



AGENDA

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

Donna Schwartz
Chair

Imithri Bodhinayake
Vice Chair

Committee Members:
Phyllis Agran
Jen Chiou
Shelby Clatterbuck
Myra Firth
Diane Gale
Donna King
Wenli Lin
James Mai
Nazy Nassiri
Michelle Raji
Jessica Winn
Shareen Young

March 8, 2022

9:00 AM

**Irvine Conference and Training Center
and Zoom
1 Civic Center Plaza
Irvine, California**

PARTICIPATION AT IRVINE CHILD CARE COMMITTEE MEETING

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: TRACI STUBBLER, ONE CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO "ATTN: CHILDCARE_OFFICE@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE.

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE 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 CHILD CARE COMMITTEE ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILD CARE COMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE CHILD CARE 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 CHILD CARE 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 CHILDCARE_OFFICE@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

1. PRESENTATION

1.1 INCLUSION PATHWAY

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.

2. COMMITTEE REPORTS

2.1 IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION

2.2 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.

3. COMMITTEE BUSINESS

3.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Committee meeting held January 11, 2022.

3.2 2022 IRVINE CHILD CARE PROVIDER SURVEY

RECOMMENDED ACTION:

Review and provide input on the proposed 2022 Irvine Child Care Provider Survey.

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 March 4, 2022 by 5 p.m. p.m. as well as on the City's web page.

, Committee Liaison

1. PRESENTATION

ITEM 1.1

INCLUSION PATHWAY

(There is no report associated with this item.)

2. COMMITTEE REPORTS

ITEM 2.1

IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION

(There is no report associated with this item.)

ITEM 2.2
IRVINE CHILDREN, YOUTH AND FAMILIES
ADVISORY COMMITTEE
(There is no report associated with this item.)

3. COMMITTEE BUSINESS

ITEM 3.1 MINUTES



MINUTES

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

January 11, 2022
Irvine Conference and Training Center
and Zoom
1 Civic Center Plaza
Irvine, California

CALL TO ORDER

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

ROLL CALL

Present: 13 Chair: Donna Schwartze
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: Donna King**
Committee Member: James Mai
Committee Member: Nazy Nassiri
Committee Member: Michelle Raji
Committee Member: Shareen Young
**Arrived at 9:10 a.m.*
***Left at 10:00 a.m.*

Absent: 1 Committee Member: Wenli Lin

PLEDGE OF ALLEGIANCE

Chair Schwartze lead the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

1. IRVINE CHILD CARE COMMITTEE REORGANIZATION

- 1.1 Selection of Chair: Diana Magallón, Program Coordinator, opened the call for nominations for the position of Chair of the Irvine Child Care Committee.

Committee Member King nominated Committee Member Schwartze to serve as Chair.

ACTION: Moved by Committee Member King, seconded by Committee Member Young, to approve Donna Schwartze as Chair of the Irvine Child Care Committee.

Nomination vote carried as follows:

Ayes:	9	Chiou, Clatterbuck, Firth, Mai, Nassiri, Schwartze, Raji, Winn, Young
Abstain:	4	Agran, Bodhinayake, Gale, King
Absent:	1	Lin

- 1.2 Selection of Vice Chair: Donna Schwartze, newly-elected Irvine Child Care Committee Chair, opened the call for nominations for the position of Vice Chair of the Irvine Child Care Committee.

Committee Member Gale nominated Committee Member Bodhinayake to serve as Vice Chair.

ACTION: Moved by Committee Member Gale, seconded by Committee Member Young, and unanimously carried by those members present (Committee Member Lin absent) to approve Imithri Bodhinayake as the Vice Chair of the Irvine Child Care Committee.

2. PRESENTATION

2.1 SUPPORT FROM REGIONAL CENTER OF ORANGE COUNTY

Kathleen McFarlin, Manager of the Comfort Connection Family Resource Center, presented Support from Regional Center Orange County, In Service to People with Developmental Disabilities.

ANNOUNCEMENTS

Diana Magallón, Program Coordinator, announced the Child Resource Center is now taking appointments for in-person services.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no public comments.

3. COMMITTEE REPORTS

- 3.1** Irvine Child Development Center Operating Corporation (ICDCOC) – Vice Chair Winn reported enrollment continues to do well. The school is currently maintaining classroom cohorts for health and safety.
- 3.2** Irvine Children, Youth, and Families Advisory Committee (ICYFAC) – Committee Member Chiou reported ICYFAC viewed a presentation from the Irvine Unified School District Nurses on students' mental health during the pandemic. ICYFAC has received funding to update the Strategic Plan for families and children.

COMMITTEE BUSINESS

4. MINUTES

- 4.1 ACTION: Moved by Committee Member Firth, seconded by Committee Member Young, and unanimously carried by those members present (Committee Member Lin absent) to approve the minutes of the Irvine Child Care Committee meeting held November 10, 2021.**

There were no public comments.

- 4.2 ACTION: Moved by Chair Schwartz, seconded by Committee Member Agran, and unanimously carried by those members present (Committee Member Lin absent) to appoint Committee member Winn as the representative to the Irvine Child Development Operating Corporation Board of Directors.**

There were no public comments.

- 4.3 ACTION: Moved by Committee Member Young, seconded by Committee Member Agran, and unanimously carried by those members present (Committee Member Lin absent) to appoint Committee member Gale as the representative of the Irvine Children, Youth and Families Advisory Committee.**

There were no public comments.

- 4.4 ACTION: Moved Committee Member Nassiri, seconded by Committee Member Firth and unanimously carried by those members present (Committee Member Lin absent) to approve the Irvine Child Care Committee Annual Goals and work plan.**

There were no public comments.

ADJOURNMENT

Moved by Committee Member Nassiri, and seconded by Committee Member Young, to adjourn the meeting at 10:22 a.m.

DONNA SCHWARTZE
CHAIR

TRACI STUBBLER
CHILD CARE COORDINATION SUPERVISOR

Date Approved: _____

ITEM 3.2
2022 IRVINE CHILD CARE PROVIDER
SURVEY



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: MARCH 8, 2022

TITLE: 2022 IRVINE CHILD CARE PROVIDER SURVEY

Janula Band

Director of Community Services

RECOMMENDED ACTION

Review and provide input on the proposed 2022 Irvine Child Care Provider Survey.

EXECUTIVE SUMMARY

The Irvine Child Care Committee (Committee) serves as a public advisory body of the City of Irvine, reporting to the Community Services Commission. The mission of the Committee is to develop recommendations related to the availability of affordable quality child care and early education in the community. Per the bylaws (Attachment 1), Committee reports annually to the Community Services Commission on its goals and accomplishments.

The Committee's Annual Goals and Work Plan (Work Plan) January 2022 – July 2023 (Attachment 2) defines the goals and establishes a timeline for completion. The completion of a survey is outlined in Goal Area No. 2 of the Work Plan, pertaining to enhancing the provision of child care and early education services.

COMMITTEE RECOMMENDATION

None applicable.

ANALYSIS

During the January 11, 2022 meeting, Committee members unanimously approved the Work Plan. The Work Plan includes strategies to help achieve the Committee's goals. One of the strategies identified in Goal Area No. 2: Enhance Provision of Child Care and Early Education Service is to survey providers to determine existing needs. To achieve this goal, a survey will be disseminated to Irvine child care providers to gather data on enrollment, tuition/funding assistance for families, staffing, professional development and universal pre-kindergarten preparation by June 2022.

The draft Child Care Provider Survey – Center Based Program (Attachment 3) is being brought to the Committee for review and input. Once finalized, the survey will be adapted to be applicable to family child care providers to create the 2022 Child Care Provider Survey – Family Child Care Home. Both surveys will be made available in an online format and are expected to be disseminated in March with responses received and data summarized by June 2022. Results will be shared with the Committee at the next regularly scheduled meeting following data gathering and summary. The survey results will be utilized to develop goals to best meet the needs of providers.

ALTERNATIVES CONSIDERED

The Committee may choose not to provide any input to the provider survey.

FINANCIAL IMPACT

There are no new financial impacts.

REPORT PREPARED BY Traci Stubbler, Community Services Supervisor

ATTACHMENTS

1. Irvine Child Care Committee Bylaws
2. Irvine Child Care Committee Annual Goals and Work Plan January 2022-July 2023
3. Draft 2022 Irvine Child Care Provider Survey – Center Based Program



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. 18-07

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE CHILDREN YOUTH AND FAMILIES ADVISORY COMMITTEE

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Children, Youth and Families Advisory Committee; and

WHEREAS, the Irvine Children, Youth and Families Advisory 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:

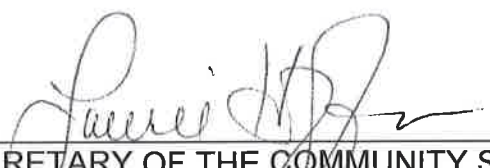
SECTION 1. That the above recitals are true and correct and are incorporated herein.

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 Children, Youth and Families Advisory 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



SECRETARY OF THE COMMUNITY SERVICES
COMMISSION FOR THE CITY OF IRVINE



CHAIR OF THE COMMUNITY SERVICES
COMMISSION FOR THE CITY OF IRVINE

Irvine Child Care Committee Annual Goals and Work Plan January 2022-July 2023

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

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

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.

Vision – Recognizing the importance of healthy early childhood development for a thriving community, the Irvine Child Care Committee will support Irvine families, providers and community organizations to facilitate early learning and care environments within the City of Irvine that are safe, enriching, developmentally appropriate, affordable, culturally competent and inclusive, being mindful of changing needs in our diverse community.

ATTACHMENT 2

Irvine Child Care Committee Annual Goals and Work Plan			
Goal Area #1: Needs of the Community Pertaining to Child Care			
Strategy	By June 2022	By December 2022	By June 2023
1. Update the ICCC Bylaws To include: representation from Tustin Unified School District, edits to Purpose, Mission and Duties and administrative/functional edits	<ul style="list-style-type: none"> ▪ Draft revised ICCC Bylaws, present to full Committee ▪ Once approved, present to Community Services Commission ▪ Revise if/as requested 		
2. Assess current child care needs of Irvine families given the pandemic disruption	<ul style="list-style-type: none"> ▪ Learn about Community Services programming survey to assess if data collected can be used to provide this information ▪ If not, develop survey that could be distributed through various channels to gather data 		

Goal Area #2: Enhance Provision of Child Care and Early Education Services (Preserve existing programs/support new in opening)

Strategy	By June 2022	By December 2022	By June 2023
1. Survey providers to determine existing needs	<ul style="list-style-type: none"> ▪ Draft survey utilizing previous provider surveys and surveys that have been utilized throughout the pandemic as resources ▪ Disseminate survey to Irvine providers ▪ Gather and summarize data to share with ICCC 	<ul style="list-style-type: none"> ▪ Utilize survey results to develop goals to best meet the needs of providers (could include hosting job fair for local providers). 	
2. Disseminate information, as it becomes available, regarding expansion of Transitional Kindergarten to all providers	<p><i>Ongoing throughout this period</i></p>		
3. Host “Starting a Family Child Care Business” workshop	<ul style="list-style-type: none"> ▪ Hold – existing family providers struggling to fill enrollment 	<ul style="list-style-type: none"> ▪ Reach out to Children’s Home Society to inquire if the agency will present at a City of Irvine facility 	<ul style="list-style-type: none"> ▪ Host a “Starting a Family Child Care Business” workshop

Goal Area #3: Child Care Quality Enhancement

Strategy	By June 2022	By December 2022	By June 2023
<p>1. Utilize providers survey results to develop professional development events or identify opportunities available throughout the County to share with Irvine providers</p>	<ul style="list-style-type: none"> ▪ Hold until data from provider survey is gathered and summarized 	<ul style="list-style-type: none"> ▪ Identify topics needed and preferred scheduling and delivery format for early childhood educators ▪ Identify opportunities available throughout the County and share that information with providers ▪ Develop professional development events to fill any existing gaps which may include: reinstating a Super Saturday style event or providing smaller/shorter training events at different times, training for school age providers on preschool developmentally appropriate practice (TK expansion), or partnering with community organizations and school districts serving IUSD residents to provide workshops and resources that would benefit providers. 	<ul style="list-style-type: none"> ▪ Continue to implement
<p>2. Present updated Irvine specific Early Development Index Data</p>	<ul style="list-style-type: none"> ▪ It is anticipated that data will become available fall 2022 	<ul style="list-style-type: none"> ▪ Present to Irvine Child Care Committee ▪ Present to Irvine early care and education providers ▪ Utilize this new data, in conjunction with provider survey data, to identify available or develop new professional development opportunities for providers 	

Goal Area #4: Outreach to Community to Share Information/Resources Available on the City of Irvine Website			
Strategy	By June 2022	By December 2022	By June 2023
1. Utilize a variety of strategies and communication avenues to outreach to community to share information/resources including: child care availability, how to select quality care, financial assistance for child care, Child Resource Center lending library and mental and behavioral health resources for parents and caregivers	<p><i>Ongoing throughout this period: Continuously brainstorm new strategies to outreach the community, including non-native English speaking community members, track outreach conducted</i></p> <ul style="list-style-type: none"> ▪ <i>Strategies: Inside Irvine, Irvine Standard, "This month in Irvine" emails, social media, Orange County Public Libraries, Student Centers (IVC/UCI/Concordia), outreach to local non-profits serving at-risk families, pediatrician offices, language learning programs through the City, outreach to employers, City of Irvine Chamber of Commerce, IUSD and TUSD, Committee members share with their agencies/social circles.</i> 		

Goal Area #5: Strategic Plan for Children, Youth and Families			
Strategy	By June 2022	By December 2022	By June 2023
1. Provide support, feedback and guidance to the Irvine Children Youth and Families Advisory Committee as requested related to the development of a new Strategic Plan for Children, Youth and Families	<p><i>Ongoing throughout this period</i></p>		



2022 Child Care Provider Survey – Center Based Program

Program Name: _____

Name of the person completing form: _____

Title: _____

E-mail: _____

A. Enrollment Information

- Please complete the table below for the licenses you hold. If you do not hold a license for the particular age group, please indicate "N/A" under the license title.

	Infant	Preschool	School Age	Totals
Licensed Capacity				
Total # Enrolled What is the total # of children the Program serves in each age category, including children who attend part-day? This # may be higher than the licensed capacity.				
Typical Total # Enrolled Pre-pandemic				
# of Current Vacancies What is the number of completely empty positions that you would enroll to fill today if a parent was interested?				
# on active Waiting List (families who want care <u>now</u>)				

- If you currently do not have any vacancies in a particular age group, please indicate the reason(s):
(Drop Down Menu)
 - Staffing shortage
 - Not enrolling to capacity due to COVID concerns
 - Licensed capacity met
 - Other (please indicate reason):

B. Tuition

- Do you accept 3rd Party/Subsidized tuition funding? Yes/No
If no, are you interested in learning more about accepting subsidized funding for children in your care?
If yes, which agencies do you currently or have you in the past accepted funding from:
(Drop Down Menu)
 - CalWorks
 - Children's Home Society
 - Orange County Department of Education
 - Other (please indicate funding source):

4. Was tuition increased for the 2021-22 school year by more than the typical increase in pre-pandemic years? Yes/No
 If yes, please select the reason(s) for the higher than typical increase:
 (Drop Down Menu)
- Increased costs of supplies due to COVID
 - Increase in staffing needs due to COVID
 - Increased salary of staff in order to recruit/retain staff
 - Other (please indicate reason):
- If no, how did you offset the increased costs of operating during the COVID-19 pandemic? (fill in)

C. Staffing

5. Please complete the table below:

	Director	Assistant Director		Teacher		Aide/Asst.	
	FT	FT	PT	FT	PT	FT	PT
Number of staff members you currently have in each position							
How many of these staff members were with your program pre-pandemic? <small>Either they remained throughout the pandemic or were re-hired.</small>							
Number of staff members you typically had in each position pre-pandemic							
Number of vacancies you are currently recruiting to fill in each position							

6. If you are currently recruiting to fill vacancies please indicate where/how you are marketing these positions:

7. Please complete the following table for all current staff member:

	Director	Assistant Director		Teacher		Aide/Asst.	
	FT	FT	PT	FT	PT	FT	PT
Please indicate how many staff members in each position have obtained the following degrees:							
Master's Degree							
Bachelor's Degree							
Associate Degree							
Please indicate how many staff members in each position have the following total number of years working in child care:							
11+ years							
6-10 years							

3-5 years							
1-2 years							
Less than 1 year							

D. Professional Development

The [Child Resource Center](#) (CRC) is a member-based lending library for families and early childhood education professionals. The CRC is open Monday through Thursday, from 12 to 7 p.m.

8. Do you currently have a CRC membership? Yes/No
9. Have you had a CRC membership in the past?
If no, are you interested in learning more about the materials available at the CRC?
10. Have you ever participated in any professional development activities that you found by accessing the City of Irvine's online [Training Calendar](#) or [On-Demand Training & Resources](#) webpage? Yes/No
11. Have you accessed any resources or information that you found posted on the City of Irvine's [COVID-19 Related Resources for Child Care Providers](#) that was created at the on-set of the pandemic?

City of Irvine Super Saturday Staff Development Day - This one-day professional development conference for individuals working with children ages 0-12 years old offers four one-hour workshop sessions with over 32 total different workshops to select from throughout the day. This annual event was cancelled in 2020 and 2021 due to the COVID-19 pandemic.

12. Have you or your staff attended a Super Saturday event in the past? Yes/No
13. Would you be interested in having your staff attend a Super Saturday Staff Development Day in the fall of 2022? Yes/No
Comments: (fill in the blank)
14. What are the top five topics you would like training or support in as an Administrator?
(Drop Down Menu)
 - Recruitment/retention
 - Developing your staff
 - Financial management for child care providers
 - Communicating with challenging parents
 - Other (please list):
15. What are the top five topics you feel your staff would benefit from training or support?
(Drop Down Menu)
 - Behavior/guidance
 - Curriculum development
 - Communicating with challenging parents
 - Developmentally appropriate practice/child development
 - Supporting children's social/emotional development
 - Other (please list):

E. Universal Pre-Kindergarten Preparation

In 2010, California Legislation passed The Kindergarten Readiness Act, a bill changing the cut-off date for Kindergarten entry from December 2nd to September 1st. Also included in this CA bill was the mandate for districts to offer a Transitional Kindergarten (TK) program for students who were affected by the date change.

Recently, the State of California passed legislation mandating public school districts to expand access to one year of pre-kindergarten education to all four year olds, in a phase in process. The expansion will begin in the 2022-23 school year, in which all children who turn five years old between September 2, 2022 and February 2, 2023 will be eligible to attend Pre-Kindergarten in the school year that begins in August 2022.

Expansion will continue over the next three years, extending age eligibility by a few months each year until full expansion to all four year olds will be achieved by school year 2025-26 (all children who turn 4 by September 1, 2025 will be eligible to begin TK that school year). To learn more about Irvine Unified School Districts Pre-Kindergarten (Formerly known as Transitional Kindergarten) program please click [here](#).

The following questions are for the purpose of understanding any operational changes that you may be considering in order to adapt to the potential impacts of the implementation of Universal Pre-Kindergarten for four year olds in the State of California.

16. For preschool licensees, if your Program does not currently serve infants (0-24 mo.), is there an interest in exploring your ability to serve this population? Yes No
a) Please describe what would be needed to accommodate the expansion:

17. For preschool licensees, If your Program does not currently serve toddlers (25-35 mo.), is there an interest in exploring the ability to serve this population?
a) Yes No
b) Please describe what would be needed to accommodate the expansion:

18. For programs that hold a school age license ONLY, have you inquired with State of California Community Care Licensing Division about your ability to serve children younger than 4.9 years of age enrolled in a District TK/Pre-K Program?

19. Do you currently provide transportation to or from your program? Yes/No
If yes, indicate mode of transportation:
(Drop Down Menu)

- Staff chaperoned walk
- Vehicle owned by your program
- Other (please describe):

If yes, indicate where you transport to/from: (type in)

If no, is providing transportation in a vehicle owned by your program something you may consider (in order to transport children to your program from an elementary school site)?

We appreciate your input and thank you for your assistance!