



REVISED* AGENDA

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

Wendy Bokota
Chair

Dina Eletreby
Vice Chair

Committee Members:
Phyllis Agran
Brooke Cazier
Shelby Clatterbuck
Mary Ann Foo
Diane Gale
Naz Hamid
Ense Kwan
Ameer Mody
Mila Nenadic
Bardia Safari
Jing Sun
Sahra Tanikawa

May 25, 2022
5:30 PM

*Los Olivos Community Center
101 Alfonso
Irvine, CA 92618

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 CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/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," 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO CS@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA ZOOM. FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/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 AND SUBMIT TO THE RECORDING SECRETARY. PLEASE IDENTIFY ON THE FORM YOUR NAME AND THE ITEM ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE 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 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 Irvine Children, Youth and Families Advisory Committee are recognized. Your name will be called at the time the matter is heard.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATIONS

PUBLIC COMMENTS – AGENDIZED ITEMS (Limited to 3 minutes per speaker per item)

PUBLIC COMMENTS – NON-AGENDIZED ITEMS (Limited to 3 minutes per speaker.)

Any member of the public may address the Irvine Children, Youth and Families Advisory Committee on items within the Irvine Children, Youth and Families Advisory 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. **If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.**

INTRODUCTIONS

1. ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

1.1 Recognize outgoing High School Youth Action Team members.

Announcements and Board 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 Children, Youth and Families Advisory Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

2. COMMITTEE UPDATES

2.1 High School Youth Action Team Report.

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 Children, Youth and Families Advisory Committee meeting held February 23, 2022.

3.2 UPDATE ON THE CHILDREN, YOUTH AND FAMILIES STRATEGIC PLAN REQUEST FOR PROPOSALS PROCESS

RECOMMENDED ACTION:

Receive and file the update on the Children, Youth and Families Strategic Plan Request for Proposals evaluation process and estimated timeline to initiate work.

ADJOURNMENT

ADJOURNMENT

At 11 p.m., the Irvine Children, Youth and Families Advisory 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 Children, Youth and Families Advisory 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 Children, Youth and Families Advisory 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 Children, Youth and Families Advisory Committee meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org at least 72 hours prior to the scheduled Irvine Children, Youth and Families Advisory 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 Children, Youth and Families Advisory Committee liaison at (949) 724-6749.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Children, Youth and Families Advisory 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 Children, Youth and Families Advisory Committee liaison at (949) 724-6749.

**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 Children, Youth and Families Advisory 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 Children, Youth and Families Advisory 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 Children, Youth and Families Advisory Committee liaison at 949-724-6647.

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 Children, Youth and Families Advisory 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:

- Community Services Department
- 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 of City Hall, 1 Civic Center Plaza, Irvine, California on May 18, 2022 by 5:30 p.m. as well as on the City's web page.

 _____, Committee Liaison

1 - INTRODUCTIONS

ITEM 1.1

OUTGOING HSYAT MEMBERS

(There is no report associated with this item.)

2 - COMMITTEE UPDATES

ITEM 2.1

HSYAT REPORT

(There is no report associated with this item.)

3 - COMMITTEE BUSINESS

ITEM 3.1

MINUTES



MINUTES

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

February 23, 2022
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 5:35 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:	Shelby Clatterbuck
	Committee Member:	Mary Ann Foo
	Committee Member:	Diane Gale
	Committee Member:	Naz Hamid
	Committee Member:	Ameer Mody
	Committee Member:	Mila Nenadic
	Committee Member:	Bardia Safari
	Committee Member:	Jing Sun*
	Committee Member:	Sahra Tanikawa
		<i>*Arrived at 6:00 p.m.</i>

Absent: 1	Committee Member:	Ense Kwan
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PLEDGE OF ALLEGIANCE

Chair Bokota lead the Pledge of Allegiance.

INTRODUCTIONS

Ryan Painter, Community Services Supervisor, announced Lieutenant Cathy Scherer as the new Ex Officio representative from Irvine Public Safety Youth Services Unit.

PRESENTATIONS

There were no presentations.

ANNOUNCEMENTS

There were no announcements.

COMMITTEE UPDATES

Committee Member Gale provided an update from the Irvine Child Care Committee:

- Kathleen McFarlin, Manager of the Comfort Connection Family Resource Center, presented Support from Regional Center Orange County, In Service to People with Developmental Disabilities. Elections and appointments were held. The Irvine Child Care Committee Annual Goals and work plan was approved.

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

- High School Youth Action Team (YAT) currently has 800 students enrolled in the program, which is a record number for the program. Since the start of school, YAT has coordinated more than 300 volunteer projects and completed over 12,000 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.

1. COMMITTEE BUSINESS

1.1 MINUTES

There were no public comments.

ACTION:

Moved by Committee Member Hamid, seconded by Committee Member Gale and unanimously carried by those members present (Committee Members, Kwan, and Sun absent), Committee Member Foo Abstained to

approve the minutes of the Irvine Children, Youth and Families meeting held November 10, 2021.

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

There were no public comments.

ACTION:

Moved by Committee Member Sun, seconded by Committee Member Mody, and unanimously carried by those members present (Committee Member Kwan absent) to appoint three Committee Members, Agran, Eletreby, and Gale, to assist in the Strategic Plan for Children, Youth and Families Request for Proposal evaluation process and the recommendation of a consultant.

ADJOURNMENT

Moved by Committee Member Gale, seconded by Committee Member Eletreby and unanimously carried by those members present (Committee Member Kwan absent) to adjourn the meeting at 6:30 p.m.

WENDY BOKOTA
CHAIR

Date Approved: _____

MARCY BACKHUS
RECORDING SECRETARY

ITEM 3.2


UPDATE ON THE CHILDREN, YOUTH AND FAMILIES STRATEGIC PLAN REQUEST FOR PROPOSALS PROCESS



REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: May 25, 2022

TITLE: UPDATE ON THE CHILDREN, YOUTH AND FAMILIES
STRATEGIC PLAN REQUEST FOR PROPOSALS PROCESS



Director of Community Services

RECOMMENDED ACTION

Receive and file the update on the Children, Youth and Families Strategic Plan Request for Proposals evaluation process and estimated timeline to initiate work.

EXECUTIVE SUMMARY

On October 26, 2021, the City Council approved funding to update the Strategic Plan for Children, Youth and Families (Strategic Plan Update) as a part of the overall American Rescue Plan Act (ARPA)/Irvine Recovery Plan (IRP) spending plan. At the November 10, 2021 meeting, the Irvine Children, Youth and Families Advisory Committee (ICYFAC) recommended to move forward with the Request for Proposal (RFP) process for the Strategic Plan Update. At the February 23, 2022 meeting, ICYFAC appointed three Committee members to serve on the RFP evaluation panel. The evaluation process is ongoing.

ANALYSIS

The City received six proposals from consultants for the Strategic Plan Update incorporating 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.

Evaluation Process

The evaluation process is still ongoing. Until the contract is awarded, specific proposal and ranking information is confidential. The RFP Rules of Conduct outline the Evaluation Committee members are responsible for maintaining confidentiality during the evaluation process in order to protect the integrity and independence of the evaluations. The RFP Rules of Conduct state "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." Staff will update ICYFAC with more detailed information once a contract is awarded.

Three phases of the evaluation process have been completed.

Phase 1:

- Review of relevant experience and qualifications of consultant and designated project management staff, other key personnel, and sub-consultants, if applicable
- Methodology/Project Approach
- Proposal Pricing
- Capability of developing innovative or advanced techniques
- Responsiveness to the RFP

Phase 2:

- Conduct interviews with the highest rated consultants

Phase 3:

- Perform reference checks for similar work completed within the last three years for the highest rated consultant

Although the name of the highest rated consultant remains confidential, staff can share its background. The highest rated consultant brings an experienced team of senior professionals with extensive experience in community-based strategic planning, an understanding of the Orange County environment through extensive data work, and strong relationships with existing public and community partners in Orange County. The team members blend a unique understanding of the local context with extensive experience facilitating planning processes for organizations, networks, and initiatives focused on improving outcomes for children, youth, and families. This includes managing numerous, complex projects involving multiple interrelated components and workstreams, diverse agencies and stakeholders, multiple locations and jurisdictions, complex policy and implementation issues, and serial deliverables.

The highest rated consultant is well equipped to manage the project scope included in the RFP for the Strategic Plan Update and is highly recommended by past clients.

Estimated Timeline

Presentation to Finance Commission	June 2022
Presentation to City Council	July 2022
Recommendation of Contract Award to Purchasing Agent	July 2022
Initiation of work for the Strategic Plan Update	August 2022

Next Steps

A budget amendment request for an agreement with the consultant to begin the Strategic Plan Update will be presented to Finance Commission and City Council. Once approved, the consultant can begin work on the Strategic Plan Update.

ALTERNATIVES CONSIDERED

The Committee may chose not to proceed with the RFP process to hire a consultant to begin the Strategic Plan Update. This is not recommended as the Strategic Plan is not current.

FINANCIAL IMPACT

The funding for the Strategic Plan Update is included in the ARPA/IRP spending plan adopted by the Irvine City Council. Final funding for the consulting services for the Strategic Plan Update to be approved and allocated by Finance Commission and City Council.

REPORT PREPARED BY Ryan Painter, Community Services Supervisor

Strategic Plan RFP Evaluation Update

Ryan Painter – Supervisor, Community Services
May 25, 2022

CITY OF IRVINE



Strategic Plan Update for Children, Youth and Families in Irvine

- **Final product for the contract is a third and updated five-year plan**
- **Regular updates (annual basis at minimum)**
- **Based on 2013-18 Strategic Plan Update with new and updated data**
- **Consider current community landscape, including COVID-19 impacts**
- **Priorities as identified by the Committee**
 - Understanding of Irvine community needs for children, teens, adults, and families
 - Consultation and input from stakeholders
 - Collection of relevant data
 - Flexibility to address emerging issues

RFP Evaluation Process

- Ongoing and confidential until contract is awarded
- 6 Firms/Consultants were responsive to the RFP and included in the evaluation process
- Completed Phases:
 - Phase 1:**
 - Review of relevant experience and qualifications of consultant and designated project management staff, other key personnel, and sub-consultants, if applicable
 - Methodology/Project Approach
 - Proposal Pricing
 - Capability of developing innovative or advanced techniques
 - Responsiveness to the RFP
 - Phase 2:**
 - Conducted interviews with the top 4 highest rated consultants
 - Phase 3:**
 - Perform reference checks for similar work completed within the last three years for the highest rated consultant

Highest Rated Firm/Consultant

- Experienced team of senior professionals with extensive experience in community-based strategic planning
- Extensive experience facilitating planning processes for organizations, networks, and initiatives focused on improving outcomes for children, youth, and families.
- Management of numerous, complex projects involving multiple interrelated components, diverse agencies and stakeholders, multiple locations and jurisdictions, complex policy and implementation issues, and serial deliverables.
- Well equipped to manage the project scope included in the RFP for the Strategic Plan Update
- Highly recommended by past clients.



Estimated Remaining Timeline

Presentation to Finance Commission	June 2022
Presentation to City Council	June 2022
Recommendation for contract award to Purchasing Agent	July 2022
Contract execution & Initiation of work	August 2022

