



# REVISED\* 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

May 10, 2022  
9:00 AM

Irvine Conference and Training Center  
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](http://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, 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO "ATTN: [CHILDCARE\\_OFFICE@CITYOFIRVINE.ORG](mailto: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](http://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, NON-AGENDA ITEM, OR PUBLIC HEARING, PLEASE FILL OUT A REQUEST TO SPEAK FORM AND SUBMIT TO THE RECORDING SECRETARY. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) 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 MINUTES. YOUR NAME WILL BE CALLED AT THE TIME PUBLIC COMMENTS AND PUBLIC HEARINGS ARE HEARD BY THE IRVINE CHILD CARE COMMITTEE. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER DEPENDING ON RELEVANT CIRCUMSTANCES, 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](mailto: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.

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**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.

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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**1. PRESENTATION**

***1.1 IUSD EARLY CHILDHOOD LEARNING TEAM UPDATE***

**PUBLIC COMMENTS – AGENDIZED ITEMS**

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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Any member of the public may address the Irvine Child Care Committee on items within the Irvine Child Care Committee subject matter jurisdiction but which are not listed on this agenda; however, no action may be taken on matters that are not part of the posted agenda.

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**INTRODUCTIONS**

**ANNOUNCEMENTS/COMMITTEE REPORTS**

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Announcements, and Committee Reports 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, 3 minutes per member of the Irvine Child Care Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

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**2. COMMITTEE REPORTS**

***2.1 IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION***

***2.2 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE***

***2.3 2022 IRVINE CHILD CARE PROVIDER SURVEY ADHOC SUBCOMMITTEE***

## ADDITIONS AND DELETIONS

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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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### 3. COMMITTEE BUSINESS

#### 3.1 MINUTES

**RECOMMENDED ACTION:**

Approve the minutes of the Irvine Child Care Committee meeting held March 8, 2022.

#### \*3.2 IRVINE CHILD CARE COMMITTEE RECRUITMENT

**RECOMMENDED ACTION:**

- 1) Open a recruitment for two Irvine Child Care Committee parent representatives to serve two-year terms commencing January 2023 and continuing through December 2024.
- 2) Appoint three Irvine Child Care Committee Members to serve as selection committee for parent representative members.

### ADJOURNMENT

**ADJOURNMENT**

**At 11 p.m.**, the Irvine Child Care Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12 midnight and will continue all other items on which additional time is required until a future Irvine Child Care Committee meeting. All meetings are scheduled to terminate at 12 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 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). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) at least 72 hours prior to the scheduled 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) 724-6635.

**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, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public 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) 724-6635.

**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**

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 949-724-6635.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 DFR 35. 102-35. 104 ADA Title II)

**COMMUNICATION AND ELECTRONIC DEVICES**

To minimize distractions, please be sure all personal communication 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. Agendas are available at the following locations:

- Community Services Department
- 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 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, 1 Civic Center Plaza, Irvine, California on May 5, 2022 by 5:30 .p.m. as well as on the City's web page.

 \_\_\_\_\_, Committee Liaison

# **1. PRESENTATION**

## **ITEM 1.1**

### **IUSD EARLY CHILDHOOD LEARNING TEAM (ECLT) UPDATE**

(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.)

**ITEM 2.3**  
**2022 IRVINE CHILD CARE PROVIDER**  
**SURVEY ADHOC SUBCOMMITTEE**  
(There is no report associated with this item.)



## **3. COMMITTEE BUSINESS**

### **ITEM 3.1 MINUTES**



# MINUTES

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

**March 8, 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 9:02 a.m. by Chair Schwartze.

### ROLL CALL

Present: 12      Chair: Donna Schwartze  
Vice Chair: Imithri Bodhinayake  
Committee Member: Phyllis Agran  
Committee Member: Jen Chiou  
Committee Member: Shelby Clatterbuck  
Committee Member: Myra Firth\*\*  
Committee Member: Diane Gale\*  
Committee Member: Wenli Lin  
Committee Member: James Mai\*\*  
Committee Member: Nazy Nassiri  
Committee Member: Jessica Winn  
Committee Member: Shareen Young  
*\*Arrived at 9:28 a.m.*  
*\*\*Left at 10:35 a.m.*

Absent: 2      Committee Member: Donna King  
Committee Member: Michelle Raji

### PLEDGE OF ALLEGIANCE

Chair Schwartze lead the Pledge of Allegiance.

### INTRODUCTIONS

There were no introductions.

## **1. PRESENTATION**

### **1.1 INCLUSION PATHWAY**

Darcie Kass and Traci Stubbler, Co-Chairs of the Orange County Child Care and Development Planning Council's Inclusion Collaborative, presented on the Inclusion Pathway – a free online study tool for early childhood educators.

## **ANNOUNCEMENTS**

Traci Stubbler, Child Care Coordination Supervisor, announced the Orange County Child Care and Development Planning Council is providing a presentation on March 8, 2022 for child care providers interested in learning more about Universal Pre-kindergarten. The presentation will take place via Zoom at 6:30 p.m.

Committee Member Clatterbuck announced the Irvine Unified School Districts Transitional Kindergarten program will now be referred to as Pre-kindergarten.

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

There were no additions or deletions to the agenda.

## **PUBLIC COMMENTS**

There were no public comments.

## **2. COMMITTEE REPORTS**

- 2.1** Irvine Child Development Center Operating Corporation (ICDCOC) – Committee Member Winn reported most classrooms are fully enrolled. The school is recruiting for a new Assistant Director. Registration for the 2022-23 school year has begun.
- 2.2** Irvine Children, Youth and Families Advisory Committee (ICYFAC) – Committee Member Gale reported ICYFAC has approved a selection committee for the Strategic Plan Request for Proposals process. The goal is to select a contractor by April 2022.

## **3. COMMITTEE BUSINESS**

### **3.1 MINUTES**

There were no public comments.

**ACTION: Moved by Vice Chair Bodhinayake, seconded by Committee Member Nassiri, and unanimously carried by those members present (Committee Members King and Raji absent) to approve the minutes of the Irvine Child Care Committee meeting held January 8, 2022.**

**3.2 CREATE AN ADHOC SUBCOMMITTEE TO REVISE AND FINALIZE THE 2022 IRVINE CHILD CARE PROVIDER SURVEY (SUBSTITUTE MOTION)**

There were no public comments.

**ACTION: Moved by Vice Chair Bodhinayake, seconded by Committee Member Gale, and unanimously carried by those members present to appoint Chair Schwartz, Vice Chair Bodhinayake, and Committee Member Clatterback to the subcommittee. (Committee Members Firth, King, Mai, and Raji absent)**

**ADJOURNMENT**

**Moved by Committee Member Young, seconded by Committee Member Nassiri and unanimously carried by those members present (Committee Members Firth, King, Mai, and Raji absent) to adjourn the meeting at 10:55 a.m.**

\_\_\_\_\_  
DONNA SCHWARTZE  
CHAIR

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

\_\_\_\_\_  
TRACI STUBBLER  
CHILD CARE COORDINATION SUPERVISOR

**ITEM 3.2**  
**IRVINE CHILD CARE RECRUITMENT**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** MAY 10, 2022

**TITLE:** IRVINE CHILD CARE COMMITTEE RECRUITMENT



Director of Community Services

## RECOMMENDED ACTION

1. Open a recruitment for two Irvine Child Care Committee parent representatives to serve two-year terms commencing January 2023 and continuing through December 2024.
2. Appoint three Irvine Child Care Committee Members to serve as selection committee for parent representative members.

## EXECUTIVE SUMMARY

The Irvine Child Care Committee (Committee) was established in 1987. The Committee's purpose is to serve as an advisory body of the City of Irvine by providing input on the needs of the community pertaining to child care related issues.

In accordance with Committee Bylaws (Attachment), Section 5.2, Liaison Members, a new member recruitment is requested to fill upcoming vacancies for parent representatives. Selected members will serve a two-year term, commencing January 2023 and continuing through December 2024.

The recruitment process requires forming a three member selection committee to review, screen, and interview applicants. The selection committee will share recommendations for appointments with the full Committee, who will then forward recommendations to the Community Services Commission for consideration.

## COMMITTEE RECOMMENDATION

Not applicable.

## ANALYSIS

The Committee is comprised of five City Council appointees; two parent representatives, two community representatives, two Center- or Home-based child care provider

members, and three representatives of educational organizations (University of California, Irvine, Irvine Valley College, and Irvine Unified School District).

Parent representative members serve two-year terms and are traditionally appointed during even years. Recruitment for these members will open August 1, 2022, and close September 2, 2022, with terms commencing January 2023 and continuing through December 2024.

As part of the recruitment process, it is recommended the Committee form a selection committee made up of three Committee members. In coordination with the City staff liaison, members of the selection committee will review written applications and interview applicants. Once interviews are completed, the selection committee will provide its recommendation to the full Committee for review and approval. Individuals selected to serve as parent representatives will be recommended to the Community Services Commission for appointment.

#### **ALTERNATIVES CONSIDERED**

The Irvine Child Care Committee may choose not to fill vacancies for the expiring terms or select a different timeline for recruitment.

#### **FINANCIAL IMPACT**

There are no new financial impacts associated with opening a recruitment for Irvine Child Care Committee members and forming a selection committee.

#### **REPORT PREPARED BY**

Traci Stubbler, Community Services Supervisor

#### **ATTACHMENT**

Irvine Child Care Committee Bylaws



## IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04

Community Services Commission Approved: 06/06/2018

  
Director of Community Services

### 1.0 NAME

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



#### **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.