



Los Angeles County QUALITY AND PRODUCTIVITY COMMISSION

MINUTES OF THE MEETING OF October 25, 2021 at 10:00 a.m.

Virtual Meeting

Call in Number: (669) 900-9128

Meeting ID: 872 9495 4454

Passcode: 718387

Join Zoom Meeting

<https://us02web.zoom.us/j/87294954454?pwd=YVNldlB2Q3NDMxgqS3d3dGk3T09YQT09>

County of Los Angeles
Quality and Productivity
Commission

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Chair

Jacki Bacharach

First Vice Chair

Nichelle M. Henderson

Second Vice Chair

E. Scott Palmer

Immediate Past Chair

J. Shawn Landres, Ph.D.

Chairs Emeriti

Rodney C. Gibson, Ph.D.
Edward T. McIntyre

Maxwell Billieon

Viggo Butler

Teresa Dreyfuss

Evelyn Gutierrez

Nancy G. Harris

Huasha Liu

Blaine J. Meek

William B. Parent

Jeffrey Jorge Penichet

Will Wright

Executive Director

Jackie T. Guevarra, CPA

Program Manager

Laura Perez

Program Support

Tammy Johnson

THE FOLLOWING COMMISSIONERS WERE PRESENT (TAKEN BY ROLL CALL):

Jacki Bacharach

Viggo Butler

Teresa Dreyfuss

Evelyn Gutierrez

Nancy Harris

Nichelle Henderson

Shawn Landres

Huasha Liu

Edward McIntyre

Blaine Meek

Scott Palmer

William Parent

William R. Wright

ABSENT

Maxwell Billieon

Rodney Gibson

Jeffrey J. Penichet

PRODUCTIVITY MANAGERS' NETWORK (PMN)

Arman Depanian, Chair

CALL TO ORDER

The Chair called the meeting of the Quality and Productivity Commission to order at 10 a.m.

ASSEMBLY BILL 360 DECLARATION BY THE CHAIR

Before beginning today's meeting, Commissioner Bacharach made the following statement regarding Assembly Bill (AB) 361. This is an excerpt from Supervisor Solis' statement at the September 28, 2021 board meeting.

"In light of the State of the Emergency Stemming from the COVID-19 Pandemic, Governor Gavin Newsom issued Executive Order N-29-20

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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on March 17, 2020, suspending certain Brown Act requirements related to local legislative body meetings via teleconferencing. Subsequently, on June 11, 2011, and because of the ongoing COVID-19 Pandemic, the Governor issued Executive Order N-08-21, extending the suspension of the Brown Act Provisions, related to meetings via teleconferencing, through September 30, 2021. And on September 10, 2021, [THE CALIFORNIA] Legislature passed A.B. 361, to September 10, 2021, enhance public access to local legislative body meetings during the COVID-19 Pandemic, and future applicable emergencies. The legislature passed A.B. 361 to continue to allow broader access through teleconferencing option, consistent with the Governor's executive orders, permitting expanded use of teleconferencing during the COVID-19 Pandemic. The Governor signed A.B. 361 into law on September 16, 2021, which took effect immediately.

On September 28, 2021, the Board of Supervisors reported that the Board, and Commissions, Task Forces, Committees, etc., which were either created by the Board, or were created at the Board's direction, are subject to the Brown Act, [AND] will continue to meet via teleconferencing, in compliance with A.B. 361 while we are under state of emergency, and while State and local officials continue to recommend measures to promote social distancing.

The Board will reconsider the circumstances of the State of Emergency to determine whether teleconferencing should continue within 30 days after the Board's first meeting under A.B. 361, as required by the Law."

As such, the Commission will continue to meet via teleconferencing in compliance with AB 361 until such time as deemed otherwise by the Board."

OPENING REMARKS

Commissioner Bacharach welcomed everyone to the October 25, 2021, meeting and noted the meeting is being recorded. She announced that members of the public could send their questions or comments to Jackie Guevarra during the meeting via email at jguevarra@bos.lacounty.gov. Any information received will become part of the official meeting record. She also announced that the opportunity to speak and vote on the agenda items will be taken by roll call.

Members of the public were also given the opportunity to send their comments and questions to the Executive Director by October 24, 2021, 4 p.m. No written comments were received. However, members of the public could continue to send public comment to Jackie Guevarra during the meeting. Any information received will become part of the official meeting record.

APPROVAL OF THE AUGUST 23, 2021 MINUTES

Commissioner McIntyre moved to approve the minutes of August 23, 2021, seconded by Commissioner Liu. The minutes were approved by the following vote:

Yes: Commissioners Bacharach, Butler, Dreyfuss, Gutierrez, Henderson, Landres, Liu, McIntyre, Palmer, Parent, and Wright

No: None

Abstain: Commissioner Meek

Commissioner Nancy Harris stepped away and did not reply.

2022-2026 STRATEGIC PLAN AD HOC COMMITTEE UPDATE (AGENDA #4)

Commissioner Bacharach introduced and welcomed Cynthia “Cyndi” Sax, PSI. Ms. Sax served as the Facilitator for the 2022-2026 Strategic Plan. Ms. Sax thanked Commissioners for their time, and to the Strategic Planning ad hoc Committee for all their hard work to bring together the Commission’s goals and objectives for the next five years. The Ad hoc Committee did much of the work, as well as Commission staff. Commissioner Harris, Chair, Strategic Plan ad hoc Committee, thanked Ms. Sax for her coordination and Commissioners for their participation and time spent on the focus groups.

Ms. Sax shared her PowerPoint presentation that included a summary of the strategic planning process, final draft of the goals and objectives, feedback, and the next steps. The final Strategic Plan update will be presented at a future Commission meeting.

CHAIR’S REPORT: ADMINISTRATIVE ITEMS, DEPARTMENT VISITS, AD HOC COMMITTEE

Commissioner Bacharach reported the following:

- The last Commission meeting of the year will be on December 6, 2021. At this meeting the Commission will hear four Productivity Investment Fund (PIF) proposals: Animal Care and Control (2), Fire (1) and Medical Examiner-Coroner (1)
- The Commission’s Holiday reception usually follows the last meeting of the year; however, the last meeting will be held virtually. There are several Commissioners who would still like get together. The December 6, 2021 meeting may run long due to the four PIF projects on the agenda. Proposals for a holiday reception include: a separate holiday luncheon for Commissioners or join the PMN Holiday Reception on December 1, 2021 and combining the two receptions as one. After discussion, Commissioners decided to join the PMN Holiday reception. Commission staff will notify the PMN Executive Committee.
- The next Productivity Investment Board meeting will be on November 15, 2021.
- Jacki Bacharach and Jackie Guevarra met with Fesia Davenport, Chief Executive Officer, on Thursday, September 9, 2021. The meeting covered the following:
 - Fiscal Year 2020-2021 total PIF grants and loans awarded and ending Fund Balance; the Commission received a \$2 million budget allocation for Fiscal Year 2021-2022.
 - Working on Commissioner reappointments (terms expiring January 1, 2022)
 - Asked Fesia Davenport to give welcome remarks at the 34th Annual PQA Program.
 - Department Visits – provided updates on the 16 of 19 visits completed this year.

- Procurement Ad hoc Committee is working with Michael Owh, Chief Deputy, Internal Services Department; identified procurement issues and contracting delays during Department Visits and PIF presentations.
- Prosper LA received 2021 NACo Best in County Administration and Management category; change in frequency of reports from quarterly to biannual.
- Update on the 2021-2025 Strategic Plan and 2020 Operational Trends Report.
- The frequency of meetings with the CEO will change from quarterly to biannual (September and March)
- LA vs Hate United Against Hate Week Update (November 14-20, 2021) – A press event will be held to unveil a mural at the 211-LA building in San Gabriel. Please let Jackie Guevarra know if you are interested in attending.
- Evelyn Gutierrez has submitted her resignation from the Commission. Her last day is October 31, 2021. Evelyn was appointed to the Commission by Supervisor Gloria Molina on January 4, 2011 (*correction: September 16, 2003*). She served as First Vice Chair (2017), Chaired the PQA ad hoc Committee (2013-2018), served on the PIB (2019-2021) and served on various ad hoc Committees including the annual Leadership Conference, Strategic Learning Report/Strategic Foresight, Department Visit. She will be missed by the Commission. She was presented a certificate from the entire Commission.

PMN CHAIR'S REPORT: GENERAL MEETING AND TRAINING

Arman Depanion, Chair, reported the following:

- Changing the 34th Annual Productivity Quality Awards program from a hybrid to full virtual event had Productivity Managers' extremely busy coordinating all their attendees to participate in Lunchpool, especially Lead Departments. All the Managers worked very hard, in coordination with Commission staff, to make it work as much as possible. It turned out to be a great event and Commission staff received several compliments. We are still waiting on the results of the survey that is being sent out by Lunchpool. The PQA Ad Hoc Committee will also be meeting soon for a wrap-up meeting.
- Arman thanked the Officers for receiving the 2021 Productivity Manager of the Year Award.
- The PMN Executive Committee met on October 4, 2021 to plan the November 3, 2021 PMN General Meeting and Training, as well as the PMN Holiday Reception on December 1, 2021. The Network will be meeting virtually via zoom on November 3, 2021. A refresher training on "virtual" Department Visits will be given by Jackie Guevarra, Executive Director, to get Managers prepared for the new year. Also, training will be provided by Scott Damien, Department of Human Resources, on Teambuilding as many County departments begin to return to work. A raffle will follow the training courses.
- An email went out to the Network on October 18, 2021 to solicit Managers' interest to serve on the 2021 PMN Executive Committees. Maria Rivera (DPSS) was selected Chair of the Nominating Committee (Committee). Hsiao-Ching Chen (Regional Planning), Catherine Mak (Public Health), and Stephanie Maxberry (WDACS) will serve on the Committee with her. The Committee

reviewed the list of names on October 4, 2021 and selected a slate of officers for a vote. The 2022 slate is: Arman Depanian, Chair (DCFS), Heidi Oliva, 1st Vice-Chair (Fire), Stanley Yen, 2nd Vice-Chair (District Attorney), Inna Sarac (Coroner) and Michelle Jiang (DCBA), PQA Co-Chairs, and Jennifer Coultas (Child Support) and Keisha Belmaster (DHS-Harbor), Training and Education Co-Chairs. Managers will be allowed to vote by email. The deadline to vote for the 2022 PMN Executive Committee will be November 3, 2021 and the new officers will be announced at the PMN Holiday Reception on December 1, 2021.

- The PMN Holiday Reception is scheduled for Wednesday, December 1, 2021, beginning at 11:30 a.m. The PMN Executive Committee decided to send a survey out to the Network to determine if the Holiday Reception should be virtual or in-person (at the San Antonio Winery in Los Angeles). The deadline to submit the survey is November 3, 2021. A special Executive Committee meeting will be held immediately after the PMN General Meeting and Training to discuss the results of the survey and complete planning of the Holiday Reception based on those results.
- Productivity Managers submitted four PIF proposals for the second quarter of Fiscal Year 2021-22. The PIB Advisory Committee met on Thursday, October 21, 2021 to review the proposals.

EXECUTIVE DIRECTOR'S REPORT: COMMISSION EVENTS UPDATE, CALENDAR OF EVENTS, DEADLINES, ADMINISTRATIVE ITEMS

Jackie Guevarra, Executive Director, made the following report:

- Parking (Lot 18 Upper) – please contact Tammy Johnson for parking reservations at HOA. County employees need their County ID to enter the parking lot.
- The County has reopened some buildings on October 1, 2021, including the Hall of Administration (HOA). County employees need their County ID to enter the building. The public can only access certain parts of the building. Otherwise, need an escort to enter restricted areas.
- New ID badges for Executive Office employees. The Photography Unit will continue to take photos for the next three weeks, starting Monday, October 18, 2021. Going forward, the Human Resources Division will take the photo. Expired IDs are valid to enter the building.
- COVID-19 Vaccination Mandate Update (effective October 1, 2021). All Commissioners are registered on Fulgent. The Human Resources Division followed up with any Commissioner who had not registered.
- Jackie Guevarra is working with the Nominating ad hoc Committee (Will Wright (Chair), Shawn Landres and Huasha Liu). Waiting on responses from Commissioners on nominations for the Chair, First Vice Chair and Second Vice Chair.
- Following up with the Information Resources Management (IRM) on the assignment of County email addresses. As previously reported, there is a cost associated with issuing the email: cost for a County issued device or remote access (e.g., virtual private network (VPN)). Also, confirming if email addresses can be issued to a subset of the Commission vs full Commission.

- Staff is working on the Winter Newsletter that will be sent out by December 31, 2021; Prosper LA report; and the 2022 Calendar that includes Brown Act meetings. All ad hoc meetings will be virtual. Staff is also working on the 2021 Annual Report.
- Jackie Guevarra thanked Commissioner Gutierrez for her time on the Commission and Commissioner Bacharach for the surprise acknowledgement of and presentation of the Chair's Recognition Award to Commission staff during the 34th Annual PQA Program.
- With Commissioner Gutierrez's retirement from the Commission, the new quorum is 8 after October 31, 2021.

ROADMAP TO ECONOMIC RECOVERY BOARD MOTION (APRIL 28, 2020) – PROSPER LA UPDATE (AGENDA #8)

Commissioner Bacharach reported that since June 1, 2021 we have received 28 ideas, the next report will be due on December 31, 2021.

PRODUCTIVITY AND QUALITY AWARDS (AGENDA #9)

Commissioner Henderson, Chair, Productivity and Quality Awards Ad Hoc Committee, gave the following report:

- Thanked Commissioner Gutierrez on her leadership and the time served on the Commission and the PQA Ad hoc Committee.
- The 34th Annual PQA was held on Wednesday, October 13, 2021. Waiting for the survey results sent out by ILunchpool to attendees.
- Initially, the plan was to have a full virtual event using the Lunchpool platform. The event was then switched to a hybrid event, with an in-person awards presentation at the Board of Supervisors Hearing Room. Two weeks before the event, the Executive Office informed the Commission that the in-person event was cancelled, and it went back to a full virtual event. The emcee and a few of the speakers participated in-person in the Department Head Room.
- Thanked Commissioner Bacharach for attending in-person and all the Commissioners who presented awards live and in-person at different locations throughout the County as the winners were announced.
- Thanked and acknowledged Commission staff for their work on the PQA.
- Tammy Johnson announced that the PQA project videos are available on the Commission website. Commission staff will post the final YouTube video from Lunchpool when it is available.

DEPARTMENT VISITS AD HOC COMMITTEE (AGENDA #10)

Commissioner Bacharach reported on behalf of Commissioner Penichet, Chair, Department Visit ad hoc Committee, that there is one visit remaining: Museum of Natural History on November 1, 2021. The Department visits for Mental Health and Public Health have been postponed to 2022. The Department Visit report for the Medical Examiner-Coroner was received and filed today.

COMMISSIONER ANNOUNCEMENTS REGARDING CONFERENCES, MEETINGS, AND GATHERINGS OF INTEREST TO THE COMMISSION (AGENDA#11) – FOR DISCUSSION ONLY

Commissioner Butler, Chair, Procurement ad hoc Committee, reported that the ad hoc Committee will meet with representatives from the City of New York regarding their revamped procurement system. He will provide an update at a later meeting.

Commissioner Wright invited Commissioners to attend the virtual conference on the Housing Crisis in Los Angeles that will feature a series of three Panelists. One of the panelists will be former Supervisor Zev Yaroslavsky.

Commissioner Bacharach invited Commissioners to attend the South Bay Cities Council of Governments' Board of Directors meeting, on Thursday, October 28 , 2021 at 6 p.m. Sharon Byrne, Vice President, United Nations Association of Santa Barbara and Tri-Counties, will present on the globalization of housing. If anyone is interested in attending, Commissioner Bacharach will send the Zoom link.

Commissioner Landres invited Commissioners to attend the LA vs Hate United Against Hate Week November 14-20, 2021. For more information on attending, please visit www.lavshate.org.

Commissioner Landres invited Commissioners to attend the Mobility Conference both in-person and online event. For more information, please visit www.comotionla.com/register.

Commissioner Gutierrez thanked Commission Staff and Commissioners for her time on the Commission. She will continue her service as a Board Member on the Retired Employees of Los Angeles County (RELAC). RELAC has over 17,000 members.

COMMISSIONER DISCUSSION ON GOALS, IDEAS, FUTURE PROJECTS, AND/OR DIRECTION OF THE COMMISSION (AGENDA #12) – FOR DISCUSSION ONLY

None

MATTERS NOT ON THE POSTED AGENDA TO BE PRESENTED AND PLACE ON A FUTURE AGENDA (AGENDA #13) – FOR DISCUSSION ONLY

None

PUBLIC COMMENT

None

ADJOURNMENT

Commissioner Bacharach adjourned the meeting at 11:45 a.m. The next full Commission meeting will be on Monday, December 6, 2021.