



AGENDA

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

Chair:
Donna Schwartze

**May 11, 2021
9:00 AM**

Vice Chair:
Jessica Winn

Committee Members:
Imithri Bodhinayake
Jen Chiou
Shelby Clatterbuck
Myra Firth
Emiliano Guzman
Donna King
Wenli Lin
James Mai
Nazy Nassiri
Noha Nour
Michelle Raji
Shareen Young

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

ZOOM MEETING

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. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT [IRVINE CHILD CARE COMMITTEE](http://IRVINECHILD.CARE.COMMITTEE).

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. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-724-6600, OR VIA EMAIL AT MBACKHUS@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN COMMUNICATIONS OR PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING.

Speaker's Card/Request to Speak: If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. The card is at the table at the entrance to the conference room. Please identify on the card your name, address (optional), and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the President in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATION

- 1. Understanding Developmental Screening and the use of Evidence Based Tools, Cynthia Rodriguez, Help Me Grow Orange County**

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 Chiou**

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 9, 2021**

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Committee meeting held March 9, 2021

5. 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 2022 through December 2023.
2. Appoint Irvine Child Care Committee Members to serve on a selection committee.

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 May 3, 2021 by 5:30 p.m. as well as on the City's web page.

Rebecca Turner, Committee Liaison

ITEM 1 – PRESENTATION

Understanding Developmental Screening and the use of Evidence Based Tools

Cynthia Rodriguez
HMG Community Liaison



Help Me Grow
ORANGE COUNTY

Presentation Objectives

- ▶ Define developmental screening.
- ▶ Learn about developmental screening and its value and purpose.
- ▶ Understand about Help Me Grow Orange County and how to best use it for your families.

A Child's Development

While children develop at different rates, it is important to monitor their progress and be aware of their milestones.

Screening

- A brief procedure that uses simple, short, accurate tools to identify children that show developmental concerns and need additional evaluation or services to address areas of delay
- Answers the question: "Does the child need further evaluation?"



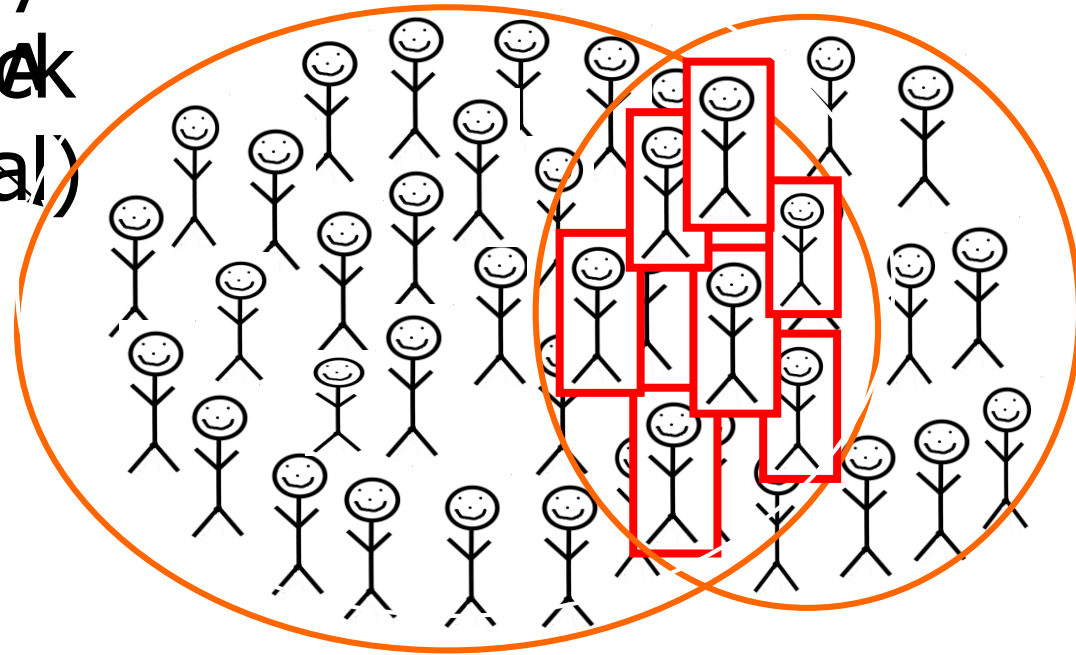
Why Are Developmental Screenings Important?

- When a developmental delay is not identified early, children must wait to get help. This creates more struggles in school and home.
- Fewer than half of children with developmental delays are identified before starting school
 - An estimated 13% of all children have a developmental issue.
 - One child in eight has a problem with movement or mental health, autism, hearing, hyperactivity, language, learning, seizures or sight.

Why Screen?

Under Detected

Clearly
~~On track~~
(Typical)



Clearly
~~no group back~~
(Atypical)

Remember.....

Developmental screening or a “developmental checkup”

- A screening is a series of questions or checklists that provides a quick look at how a child is doing in important areas of development relative to a larger group of children of the same age.
- Screening is not meant to give a diagnosis for your child. In most cases, screening rules out the likelihood that further assessment is needed.

Benefits To Screening

- Flags children who need a closer look or further evaluation
- Periodic screenings can help identify a child's strengths as well as any areas where a child may need support.
- Identify developmental problems **before** they become substantial. The earlier an issue is identified, the sooner intervention can start and the more effective it will be.
- Improves health and developmental outcomes with Early Intervention
- Teach parents and caregivers about their child's development
- Promote healthy behavior and development

Why Engage Families In Screening?

- Parents can provide rich information, useful for providers
- Address family concerns
- Screening helps structure observations, parent conferences, reports and communication about child's development
- Screening can become a teaching tool



Developmental Screening is Recommended By

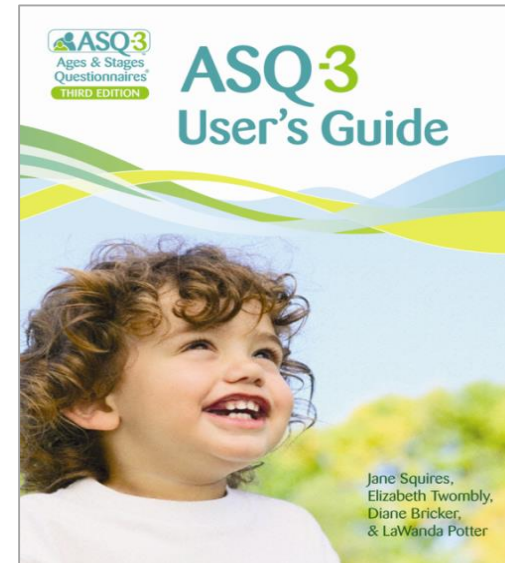
- National Association for the Education of Young Children (NAEYC)
- American Academy of Pediatrics (AAP)
- American Academy of Family Physicians (AAFP)
- Center for Disease Control and Prevention (CDC)
- First 5 California (First 5 Orange County)
- Bright Futures
- QRIS - Quality Ratings Improvement Scale

What is the ASQ-3?

- ▶ Parent or caregiver completed screening tools that encourage parental/caregiver involvement
- ▶ A series of questionnaires for children ages 1 month to 5 ½ years
- ▶ Tools to accurately identify children at risk for developmental or social-emotional delay

Screens 5 areas of development:

- Communication
- Gross motor
- Fine motor
- Problem solving
- Personal-social



1. When in front of a large mirror, does your baby smile or coo at herself?



- Yes
 Sometimes
 Not yet
 Response missing

2. Does your baby act differently toward strangers than he does with you and other familiar people?
(Reactions to strangers may include staring, frowning, withdrawing, or crying.)

- Yes
 Sometimes
 Not yet
 Response missing

3. While lying on her back, does your baby play by grabbing her foot?



- Yes
 Sometimes
 Not yet
 Response missing

4. When in front of a large mirror, does your baby reach out to pat the mirror?



- Yes
 Sometimes
 Not yet
 Response missing

5. While your baby is on his back, does he put his foot in his mouth?



- Yes
 Sometimes
 Not yet
 Response missing

6. Does your baby try to get a toy that is out of reach? (She may roll, pivot on her tummy, or crawl to get it.)

- Yes
 Sometimes
 Not yet
 Response missing




Additional Screening Tools

- ▶ **ASQ:SE:** Ages & Stages Questionnaires: Social Emotional
- ▶ **PEDS:** Parent's Evaluation of Developmental Status
- ▶ **M-CHAT:** Modified Checklist for Autism in Toddlers
 - ▶ The American Academy of Pediatrics (AAP) recommends that all children receive autism-specific screening at 18 and 24 months of age
- ▶ **Bayley III:** Bayley Scales of Infant & Toddler Development - 3rd Edition
- ▶ **Rossetti:** Rossetti Infant-Toddler Language Scale
- ▶ **CBCL:** Child Behavior Checklist

Upcoming ASQ Trainings



 Register here

Help Me Grow is offering a 2-part training: **Ages and Stages Questionnaires (ASQ-3)** and **Ages and Stages Questionnaire: Social Emotional (ASQ:SE-2)**.

Dates: Monday, May 24 – Tuesday, May 25

Time: 9 – 11 AM

Part 1: Participants will be introduced to the benefits of developmental screening and features of the ASQ-3 and ASQ:SE-2.

Part 2: Learn how to:

1. Score ASQ-3 and ASQ:SE-2 with hands-on practice;
2. Describe and interpret cutoff scores;
3. Review sensitive communication of screenings results; and
4. Discuss appropriate follow-up and referrals.

Participants: Professionals from the fields of early childhood education, early intervention, social services, mental health, health care, or anyone interested in learning about one of these norm referenced screening tools.

Zoom link and materials: A Zoom link will be sent to registered participants on Friday, May 21st. After the first training session, an email will be sent with training materials to be used on Day 2. Be sure to register with an email of the attendee.

Registration Fees:

- \$55 for individuals living or working in Orange County
- \$90 for individuals living and working outside of Orange County

For more information contact Lacey Ginter at Lacey.Ginter@choc.org.

<https://www.choc.org/events/help-me-grow-ages-and-stages/>

We believe all children in Orange County deserve to reach their optimal development and we are here to support in the family's journey

Phone and Online Access Points



By calling our toll-free number or using our online portal parents, caregivers, childcare providers, early educators and health care providers have a point of access to developmental services for all young children in Orange County

- ▶ Call 866.GROW.025
- ▶ www.helpmegrowoc.org

About Us

Families

Service
Providers

Healthcare
Providers

Facts &
Figures

FAQ's

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Connecting Families to Developmental Services

Help Me Grow connects children and their families to developmental services to enhance the development, behavior and learning of children birth through five years. By calling the toll free number **1.866.GROW.025**, (1.866.476.9025) or using the online link, parents, caregivers, child care providers, early educators and health care providers have a point of access to developmental services for all young children who live in Orange County.

Help Me Grow **ONLINE**

Help Me Grow has now added an online link in [English](#) or [Spanish](#) where parents and health care providers can provide a child's information and a description of the issues or concerns. Within 1-2 business days, we will contact the child's parent to learn more about their needs and to provide connection to programs and services. **Get started today with Help Me Grow Online!**

Get Connected

Conectese Aquí

or call us at:

 **1.866.GROW.025**

❖ Training
Opportunities

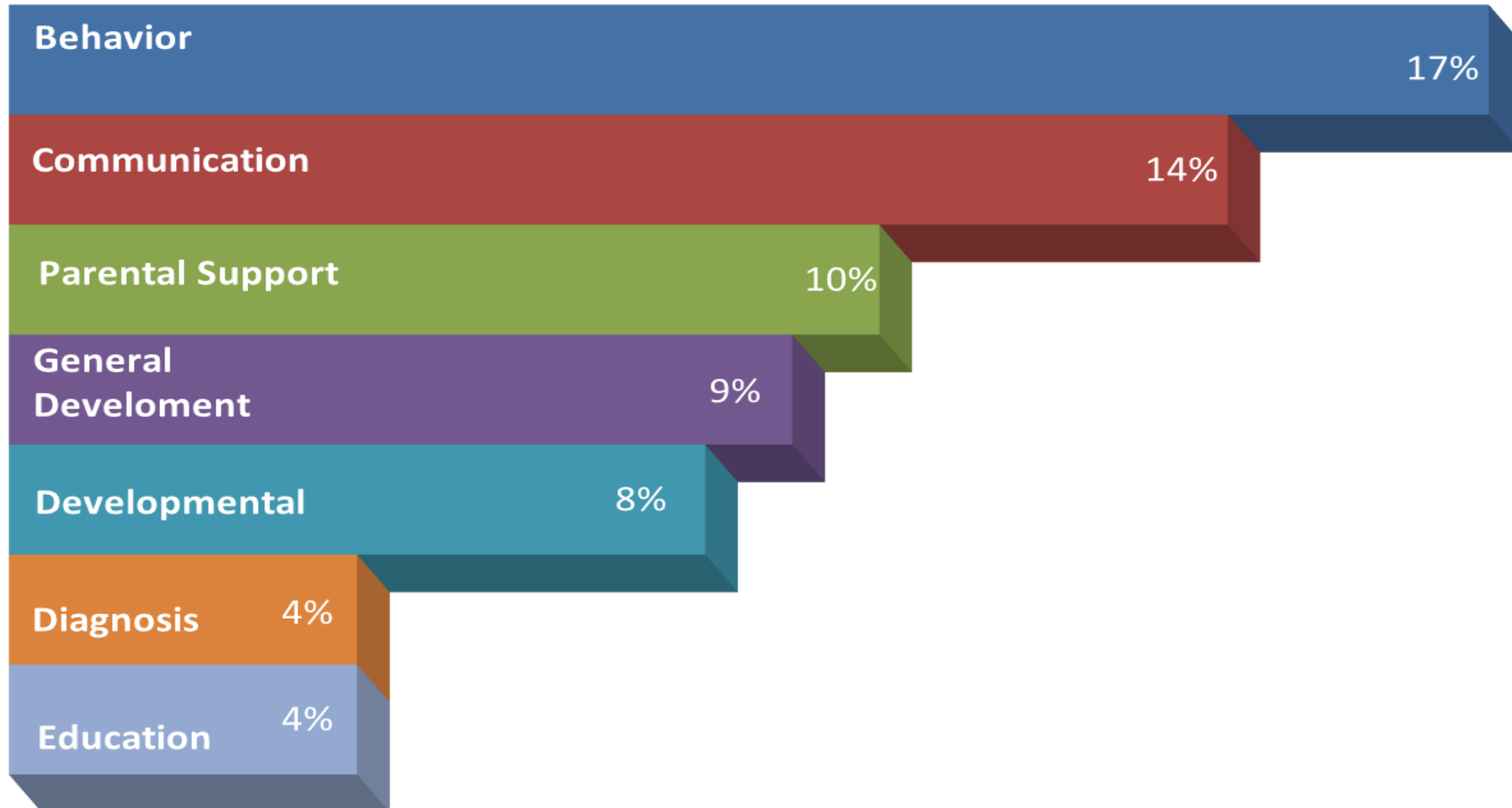
❖ Developmental
Screening

❖ Connection
Cafe

❖ Educational Providers
in the Community
(EPIC)

Have you tried
our online
portal?

Top Reasons Parents Contact Us



Intake & Referral Process

Community and Child Health Care Provider Outreach

CBOs, Physicians, Early Care & Ed. Providers, etc. refer to HMG



• Adult calls the toll-free line (866.GROW.025) or enters through online portal



• Care Coordinator listens, gathers information & enters into STAR




• Care Coordinator finds available resources that fit the child and family



• Family is provided with referrals to services



• Letter is sent to the family and physician with referral details



• Family receives follow-up calls to ensure connection to services



• Outcomes are documented & letter mailed/faxed to physician

Connects Families To Many Resources Including:

- Early intervention services
- Home visitation programs/parenting education
- Infant/child mental health services
- Inclusive childcare/preschool support
- Parent support groups
- Early literacy programs
- And many other community-based services

Why Contact Help Me Grow?

- ▶ Parent has concerns about their child's development, behavior or learning
- ▶ Parent needs help navigating the developmental services system in Orange County
- ▶ Child is not eligible for RCOC or school district services
- ▶ Child is eligible but needs additional supports or services
- ▶ Child is typically developing, and family needs additional services and support
- ▶ Provider would like to provide referrals to family



Help Me Grow
ORANGE COUNTY

Are you interested in your child's development?

Would you like resources on parenting?

Are you challenged by your child's behavior?

Contact Help Me Grow

Help Me Grow connects families with young children to resources in the community to enhance their child's development.

Contact us for help with:

- Behavior
- Parenting
- Child Development
- Speech and Language
- Developmental Screening
- Support Groups
- School Readiness
- Education
- ... and more

Call 1.866.GROW.025
(1.866.476.9025)
or visit www.helpmegrowoc.org


Help Me Grow
ORANGE COUNTY

Connecting Families to Developmental Services

CHOC/UCI EARLY DEVELOPMENTAL PROGRAMS
Supported by the Children & Families Commission of Orange County

Help Me Grow flyers

Available in English, Spanish & Vietnamese

About Us

Families

Your Child's
Development

Developmental
Screening &
Monitoring

Activities

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For Families, Parents, Caregivers

Help Me Grow is available to all parents in Orange County who are interested in connecting with resources to enhance their child's development. If you are concerned about your child's development, behavior or learning, our team can connect you to necessary early intervention services. If you are wondering about appropriate activities for your child, we can help you find them. If you are looking for support or tips on parenting, we can help link you to those resources.

Our program is free to use and you can call as many times as you want to ensure you find resources for you and your child. When you call, 1.866.GROW.025, you will reach one of our Care Coordinators who will listen to your concerns and ask you some questions to make sure we find an appropriate service to meet your child and families' needs.

Parent Newsletter

Parents can sign up for Developments, a quarterly newsletter providing education, milestones activities and resources about child development.

Sign up for our 
Parent Newsletter

GO

Privacy by:  SafeSubscribe

For Email Marketing you can trust



Help Me Grow
ORANGE COUNTY

Subscribe to the Parent Newsletter

"I CAN'T THANK YOU
ENOUGH FOR YOUR
PATIENCE AND KINDNESS."

Developments

- ▶ A quarterly newsletter providing education, milestones, activities and resources about child development.





Help Me Grow
ORANGE COUNTY

Thank you

Cynthia Rodriguez
cynthia.rodriguez@choc.org
949-267-0380

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 9, 2021

Irvine Child Resource Center
14341 Yale Avenue
Irvine, California 92604

CALL TO ORDER

A regular meeting of the Irvine Child Care Committee was called to order on March 9, 2021, at 9:06 a.m. at the Irvine Child Resource Center via WebEx, 14341 Yale Avenue, Irvine, California; Chair Schwartz presiding.

Roll Call

Present: 12 Chair: Donna Schwartz
 Co-Vice Chair: Wenli Lin
 Committee Member: Imithri Bodhinayake
 Committee Member: Jen Chiou
 Committee Member: Shelby Clatterbuck
 Committee Member: Emiliano Guzman
 Committee Member: James Mai
 Committee Member: Nazy Nassiri
 Committee Member: Noha Nour
 Committee Member: Michelle Raji
 Committee Member: Jessica Winn
 Committee Member: Michelle Yost

Absent: 2 Committee Member: Donna King
 Committee Member: Shareen Young

PLEDGE OF ALLEGIANCE

Chair Schwartz lead the Pledge of Allegiance.

INTRODUCTIONS

No introductions were made.

IRVINE CHILD CARE COMMITTEE REORGANIZATION

ACTION: Moved by Committee Member Winn, seconded by Committee Member Bodhinayake, to approve Donna Schwartz as Chair of the Irvine Child Care Committee.

Nomination vote carried as follows:

- Ayes: 12 Bodhinayake, Chiou, Clatterbuck, Guzman, Lin, Mai, Nassiri, Nour, Schwartz, Raji, Winn, Yost
- Absent: 2 King, Young

ACTION: Moved by Committee Member Yost, seconded by Committee Member Chiou, and unanimously carried to approve Jessica Winn as the Vice Chair of the Irvine Child Care Committee.

Nomination vote carried as follows:

- Ayes: 12 Bodhinayake, Chiou, Clatterbuck, Guzman, Lin, Mai, Nassiri, Nour, Schwartz, Raji, Winn, Yost
- Absent: 2 King, Young

PRESENTATIONS

1. Committee Member Shelby Clatterbuck, the Early Learning Specialist from the Irvine Unified School District Early Childhood Learning Center, shared an overview of the Early Development Index Data known as EDI, using Orange County and Irvine specific data.

ANNOUNCEMENTS

Supervisor Traci Stubbler announced the following:

- The Orange County Board of Supervisors is seeking candidates to serve on the First 5 Orange County Children and Families Commission. Three Commission positions are open, two in the education category, and one in the health category. Additional information on how to apply will be emailed to the Committee members.
- Orange County is now in Phase 1B, Tier 1 for the COVID-19 vaccine, including those who work in education, child care, and food/agriculture. Child care workers include center-based, before and after school care, family child care, and license-exempt child care. Updated vaccine information for child care providers can be found on the City of Irvine's COVID-19 Related Resources for Child Care Providers webpage.

Program Coordinator Diana Magallón announced the following:

- A Pandemic Generation – What are Kids Thinking, Feeling, and Talking about?

This March 16, 2021 forum will be led by the Honorable Lisa Bartlett, Orange County 5th District Supervisor in partnership with the Orange County Children's Partnership from 9-11 a.m. Registration information will be emailed to Committee members.

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 (ICDCOC) – Committee Member Winn reported the program enrollment at the school is doing well. The program continues to operate safely with the guidance provided.
- 3. Irvine Children, Youth, and Families Advisory Committee – Administrator Buchanan reported the IUSD middle and high school counselors gave a presentation focused on what changes they have seen in the last year during the COVID-19 pandemic titled "The Present Climate, Trends, and Support."

COMMITTEE BUSINESS

4. MINUTES

ACTION: Moved by Vice Chair Winn, seconded by Committee Member Nassiri, to approve the regular meeting minutes of the Irvine Child Care Committee held January 12, 2021.

Motion carried as follows:

Ayes: 12 Bodhinayake, Chiou, Clatterbuck, Guzman, Lin, Mai, Nassiri, Nour,
Schwartz, Raji, Winn, Yost
Absent: 2 King, Young

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 Nassiri, seconded by Committee Member Bodhinayake to appoint Vice Chair Winn to the Irvine Child Development Center Operating Corporation Board of Directors.

Motion carried as follows:

Ayes: 12 Bodhinayake, Chiou, Clatterbuck, Guzman, Lin, Mai, Nassiri, Nour,
Schwartz, Raji, Winn, Yost
Absent: 2 King, Young

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

Motion carried as follows:

Ayes: 12 Bodhinayake, Chiou, Clatterbuck, Guzman, Lin, Mai, Nassiri, Nour,
Schwartz, Raji, Winn, Yost
Absent: 2 King, Young

ADJOURNMENT

Moved by Committee Member Nassiri, seconded by Vice Chair Winn to adjourn the meeting at 10:31 a.m.

DONNA SCHWARTZE
CHAIR

TRACI STUBBLER
CHILD CARE COORDINATION SUPERVISOR

Date Approved: _____

ITEM 5 – COMMITTEE BUSINESS
IRVINE CHILD CARE COMMITTEE
RECRUITMENT



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: MAY 11, 2021

TITLE: IRVINE CHILD CARE COMMITTEE RECRUITMENT

Samula Baird

Director of Community Services

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 2022 through December 2023.
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 its 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 2022 through December 2023.

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 Community Services Commission for consideration.

COMMITTEE RECOMMENDATION

Not applicable.

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, and 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 2, 2021, and close September 9, 2021, with terms beginning January 2022 and ending December 2023.

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 Community Services Commission for consideration.

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. No additional funds are required.

REPORT PREPARED BY

Traci Stubbler, Community Services Supervisor

ATTACHMENTS

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 6th day of June 2018 by the following roll-call vote:

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



CHAIR OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE



SECRETARY OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE