

**COUNTY OF LOS ANGELES
QUALITY AND PRODUCTIVITY COMMISSION**



Administrative Policy Manual

Policy No.: 3.0

Approved: February 25, 2008

Revised: December 17, 2018

Distribution: Commissioners

SUBJECT: PRODUCTIVITY INVESTMENT BOARD (PIB)

PURPOSE: To provide uniform policies, procedures and guidelines to be applied by the Productivity Investment Board (PIB) to evaluate and make recommendations regarding projects submitted by County departments for award of Productivity Investment Fund (PIF) loans and grants and to advance the availability of alternative financial resources for County quality and productivity programs and projects, pursuant to Ordinance 3.51.110.

OBJECTIVE: The Productivity Investment Board (PIB) is a committee of the Quality and Productivity Commission (Commission). It evaluates and makes recommendations regarding projects submitted by County departments for award of Productivity Investment Fund (PIF) loans and grants and advances the availability of alternative financial resources for County quality and productivity programs and projects.

MEMBERSHIP: The PIB shall be comprised of at least seven (7) Commission members. The PIB Chair, PIB Vice Chair, and PIB members shall be appointed by the Chair of the Commission. Alternate members of the PIB may be appointed by the Chair of the Commission, as needed.

RESPONSIBILITIES:

1. Not later than the third quarter of each fiscal year, review existing PIB guidelines and make recommendations to the Commission regarding potential changes to the guidelines at the beginning of the subsequent fiscal year.
2. As needed, establish interim guidelines not otherwise incompatible with existing PIB guidelines.
3. Solicit proposals from County departments for general PIF funding as well as any special PIF funding challenges the Commission may establish from time to time.
4. With respect to each proposal under consideration, receive applicable peer review reports on each proposal, evaluate each proposal, and formulate a recommendation to the 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. Uncommitted funds include unallocated funds and actual receipts but exclude funds reserved for other Commission

programs and operations as well as projected disbursements.

5. Ensure that its recommendations regarding PIF proposals are consistent with all Commission and PIB guidelines, including but not limited to the following:
 - a. That no recommendation in and of itself would have the effect of making or changing County policy, by-passing actions or intentions of the Board of Supervisors, or funding projects disapproved for cause (other than lack of funds) by the Board of Supervisors.
 - b. That no recommendation would have the effect of replacing or augmenting day-to-day operating budgets, or paying wages, salaries, or other compensation to County employees
 - c. That any revenue or savings actually or projected to be achieved through PIF funding are reallocated within the proposed PIF-funded program or returned to the PIF, except as otherwise required by County policy
6. Request and review progress (annual) reports and final reports on funded projects.
7. Report at least quarterly to the Commission regarding the PIF budget, including funds available, funds committed, and annual and multi-year projected and actual disbursements and receipts.
8. Recommend strategies to maximize the use of the fund to its full potential for raising the level of quality and productivity in County government.
9. Recommend proposals and mechanisms to acquire alternative financial resources for county quality and productivity programs and projects.