



# AGENDA

## IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

Wendy Bokota  
Chair

Dina Eletreby  
Vice Chair

Committee Members:

Mariana Bosch  
Diane Gale  
Naz Hamid  
Elaine King  
Branda Lin  
Ameer Mody  
Robert Petrosyan  
Mia Phelps  
Jing Sun  
Sahra Tanikawa  
Kristie To  
VACANT

**February 22, 2023  
5:30 PM**

**Irvine Civic Center  
Conference and Training Center  
1 Civic Center Plaza  
Irvine, CA 92606**

### **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](https://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](mailto: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](https://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](mailto: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**

**1. PRESENTATION**

***1.1 STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES:  
STAKEHOLDER ENGAGEMENT PLAN***

**PUBLIC COMMENTS – AGENDIZED ITEMS**

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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.

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**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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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.

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## **INTRODUCTIONS**

## **ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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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.

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## **2. COMMITTEE REPORTS**

### ***2.1 HIGH SCHOOL YOUTH ACTION TEAM REPORT***

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

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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 Children, Youth and Families Advisory Committee meeting held November 30, 2022.

### ***3.2 SELECTION OF A SUBCOMMITTEE FOR IRVINE CHILDREN, YOUTH AND FAMILIES 2023-2028 STRATEGIC PLAN PROCESS***

#### **RECOMMENDED ACTION:**

Discuss and select members of the Irvine Children, Youth and Families Advisory Committee (ICYFAC) to serve on a subcommittee as a part of the 2023-2028 Irvine Children, Youth and Families Strategic Plan process.

### ***3.3 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEMBER-AT-LARGE RECRUITMENT***

#### **RECOMMENDED ACTION:**

Appoint Irvine Children, Youth and Families Advisory Committee members to serve on a selection committee to fill expiring Member-at-Large positions.

## **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](http://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**

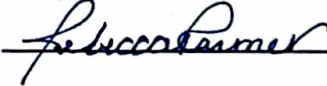
To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**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](http://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 February 15, 2023 by 5:30 p.m. as well as on the City's web page.

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

# **1. PRESENTATION**

## **ITEM 1.1**

### **STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES: STAKEHOLDER ENGAGEMENT PLAN**

(There is no report associated with this item.)

## **2. COMMITTEE REPORTS**

### **ITEM 2.1**

#### **HIGH SCHOOL YOUTH ACTION TEAM 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

**November 30, 2022**  
**Quail Hill Community Center**  
39 Shady Canyon Drive  
Irvine, California 92603

### CALL TO ORDER

The regular meeting of the Irvine Children, Youth and Families Advisory Committee (ICYFAC) was called to order at 5:40 p.m. on November 30, 2022, at Quail Hill Community Center, 39 Shady Canyon Drive, Irvine, California via Zoom: Chair Wendy Bokota presiding.

### ROLL CALL

Present: 13	Chair:	Wendy Bokota
	Vice Chair:	Dina Eletreby
	Committee Member:	Mariana Bosch**
	Committee Member:	Brooke Cazier
	Committee Member:	Mary Ann Foo
	Committee Member:	Diane Gale*
	Committee Member:	Naz Hamid
	Committee Member:	Elaine King**
	Committee Member:	Ameer Mody
	Committee Member:	Mia Phelps
	Committee Member:	Jing Sun
	Committee Member:	Sahra Tanikawa
	Committee Member:	Kristie To

\*Left meeting at 7:11 p.m.

\*\*Left meeting at 7:20 p.m.

### PLEDGE OF ALLEGIANCE

Chair Bokota lead the Pledge of Allegiance.

**PRESENTATIONS**

There were no presentations.

**PUBLIC COMMENTS – AGENDIZED ITEMS**

There were none.

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

There were none.

**INTRODUCTIONS**

Staff made the following introductions:

- Elaine King, M.D., Councilmember Agran’s appointee
- Mariana Bosch from Irvine Unified School District
- Mia Phelps and Kristie To, incoming Youth Action Team representatives for 2023
- Lieutenant Bill Bingham, Irvine Police Department.

**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

Kristin Auer, Community Services Manager, made the following announcements:

- Ryan Painter has been promoted from Supervisor to Superintendent
- Rebecca Parmer, Community Services Administrative Secretary, will serve as Recording Secretary for ICYFAC
- Dena Diggins has been appointed as Interim Director for Community Services
- Alvia Lee, Program Coordinator at Heritage Community Park, will provide technical assistance at ICYFAC meetings

Mila Nenadic and Bardia Safari were thanked for their service on ICYFAC from May 2021 to May 2022.

**1. COMMITTEE UPDATES**

**1.1 Committee Members Phelps and To provided an update on High School Youth Action Team (YAT) programs:**

YAT completed over 7,500 hours of service since June 2022, supporting over 300 volunteer projects for local nonprofits and City programs and events. YAT continues to host mental health activities on every high school campus to promote mental health and wellness, along with numerous social events.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions.

**2. COMMITTEE BUSINESS**

**2.1 MINUTES**

**ACTION:**

Moved by Vice Chair Eletreby, seconded by Committee Member Cazier, and unanimously carried by those members present to 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**

**ACTION:**

Moved by Committee Member Gale, seconded by Committee Member Bosch, and unanimously carried by those members present to 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**

Superintendent Ryan Painter, introduced Christina Altmayer, HMA Principal and Project Director, to discuss the 2023-2028 Strategic Plan timeline and Stakeholder Engagement.

**ACTION:**

Moved by Vice Chair Eletreby, seconded by Committee Member Sun, and unanimously carried by those members present (Committee Members Bosch, Gale, and King absent) to approve the list of potential stakeholders to be included in the 2023-2028 Strategic Plan for Irvine Children, Youth and Families.

**ADJOURNMENT**

Moved by Vice Chair Eletreby, seconded by Committee Member Sun, and unanimously carried by those members present (Committee Members Bosch, Gale, and King absent) to adjourn the meeting at 7:25 p.m.

\_\_\_\_\_  
WENDY BOKOTA  
CHAIR

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

\_\_\_\_\_  
REBECCA PARMER  
RECORDING SECRETARY

## **ITEM 3.2**

# **SELECTION OF A SUBCOMMITTEE FOR IRVINE CHILDREN, YOUTH AND FAMILIES 2023-2028 STRATEGIC PLAN PROCESS**



# REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

**MEETING DATE:** FEBRUARY 22, 2023

**TITLE:** SELECTION OF A SUBCOMMITTEE FOR IRVINE CHILDREN, YOUTH AND FAMILIES 2023-2028 STRATEGIC PLAN PROCESS

  
Interim Director of Community Services

## RECOMMENDED ACTION

Discuss and select members of the Irvine Children, Youth and Families Advisory Committee (ICYFAC) to serve on a subcommittee as a part of the 2023-2028 Irvine Children, Youth and Families Strategic Plan process.

## EXECUTIVE SUMMARY

On October 26, 2021, 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, 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, City Council approved 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.

The 2023-2028 Strategic Plan process began at the November 30, 2022 ICYFAC meeting with introductions, discussion, and development of a list of potentially relevant stakeholders. ICYFAC's input was used to help develop a Strategic Plan Stakeholder Engagement Plan that will ensure inclusion of community stakeholders, comprehensive input from a variety of age groups, and opportunities for all residents to provide input.

The remaining 2023-2028 Strategic Plan process timeline is as follows:

- HMA, in coordination with staff, will plan, organize, and conduct stakeholder meetings and interviews, town hall meetings, and community surveys.
  - Began January 2023 and will continue through April 2023

- HMA, in coordination with staff, will collect and mine relevant data from a variety of existing sources to be reviewed, analyzed, and used in identifying needs, gaps in services, and resources for the community.
  - Began December 2022 and ongoing
- 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/Summer 2023
- Present a final version of the 2023-2028 Strategic Plan to ICYFAC, relevant Committees, Commissions, and City Council.
  - Fall 2023

#### **COMMISSION/BOARD/COMMITTEE RECOMMENDATION**

Not applicable.

#### **ANALYSIS**

As the 2023-2028 Strategic Plan process continues, staff requests ICYFAC appoint members to serve on a subcommittee to provide ongoing representation throughout the process. Subcommittee members will attend regular check-in meetings with staff and HMA, provide area expertise, and help facilitate other key areas of the 2023-2028 Strategic Plan. Members of the subcommittee will also help facilitate promotion of stakeholder meetings/town halls, review initial data, and provide ongoing input to staff and HMA.

#### **ALTERNATIVES CONSIDERED**

ICYFAC may choose to not select members to serve on a Subcommittee. This is not recommended as the Subcommittee will serve as a key component to ongoing involvement and continued input in the 2023-2028 Strategic Plan development process.

#### **FINANCIAL IMPACT**

There is no financial impact to selecting a Subcommittee.

**REPORT PREPARED BY** Kristin Auer, Community Services Manager  
Ryan Painter, Community Services Superintendent

**ITEM 3.3**

**IRVINE CHILDREN, YOUTH AND FAMILIES  
ADVISORY COMMITTEE MEMBER-AT-  
LARGE RECRUITMENT**



# REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

**MEETING DATE:** FEBRUARY 22, 2023

**TITLE:** IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEMBER-AT-LARGE RECRUITMENT

Interim Director of Community Services

## RECOMMENDED ACTION

Appoint Irvine Children, Youth and Families Advisory Committee (ICYFAC) members to serve on a selection committee to fill expiring Member-at-Large positions.

## EXECUTIVE SUMMARY

The purpose of ICYFAC is to serve as a public advisory body of the City of Irvine, reporting to the Community Services Commission. ICYFAC's purpose is to be achieved in accordance with the goals and objectives of City Council and Community Services Commission. The mission of ICYFAC is to provide ongoing review and evaluation of the City's children, youth, and family related initiatives.

In accordance with the ICYFAC Bylaws, Article 5 - Membership, Section 5.3 – Two (2) Members-at-Large – Members-at-Large are selected through a public recruitment to serve two-year terms, subject to approval by the Community Services Commission and the constraints of Committee Bylaws. ICYFAC shall have the opportunity to review and comment to the Community Services Commission prior to appointment or reappointment of members (Attachment).

ICYFAC's Member-at-Large positions will expire April 2023. The terms of the new members will be for two years, from May 2023 through April 2025.

## COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

## ANALYSIS

ICYFAC was established in 2008 as part of City Council's acceptance of the Strategic Plan for Children, Youth and Families report. In accordance with the ICYFAC Bylaws, Article 5, Membership, the Mayor and each member of the City Council shall nominate one member to serve on ICYFAC. Two members of the Community Services Commission shall serve on ICYFAC, and two at-large community members are selected through a



public recruitment. In addition, two youth members are selected through the City's Youth Action Team for Committee service. The following groups are asked to nominate one person to represent the interest of their respective constituencies:

- One Irvine Unified School District representative
- One Tustin Unified School District representative
- One Irvine Prevention Coalition representative
- One Irvine Child Care Committee representative
- One Irvine Public Safety (Ex-Officio member)

Staff requests ICYFAC appoint three members to serve on a Member-at-Large selection committee. The Member-at-Large recruitment is open February 15, 2023, to March 15, 2023, with terms beginning May 2023 and ending April 2025.

Members of the selection committee will review applications received by the Community Services Department. Staff will schedule applicant interviews with members of the selection committee. The selection committee will recommend final candidates for approval by the Community Services Commission on behalf of ICYFAC.

#### **ALTERNATIVES CONSIDERED**

ICYFAC may choose to delay the appointments of the selection committee to fill the Member-at-Large positions and request the item be carried over to the May meeting. This is not recommended as postponing the recruitment and appointment would leave the two Member-at-Large positions vacant for the next ICYFAC meeting.

#### **FINANCIAL IMPACT**

There are no new fiscal or staff impacts associated with the recommended ICYFAC selection committee appointments.

**REPORT PREPARED BY** Kristin Auer, Community Services Manager  
Ryan Painter, Community Services Superintendent

#### **ATTACHMENT**

Irvine Children, Youth and Families Advisory Committee Bylaws



**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.