



# AGENDA

## IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

Wendy Bokota  
Chair

Dina Eletreby  
Vice Chair

Committee Members:

Phyllis Agran  
Brooke Cazier  
Jen Chiou  
Shelby Clatterbuck  
Diane Gale  
Naz Hamid  
Ense Kwan  
Ameer Mody  
Ajay Mohan  
Mila Nenadic  
Bardia Safari  
Jing Sun  
Sahra Tanikawa

**November 10, 2021**  
**5:30 PM**  
**Irvine Civic Center**  
**One Civic Center Plaza**  
**Irvine, CA 92606**

Zoom Meeting

### **PARTICIPATION IN IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEETING**

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT [IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE](http://IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE). YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO [CS@CITYOFIRVINE.ORG](mailto:CS@CITYOFIRVINE.ORG). YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." [IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE](http://IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ON A SCHEDULED AGENDA ITEM – INCLUDING A REGULAR BUSINESS ITEM OR PUBLIC COMMENTS – PLEASE REGISTER BY COMPLETING THE REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM. 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 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE. 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 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEETING 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 [CS@CITYOFIRVINE.ORG](mailto:CS@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.

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**Speaker's Form/Request to Speak:** If you would like to address the Irvine Children, Youth and Families Advisory Committee (ICYFAC) on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the Meeting Room. Please identify on the card your name, address and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the ICYFAC are recognized Your name will be called at the time the matter is heard.

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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**1. PRESENTATIONS**

***1.1 Irvine Unified School District Nurse Presentation***

**ANNOUNCEMENTS**

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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.

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**COMMITTEE UPDATES**

- High School Youth Action Team report

**PUBLIC COMMENTS**

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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 three minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

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

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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.

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### **2. COMMITTEE BUSINESS**

#### **2.1 MINUTES**

##### **ACTION:**

Approve the minutes of the Irvine Children, Youth and Families Advisory Committee meeting held August 25, 2021.

#### **2.2 STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES UPDATE AND PROCESS TO SELECT CONSULTANT**

##### **RECOMMENDED ACTION:**

- 1) Receive input on the process to update the Strategic Plan for Children, Youth and Families.
- 2) Consideration to appoint two Committee members to serve on the Strategic Plan for Children, Youth and Families Request for Proposal (RFP) evaluation panel to select a consultant.

### **ADJOURNMENT**

#### **NOTICE TO THE PUBLIC**

**At 11:00 p.m.**, the Irvine Children, Youth and Families Advisory Committee (Committee) will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 midnight.

#### **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 Committee liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular 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 the Committee liaison at (949) 724-6644.

#### **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the 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 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 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 the 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 Committee are held quarterly on the last Wednesday of every third month at 5:30 p.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](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Children, Youth and Families Advisory Committee 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 website.

          /s/Rebecca Parmer  
Committee Liaison

# **PRESENTATIONS**

## **ITEM 1.1**

### **IRVINE UNIFIED SCHOOL DISTRICT NURSE PRESENTATION**

(There is no report associated with this item.)

# **COMMITTEE BUSINESS**

## **ITEM 2.1**

### **MINUTES**



# MINUTES

## IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

**August 25, 2021  
Middle School Programs Office  
14321 Yale Avenue  
Irvine, CA 92604**

Zoom Meeting

### CALL TO ORDER

A regular meeting of the Irvine Children Youth and Families Advisory Committee was called to order at 5:35 p.m. by Chair Bokota.

### ROLL CALL

Present: 12

Chair: Wendy Bokota  
Vice Chair: Dina Eletreby  
Committee Member: Phyllis Agran  
Committee Member: Brooke Cazier  
Committee Member: Jen Chiou  
Committee Member: Diane Gale\*  
Committee Member: Naz Hamid  
Committee Member: Ajay Mohan  
Committee Member: Mila Nenadic  
Committee Member: Bardia Safari  
Committee Member: Jing Sun  
Committee Member: Sahra Tanikawa

Absent: 3

Committee Member: Shelby Clatterbuck  
Committee Member: Ense Kwan  
Committee Member: Ameer Mody

*\*Arrived at 5:38 p.m.*

### PLEDGE OF ALLEGIANCE

Chair Bokota led the Pledge of Allegiance.

## **INTRODUCTIONS**

Ryan Painter, Community Services Supervisor, introduced new Youth Action Team members: Mila Nenadic, Senior at University High School, and Bardia Safari, Junior at Irvine High School. Chair Bokota introduced new member Sahra Tanikawa, Tustin Unified School District Representative.

## **PRESENTATIONS**

There were no presentations.

## **ANNOUNCEMENTS**

There were no announcements.

## **COMMITTEE MEMBER UPDATES**

High School Youth Action Team Project Updates:

Committee Members Nenadic and Safari provided an update on High School Youth Action Teams Summer and Fall programming:

- This summer, the High School Youth Action Team (YAT) provided an Online Teen Volunteer & Leadership Camp for high school students with 217 students participating. Additionally, YAT has coordinated over 45 in-person volunteer projects and completed over 5,000 hours of community service this summer.
- YAT club meetings will be hosted on-campus to provide hundreds of opportunities for students to volunteer and become engaged in the community.
- YAT is an approved Presidential Volunteer Service Award program. The award is given to students who complete more than 100 hours of service with YAT. Over 50 students received the award in 2020 and more students are expected to receive the award this year.
- YAT will work with IUSD mental health specialists to host on-campus activities to address mental health.
- YAT will also host on-campus and online speakers at every high school to address teen issues, including stress, balancing school and life, mindfulness, goal setting, importance of sleep, kindness, self-esteem, resiliency, etc.
- After the completion of high school football season, YAT will host Friday night social events, such as trivia nights, open mic nights, concerts, fun classes, and more.

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

There were no additions or deletions.

## **PUBLIC COMMENTS**

There were no public comments.



**COMMITTEE BUSINESS**

**1. APPROVAL OF IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MINUTES.**

**ACTION:**

**Moved by Committee Member Gale and seconded by Committee Member Hamid to approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held May 25, 2021.**

There were no public comments.

The motion carried as follows:

Ayes: 12 Committee Members: Bokota, Eletreby, Agran, Cazier, Chiou, Gale, Hamid, Mohan, Nenadic, Safari, Sun, Tanikawa  
Absent: 3 Committee Members: Clatterbuck, Kwan, Moody

**2. REVIEW OF NEXT STEPS FOR POTENTIAL UPDATED STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES.**

**Discussion included:** Chair Bokota and Manager Auer presented an overview of the work the ICYFAC Task Force has completed over the past two months. The Task Force recommended a new or updated Strategic Plan be sought, rather than a Work Plan. Members also discussed two different options in creating a new or updated Strategic Plan. The first option included developing a new Indicators Report in order to gather new data, which would serve as a baseline for the Strategic Plan and would determine new goals based on the needs of the community. The second option was to utilize the framework from the existing 2013-2018 Strategic Plan Update, without the need for a new Indicators Report. Members recommended staff pursue the second option of a Strategic Plan Update without the need for an Indicators Report.

Staff will report back at the next ICYFAC meeting in November, with the information gathered for a request to update the existing Strategic Plan.

**ACTION:**

**Moved by Vice Chair Eletreby and seconded by Committee Member Agran to recommend the City Council authorize funding for an updated strategic plan.**

There were no public comments.

The motion carried as follows:

Ayes: 12 Committee Members: Bokota, Eletreby, Agran, Cazier, Chiou, Gale, Hamid, Mohan, Nenadic, Safari, Sun, Tanikawa  
Absent: 3 Committee Members: Clatterbuck, Kwan, Moody

**3. APPROVAL OF IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE PROPOSED MEETING SCHEDULE FOR CALENDAR YEAR 2022.**

**ACTION: Moved by Committee Member Hamid and seconded by Committee Member Mohan to approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2022.**

There were no public comments.

The motion carried as follows:

Ayes: 12 Committee Members: Bokota, Eletreby, Agran, Cazier, Chiou, Gale, Hamid, Mohan, Nenadic, Safari, Sun, Tanikawa  
Absent: 3 Committee Members: Clatterbuck, Kwan, Moody

**ADJOURNMENT**

**Moved by Committee Member Mohan and seconded by Vice Chair Eletreby to adjourn the meeting at 6:52 p.m.**

\_\_\_\_\_  
WENDY BOKOTA  
VICE CHAIR

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

\_\_\_\_\_  
TRACI STUBBLER  
RECORDING SECRETARY

## **ITEM 2.2**

# **STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES UPDATE AND PROCESS TO SELECT CONSULTANT**



# REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

**MEETING DATE:** NOVEMBER 10, 2021

**TITLE:** STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES  
UPDATE AND PROCESS TO SELECT CONSULTANT

  
\_\_\_\_\_  
Director of Community Services

## RECOMMENDED ACTION

1. Receive input on the process to update the Strategic Plan for Children, Youth and Families.
2. Consideration to appoint two Committee members to serve on the Strategic Plan for Children, Youth and Families Request for Proposal (RFP) evaluation panel to select a consultant.

## EXECUTIVE SUMMARY

On October 26, 2021, the Irvine City Council approved funding from the American Rescue Plan Act (ARPA) to provide for an update to the Strategic Plan for Children, Youth and Families. To assist in this process, a Request for Proposal will be drafted to select a consultant who will update the plan annually and account for new COVID-19 pandemic related concerns, as information becomes available. Staff are seeking input from the Committee on the process to update the Strategic Plan and may wish to consider appointing two Committee members to be a part of the RFP evaluation process to select a consultant.

## ANALYSIS

At the August 25, 2021 ICYFAC meeting, Committee members discussed their interest to proceed with an update to the Children, Youth and Families Strategic Plan. The Committee agreed the Strategic Plan update should be based on the framework and goals from the 2013-18 Strategic Plan. The plan should also include new and updated data gathered through community input, mining of existing data, expertise of ICYFAC and Irvine Child Care Committee (ICCC) members, City staff recommendations, and subject matter experts.

On October 26, 2021, the Irvine City Council approved funding from the American Rescue Plan Act (ARPA) to provide for an update to the Strategic Plan for Children, Youth and Families. To assist in this process, a Request for Proposal will be drafted to select a consultant who will update the plan annually and account for new COVID-19 pandemic

related concerns, as information becomes available. As the last plan was developed before the COVID-19 global pandemic, the consultant will assist with new data gathering and updating key goal areas that will guide the development and maintenance of City programs and policies. The new data is expected to focus on areas of concerns resulting from the COVID-19 pandemic, such as mental health.

Staff is developing an RFP to select a consultant to complete the Strategic Plan update. A draft timeline, subject to input from the Committee, is as follows:

- Complete and release RFP – January 2022
- Evaluation Process – Spring 2022
- Award Contract – Spring/Summer 2022
- Consultant to begin update – Spring/Summer 2022

The general project scope in the draft RFP is outlined as follows:

- Final product for the contract is development of a third, and updated five-year Strategic Plan for Children, Youth and Families.
- The Strategic Plan update will be updated annually.
- The Strategic Plan update will be based on the framework and goals from the 2013-18 Strategic Plan, as well as new and updated data the consultant will gather through community input and mining of existing data, expertise of ICYFAC and ICC members, City staff recommendations, and subject matter experts.
- As the COVID-19 global pandemic is ongoing, the Plan will include available data to determine differences from the 2013-18 Strategic Plan.

The Strategic Plan update will include:

- Specific goals and strategies for a five-year period.
- Detailed implementation matrix and action plans for each of the five years (i.e., program changes, collaborative program additions, COVID-19 related initiatives).
- Outcome measures to determine if the action/implementation plans are effectively addressing goals.
- Budgets for the action/implementation plans.

Staff have started developing the RFP that is scheduled to be released in January 2022, with a goal of awarding a contract for a consultant to begin work in Spring/Summer 2022. The Committee may consider appointing two Committee members to participate in the RFP evaluation process to select a consultant. ICYFAC will be updated throughout the process and will provide input to the Strategic Plan update. Quarterly progress reports will be provided to the City Council.

## **ALTERNATIVES CONSIDERED**

None.

**FINANCIAL IMPACT**

Funding for the Strategic Plan Update is included in the ARPA spending plan that was adopted by City Council. The budget allocation will be requested upon selection of the consultant through the RFP process.

**REPORT PREPARED BY**            Kristin Auer, Community Services Manager