



AGENDA

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

Chair
Donna Schwartze

Co-Vice Chairs:
Dayna Money
Wenli Lin

Committee Members:
Aarti Chopra
Joshua Arnaldo
Imithri Bodhinayake
Dr. Seema Choudhary
Shelby Clatterbuck
Emiliano Guzman
Donna King
Scott Schultz
Jessica Winn
Jenny Woo
Michelle Yost

**OCTOBER 13, 2020
9:00 AM**

**Irvine Child Resource Center
14341 Yale Avenue
Irvine, California**

IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE CHILD CARE COMMITTEE MEETING

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, AND THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE CHILD CARE COMMITTEE MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILD CARE COMMITTEE," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606 OR BY EMAIL TO MBACKHUS@CITYOFIRVINE.ORG. EMAILS RECEIVED FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE CHILD CARE COMMITTEE IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERRING, VIDEO-CONFERRING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.

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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATION

- 1. COVID-19 Updates and Status of Child Care in Irvine**

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

- 2. Irvine Child Development Center Operating Corporation – Committee Member Winn**
- 3. Irvine Children, Youth and Families Advisory Committee – Committee Member Chopra**

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

4. APPROVAL OF IRVINE CHILD CARE COMMITTEE MINUTES FOR MEETING HELD MARCH 10, 2020

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Committee meeting held March 10, 2020.

5. IRVINE CHILD CARE COMMITTEE 2021 MEETING SCHEDULE

RECOMMENDED ACTION:

Approve the Irvine Child Care Committee meeting schedule for calendar year 2021.

ADJOURNMENT

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. Meeting agendas and approved minutes are kept current on the City web site at 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 8, 2020 by 5:30 p.m. as well as on the City's web page.

Rebecca Turner, Committee Liaison

ITEM 1 – PRESENTATION
COVID-19 Impact on Irvine Child Care

COVID-19 Impact on Irvine Child Care

Presented by
Traci Stubbler, Child Care Coordination Supervisor

Irvine Child Care Committee
October 13, 2020

CITY OF IRVINE



OVERVIEW

- Timeline of State Directives and Local Conditions Related to COVID-19 and the Impact on Licensed Child Care Providers
- City of Irvine Support to Providers
- Current Status of Child Care in Irvine
- City of Irvine Resources for Parents Related to Child Care and Development

TIMELINE OF STATE DIRECTIVES & LOCAL CONDITIONS AND LICENSED PROVIDERS

- March 13 Irvine Unified School District announced all IUSD schools and facilities will close effective Monday, March 16
- March 17 OC Health Officer Order- Child Care deemed essential service
- March 19 Statewide Stay at Home Order Issued
- April 7th State of California Community Care Licensing Division (CCLD) issues first detailed Distancing and Healthy Practices Guidance for all licensed child care providers



TIMELINE OF STATE DIRECTIVES & LOCAL CONDITIONS AND LICENSED PROVIDERS CONTINUED

- April 14th CCLD issues guidelines for providers requesting stores to waive supply limitations due to coronavirus disease
- June 5 State of California Issues COVID-19 Update Guidance: Child Care Programs and Providers
- July 17 State of California Issues updated guidance
- August 25 CDPH Releases Guidance on Cohorts of Children and Youth in Supervised Settings (updated September 2)



CITY OF IRVINE SUPPORT TO CHILD CARE PROVIDERS

- COVID Related Resources For Child Care Providers webpage
- Email updates to all licensed providers in Irvine
- Cloth face covering and disposable mask distributions
- Phone outreach to all licensed providers bi-weekly beginning in June
- Rent relief for Irvine Child Care Project programs, materials and access to additional space to increase program capacity



CITY OF IRVINE



RESOURCES FOR PARENTS RELATED TO CHILD CARE AND DEVELOPMENT

- Finding Child Care
- Parenting During COVID 19 webpage
- Curbside CRC service now available

Resources for Parenting During COVID-19

The City of Irvine has put together a list of resources for parents balancing working from home themselves while also supporting their young children and assisting older children in distance learning. Please click the links below for more information.

PARENTING RESOURCES

- California Surgeon General's Playbook: Stress Relief during COVID-19[®]
- How to Support Children (and Yourself) During the COVID-19 Outbreak[®] (Center on the Developing Child Harvard University)
- Caring for Preschoolers at Home[®] (Harvard Graduate School of Education)
- Helping Children Cope with Changes Resulting from COVID-19[®] (National Association of School Psychologists: Health Crisis Resources)
- COVID-19 and Children[®] (Early Childhood OC)



CITY OF IRVINE



CURRENT STATUS OF CHILD CARE IN IRVINE

- There are currently 194 licensed child care programs open in Irvine which includes:
 - 37 school age child care centers
 - 48 licensed centers serving preschool children, some also serving infants
 - 109 licensed family child care providers able to serve infants through elementary children in their home

Questions?

CITY OF IRVINE



ITEM 2 – COMMITTEE REPORTS

Irvine Child Development Center Operating
Corporation

(There is no report associated with this item.)

ITEM 3 – COMMITTEE REPORTS

Irvine Children, Youth and Families Advisory
Committee

(There is no report associated with this item.)

**ITEM 4 – COMMITTEE BUSINESS
MINUTES**



MINUTES

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

March 10, 2020

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 10, 2020, at 9:02 AM at the Heritage Park Community Center, 14301 Yale Avenue, Irvine, California; Chair Schwartz presiding.

Roll Call

Present: 13	Committee Member:	Joshua Arnaldo*
	Committee Member:	Dr. Imithri Bodhinayake
	Committee Member:	Aarti Chopra**
	Committee Member:	Dr. Seema Choudhary
	Committee Member:	Shelby Clatterbuck
	Committee Member:	Emiliano Guzman
	Committee Member:	Dayna Money
	Committee Member:	Scott Schultz
	Committee Member:	Jessica Winn***
	Committee Member:	Jenny Woo
	Committee Member:	Michelle Yost
	Vice Chair:	Wenli Lin
	Chair:	Donna Schwartz

Absent: 1	Committee Member:	Donna King
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* Arrived at 9:05 a.m.

** Arrived at 9:23 a.m.

*** Left at 9:41 a.m.

PLEDGE OF ALLEGIANCE

Chair Schwartz lead the Pledge of Allegiance.

INTRODUCTIONS

There were no Introductions.

IRVINE CHILD CARE COMMITTEE REORGANIZATION

ACTION:

Moved by Committee Member Schultz, seconded by Committee Member Money, and unanimously carried by members present to approve the appointment of the Committee Member Schwartz as Chair of the Irvine Child Care Committee.

The motion carried as follows:

Ayes: 12 Arnaldo, Bodhinayake, Choudhary, Clatterbuck, Guzman, Lin, Money, Schultz, Schwartz, Winn, Woo, Yost

Absent: 2 Chopra, Winn

ACTION:

Moved by Committee Member Schwartz, seconded by Committee Member Choudhary, and unanimously carried by members present to approve the appointment of Committee Member Lin and Committee Member Money as the Co-Vice Chairs of the Irvine Child Care Committee.

The motion carried as follows:

Ayes: 12 Arnaldo, Bodhinayake, Choudhary, Clatterbuck, Guzman, Lin, Money, Schultz, Schwartz, Winn, Woo, Yost

Absent: 2 Chopra, Winn

PRESENTATIONS

1. Keri Gee Semmelman from the Raise Foundation gave a presentation on preventing child abuse.

ANNOUNCEMENTS

Community Services Supervisor Traci Stubbler announced the following:

- Children’s Home Society currently has child care funding available for income eligible families. Informational fliers were distributed.
- A flier titled “SB 234: The Keeping Kids Close to Home Act” was distributed.
- A flier titled “Children’s Home Society Starting up a Family Child Care Home Business” was distributed.

Program Coordinator Diana Magallón announced the following:

- Super Saturday, for School-Age Care and Education Professionals, will be held March 14 and is sold out. Super Saturday for Early Care and Education Professionals will be held on September 26, 2020.
- Irvine Global Village Festival is scheduled to take place on October 10 and 11, 2020.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions.

PUBLIC COMMENTS

There were no public comments.

COMMITTEE REPORTS

2. Irvine Child Development Center Operating Corporation – No report
3. Irvine Children, Youth and Families Advisory Committee – No report.

COMMITTEE BUSINESS

4. MINUTES

ACTION: Moved by Committee Member Arnaldo, seconded by Committee Member Bodhinayake, to approve the minutes of the regular meeting of the Irvine Child Care Committee held January 14, 2020.

Motion carried as follows:

Ayes: 12 Arnaldo, Bodhinayake, Chopra, Choudhary, Clatterbuck, Guzman, Lin, Money, Schultz, Schwartz, Woo, Yost

Absent: 2 King, Winn

5. 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 Choudhary, seconded by Committee Member Schultz to appoint Committee Member Winn to the Irvine Child Development Center Operating Corporation Board of Directors.

Motion carried as follows:

Ayes: 12 Arnaldo, Bodhinayake, Chopra, Choudhary, Clatterbuck, Guzman, Lin, Money, Schultz, Schwartz, Woo, Yost

Absent: 2 King, Winn

ACTION: Moved by Committee Member Chopra, seconded by Committee Member Schultz to appoint Committee Member Chopra to the Irvine Children, Youth and Families Advisory Committee.

Motion carried as follows:

Ayes: 12 Arnaldo, Bodhinayake, Chopra, Choudhary, Clatterbuck, Guzman, Lin, Money, Schultz, Schwartz, Woo, Yost

Absent: 2 King, Winn

ADJOURNMENT

Moved by Vice Chair Lin, seconded by Committee Member Arnaldo, and unanimously carried by those members present, to adjourn the meeting at 10:20 a.m.

DONNA SCHWARTZE
CHAIR

TRACI STUBBLER
CHILD CARE COORDINATION SUPERVISOR

Date Approved: _____

**ITEM 5 – COMMITTEE BUSINESS
IRVINE CHILD CARE COMMITTEE 2021
MEETING SCHEDULE**



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: OCTOBER 13, 2020

TITLE: IRVINE CHILD CARE COMMITTEE 2020 MEETING SCHEDULE

Community Services Manager

RECOMMENDED ACTION

Approve the Irvine Child Care Committee meeting schedule for calendar year 2021.

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. Meetings may be held virtually as a result of the COVID-19 Virus, and resulting orders and direction from the President of the United States, and the Governor

The proposed meeting schedule for calendar year 2021 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 change dates, or to add regularly scheduled meetings.

FINANCIAL IMPACT

Funds to support the Irvine Child Care Committee are identified in the General Fund Budget. No additional funds are requested.

REPORT PREPARED BY Traci Stubbler, Community Services Supervisor

ATTACHMENTS

1. Irvine Child Care Committee Proposed Meeting Schedule January-December 2021
2. Child Care Committee Bylaws

IRVINE CHILD CARE COMMITTEE

**PROPOSED MEETING SCHEDULE
JANUARY-DECEMBER 2021**

1. Tuesday, **January** 12, 2021, 9-10:30 a.m.
2. Tuesday, **March** 9, 2021, 9-10:30 a.m.
3. Tuesday, **May** 11, 2021, 9-10:30 a.m.
4. Tuesday, **September** 14, 2021, 9-10:30 a.m.
5. Tuesday, **October** 12, 2021, 9-10:30 a.m.
6. Tuesday, **November** 9, 2021, 9-10:30 a.m.

Subcommittee meetings to be scheduled as needed.

All Committee meetings will convene at the venue listed below, virtually, or 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 2021

April 2021

June 2021

July 2021

August 2021

December 2021



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.