



**MINUTES OF THE MEETING OF
February 1, 2016
PRODUCTIVITY INVESTMENT BOARD**

500 West Temple Street
Room 743
Los Angeles, CA 90012

**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.co.la.ca.us>

PIB Members Present

Shawn Landres, Chair
Jacki Bacharach
Rodney Gibson
Viggo Butler
Jaclyn Tilley Hill
Charles Bakaly (Alternate)
Edward McIntyre
Nancy Harris

Chair

Rodney C. Gibson, Ph.D.
1st Vice-Chair
Nancy G. Harris
2nd Vice-Chair
Jacki Bacharach
Chair Emeritus
Jaclyn Tilley Hill
Immediate Past Chair
Edward T. McIntyre

CALL TO ORDER

Commissioner Landres called the Productivity Investment Board (PIB) meeting to order at 10:04 a.m.

Walter Allen, III
Charles G. Bakaly, Jr.
Viggo Butler
Evelyn M. Gutierrez
J. Shawn Landres, Ph.D.
Huasha Liu
Bud Treece
William C. Waddell, DBA
Joseph P. Wetzler
Jacqueline Agnello Wong
Will Wright

APPROVAL OF MINUTES – JANUARY 19, 2016, MEETING

Commissioner McIntyre moved to approve the minutes of January 19, 2016, seconded by Commissioner Gibson. The minutes were unanimously approved.

Executive Director
Victoria Pipkin-Lane

RECONSIDERATION OF PRODUCTIVITY INVESTMENT FUND (PIF) PROPOSALS

Commissioner Landres reported the following:

- A memo was sent at the end of last year from the Chair of the Commission and former PIB Chair to all departments informing them of changes in how the PIB would be completed for the current fiscal year
- All departments, including the Commission, are being encouraged by leadership to tighten belts and be more productive and deliver quality services with the resources available
- Over the last 30 years of the PIB history, the Commission has allocated over \$70 million dollars in grants, loans, and challenges to departments. The Commission is proud of the work that has been accomplished to deliver new ideas and impact across the County
- A history of the PIF has predominately focused on loans rather than grants. In the last few years, there has been a shift toward more grants relative to loans
- As a result of the Strategic Plan update completed last year, the PIB was asked to review its process

Program Manager
Mary E. Savinar

Program Support
Laura Perez



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effective and caring service”**

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- At the January 19 meeting, there was discussion of the PIF guidelines. No changes were made, but the following issues were brought up:
 - How the Commission might carry out its charter obligation to develop proposals and mechanisms to acquire alternative financial resources for County productivity programs and projects and to examine departmental efficiency initiatives
 - To look at departmental policies on innovation, funding of agency operations and other core mission functions
 - To work on improving the clarity of some department proposals; specifically asking to identify real cost savings and the potential to use those cost savings to help fund the proposed project
 - The appropriateness of funding projects that are no longer pilots and the degree of flexibility in the funding guidelines
 - PIB members were encouraged to continue to focus on ways to support departments, promote employee ingenuity, and cost savings while being fiscally responsible
- At the January 19 meeting, the PIB voted to reconsider all the proposals from the second quarter at the request of the full Commission. In addition:
 - Each proposal was discussed and voted on to be reconsidered at today's meeting
 - Staff was directed to contact the departments and advise project managers to address the following: the potential for no grant funding or the grant request being changed to a loan or a combination loan/grant; what alternative sources of funding have been sought; review of the applications to ensure compliance with PIF guidelines
- Reconsideration of the following proposals were discussed:

16.3 – Public Health, *Development of Pediatric Case Management (CaMP) Program, \$150,000 grant.*

Cynthia Harding, Catherine Mak, and Anna Long, of Public Health were available for questions.

Commissioner Landres reported there was a question on the compatibility of the case management program with ORCHID and IBIS. There is currently very little interaction between the patients who are seen by this program and patients seen by Mental Health or Health Services. He understands the software program will be developed in such a way that the call outs can be made in the future if needed.

After discussion and questions, Commissioner Gibson made a motion, seconded by Commissioner Hill, to approve a \$25,000 grant to fund the first phase of the project. The department can return to the PIB in the future to request funding for the next phase

of the project. The project should include discussion of the net cost returning to the PIF or the same program.

A motion to table Commissioner Gibson's motion was made by Commissioner Bacharach, seconded by Commissioner Butler and unanimously approved.

16.4 – Parks and Recreation, *Big Belly Smart Waste and Recycling System Pilot Project at Regional Facilities, \$444,404 grant*

John Wicker, Elizabeth Mendez, Robert Maycumber, Hayden Sohm, and Malou Rubio of Parks and Recreation and Joe Albrecht from Big Belly were present to ask questions.

Commissioner McIntyre did not have anything further to report on the project.

After discussion and questions, Commissioner McIntyre made a motion to approve a grant in the amount of \$111,101 and a loan in the amount of \$111,101. The motion was seconded by Commissioner Harris.

A motion to table Commissioner McIntyre's motion was made by Commissioner Butler, seconded by Commissioner Hill. The motion was approved by the following vote:

Aye's: Commissioners Butler, Hill, McIntyre, and Harris
No's: Commissioners Landres, Gibson, Bacharach
Abstain: None

16.5 – Public Works, *North Maintenance Area Solar Carport, \$314,741 grant.*

Paul Maselbas, Kimberly Lyman, Jefferson Du of Public Works and Narendra Amarnani of the Internal Services Department were present to answer questions.

Commissioner Harris did not have anything further to report on the project.

After discussion and questions, Commissioner Bacharach made a motion to deny the \$314,741 grant, seconded by Commissioner Butler.

A motion to table Commissioner Bacharach's motion was made by Commissioner Butler, seconded by Commissioner McIntyre and unanimously approved.

16.6 – Treasurer and Tax Collector, *Departmental eCommerce Cybersecurity Assessment, \$150,000 grant.*

Keith Knox and Ron Moskowitz from the Treasurer and Tax Collector were present to answer questions.

Commissioner Butler reported that the grant will allow the department to fund a cybersecurity assessment project focused on their eCommerce infrastructure. This effort will examine their current technologies and processes and provide a comprehensive report identifying vulnerabilities and recommended actions to minimize exposure to risks from data breaches.

After discussion and questions, Commissioner Landres made a motion to fund the project with a \$75,000 grant on the understanding that there will be a published report at the end of the process. The motion was seconded by Commissioner Harris.

A motion to table Commissioner Landres motion was made by Commissioner Butler, seconded by Commissioner Hill and unanimously approved.

Vote on Tabled Items

Commissioner Butler made a motion to take up from the table, projects 16.3 (Public Health) and 16.6 (Treasurer/Tax Collector), seconded by Commissioner Gibson. The vote was unanimously approved.

Commissioner Bacharach moved that project 16.3 be funded with a \$25,000 grant and 16.6 with a \$75,000 grant, seconded by Commissioner Harris. The vote was unanimously approved.

Commissioner McIntyre made a motion to take up from the table, projects 16.4 (Parks and Recreation) and 16.5 (Public Works), seconded by Commissioner Hill. The vote was unanimously approved.

Commissioner Butler moved that projects 16.4 and 16.5 be denied funding, seconded by Commissioner Bacharach. The vote was unanimously approved, with Commissioner Landres asking that staff be directed to work with Parks and Recreation and Public Works on alternative resources to support their projects.

FUND BALANCE REPORT

Commissioner Landres reported the following:

- The current fund balance is \$450,000
- Still awaiting a new fund balance report that the Chief Executive Office, Fiscal Services Section, will be providing. This new report should make it easier to read and provide a more accurate balance on the funds available. Once the report is available, it will be sent to all PIB members and if possible, be available at the next Commission meeting on March 7

DISCUSSION REGARDING PIF SOLICITATION FOR THE 4TH QUARTER, FISCAL YEAR 2015-2016

Commissioner Landres reported the following:

- There is a wish by Commissioners to keep the doors open and continue funding innovative projects
- Last year, the Board directed the Commission to produce a study called Digital by Default on digital governance. It contained recommendations for departments to move to free and low costs commercial software, open source software, and other methods of reducing technology costs. One proposal for the next quarter would be to take \$50,000-\$75,000 of PIF monies, with a preference for matching, and challenge departments to respond to the report with proposals for funding
- A suggestion would be to suspend solicitations for the 4th and 1st quarters and replace it with PIF generated challenges that can be developed at a subsequent meeting

After discussion, Commissioner Landres made a motion to suspend 4th quarter solicitations and replace it with a PIF generated challenge for proposals that respond meaningfully to the Digital by Default report, up to \$100,000, with a preference for proposals that bring in matching funds. The motion was approved by the following vote:

Aye's: Commissioners Landres, Gibson, Hill, McIntyre, and Butler
No's: None
Abstention: None
Absent: Commissioners Harris and Bacharach had to leave the meeting

Commissioner Landres said the Executive Committee will make a final decision at the February 29, 2016, meeting before a memo is sent to all departments in March.

DISCUSSION REGARDING AGENDA FOR SPECIAL MEETING OF THE PIB

Commissioner Landres reported that the PIB agreed to have a special meeting to accommodate progress reports on funded initiatives. If PIB members have a project that is still in the pipeline and would like to see a report, send a note to staff and an invitation can be issued to the department.

Commissioner Landres reported that at the previous PIB meeting, there was discussion to have presentations on alternative financial resources for County productivity programs and projects. Commissioner Liu offered to facilitate a presentation on Greenhouse Gas Reduction Fund or the Southern California Grant Makers can provide a speaker on the new public/private partnership on child protection.

A meeting can be scheduled with one or both presentations at a special meeting of the PIB in June.

Commissioners agreed on the Greenhouse Gas Reduction presentation. Commissioner Landres said he would work to develop an agenda for the special meeting that includes progress reports on a couple of projects and a briefing on the

Greenhouse Gas Reduction Fund. Commissioners will be notified of the meeting date as soon as it is known.

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

Commissioner Hill requested that the policy of having a staff member from Fiscal Services be present at all PIB meetings be returned. It is very helpful to have someone answer questions when there is an issue. Commissioner Landres said this matter will be brought up at the next PIB meeting.

PUBLIC COMMENT

None

ADJOURNMENT

On motion by Commissioner McIntyre, seconded by Commissioner Gibson, the meeting adjourned at 12:55 p.m. The next PIB meeting will be on May 9, 2016, in Room 743.