



AGENDA

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

Wendy Bokota
Chair

Dina Eletreby
Vice Chair

Committee Members:

Mariana Bosch
Brooke Cazier
Mary Ann Foo
Diane Gale
Naz Hamid
Elaine King
VACANT
Ameer Mody
Mia Phelps
Jing Sun
Sahra Tanikawa
Kristie To

November 30, 2022
5:30 PM
Quail Hill Community Center
35 Shady Canyon Drive
Irvine, CA 92603

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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS – AGENDIZED ITEMS

Public comments on agendized items (excluding Public Hearing items) will be heard no sooner than 5:30 p.m. Public comments on Public Hearing items shall occur during the public hearing. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes per item. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes per item. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds per item. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit of time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Irvine Children, Youth, and Families Advisory Committee.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Public Comments on non-agendized items will be heard no sooner than 5:30 p.m. 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’s subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Irvine Children, Youth and Families Advisory Committee.

INTRODUCTIONS

Welcome new members

- Elaine King, M.D., appointed by Councilmember Agran
- 2022-23 Youth Action Team members
 - Mia Phelps, Woodbridge High School
 - Kristie To, Northwood High School
- Lieutenant, Bill Bingham, Irvine Police Department

ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

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.

1. COMMITTEE REPORTS

1.1 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.

2. COMMITTEE BUSINESS

2.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Children, Youth and Families Advisory Committee meeting held May 25, 2022.

2.2 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE PROPOSED MEETING SCHEDULE FOR CALENDAR YEAR 2023

RECOMMENDED ACTION:

Approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2023.

2.3 INTRODUCTION OF HEALTH MANAGEMENT ASSOCIATES, INC. AND INITIAL STAKEHOLDER DISCUSSION FOR 2023-2028 STRATEGIC PLAN

RECOMMENDED ACTION:

Discuss and develop a list of potential stakeholders to be included in the 2023-2028 Strategic Plan for Irvine, Children, Youth and Families.

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 seven days 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 7 days 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.

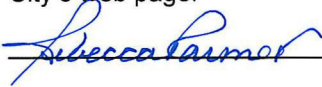
MEETING SCHEDULE

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
- Quail Hill Community Center

- 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 November 21, 2022 by 5:30 p.m. as well as on the City's web page.

 _____, Committee Liaison

1 – COMMITTEE REPORTS

ITEM 1.1

HSYAT Report

(There is no report associated with this item.)

2 - COMMITTEE BUSINESS

ITEM 2.1

MINUTES



MINUTES

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

May 25, 2022
Los Olivos Community Center
101 Alfonso
Irvine, California 92618

CALL TO ORDER

The regular meeting of the Irvine Children, Youth and Families Advisory Committee (ICYFAC) was called to order at 5:35 p.m. on May 25, 2022, at Los Olivos Community Center, 101 Alfonso, Irvine, California via Zoom: Chair Wendy Bokota presiding.

ROLL CALL

Present: 13	Chair:	Wendy Bokota
	Vice Chair:	Dina Eletreby
	Committee Member:	Phyllis Agran
	Committee Member:	Brooke Cazier
	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
Absent: 1	Committee Member:	Ense Kwan
	Committee Member:	Shelby Clatterbuck

PLEDGE OF ALLEGIANCE

Chair Bokota lead the Pledge of Allegiance.

PRESENTATIONS

There were no presentations.

PUBLIC COMMENTS – AGENDIZED ITEMS

There were no requests to speak.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no requests to speak.

INTRODUCTIONS

Staff introduced Cathy Scherer, Irvine Police Lieutenant, as the Ex Officio representative from the Irvine Public Safety Youth Services Unit.

1. ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES

- 1.1 Mila Nenadic and Bardia Safari were thanked for their membership on the Irvine Children, Youth and Families Advisory Committee from May 2021 to May 2022.

2. COMMITTEE UPDATES

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

The High School Youth Action Team (YAT) has surpassed 20,000 Community Service hours. Student mental health continues to be a priority. YAT hosted over 50 on-campus activities to promote mental health and wellness, along with numerous social events.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

3. COMMITTEE BUSINESS

3.1 MINUTES

ACTION:

Moved by Committee Member Agran, seconded by Committee Member Sun, and unanimously carried by those members present (Committee Members Clatterbuck, and Kwan absent) to approve the minutes of the Irvine Children, Youth and Families meeting held February 23, 2022.

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

Staff provided an update on the Children, Youth and Families Strategic Plan Request for Proposal (RFP) process. He shared the RFP Evaluation Process is ongoing at this

time. The City received six proposals to the RFP. Interviews were conducted for the top 4 highest rated consultants, and a highest rated firm has been identified.

Next steps to move forward with the highest rated consultant include the following:

- Presentation to the Community Services Commission
 - Recommended Action: Receive and file.
- Presentation to the Finance Commission
 - Recommended Action: Recommend the City Council approve a budget adjustment in the amount of the contract.
- Presentation to City Council.
 - Recommended Action: Request approval for a budget adjustment in the amount of the contract.

Once these steps are completed, the Purchasing Agent can award the contract. Work is expected to begin in Fall 2022.

ACTION:

Moved by Committee Member Hamid, seconded by Committee Member Gale, and unanimously carried by those members present (Committee Members Kwan, and Clatterbuck absent) to receive and file the update on the Children, Youth and Families Strategic Plan Request for Proposals evaluation process and estimated timeline to initiate work.

1. ANNOUNCEMENTS

Phyllis Agran, MD, MPH, MA, FAAP, Committee Member, expressed her honor and privilege to serve on the Irvine Children, Youth and Families Advisory Committee.

ADJOURNMENT

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

WENDY BOKOTA
CHAIR

Date Approved: _____

REBECCA PARMER
RECORDING SECRETARY

ITEM 2.2

**ICYFAC PROPOSED MEETING SCHEDULE
FOR CALENDAR YEAR 2023**



REQUEST FOR IRVINE CHILDREN, YOUTH, FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: NOVEMBER 30, 2022

TITLE: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY
COMMITTEE 2023 MEETING SCHEDULE

Interim Director of Community Services

RECOMMENDED ACTION

Approve the Irvine Children, Youth and Families Advisory Committee Meeting Schedule for calendar year 2023.

EXECUTIVE SUMMARY

The Irvine Children, Youth and Families Advisory Committee (Committee) is an advisory body to the Community Services Commission, and provides ongoing review and evaluation of the City's children, youth, and family-related initiatives.

The Committee is comprised of no more than 15 voting members consisting of five City Council-appointed members, two members of the Community Services Commission (Commission), two Members-at-Large, two Youth High School members from the Irvine Youth Action Team, and five Agency Representatives.

ANALYSIS

The Committee is a public advisory body reporting to the Community Services Commission (Commission). The Committee's purpose is to be achieved in accordance with the goals and objectives of the City Council and the Commission.

Committee meetings are held quarterly, on the fourth Wednesday of designated months, at Irvine Civic Center, 1 Civic Center Plaza, Irvine, California 92606, beginning at 5:30 p.m., unless otherwise noted.

Meetings may be held virtually as a result of the COVID-19 pandemic, and resulting orders and direction from the City of Irvine.

The proposed meeting schedule for calendar year 2023 is presented as Attachment 1. As stated in the Committee Bylaws, Section 8.4, (Attachment 2), the Committee is required to meet four (4) times each year per an annual schedule approved by the Committee at the last meeting of the previous year.

ALTERNATIVES CONSIDERED

The Committee may amend the proposed 2023 meeting schedule to change regular meeting dates, add additional meetings, and/or change meeting locations.

FINANCIAL IMPACT

There is no financial impact to approving and/or amending the proposed Committee meeting schedule for 2023.

REPORT PREPARED BY Kristin Auer, Community Services Manager

ATTACHMENTS

1. Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2023
2. Irvine Children, Youth and Families Advisory Committee Bylaws

**Irvine Children, Youth and Families Advisory
Committee (ICYFAC)**

Proposed 2023 Meeting Schedule

DATE	DAY	TIME	LOCATION
February 22	Wed	5:30 p.m.	Civic Center, CTC
May 24	Wed	5:30 p.m.	Civic Center, CTC
August 23	Wed	5:30 p.m.	Civic Center, CTC
November 29	Wed	5:30 p.m.	Civic Center, CTC



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

Community Services Resolution Number: 18-07
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 Children, Youth and Families Advisory 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 purpose of the Committee is to serve as a public advisory body of the City of Irvine, reporting to the Community Services Commission (herein after "Commission). The Committee's purpose is to be achieved in accordance with the goals and objectives of City Council and the Commission.
- 3.2 Mission – The Committee's mission is to provide ongoing review and evaluation of the City's children, youth and family-related initiatives.
- 3.3 Duties – The Committee's duties include reviewing progress of children, youth and family-related services and programs and integrating community input on an ongoing basis.

The Committee shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of the Committee, including the power to invite City residents to serve on ad hoc committees as nonvoting participants. The Committee shall recommend to the Commission such actions as they deem appropriate, and the Commission can convey such recommendations to the City Council as it deems appropriate.

The Committee shall report annually to the Commission on its goals and accomplishments.

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, the 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 fifteen (15) voting members ("Committee Members"). All Committee Members must either be a resident of, or employed in, the City of Irvine, and shall serve pursuant to Section 5310 of the California Organizations Code.

Membership on the Committee is comprised of representatives meeting the following requirements:

- 5.1 Five (5) City Council-appointed Members – Each member of the City Council shall appoint one member to serve on the Committee for a term expiring upon the expiration of the Council member's term.
- 5.2 Two (2) Members of the Community Services Commission – Community Services Commission elects two (2) members to serve two-year terms.
- 5.3 Two (2) Members-at-Large – Members-at-Large are selected through a public recruitment to serve two-year terms.
- 5.4 Two (2) Youth Members – Youth High School Members are selected through the City of Irvine Youth Action Team to serve one-year terms.
- 5.5 Five (5) Agency Representatives – The following groups will be asked to appoint one (1) person to represent the interests of their respective constituencies to serve at the pleasure of their organization:
 - 5.5.1 Irvine Unified School District
 - 5.5.2 Tustin Unified School District
 - 5.5.3 Irvine Prevention Coalition
 - 5.5.4 Irvine Child Care Committee
 - 5.5.5 Irvine Public Safety (Ex-Officio)

5.6 Resignation, Vacancies, and Removal

5.6.1 Resignation – Any Committee Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

5.6.2 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.

5.6.3. Removal – Absence from three (3) consecutive meetings may constitute the removal of the member. In the event a Committee Member fails to attend three 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 the duly constituted meeting shall be required to carry such a motion.

5.6.4 Liabilities and Property Rights of the Committee - No member of the Committee shall be personally responsible for any indebtedness or liability, and any and all creditors shall look only to the City of Irvine's assets for payment.

6.0 VOTING

6.1 One Vote Per Member – Committee Members shall each 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 member of the Committee. The officers shall be elected by the Committee every other year.

7.1 Election – Regular election of officers shall be held at the Committee's spring meeting of odd-numbered years. The term of office shall be two (2) years, 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 shall 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 opened 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 the 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 four (4) 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 vote of the members present at a duly constituted meeting of the Commission.

Irvine Children Youth and Families Advisory Committee

Proposed Meeting Schedule Calendar Year 2023

November 30, 2022

CITY OF IRVINE



Proposed 2023 Meeting Schedule

DATE	DAY	TIME	LOCATION
February 22	Wed	5:30 p.m.	Civic Center, CTC
May 24	Wed	5:30 p.m.	Civic Center, CTC
August 23	Wed	5:30 p.m.	Civic Center, CTC
November 29	Wed	5:30 p.m.	Civic Center, CTC



Recommended Action

Approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2023.



Discussion or Questions

CITY OF IRVINE



ITEM 2.3

INTRODUCTION OF HEALTH MANAGEMENT ASSOCIATES, INC. AND INITIAL STAKEHOLDER DISCUSSION FOR 2023- 2028 STRATEGIC PLAN



REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: NOVEMBER 30, 2022

TITLE: INTRODUCTION OF HEALTH MANAGEMENT ASSOCIATES,
INC. AND INITIAL STAKEHOLDER DISCUSSION FOR 2023-2028
STRATEGIC PLAN

Interim Director of Community Services

RECOMMENDED ACTION

Discuss and develop a list of potential stakeholders to be included in the 2023-2028 Strategic Plan for Irvine, Children, Youth and Families.

EXECUTIVE SUMMARY

On October 26, 2021, the City Council approved funding to update the Strategic Plan for Irvine Children, Youth and Families (2023-2028 Strategic Plan) 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 2023-2028 Strategic Plan. At the conclusion of the RFP process, Health Management Associates, Inc. (HMA) was selected as the highest rated consultant to facilitate the 2023-2028 Strategic Plan. On September 13, 2022, the City Council approved the budget adjustment to fund the update and HMA has been contracted to facilitate the project. HMA 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.

ANALYSIS

The 2023-2028 Strategic Plan process will begin at the November 30, 2022 ICYFAC meeting with introductions, discussion, and development of a list of relevant stakeholders. This process will include review of the previous strategic plans stakeholders, professionals and organizations (Attachment). The updated stakeholder list will be used to plan, organize and conduct surveys and strategy meetings.

Next steps after the stakeholder discussion include the following:

- HMA, in coordination with staff, will plan, organize, and conduct surveys and meetings with stakeholders.
 - Begin meetings in December 2022 and hold monthly thereafter
- Present project updates to ICYFAC, relevant Committees, Commissions, and City Council.
 - As necessary/ongoing basis
- HMA will provide detailed outline of the Strategic Plan framework.
 - Spring 2023
- Present a final version of the 2023-2028 Strategic Plan to ICYFAC, relevant Committees, Commissions, and City Council.
 - Fall 2023

ALTERNATIVES CONSIDERED

The Committee may choose to not review and update the stakeholders list. This is not recommended as the stakeholder list is a key component to gathering relevant input from area experts.

FINANCIAL IMPACT

There is no financial impact to developing a stakeholder list for the 2023-2028 Strategic Plan Update. The funding for the Strategic Plan Update is included in the ARPA/IRP spending plan adopted by the Irvine City Council.

REPORT PREPARED BY Kristin Auer, Community Services Manager
Ryan Painter, Community Services Supervisor

ATTACHMENT

Previous Stakeholder List for Strategic Plan for Children, Youth and Families

Irvine Children, Youth and Families Advisory Committee (ICYFAC)

Past Stakeholder list for Strategic Plan for Children, Youth, and Families

ORGANIZATIONS	INDIVIDUALS	
American Academy of Pediatrics	Adele Heuer	Margie Wakeham
Center for Drug-Free Communities	Adelle Yeaton	Margo Finlayson
City of Irvine, Child Care Committee	Alan Albright	Mariam Khosravani
City of Irvine, Child Care Project	Allan Hodgert	Marty Mance
City of Irvine, Community Development - Housing	Anne Kranz	Merri Jo Hooven
City of Irvine, Planning Commission	Barbara Shipnuck	Nancy Colocino
City of Irvine, Public Safety	Cathy Killaly	Natalie Hill
City of Irvine, Youth Action Team	Christine	Natasha Layne
Concordia University	Debbie Bianchi	Paul Mills
Families Forward	Dennis Gibbs	Rhonda DeVaux
Hoag	Dennis Herzog	Richard Ruszat
ICYFAC	Donna Pollard	Roseanne Andrus
Irvine Child Development Centers	Ellen Reibling	Ruberta Bulalacau
Irvine Children's Fund	Fataneh Barbod	Sam Mistrano
Irvine Prevention Coalition	Gwen Drenick	Sharon Seidman
Irvine Unified Council Parent Teacher Association	Honeyman-Fazio	Sharon Wallin
IUSD, Early Childhood Learning Center	Isabelle Krasney	Shiva Farivar
IUSD, Family Resource Center	Jeanne Flint	Shoana Chau
IUSD, Health Services	Julie Hudash	Stacey Zapanta
IUSD, Nutrition Services	Julie Tapp	Susan Holt
IUSD, Student Support Services	Karen Klinek	Suzanne Baldwin
Jamboree Housing	Kathy Kendrick	Taube Levitt
Jenny Hart Early Education Center	Kathy White	Tejal Patel
Merage Jewish Community Center	Kika Friend	Wendy Garcia
Orange County Health Care Agency	Laura Muesse	Wen-Li Gau Lin
Team Kids	Leigh Poirier	
UCI, Health Education Center	Lisa Peasley	



Development of a Strategic Plan for Children, Youth and Families

CITY OF IRVINE



Kick-Off Meeting

Irvine Children, Youth & Families Advisory Committee

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TODAY'S OBJECTIVES

- Introduce HMA team
- Share project approach for updated strategic plan
- Capture your feedback and ideas on how to successfully engage key stakeholders
- Understand what will make this process successful for you

AGENDA

Project scope, objectives and timeline (5 minutes)

High-level demographic data (15 minutes)

Stakeholder engagement planning (30 minutes)

Project success factors (5 minutes)

Next steps (5 minutes)

PRIOR STRATEGIC PLAN PROCESS

- 2002 Forum on Child and Elder Poverty in Irvine/OC spurred development of first Strategic Plan for Children, Youth and Families (SPCYF)
- 2005 and 2007 Indicators Reports on Conditions of Children, Youth and Families in Irvine gathered stakeholder input and provided quantitative data and measures
- 2007 community planning process resulted in creation of 2008-2013 SPCYF
 - Represents City's vision to **create and maintain a safe community where children, youth and families thrive emotionally, physically, academically, and socially**
- 2009: ICYFAC formed to oversee strategic plan
- 2013-18 update to plan and 2020-21 work plan continued the work

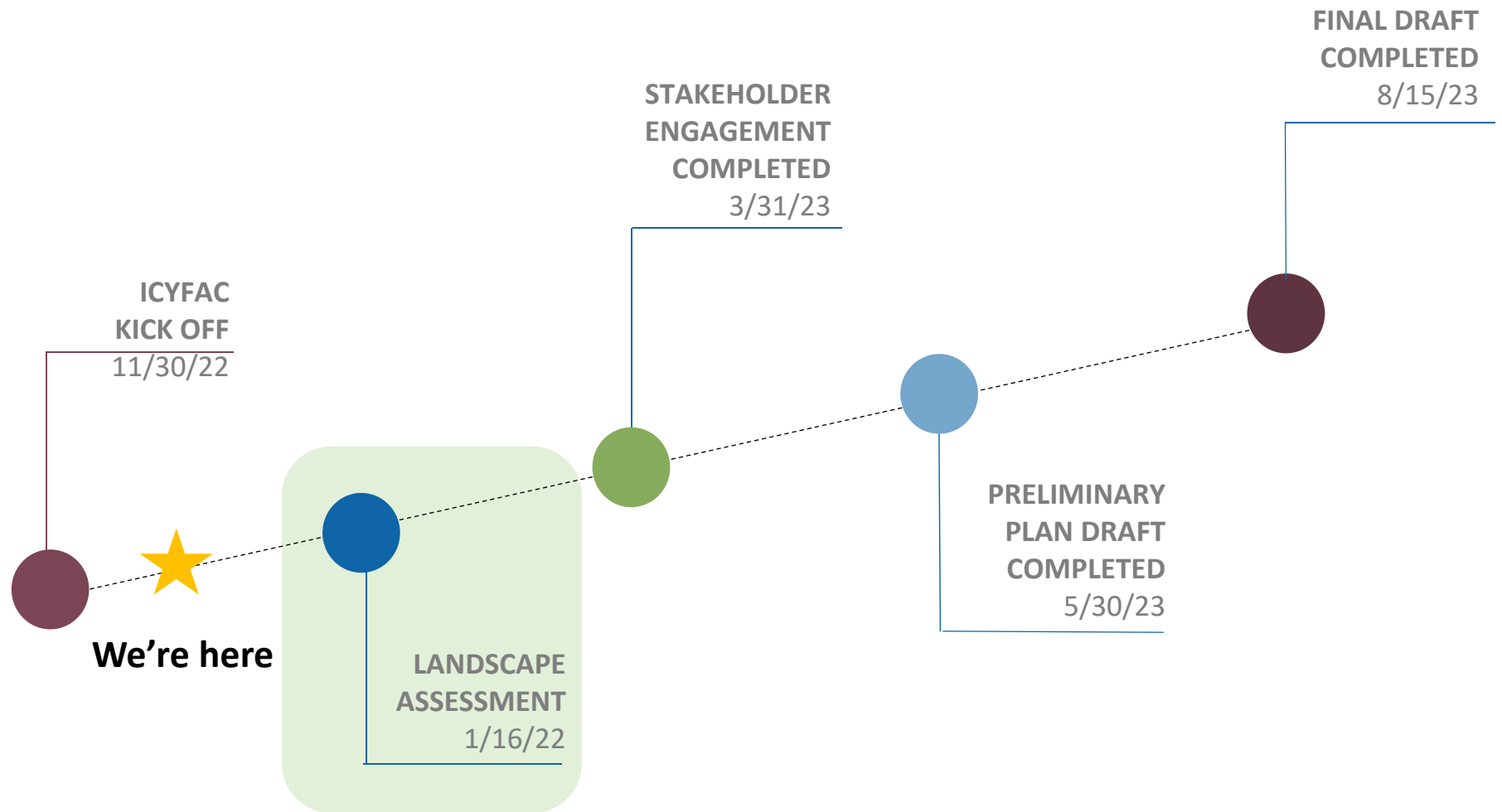
PROJECT GOAL

- Produce an updated five-year Strategic Plan for Children, Youth and Families in Irvine
 - Goals and strategies for FY 2023-2024 through FY 2027-2028
 - Implementation matrix and action plans for each of the five years (i.e., program changes, collaborative program additions)
 - Outcome measures to determine if the action / implementation plans are effectively addressing goals
 - Budgets for the action / implementation plans and funding resources beyond City funding
 - Mechanism for routinely updating plan as new information becomes available

ICYFAC SUBCOMMITTEE FEEDBACK

- Goal Area 1: Support to Families in Need
 - Keep as a goal, still relevant
- Goal Area 2: Child Care and School Readiness
 - Consider renaming “Early Care and Education”
- Goal Area 3: Youth Alcohol, Substance Use and Other Risky Behavior Reduction
 - Consider renaming “Reduce/Address Risk Factors that lead to Poor Outcomes”; can work on specific wording
 - List risk factors and issues that need preventative efforts – suicide, substance and alcohol abuse, human trafficking, etc.
- Goal Area 4: Youth Volunteerism
 - May not need to be a stand-alone goal, as great success has already been achieved in this area and is ongoing
 - Consider absorbing under Goal 3, since it is a preventative effort
- Goal Area 5: Health, Fitness and Well-being
 - Consider renaming “Promote Optimal Health and Wellness”
 - Tie mental health to health in general

Strategic Plan Timeline



PROJECT TEAM

We appreciate
the opportunity
to work with
you!



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CORE TEAM



Christina Altmayer, MPA

HMA Principal
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HMA Senior Consultant
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Betsy Uhrman, MPA

HMA Senior Associate
Stakeholder Engagement Point



Robyn Odendahl, MPA

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COMMUNICATIONS



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TECHNICAL ADVISORS



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HMA Senior Consultant
Technical Advisor (ACES and Trauma Care)



Heidi Arthur, LMSW

HMA Principal
Technical Advisor (Mental Health)



Michael Butler, MA

HMA Senior Associate
Technical Advisor (Outcome and Measurement, School-Based Services)

PHASE I: LANDSCAPE ASSESSMENT



Perform data analysis



Design and plan stakeholder engagement



Engage stakeholders

PRELIMINARY DATA REVIEW

LEVERAGE EXISTING DATA TO UNDERSTAND TRENDS AND IDENTIFY POTENTIAL ISSUES

HMA will mine available data to identify key trends and issues.

Most recent data from:

- Annual Report on the Conditions of Children in Orange County
- Kindergarten Readiness Results – Early Development Index
- California Healthy Kids Survey

Other key sources:

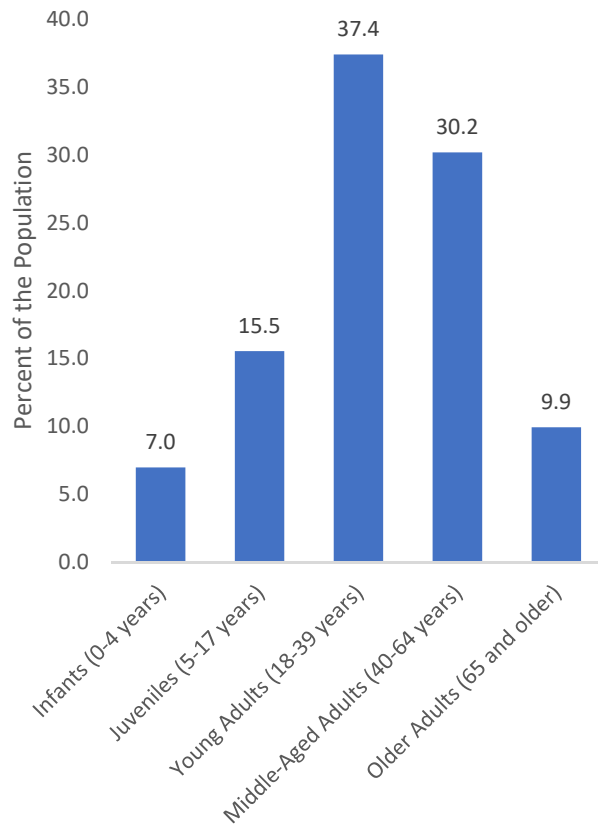
- OC Community Indicators Report
- OC Equity Map
- OC Health Care Agency, Mental Health Services Act Needs and Gaps Analysis
- CHOC Community Health Needs Assessment
- California Healthy Places Index
- California Health Interview Survey
- CDE DataQuest

IRVINE FAST FACTS

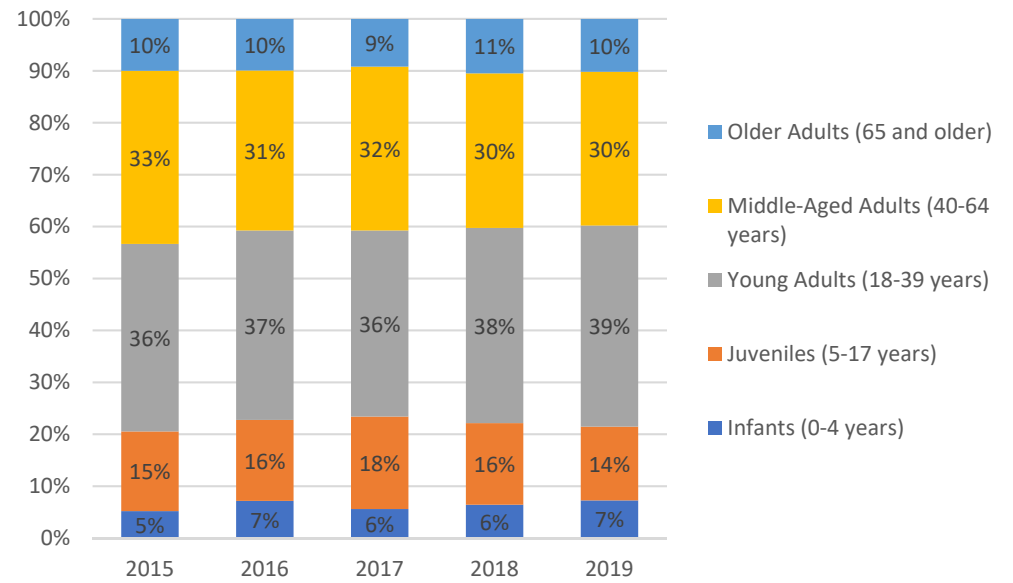
- Irvine covers nearly 66 square miles. More than 1/3 of the city is preserved as parks, natural open space and trails (16,500 acres)
- Consistently ranks highly in national indexes for best places to raise a family, fiscal strength, best cities for livability and active retirement
- Currently growing at a rate of 3.00% annually
- 326,730 residents and 4,979 people per square mile

AGE

Population by Age Group in the City of Irvine, 2016-2020



Percent of the Population by Age Group in the City of Irvine, 2015 to 2019

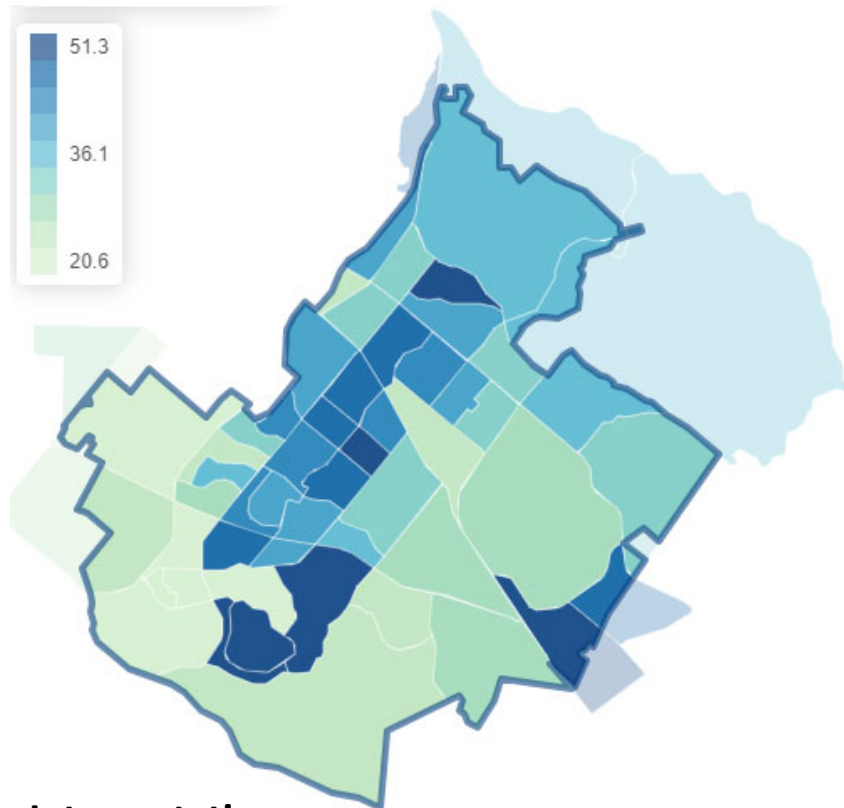


Source: American Community Survey, 2015 to 2019 1-Year Estimates, Table B01001.

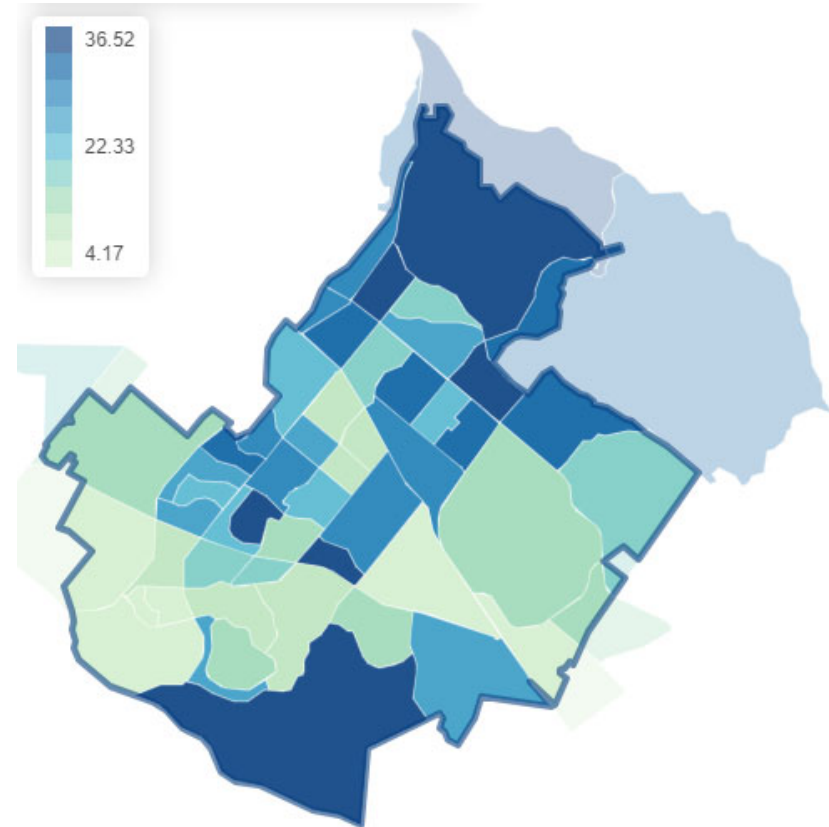
Source: American Community Survey, 2016-2020 5-Year Estimates, Table B01001.

AGE

Median Age, by Census Tract



Percent of Population Ages 0-17 Years, by Census Tract

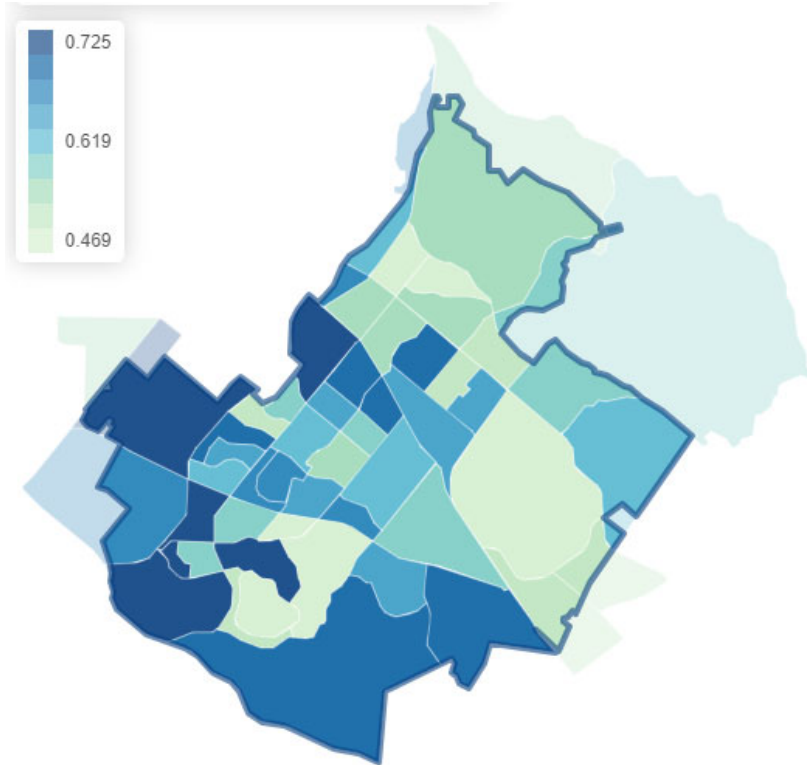


Interpretation:

- Diversity is increasing
- There is greater diversity in south side of the city

DIVERSITY: RACE AND ETHNICITY

Race-Ethnicity Diversity Index



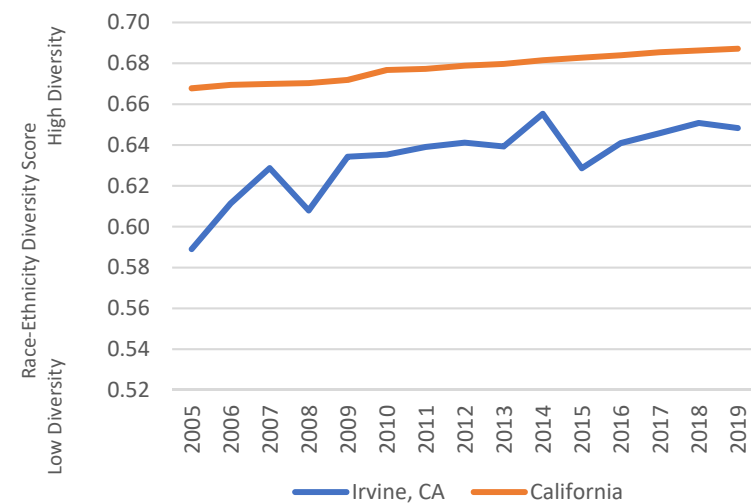
Interpretation:

- Diversity is increasing
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About the Index:

- The Race-Ethnicity Diversity Index measures the probability that any two residents of an area, chosen at random, belong to different racial and ethnic backgrounds.
- A score of 0 represents a perfectly homogenous community; the higher the score, the more diverse the area. The highest possible score is 0.875, not 1.

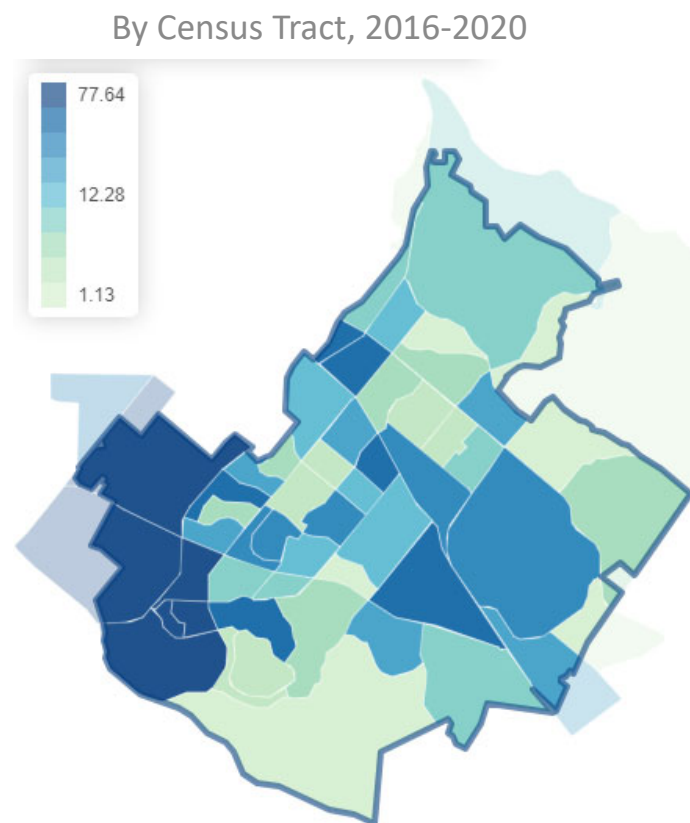
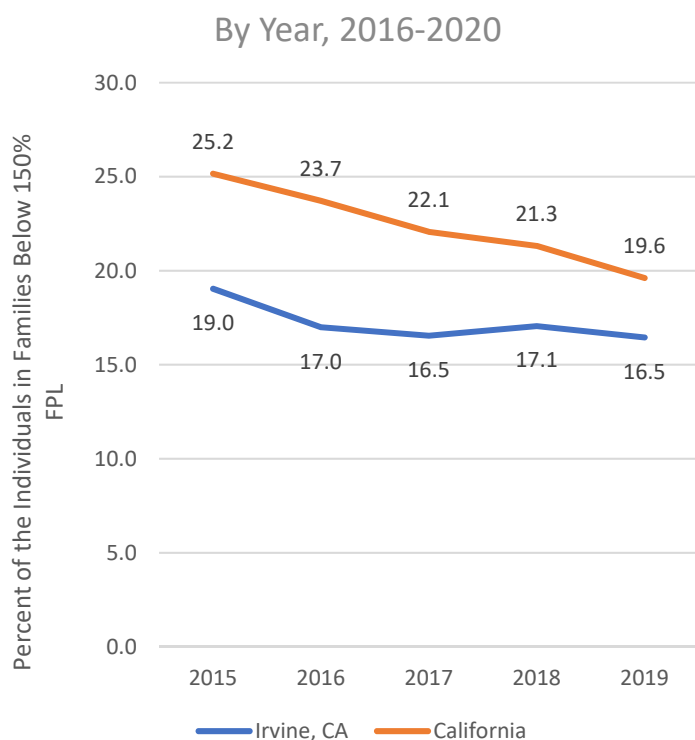
Race-Ethnicity Diversity Index, California and Irvine, 2005 to 2019



Source: American Community Survey, 2016-2020, 5-Year Estimates, Table B03002.

ECONOMIC STATUS

Individuals in families that are below 150% of the federal poverty level (FPL), past 12 months income



Interpretation:

- Poverty among individuals in families is decreasing in Irvine, but not at a similar rate to California
- Poverty appears to be greater in census tracts with high race/ethnicity diversity and lower median ages.

QUESTIONS?

- Reflections on the data?
- Any data priorities?

STAKEHOLDER ENGAGEMENT

STAKEHOLDER ENGAGEMENT: FRAMING

- What do we want to learn?
 - Issues, barriers and challenges
 - Community assets and resources
 - Near and long(er)-term opportunities
- How will stakeholder input inform strategic plan development?
 - Setting priorities
 - Strategies

STAKEHOLDER ENGAGEMENT: STAGING

Confirmation of key stakeholders

- City staff
- City advisory bodies (e.g., Children, Youth and Families Advisory Committee, Childcare Committee, Community Services Commission)
- City Council members
- Irvine Unified School District
- Key partner agencies (e.g., Jamboree Housing, Families Forward, South Coast Chinese Cultural Center)
- Other parent, youth, and resident representatives

Stakeholder engagement plan will:

- Identify “who, how, and when” for 10 community forums
- Proposed methods for facilitating robust discussions

ACTIVITY: BRAINSTORMING STAKEHOLDERS

Two-step process

1. First, identify stakeholders in the following categories (write stakeholder or organization's name on sticky note and place where it fits best)
 1. Early childhood
 2. Elementary school age
 3. Secondary school age
 4. Cultural
 5. Faith-based
 6. Families
 7. Other
2. Then do a walk-through and use green stickers to indicate "must have" and yellow stickers for "nice to have"

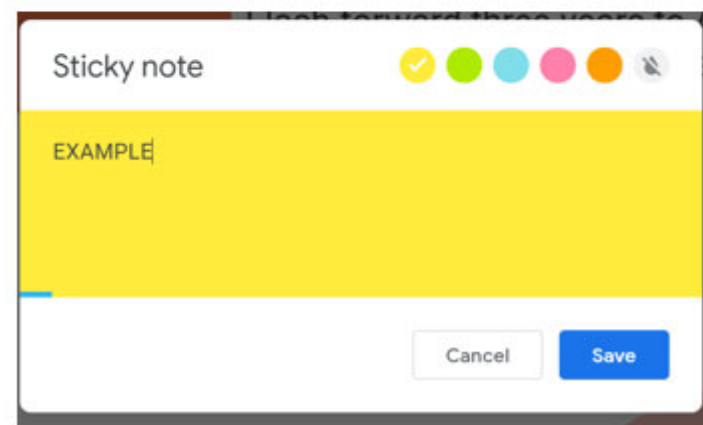
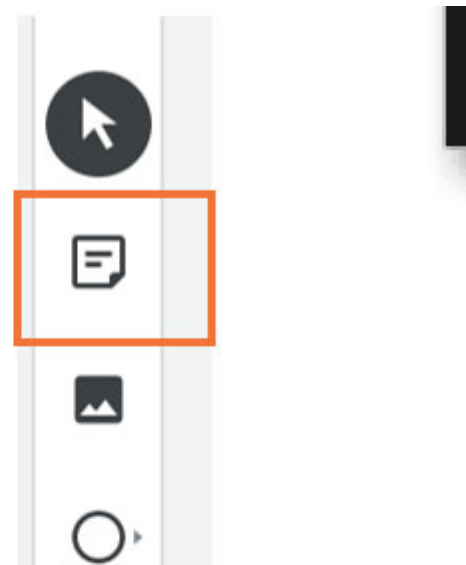
**In-Person
Instructions**

ACTIVITY: BRAINSTORMING STAKEHOLDERS

Virtual Instructions

INSTRUCTIONS FOR GOOGLE JAMBOARD

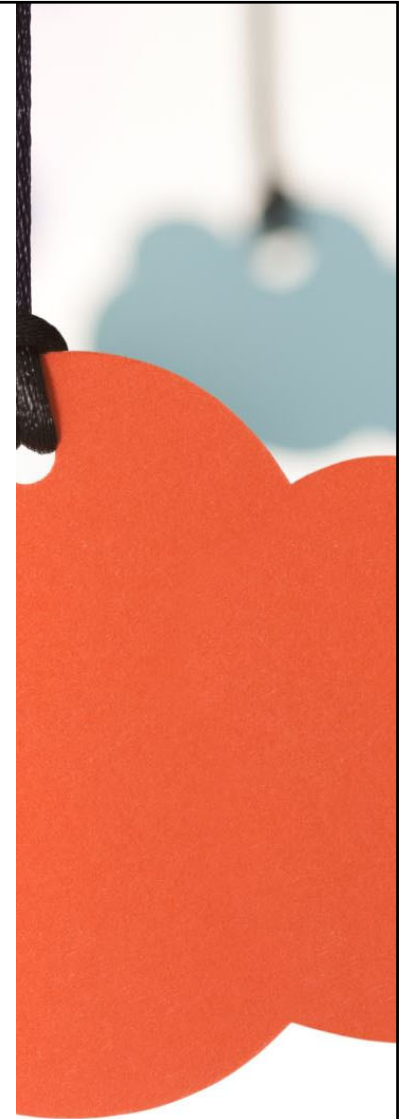
- Open an internet browser
- Open Zoom Chat
- Copy and paste the hyperlink from the Zoom Chat into your browser
- Click on the sticky note icon
 - **Green= must have**
 - **Yellow = nice to have**
- Type your response and click Save





ACTIVITY DEBRIEF

- Reflections?
- Concerns?
- Questions?



Closing Reflection:
A year from now, this
project would be
successful if...?



NEXT STEPS (NOV – DEC)

- Begin review of secondary data
- Draft detailed stakeholder engagement plan to guide development of surveys, key informant interviews and focus groups
- Launch stakeholder engagement in January



Research and Consulting in the Fields of Health and Human Services Policy, Planning, Program Evaluation, and Data Analysis

KEY CONTACTS:



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