



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

May 9, 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. 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. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA "ZOOM." FOR MORE INFORMATION, VISIT 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. 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 ORANGE COUNTY CONDITIONS OF CHILDREN REPORT – Robyn Odendahl,
Health Management Associates Principal

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

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 Irvine Child Care 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 Child Care Committee.

INTRODUCTIONS

STAFF ANNOUNCEMENTS

COMMITTEE ANNOUNCEMENTS

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.

2. COMMITTEE REPORTS

- 2.1 IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION

- 2.2 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE

ADDITIONS AND DELETIONS

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

3. COMMITTEE BUSINESS

Public comments on Irvine Child Care Committee items will be heard at the time the matters are considered. If 10 or fewer requests to speak are submitted, each speaker shall be limited to three minutes per item. If between 11 and 15 speakers submit requests to speak, each speaker shall be limited to two minutes per item. If 16 or more requests to speak are submitted, 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 on the time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Irvine Child Care Committee.

3.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Child Care Committee meeting held March 14, 2023.

3.2 IRVINE CHILD CARE COMMITTEE RECRUITMENT

RECOMMENDED ACTION:

- 1) Open a recruitment for two Community and two Center- or Home-based Child Care Provider Members to serve two-year terms on the Irvine Child Care Committee from January 2024 through December 2025.
- 2) Appoint three Irvine Child Care Committee Members to serve on a selection committee.

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 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

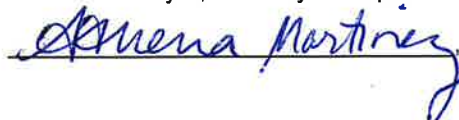
To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

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.

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 May 2, 2023 by 5:30 p.m. as well as on the City's web page.

 Athena Martinez, Committee Liaison

3. BUSINESS

ITEM 3.1

MINUTES



MINUTES

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

March 14, 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 9:03 a.m. on March 14, 2023, in Conference Room L102 at Irvine Civic Center, 1 Civic Center Plaza, Irvine, California; Chair Bodhinayake presiding.

ROLL CALL

Present:	11	Committee Member:	Mariana Bosch
		Committee Member:	Aarti Chopra**
		Committee Member:	Shelby Clatterbuck*
		Committee Member:	Wenli Lin
		Committee Member:	Melanie McCorkle
		Committee Member:	Nazy Nassiri
		Committee Member:	Donna Schwartz
		Committee Member:	Jessica Winn
		Committee Member:	Shareen Young
		Vice Chair:	Diane Gale
		Chair:	Imithri Bodhinayake
Absent:	2	Committee Member:	Elaine King
		Committee Member:	Stephanie Yomorta

** Arrived at 9:07*

*** Arrived at 9:18*

PLEDGE OF ALLEGIANCE

Chair Bodhinayake led the Pledge of Allegiance.

1. PRESENTATION

1.1 EARLY DEVELOPMENT INDEX 2022 RESULTS – IRVINE UNIFIED SCHOOL DISTRICT

Mariana Bosch, Early Learning Specialist Coordinator, and Melissa Zakhar, School Support Teacher on Special Assignment, presented of an overview of the 2022 Early Development Index results for Irvine.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no requests to speak.

INTRODUCTIONS

There were no introductions.

STAFF ANNOUNCEMENTS

There were no staff announcements.

COMMITTEE ANNOUNCEMENTS

There were no committee announcements.

2. COMMITTEE REPORTS

2.1 Irvine Child Development Center Operating Corporation (ICDCOC)

Committee Member Jessica Winn shared ICDCOC is at their highest enrollment post-COVID-19. The school is currently recruiting new teachers.

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

Vice Chair Committee Member Diane Gale shared a subcommittee has been created to promote upcoming focus groups and plan for a youth town hall event for the new strategic plan.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

3. COMMITTEE BUSINESS

3.1 MINUTES

ACTION: Moved by Vice Chair Gale, seconded by Committee Member Young, and unanimously carried by those members present (Committee Members King and Yomorta absent) to approve the minutes of the Irvine Child Care Committee meeting held January 10, 2023.

3.2 IRVINE CHILD CARE COMMITTEE APPOINTMENT

ACTION: Moved by Committee Member Schwartze, seconded by Vice Chair Gale, and unanimously carried by those members present (Committee Members King and Yomorta absent) to approve the appointment of 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

ACTION: Moved by Committee Member Schwartze, seconded by Committee Member Bosch, and unanimously carried by those members present (Committee Members King and Yomorta absent) to receive and file the 2022 Child Care Provider Survey results.

ADJOURNMENT

Moved by Committee Member Schwartze, seconded by Committee Member Young, and unanimously carried by those members present (Committee Members King and Yomorta absent) to adjourn the meeting at 10:35 a.m.

IMITHRI BODHINAYAKE
CHAIR

TRACI STUBBLER
CHILD CARE COORDINATION SUPERVISOR

DATE APPROVED

ITEM 3.2

**IRVINE CHILD CARE COMMITTEE
RECRUITMENT**



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: MAY 9, 2023

TITLE: IRVINE CHILD CARE COMMITTEE RECRUITMENT

Director of Community Services

RECOMMENDED ACTION

- 1) Open a recruitment for two Community and two Center- or Home-based Child Care Provider Members to serve two-year terms on the Irvine Child Care Committee from January 2024 through December 2025.
- 2) Appoint three Irvine Child Care Committee Members to serve on a selection committee.

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), Section 5.2, Liaison Members, a new member recruitment is requested to fill upcoming vacancies for Community and Center- or Home- based Child Care Provider representatives. Selected members will serve a two-year term, commencing January 2024 and continuing through December 2025.

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

COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

The Committee is comprised of five City Council appointees; two parent representatives, two community representatives, two Center- or Home-based Child Care Provider

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

Community and provider representative members serve two-year terms and are traditionally appointed during even years. Recruitment for these members will open August 8, 2023, and close September 1, 2023 with terms beginning January 2024 and ending December 2025.

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

ALTERNATIVES CONSIDERED

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

FINANCIAL IMPACT

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

REPORT PREPARED BY Traci Stubbler, Community Services Supervisor

ATTACHMENT

Irvine Child Care Committee Bylaws



IRVINE CHILD CARE COMMITTEE BYLAWS

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


Director of Community Services

1.0 NAME

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

2.0 LOCATION

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

3.0 PURPOSE, MISSION, AND DUTIES

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

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

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

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

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

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.

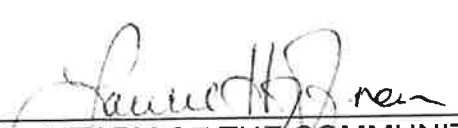
SECTION 3. The Secretary to the Community Services Commission shall certify to the passage of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 6th 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