



# AGENDA

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

Imithri Bodhinayake  
Chair

Diane Gale  
Vice Chair

Committee Members:

Mariana Bosch  
Aarti Chopra  
Shelby Clatterbuck  
Elaine King  
Wenli Lin  
Melanie McCorkle  
Nazy Nassiri  
Donna Schwartze  
Jessica Winn  
Stephanie Yomorta  
Shareen Young  
VACANT-Parent/Guardian Rep

March 14, 2023

9:00 AM

Irvine City Hall, L102  
1 Civic Center Plaza  
Irvine, California 92606

### **PARTICIPATION AT IRVINE CHILD CARE COMMITTEE MEETING**

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE). YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: TRACI STUBBLER, 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO [ICCCPUBLICCOMMENT@CITYOFIRVINE.ORG](mailto:ICCCPUBLICCOMMENT@CITYOFIRVINE.ORG). YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-COMMITTEE).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE COMMITTEE ON A SCHEDULED AGENDA ITEM, NON-AGENDA ITEM, OR PUBLIC HEARING, PLEASE FILL OUT A REQUEST TO SPEAK FORM AND SUBMIT TO THE RECORDING SECRETARY. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE CHILD CARE COMMITTEE ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILD CARE COMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME PUBLIC COMMENTS AND PUBLIC HEARINGS ARE HEARD BY THE IRVINE CHILD CARE COMMITTEE. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER DEPENDING ON RELEVANT CIRCUMSTANCES, WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

**PLEASE TAKE NOTICE THAT** THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

**PLEASE NOTE:** THE IRVINE CHILD CARE COMMITTEE MEETING IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-

724-6635, OR VIA EMAIL AT [ICCCPUBLICCOMMENT@CITYOFIRVINE.ORG](mailto:ICCCPUBLICCOMMENT@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 EARLY DEVELOPMENT INDEX 2022 RESULTS – IRVINE UNIFIED SCHOOL DISTRICT***

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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Public comments on non-agendized items will be heard no sooner than 9 a.m. Any member of the public may address the Irvine Child Care Committee on items within the 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, as the discretion of the Chair or by a majority vote of the Committee.

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**INTRODUCTIONS**

**STAFF ANNOUNCEMENTS**

**COMMITTEE ANNOUNCEMENTS**

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

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**2. COMMITTEE REPORTS**

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

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

**ADDITIONS AND DELETIONS**

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Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Committee meeting.

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**3. COMMITTEE BUSINESS**

**3.1 MINUTES**

**RECOMMENDED ACTION:**

Approve the minutes of the Irvine Child Care Committee meeting held January 10, 2023.

**3.2 IRVINE CHILD CARE COMMITTEE APPOINTMENT**

**RECOMMENDED ACTION:**

Recommend the Community Services Commission appoint Yulree Tio to serve as Parent/Guardian Representative on the Irvine Child Care Committee from April 1, 2023 to December 31, 2024.

**3.3 2022 IRVINE CHILD CARE COMMITTEE PROVIDER SURVEY**

**RECOMMENDED ACTION:**

Receive and file 2022 Irvine Child Care Provider Survey results.

**ADJOURNMENT**

**NOTICE TO THE PUBLIC**

At 11 a.m., the Irvine Child Care Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12 p.m. noon and will continue all other items on which additional time is required until a future Irvine Child Care Committee meeting. All meetings are scheduled to terminate at 12 p.m. noon.

**STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Committee liaison and are available for public inspection and copying once the agenda is publicly posted (at least 7 days prior to a regular Irvine Child Care Committee meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) at least 7 days prior to the scheduled Irvine Child Care Committee meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Committee liaison at (949) 724-6635.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Committee liaison at (949) 724-6635.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC  
FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/Handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Committee at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Child Care Committee liaison at 949-724-6635.

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

**COMMUNICATION AND ELECTRONIC DEVICES**

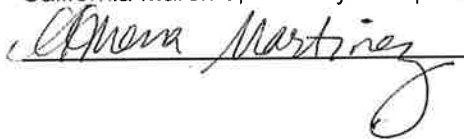
To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Child Care Committee are held on the second Tuesday of select months at 9 a.m. Agendas are available at the following locations:

- Community Services Department
- Police Department
- Front Entrance of City Hall
- City's web page at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Child Care Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, 1 Civic Center Plaza, Irvine, California March 6, 2023 by 5:30 p.m. as well as on the City's web page.

 Committee Liaison

# **1. PRESENTATION**

## **1.1 EARLY DEVELOPMENT INDEX 2022 RESULTS**

*(There is no report associated with this item.)*

## **2. COMMITTEE REPORTS**

### **2.1 Irvine Child Development Center Operating Corporation**

*(There is no report associated with this item.)*

## **2.2 Irvine Children, Youth and Families Advisory Committee**

*(There is no report associated with this item.)*

## **3. COMMITTEE BUSINESS**

**3.1 MINUTES**





# MINUTES

## IRVINE CHILD CARE COMMITTEE REGULAR MEETING

**January 10, 2023**  
**Irvine City Hall, L102 and Zoom**  
**1 Civic Center Plaza**  
**Irvine, California**

### CALL TO ORDER

The regular meeting of the Irvine Child Care Committee (Committee) was called to order at 9:02 a.m. on January 10, 2023, in Conference Room L102 at Irvine Civic Center, 1 Civic Center Plaza, Irvine, California; Chair Schwartz presiding.

### ROLL CALL

Present:	11	Committee Member:	Mariana Bosch
		Committee Member:	Jen Chiou
		Committee Member:	Aarti Chopra**
		Committee Member:	Diane Gale
		Committee Member:	Elaine King*
		Committee Member:	Wenli Lin
		Committee Member:	Nazy Nassiri
		Committee Member:	Jessica Winn
		Committee Member:	Shareen Young
		Vice Chair:	Imithri Bodhinayake
		Chair:	Donna Schwartz
Absent:	1	Committee Member:	Shelby Clatterbuck

*\* Arrived at 9:06*

*\*\* Arrived at 9:26*

### PLEDGE OF ALLEGIANCE

Chair Schwartz led the Pledge of Allegiance.

### 1. PRESENTATION

#### **1.1 STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES: EARLY CHILDHOOD EDUCATION FOCUS GROUP**

Ilia Rolon, Senior Consultant with Health Management Associates, led a discussion about supporting the needs of parents and children who live in Irvine.

**PUBLIC COMMENTS – AGENDIZED ITEMS**

There were no requests to speak.

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

There were no requests to speak.

**INTRODUCTIONS**

There were no introductions.

**ANNOUNCEMENTS/COMMITTEE REPORTS**

There were no announcements/committee reports.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**2. COMMITTEE REPORTS**

There were no committee reports.

**3. COMMITTEE BUSINESS**

**3.1 MINUTES**

**ACTION: Moved by Committee Member Winn, seconded by Committee Member Lin, and unanimously carried by those members present (Committee Members Chopra and Clatterbuck absent) to approve the minutes of the Irvine Child Care Committee meeting held November 8, 2022.**

**3.2 APPOINTMENT OF MEMBER REPRESENTATIVES TO THE IRVINE CHILD DEVELOPMENT CENTER OPERATION CORPORATION BOARD OF DIRECTORS AND THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE**

**1) ACTION: Moved by Committee Member Bodhinayake, seconded by Committee Member Nassiri, and unanimously carried by those members present (Committee Members Chopra and Clatterbuck absent) to approve Jessica Winn to serve as the Irvine Child Development Center Operating Corporation Representative on the Irvine Child Care Committee.**

- 2) **ACTION:** Moved by Committee Member Schwartz, seconded by Committee Member King, and unanimously carried by those members present (Committee Members Chopra and Clatterbuck absent) to approve Diane Gale to serve as the Irvine Children Youth and Families Advisory Committee Representative on the Irvine Child Care Committee.

**3.3 IRVINE CHILD CARE COMMITTEE REORGANIZATION**

- 1) **ACTION:** Moved by Committee Member Schwartz, seconded by Committee Member Lin, and unanimously carried by those members present (Committee Members Chopra and Clatterbuck absent) to approve Imithri Bodhinayake as Chair of the Irvine Child Care Committee.
- 2) **ACTION:** Moved by Committee Chair Bodhinayake, seconded by Committee Member Lin, and unanimously carried by those members present (Committee Members Chopra and Clatterbuck absent) to approve Diane Gale to serve as Vice Chair of the Irvine Child Care Committee.

**ADJOURNMENT**

Moved by Committee Member Gale, seconded by Committee Member Nassiri, and unanimously carried to adjourn the meeting at 10:31 a.m.

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IMITHRI BODHINAYAKE  
CHAIR

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TRACI STUBBLER  
CHILD CARE COORDINATION SUPERVISOR

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DATE APPROVED

## **3.2 IRVINE CHILD CARE COMMITTEE APPOINTMENT**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** MARCH 14, 2023

**TITLE:** IRVINE CHILD CARE COMMITTEE APPOINTMENT

Interim Director of Community Services

## RECOMMENDED ACTION

Recommend the Community Services Commission appoint Yulree Tio to serve as parent/guardian representative on the Irvine Child Care Committee from April 1, 2023 to December 31, 2024.

## EXECUTIVE SUMMARY

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

In accordance with Committee Bylaws (Attachment 1), the Committee is comprised of 14 voting members consisting of Liaison and Appointee representatives. The six Liaison members include two community representatives, two center- or home-based child care providers, and two parent/guardian members. The eight Appointee members represent three educational organizations and five City Council appointees.

An open recruitment is held every two years to fill the two parent/guardian representative seats to serve a two-year term beginning the following January. The recruitment was open from August 10, 2022 to September 1, 2022. Two candidates from the nine applications received were recommended by a selection committee made up of three members of the Committee for appointment. Community Services Commission (Commission) appointed Stephanie Yomorta to the Committee January 4, 2023. One applicant withdrew their application, leaving a parent/guardian representative position vacant.

## ANALYSIS

The Committee is a public advisory body reporting to the Commission. Committee members provide input and develop recommendations related to the availability of affordable quality child care and early education in Irvine.

An open recruitment was conducted August 10 through September 1, 2022, to fill two parent/guardian representative positions, each serving two-year terms. Nine applications were received, and all nine applicants were interviewed by the selection committee. At its October 11, 2022 meeting, the Committee recommended two applicants be appointed by the Commission to serve as parent/guardian representatives. At its January 4, 2023 meeting, the Commission voted to approve one parent representative, Stephanie Yomorta, to the Committee and delay the consideration of appointment of James Mai. On January 25, 2023, James Mai withdrew his application, leaving a vacant parent/guardian representative seat on the Committee.

The selection committee recommended candidates who demonstrated awareness of child care related issues and the ability to assess, articulate, and advocate for the concerns and needs of young children and families. The background and experience of the recommended candidate closely aligns with the Committee's goals to enhance child care and early education, provide resources, and serve as a liaison to the community as a whole.

The Committee recommends the Commission appoint Yulree Tio as a parent/guardian representative to serve on the Committee.

- **Yulree Tio** is a resident of Irvine and a parent of two young children. Ms. Tio is the owner of a small business and has previous experience as a board member for the Center for Asian Pacific Families; as Director of Project by Project Los Angeles; and served on the Asian Professional Exchange. Ms. Tio is interested in learning about programs and services for families in the community and using her marketing experience to promote these resources to new families.

A redacted application for the recommended candidate is presented as Attachment 2.

## **ALTERNATIVES CONSIDERED**

The Committee may consider not recommending the candidate and request a new recruitment process.

## **FINANCIAL IMPACT**

There are no new fiscal impacts associated with the recommended Committee appointments.

**REPORT PREPARED BY** Traci Stubbler, Community Services Supervisor

## **ATTACHMENTS**

1. Irvine Child Care Committee Bylaws
2. Candidate Application



## IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04  
Community Services Commission Approved: 06/06/2018

  
Director of Community Services

### 1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Child Care Committee (hereinafter "Committee").

### 2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at One Civic Center Plaza in Irvine, California.

### 3.0 PURPOSE, MISSION, AND DUTIES

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

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

3.3 Duties - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

The Committee shall appoint one representative from their membership to serve on the Irvine Child Development Center Operating Board and one representative to serve on the Irvine Children, Youth and Families Advisory Committee, as appropriate.

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

#### **4.0 GENERAL STATEMENT OF POLICY**

Provisions of the Irvine Municipal Code, Title I, Division 4-Commissions and Committees, are applicable to all Commissions and Committees appointed by, or otherwise operating under authority of the City of Irvine, City Council and/or its properly appointed delegate.

#### **5.0 MEMBERSHIP**

The Committee shall consist of no more than fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the Membership on the Committee is comprised of representatives meeting the following requirements and procedures:

##### **5.1 Appointee Members**

5.1.1 One representative from each of the following educational Organizations, Irvine Unified School District, University of California, Irvine, and Irvine Valley College, shall be appointed by their respective organizations and serve a term of office in accordance with that appointment.

5.1.2 Each member of the City Council shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

5.2 Liaison Members - Shall be selected through the following procedure: All interested persons who reside or are employed in the City of Irvine shall submit written applications and all applicants will be invited to an oral interview with a minimum of three (3) Committee Members and one (1) optional representative from the Community Services Commission. Term of office shall be a period of two years. Reappointment to another term is possible by complying with the procedure outlined herein.

5.2.1 Community Members - Two (2)

5.2.2 Center- or Home-based Child Care Provider Members who operate or work in a child care program licensed by the State of California Community Care Licensing Division - Two (2)

5.2.3 Parent/Guardian Members having children under the age of 12 at the time of application submittal - Two (2)

##### **5.3 Resignation, Vacancies, and Removal**

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



5.3.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

5.3.3. Removal - In the event a Committee Member fails to attend three (3) consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry such a motion.

## **6.0 VOTING**

6.1 One Vote Per Member - Committee Members shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

## **7.0 OFFICERS**

Officers of the Committee shall include a Chair and a Vice Chair, each of whom shall be a voting member of the Committee. The officers shall be elected by the Committee annually.

7.1 Election - Regular election of officers shall be held annually. The term of office shall be one (1) year, commencing upon election.

7.2 Chair - The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and represent the Committee to the Commission, the City Council and City staff.

7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

## **8.0 MEETINGS**

All meetings shall be open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.

8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.

- 8.3 Quorum - A majority of the Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Committee shall meet six (6) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

## 9.0 BYLAWS

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-04

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE CHILD CARE COMMITTEE

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Child Care Committee; and

WHEREAS, the Irvine Child Care Committee has approved revisions to its Bylaws to assure relevance to its mission; and

WHEREAS, the Bylaws amended are consistent with the City Council direction as to the mission of the Committee; and

NOW, THEREFORE, the Community Services Commission of the City of Irvine, DOES HEREBY RESOLVE as follows:

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

SECTION 2. Based on the above findings, the Community Services Commission of the City of Irvine DOES HEREBY RECOMMEND the adoption of the amended Bylaws of the Irvine Child Care Committee, attached hereto as Exhibit A.

SECTION 3. The Secretary to the Community Services Commission shall certify to the passage of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 6<sup>th</sup> day of June 2018 by the following roll-call vote:

AYES:	5	COMMISSIONERS:	Trussell, Schultz, Johnson-Norris, Konte, and Owens
NOES:	0	COMMISSIONERS:	None
ABSENT:	0	COMMISSIONERS:	None
ABSTAIN:	0	COMMISSIONERS:	None

  
\_\_\_\_\_  
CHAIR OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE

  
\_\_\_\_\_  
SECRETARY OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE



## APPLICATION FOR APPOINTIVE POSITION

**INSTRUCTIONS:**

A separate application is required for each appointive position for which you apply. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. Applications will be kept on file for one (1) year from the date received. Once submitted, this application is a public document and is open for inspection and copying.

Irvine Municipal Code Section 1-4-103 - Eligibility: Any person, whether or not a resident of the City, shall be eligible to serve on committees; but only residents of the City shall be eligible to serve on commissions unless the unanimous approval of the City Council is obtained. Any person appointed to or selected for a commission or committee in conformity with these rules and regulations shall be a voting member thereof. As used in this rule, a resident of the City is any person eligible to register to vote in municipal elections.

APPLICANT INFORMATION			
NAME OF COMMISSION/COMMITTEE/BOARD			DATE
Irvine Child Care Committee			August 09, 2022
NAME			PHONE*
FIRST Yulree	LAST Tio		[REDACTED]
RESIDENCE ADDRESS*			EMAIL*
[REDACTED]			[REDACTED]
CITY	STATE	ZIP	HOW LONG HAVE YOU LIVED IN IRVINE?
Irvine	CA	92618	1 year
BUSINESS ADDRESS			ELIGIBLE TO REGISTER TO VOTE IN IRVINE?
			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
CITY	STATE	ZIP	BUSINESS PHONE
	CA		

EDUCATION INFORMATION		
NAME AND LOCATION OF COLLEGES/UNIVERSITIES ATTENDED	MAJOR	DEGREE
University of Southern California	International Relations	Bachelors

The City of Irvine takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject-matter of this form. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to us otherwise or unless compelled by a court order, it will not be shared with other agencies, businesses or individuals.

# APPLICATION FOR APPOINTIVE POSITION

## CIVIC EXPERIENCE

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

NAME OF ORGANIZATION	DATES SERVED		OFFICE HELD (If any)
	START DATE	END DATE	
Center for Asian Pacific Families (CPAF)	1/2015	12/2016	Board Member
Project by Project Los Angeles	01/2009	12/2015	President, Director
APEX	01/2009	12/2011	Director

## OCCUPATIONAL HISTORY

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION (List all positions held for the last five (5) years)

FIRM OR ORGANIZATION	EMPLOYMENT		TYPE OF BUSINESS	TITLE
	START DATE	END DATE		
My Blanket shop	01/2021	Current	E-commerce	Co-owner
Pieology HQ	07/2018	04/2021	Food Retail	Marketing Director
Yogurtland HQ	10/2014	07/2018	Food Retail	Marketing Lead

## REFERENCES

INCLUDE NAMES OF AT LEAST TWO (2) RESIDENTS OF IRVINE WHO ARE NOT OFFICIALLY CONNECTED WITH THE CITY

NAME	PHONE*
Hannli Young	██████████
Barbara Colucci	██████████

## OTHER RELEVANT EXPERIENCE/EXPERTISE

I've also volunteered at Asian Youth Center as well as participated in several mentorship programs. I have two kids, a 3 year old and a 1 year old. Although I have lived in Irvine for only one year, I am very familiar with Irvine as I have worked in Irvine for the past 8 years, have a lot of friends, family and colleagues here and have done quite a lot of business in the area as well.

## WHAT IS YOUR UNDERSTANDING OF THE ROLE/RESPONSIBILITY OF THIS COMMISSION/COMMITTEE/BOARD YOU SELECTED?

I am committed to represent and advocate for our Irvine community in regards to child care-related items such as affordable care and education. This commitment comes with an ongoing understanding the needs of the community and attending all the meetings.

Have you ever attended a meeting of this Commission/Committee/Board?  NO  YES If so, how many? \_\_\_\_\_

The City of Irvine takes your privacy seriously. This form asks you to provide the City with certain personal information. Such information is being requested and will be utilized by the City for the specific and limited purpose of future City correspondence regarding the subject-matter of this form. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, the personal information noted by an asterisk (\*) on this form will be kept confidential. Unless you expressly indicate to us otherwise or unless compelled by a court order, it will not be shared with other agencies, businesses or individuals.

# APPLICATION FOR APPOINTIVE POSITION

## WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD ARE:

MOST INTERESTING TO YOU? Giving our youth a leg up by serving as a liaison between the larger community and orgs/programs that support child care and early education. Promoting city events sounds fun as well!

LEAST INTERESTING TO YOU? n/a

## WHAT PROGRAMS/PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED?

Improved promotion of the great programs, facilities and resources we already have, such as the library and all the services they have there. A better organized portal or forum to find/share child care resources (in various languages).

## HOW WOULD YOU APPROACH THESE PROJECT(S) OR PROGRAM(S)?

For programs that already exist but need better promotion, see what avenues of promotion are readily available without the need of funding or very little funds.

## ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?

No

Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests pursuant to the Political Reform Act of the State of California.

  
SIGNATURE

08/09/2022  
DATE

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### **3.3 2022 IRVINE CHILD CARE PROVIDER SURVEY**



# REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

**MEETING DATE:** MARCH 14, 2023

**TITLE:** 2022 IRVINE CHILD CARE PROVIDER SURVEY

  
\_\_\_\_\_  
Interim Director of Community Services

## RECOMMENDED ACTION

Receive and file 2022 Irvine Child Care Provider Survey results.

## EXECUTIVE SUMMARY

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

In January 2022, the Committee approved the Annual Goals and Work Plan (Work Plan) that included the creation and dissemination of a child care provider survey to determine existing needs. The Work Plan (Attachment 2) was revised February 2023, to reflect updates in progress towards meeting goals.

## ANALYSIS

The Work Plan includes strategies to help achieve Committee goals. One of the strategies identified in Goal Area No. 2: Enhance Provision of Child Care and Early Education Service, is to survey child care providers to determine existing needs. To achieve this goal, a survey was developed with input from a subcommittee made up of three Committee members (Bodhinayake, Clatterbuck, and Schwartze) to be disseminated to Irvine child care providers for gathering data on enrollment, tuition/funding assistance for families, staffing, professional development, and expanded transitional-kindergarten preparation.

Subcommittee input resulted in the 2022 Child Care Provider Survey-Center Based Program (Attachment 3) and 2022 Child Care Provider Survey-Family Child Care Provider (Attachment 4).



A link to the 2022 Irvine Child Care-Center Based Program survey was disseminated to 91 licensed center-based programs in Irvine in August of 2022. Efforts resulted in a 63% response rate with 57 programs completing the survey.

A link to the 2022 Irvine Child Care-Family Child Care Provider survey was disseminated to 130 licensed family child care programs in Irvine in December of 2022. Efforts resulted in 70 programs responding to the survey, yielding a 54% response rate.

A summary of the results from each survey are presented as Attachments 5 and 6. The survey results will be used to develop professional development goals to best meet the needs of child care providers.

### **ALTERNATIVES CONSIDERED**

The Committee may choose to develop strategies based on the results of the surveys or focus on other areas of the Work Plan.

### **FINANCIAL IMPACT**

There are no new financial impacts.

**REPORT PREPARED BY** Traci Stubbler, Community Services Supervisor

### **ATTACHMENTS**

1. Irvine Child Care Committee Bylaws
2. Irvine Child Care Committee Annual Goals and Work Plan January 2022-July 2023  
Updated February 2023
3. 2022 Irvine Child Care Provider Survey-Center Based Program
4. 2022 Irvine Child Care Provider Survey-Family Child Care Program
5. 2022 Irvine Child Care Provider Survey-Center Based Program Survey Results  
Summary
6. 2022 Irvine Child Care Provider Survey-Family Child Care Program Survey  
Results Summary



## IRVINE CHILD CARE COMMITTEE BYLAWS

Community Services Resolution Number: 18-04  
Community Services Commission Approved: 06/06/2018

  
Director of Community Services

### 1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Child Care Committee (hereinafter "Committee").

### 2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at One Civic Center Plaza in Irvine, California.

### 3.0 PURPOSE, MISSION, AND DUTIES

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

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

3.3 Duties - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

The Committee shall appoint one representative from their membership to serve on the Irvine Child Development Center Operating Board and one representative to serve on the Irvine Children, Youth and Families Advisory Committee, as appropriate.

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

#### **4.0 GENERAL STATEMENT OF POLICY**

Provisions of the Irvine Municipal Code, Title I, Division 4-Commissions and Committees, are applicable to all Commissions and Committees appointed by, or otherwise operating under authority of the City of Irvine, City Council and/or its properly appointed delegate.

#### **5.0 MEMBERSHIP**

The Committee shall consist of no more than fourteen (14) voting members consisting of Appointee and Liaison representatives, and shall serve pursuant to Section 5310 of the California Organizations Code. Accordingly, the Membership on the Committee is comprised of representatives meeting the following requirements and procedures:

##### **5.1 Appointee Members**

5.1.1 One representative from each of the following educational Organizations, Irvine Unified School District, University of California, Irvine, and Irvine Valley College, shall be appointed by their respective organizations and serve a term of office in accordance with that appointment.

5.1.2 Each member of the City Council shall appoint one member to the Committee for a total of five (5) members, to serve at the pleasure of their Council Member.

5.2 Liaison Members - Shall be selected through the following procedure: All interested persons who reside or are employed in the City of Irvine shall submit written applications and all applicants will be invited to an oral interview with a minimum of three (3) Committee Members and one (1) optional representative from the Community Services Commission. Term of office shall be a period of two years. Reappointment to another term is possible by complying with the procedure outlined herein.

5.2.1 Community Members - Two (2)

5.2.2 Center- or Home-based Child Care Provider Members who operate or work in a child care program licensed by the State of California Community Care Licensing Division - Two (2)

5.2.3 Parent/Guardian Members having children under the age of 12 at the time of application submittal - Two (2)

##### **5.3 Resignation, Vacancies, and Removal**

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

5.3.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.

5.3.3. Removal - In the event a Committee Member fails to attend three (3) consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry such a motion.

## **6.0 VOTING**

6.1 One Vote Per Member - Committee Members shall be entitled to one vote.

6.2 Proxy Votes - No proxy votes are permitted.

## **7.0 OFFICERS**

Officers of the Committee shall include a Chair and a Vice Chair, each of whom shall be a voting member of the Committee. The officers shall be elected by the Committee annually.

7.1 Election - Regular election of officers shall be held annually. The term of office shall be one (1) year, commencing upon election.

7.2 Chair - The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and represent the Committee to the Commission, the City Council and City staff.

7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

## **8.0 MEETINGS**

All meetings shall be open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.

8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.

- 8.3 Quorum - A majority of the Committee Members shall constitute a quorum. A majority vote of Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Committee shall meet six (6) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

## 9.0 **BYLAWS**

Amendments to these bylaws are subject to approval and adoption by the Commission by a majority of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-04

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE CHILD CARE COMMITTEE

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Child Care Committee; and

WHEREAS, the Irvine Child Care Committee has approved revisions to its Bylaws to assure relevance to its mission; and

WHEREAS, the Bylaws amended are consistent with the City Council direction as to the mission of the Committee; and

NOW, THEREFORE, the Community Services Commission of the City of Irvine, DOES HEREBY RESOLVE as follows:

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

SECTION 2. Based on the above findings, the Community Services Commission of the City of Irvine DOES HEREBY RECOMMEND the adoption of the amended Bylaws of the Irvine Child Care Committee, attached hereto as Exhibit A.

SECTION 3. The Secretary to the Community Services Commission shall certify to the passage of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 6<sup>th</sup> day of June 2018 by the following roll-call vote:

AYES:	5	COMMISSIONERS:	Trussell, Schultz, Johnson-Norris, Konte, and Owens
NOES:	0	COMMISSIONERS:	None
ABSENT:	0	COMMISSIONERS:	None
ABSTAIN:	0	COMMISSIONERS:	None

  
\_\_\_\_\_  
CHAIR OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE

  
\_\_\_\_\_  
SECRETARY OF THE COMMUNITY SERVICES COMMISSION FOR THE CITY OF IRVINE

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

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

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

**Duties** - The Committee's duties include, but shall not be limited to, working collaboratively with City departments and community organizations to enhance the provision of child care and early education services, providing outreach, and serving as a liaison to the community by informally sharing information learned at meetings, promoting City events for families and early childhood educators and sharing questions, concerns and ideas from the community with the Committee.

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

<b>Irvine Child Care Committee Annual Goals and Work Plan</b>			
<b>Goal Area #1: Needs of the Community Pertaining to Child Care</b>			
<b>Strategy</b>	<b>By June 2022</b>	<b>By December 2022</b>	<b>By June 2023</b>
<p><b>1. Update the ICCC Bylaws</b></p> <p>To include: representation from Tustin Unified School District (TUSD)</p>	<ul style="list-style-type: none"> <li>▪ <del>Draft revised ICCC Bylaws, present to full Committee</del></li> <li>▪ <del>Once approved, present to Community Services Commission</del></li> <li>▪ <del>Revise if/as requested</del></li> </ul>	<ul style="list-style-type: none"> <li>▪ November 29, 2022 reached out to TUSD Kinder Readiness Principal to invite to ICCC meetings – no response</li> </ul>	<ul style="list-style-type: none"> <li>▪ February 10, 2023 reached out to TUSD Kinder Readiness Principal to invite to ICCC meetings</li> <li>▪ TUSD holds its District wide meetings on Tuesday mornings so a representative is unable to attend. Please continue to send pertinent information. Desire to continue to be a resource for all Irvine resident TUST participants for early education information and resources.</li> <li>▪ Consider update of bylaws in the future if TUSD is able to have a representative member that is consistently unable to attend creates quorum challenges.</li> </ul>

<p><b>2. Assess current child care needs of Irvine families given the pandemic disruption</b></p>	<ul style="list-style-type: none"> <li>Learn about Community Services programming survey to assess if data collected can be used to provide this information</li> <li><del>If not, develop survey that could be distributed through various channels to gather data</del></li> </ul>	<ul style="list-style-type: none"> <li>Community Services department survey regarding City programming did not move forward.</li> </ul>	<ul style="list-style-type: none"> <li>Community Survey requesting input from residents regarding the needs of children, youth and families will be conducted in conjunction with the Strategic Plan Update (Goal Area #5)</li> </ul>
<p><b>Goal Area #2: Enhance Provision of Child Care and Early Education Services (Preserve existing programs/support new in opening)</b></p>			
<p><b>Strategy</b></p> <p><b>By June 2022</b></p> <ul style="list-style-type: none"> <li>Draft survey utilizing previous provider surveys and surveys that have been utilized throughout the pandemic as resources</li> </ul> <p><b>By December 2022</b></p> <ul style="list-style-type: none"> <li>Disseminated 2022 Center Based and Family Child Care Provider Surveys</li> <li>Conducted follow up phone calls with providers to promote survey completion</li> </ul> <p><b>By June 2023</b></p> <ul style="list-style-type: none"> <li>Summarize date and share with ICCC</li> <li>Utilize survey results to create professional development plan for 2023-24 Fiscal Year to best meet the needs of providers</li> </ul>			
<p><b>2. Disseminate information, as it becomes available, regarding expansion of Transitional Kindergarten to all providers</b></p>			
<p><b>Ongoing throughout this period</b></p>			
<p><b>3. Host “Starting a Family Child Care Business” workshop</b></p>	<ul style="list-style-type: none"> <li>Hold – existing family providers struggling to fill enrollment</li> </ul>	<ul style="list-style-type: none"> <li>Hold – existing family providers struggling to fill enrollment</li> </ul>	<ul style="list-style-type: none"> <li>Reach out to Children’s Home Society to inquire if the agency will present at a City of Irvine facility</li> <li>Host a “Starting a Family Child Care Business” workshop</li> </ul>
<p><b>Goal Area #3: Child Care Quality Enhancement</b></p>			
<p><b>Strategy</b></p> <p><b>By June 2022</b></p> <ul style="list-style-type: none"> <li>Hold until data from provider survey is gathered and summarized</li> </ul> <p><b>By December 2022</b></p> <ul style="list-style-type: none"> <li>Hold until data from provider survey is gathered and summarized</li> </ul> <p><b>By June 2023</b></p> <ul style="list-style-type: none"> <li>Identify topics needed and preferred scheduling and delivery format for early childhood educators</li> <li>Identify opportunities available throughout the County and share that information with providers</li> <li>Develop professional development event calendar for 2023-24 to fill any existing gaps</li> </ul>			
<p><b>1. Utilize providers survey results to develop professional development events or identify opportunities available throughout the County to share with Irvine providers</b></p>	<ul style="list-style-type: none"> <li>Hold until data from provider survey is gathered and summarized</li> </ul>	<ul style="list-style-type: none"> <li>Hold until data from provider survey is gathered and summarized</li> </ul>	<ul style="list-style-type: none"> <li>Identify topics needed and preferred scheduling and delivery format for early childhood educators</li> <li>Identify opportunities available throughout the County and share that information with providers</li> <li>Develop professional development event calendar for 2023-24 to fill any existing gaps</li> </ul>



<p>2. Present updated Irvine specific Early Development Index Data</p>	<ul style="list-style-type: none"> <li>It is anticipated that data will become available fall 2022</li> </ul>	<ul style="list-style-type: none"> <li>Present to Irvine Child Care Committee</li> </ul>	<ul style="list-style-type: none"> <li>Present to Irvine early care and education providers</li> <li>Utilize this new data, in conjunction with provider survey data, to identify available or develop new professional development opportunities for providers</li> </ul>
<p><b>Goal Area #4: Outreach to Community to Share Information/Resources Available on the City of Irvine Website</b></p>			
<p>1. Utilize a variety of strategies and communication avenues to outreach to community to share information/resources including: child care availability, how to select quality care, financial assistance for child care, Child Resource Center lending library and mental and behavioral health resources for parents and caregivers</p>		<p><i>Ongoing throughout this period: Continuously brainstorm new strategies to outreach the community, including non-native English speaking community members, track outreach conducted</i></p> <ul style="list-style-type: none"> <li><i>Strategies: Inside Irvine, Irvine Standard, "This month in Irvine" emails, social media, Orange County Public Libraries, Student Centers (IVC/UCI/Concordia), outreach to local non-profits serving at-risk families, pediatrician offices, language learning programs through the City, outreach to employers, City of Irvine Chamber of Commerce, IUSD and TUSD, Committee members share with their agencies/social circles.</i></li> </ul>	
<p>By June 2022</p>		<p>By December 2022</p>	
<p>By June 2023</p>			
<p><b>Goal Area #5: Strategic Plan for Children, Youth and Families</b></p>			
<p>1. Provide support, feedback and guidance to the Irvine Children Youth and Families Advisory Committee as requested related to the development of a new Strategic Plan for Children, Youth and Families</p>		<p><i>Ongoing throughout this period</i></p>	
<p>By June 2022</p>		<p>By December 2022</p>	
<p>By June 2023</p>			



## 2022 Child Care Provider Survey – Center Based Program

Program Name: \_\_\_\_\_

Name of the person completing form: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

### A. Enrollment Information

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

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

2. If you currently do not have any vacancies in a particular age group, please indicate the reason(s):

*(Drop Down Menu)*

- Staffing shortage
- Not enrolling to capacity due to COVID concerns
- Licensed capacity met
- Other (please indicate reason):

### B. Tuition

3. Do you accept Third Party/Subsidized tuition funding? Yes/No

If yes, which agencies do you currently or have you in the past accepted funding from:

*(check box)*

- CalWorks
- Children's Home Society
- Orange County Department of Education
- Other (please indicate funding source):

If no, are you interested in learning more about accepting subsidized funding for children in your care?

Yes/ No

4. Was tuition increased for the 2021–22 school year by more than the typical increase in pre-pandemic years? Yes/No

If yes, please select the reason(s) for the higher than typical increase:

(Drop Down Menu)

- Increased costs of supplies due to COVID
- Increase in staffing needs due to COVID
- Increased salary of staff in order to recruit/retain staff
- Other (please indicate reason):

If no, how did you offset the increased costs of operating during the COVID-19 pandemic? (fill in)

**C. Staffing**

5. Please complete the table below:

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

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

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

	Director	Assistant Director		Teacher		Aide/Asst.	
	FT	FT	PT	FT	PT	FT	PT
<b>Please indicate how many staff members in each position have obtained the following degrees:</b>							
Master's Degree							
Bachelor's Degree							
Associate Degree							
12 or more ECE units							
0–11 ECE units							
<b>Please indicate how many staff members in each position have the following total number of years working in child care:</b>							
11+ years							
6–10 years							

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

#### D. Professional Development

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

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

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

12. Have you or your staff attended a Super Saturday event in the past? Yes/No
13. Would you be interested in having your staff attend a Super Saturday Staff Development Day in the spring of 2023? Yes/No
14. Please rate the following training topics in order of priority (1 being the highest priority) that you would like as an administrator:
  - Recruitment
  - Retention
  - Developing your staff
  - Financial management for child care providers
  - Communicating with challenging parents
  - Diversity, equity, and inclusion
  - Mindfulness/self-care
  - Mental health
  - Other (please list below)

15. What other topics would you like training or support in as an Administrator?  
(*Comment Box*)

16. Please rate the following training topics in order of priority (1 being the highest priority) that you feel your staff would benefit from:
  - Behavior/guidance
  - Curriculum development
  - Communicating with challenging parents
  - Developmentally appropriate practice/child development
  - Supporting children’s social/emotional development
  - Mindfulness/self-care

- Other (please list below):

## E. Expanded Transitional Kindergarten Preparation

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

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

\*IUSD has named their Transitional Kindergarten program Pre-Kindergarten beginning with the 2022–23 school year.

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

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

17. For preschool licensees, if your program does not currently serve infants (0–24 months), is there an interest in exploring your ability to serve this population?  Yes  No  
Please describe what would be needed to accommodate the expansion:
18. For preschool licensees, if your program does not currently serve toddlers (25–35 months), is there an interest in exploring the ability to serve this population?  Yes  No  
Please describe what would be needed to accommodate the expansion:
19. For preschool licensees, would you consider offering a before or after-school program for children under the age of 6? Yes/No
20. Do you currently provide transportation to or from your program? Yes/No  
If yes, indicate mode of transportation:  
(Drop Down Menu)  
Staff chaperoned walk  
Vehicle owned by your program  
Other (please describe):

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

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

To learn more about the State of California's expanded Transitional Kindergarten please visit:

<https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp>.

To learn more about Irvine Unified School District's Early Childhood Education programs please visit:

<https://iusd.org/about/iusd-enrollment/pre-kindergarten-tk>.

***We appreciate your input and thank you for your assistance!***



### 2022 Child Care Provider Survey – Family child Care Home

1. Licensee/Owner: \_\_\_\_\_
2. Program Name: \_\_\_\_\_
3. License Number: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. License Type:      Small       Large

#### A. Enrollment Information

7. Please complete the information below on enrollment. If you do not serve children in any specific category please check "NA" for Not Applicable.

	<b>Infant</b> (0-24 months)	<b>Preschool</b> (2 – 5 years)	<b>School Age</b> (5 years and up)	<b>Totals</b>
<b>Licensed Capacity</b>	or NA	or NA	or NA	
<b>Total Number Enrolled</b> <small>What is the total number of children the program serves in each age category, including children who attend part-day? This number may be higher than the licensed capacity.</small>	or NA	or NA	or NA	
<b>Typical Total Number Enrolled Pre-pandemic</b>	or NA	or NA	or NA	
<b>Number of Current Vacancies</b> <small>What is the number of empty positions that you would enroll to fill today if a parent was interested?</small>	or NA	or NA	or NA	
<b>Number on Active Waiting List</b> <small>(families who want care now)</small>	or NA	or NA	or NA	

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

#### B. Tuition

9. Do you accept third party/subsidized tuition funding?  Yes  No

If yes, which agencies do you currently or have you in the past accepted funding from:  
(check box) Select all that you accept.

- CalWorks
- Children's Home Society
- Orange County Department of Education
- Other (please indicate funding source):

If no, are you interested in learning more about accepting subsidized funding for children in your care?  
 Yes  No

**C. Staffing**

10. If you employ one or more staff members please provide the following information. If you are the only paid individual working with the children in your program please go to question 12 .

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

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

12. Please complete the following questions for yourself and current staff members:

	<b>Licensee</b>	<b>Teacher</b>	<b>Aide/ Assistant</b>
<b>Please indicate how many staff members in each position have obtained the following degrees:</b>			
Master's Degree			
Bachelor's Degree			
Associate Degree			
12 or more ECE units			
0–11 ECE units			
<b>Please indicate how many staff members in each position have the following total number of years working in child care:</b>			
11+ years			
6–10 years			
3–5 years			
1–2 years			
Less than 1 year			

## D. Professional Development

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

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

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

17. Have you or your staff attended a Super Saturday event in the past? Yes/No
18. Would you be interested in having your staff attend a Super Saturday Staff Development Day in the spring of 2023? Yes/No  
Comments: (fill in the blank)
19. What are the top topics you would like training or support in as an Owner/Licensee? Please rank the following topics, 1 being the most desired  
(Drop Down Menu)
- Recruitment and Retention
  - Business management
  - Marketing
  - Financial management for child care providers
  - Communicating with challenging parents
  - Diversity, equity, and inclusion
  - Mindfulness/self-care
  - Behavior/guidance
  - Curriculum development
  - Developmentally appropriate practice/child development
  - Supporting children's social/emotional development
  - Other (please list):

## E. Expanded Transitional Kindergarten Preparation

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

Recently, the State of California passed legislation mandating public school districts to expand access to one year of pre-kindergarten education to all four-year-olds, in a phase-in process. The expansion began in the 2022–23 school year. For the 2023–24 school year, which begins in August 2023, all children who turn five years old between September 2, 2023 and April 2, 2024 will be eligible to enroll in transitional kindergarten.

\*IUSD has named their Transitional Kindergarten program Pre-Kindergarten beginning with the 2022–23 school year.



## 2022 Irvine Child Care – Center Based Program Survey Results

### Data collected August 2022

- 57 of 91 Center Based programs responded – 63% response rate.
  - 15 Infant/toddler programs
  - 35 Preschool programs
  - 26 School age programs

### Enrollment

- Decrease in overall enrollment by approximately 26% as compared to pre-COVID.
  - 28 respondents indicated they do not have any vacancies in a particular age group due to staffing shortage

### Tuition

- 49% of respondents increased tuition by more than the typical increase in pre-pandemic years.
  - Top reasons:
    - Increased salary in order to retain/recruit staff
    - Inflation
- 51% of respondents indicated that they did not raise tuition beyond the traditional increase.
  - Methods identified that were used to offset the increased costs of operating during the pandemic:
    - Paycheck Protection Program Loans, grants, support from church/corporate organizations
    - Scale down operations: decrease staff, lower activity/supply budgets

### Staffing

- 55% respondents' existing staff members were with the program pre-pandemic (either they remained throughout the pandemic or were re-hired).
- 91% of respondents currently recruiting to fill one or more vacant positions.
  - 23% of respondents currently recruiting to fill five or more vacant positions
- Providers indicated the following methods/venues for recruiting:
  - Online recruitment websites (Indeed, ZipRecruiter, LinkedIn, etc.), provider website, Colleges, Career/Job Fairs, Word of mouth, Care.com
- Results regarding educational level and years of experience of staff members are inconclusive due to the number of respondents who skipped these questions.

### Professional Development

- 20% of respondents indicated they and/or their staff member(s) have a Child Resource Center (CRC) Lending Library membership.
  - 28 respondents indicated they are interested in learning more about the CRC Lending Library

- 40% of respondents have participated in one or more professional development activities found by accessing the City of Irvine's website for Early Care and Education Professionals.
- 66% of survey respondents have accessed resources or information posted on the City of Irvine's COVID-19 Related Resources for Child Care Providers website that was created in response to the pandemic.
- Top training topics needed as ranked by respondents:
  - For administrators:
    - Recruitment
    - Developing your staff
    - Communicating with challenging parents
  - For teachers:
    - Behavior/guidance
    - Supporting children's social/emotional development
    - Communicating with challenging parents

### **Expanded Transitional Kindergarten Preparation**

- 13 preschool license holders indicated they would consider offering a before or after-school program for children below age 6.

## 2022 Irvine Child Care - Family Child Care Provider Survey Results

### Data collected December 2022

- 70 of 130 Family Child Care programs responded – 54% response rate.
  - 41 large licensees – may serve up to 14 children
  - 28 small licensees – may serve up to 8 children
  - 1 no response

### Enrollment

- Though there are slight fluctuations on a per-program level, overall enrollment is comparable to pre-COVID.
- 80% of respondents have vacancies in their programs.
- The top reasons identified for those programs not enrolling to capacity are:
  - COVID concerns
  - Staffing shortage
    - Note: large licensees must have at least one assistant present during program hours

### Tuition

- 54% of respondents accept third party/subsidized tuition funding.
  - 12 respondents are interested in learning more about accepting subsidized funding

### Staffing

- 40% of the respondents' existing staff members were with the program pre-COVID (either they remained throughout the pandemic or were re-hired.)
- 24% of respondents are currently recruiting to fill vacant teacher and/or aid positions.
- Providers indicated the following methods/venues for recruiting:
  - Word of mouth, Care.com, Facebook, social media, Indeed, and Craigslist
- 61% of respondents indicated they themselves and/or one or more staff members hold a bachelors or masters degree.
  - Results regarding lower educational levels and years of experience in child care are unreliable based on a comparison of responses to each question with total number of staff reported for the program

### Professional Development

- 31% of respondents have a Child Resource Center (CRC) Lending Library membership.
  - 25 respondents are interested in learning more about the CRC Lending Library
- 40% of survey respondents have participated in one or more professional development activities found by accessing the City's Training Calendar and On-Demand Training and Resources webpages.
- 70% of survey respondents have accessed resources or information posted on the City's COVID-19 Related Resources for Child Care Providers that was created at the onset of the pandemic.

- Top training topics for family child care providers as ranked by respondents:
  - Recruitment & Retention
  - Business Management
  - Financial Management for Child Care Providers
  - Marketing
- Expanded Transitional Kindergarten Preparation:
  - 56% of providers either currently provide an after school program or would consider providing an after school program for children under age six
  - 10 of the 70 respondents already provide supervised transportation from an elementary school to their program either by chaperoned walk or vehicle