

**Quality and Productivity Commission Meeting  
Minutes of August 26, 2019**



**PRESENT:**

Maxwell Billieon  
Viggo Butler  
Andrés Cuervo  
Rodney Gibson  
Evelyn Gutierrez  
Nancy Harris  
Nichelle Henderson  
Shawn Landres

Huasha Liu  
Edward McIntyre  
Blaine Meek  
E. Scott Palmer  
Claire Peeps  
Jeffrey J. Penichet  
Will Wright

**County of Los Angeles  
Quality and Productivity  
Commission**

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**ABSENT:**

Jacki Bacharach

**PMN**

Jennifer Coultas

**Chair**

J. Shawn Landres, Ph.D.

**1<sup>st</sup> Vice Chair**

Jacki Bacharach

**2<sup>nd</sup> Vice Chair**

Huasha Liu

**Immediate Past Chair**

Rodney C. Gibson, Ph.D.

**CALL TO ORDER**

Commissioner Landres called the regular meeting of the Quality and Productivity Commission to order at 10:00 a.m. in Room 743 of the Kenneth Hahn Hall of Administration.

**Chair Emeritus**

Edward T. McIntyre

**APPROVAL OF THE MINUTES OF JUNE 24, 2019 AND JULY 22, 2019**

On motion by Commissioner McIntyre and seconded by Commissioner Meek, the minutes of June 24 and July 22, 2019, were unanimously approved.

Maxwell Billieon  
Viggo Butler  
Andrés Cuervo  
Evelyn Gutierrez  
Nancy G. Harris  
Nichelle M. Henderson  
Blaine J. Meek  
E. Scott Palmer  
Claire Peeps  
Jeffrey Jorge Penichet  
Will Wright

**REPORT ON PRODUCTIVITY INVESTMENT FUND PROPOSALS, FISCAL YEAR 2019-20, 1st QUARTER**

Commissioner Landres, on behalf of Commissioner Bacharach, Chair of the Productivity Investment Board (PIB), made the following report.

**Executive Director**

Jackie T. Guevarra, CPA

- The Commission anticipates the Productivity Investment Fund (PIF) budget for Fiscal Year 2019-20 to be approved by the Board of Supervisors as part of the Supplemental Budget in October 2019.
- During the last fiscal year, the Commission budgeted \$3.625 million and awarded \$3.165 million to projects, collected \$302,000 in loan repayments, and \$7,900 in interest payments. As of now, the available PIF fund balance totals \$6,274,793.
- There are five (5) proposals are before the Commission for consideration. Presentations for each proposal will be allotted 30-minutes each, including a brief update by the Department,

**Program Manager**

Laura Perez

**Program Support**

Tammy Johnson



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followed by a question and answer segment with the Commissioners.

- Commissioner Landres announced an interpretation by the Chair of the Commission's Rules of Order, as they apply to the PIF process, as follows:
  - PIF proposals before the Commission each will be heard, discussed, and considered individually in sequence.
  - Commissioner Landres explained that in 2016, due to a low PIF balance, the Commission Chair and PIB Chair each adopted an interpretation of the rules under which all project presentations would be heard before deliberations in order to enable the Commission to make allocation decisions without disadvantaging proposals heard later in a given meeting. With a strong fund balance, as reported, the Officers have advised the Chair that there is no current need for the Commission to continue this practice.
  - After discussion and with no objection, the interpretation of the rules of order will take effect immediately and remain in effect unless rescinded or amended by the Chair or the Commission.

### **20.3 – Public Health, for *Exide Area Lead Paint Remediation Evaluation*, \$200,000 Grant**

Dr. Barbara Ferrer, Cindy Harding, Janet Scully and Catherine Mak from the Department of Public Health were available to answer questions.

Commissioner Landres reported there is a motion out of the PIB recommending a \$200,000 loan.

Commissioner Gibson presented the project. The grant would be used to fund a consultant to evaluate the Exide Area Lead Paint Remediation Program. The consultant will assess existing program activities to identify areas for quality improvement. The project will allow the Department to evaluate efficiencies and challenges of current efforts and incorporate lessons learned to inform future lead paint remediation programs.

After discussion and questions, Commissioner McIntyre moved to amend the motion to approve the \$200,000 as a recoverable grant, with the condition that the Department report lessons learned and changes for future lead abatement work. The amendment was seconded by Commissioner Peeps and unanimously approved. The amended motion was unanimously approved.

### **20.4 – Parks and Recreation, for *Mobile Recreation: Play for All*, \$159,175 Grant**

John Wicker, Norma Garcia, Mika Yamamoto, Andrea Vona and Elizabeth Mendez from the Department of Parks and Recreation were available to answer questions.

Commissioner Landres reported there is a motion out of the PIB recommending a \$159,175 grant. The PIB also asked the Department look into obtaining a zero-emission vehicle, with the Commission's logo to be placed on the vehicle.

Commissioner Gutierrez presented the project. The grant would be used to launch a mobile recreation pilot project offering year-round recreational services to communities that currently are not served by recreational programs. Mobile recreation utilizes parking lots, commercial space and other venues to creatively transform idle space into park-like environments offering fitness fun, arts, culture and sports programming.

After discussion and questions, the motion to approve a \$159,175 grant was unanimously approved. Commissioner Butler was not present for the vote on this item.

**20.2 – Human Resources**, for *LinkedIn Talent Insights License*, \$25,000 Grant

Lisa Garrett, David Miller, Paul Canning, Elyson Raudez, Murtaza Masood, Roozan Zarifan, Pamela Missett, Jim Johnson and Stanley Yen from the Department of Human Resources were available to answer questions.

Commissioner Landres reported there is a motion out of the PIB recommending a \$25,000 grant.

Commissioner Landres asked if any Commissioners had an interest in LinkedIn. No Commissioner had any conflicts.

Commissioner Harris presented the project. The grant would be used to fund the purchase of a LinkedIn Talent Insights license, with higher-level recruiting capabilities. This application will enable the Department's Executive Recruitment staff the ability to access real-time data and insights on talent pools and companies of interests. The unique data sets will allow the County to use the information to make critical decisions in its recruitment efforts.

After discussion and questions, the motion to approve a \$25,000 grant was unanimously approved.

**20.1 – Human Resources**, for *County Training Modernization Project*, \$225,000 Grant

Lisa Garrett, David Miller, Paul Canning, Elyson Raudez, Murtaza Masood, Roozan Zarifan, Pamela Missett, Jim Johnson and Stanley Yen from the Department of Human Resources (DHR) were available to answer questions.

Commissioner Landres reported there is a motion out of the PIB recommending a \$225,000 grant. This project is partly in response to training-related challenges identified by the Commission, which led to the creation of an ad hoc committee to study challenges and opportunities related to employee and commissioner training, in collaboration with DHR and the Executive Office of the Board of Supervisors.

Commissioner Landres commended Commissioner Butler and the ad hoc committee members for their leadership on the matter and for demonstrating how the Commission can work proactively and collaboratively with departments to identify quality- and productivity-related challenges and opportunities and use PIF funds to support departmental efforts to address them.

Commissioner Butler presented the project. The grant would be used to fund the County's Training Modernization Project to update and enhance the Department's library of online trainings. The Department will also utilize the funding to develop staff with the skills to update existing trainings and build new curriculum, purchase a new customized Sexual Harassment Prevention Training to satisfy new state requirements, and acquire an additional server to enable remote access of the training using mobile devices.

After discussion and questions, the motion to approve a \$225,000 grant was unanimously approved.

### **CHAIR'S REPORT**

Commissioner Shawn Landres made the following report:

- The Commission completed Departments Visits with Los Angeles Development Authority (July 29, 2019), Animal Care and Control (July 31, 2019), and the LA County Library (August 12, 2019). Upcoming visits are scheduled with Health Services (October 30, 2019) and Regional Planning (November 7, 2019). Inform staff if you plan to attend a Department Visit.
- The 33<sup>rd</sup> Annual Productivity and Quality Awards (PQA) awards luncheon is scheduled for Wednesday, October 16, 2019. This year's theme is "Empowering Innovative Solutions." The Top Ten site visits are scheduled August 15-28, 2019. The Top Ten will be invited to the Board of Supervisors meeting on October 22, 2019. All Commissioners are encouraged to attend at least three Top Ten Site Visits.
- The Commission will consider two PIF proposals from the Sheriff at the October 28, 2019 meeting.
- The Department of Parks and Recreation will present on October 28, 2019, regarding data-driven decision-making and the Park Needs Assessment (PNA). Also, the Department of Health Services, Office of Diversion and Reentry, and/or the Chief Executive Office's Service Integration Branch are possible speakers for future meetings.
- The CCJCC's next meeting is September 18, 2019, at 11:45 a.m. The meeting on August 21, 2019 was cancelled. Commissioners Landres and Bacharach will give a presentation on public safety and justice-related PIF proposals at the CCJCC's meeting scheduled for October 23, 2019.
- The 2020 Leadership Conference Ad Hoc Committee members are: Will Wright (Chair), Clair Peeps (Vice Chair), Maxwell Billieon, Andres Cuervo, Huasha Liu, Ed McIntyre, Blaine Meek, and the Commission Chair (ex officio).

- The QPC Nominating Ad Hoc Committee will meet on November 13, 2019. Commissioner Liu will lead the Committee as Chair.
- Last Thursday (8/8/19), Shawn Landres was invited to attend a meeting for nonprofit, philanthropic, and local government leaders, including Kathleen Kelly Janus, the Governor's Senior Adviser for Social Innovation. County leaders present were Dr. Christina Ghaly (Department of Health Services), Terri McDonald (Probation), Elizabeth Cohen (Center for Strategic Partnership), and Cynthia Harding (Department of Public Health). The meeting focused on how the State might engage philanthropic and local government partners to achieve its goals.
- Commissioners Landres and Peeps attended the LA n Sync gathering on August 9, 2019. Sachi Hamai was the keynote speaker. LA n Sync is trying to encourage LA-area stakeholders to coordinate their state and federal funding requests.

#### **EXECUTIVE DIRECTOR'S REPORT**

Jackie Guevarra, Executive Director, made the following report:

- An email notification will go out today or tomorrow regarding the PQA luncheon. Invitations were mailed out and delivered on August 24, 2019. The PQA site visits are scheduled for August 19-28, 2019 and filming begins September 4-12, 2019, with editing starting the week of September 16. Suzie Suh has confirmed as Master of Ceremonies for the luncheon.
- The Registrar Recorder/County Clerk's 2019 Continuous Improvement Summit was held on July 25, 2019, at Quiet Cannon in Montebello. Commissioner Bacharach represented the Commission and gave remarks. Commissioner McIntyre and Jackie Guevarra also attended the Summit.
- In addition to PQA, staff is working on FY 2019-20 Second Quarter PIF cycle, the 2018 Annual Report, and the 2020 Leadership Conference.
- The Board of Supervisors Hearing Room is being redesigned. The Board meetings will be moved to another location during this time. We will provide additional details as they become available.
- A new video intercom system to the QPC office has been installed, to allow staff a more efficient way to welcome visitors to the office.

#### **PRODUCTIVITY MANAGERS' NETWORK (PMN) CHAIR'S REPORT**

Jennifer Coultas made the following report:

- The PQA Evaluation was held on August 7, 2019, at the Hacienda Heights Community Center in Hacienda Heights. The venue was changed from the Marina del Rey location after many years. QPC staff received numerous compliments on the beautiful facility, the ease of parking and traffic, and the spaciousness of the room.
- Fifty Productivity Managers, representing 34 departments, including from the 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> supervisory offices, and 6 Commissioners attended the Evaluation. The Productivity Managers and Commissioners read and evaluated 70 PQA proposals.

- Managers complimented the food provided by Willow Catering, and for the homemade desserts from Commissioner McIntyre, Jackie Guevarra, and Jennifer Coultas. The Commission and PMN welcomed the newly appointed Productivity Managers to the Network and to their first PQA evaluation.
- Commissioner Gutierrez recognized the following projects for their creative titles:
  - *Make it a Movie Night with At-Home Chemotherapy* (Health Services-Harbor/UCLA Medical Center)
  - *Putting on AIRS* (Public Social Services)
  - *Goodbye Yellow Manila Folder, Hollo Connectivity (Regional Planning)*
  - *Prescription Processing Time Reduction (Health Services – Olive View Medical Center)*
  - *DHR Live (Human Resources)*
- The tasting for the PQA menu took place on August 6, 2019. The food selected were an asparagus salad, braised short rib, and passion fruit tart.
- The Network's PIB Advisory committee and Productivity Managers have been busy preparing the projects for today's meeting and Department Visits.

### **DEPARTMENT VISITS**

Commissioner Huasha Liu, Chair, Department Visit Ad Hoc Committee, presented the Department Visit reports for the Los Angeles County Development Authority, led by Commissioner Wright, Animal Care and Control, led by Commissioner Gutierrez, and the LA County Library, led by Commissioner Cuervo. Commissioner Liu gave a brief summary of each visit. The Commission received and filed the reports.

Commissioner Gutierrez requested handouts from each visit to be maintained on file for Commissioners to review. Department Visit packets can also be circulated to Commissioners. Commissioner Landres asked Jennifer Coultas and the PMN to schedule training on Department Visits.

### **OPEN DISCUSSION**

In light of delays to approved PIF projects related to internal County purchasing processes, Commissioner Butler suggested the Commission form an ad hoc Committee related to procurement. Commissioner Wright suggested that Michael Owh, the new Purchasing Manager from ISD, meet with the Commission to discuss the County's current procurement process. Commission staff will arrange a meeting.

### **PRODUCTIVITY INVESTMENT FUND PROPOSALS *(continued)***

**20.8 – Museum of Art, for *Relocation of the Balch Art Research Library*, \$625,000 Grant**

Michael Govan, Nancy Thomas, Zoe Carr, Catherine Massey and Ann Rowland from the Los Angeles County Museum of Art were available to answer questions.

Commissioner Landres reported there is a motion out of the PIB recommending a \$625,000 grant.

Commissioner Gibson presented the project. The grant would be used to purchase equipment and relocation costs of the Balch Art Research Library. New compact storage systems will be purchased to replace inoperable and unsafe equipment, enhancing the efficiency and public accessibility of the only comprehensive art library in Los Angeles open to the general public.

After discussion and questions, Commissioner Butler moved to amend the motion to approve the \$625,000 as a recoverable grant. The amendment was seconded by Commissioner Gutierrez, and unanimously approved. The amended motion was unanimously approved. Commissioner Gibson was not present for vote on this item.

**MATTERS NOT POSTED ON THE AGENDA**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

The meeting adjourned at 1:35 p.m.

**NEXT MEETING**

The next full Commission meeting will be on October 28, 2019, at 10:00 a.m., in Room 739, Kenneth Hahn Hall of Administration.