



# LOS ANGELES COUNTY PRODUCTIVITY INVESTMENT BOARD

MINUTES OF THE MEETING OF  
May 24, 2021 at 10:00 a.m.

Virtual Meeting

Call in number: (669) 900-9128

Meeting ID: 868 1643 5334

Passcode:321686

\*\*\*\*\*

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

County of Los Angeles  
Quality and Productivity  
Commission

565 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Telephone: (213) 974-1361  
(213) 974-1390  
(213) 893-0322

Website: <http://qpc.lacounty.gov>

**Chair**

Jacki Bacharach

**First Vice Chair**

Andrés Cuervo

**Second Vice Chair**

Nichelle M. Henderson

**Immediate Past Chair**

J. Shawn Landres, Ph.D.

**Chair 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

E. Scott Palmer

William B. Parent

Jeffrey Jorge Penichet

Will Wright

**Executive Director**

Jackie T. Guevarra, CPA

**Program Manager**

Laura Perez

**Program Support**

Tammy Johnson

**PRESENT:**

Edward McIntyre, Chair

Viggo Butler, Vice Chair

Jacki Bacharach

Teresa Dreyfuss

Rodney Gibson

Evelyn Gutierrez

J. Shawn Landres

**ABSENT**

Huasha Liu

**Productivity Investment Board Advisory Committee**

Susan Linschoten, Chair

**CALL TO ORDER**

The Chair called the meeting of the Productivity Investment Board (PIB) to order at 10:01 a.m.

**ANNOUNCEMENTS**

Commissioner McIntyre welcomed everyone to the virtual Productivity Investment Board (PIB) meeting and noted that the meeting is being recorded. He announced that members of the public can send their questions or comments to Jackie Guevarra, Executive Director, during the meeting via email at [jguevarra@bos.lacounty.gov](mailto:jguevarra@bos.lacounty.gov). They can also speak on an item during the meeting. Please inform Jackie via email or via the chat feature on the item you have a comment on. Each speaker will be given 3 minutes. Any information received before and during the meeting will become part of the official meeting record. He also announced that the opportunity to speak and vote on the agenda items will be taken by roll call.

**EXECUTIVE OFFICE**



BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

*"To enrich lives through  
effective and carina service"*



Members of the public were also given the opportunity to send their comments and questions to the Executive Director by May 23, 2021, 4:00 p.m. No written comments were received.

Hearing no questions, Executive Director Jackie Guevarra took roll call of Commissioners in attendance:

In Attendance: Jacki Bacharach, Viggo Butler, Teresa Dreyfuss, Rodney Gibson, Evelyn Gutierrez, Shawn Landres, and Edward McIntyre

Absent: Huasha Liu

Commissioner McIntyre provided the following reminders:

- According to the QPC Policy 3.0, the PIB “evaluates each proposal, and formulates a recommendation to the [full] Commission, consistent with PIB guidelines, including specific terms and conditions for investment, provided that the PIB shall not recommend investments exceeding the total uncommitted funds available at the time of the PIB meeting at which the proposal is considered.”
- To ensure the integrity of the PIF process, if Commissioners have a potential conflict of interest on any project before the PIB, they should recuse from discussion and vote on the project.
- All discussions on any project must take place during the meeting. Commissioners should refrain from an open discussion amongst themselves, including email correspondence. This is a Brown Act meeting, and Commissioners must practice due care to ensure compliance with all requirements.

### **APPROVAL OF FEBRUARY 22, 2021 MINUTES**

Commissioner Bacharach made a motion to amend the February 22, 2021 minutes: add a period on page 7, second to the last bullet, after the word June. She also asked to discuss whether a special meeting is needed to address possible changes to the Productivity Investment Fund (PIF) application under Agenda #5 Discussion and matters not on the Posted Agenda. The motion to approve the minutes, as amended, was seconded by Commissioner Landres and unanimously approved.

### **PRODUCTIVITY INVESTMENT FUND (PIF) PROPOSALS (FISCAL YEAR 2020-2021, 4<sup>th</sup> QUARTER)**

Commissioner McIntyre reported that two proposals are before the Productivity Investment Board (PIB) for approval. Before hearing the proposals, he reported that as of May 15, 2021, the Productivity Investment Fund (PIF) balance is \$4,196,646. The two projects before the PIB today total \$583,000. If both projects are approved by the full Commission on June 28, 2021, the ending fund balance would be \$3,613,646.

#### **21.12 – Public Health, for *Electronic Plan Check System*, \$208,000 Grant.**

Megan McClaire, James Dragan, Beatrice LeDuff, Brenda Lopez, and Catherine Mak were in attendance to support the proposal. James Dragan presented and spoke on the project.

The grant would be used to implement an electronic plan review system to increase efficiency. The electronic system would replace the outdated paper-based plan review system currently in place. The grant would also pay for equipment, installation of and training on software, and licensing and maintenance for three years. A PowerPoint presentation accompanied the Department's remarks.

Susan Linschoten, Chair of the PIB Advisory Committee (Committee), reported the Committee provided the following questions and recommendations to the Department: 1) add slides that break down how the money will be spent, how the project eliminates redundancy, details what they are getting (i.e., number of users, licenses, monitors, etc.), show pictures of the types of processes and a flow chart of the plan check process, and a summary of costs; 2) prepare a response to a loan (vs grant) since there are related fees; 3) explain why the Department could not add this cost to their budget (application, question #2); 4) remove the vendor name throughout the application, PowerPoint, and redact the name on any letters of support (outside businesses); 5) review page 2 of the application, under cost analysis summary, there is nothing in line A—what are the current costs; 6) review page 7-8, the numbers do not match; 7) explain how the public will submit their plans and how businesses will still be able to submit their plans in person; 8) talk about retention period for documents and how the Department will be transferring existing plans into the system; and 9) emphasize environmental sustainability and mention state-mandated 20-day timeframe for review of plans. The Committee recommends a \$208,000 Grant.

After discussion and questions, Commissioner Landres made a motion to recommend a \$208,000 Grant, with the contingency that the Department is encouraged to maximize its software integration across as many departments and jurisdictions as possible to achieve the goal of a one-stop-shop experience by customers served by these departments. The motion was seconded by Commissioner Bacharach and unanimously approved (taken by roll call).

Nos: None  
Yes: Commissioners Bacharach, Butler, Dreyfuss, Gibson, Gutierrez, Landres, and McIntyre  
Abstain: None

Commissioner Landres will present the project at the Quality and Productivity Commission meeting on Monday, June 28, 2021.

**21.13 – Natural History Museum, for *Customer Relationship Management Solution Phase II*, \$375,000 Grant.**

Dr. Lori Bettison-Varga, Paul Bessire, Roshanna Sabaratnam, Shannon Morin, David Mascarina, and Dawn McDivitt were in attendance to support the proposal. Dr. Bettison-Varga and Roshanna Sabaratnam presented and spoke on the project.

The grant would be used to convert and migrate the Department's existing 100,000+ records; validate data, test and re-test for accuracy; integrate and customize seven plug-in modules; and train staff to maximize system features. This would complete the second and final phase of the Customer Relationship Management System. A PowerPoint presentation accompanied the Department's remarks.

Susan Linschoten reported the Committee provided the following questions and recommendations to the Department: 1) add a slide to the PowerPoint that breaks down how the money will be spent; 2) talk about how the Department will retire the Millennium system; 3) consider changing withdrawal in 2022-23 to 2021-22; 4) ensure the implementation dates and budget detail matches on page 8; 5) explain more concisely what the \$375,000 will be paying for on page 1 (box 1); and on page 3, under cost analysis summary, nothing is listed for A and B; 6) clarify \$95,300 expense for licenses—licenses were already paid for in Phase I; are these additional or different licenses; 7) define the expectation of your project; will the Foundation cover the costs of future needs; 8) indicate the Department has reached out to the CIO on this project; and 9) clarify why you need custom integration (plug ins) and how they work for the Department. The Committee recommends a \$375,000 Grant.

After discussion and questions, Commissioner Gutierrez made a motion to approve a \$375,000 grant. The motion was seconded by Commissioner Gibson and unanimously approved (taken by roll call).

Nos: None  
Yes: Commissioners Bacharach, Butler, Dreyfuss, Gibson, Gutierrez, Landres, and McIntyre  
Abstain: None

Commissioner Gutierrez will present the project at the Quality and Productivity Commission meeting on Monday, June 28, 2021.

### **REVIEW OF ANNUAL AND FINAL REPORTS**

Commissioner McIntyre reported that the annual and final reports for outstanding PIF projects were included in the meeting packet. He asked if there were any questions or comments on the reports. The following were discussed and recommended:

- Commissioner Bacharach asked for clarification on PIF 18.18, Department of Human Resources, page 49 of the meeting packet, third bullet. It references a June 30, 2020 date. Staff will confirm if the year should be changed to 2021.
- Commissioner Landres announced that the PIF 19.23, Fire Department's APRU project received a National Association of Counties (NACo) award
- Commission staff would survey the Productivity Managers' Network to see which departments still have paper file (hard-copy) systems and encourage those departments who reply Yes to apply for PIF funds to convert those files electronically or to a management system

- Commissioner Dreyfuss inquired about how IT projects are funded (department vs centralized, e.g., Chief Information Office)
- Commission staff reported that approximately \$138,000 will be returned to the PIF for Fiscal Year 2020-21, due to departments not using/withdrawing the full amount allocated for their projects
- Commissioners recommended that Michael Owh, Chief Deputy, Internal Services Department (ISD), and Bill Kehoe, Chief Information Officer (CIO), attend the July 26, 2021 Commission meeting to provide an update on the ISD'S contracting (i.e., Request For Proposal) process and an update on the CIO's Strategic Plan, respectively

**DISCUSSION AND MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON A FUTURE AGENDA)**

Commissioner Bacharach wanted to discuss whether a special meeting was needed to review the PIF application as discussed at the last PIB meeting. After discussion, the following was decided:

- A special meeting is not needed
- Staff and the PIB Advisory Committee will ask departments to clarify request and ensure the ask is clarified up front
- A minor change will be made administratively to include under question #5 of the PIF application to say: "including, if applicable, technology or sustainable practices, **and equity impact (whom does this benefit and/or burden)**"

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Commissioner Gibson moved to adjourn the meeting at 12:28 p.m., seconded by Commissioner Gutierrez. The next PIB meeting will be on Monday, August 2, 2021, at 10:00 a.m.