning the following January. The recruitment was open for a five-week period. A total of eight applications were received. One applicant requested their application to be withdrawn.

A Selection Committee comprised of Committee Members Schwartz, von dem Bussche, and Winn conducted candidate interviews on September 18, 2018. The Selection Committee recommends the appointment of Joshua Arnaldo and Jenny Woo to the Committee (Attachment 2). The Community Services Commission has the authority for final approval and appointment.

## **COMMITTEE RECOMMENDATION**

None applicable.

## **ANALYSIS**

The Committee is a public advisory body reporting to the Community Services Commission. Committee members provide input and develop recommendations related to the availability of affordable quality child care and early education in Irvine.

An open recruitment was conducted August 1 through September 10, 2018, to fill two Parent Representative Member positions each serving a two-year term. Marketing and outreach efforts included a City of Irvine press release, posting on the City website and child care coordination email blast to over 500 contacts. Eight applications were received, and six applicants were interviewed (one applicant asked to be withdrawn, and one applicant was ill on the interview day).

The Selection Committee recommended candidates that demonstrated awareness of child care related issues and the ability to assess, articulate, and advocate for the concerns and needs of young children and families. The background and experience of the recommended candidates closely aligns with the Committee's goals to enhance the provision of child care and early education services, provide outreach and serve as a liaison to the community as a whole.

The Committee recommends the Community Services Commission approve Joshua Arnaldo and Jenny Woo to serve as Parent Representative Members on the Committee.

Joshua Arnaldo:

- Father of two children
- Current member of the Irvine Kindergarten Articulation Committee
- Current board member of the Woodbridge Community Church, Irvine
- One of the founders of the Learning Lab Preschool at the Woodbridge Community Church

Jenny Woo:

- Mother of three children
- Founder of Mind Brain Parenting
- Director of a LePort Montessori School for four years
- Creator of "52 Essential Conversations to Inspire Children"

## **ALTERNATIVES CONSIDERED**

The Committee may consider not appointing the recommended candidates or request a new recruitment process.

**FINANCIAL IMPACT**

There are no new fiscal impacts associated with the recommended Committee appointments.

**REPORT PREPARED BY**            Traci Stubbler, Community Services Supervisor

**ATTACHMENTS**

1. Irvine Child Care Committee Bylaws
2. Candidate Profiles for Recommended Appointees
3. Candidate Applications



## IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04  
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 Child Care 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 Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "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 Commission on its goals and accomplishments.

## ATTACHMENT 1

#### 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 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 fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the 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 shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

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 all applicants will be invited to an oral interview with a minimum of three (3) Committee 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 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 Member or officer 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 - 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 Members shall 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 voting member of the Committee. The officers shall be elected by 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 the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and 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 open 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 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 six (6) 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 of the members present at a duly constituted meeting of the Commission.



COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-04

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE CHILD CARE COMMITTEE

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Child Care Committee; and

WHEREAS, the Irvine Child Care 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 Child Care 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 6<sup>th</sup> 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

  
\_\_\_\_\_  
CHAIR OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE

  
\_\_\_\_\_  
SECRETARY OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE

## **IRVINE CHILD CARE COMMITTEE APPOINTMENTS APPLICANT BIOS**

### **Joshua Arnaldo**

Joshua Arnaldo has been a resident of the City of Irvine for over 27 years. He is one of the founders of the Learning Lab Preschool at Woodbridge Community Church.

Joshua graduated from the University of California, Irvine with a Bachelor's Degree in Computer Science and completed his Master's Degree in Business from Biola University. Joshua currently works for Edwards Lifesciences as a Senior Analyst.

Joshua is currently a board member of the Woodbridge Community Church and a member of the Irvine Kindergarten Articulation Committee. Joshua hopes to use his experience as a parent of two children to support parent education and high quality early childhood programs in the City of Irvine.

### **Jenny Woo**

Jenny Woo has been a resident of Irvine for over 10 years. She is the founder of Mind Brain Parenting and the creator of "52 Essential Conversations to Inspire Children". Jenny has previously worked as the Director of a LePort Montessori Preschool.

Jenny graduated from the University of Southern California with a Bachelor's Degree in Business Administration. Jenny earned her Master's Degree at the University of California, Berkley in Leadership Development and a Master's Degree in Education from Harvard University.

Jenny looks forward to sharing both her perspectives as the parent of three children, and her expertise in early childhood education to work with the Committee to support Irvine families.



CITY CLERK'S OFFICE

RECEIVED  
CITY OF IRVINE  
CITY CLERK'S OFFICE

AUG 20 2018

Print Form

# APPLICATION FOR APPOINTIVE POSITION

2:48 A.M. (P.M.)

### INSTRUCTIONS:

A separate application is required for each appointive position for which you apply. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. Applications will be kept on file for one (1) year from the date received. Once submitted, this application is a public document and is open for inspection and copying. Return your completed application to: CITY CLERK'S OFFICE, City of Irvine, P.O. Box 19575, Irvine CA 92623-9575.

Irvine Municipal Code Section 1-4-103 - Eligibility: Any person, whether or not a resident of the City, shall be eligible to serve on committees; but only residents of the City shall be eligible to serve on commissions unless the unanimous approval of the City Council is obtained. Any person appointed to or selected for a commission or committee in conformity with these rules and regulations shall be a voting member thereof. As used in this rule, a resident of the City is any person eligible to register to vote in municipal elections.

APPLICANT INFORMATION			
NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Childcare Committee			8/16/18
NAME			PHONE*
FIRST Jenny	LAST Woo		
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	California	92620	10.5 years
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE

EDUCATION INFORMATION		
NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
Harvard University Graduate School of Education	Mind Brain Educatio	M.Ed.
UC Berkeley	Leadership Develop	MBA
USC	Business Admin	BS

The City of Irvine takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject-matter of this form. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to us otherwise.

# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
Saddleback Moms of Multiples	2014	2015	Fundraising
Junior Achievement	2006	2007	
Joint Educational Project	2002	2003	

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Mind Brain Parenting	2018	Present	Social Entrepreneur	Founder
Teaching & Learning Lab/Ctr on Dev Child	2017	2018	Harvard University	Facilitator/Researcher
LePort Montessori	2014	2016	Preschool	Director

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
Sue Farng	
Bonnie Wei	

## OTHER RELEVANT EXPERIENCE/EXPERTISE

Mom of twins + 1: ages 5, 5, and 7. Experience as a stay-at-home, work-from-home, corporate parent and room parent. Ability to bridge research and practice having worked both as a researcher and a practitioner. Recently launched a podcast on iTunes called "52 Essential Conversations to Inspire Children" that features interviews with educators and researchers around social and emotional skills. Insights on parenting needs. Fluent in Mandarin. Exposure to childcare best practices in Cambridge, MA.

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

I spoke to Diane and she was helpful in sharing expectations: participate in discussions on childcare options and resources, provide recommendations based on presentations, share community best practices, volunteer at events, share with the parent community latest resources and gather feedback.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

The City of Irvine takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject-matter of this form. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to us otherwise.

# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

**MOST INTERESTING TO YOU?** Open dialogue and discussions, brainstorm sessions, participate in focus groups, reaching out to the community for feedback, and serving as the parent voice.

**LEAST INTERESTING TO YOU?** Unproductive discussions or presentations that aren't reality-based and overly theoretical.

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

Programs that bridge the opportunity/achievement gap among different socioeconomic populations.  
Programs that promote civic engagement and critical consciousness for families.  
Programs that support the mental wellness of parents and children.  
Support local social entrepreneurs and businesses that offer innovative and meaningful interventions for families.

## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

Provide resources that are doable, realistic and culturally-responsive.  
Focus on sustainable, continual, and thoughtful support instead of one-time transactional events.  
Take a human-centered approach to truly listen to community needs (I have experience in Design Thinking from Harvard Business School).  
Provide workshops and programs that answer to parent needs.  
Build a sense of community and a tight knit "village" by bring parents together through a shared mission of nurturing healthy children and compassionate citizens of tomorrow.  
Gain buy-in from various stakeholders by first taking the time to understand everyone's needs.

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

No

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

  
SIGNATURE

8/16/18  
DATE

The City of Irvine takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject-matter of this form. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to us otherwise.



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2018 SEP 10 PM 4: 34

# APPLICATION FOR APPOINTIVE POSITION

### INSTRUCTIONS:

A separate application is required for each appointive position for which you apply. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. Applications will be kept on file for one (1) year from the date received. Once submitted, this application is a public document and is open for inspection and copying. Return your completed application to: CITY CLERK'S OFFICE, City of Irvine, P.O. Box 19575, Irvine CA 92623-9575.

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## APPLICANT INFORMATION

NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			9/10/18
NAME			PHONE*
FIRST Joshua	LAST Arnaldo		
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	California <input type="checkbox"/>	92604	27 years
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
1 Edwards Way			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
Irvine	California <input type="checkbox"/>	92614	9492502668

## EDUCATION INFORMATION

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
Univeristy of California, Irvine	Computer Science	B.S.
BIOLA University, La Mirada	Business	M.B.A.

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# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
Community Preschool Group, IUSD	May 2018	Current	Member
Woodbridge Community Church, Irvine	June 2015	Current	Board Member
Interfraternal Council, UC Irvine	Sept 2007	July 2008	V.P. of Programming

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Edwards Lifesciences	Feb 2009	Current	Bio-Tech	Sr. Analyst
Broadcom Corporation	June 2006	July 2008	Semi-Conductor	Engineering
UC Irvine Housing	June 2005	June 2007	Education	Housing Advisor

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
Jonathan Mortiz	
Jonathan Smith	

## OTHER RELEVANT EXPERIENCE/EXPERTISE

I am a Father of 2 Boys: Age 3 and 1 years old. As part of my position at Woodbridge Community Church, and in response to the need of affordable daycare options in Irvine, I helped start Learning Lab Preschool at Woodbridge Community Church. I am very familiar with community care licensing requirements. I am also active on social media and launching a dad blog - "Data Driven Dad" to help dads navigate parenting issues and integrate STEM concepts in early childhood education.

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

The Child Care Committee is an advisory board, reporting to the Community Services Commission, providing input on the needs of community pertaining to child care issues. This committee would provide recommendations relating to the availability of affordable quality child care and early education in Irvine.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

**MOST INTERESTING TO YOU?** As a parent and long-time resident of Irvine I am very aware of the lack of affordable childcare options in Irvine. I want to change this. I have many friends who have left Irvine because they were not able to live in Irvine and pay for childcare.

**LEAST INTERESTING TO YOU?** I hope that this board will be given the opportunity to enact changes and not just be a sounding board for problems that are already apparent.

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

1. Updated Electronic Database of Childcare Availability and Waitlist.
2. Data Analysis to determine childcare community need and target areas deficit in care.
2. Resources/Training to support developing affordable Center-Based or Home Daycare Options in Irvine.
3. Improve Partnership and Alignment of Early Childcare Providers with IUSD

## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

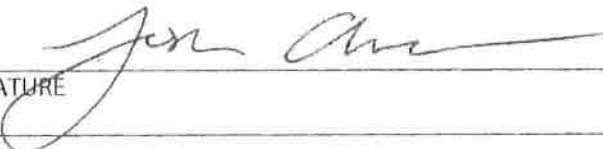
SEE ATTACHED

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

N/A

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

SIGNATURE



DATE

Sep 10, 2018



## APPLICATION OF APPOINTIVE POSITION

IRVINE CHILD CARE COMMITTEE: JOSHUA ARNALDO

QUESTION: How would you approach these project(s) or Programs?

1. As a parent, I am living the frustration of trying to find good child care options. Many options are out of my price range or have waiting lists that are too long and unreasonable. Some programs are not responsive to requests or lack the resources to be able to market their services. Parents are often forced to make childcare decisions without having all the information or options to consider leading to poor placements and lost time in finding other options. In this information age, we need a better way to get child care availability information to our parents. Working with providers we can create an online portal that can help advertise live availability to parents and also highlight programs that might have been otherwise overlooked. Most parents utilize services like Yelp or Google to search for daycare options, and these options are often manipulated by marketing spend. I know there are static websites with lists of options, but we need a better way to communicate childcare services to parents in this information age. I would like to explore app-based solutions or integrate with existing child care providers. We can also utilize social media outlets and groups to advertise our services to Irvine residents.
2. We cannot improve what we cannot measure. We need to collect data and conduct surveys to determine where the young families in Irvine are located and where the need for childcare is most needed. If we can identify what areas that have the greatest need we can work with local community influencers in these areas to help determine strategies to providing affordable child care options. Newer Irvine communities have the space/opportunity to embed child care strategies in their growth plans. Older communities might need to work with established businesses or locations to provide creative child care options.
3. I have experienced firsthand the process to get a child care program licensed and there are very limited resources to help navigate the regulatory landscape of this process. If we are able to identify areas of need (Previous Point) we can work with community influencers in the area to identify next steps for providing child care options. I think if more people could have access to resources and training we would be able to start/develop better childcare options in Irvine. I would create an online portal of resources, but by also creating strategic partnerships with business and individuals throughout the community we could find ways to provide child care options that is safe, effective, and affordable.
4. There are so many different educational styles of childcare options in Irvine that can be confusing to most parents. These options sometimes limit parents because they are tied to one philosophy or another. Most parents move to Irvine because of the great school district, but the childcare options can be so different and divergent from the school district's educational philosophy. We need to find better ways of improving alignment between existing and future childcare providers and the school district and help parents understand the differences in child care options and philosophies (Montessori, Reggio, Emergent, etc.). For example, I know that the Irvine School District have started adopting the Educational Development Index as a key indicator for kindergarten. If parents were better informed on the EDI and understand what kind of childcare methodologies available to them they might be more open to explore play-based options or see the value of unstructured play times. The better parents are informed on real data, the more they might be open to all the options available to them in Irvine.



# APPLICATION FOR APPOINTIVE POSITION

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APPLICANT INFORMATION			
NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Child Care Committee			08/06/2018
NAME			PHONE*
FIRST Kathryn	LAST Su		
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	California	92618	1985
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE

EDUCATION INFORMATION		
NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of Notre Dame; South Bend, Indiana, USA		MBA

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# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

**MOST INTERESTING TO YOU?** As a working mother of two children who require day care facilities, I understand the needs of other working parents pertaining to child care-related issues. I look forward to sharing issues that I and my peers face with other representatives.

**LEAST INTERESTING TO YOU?**

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

- 1) There are long wait lists in many child care facilities. I put my daughter on several waiting list while I was 7 months pregnant in hopes that once I had to return to work, she would have an infant care facility to attend. I think there is a real need for infant care and this should be an area of focus for the committee to address.
- 2) Although I have lived in Irvine since my parents moved here in 1985, there are many newcomers who recently moved here to make Irvine their new home. Committee should consider need for dual language programs in early childhood education.

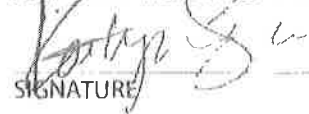
## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

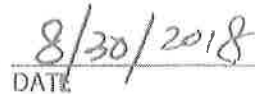
- 1) Understand the economics, licensing requirements, demographics, and other issues pertaining to infant care. Make any recommendations from the insights generated from our discussion / study with all stakeholders.
- 2) Understand why dual language programs are not more common in Irvine despite the diversity that we have in the city. Or, if it is common, how we can better spread the word on these programs, and help families find what they are looking for.

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

No.

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SIGNATURE

  
DATE

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# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
The Prentice School	04/01/2014	current	Treasurer and member, Board of Directors

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Experian	02/2006	currently		Director

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
Nathania Seals Oh	
Dr. Maggie Trinh, D.D.S.	

## OTHER RELEVANT EXPERIENCE/EXPERTISE

My family moved to Irvine in 1985. I graduated from University High School. After obtaining my MBA and having lived and worked elsewhere, I moved back to Irvine to start a family in this fast-growing, diverse, safe city. I am a working mother of two children - both attend child care facilities in Irvine. I have first hand experience in the needs of the community pertaining to child care-related issues. As a board member at a private school I have experience in the issues facing families, teachers, administrators within a school setting.

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

My role with in the Irvine Child Care Committee would be in an advisory capacity as a parent representative. I would attend approximately 6 meetings per year and serve a 2 year term.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

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# APPLICATION FOR APPOINTIVE POSITION

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APPLICANT INFORMATION			
NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Child Care Committee			09/09/18
NAME			PHONE*
FIRST	Magi	LAST	Yang
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	California	92618	Approx. 15 yrs
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
25 Mauchly #318			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
Irvine	California	92618	650-477-4797

EDUCATION INFORMATION		
NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of California, Irvine	Criminology/Education	B.A.
Santa Clara University School of Law	Law	J.D.

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# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
Laguna Altura Homeowners Assoc. Board	12/01/14	08/05/18	President
Hidden Canyon Homeowners Assoc. Board	06/08/18	Present	President
Children's Hospital (CHOC) Fundraising Board	02/01/17	Present	Member

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Public Law Center	01/20/16			Volunteer Attorney
Legal Aid Society	01/20/16			Volunteer Attorney
Self	01/01/16			Attorney

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
Steven Choi (formal mayor)	
Janice Isenberg	

## OTHER RELEVANT EXPERIENCE/EXPERTISE

- Worked at the District Attorney's office in the child dependency unit. Worked closely with children. Still take on pro bono child dependency cases.
- Worked at the OC Public Defender's office in the juvenile delinquency unit.
- Currently volunteer for a Korean non-profit organization geared towards helping families and children (legal, practical, etc).
- Volunteer for Human Options (a shelter for abused women and children)

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

As a resident of Irvine and a parent of two kids, my role is to advocate for the parents' need in bringing quality child care at an affordable cost. Child care may include programs for children/families, events, being a liason between community organizations and the families, and being a voice for the people in Irvine.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? 2

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# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

### MOST INTERESTING TO YOU?

Irvine Child Care Project is the most valuable project (in my opinion) currently. Parents and children love Rainbow Rising. I believe it can be even better by potentially adding more programs. Providing developmental screening training every month is also very important.

### LEAST INTERESTING TO YOU?

It isn't the least interesting, but the library could be utilized better. I grew up surrounded by books. Kids don't seem to read as much nowadays. It would be great to think of incentives for kids to read to get them hooked.

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

As a mother of 2 small kids (ages 3 and 6), I would like to see more programs/events geared towards STEAM for younger children. If we could add age-appropriate STEAM materials/curriculum to kids, that would be a huge advantage for them later on. This could be implemented in Rainbow Rising as well.

It is also the trend for schools nowadays to implement Singapore Math in the curriculum. While we cannot change IUSD's curriculum, we could provide Singapore Math as an alternative in the after school programs.

Another important issue deals with the current demographics. There are more and more Asians and Asian Americans residing in Irvine. I believe there are certain issues and challenges that Asian families face that can be addressed by the Child Care Committee.

## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

For the STEAM program, we could work with existing organizations that promote STEAM to provide age-appropriate curriculum to different grades. Costa Mesa holds a STEAM carnival for kids at their fairgrounds on some years. It doesn't have to be in that magnitude, but a similar event at Great Park would be great for kids.

Another great program from a different county has older kids after school tutor younger kids and become a "big brother" or "big sister". This generates a family and warm environment for all of the kids. Younger kids feel more comfortable talking about their problems or issues to there "big brother" or "big sister".

It is also crucial to address some of the issues faced by Asian American children and families that nobody is addressing in Irvine even though the number of Asian Americans families have been increasing exponentially. Due to the language barrier, families esp. parents do not understand or are not able to get involved much. Social media tools - such as kakao, wechat, line, etc should be utilized. There are also many cultural organizations in Irvine. We can easily partner with them to reach the families.

We should also consider a mental wellness program. Many middle school and high school students feel the pressure and need to a succeed academically at the expense of their well-being, which could lead to stress, depression, or even more drastic measures. This could be prevented earlier on by reaching out to the children and the families. If there is a cultural or language barrier, we should find ways to circumvent that issue. Awareness is the first step.

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

No.

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

SIGNATURE



DATE

09/09/18

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CITY CLERK'S OFFICE

2010 AUG 31 PM 3:03

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# APPLICATION FOR APPOINTIVE POSITION

### INSTRUCTIONS:

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APPLICANT INFORMATION			
NAME OF COMMISSION/COMMITTEE/BOARD			DATE
parent/guardian representatives IRVINE CHILD CARE COMMITTEE <i>PM</i>			8/30/2018
NAME			PHONE*
FIRST Padma	LAST Ramani		
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	California	92620	17 years
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE

EDUCATION INFORMATION		
NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of San Diego - Current	Education	MEd
PSG College of Technology	Computer science	BE

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# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
PTA	2016	2017	Treasurer

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Rose International	2012	2014	Kaiser/Medical	Computer Engineer
IBM	2010	2011	Finance	Computer Engineer
Experian	2001	2009	Finance	Computer Engineer

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
Archana Darekar	
Maureen Kim	

## OTHER RELEVANT EXPERIENCE/EXPERTISE

- google slides and present the slides.
- Each class had 30+ kids. Discovered my passion for teaching. Voluntary.
- 

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

An opportunity to observe and provide input on child care facilities status in Irvine

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

**MOST INTERESTING TO YOU?** Ability to observe child care scenario in Irvine. Provide input to create quality child care program in Irvine.

**LEAST INTERESTING TO YOU?**

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

A STEM based after school care in Irvine

## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

Bring my STEM expertise and apply MEEd concepts to establish a STEM based after care in Irvine. Resources can be found in <http://www.afterschoolalliance.org/STEM.cfm>. <http://www.afterschoolalliance.org/STEMresources.cfm>. We could create lesson plans that can be adopted by after school programs in Irvine.

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

No

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

padma ramani



08/30/2018

SIGNATURE

DATE



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# APPLICATION FOR APPOINTIVE POSITION

### INSTRUCTIONS:

A separate application is required for each appointive position for which you apply. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. Applications will be kept on file for one (1) year from the date received. Once submitted, this application is a public document and is open for inspection and copying. Return your completed application to: CITY CLERK'S OFFICE, City of Irvine, P.O. Box 19575, Irvine CA 92623-9575.

Irvine Municipal Code Section 1-4-103 - Eligibility: Any person, whether or not a resident of the City, shall be eligible to serve on committees; but only residents of the City shall be eligible to serve on commissions unless the unanimous approval of the City Council is obtained. Any person appointed to or selected for a commission or committee in conformity with these rules and regulations shall be a voting member thereof. As used in this rule, a resident of the City is any person eligible to register to vote in municipal elections.

### APPLICANT INFORMATION

NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			8-13-18
NAME			PHONE*
FIRST Vanessa	LAST Marcin		
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	California <input type="checkbox"/>	92620	8 years
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
UC Irvine Merage School UG Career Services, 4211 Pereira Dr			<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
Irvine	California <input type="checkbox"/>	92612	949-824-9620

### EDUCATION INFORMATION

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
UC Irvine, Irvine, CA	Business	MBA
UC Berkeley, Berkeley, CA	Political Science	BA

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# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (if any)
	START DATE	END DATE	

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
UCI: Merage School of Business	10/2013	Present	Higher Education	Associate Director
UCI: Merage School of Business	8/2011	10/2013	Higher Education	Associate Director

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
MEREDITH KOHL	
KEITH YOUNG	

## OTHER RELEVANT EXPERIENCE/EXPERTISE

Served as a staff member in national politics from 2005 - 2008 (worked on Capitol Hill for a congressman and a senator.) Also volunteered in a congressman's district office which has given me the knowledge of local politics. Each role has allowed me to work with constituents and on legislative issues.

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

The committee provides input on childcare issues in the city of Irvine. The appointed member will listen to the needs of the community on the topic of childcare and make those concerns known within the committee. The appointee will also serve as a liaison to the community by communicating issues addressed within the committee.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

**MOST INTERESTING TO YOU?** Close involvement with a topic that is extremely important to the families in Irvine. As a mother of a 4 month old, I understand the challenges of childcare (including finding care and the costs associated.) I look forward to serving as a community liaison.

**LEAST INTERESTING TO YOU?** Everything is of interest as childcare is a topic that is of importance to me personally.

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

Determine whether a need exists for childcare centers that are open during non traditional hours (very early morning, overnight, etc.) for parents that work jobs outside of normal business hours

Affordability of centers and number of options available to the public - ensuring that these meet the needs of the city.

## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

Examining data to determine the pool of families that need childcare during non traditional working hours.

A comprehensive study of the affordability of childcare as it relates to the average income of families living in Irvine. Additionally, reviewing the number of centers in existence to determine whether enough care options are available.

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

No

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

*Vanessa Harein*

SIGNATURE

*0-13-18*

DATE

# Vanessa Marcin

Irvine, CA 92620 •

## EXPERIENCE

**UC Irvine, The Paul Merage School of Business, Irvine, CA**

08/2011-Present

*Associate Director, BA Career Services (10/2013 – Present)*

- Direct career services programming for over 1,000 Business Administration majors and oversee specialized outreach programs targeting 1<sup>st</sup> generation and under-represented students
- Manage an Assistant Director and 3 graduate interns
- Provide individual and group coaching to students on all aspects of the career management and professional development process by organizing and facilitating 30+ workshops per academic year and providing personalized advising
- Build and foster relationships with a variety of employers and host opportunities for recruiting on campus through panels, events, and information sessions, resulting in increased employer visibility and hiring prospects for Business Administration majors
- Collaborate with the UCI Division of Career Pathways on corporate outreach and events targeting business focused students
- Oversee the employment outcomes reporting for all Business Administration majors by managing all aspects of the survey system, analyzing data, providing recommendations for program changes, and preparing reports for national rankings surveys, school accreditation, marketing publications, and admissions events
- Increased student visibility of BA Career Services by collaborating with a faculty member to include resume reviews in course curriculum, resulting in over 300 student advising appointments and over 50% of students returning for follow-up appointments
- Develop and present career services content for admissions events and 10+ summer orientation sessions for an audience of students and parents
- Oversee the development of marketing materials and written correspondence for students and faculty and create a weekly career newsletter to disseminate career-related information and resources

*Associate Director of Recruitment and Admissions, Full-Time MBA Program (08/2011 – 10/2013)*

- Managed online application process as the liaison between MBA departments and vendors requiring tactful communication while meeting key deadlines and managing numerous details
- Designed and managed the global recruitment schedule involving sourcing and building strong vendor relationships, overseeing all invoices and contracts, developing methods to evaluate recruitment effectiveness, and administering large events
- Developed and conducted admissions presentations for audiences of up to 150, requiring superb facilitation and presentation skills
- Oversaw the Student Ambassador hiring process, orientation, and training logistics to ensure the appropriate students were chosen to represent the Merage School student body

**Different Drummer Entertainment Marketing, Washington D.C.**

06/2008-01/2009

*Account Executive*

- Developed strategic grassroots marketing plans with specific publicity goals and deadlines for feature documentary films, coordinated all elements of the project from start to finish, successfully achieved national publicity in target market resulting in several sold out theatre showings, developed creative insight from primary and secondary research to drive actionable results
- Devised online outreach methods, developed web content requiring social media technologies, and managed client relationships

**Senate Committee on Energy and Natural Resources, Washington, D.C.**

05/2007-01/2008

*Assistant Communications Director*

- Collaborated with senators and upper-level staff to strategically manage the publicity surrounding national energy legislation, presented public relations strategies at senate-wide communications briefings, coordinated press conferences
- Drafted and edited press releases within tight deadlines, utilized detailed understanding of energy issues and communicated those policies to the public while minding confidential matters

**Congressman Jerry Lewis, Washington, D.C.**

01/2006-05/2007

*Press Assistant (01/2007-05/2007)*

- Crafted Congressional Record Inserts which became permanent congressional record, drafted legislative mailers on current bills
- Devised online outreach methods, developed web content requiring social media technologies, and managed client relationships
- Drafted and edited press releases under strict deadlines, managed relationships with news media

*Staff Assistant (01/2006-01/2007)*

- Addressed and solved constituent concerns, coordinated constituent tours throughout the D.C. area, managed office operations

## **CERTIFICATIONS**

**MBTI Certified Practitioner**

August 2016

## **EDUCATION**

**University of California Irvine, The Paul Merage School of Business, Irvine, CA**

06/2011

Master of Business Administration; specializing in Human Resources and Organizational Behavior

**University of California, Berkeley, Berkeley, CA**

05/2005

Bachelor of Arts; Mass Communications, Political Science



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# APPLICATION FOR APPOINTIVE POSITION

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APPLICANT INFORMATION			
NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine child Care Committee			
NAME			PHONE*
FIRST Xi	LAST ZHANG		
RESIDENCE ADDRESS*			EMAIL*
CITY Irvine	STATE CA	ZIP 92620	HOW LONG HAVE YOU LIVED IN IRVINE? 5 months
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
			<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE

EDUCATION INFORMATION		
NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
Queensland university of technology, Brisbane, Australia	Applied finance	Master
Macau university of science and technology, Macau, China	marketing	bachelor

The City of Irvine takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject-matter of this form. Pursuant to Measure S, an Initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to



# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (if any)
	START DATE	END DATE	
None			

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
State Grid Corporation of China	2012.7	2017.12	accountant	director accountant

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*

## OTHER RELEVANT EXPERIENCE/EXPERTISE

have many hours volunteers experience in cypress village elementary campus and PTA.

WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

Do my best for child care. Take responsibilities while the working period. Take patience ~~as~~ to every child, treat them as my own children. I love kids.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

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# APPLICATION FOR APPOINTIVE POSITION

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

MOST INTERESTING TO YOU?

Reading, travelling, photography, organize.

LEAST INTERESTING TO YOU?

intensive exercise

WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)? (Attach additional sheet if necessary)

From website your irvine.org

ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

None

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

  
SIGNATURE

9/9/2018  
DATE

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**ITEM 3**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** OCTOBER 9, 2018

**TITLE:** IRVINE CHILD CARE COMMITTEE 2019 MEETING SCHEDULE

A handwritten signature in blue ink, appearing to read "David Langley".

Community Services Manager

## **RECOMMENDED ACTION**

Approve the Irvine Child Care Committee meeting schedule for calendar year 2019.

## **EXECUTIVE SUMMARY**

The Irvine Child Care Committee (Committee) was established in 1987 and their purpose is to serve as an advisory body of the City of Irvine by providing input on the needs of the community pertaining to child care related issues.

The Committee is comprised of 14 voting members consisting of Liaison and Appointee representatives. The six Liaison members represent; two community representatives; two center- or home-based child care providers; and two parent/guardian members. The eight Appointee members represent three educational organizations and five City Council appointees.

The Committee meets six times per year to: network and share information on child care policies and programs; disseminate information to the community; and plan and implement annual child care provider training conferences and community education forums.

## **COMMISSION/BOARD/COMMITTEE RECOMMENDATION**

Not applicable.

## **ANALYSIS**

The Committee is a public advisory body reporting to the Community Services Commission. Committee members provide input and develop recommendations related to the availability of affordable quality child care and early education in Irvine.

Committee meetings are held the second Tuesday of select months at Heritage Park Community Center, 14301 Yale Avenue, Irvine, California, from 9-10:30 a.m. unless otherwise noted.

The proposed meeting schedule for calendar year 2019 is presented as Attachment 1 . As stated in the Committee Bylaws, Section 8.4, (Attachment 2) the Committee is required to hold at least six meetings each year.

### **ALTERNATIVES CONSIDERED**

The Committee can amend the attached schedule to include off-site meetings, change dates, or to add regularly scheduled meetings.

### **FINANCIAL IMPACT**

Funds to support the Committee are identified in the General Fund Budget. No additional funds are required.

**REPORT PREPARED BY** Traci Stubbler, Community Services Supervisor

### **ATTACHMENTS**

1. Irvine Child Care Committee Proposed Meeting Schedule January-December 2019
2. Bylaws of the Irvine Child Care Committee

**IRVINE CHILD CARE COMMITTEE**  
**PROPOSED MEETING SCHEDULE**  
**JANUARY-DECEMBER 2019**

1. Tuesday, **January** 8, 2019, 9-10:30 a.m.
2. Tuesday, **March** 12, 2019, 9-10:30 a.m.
3. Tuesday, **May** 14, 2019, 9-10:30 a.m.
4. Tuesday, **September** 10, 2019, 9-10:30 a.m.
5. Tuesday, **October** 8, 2019, 9-10:30 a.m.
6. Tuesday, **November** 12, 2019, 9-10:30 a.m.

Subcommittee meetings to be scheduled as needed.

All Committee meetings will convene at the venue listed below, unless otherwise stated:

Heritage Park Community Center  
14301 Yale Avenue  
Irvine, California 92604

No meetings scheduled for months listed below, unless a Special Meeting is convened:

February 2019  
April 2019  
June 2019  
July 2019  
August 2019  
December 2019



## IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04  
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 Child Care 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 Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "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 Commission on its goals and accomplishments.

## ATTACHMENT 2

#### 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 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 fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the 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 shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

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 all applicants will be invited to an oral interview with a minimum of three (3) Committee 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 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 Member or officer 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 - 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 Members shall 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 voting member of the Committee. The officers shall be elected by 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 the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and 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 open 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 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 six (6) 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 of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-04

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE CHILD CARE COMMITTEE

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Child Care Committee; and

WHEREAS, the Irvine Child Care 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 Child Care 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 6<sup>th</sup> 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

  
\_\_\_\_\_  
CHAIR OF THE COMMUNITY SERVICES  
COMMISSION FOR THE CITY OF IRVINE

  
\_\_\_\_\_  
SECRETARY OF THE COMMUNITY SERVICES  
COMMISSION FOR THE CITY OF IRVINE