



AGENDA

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

VACANT
Chair

Jennifer Kim
Vice Chair

Board Members:
Ryan Berger
Meena Chockalingam
Katherine Claxton
Patricia Daley
RJ De Rama
Andrea Drayer
Tala Fazeli
David Gibbons
Liza Krassner
James Morgan
Michelle Smith
Pamela Torres
Mimosa Tran

November 9, 2021

6:00 PM

Sweet Shade Ability Center and ZOOM

15 Sweet Shade

Irvine, CA 92606

PARTICIPATION AT IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MEETINGS

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON IN THE SWEET SHADE ABILITY CENTER OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/DISABILITY-SERVICES/IRVINE-RESIDENTS-DISABILITIES-ADVISORY-BOARD. YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD," 15 SWEET SHADE, IRVINE, CA 92606; BY EMAIL TO DISABILITYSERVICES@CITYOFIRVINE.ORG; OR BY E-COMMENT TO CITYOFIRVINE.ORG/DISABILITY-SERVICES/IRVINE-RESIDENTS-DISABILITIES-ADVISORY-BOARD. E-COMMENTS SUBMITTED AT LEAST TWO HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING WILL BE DISTRIBUTED TO THE BOARD AT THE MEETING. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT [CITYOFIRVINE.ORG/ DISABILITY-SERVICES/IRVINE-RESIDENTS-DISABILITIES-ADVISORY-BOARD](http://CITYOFIRVINE.ORG/DISABILITY-SERVICES/IRVINE-RESIDENTS-DISABILITIES-ADVISORY-BOARD).

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE BOARD ON A SCHEDULED AGENDA ITEM – INCLUDING A REGULAR BUSINESS ITEM, A PUBLIC HEARING ITEM, OR PUBLIC COMMENTS – PLEASE FILL OUT A REQUEST TO SPEAK FORM AND SUBMIT TO THE RECORDING SECRETARY. PLEASE IDENTIFY ON THE FORM YOUR NAME AND THE ITEM ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE BOARD ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE BOARD MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE BOARD. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER ON AGENDIZED ITEMS, AND THREE MINUTES DURING GENERAL PUBLIC COMMENTS (UNLESS THE TIME LIMIT IS EXTENDED BY THE CHAIR), WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED, AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

PLEASE NOTE: THE BOARD 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 949-724-6637, OR VIA EMAIL AT DISABILITYSERVICES@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 Form/Request to Speak: If you would like to address the Board on a scheduled agenda item, including a Consent Calendar item, please complete a Request to Speak Form. Please identify on the form 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 Chair 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. City policy is to limit public testimony to three minutes per speaker (unless extended by Chair) which includes the presentation of electronic or audio visual information.

CALL TO ORDER

ROLL CALL

INTRODUCTIONS

New Board Members

- Katherine Claxton
- RJ De Rama
- Michelle Smith
- Pamela Torres
- Mimosa Tran

ANNOUNCEMENTS/REPORTS/BOARD MEMBER UPDATES

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.

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 Board meeting.

PUBLIC COMMENTS

Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on the 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 three minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

BOARD BUSINESS

1.1 MINUTES

RECOMMENDED ACTION:

- 1) Approve the minutes of the regular meeting of the Irvine Residents with Disabilities Advisory Board held August 3, 2021.
- 2) Approve the minutes of the special meeting of the Irvine Residents with Disabilities Advisory Board held September 28, 2021.

1.2 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ELECTION OF OFFICER(S)

RECOMMENDED ACTION:

- 1) Conduct election of Irvine Residents with Disabilities Advisory Board Chair for a term commencing upon election through October 2022.
- 2) Should the sitting Vice Chair be elected as Chair, conduct election of Irvine Residents with Disabilities Advisory Board Vice Chair for a term commencing upon election through October 2022.

1.3 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD 2022 MEETING SCHEDULE

RECOMMENDED ACTION:

Approve the Irvine Residents with Disabilities Advisory Board meeting schedule for calendar year 2022.

1.4 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – REVIEW AND UPDATE

RECOMMENDED ACTION:

Review and update the Irvine Residents with Disabilities Advisory Board Work Plan goals and assignments.

ADJOURNMENT

Next Meeting: Irvine Residents with Disabilities Advisory Board regular meeting, **Tuesday, February 1, 2022, 6 p.m., Sweet Shade Ability Center.**

NOTICE TO THE PUBLIC

At 7:30 p.m., the Irvine Residents with Disabilities Advisory Board will determine which of the remaining agenda items can be considered and acted upon prior to 8 p.m. and will continue all other items on which additional time is required until a future Irvine Residents with Disabilities Advisory Board meeting. All meetings are scheduled to terminate at 8 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 Residents with Disabilities Advisory Board liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Board 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 the Irvine Residents with Disabilities Advisory Board liaison at (949) 724-6633.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Board 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 Residents with Disabilities Board. 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 Residents with Disabilities Board 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 the Board liaison at 949-724-6633 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

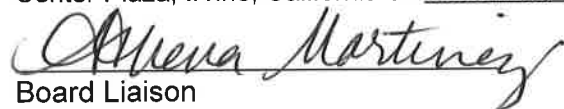
To minimize distractions, please be sure all personal communication and electronic devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Residents with Disabilities Advisory Board are held quarterly on the first Tuesday of February, May, August, and November, 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 Residents with Disabilities Advisory Board meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on November 5, 2021 by 5:30 p.m., as well as on the City's web page.


Board Liaison

ITEM 1.1
BOARD BUSINESS
MINUTES



MINUTES

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

August 3, 2021

Sweet Shade Ability Center and ZOOM
15 Sweet Shade
Irvine, CA 92606

CALL TO ORDER

The regular meeting of the Irvine Residents with Disabilities Advisory Board (Board) was called to order at 6:02 p.m. by Vice Chair Kim.

ROLL CALL

BOARD MEMBER:	RYAN BERGER*
BOARD MEMBER:	MEENA CHOCKALINGAM
BOARD MEMBER:	PATRICIA DALEY*
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	TALA FAZELI
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	LIZA KRASSNER
BOARD MEMBER:	JAMES MORGAN
VICE CHAIR:	JENNIFER KIM
CHAIR:	VACANT

**Absent*

INTRODUCTIONS

There were no introductions.

PRESENTATIONS

There were no presentations.

ANNOUNCEMENTS/REPORTS/BOARD MEMBER UPDATES

1. Staff Announcements/Reports

Community Services Superintendent Sandra Salcedo announced the following:

- Board Members will receive a current Board roster.
- Sweet Shade Ability Center is available for Board subgroup meetings.
- Current COVID-19 policies require visitors of City facilities to wear face coverings.
- A special meeting will be held in September to confirm new Board Members and to hold a special election for Chair. The meeting date is undetermined.

2. Board Member Updates

Vice Chair Kim shared several agencies are soliciting polls and interviews from individuals with disabilities and their families regarding access to health care services.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no public comments.

1. BOARD BUSINESS

1.1 MINUTES

ACTION: Moved by Board Member Gibbons and seconded by Board Member Morgan to approve the minutes of the regular meeting of the Irvine Residents with Disabilities Advisory Board held on June 8, 2021.

The motion carried as follows:

Ayes:	7	Chockalingam, Drayer, Fazeli, Gibbons, Kim, Krassner, Morgan
Noes:	0	
Absent:	2	Berger, Daley

1.2 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD SELECTION COMMITTEE TO CONDUCT INTERVIEWS TO FILL BOARD VACANCIES

Superintendent Salcedo presented the staff report and responded to Board inquiries. Board Members discussed the recruitment timeline and identified interview panelists.

ACTION: Moved by Vice Chair Kim and seconded by Board Member Chockalingam to appoint Board Members Gibbons and Krassner to serve on a selection committee to interview candidates for appointment to fill Board vacancies.

The motion carried as follows:

Ayes: 7 Chockalingam, Drayer, Fazeli, Gibbons, Kim, Krassner, Morgan
Noes: 0
Absent: 2 Berger, Daley

1.3 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – REVIEW AND UPDATE

Board Members shared subgroup updates and revised their assignments

ACTION: Reviewed and updated the Irvine Residents with Disabilities Advisory Board Work Plan goals and assignments.

END OF BOARD BUSINESS

ADJOURNMENT

Moved by Board Member Morgan, seconded by Board Member Drayer, and unanimously carried by members present to adjourn the regular Irvine Residents with Disabilities Advisory Board meeting at 6:58 p.m.

BOARD CHAIR

Cory Pawar
Community Services Program Coordinator
Recording Secretary

Date Approved



MINUTES

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD SPECIAL MEETING

September 28, 2021

Trabuco Center and ZOOM
5701 Trabuco Road
Irvine, CA 92620

CALL TO ORDER

A special meeting of the Irvine Residents with Disabilities Advisory Board (Board) was called to order at 6:12 p.m. by Vice Chair Kim.

ROLL CALL

Present:

BOARD MEMBER:	RYAN BERGER
BOARD MEMBER:	MEENA CHOCKALINGAM
BOARD MEMBER:	PATRICIA DALEY*
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	TALA FAZELI
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	LIZA KRASSNER*
BOARD MEMBER:	JAMES MORGAN
VICE CHAIR:	JENNIFER KIM
CHAIR:	VACANT

**Absent*

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no public comments.

1. BOARD BUSINESS

1.1 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD APPOINTMENTS

Vice Chair Kim recommended the Community Services Commission appoint Katherine Claxton, RJ De Rama, Michelle Smith, Pamela Torres, and Mimosa Tran to serve as Irvine Residents with Disabilities Advisory Board Members commencing November 9, 2021.

Board Member Gibbons provided candidate summaries from the September 14, 2021 interviews.

ACTION:

Moved by Board Member Gibbons and seconded by Board Member Drayer to recommend the Community Services Commission appoint Katherine Claxton, RJ De Rama, Michelle Smith, Pamela Torres, and Mimosa Tran to serve as Irvine Residents with Disabilities Advisory Board Members commencing November 9, 2021.

The motion carried as follows:

Ayes: 7	Berger, Chockalingam, Drayer, Fazeli, Gibbons, Kim, Morgan
Noes: 0	
Absent: 2	Daley, Krassner

ADJOURNMENT

Moved by Board Member Gibbons, seconded by Board Member Chockalingam, and unanimously carried to adjourn the special Irvine Residents with Disabilities Advisory Board meeting at 6:19 p.m.

BOARD CHAIR

Ryan McGraw
Community Services Supervisor
Recording Secretary

Date

ITEM 1.2

BOARD BUSINESS

**IRVINE RESIDENTS WITH DISABILITIES
ADVISORY BOARD ELECTION OF
OFFICER(S)**



REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

MEETING DATE: NOVEMBER 9, 2021

TITLE: IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD
ELECTION OF OFFICER(S)


FOR PANELS BOARD
Director of Community Services

RECOMMENDED ACTION

1. Conduct election of Irvine Residents with Disabilities Advisory Board Chair for a term commencing upon election through October 2022.
2. Should the sitting Vice Chair be elected as Chair, conduct election of Irvine Residents with Disabilities Advisory Board Vice Chair for a term commencing upon election through October 2022.

EXECUTIVE SUMMARY

The mission of the Irvine Residents with Disability Advisory Board (Board) is to identify and recommend programs and services that would meet the social, physical, and emotional needs of residents who have disabilities, regardless of age.

In accordance with Section 7.1, Election of the Board Bylaws, presented as Attachment, regular election of officers shall be held during the Board's November meeting of even-numbered years. Effective July 2021, Chair Kay Kalra resigned from the Board resulting in the need to elect a new Chair.

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

Effective July 2021, Chair Kay Kalra resigned from the Board resulting in a vacancy. Per Board Bylaws the Vice Chair has performed the Chair's duties since the resignation. Filling the Chair seat ensures a designated party is available to perform Chair and Vice Chair duties as indicated in the Bylaws.

The duties of the officers as stated in the Bylaws, Item 7.0, are:

Section 7.2 - Chair:

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

Section 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 Board.

The Board is asked to conduct an election to fill the Chair vacancy. Subsequently, should the sitting Vice Chair be elected to serve as Chair, the Board is asked to conduct an election to fill the Vice Chair role.

ALTERNATIVES CONSIDERED

The Board may choose to postpone elections to a future meeting.

FINANCIAL IMPACT

There are no new financial impacts to the General Fund by holding Chair and/or Vice Chair elections.

REPORT PREPARED BY Sandra Salcedo, Community Services Superintendent

ATTACHMENT

Irvine Residents with Disabilities Advisory Board Bylaws



IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD BYLAWS

Community Services Resolution Number: 18-05
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 Residents with Disabilities Advisory Board (hereinafter "Board").

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 Board's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Board shall represent residents with disabilities in their deliberations and actions.

3.2 Mission - The Board's mission is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age.

3.3 Duties - The Board's duties include, but shall not be limited to, providing advocacy and support for programs related to its mission; assessing community needs and providing appropriate recommendations to City departments; working collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities by informally sharing information learned at meetings, promoting City events for individuals with disabilities and sharing questions, concerns and ideas from the community with the Commission.

The Board shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of the Board, including the power to invite City residents to serve on ad hoc committees and non-voting participants. The Board shall recommend to the Commission such actions as they deem appropriate, and the Commission can convey such recommendations to the City Council as it deems appropriate.

The Board 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, the City Council and/or its properly appointed delegate.

5.0 MEMBERSHIP

The Board shall consist of no more than fourteen (14) voting members ("Board Members"). All Board Members must live or work in Irvine. The majority (i.e. greater than 50 percent) of the Board must be either 1) a person with disabilities or 2) an immediate family member of a person with a disability.

5.1 Member Appointments and Terms

Board Members shall be selected through a public recruitment process conducted by City staff. All interested persons shall submit written applications and applicants that meet one of the two criteria discussed above will be invited to participate in an oral interview conducted by a panel designated by the Board consisting of its Board Members.

Recommendations of the panel shall be presented to the Board for consideration, and the Board's nominations shall be forwarded to the Commission for their review, at which point such a nominee may be formally appointed by the Commission.

The Board's recruitment process will be continuous and qualified applicants will be placed on a list for future vacancies should the need arise. Appointed Board Members shall serve unlimited terms, subject to the constraints of these Bylaws.

5.2 Resignation, Vacancies, and Removal

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

5.2.2 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 Board.

5.2.3 Removal - Absence from five (5) meetings per calendar year may constitute the removal of the member. In the event a Board Member fails to attend five meetings in a calendar year, the Board may, by motion, move to remove the Board Member from the Board. A majority vote of the Board Members present at the duly constituted meeting shall be required to carry such a motion.

6.0 VOTING

- 6.1 One Vote Per Member - Board Members shall be entitled to one vote.
- 6.2 Proxy Votes - No proxy votes are permitted.

7.0 OFFICERS

Officers of the Board shall include a Chair and a Vice Chair, each of whom shall be a voting member of the Board. The officers shall be elected by the Board every other year.

- 7.1 Election - Regular election of officers shall be held every other year, at the Board's November meeting of even-numbered years. The term of office shall be two (2) years, 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 Board. The Chair shall preside over all meetings and represent the Board 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 Board.

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 Board 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 Board Members shall constitute a quorum. A majority vote of the Board Members at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Board shall meet on the first Tuesday of the month as noted on the annual schedule approved by the Board. 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 Board, 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.

ITEM 1.3

BOARD BUSINESS

**IRVINE RESIDENTS WITH DISABILITIES
ADVISORY BOARD
2022 MEETING SCHEDULE**



REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

MEETING DATE: NOVEMBER 9, 2021

TITLE: IRVINE RESIDENTS WITH DISABILITIES ADVISORY
BOARD 2022 MEETING SCHEDULE

 FOR PAMELA BAIRD
Director of Community Services

RECOMMENDED ACTION

Approve the Irvine Residents with Disabilities Advisory Board meeting schedule for calendar year 2022.

EXECUTIVE SUMMARY

The Irvine Residents with Disability Advisory Board (Board) serves as an advisory board to the Community Services Commission. The Board's mission is to identify and recommend programs and services that would meet the social, physical, and emotional needs of residents with disabilities, regardless of age. The Board provides advocacy and support for programs serving persons with disabilities, assesses community needs, and provides appropriate recommendations to City departments and works collaboratively with organizations within Irvine and the surrounding area that have an impact on Irvine residents with disabilities.

At its November meeting each year, the Board sets an annual meeting schedule to conduct the Board's mission and purpose for the next year. A meeting schedule for calendar year 2022, presented as Attachment, is submitted for Board review and approval.

ANALYSIS

Board meetings are held quarterly on the first Tuesday of designated months at 6 p.m. at the Sweet Shade Ability Center in Irvine, California, unless otherwise noted. The proposed 2022 meeting schedule is presented for Board review, discussion, and adoption.

The attached proposed 2022 meeting schedule is prepared for Board approval in accordance with the Brown Act, which requires a 72-hour public notice posting of the Board meeting agenda and location.

ALTERNATIVES CONSIDERED

The Board may choose to amend the proposed 2022 meeting schedule to change regular meeting dates, add or reduce the number of meetings, and/or change the meeting location.

FINANCIAL IMPACT

There is no financial impact to amending and/or approving the proposed meeting schedule for 2022.

REPORT PREPARED BY Sandra Salcedo, Community Services Superintendent

ATTACHMENT

Irvine Residents with Disabilities Advisory Board Proposed 2022 Regular Meeting Schedule

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD
PROPOSED 2022 REGULAR MEETING SCHEDULE

All meetings to convene at 6 p.m. at
Sweet Shade Ability Center
15 Sweet Shade, Irvine

<u>Date</u>	<u>Time</u>
February 1	6 p.m.
May 3	6 p.m.
August 2	6 p.m.
November 1	6 p.m.

ATTACHMENT

ITEM 1.4

BOARD BUSINESS

**IRVINE RESIDENTS WITH DISABILITIES
ADVISORY BOARD WORK PLAN –
REVIEW AND UPDATE**



REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

MEETING DATE: NOVEMBER 9, 2021

TITLE: IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD
WORK PLAN – REVIEW AND UPDATE

 FOR PAMELA BAIRD
Director of Community Services

RECOMMENDED ACTION

Review and update the Irvine Residents with Disabilities Advisory Board Work Plan goals and assignments.

EXECUTIVE SUMMARY

In May 2017, the City of Irvine contracted with Ersoylu Consulting to conduct a Disability Services Needs Assessment (Needs Assessment) to identify the service needs of individuals living with disabilities in Irvine. The Needs Assessment process included holding key stakeholder and public input meetings, a community survey, and local resource inventory assessment. The Needs Assessment results identified the strengths of Irvine's Disability Services and recommendations for future consideration.

In June 2018, the Irvine Residents with Disabilities Advisory Board (Board) approved a three-year Work Plan to help guide Board activities (Attachment 1). The Work Plan identifies four goals:

- 1) Communication and community awareness;
- 2) Input to City departments and programs on accessibility issues and programs;
- 3) Special projects and collaborations; and
- 4) Board development.

To ensure task oversight and to track progress made in all goal areas, the Board requested the Irvine Residents with Disabilities Advisory Board Work Plan be agendaized for discussion at each regular meeting of the Board.

ANALYSIS

The Board developed a Work Plan based on results from the Disability Services Needs Assessment, Board discussions, and Board duties and responsibilities as outlined in

Board bylaws. The Work Plan's four goals have 17 corresponding strategies intended to be carried out by Board members with minimal staff support. Board members have committed to working on strategies of their choice by forming subgroups comprised of two to three Board members (Attachment 2). Each subgroup has a designated lead to oversee progress and to coordinate reports to the Board during regularly scheduled meetings.

Since the Board's adoption of the Work Plan, progress has been made in the following areas:

Goal 1: Communication and Community Awareness

- Goal 1.1 – Increase awareness of IRDAB as a community resource: Completed ICTV spot for Sweet Shade Ability Center opening.
- Goal 1.3 – Strengthen relationships between IRDAB and local agencies: Worked with local agencies to bring informative presentations to Board meetings in 2019 and 2020.
- Goal 1.4 – Participate on other boards, committees, and groups to raise awareness: Board members joined and participated in local committees and boards such as, Irvine Housing Task Force, Early Childhood Learning Center Parent Teacher Association, and Regional Center of Orange County Board.

Goal 2: Provide Input to City Departments and Programs

- Goal 2.1 – Inform Community Services Commission on matters related to Disability Services: Board Chair and Vice Chair presented to Community Services Commission in 2019.
- Goal 2.2 Provide input on accessibility and suitability of infrastructure and facility projects: Board received presentations and provided input on City projects including, Turtle Rock Accessibility Improvements and Sweet Shade Universal Playground Update.
- Goal 2.3 Advise Community Services on programs to ensure they meet community needs:
 - Board received presentation on the City's TRIPS paratransit program's enhancements in 2019.
 - Board provided input to shape Disability Services programming to take place at Sweet Shade Ability Center; input led to the inclusion of new activities such as tennis, bocce ball, and after-school drop-in programs.

As it relates to Work Plan goals three and four, significant delays have occurred as a result of COVID-19 restrictions. When COVID-19 restrictions are removed, the Board may choose to assign members to Goal 3.-Special Projects and Collaborations, and Goal 4.-Board Development.

In order to continue to fulfill the goals outlined in the Work Plan, the Board will continue to dedicate time and efforts to working on strategy activities via subgroups assigned to the respective areas. Board members will have the opportunity to provide updates during Board meetings on any progress or actions taken to meet Work Plan goals.

ALTERNATIVES CONSIDERED

The Board could choose not to designate a business item to receive Work Plan reports from subgroups, and instead allow for Work Plan reporting to take place during Board member updates.

FINANCIAL IMPACT

There are no financial impacts associated with reviewing and updating the Work Plan.

REPORT PREPARED BY Sandra Salcedo, Community Services Superintendent

ATTACHMENTS

1. Irvine Residents with Disabilities Advisory Board Work Plan adopted June 5, 2018
2. Irvine Residents with Disabilities Advisory Board Work Plan Subgroup Assignments as of August 3, 2021

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – ADOPTED JUNE 5, 2018

GOAL 1: COMMUNICATION AND AWARENESS				
WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	NOTES
1. Increase awareness of IRDAB as a community resource.	<ul style="list-style-type: none"> Participate in developing an Irvine TV spot to inform the community about City's Disability Services, including IRDAB. Invite community members to attend IRDAB meetings when there are relevant informational speakers. 		<p align="center">Year 2</p> <p align="center">All years</p>	Example: participants from the Needs Assessment community meeting
2. Outreach to the community to raise awareness of disability services and resources.	<ul style="list-style-type: none"> Participate in community events to provide information about City services. Help facilitate outreach to individuals with limited English proficiency through IRDAB and other community networks. 		<p align="center">All years</p> <p align="center">All years</p>	Examples: Special Olympics, Resource Fairs, Global Village
3. Strengthen relationships between IRDAB and local agencies to share information about services and resources and raise awareness amongst providers and residents.	<ul style="list-style-type: none"> Develop a list of agencies to invite to present at IRDAB meetings. Develop a list of agencies that may share information about Irvine Disability Services (e.g. DS website link). 		<p align="center">All years</p> <p align="center">Year 2</p>	Examples: Regional Center, Irvine Unified School District, Irvine Valley College, Irvine Police

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – ADOPTED JUNE 5, 2018

GOAL 1: COMMUNICATION AND AWARENESS <i>CONTINUED</i>				
<p>4. Participate on other boards, committees and groups to raise awareness of City resources and needs, and to report salient information back to the board.</p>	<ul style="list-style-type: none"> • Assess board members' current involvement with other community groups, boards, agencies and community networks to understand existing connections and avenues for outreach. • Identify additional participation opportunities on City and County committees and other local groups. • Identify IRDAB members to attend prioritized community groups, boards, agencies and community networks. 	<p align="center">All</p> <p align="center">All</p>	<p align="center">All years</p> <p align="center">All years</p> <p align="center">All years</p>	
<p>5. Communicate and share legislative updates that impact individuals with disabilities.</p>	<ul style="list-style-type: none"> • Identify and share important legislation affecting individuals with disabilities to the Board. • Advise staff when to share with the community through the Disability Services website. 	<p align="center">All</p>	<p align="center">All years</p> <p align="center">All years</p>	
<p>6. Increase awareness of housing needs and opportunities for individuals with disabilities.</p>	<ul style="list-style-type: none"> • Receive updates when affordable housing opportunities become available. • Identify IRDAB members to attend Community Land Trust meetings. 	<p align="center">All</p>	<p align="center">All years</p> <p align="center">All years</p>	

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – ADOPTED JUNE 5, 2018

GOAL 2: PROVIDE INPUT TO CITY DEPARTMENTS AND PROGRAMS				
WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	NOTES
1. Inform Community Services Commission of matters related to disability services.	<ul style="list-style-type: none"> Update Community Services Commission on board activities and other matters related to disability services through an annual presentation. 	Chair and/or Co-Chair	All years	
2. Continue to provide input on accessibility and suitability of infrastructure and facility projects, including parks.	<ul style="list-style-type: none"> Receive presentations and provide input on City infrastructure and facility projects, as needed (i.e. through public works) 	All	All years	
3. Advise Community Services on programs to ensure they meet community needs.	<ul style="list-style-type: none"> Meet with Special Events staff to provide input on how to make City events more accessible and inclusive for individuals with disabilities. Meet with Youth Outreach staff to discuss ideas for peer buddy programs for children and/or teens. Receive updates and provide input on: <ul style="list-style-type: none"> - Changes to the Adaptive Swim program - Disability Services programming at Sweet Shade park - TRIPS transportation program Submit proposals to Disability Services to recommend activities for consideration (e.g. Adaptive Sports Day, Disability Resource Fair) 	All	<p>Year 1</p> <p>Year 2</p> <p>Year 1</p> <p>All years</p>	Examples for Special Events: representation among performers; accommodations; accessibility issues; early entrance periods, etc.

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – ADOPTED JUNE 5, 2018

GOAL 3: SPECIAL PROJECTS AND COLLABORATIONS				
WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	NOTES
1. Co-host and promote safety awareness workshops.	<ul style="list-style-type: none"> Work with Public Safety to cohost and promote safety awareness workshops for individuals with disabilities and their families. 		Year 1	Topics to include how to interact with law enforcement, social media safety, etc. (similar to program at Legacy).
2. Conduct a disability services provider meeting to foster information sharing and collaboration among partner agencies.	<ul style="list-style-type: none"> Help plan and participate in a City-hosted disability services provider meeting. 	Chockalingam, McLaughlin	Year 1 and 3	
3. Continue to promote exemplary efforts of community members who are supportive of individuals with disabilities.	<ul style="list-style-type: none"> Continue to provide awards to outstanding community members and explore ways to increase recognition opportunities. 	All	All years	
4. Promote public safety community activities and events to encourage relationships between law enforcement and individuals with disabilities.	<ul style="list-style-type: none"> Help promote Public Safety events to residents with disabilities through IRDAB and various online social networks. 	All	All years	Example: Meet and greet opportunities

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD WORK PLAN – ADOPTED JUNE 5, 2018

GOAL 4: BOARD DEVELOPMENT				
WHAT? THE STRATEGIES	HOW? THE ACTIVITIES TO ACCOMPLISH THE STRATEGIES	WHO? WHO WILL LEAD/PARTICIPATE IN ACTIVITIES	WHEN? YEAR 1 (FY 2018-19) YEAR 2 (FY 2019-20) YEAR 3 (FY 2020-21)	NOTES
1. Remain informed and up to date on Disability Services programs.	<ul style="list-style-type: none"> Receive annual updates on the City's DS programs. 	All	All years	
2. Review and modify work plan as appropriate.	<ul style="list-style-type: none"> Continue to refine work plan, including identifying priorities, timelines and responsible parties. Conduct annual review of work plan progress and make modifications as desired. 	All All	Ongoing All years	
3. Review Board Roles and Procedures.	<ul style="list-style-type: none"> Review roles and responsibilities of chair and vice chair, including outlining the specific tasks performed by the positions. Provide new Board Member onboarding orientation that details expectations, history, etc. Receive a review presentation on the Brown Act. 	All City Staff/Chair All	Year 1 and 3 Upon new member appointments Year 2	
4. Identify Board strengths and expertise.	<ul style="list-style-type: none"> Each board member completes a summary sheet outlining his/her areas of interest and expertise. 	All	Year 1; and upon new member appointments.	

Current Subgroup Assignments & Leads: August 3, 2021

Goal #	Description	Proposed Lead	Members
1.1	Awareness of IRDAB as Resource	Tala	Meena, Liza
1.2	Outreach	Jennifer	David
1.3,3.1, 3.4	Safety	David	Jennifer, Andy, Ryan
1.4	Info. to IRDAB	Jennifer	Tala
1.5	Legislation	Jennifer	Liza
1.6	Housing	Jim	Liza
1.7	Employment/ Volunteers	Tala	Meena
2.3	Advise on Programs	?	Ryan, Liza
3.2	Irvine Disability Service Provider Agencies Conference	?	Meena, Liza

Lead Responsibilities:

1. Establish meeting cadence (how often, when and where)
2. Create a mode of communication (Email, group chat, text etc.)
3. Run/Drive the meetings
4. Create a concrete action plan with dates to achieve the sub group goal
5. Share updates to the Board at every Board meeting

NOTE: Members who are no longer with IRDAB are deleted