

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



**Administrative Policy Manual**

**Policy No.:** 5.0

**Approved:** December 13, 2004

**Distribution:** Commissioners

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**SUBJECT:** PRODUCTIVITY INVESTMENT BOARD (PIB) CHARTER

**PURPOSE:** To provide uniform policies, procedures and guidelines to be applied to the operation of the Productivity Investment Board (PIB).

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**CHARTER:** The role of the PIB is to fund creative programs to improve quality and productivity in all aspects of County operations and service.

**MEMBERSHIP:** Membership consists of six Commissioners plus the Chair of the Commission all of which are voting members. The PIF Subcommittee Chair and Vice-Chair are advisors to the PIB but are non-voting members.

- RESPONSIBILITIES:**
1. Stimulate and encourage Departments to submit proposals.
  2. Receive quarterly PIF proposals from the Quality and Productivity Office.
  3. Review each proposal for funding.
  4. Evaluate the proposals, discuss terms and conditions, and formulate a recommendation to the Quality and Productivity Commission.
  5. Develop strategies to maximize the use of the fund to its full potential for raising the level of quality and productivity in County government.
  6. Monitor and report to the Commission the status of the PIF quarterly.
  7. Request and review progress (annual) reports and final reports on funded projects.

- GUIDELINES:**
1. Ensure proposals meet all criteria listed in the guidelines including but not limited to:
    - a) PIF funding does not replace or augment day-to-day operating budgets
    - b) PIF funding does not by-pass actions or intentions of the Board of Supervisors
    - c) PIF funding does not make or change County policy
    - d) PIF funding is not awarded to fund projects disapproved by the Board of Supervisors for reason (not lack of funds).