



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
Mary Ann Foo
Diane Gale
Naz Hamid
Ense Kwan
Ameer Mody
Mila Nenadic
Bardia Safari
Jing Sun
Sahra Tanikawa

February 23, 2022

5:30 PM

**Irvine Civic Center and Zoom
One Civic Center Plaza
Irvine, CA 92606**

PARTICIPATION IN IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEETING

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCH LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT [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. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." [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. 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 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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

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.

COMMITTEE UPDATES

- High School Youth Action Team report

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

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.

1. COMMITTEE BUSINESS

1.1 MINUTES

ACTION:

Approve the minutes of the Irvine Children, Youth and Families Advisory Committee meeting held November 10, 2021.

1.2 APPOINTMENT OF TWO MEMBERS FOR STRATEGIC PLAN UPDATE REQUEST FOR PROPOSALS EVALUATION PROCESS

RECOMMENDED ACTION:

Appoint two Irvine Children, Youth and Families Advisory Committee members to assist in the Strategic Plan for Children, Youth and Families Request for Proposal evaluation process and the recommendation of 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.

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 February 18, 2022 by 5:30 p.m. as well as on the City's website.



Committee Liaison

ITEM 1 - COMMITTEE BUSINESS

ITEM 1.1

MINUTES



MINUTES

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

November 10, 2021
Irvine Civic Center and Zoom
One Civic Center Plaza
Irvine, California 92606

CALL TO ORDER

The regular meeting of the Irvine Children, Youth and Families Advisory Committee was called to order at 5:33 p.m. by Chair Bokota.

ROLL CALL

Present: 13	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:	Ameer Mody
	Committee Member:	Ajay Mohan
	Committee Member:	Mila Nenadic
	Committee Member:	Bardia Safari
	Committee Member:	Jing Sun
	Committee Member:	Sahra Tanikawa
Absent: 2	Committee Member:	Shelby Clatterbuck
	Committee Member:	Ense Kwan

PLEDGE OF ALLEGIANCE

Chair Bokota lead the Pledge of Allegiance.

INTRODUCTIONS

Kristin Auer, Community Services Manager, announced Lieutenant Cathy Scherer as the new Ex Officio representative from Irvine Public Safety Youth Services Unit.

1. PRESENTATIONS

IRVINE UNIFIED SCHOOL DISTRICT NURSE PRESENTATION –Tammy Blakely, Executive Director, Student Support Services and Shadlie Kensrue, Health Services Coordinator provided an introduction and overview of Health Services provided by the Irvine Unified School District.

ANNOUNCEMENTS

Phyllis Agran, Committee Member, recognized Community Services Administrator Adam Buchanan for his more than 30 years of service to the children, youth and families of Irvine.

Kristin Auer announced that she will be out on maternity leave beginning in late December and will return in April 2022.

COMMITTEE UPDATES

Committee Members Nenadic and Safari provided an update on High School Youth Action Team programs:

High School Youth Action Team (YAT) currently has 700 students volunteering in the program, which is almost 200 more than any previous year in program history. Since the start of school, YAT has coordinated 150 volunteer projects and completed over 4,000 hours in support of local non-profits and City of Irvine programs and events.

PUBLIC COMMENTS

There were no public comments.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

2. COMMITTEE BUSINESS

2.1 MINUTES

ACTION:

Moved by Committee Member Hamid, seconded by Committee Member Eletreby and unamously carried by those members present (Committee Members Clatterbuck and Kwan absent) to approve the minutes of the Irvine Child Care Committee meeting held August 25, 2021.

There were no public comments.

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

There were no public comments.

ACTION:

Moved by Committee Member Agran, seconded by Committee Member Hamid and unanimously carried by those members present (Committee Members Clatterbuck and Kwan absent) to:

Move forward with the Request for Proposal (RFP) process as outlined in the staff report. ICYFAC will appoint two Committee members to serve on the Strategic Plan for Children, Youth and Families RFP evaluation panel at the February 2022 meeting.

ADJOURNMENT

Moved by Committee Member Gale and seconded by Committee Member Hamid to adjourn the meeting at 7:24 p.m.

WENDY BOKOTA
CHAIR

Date Approved: _____

TRACI STUBBLER
RECORDING SECRETARY

ITEM 1.2

**APPOINTMENT OF TWO MEMBERS
FOR STRATEGIC PLAN UPDATE REQUEST
FOR PROPOSAL EVALUATION PROCESS**



REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: FEBRUARY 23, 2022

TITLE: APPOINTMENT OF TWO MEMBERS FOR STRATEGIC PLAN UPDATE REQUEST FOR PROPOSAL EVALUATION PROCESS

Director of Community Services

RECOMMENDED ACTION

Appoint two Irvine Children, Youth and Families Advisory Committee members to assist in the Strategic Plan Update for Children, Youth and Families Request for Proposal evaluation process and the recommendation of a consultant.

EXECUTIVE SUMMARY

On October 26, 2021, the City Council approved funding to update the Strategic Plan Update for Children, Youth and Families as a part of the overall American Rescue Plan Act (ARPA)/Irvine Recovery Plan (IRP) spending plan. At the November 10, 2021 meeting, Irvine Children, Youth and Families Advisory Committee (ICYFAC) recommended to move forward with the Request for Proposal (RFP) process to update the Strategic Plan Update for Children, Youth and Families (Strategic Plan Update), and appoint two Committee members to serve on the RFP evaluation panel. The RFP was released January 26, 2022, with proposals due March 1, 2022. To assist in the RFP review process and recommendation of a consultant, ICYFAC is being requested to appoint two committee members who will serve with staff during the process.

ANALYSIS

As outlined during the November 10, 2021 ICYFAC meeting, the Strategic Plan Update will incorporate the previous plan's framework and goals, collection of relevant data, and input from subject matter experts such as ICYFAC, City Council, Commissioners, City staff, and members of the community. The process for the Strategic Plan Update is further identified below:

Timeline

The RFP timeline is as follows:

Release of RFP	January 26, 2022
Submittals due to the City	March 1, 2022
Review of proposals to be completed	Week of March 21, 2022

Recommendation to department management that the highest-rated firms be interviewed	Week of March 21, 2022
If performed, interviews with highest-rated firms	Week of March 28, 2022
Recommendation for contract award – Community Services Commission	April 2022
Recommendation to Finance Commission for City Council recommendation	May 2022
Recommendation to City Council for contract award in open session	May 2022
Notice of award	June 2022
Contract execution	June 2022

Scope

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

- Final product for the contract is a third and updated five-year Strategic Plan for Children, Youth and Families.
- The Strategic Plan Update will be updated regularly (annual basis at minimum), based on when new COVID-19-related data becomes available, and extend to the next five-year period pending funding.
- The Strategic Plan Update will be based on the previous data and goals from the 2013-18 Update, with new and updated data the consultant will gather through Community input, available data, and subject matter experts.
- As the COVID-19 global pandemic is ongoing, the Strategic Plan Update will include available data to determine how the landscape has changed since the last 2013-18 Update.

Evaluation Process

Proposals must be submitted on time, and applicants must adhere to all timelines, special provisions, licensing, and insurance requirements. Three phases that make up the RFP evaluation process will lead to the recommendation of a consultant.

Phase 1:

- Relevant experience and qualifications of firm and designated project management staff, other key personnel, and sub-consultants, if applicable (30 percent)
- Methodology/Project Approach provided (30 percent)
- Proposal Pricing (20 percent)
- Capability of developing innovative or advanced techniques (10 percent)
- Responsiveness to the RFP (10 percent)

Phase 2 for highest-rated firm(s):

- The City reserves the right to conduct interviews with the highest-rated firm(s). In the event the City does perform an interview process, the additive weighting shall be 40 percent.

Phase 3 for highest-rated firm(s):

- The City will perform reference checks for similar work completed within the last three years for the highest-rated firm(s), with an additive weighting of 20 percent.

Next Steps

Once submissions are received, the proposals will be evaluated based on the previously identified criteria. At the November 10, 2021 ICYFAC meeting, the Committee voted to appoint two Committee members to be a part of the RFP evaluation process. Both individuals involved in the review and evaluation process will be committed to all phases and within the timeline outlined above. Each member must adhere to the Request for Proposal Rules of Conduct and Evaluation Process (Attachment 1) and complete the Conflict of Interest for Non-Employees (Attachment 2).

Throughout the evaluation process, ICYFAC will be updated and involved in developing the Strategic Plan Update with the consultant and the process in its entirety. Regular progress updates will be provided, and City Council will be presented with the Strategic Plan Update for its consideration.

ALTERNATIVES CONSIDERED

The Irvine Children, Youth and Families Advisory Committee may choose not to appoint Committee members to assist in the RFP evaluation process.

FINANCIAL IMPACT

The funding for the Strategic Plan Update is included in the ARPA/IRP spending plan adopted by the Irvine City Council. More funding information will become available when respondents provide a budget as a part of the RFP process.

REPORT PREPARED BY Ryan Painter, Community Services Supervisor

ATTACHMENTS

1. Request for Proposal Rules of Conduct and Evaluation Process
2. Conflict of Interest for Non-Employees



**CITY OF IRVINE
EVALUATION COMMITTEE MEMBERS
RFP RULES OF CONDUCT AND EVALUATION PROCESS**

Welcome, and thank you for agreeing to serve as a member on this Evaluation Committee. Your willingness to commit your time and effort is greatly appreciated. These rules of conduct were established to protect the Evaluation Committee member and the proposers, to avoid any appearance of impropriety, and to avoid any unnecessary delays during the evaluation process.

This document sets forth a procedure to be used for evaluating proposals and/or statements of qualifications, as well as resulting contract or qualified list of recommendations.

Please read these rules of conduct carefully, sign this document, keep a copy for your records and return the original to Portia Mina, Purchasing Agent.

Rules of Conduct:

1. Refer all questions from a vendor or proposer to Purchasing regarding this process. Do not speak directly to an RFP proposer.
2. If you have a personal connection with any of the proposers, you must disclose this to Purchasing **before** starting your review to decide whether or not your connection could be a Conflict of Interest.
3. Purchasing and the Evaluation Committee Leader are responsible for scheduling proposer presentations or interviews. Evaluation Committee members must participate in and score all presentations/interviews.
4. Evaluation Committee members are directed to perform as fair an evaluation of all proposals as possible, setting aside any bias. Your knowledge of, and/or past or current association with, particular firms and/or individuals must not influence your evaluation of these proposals. Please guard against any tendency to favor any particular individuals or firms and evaluate these proposals based solely on the proposal package and its contents and/or attachments.
5. During the evaluation process, the Evaluation Committee members are to maintain confidentiality. Members must hold in the strictest confidence all proposals, correspondence, memoranda, working papers, or any other media which has any bearing on, or disclose any aspect of, any proposer to the RFP. No Evaluation Committee member shall transmit, communicate, or otherwise convey preliminary conclusions or results of what was submitted by the

proposers, or that a given proposal is being considered or selected. All meetings of the Evaluation Committee shall be kept confidential until such time that the Committee has completed its work and its recommendation and Purchasing has reviewed and approved all evaluation documents, made the results public and notified the unsuccessful proposers accordingly.

6. Evaluation Committee members are not to discuss submittals with proposing firms outside the formal interview process. Any Evaluation Committee member receiving inappropriate contact from a proposers must contact Purchasing immediately.
7. After the selection is made, refer all inquiries regarding the selection process to Purchasing.
8. Each Evaluation Committee member must sign this Rules of Conduct statement certifying that participation, as a member of the Evaluation Committee represents no Conflict of Interest and agreeing to adhere to these Rules of Conduct.

The Evaluation Process

Evaluations may only be based on the criteria published in the original Request for Proposal (RFP) and must support assigned ratings. The City is routinely asked to brief unsuccessful firms on the evaluation process; therefore, the quality and integrity of this process must withstand any challenges posed by unsuccessful firms.

Evaluators must examine each submittal to identify and evaluate the specific information in each submittal that relates to the evaluation criteria published in the RFP. With the exception of cost, proposals and statements of qualifications are to be rated on their individual merits, not relative to one another.

Examples of evaluation criteria and associated relevant information includes, but may not be limited to the following:

- Quality of Artwork and product sample submitted (i.e. did they submit the sample in the format and colors as requested, provide samples of what their website might look like, etc.)
- Response Time to provide the product (i.e. did they agree to provide the product by the time specified)
- Experience and background information (i.e. did they provide enough information about their experience and their employees who will work on the product to determine if they indeed have the necessary experience to provide the product as specified)
- Reference (did they provide enough references for us to contact and get information about their experience, service, reliability, etc.)

- Interviews and Product submitted, if applicable (how did the proposer respond to the committee’s questions during the interview process, etc)
- Cost (did they put their cost proposals in separate envelopes and provide all the costs required)

Assignment of Evaluation Points

An evaluation must be completed for each responsive proposal received by the City. Evaluation Committee members will receive an emailed link to access the online evaluation process. Evaluations must be performed independently.

Although the assignment of points is somewhat subjective, the evaluator’s judgment must be based on relevant materials as evidenced in the submitted proposal, presentation/interview, references, site inspection tours, if needed, and the provisions of the RFP itself. A submittal that fails to comply with a stated requirement includes a caveat that will prevent the performance of work, or acquisition of materials as specified; failure to include stated requirements for evaluation criteria; or failure to demonstrate appropriate experience, qualifications or references, should receive a rating of 0 for the related criteria.

After the evaluation process is complete, all inquiries regarding the selection process should be referred to Purchasing.

Please sign below that you have read and understand your responsibilities as a member of the Evaluation Committee.

Thank you for being an invaluable part of this very important process.

Signature

Date

Printed Name

Title

Department/Agency/Company Name

RFP Number

Project Title



**CITY OF IRVINE, PURCHASING
EXTERNAL REVIEWERS
CONFLICT OF INTEREST STATEMENT**

As a member of the Evaluation Committee to assist in the evaluation of proposals obtained by the City of Irvine, I hereby certify that to the best of my knowledge and belief, I do not, nor does any other committee member, represent a conflict of interest in serving as a member of this committee. It is the duty of the Evaluation Committee member to resign from a rating, ranking or evaluation panel if participating in any way in the selection process would have a "material financial interest" on his/her personal financial interest or those of close relatives and/or private entities that the member directly or indirectly represents.

A conflict of interest for purposes of this document is defined as any action by an Evaluation Committee member in the RFP evaluation and awarding process which would affect, or could appear to affect, the member's impartiality in such RFP evaluation process. I understand that Evaluation Committee members should be sufficiently independent of the entities submitting proposals and must otherwise be able to render an objective and unbiased evaluation. If I have concerns that I may have a conflict of interest, I will contact Purchasing in writing to discuss the perceived conflict of interest prior to signing this statement.

Consistent with Government Code Section 82030(b) (2), salaries and expense reimbursements paid by a federal, state or local governmental entity to an employee of that entity are not considered "income" or a "financial interest" for the purpose of this procedure.

I, the undersigned, do hereby understand and agree to the conditions and requirements as set forth in this Conflict of Interest Statement relevant to the evaluation of proposals received in response to:

RFP Number

Project Title

Signature

Date

Printed Name

Title

Department/Agency/Company Name