



# AGENDA

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

**MAY 14, 2019  
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 audiovisual information.

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### CALL TO ORDER

### ROLL CALL

COMMITTEE MEMBER:	Dawn Antis	Council Appointee-Fox
COMMITTEE MEMBER:	Joshua Arnaldo	Parent Representative
COMMITTEE MEMBER:	Cristina Blevins	Irvine Unified School District Appointee
COMMITTEE MEMBER:	Dr. Seema Choudhary	Council Appointee-Khan
COMMITTEE MEMBER:	Linda Hunter	Community Representative
COMMITTEE MEMBER:	Tyrone Ledford	Irvine Valley College Appointee
COMMITTEE MEMBER:	Dayna Money	Council Appointee-Shea
COMMITTEE MEMBER:	Jessica Winn	Provider Representative
COMMITTEE MEMBER:	Jenny Woo	Parent Representative
COMMITTEE MEMBER:	Michelle Yost	Council Appointee-Kuo
COMMITTEE MEMBER:	Vacant	Community Representative
VICE CHAIR:	Wenli Lin	University of California, Irvine Appointee
CHAIR:	Donna Schwartze	Provider Representative

### PLEDGE OF ALLEGIANCE

### INTRODUCTIONS

### PRESENTATIONS

Child Development and Milestones – Cristina Blevins, Early Learning Specialist, Irvine Unified School District

**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.

**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 REPORTS**

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

**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.

**COMMITTEE BUSINESS**

1. **APPROVAL OF IRVINE CHILD CARE COMMITTEE MINUTES FOR MEETING HELD MARCH 12, 2019**

**RECOMMENDED ACTION:**

Approve the minutes of the Irvine Child Care Committee meeting held March 12, 2019.

2. **IRVINE CHILD CARE COMMITTEE RECRUITMENT**

**RECOMMENDED ACTION:**

- 1) Open recruitment for two Community and two center- or home-based Child Care Provider Members to serve two-year terms on the Irvine Child Care Committee from January 2020 through December 2021.
- 2) Appoint Irvine Child Care Committee Members to serve on a selection committee.

**ADJOURNMENT**

Next meeting: IRVINE CHILD CARE COMMITTEE regular meeting, September 10, 2019, 9:00 AM, Heritage Park Community Center, 14301 Yale Avenue, Irvine, California.

**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 May 6, 2019 by 5:30 p.m. as well as on the City's web page.

, Committee Liaison

**YOU ARE INVITED!**

*For  
the*

**ORANGE COUNTY  
EXCELLENCE IN  
EARLY CARE AND  
EDUCATION AWARDS**

PRETEND CITY CHILDREN'S  
MUSEUM, 29 HUBBLE,  
IRVINE 92618

**MAY 18 5:30 PM**  
**DINNER, DRINKS,  
DANCING, AND  
CELEBRATION!**

**To Register,  
Click Here**

**FOR MORE  
INFORMATION,  
VISIT OCAEYC.COM**



## Preschool Child Care Centers Most Common Deficiencies for All Visit Types in 2018

This is an analysis of the most common deficiencies cited in 2018 for Preschool Child Care Centers (CCC) for all visit types. The Quality Assurance Unit reviewed all 6,207 deficiencies cited. This list is limited to those deficiencies that are equal to two percent (2%) or more of the total number of deficiencies cited.

These requirements can be found in Title 22 of the California Code of Regulations, Division 12.

Most common deficiencies cited when citations were issued during CCC all visit types	Regulation Section Title	Regulation Section	This deficiency's percentage of the total deficiencies cited for all visits
No child(ren) shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation.	Responsibility for Providing Care and Supervision	101229(a)(1)	9%
Effective January 1, 2018, all staff of Child Care Centers and Family Child Care Homes are required to complete the Mandated Reporter Training. New staff have 90 days to complete the training. The training must be renewed every 2 years.	Availability of information regarding detecting and reporting child abuse and neglect; training for mandated reporter who is licensed day care provider, administrator, or employee of a licensed child day care facility; proof of completion	1596.8662 <sub>1</sub>	5%
The child care center shall be clean, safe, sanitary and in good repair at all times.	Buildings and Grounds	101238(a)	5%

Community Care Licensing Division  
 Quality Assurance, Advocacy and Technical Support Bureau  
 Preschool Child Care Centers - Most Common Deficiencies in 2018 for All Visit Types

Most common deficiencies cited when citations were issued during CCC all visit types	Regulation Section Title	Regulation Section	This deficiency's percentage of the total deficiencies cited for all visits
<p>The day care center shall maintain documentation of the required immunizations or exemptions from immunization, as set forth in this section, in the person's personnel record that is maintained by the day care center.</p>	<p>Employees or volunteers at day care center; immunization requirements; records; exemptions</p>	<p>H&amp;S 1596.7995<sub>2</sub></p>	<p>5%</p>
<p>A person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year.</p>	<p>Employees or volunteers at day care center; immunization requirements; records; exemptions</p>	<p>H&amp;S 1596.7995(a)(1)</p>	<p>4%</p>
<p>The person who signs the child in/out shall use his/her full legal signature and shall record the time of day. The person who brings the child to, and removes the child from, the center shall sign the child in/out.</p>	<p>Sign In and Sign Out</p>	<p>101229.1(a)(1) &amp; 101229.1(b)</p>	<p>3%</p>
<p>Each child shall be free from corporal or unusual punishment, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.</p>	<p>Personal Rights</p>	<p>101223(a)(3)</p>	<p>3%</p>
<p>There shall be a ratio of one teacher supervising no more than 12 children in attendance except as specified in (b) and (c).</p>	<p>Teacher - Child Ratio</p>	<p>101216.3(a)</p>	<p>3%</p>

Community Care Licensing Division  
 Quality Assurance, Advocacy and Technical Support Bureau  
 Preschool Child Care Centers - Most Common Deficiencies in 2018 for All Visit Types

Most common deficiencies cited when citations were issued during CCC all visit types	Regulation Section Title	Regulation Section	This deficiency's percentage of the total deficiencies cited for all visits
Prior to working or volunteering in a licensed child care facility, all individuals subject to a criminal record review shall request a transfer of a criminal record clearance from another facility or Trustline.	Criminal Record Clearance	101170(e)(2)	3%
A report shall be made to the Department within 24 hours of the occurrence of any unusual incident as specified.	Reporting Requirements	101212(d)	2%
Disinfectants, cleaning solutions, poisons and other items that could pose a danger if readily available to children shall be stored where inaccessible to children.	Buildings and Grounds	101238(g)	2%
Each child shall be accorded safe, healthful and comfortable accommodations, furnishings and equipment.	Personal Rights	101223(a)(2)	2%
Each child shall be accorded dignity in his/her personal relationships with staff, and other persons.	Personal Rights	101223(a)(1)	2%
A licensee shall not operate a child care center beyond the conditions and limitations specified on the license, including the capacity limitation.	Limitations on Capacity and Ambulatory Status	101161(a)	2%
Prior to working or volunteering in a licensed child care facility, all individuals subject to a criminal record review shall obtain a clearance or criminal record exemption.	Criminal Record Clearance	101170(e)(1)	2%

Community Care Licensing Division  
Quality Assurance, Advocacy and Technical Support Bureau  
Preschool Child Care Centers - Most Common Deficiencies in 2018 for All Visit Types

1. Health and Safety Section 1596.8662 includes subsections that on or before March 30, 2018, a person who, on January 1, 2018, is a licensed child care provider, administrator, or employee of a licensed child day care facility shall complete the mandated reporter training provided pursuant to paragraphs (2) and (3) of subdivision (a), and shall complete renewal mandated reporter training every two years following the date on which he or she completed the initial mandated reporter training. On and after January 1, 2018, a person who becomes an administrator or employee of a licensed child day care facility shall complete the mandated reporter training provided pursuant to paragraphs (2) and (3) of subdivision (a) within the first 90 days that he or she is employed at the facility and shall complete renewal mandated reporter training every two years following the date on which he or she completed the initial mandated reporter training. Citations issued in this section included one or more subsections.
2. Health and Safety Section 1596.7995 includes subsections that require a person shall not be employed or volunteer at a family day care home if he or she has not been immunized against influenza, pertussis, and measles; the requirement for annual influenza immunization between August 1 and December 1 of each year, specifies the conditions in which a person may be exempt, and the requirement for documentation of required immunizations or exemption be contained in the person's personnel record maintained by the family day care home. Citations issued in this section included one or more of these subsections.



**COMMITTEE BUSINESS  
MINUTES**

**ITEM 1**



# MINUTES

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

March 12, 2019

Heritage Park Community Center  
14301 Yale Avenue  
Irvine, California 92604

### CALL TO ORDER

A regular meeting of the Irvine Child Care Committee was called to order on March 12, 2019, at 9:04 AM at the Heritage Park Community Center, 14301 Yale Avenue, Irvine, California; Chair Schwartze presiding.

### Roll Call

Present: 9	Committee Member:	Dawn Antis
	Committee Member:	Dr. Seema Choudhary
	Committee Member:	Linda Hunter
	Committee Member:	Tyrone Ledford
	Committee Member:	Dayna Money
	Committee Member:	Jessica Winn
	Committee Member:	Michelle Yost
	Vice Chair:	Wenli Lin
	Chair:	Donna Schwartze
Absent: 3	Committee Member:	Joshua Arnaldo
	Committee Member:	Cristina Blevins
	Committee Member:	Jenny Woo

### PLEDGE OF ALLEGIANCE

Chair Schwartze lead the Pledge of Allegiance.

### INTRODUCTIONS

There were no Introductions.

### PRESENTATIONS

Community Services Manager Sheila Driscoll provided a Brown Act Refresher presentation and responded to Committee inquiries.

## **ANNOUNCEMENTS**

Chair Schwartze attended the California Council of Parent Participation Nursery Schools on March 9. The Conference featured keynote speaker Larry Cohen and many early childhood education workshops for parents and teachers.

Community Services Supervisor Traci Stubbler announced the following:

- The online survey for the Heritage Park Improvements Master Plan is now available on the City website.
- An article titled "Guiding Children by Using Questions" was distributed.
- Resources on upcoming parent education and early childhood professional development opportunities are available for members interested in taking and sharing information.
- Pretend City will be hosting a School Readiness Fair on March 23, from 9 a.m.-2 p.m.

Program Coordinator Diana Magallón announced the following:

- Super Saturday, for Early Care and Education Professionals, was held on March 9. Committee members who volunteered or presented at the event were recognized. Overall, the program was well received by over 240 participants in attendance on the day of the event.
- The City of Irvine hosted a Family Child Care Provider Roundtable on February 7. Fifteen providers met to discuss effective business and marketing strategies for family child care programs, challenges when working with parents, and developing quality programming.

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

There were no additions or deletions.

## **PUBLIC COMMENTS**

There were no public comments.

## **COMMITTEE REPORTS**

1. Irvine Child Development Center Operating Corporation – Program Coordinator Diane Magallón reported the school is continuing to work on the Quality Rating Improvement System (QIRS) program. School enrollment is currently full.
2. Irvine Children, Youth and Families Advisory Committee – No report.

## **COMMITTEE BUSINESS**

### **1. MINUTES**

**ACTION: Moved by Committee Member Money, seconded by Vice Chair Lin to approve the minutes of the regular meeting of the Irvine Child Care Committee held January 8, 2019.**

Motion carried as follows:

Ayes: 9 Antis, Choudhary, Hunter, Ledford, Lin, Money, Schwartz, Winn, Yost

Absent: 3 Arnaldo, Blevins, Woo

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

**ACTION: Moved by Committee Member Money, seconded by Committee Member Hunter to appoint member Winn to the Irvine Child Development Center Operating Corporation Board of Directors.**

Motion carried as follows:

Ayes: 9 Antis, Choudhary, Hunter, Ledford, Lin, Money, Schwartz, Winn, Yost

Absent: 3 Arnaldo, Blevins, Woo

**ACTION: Moved by Committee Member Winn, seconded by Vice Chair Lin to appoint member Money to the Irvine Children, Youth and Families Advisory Committee.**

Motion carried as follows:

Ayes: 9 Antis, Choudhary, Hunter, Ledford, Lin, Money, Schwartz, Winn, Yost

Absent: 3 Arnaldo, Blevins, Woo

**ADJOURNMENT**

Moved by Committee Member Winn, seconded by Committee Member Money, and unanimously carried by those members present, to adjourn the meeting at 11:05 a.m.

\_\_\_\_\_  
DONNA SCHWARTZE  
CHAIR

\_\_\_\_\_  
TRACI STUBBLER  
CHILD CARE COORDINATION SUPERVISOR

Date Approved: \_\_\_\_\_

**IRVINE CHILD CARE COMMITTEE  
RECRUITMENT**

**ITEM 2**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** MAY 14, 2019

**TITLE:** IRVINE CHILD CARE COMMITTEE RECRUITMENT

  
Community Services Manager

## RECOMMENDED ACTION

1. Open recruitment for two Community and two center- or home-based Child Care Provider Members to serve two-year terms on the Irvine Child Care Committee from January 2020 through December 2021.
2. Appoint Irvine Child Care Committee Members to serve on a selection committee.

## 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, Section 5.2, Liaison Members, staff requests the Committee open a new member recruitment and select Committee Members to serve on a selection committee.

The Committee will have openings for two Community and two center- or home-based Child Care Provider Members. The terms of the new members will be for two years, from January 2020 through December 2021.

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

## ANALYSIS

The Committee is comprised of:

- Five City Council appointees;
- Two Parent representatives;
- Two Community representatives;
- Two Center- or Home-based Child Care Provider Members; and

- Three members who represent educational organizations (University of California Irvine, Irvine Valley College, Irvine Unified School District)

Staff requests the Committee open recruitment for two Community and two center- or home-based Child Care Provider Members, and appoint three Committee Members to serve on a selection committee. The new member recruitment would open August 1, 2019, and close September 10, 2019, with terms beginning January 2020 and ending December 2021.

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

### **ALTERNATIVES CONSIDERED**

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

### **FINANCIAL IMPACT**

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

**REPORT PREPARED BY** Traci Stubbler, Child Care Coordination Supervisor

### **ATTACHMENT**

Irvine Child Care Committee Bylaws



## 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.



#### **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