



Donna Schwartz
Chair

Jessica Winn
Vice Chair

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

AGENDA

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

October 12, 2021
9:00 AM

Irvine Child Resource Center
14341 Yale Avenue
Irvine, California

ZOOM MEETING

VIRTUAL PARTICIPATION AT IRVINE CHILD CARE COMMITTEE MEETINGS

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. WRITTEN COMMENTS FOR AGENDA ITEMS WILL BE DISTRIBUTED TO COMMITTEE MEMBERS AND STAFF PRIOR TO THE MEETING. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." IF YOU WISH TO SPEAK DURING PUBLIC COMMENTS DURING THE MEETING, PLEASE VISIT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE FOR INSTRUCTIONS.

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 OF 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 Committee 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. START WELL, MENTAL HEALTH CONSULTATION FOR EARLY CARE AND EDUCATION**

ANNOUNCEMENTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

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**
- 3. IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE**

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. MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Committee meeting held September 14, 2021

5. IRVINE CHILD CARE COMMITTEE APPOINTMENTS

RECOMMENDED ACTION:

Recommend the Community Services Commission approve the appointment of Diane Gale and reappointment of Imithri Bodhinayake to serve as Community Representatives, and Donna Schwartz and Jessica Winn to serve as Center- or Home-based Child Care Providers on the Irvine Child Care Committee from January 1, 2022, through December 31, 2023.

6. IRVINE CHILD CARE COMMITTEE 2022 MEETING SCHEDULE

RECOMMENDED ACTION:

Approve the Irvine Child Care Committee meeting schedule for calendar year 2022.

7. ANNUAL GOAL DEVELOPMENT SUBCOMMITTEE

RECOMMENDED ACTION:

Appoint Members to form a Subcommittee to establish goals for the Irvine Child Care 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 p.m. 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 p.m.

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 AND ELECTRONIC DEVICES

To minimize distractions, please be sure all personal communication and electronic 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 a.m. unless otherwise noted. Agendas are available at the following locations:

- Police Department
- Front Entrance of City Hall
- City's web page 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 4, 2021 by 5:30 p.m. as well as on the City's web page.

Becca Farmer, Committee Liaison

**ITEM 1 – PRESENTATION
START WELL, MENTAL HEALTH
CONSULTATION FOR EARLY CARE AND
EDUCATION**

(There is no report associated with this item.)



Start Well

Mental Health Consultation for Early Care and Education

Sandy Avzaradel, MS Ed.
Director



WELLNESS • RECOVERY • RESILIENCE

StigmaFreeOC

Start Well

- ▶ A program of the Early Childhood Mental Health Collaborative (ECMHC); created in 2017
- ▶ The ECMHC was founded in 2015 by a group of agencies committed to supporting young children's mental health



Early Childhood Mental Health Collaborative



Start Well Purpose

Dedicated to building the social-emotional skills of young children through collaborative relationships with Early Childhood Educators (ECE); providing guidance and resources through an evidence-based six-step consultation process.

Our vision is that providers and families are skilled and competent in providing a nurturing environment focused on social and emotional well-being and behavioral health of all children.

Goals

Connect	Provide	Increase	Reach
Connect ECE to the early intervention and mental health system	Provide earlier identification and connection to early intervention and clinical care	Increase the capability of ECE to care for young children with challenging behaviors and/or mental health conditions	Reach the family through ECE to educate, reduce stigma, and connect to services

Social & Emotional Development

Core Features of Social Development

- ▶ Attention and concentration
- ▶ Receptive and expressive language
- ▶ Play skills
- ▶ Non-verbal communication
- ▶ Self-regulation
- ▶ Executive functioning
- ▶ Planning and sequencing

Core features of Emotional Development

- ▶ ability to identify and understand one's own feelings
- ▶ accurately read and comprehend emotional states in others
- ▶ manage strong emotions and their expression in a constructive manner
- ▶ regulate one's own behavior
- ▶ develop empathy for others and to establish and maintain relationships

The Model:

Intentional braiding of two evidence-based practices



CENTER OF EXCELLENCE FOR
Infant & Early Childhood
Mental Health Consultation
Growth. Advancement. Impact.

The Georgetown Manual for
School-based early childhood
mental health consultation
services

The Pyramid Model



Georgetown Model for School-Based Mental Health Consultation Start Well Process

Initiation

- Introduction & Program Information

Needs Assessment

- Identify needs through data collection

Plan Development

- Data driven collaborative plan in response to needs

Plan Implementation

- Implement, evaluate and update plan as needed

Transition & Sustainability

- Develop plan for transition and sustainability of best practices

Follow-up & Communities of Practice

- 3, 6, 12 month & yearly; CoPs ongoing

Teaching Practices

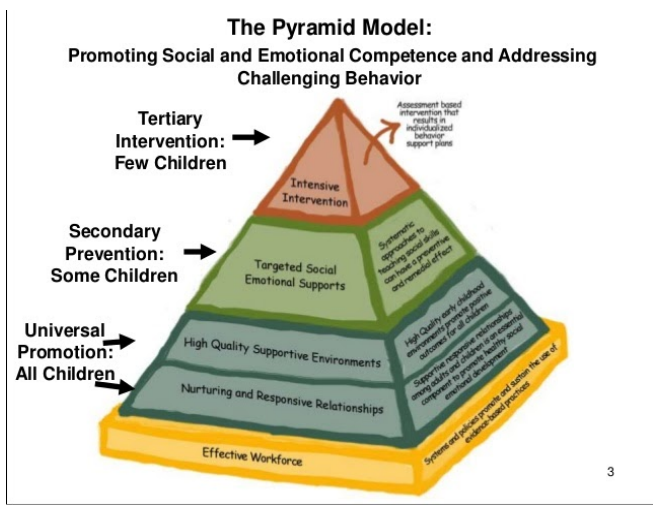


Tier 1 - Universal Promotion Practices

ALL Children ~ Reaches 80-85%

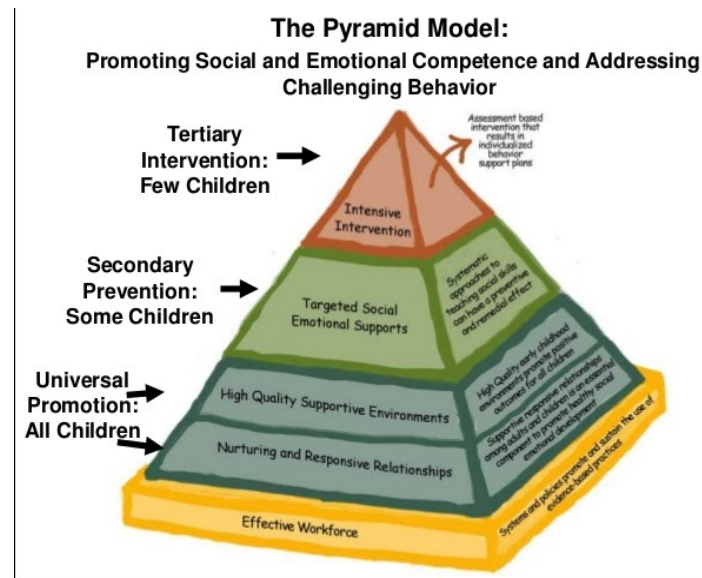
Nurturing and responsive relationships: positive relationships, joining in play, engaging in conversation, promoting communication, positive descriptive feedback

High-Quality Supportive Environments: engaging children in activity and routines, structuring transitions, clear directions, engaging in the Essential 5



Tier 2 - Targeted Social & Emotional Supports Some Children ~ Reaches 10-15%

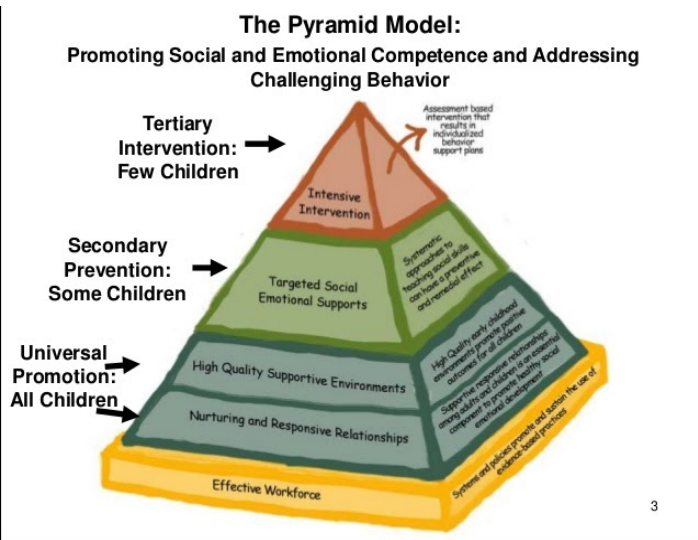
- ▶ Those children who are not responding to Tier 1 practices
- ▶ Explicit instruction in social skills and emotional competencies



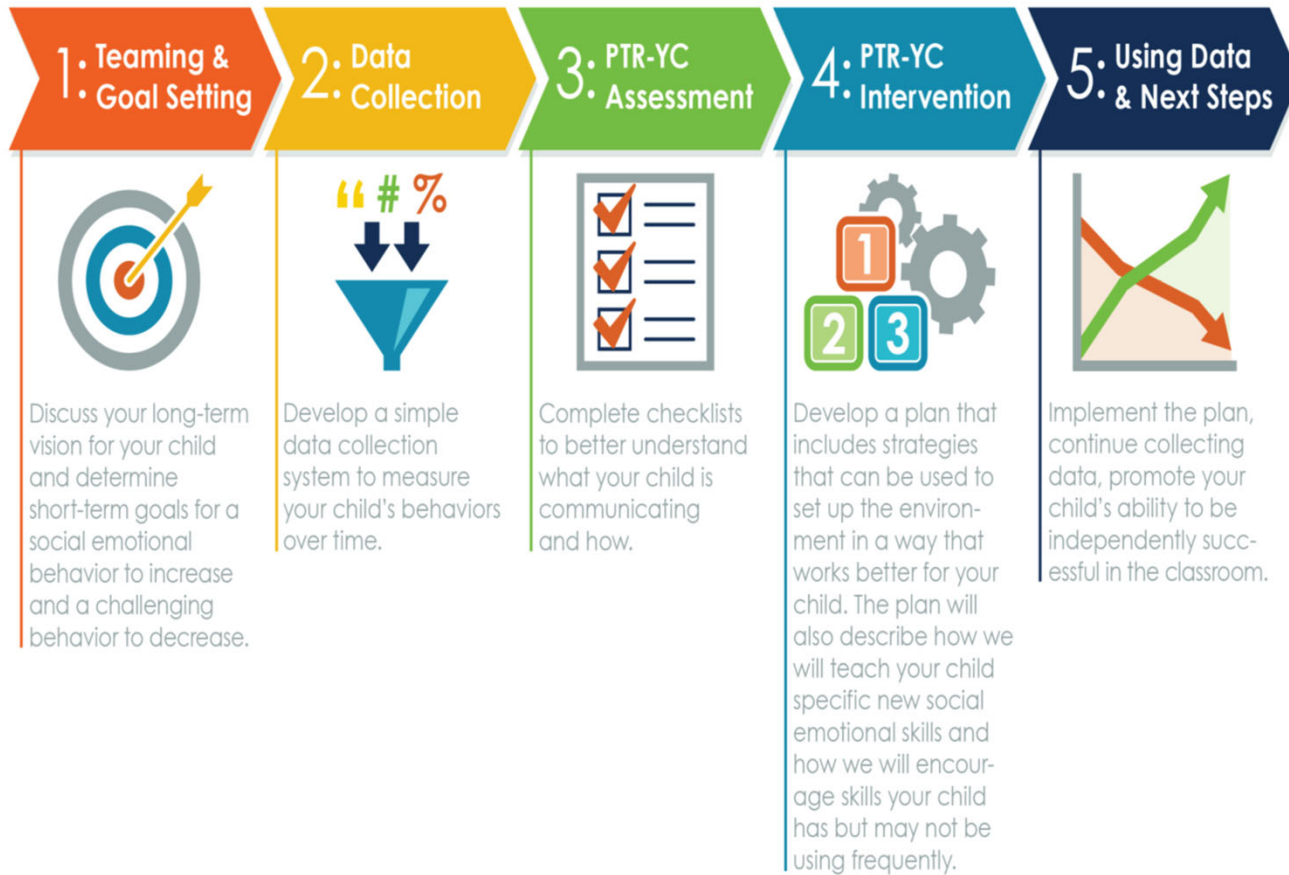
Tier 3 - Individual Behavior Interventions & Supports

Few children ~ Reaches 3-5%

- ▶ Those children who DO NOT respond to Tier 1 & Tier 2 strategies
- ▶ Ongoing, persistent, challenging behaviors
- ▶ Prevent, Teach, Reinforce for Young Children Process (PTR-YC)



PTR-YC Process: 5 Steps



Research Shows Early Childhood Mental Health Services has been linked to:

- ▶ **Decrease** in expulsion rates for Challenging Behaviors
- ▶ **Increased** emotional awareness
- ▶ **Improvement** in Child Social Behavior
- ▶ **Increase** in Teacher's sense of efficacy
- ▶ **Decrease** in Teacher's stress
- ▶ **Reduction** of staff turn over
- ▶ **Increase** in the overall quality of the program

~National Center for Pyramid Model Innovations

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- ▶ Center of Excellence for Infant & Early Childhood Mental Health Consultation: <https://www.iecmhc.org/>
 - ▶ National Center for Pyramid Model Innovations (<https://challengingbehavior.cbcs.usf.edu>)
 - ▶ Start Well Orange County www.startwelloc.org



Start Well

**Mental Health Consultation
for Early Care and Education**

Visit www.startwelloc.org or email info@startwelloc.org

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

**September 14, 2021
Irvine Child Resource Center
14341 Yale Avenue
Irvine, California 92604**

Zoom Meeting

CALL TO ORDER

The regular meeting of the Irvine Child Care Committee was called to order at 9:00 a.m. by Chair Schwartz.

ROLL CALL

Present: 13 Chair: Donna Schwartz
Vice Chair: Jessica Winn
Committee Member: Phyllis Agran
Committee Member: Imithri Bodhinayake
Committee Member: Jen Chiou
Committee Member: Shelby Clatterbuck
Committee Member: Myra Firth
Committee Member: Emiliano Guzman
Committee Member: Wenli Lin
Committee Member: James Mai
Committee Member: Nazy Nassiri
Committee Member: Michelle Raji
Committee Member: Shareen Young

Absent: 1 Committee Member: Donna King

PLEDGE OF ALLEGIANCE

Chair Schwartz lead the Pledge of Allegiance.

INTRODUCTIONS

Traci Stubbler, Community Services Supervisor introduced new Member Phyllis Agran, MD, MPH, and Kristin Auer, Community Services Manager.

PRESENTATIONS

1. Shelby Clatterbuck, Irvine Unified School District (IUSD) Early Learning Specialist, presented IUSD’s partnership with First 5 Orange County.

ANNOUNCEMENTS

Traci Stubbler, Community Services Supervisor, announced the following:

- On July 9, 2021, the United States Secretary of Labor, Marty Walsh, joined by Congresswoman Katie Porter, visited Meadow Park Rainbow Rising to highlight how family-friendly policies boost the economy by making it easier for parents to participate in the workforce.
- Build Up California is hosting a series of virtual Roundtable events focused on Improving Child Care Facilities and Physical Spaces Using Federal Relief Dollars. Information about this series and many excellent virtual and on-demand training opportunities are available online at the City of Irvine on the Child Care and Development Training and On-Demand webpages.
- The Orange County Emergency Child Care Task Force is putting together a Child Care Provider Appreciation event. The event is to recognize the many providers that have been working tirelessly throughout the pandemic. Members of the committee will be invited to volunteer at the event.

Diana Magallón, Community Services Program Coordinator, announced the following:

- On June 29, 2021, State Community Care Licensing Division in conjunction with the California Department of Public Health released new Child Care Industry Guidance allowing child care providers to resume operations to licensed capacity while providing guidance for best practices. Children and adults in licensed programs must continue to wear face coverings while indoors.
- The recruitment for two center-based or home-based childcare providers, and two community member representatives on the Committee opened on August 6. Applications must be completed and submitted online by 5 p.m. on Thursday, September 16. Interviews are scheduled for September 21. Committee members Clatterbuck, Young, and Mai have volunteered to conduct the interviews and serve on the selection committee. Their recommendations will be brought to the next Committee Meeting in October.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no general public comments.

COMMITTEE REPORTS

- 2. Irvine Child Development Center Operating Corporation (ICDCOC) – Committee Member Winn reported enrollment at the school is doing well. The program continues to operate safely with the guidance provided. The school is in the process of hiring more teachers.
- 3. Irvine Children, Youth, and Families Advisory Committee – Committee Member Chiou reported the Advisory Committee is working on a plan to create a new Strategic Plan for Children, Youth and Families (SPCYF) utilizing the framework of the 2008-13 SPCYF and the 2013-18 SPCYF Update. The Youth Action Team has focused on youth vaccinations and mental health resources.

COMMITTEE BUSINESS

4. MINUTES

ACTION:

Moved by Committee Member Nassiri, seconded by Committee Member Chiou, to approve the minutes of the Irvine Child Care Committee meeting held May 9, 2021.

There were no public comments.

The motion carried as follows:

Ayes: 13 Agran, Bodhinayake, Chiou, Clatterbuck, Firth, Guzman, Lin, Mai,
 Nassiri, Schwartz, Raji, Winn, Young
 Absent: 1 King

ADJOURNMENT

Moved by Committee Member Young, seconded by Committee Member Agran, to adjourn the meeting at 10:09 a.m.

DONNA SCHWARTZE
 CHAIR

TRACI STUBBLER
 CHILD CARE COORDINATION SUPERVISOR

Date Approved: _____

ITEM 5 – COMMITTEE BUSINESS
ICCC APPOINTMENTS



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: October 12, 2021

TITLE: IRVINE CHILD CARE COMMITTEE APPOINTMENTS


Community Services Director

RECOMMENDED ACTION

Recommend the Community Services Commission approve the appointment of Diane Gale and reappointment of Imithri Bodhinayake to serve as Community Representatives, and Donna Schwartz and Jessica Winn to serve as Center- or Home-based Child Care Providers on the Irvine Child Care Committee from January 1, 2022, through December 31, 2023.

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

An open recruitment is held every two years to fill the two community representative member positions, and two center- or home-based child care providers; to serve a two-year term beginning the following January. The recruitment was open from August 6, 2021 to September 16, 2021. Four candidates from the nine applications received are being recommended for appointment to the Committee.

COMMITTEE RECOMMENDATION

A Selection Committee comprised of Committee Members Lin, Mai, and Young conducted candidate interviews on September 21, 2021. The Selection Committee recommends the appointment of Diane Gale and reappointment of Imithri Bodhinayake, Jessica Winn, and Donna Schwartz, to the Committee. The Community Services Commission has the authority for final approval and appointment.

ANALYSIS

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

An open recruitment was conducted August 6 through September 16, 2021, to fill two Community Representative Member positions, and two Center- or Home-based Child Care Providers, each serving two-year terms. Marketing and outreach efforts included a City of Irvine press release, a posting on the City website, and child care coordination email blast to over 600 contacts. Nine applications were received, and eight applicants were interviewed, one withdrew.

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

The Committee recommends the Community Services Commission approve Imithri Bodhinayake and Diane Gale as Community Representative Members, and Jessica Winn and Donna Schwartz as Center- or Home-based Child Care Providers, to serve on the Committee.

- **Imithri Bodhinayake** is a 12-year resident of Irvine, and parent of two young children. Dr. Bodhinayake, a Physician, was selected based on her unique perspective as the daughter of an early childhood educator and a working parent. She is aware of the unique requirements and responsibilities of child care providers and the needs and priorities of families with young children. Dr. Bodhinayake is passionate about increasing the visibility of existing Irvine programs and resources, and connecting with families new to Irvine.
- **Diane Gale** is a 21-year resident of Irvine, and is currently a member of the Irvine Children, Youth, and Families Advisory Committee. Ms. Gale, an Occupational Therapist, serves as Vice President on the Board of the Congregation B'nai Israel Preschool. Ms. Gale is passionate about bringing awareness to the needs of children with special needs, and providing educational forums and workshops for child care providers in the community.
- **Jessica Winn** is a 30-year resident of Irvine, and parent of a three year old child. Ms. Winn is the Director of the Rainbow Rising Program at Loma Ridge Elementary School, and an active volunteer with various non-profit organizations in Orange County. Ms. Winn brings a unique perspective as the parent of a young child, and experience working in the school age child care field. She is looking forward to working with the Committee to bring resources to young families, and to enhance

professional growth opportunities for early care and education professionals in Irvine.

- **Donna Schwartze** is a 42-year Irvine resident, and mother of three adult children. Ms. Schwartze, the Director of the Irvine Community Nursery School, was selected based on her extensive experience as a Mentor Teacher, Director, and Instructor of Early Childhood Education. Ms. Schwartze is passionate about learning and sharing resources with parents in the community.

Redacted applications for the recommended candidates are presented as Attachment 2.

ALTERNATIVES CONSIDERED

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

FINANCIAL IMPACT

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

REPORT PREPARED BY Traci Stubler, Community Services Supervisor

ATTACHMENTS

1. Irvine Child Care Committee Bylaws
2. Candidate Applications



IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04

Community Services Commission Approved: 06/06/2018


Director of Community Services

1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Child Care Committee (hereinafter "Committee").

2.0 LOCATION

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

3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Committee shall provide input on the needs of the community pertaining to child care related issues.

3.2 Mission - The Committee's mission is to develop recommendations related to the availability of affordable quality child care and early education in Irvine.

3.3 Duties - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

The Committee shall appoint one representative from their membership to serve on the Irvine Child Development Center Operating Board and one representative to serve on the Irvine Children, Youth and Families Advisory Committee, as appropriate.

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

ATTACHMENT 1

4.0 GENERAL STATEMENT OF POLICY

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

5.0 MEMBERSHIP

The Committee shall consist of no more than fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the Membership on the Committee is comprised of representatives meeting the following requirements and procedures:

5.1 Appointee Members

5.1.1 One representative from each of the following educational Organizations, Irvine Unified School District, University of California, Irvine, and Irvine Valley College, shall be appointed by their respective organizations and serve a term of office in accordance with that appointment.

5.1.2 Each member of the City Council shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

5.2 Liaison Members - Shall be selected through the following procedure: All interested persons who reside or are employed in the City of Irvine shall submit written applications and all applicants will be invited to an oral interview with a minimum of three (3) Committee Members and one (1) optional representative from the Community Services Commission. Term of office shall be a period of two years. Reappointment to another term is possible by complying with the procedure outlined herein.

5.2.1 Community Members - Two (2)

5.2.2 Center- or Home-based Child Care Provider Members who operate or work in a child care program licensed by the State of California Community Care Licensing Division - Two (2)

5.2.3 Parent/Guardian Members having children under the age of 12 at the time of application submittal - Two (2)

5.3 Resignation, Vacancies, and Removal

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

5.3.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

5.3.3. Removal - In the event a Committee Member fails to attend three (3) consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry such a motion.

6.0 VOTING

6.1 One Vote Per Member - Committee Members shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

7.0 OFFICERS

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

7.1 Election - Regular election of officers shall be held annually. The term of office shall be one (1) year, commencing upon election.

7.2 Chair - The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and represent the Committee to the Commission, the City Council and City staff.

7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

8.0 MEETINGS

All meetings shall be open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.

8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.

- 8.3 Quorum - A majority of the Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Committee shall meet six (6) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

9.0 BYLAWS

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-04

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

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

WHEREAS, the Irvine Child Care Committee has approved revisions to its Bylaws to assure relevance to its mission; and

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

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

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

SECTION 2. Based on the above findings, the Community Services Commission of the City of Irvine DOES HEREBY RECOMMEND the adoption of the amended Bylaws of the Irvine Child Care Committee, attached hereto as Exhibit A.

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

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 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



APPLICATION FOR APPOINTIVE POSITION

INSTRUCTIONS:

A separate application is required for each appointive position for which you apply. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. Applications will be kept on file for one (1) year from the date received. Once submitted, this application is a public document and is open for inspection and copying.

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

APPLICANT INFORMATION

NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			September 16, 2021
NAME			PHONE*
FIRST Imithri	LAST Bodhinayake		[REDACTED]
RESIDENCE ADDRESS*			EMAIL*
[REDACTED]			[REDACTED]
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	CA	92603	12
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
N/A			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
	CA		

EDUCATION INFORMATION

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of California, Irvine - Irvine, CA	Neurobiology	B. Sc (2005)
Dartmouth Medical School - Hanover, NH	Medicine	M.D. (2010)

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APPLICATION FOR APPOINTIVE POSITION

CIVIC EXPERIENCE

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

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
Irvine Child Care Committee	01/01/2020	present	Community representative
Society for Neuro-Oncology	10/13/2014	N/A	Member
Share Our Selves	06/2005	06/2006	Volunteer

OCCUPATIONAL HISTORY

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

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
The Feinstein Insititute for Medical Research	06/14/2014	12/29/2015	Research Institute	Postdoc. Researcher
Weill Cornell Medical School, Neurosurgery	09/01/2012	06/10/2014	Hospital	Postdoc. Researcher
The Mount Sinai Hospital	06/24/2010	06/31/2012	Hospital	Resident Physician

REFERENCES

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

NAME	PHONE*
Praveen De Silva	██████████
Amitha De Silva	██████████

OTHER RELEVANT EXPERIENCE/EXPERTISE

I am the daughter of an early childhood educator in Irvine, a mother of a preschooler and an IUSD kindergartner, and a physician. Irvine's grown from what I knew as a Uni High and UCI student, to the expanding city I found upon moving back with my young family. My background in medicine helps advocate for healthy child development while my mom's service has provided insight into the growing needs of educators and childcare providers in our community. I'm committed to continue serving on this committee to support and expand quality child care.

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

An advisory, representative committee of the City's child care stakeholders - childcare providers, educators, parents and community members - that make recommendations on supporting and improving child care to the City's Community Service commission.

Have you ever attended a meeting of this Commission/Committee/Board? NO YES If so, how many? 8

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APPLICATION FOR APPOINTIVE POSITION

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

MOST INTERESTING TO YOU? - The committee serving as a central body that hears the ongoing work of a variety of stakeholders that advance health, education and safety for Irvine's children
- The committee's support of professional development in childcare providers (through workshops pre-pandemic, and resource distribution)

LEAST INTERESTING TO YOU? My service on this committee has not revealed activities that are of little interest to me.

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

- In light of the ongoing pandemic and the significant overall impact to children, families, educators and childcare providers, increased support to connect organizations and resources aimed at restoring healthy childhood development within our community.
- Assisting with early childhood development/kindergarten readiness measures in home-based childcare facilities, because an increasing proportion of young children in Irvine are attending home-based childcare facilities. This would help improve the readiness of Irvine's children entering kindergarten.
- Continued support of professional development for childcare providers
- Increased visibility of existing City resources and programs and creating opportunities for parent and provider communication with the committee.

HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)?

- For supporting families and care providers in the pandemic: facilitating increased partnerships between non-profit organizations in the community that have presented to this committee and are already working on addressing these issues
- For improving early childhood readiness within home-based childcare settings – facilitating partnerships such as the one presented to the committee between IUSD and First Five Orange County to assess early childhood readiness, providing home-based childcare providers with the findings of those assessments and other educational content to promote developmental opportunities within the home-based childcare centers to improve the quality of care in the early childhood years.
- For professional development in a socially-distanced environment: contacting presenters who usually support Super-Saturday-like professional development workshops to assess feasibility of sharing online-adapted content.
- For improving visibility of existing city resources: improving physical visibility at locations such as libraries and community centers frequented by Irvine families (especially families that are new to the city), as well as improving social media visibility through City of Irvine-run media. These venues could also provide links or surveys for feedback/suggestions to the Committee.

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

None

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

signed via teams@doce.com

Key: 22385f31882abd1e192791267208d34

SIGNATURE

09/16/2021
DATE

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APPLICATION FOR APPOINTIVE POSITION

INSTRUCTIONS:

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APPLICANT INFORMATION

NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			August 31, 2021
NAME			PHONE*
FIRST Diane	LAST Gale		[REDACTED]
RESIDENCE ADDRESS*			EMAIL*
[REDACTED]			[REDACTED]
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	CA	92612	21 YRS.
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
27 Redwood Tree Ln			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
Irvine	CA	92612	9495514233

EDUCATION INFORMATION

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of CA Irvine, Irvine, CA	Business Admin	MBA
Wayne State University, Detroit, MI	Occupational Therapy	B.S

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APPLICATION FOR APPOINTIVE POSITION

CIVIC EXPERIENCE

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

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
HUMAN OPTIONS WOMEN'S SHELTER	10/2001	10/2011	MOTHER-CHILD PLAY GRP FACILITATOR
CITY OF IRVINE, ICYFAC	07/2009	current	, GEN MEMBER
Occupationa Therapy Assoc. of California	7/2015	current	Chair, Private Practice Network

OCCUPATIONAL HISTORY

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

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Wertheimer-Gale and Assocs.	06/2000	CURRENT	Health care-Occupational	Director
WEST COAST UNIVERSITY	10/2012	08/2018	Academia	Acad. Fieldwork Coordinator
UNIVERSITY OF ST. AUGUSTINE	05/2009	08/2012	Academia	Acad. Fieldwork Coordinator

REFERENCES

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

NAME	PHONE*
BETH KROM	██████████
CAROLYN IMNON	██████████

OTHER RELEVANT EXPERIENCE/EXPERTISE

Serve as VP on board for Cong. Bnai Israel Preschool
 Provide OT services in multiple preschool/daycare in the Orange County area.

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

to serve as advisors to the Community Services Commission for the City of Irvine on matters that affect child care within the city. I have applied as my work allows me the opportunity to treat children of all ages at varying child care and school providers in the orange county area for children newborn to school age .

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

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APPLICATION FOR APPOINTIVE POSITION

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

MOST INTERESTING TO YOU? the education that the city can provide for child care providers via workshops, symposiums, and forums

LEAST INTERESTING TO YOU? the political obstacles that may limit access to funding for improving child care availability

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

Covid safety programs for providers
access to affordable childcare
awareness of the needs of special needs children re: childcare
communication between child care providers and the city

HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)?

conduct a needs assessment to identify areas of need
support the financial process and manpower to ensure programs are successful
utilize the city's multimedia marketing to ensure attendance

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

No

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

signed via Seambase.com
Diane Gale

SIGNATURE

08/31/2021

DATE

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APPLICANT INFORMATION

NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			August 10, 2021
NAME			PHONE*
FIRST Jessica	LAST Winn		[REDACTED]
RESIDENCE ADDRESS*			EMAIL*
[REDACTED]			[REDACTED]
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	CA	92620	30+ Years
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
500 Tomato Springs			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
Irvine	CA	92618	9494041497

EDUCATION INFORMATION

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
Arizona State University, Tempe, Arizona	Elementary Education	BA

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APPLICATION FOR APPOINTIVE POSITION

CIVIC EXPERIENCE

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

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
Irvine Child Care Committee	09/2015		Vice Chair, ICDC Appointed Board Member

OCCUPATIONAL HISTORY

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

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Rainbow Rising Inc.	05/2006		Child Care	Administrative Director
Cactus Bolt Inc.	09/2005	05/2009	Construction Mgmt. & Supply	Administrative Asst. to CEO & CFO

REFERENCES

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

NAME	PHONE*
Terese Lishka	██████████
John Simoncini	██████████

OTHER RELEVANT EXPERIENCE/EXPERTISE

As a mother of a preschool aged child within the City of Irvine, I can provide parent community member and child care provider perspective!

Also currently a member of a local Charity League that provides support to the Women and Children of Orange County.

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

The Irvine Child Care Committee works with community members and civic leaders to provide input in regards to current child care needs and support for child care related issues. As a member, you will help support the needs of the committee and serve as a liaison to the community.

Have you ever attended a meeting of this Commission/Committee/Board? NO YES If so, how many? 20

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APPLICATION FOR APPOINTIVE POSITION

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

MOST INTERESTING TO YOU? Supporting the families in search of quality child care, supporting professional development opportunities for child care providers, ie Super Saturday.

LEAST INTERESTING TO YOU? N/A

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

A. Access to affordable childcare and bringing additional awareness and access to the funds available for childcare with the additional money the Irvine Child Care Project has available to support families in need.

B. Brining back a safe environment to hold a Super Saturday Type Event to help support the child care professionals in the city. The children of Irvine have been extremely effected emotionally by the past year's events and professional development for those providers is essential. This could also be in conjunction with Parent education events to support the emotional needs of children.

HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)?

A. The Irvine Child Care Project has child care funds available to support families in need of assistance, bringing a greater awareness of these funds through word of mouth and/or directed advertising. Also bringing awareness to the all of the impactful services provided by ICCP and the work of ICCP to the community. In talking to parents, there seems to still be a gap on how to find open spaces for childcare and lists of providers, but this information can be access on the city's webpage. It would be my goal to continue to make that information available and support disseminating when necessary!

B. Seeking applicants or working with speakers to create an online version of Super Saturday for both professionals and parents. Also as guidelines hopefully adjust, looking into hosting additional events with speakers on how to emotionally support families and providers through this time. As more students are returning to in person learning, parents and educators are being faced with the emotional trauma the events of the past almost two years has brought upon the children and families of Irvine. Supporting the community with educational events on how to best support the children will be essential for our community.

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

No

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

eSigned via Siambone@occc.com

Key: 22c95f31982a8d1e192791267308d3e1

SIGNATURE

08/10/2021
DATE

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APPLICANT INFORMATION

NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			August 09, 2021
NAME			PHONE*
FIRST Donna	LAST Schwartze		
RESIDENCE ADDRESS*			EMAIL*
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	CA	92614	42 years
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
14341 Yale Ave			<input type="checkbox"/> NO <input type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
Irvine	CA	92604	949-299-2658

EDUCATION INFORMATION

NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of Connecticut	Elementary Education	BS & MS

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APPLICATION FOR APPOINTIVE POSITION

CIVIC EXPERIENCE

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

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
ICCC	09/2003	current	Secretary, Chair
Irvine HS Band Boosters	09/1999	06/2003	membership, president
Irvine Community Nursery School	09/1979	06/1993	president, vice president, newsletter

OCCUPATIONAL HISTORY

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

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
Irvine Community Nursery School	09/1986	current	child care	Director/teacher

REFERENCES

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

NAME	PHONE*
Meg Greene	██████████
Nancy Trevino	██████████

OTHER RELEVANT EXPERIENCE/EXPERTISE

Instructor at Irvine Valley College in Human Development Dept.
Mentor Teacher
raised 3 children in the City of Irvine

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

To share ideas, knowledge, and information about child care with committee members and with the public.

Have you ever attended a meeting of this Commission/Committee/Board? NO YES If so, how many? 100

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APPLICATION FOR APPOINTIVE POSITION

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

MOST INTERESTING TO YOU? The state of child care in the city. Child development. Parenting issues and education. Teacher training
Learning about new agencies that support children and using and sharing this information with the parents in my preschool and the other families

LEAST INTERESTING TO YOU? haven't had any yet.

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

Parent Education that is easily accessible and usable for families.
Teacher training and support

HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)?

Through the many resources from the City and through collaborative efforts with members of the committee and the community, offering my time and any expertise to facilitate said projects.

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

no

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

eSigned via SeamasDocx.cjfm
Donna Schwartz

SIGNATURE

08/09/2021
DATE

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ITEM 6 – COMMITTEE BUSINESS
ICCC 2022 MEETING SCHEDULE



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: OCTOBER 12, 2021

TITLE: IRVINE CHILD CARE COMMITTEE 2022 MEETING SCHEDULE

Janula Baird
Community Services Director

RECOMMENDED ACTION

Approve the Irvine Child Care Committee meeting schedule for calendar year 2022.

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, the Governor of the State of California, the Orange County Health Care Agency, as well as the City of Irvine.

The proposed meeting schedule for calendar year 2022 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, times, 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 2022
2. Child Care Committee Bylaws

IRVINE CHILD CARE COMMITTEE
PROPOSED MEETING SCHEDULE
JANUARY-DECEMBER 2022

1. Tuesday, **January** 11, 2022, 9-10:30 a.m.
2. Tuesday, **March** 8, 2022, 9-10:30 a.m.
3. Tuesday, **May** 10, 2022, 9-10:30 a.m.
4. Tuesday, **September** 13, 2022, 9-10:30 a.m.
5. Tuesday, **October** 11, 2022, 9-10:30 a.m.
6. Tuesday, **November** 8, 2022, 9-10:30 a.m.

Subcommittee meetings to be scheduled as needed.

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

Heritage Park Community Center
14301 Yale Avenue
Irvine, California 92604

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

February 2022
April 2022
June 2022
July 2022
August 2022
December 2022



IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04

Community Services Commission Approved: 06/06/2018


Director of Community Services

1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Child Care Committee (hereinafter "Committee").

2.0 LOCATION

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

3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Committee's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Committee shall provide input on the needs of the community pertaining to child care related issues.

3.2 Mission - The Committee's mission is to develop recommendations related to the availability of affordable quality child care and early education in Irvine.

3.3 Duties - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

The Committee shall appoint one representative from their membership to serve on the Irvine Child Development Center Operating Board and one representative to serve on the Irvine Children, Youth and Families Advisory Committee, as appropriate.

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

ATTACHMENT 2

4.0 GENERAL STATEMENT OF POLICY

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

5.0 MEMBERSHIP

The Committee shall consist of no more than fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the Membership on the Committee is comprised of representatives meeting the following requirements and procedures:

5.1 Appointee Members

5.1.1 One representative from each of the following educational Organizations, Irvine Unified School District, University of California, Irvine, and Irvine Valley College, shall be appointed by their respective organizations and serve a term of office in accordance with that appointment.

5.1.2 Each member of the City Council shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

5.2 Liaison Members - Shall be selected through the following procedure: All interested persons who reside or are employed in the City of Irvine shall submit written applications and all applicants will be invited to an oral interview with a minimum of three (3) Committee Members and one (1) optional representative from the Community Services Commission. Term of office shall be a period of two years. Reappointment to another term is possible by complying with the procedure outlined herein.

5.2.1 Community Members - Two (2)

5.2.2 Center- or Home-based Child Care Provider Members who operate or work in a child care program licensed by the State of California Community Care Licensing Division - Two (2)

5.2.3 Parent/Guardian Members having children under the age of 12 at the time of application submittal - Two (2)

5.3 Resignation, Vacancies, and Removal

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

5.3.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

5.3.3. Removal - In the event a Committee Member fails to attend three (3) consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry such a motion.

6.0 VOTING

6.1 One Vote Per Member - Committee Members shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

7.0 OFFICERS

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

7.1 Election - Regular election of officers shall be held annually. The term of office shall be one (1) year, commencing upon election.

7.2 Chair - The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and represent the Committee to the Commission, the City Council and City staff.

7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

8.0 MEETINGS

All meetings shall be open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.

8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.

- 8.3 Quorum - A majority of the Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Committee shall meet six (6) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

9.0 BYLAWS

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-04

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

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

WHEREAS, the Irvine Child Care Committee has approved revisions to its Bylaws to assure relevance to its mission; and

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

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

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

SECTION 2. Based on the above findings, the Community Services Commission of the City of Irvine DOES HEREBY RECOMMEND the adoption of the amended Bylaws of the Irvine Child Care Committee, attached hereto as Exhibit A.

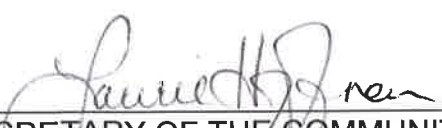
SECTION 3. The Secretary to the Community Services Commission shall certify to the passage of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 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

ITEM 7 – COMMITTEE BUSINESS
ANNUAL GOAL DEVELOPMENT
SUBCOMMITTEE



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: October 12, 2021

TITLE: ANNUAL GOAL DEVELOPMENT SUBCOMMITTEE

Samula Baird

Community Services Director

RECOMMENDED ACTION

Submit names of Irvine Child Committee members interested in serving on a subcommittee to develop the Committee's annual goals.

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. The Committee's mission is to develop recommendations related to the availability of affordable quality child care and early education in the community.

In accordance with Committee Bylaws (Attachment), the Committee is to report annually to the Community Services Commission (Commission) on its goals and accomplishments. In order to fulfill its duties staff requests that the Committee create a subcommittee to provide input and recommendations for the development of annual goals.

COMMITTEE RECOMMENDATION

None applicable.

ANALYSIS

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

The Committee last reported on its annual goals and accomplishments to the Commission in June 2019. Throughout the COVID-19 pandemic, the Irvine Child Care Committee has focused on addressing immediate needs of child care providers and raising awareness of the devastating impacts on the child care industry. Staff requests the Committee create a subcommittee to carefully examine existing needs of providers and families, particularly

in light of changes brought on by the COVID-19 pandemic, to develop annual Committee goals.

ALTERNATIVES CONSIDERED

The Committee may consider not establishing a Goal Setting Subcommittee.

FINANCIAL IMPACT

There are no new fiscal impacts associated with establishment of an Annual Goal Development Subcommittee.

REPORT PREPARED BY Traci Stubbler, Community Services 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

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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