



# Los Angeles County QUALITY AND PRODUCTIVITY COMMISSION

## MINUTES OF THE MEETING OF January 24, 2022, at 10:00 a.m.

Virtual Meeting

Join Zoom Meeting

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Meeting ID: 861 4462 0828

Passcode: 123975

Call in Number: (669) 900-9128

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Quality and Productivity  
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### Chair

Nichelle M. Henderson

### First Vice Chair

E. Scott Palmer

### Second Vice Chair

Teresa Dreyfuss

### Immediate Past Chair

Jacki Bacharach

### Chairs Emeriti

Rodney C. Gibson, Ph.D.

J. Shawn Landres, Ph.D.

Edward T. McIntyre

Maxwell Billieon

Viggo Butler

Nancy G. Harris

Huasha Liu

Yasmine-Imani McMorrin

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

Maxwell Billieon

Viggo Butler

Teresa Dreyfuss

Rodney Gibson

Nancy Harris

Nichelle Henderson

Shawn Landres

Huasha Liu

Edward McIntyre

Scott Palmer

William Parent

Jeffrey Penichet

William Wright

## PRODUCTIVITY MANAGERS' NETWORK (PMN)

Arman Depanian, Chair

## ABSENT

Yasmine-Imani McMorrin

Blaine Meek

## CALL TO ORDER

The Chair called the meeting of the Quality and Productivity Commission to order at 10:00 a.m.

## ASSEMBLY BILL (AB) 361 DECLARATION BY THE CHAIR

Before beginning today's meeting, Commissioner Henderson made the following statement regarding AB 361.

As previously reported, the State legislature passed AB 361 to continue to allow broader access through teleconferencing options, consistent with the Governor's executive orders, permitting expanded use of teleconferencing during the COVID-19 pandemic. The Governor signed AB 361 into law on September 16, 2021, which took effect immediately.

## EXECUTIVE OFFICE



BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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



On September 28, 2021, the Board of Supervisors (Board) 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, and are subject to the Brown Act, will continue to meet via teleconferencing, in compliance with AB 361, while we are under a state of emergency, and while state and local officials continue to recommend measures to promote social distancing. On January 11, 2022, the Board elected to continue meeting under AB 351.

The Board will reconsider the circumstances of the state of emergency to determine whether teleconferencing should continue every 30 days, 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 Henderson welcomed everyone to the January 24, 2022, 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](mailto:jguevarra@bos.lacounty.gov) or via the chat feature. Please inform Jackie Guevarra via email or the chat feature which item(s) you have a comment on. 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 January 23, 2022, 4:00 p.m. No written comments were received. However, members of the public could continue to send public comment to the Executive Director during the meeting. Any information received will become part of the official meeting record.

### **APPROVAL OF THE DECEMBER 6, 2021, MINUTES**

Commissioner Landres moved to amend the motion to approve the minutes of December 6, 2021, with the following amendments:

- Page 3, under PIF 22.6 – Animal Care and Control, *DACC Live Interactive Chatbot*, \$84,000 Grant, revise the first sentence in the fourth paragraph as “Commissioners Billieon and Landres *disclosed disqualifying economic interests in Amazon, recused themselves, and left the meeting at 10:32 (Landres) and 10:34 (Billieon).*”
- Page 4, revise the sentence after the roll call vote as *Having disclosed disqualifying economic interests, having recused themselves, and having left the meeting, Commissioners Billieon and Landres took no part in hearing, discussing, or voting on any part of this matter. Commissioner Landres and Billieon returned to the meeting at 10:45.*
- Page 6, Commissioner Bacharach requested the following revisions under the Chair’s Report: delete the first two bullets as the events have taken place; and on page 7, last bullet under Chair’s Report, add *Nichelle* before Henderson.

The motion was seconded by Commissioner Bacharach and approved, as amended, by the following vote (taken by roll call):

Yes: Commissioners Bacharach, Billieon, Butler, Dreyfuss, Gibson, Harris, Henderson, Landres, Liu, McIntyre, Palmer, Parent, Penichet, Wright

No: None

Abstain: None

### **PRESENTATION BY THE CHIEF SUSTAINABILITY OFFICE ON THE NEW CLIMATE VULNERABILITY ASSESSMENT REPORT AND UPDATE ON THE 2021 ANNUAL REPORT**

Commissioner Henderson introduced and welcomed Rebecca Ferdman and Ali Frazzini, Sustainability Policy Analysts, Chief Sustainability Office with the Executive Office of the Board of Supervisors,. Ms. Ferdman and Ms. Frazzini made a presentation on the new Climate Vulnerability Assessment report and provided an update on their 2022 Annual Report.

Ms. Ferdman stated that the Los Angeles County Climate Vulnerability Assessment (CVA) fulfills a commitment outlined in the OurCounty Sustainability Plan, identified by stakeholders as a top priority to assess how people and infrastructure in Los Angeles County may be vulnerable to the changing climate. The County's vision of sustainability demands that we work to understand increasingly dangerous threats. Ms. Ferdman and her team briefed Commissioners on the following topics (a PowerPoint accompanied her presentation):

- Climate Vulnerability Assessment and Exposure Sensitivity Adaptive Capacity
- Scope of the CVA Populations Infrastructure and Climate Threats
- Wildfire and Extreme Precipitation, inland flooding, and Coastal flooding
- Droughts and Racialized vulnerabilities
- Infrastructure is interdependent and Human impacts of infrastructure of disruption
- Energy disruptions and Accessible communication platform
- Parks and open space, trees, and access to cooling infrastructure

### **CHAIR'S REPORT: ADMINISTRATIVE ITEMS, DEPARTMENT VISITS, AD HOC COMMITTEE**

Commissioner Henderson reported the following:

- As the new Chair of the QPC and the first Black Woman to be named Chair of the Commission, Commissioner Henderson welcomed everyone to not only the first full Commission meeting of 2022, but her first meeting as the Chair
- January 2022 marks her third year on the Commission as a Labor appointee. She shared her background with the Commissioners: She is a Faculty Advisor and a Clinical Field Supervisor within the California State University System. She works with the teacher credentialing program called Cal-State Teach, and specifically with new and pre-service teacher candidates working towards their

elementary teacher credentials. In addition, in November of 2020 she was elected to the Los Angeles Community College District Board of Trustees. She serves as the 2<sup>nd</sup> Vice President.

- She congratulated and recognized the First Vice Chair, Scott Palmer, and Second Vice Chair, Teresa Dreyfuss. She also thanked Commissioner Bacharach for her service as Chair these past two years, and for leading the Commission through the COVID-19 pandemic and keeping the Commission business going, albeit remotely.
- She stated her intentions for the Commission, which includes rolling out the newly approved 2022-2026 Strategic Plan, seventeen Department Visits, the 19<sup>th</sup> Annual Leadership Conference, the 35<sup>th</sup> Annual Productivity and Quality Awards Program in person, if possible, and to onboard new Commissioners. She hopes to make a positive and lasting impact in the Commission.
- The next Commission meeting after today will be on March 14, 2022, and could include four projects for consideration.
- The next Productivity Investment Board (PIB) meeting is February 28, 2022. Commissioner Ed McIntyre will once again serve as Chair of the PIB.
- We were hoping to welcome the new 2<sup>nd</sup> District appointee, Yasmine-Imani McMorrin, who was appointed on December 21, 2021. She was unable to be with us today, but will introduce her at the next meeting.
- The Commission is working on other appointments/reappointments. However, Commissioner Parent (3<sup>rd</sup> District) and Commissioner Buter (5<sup>th</sup> District) were both reappointed in December 2021; and Commissioner Billieon (4<sup>th</sup> District) is on the January 25, 2022 Board agenda for reappointment. The Commission is recommending Commissioner Liu for reappointment as a QPC-CEO appointee and are working with the CEO on a replacement for Commissioner Gutierrez.
- The Commission sent out a Digitization Survey in 2021 to the Productivity Managers' Network. The survey asked for a list of manual processes that can benefit from digitization. The Commission received responses from eighteen Departments on 510 itemized processes. A Digitization ad hoc Committee (Nichelle Henderson, Jacki Bacharach, and Shawn Landres) will further review the list to identify common trends.
- At the January 11, 2022 Retired Employees of Los Angeles County meeting, The Chair presented a Board scroll to Commissioner Gutierrez for her many years of service to the Commission. She served from September 16, 2003, through October 31, 2021 (18 years). She was originally appointed by Supervisor Gloria Molina. Commissioner Landres also attended the presentation.

### **PMN CHAIR'S REPORT: GENERAL MEETING AND TRAINING**

Arman Depanian, Chair, reported the following:

- He looks forward to working with the Commission once again this year as PMN Chair and leading the Network in achieving the Commission's goals
- The PMN Holiday Reception was held on December 1, 2021.
- The 2021 PMN Executive Committee members will resume their roles again in 2022. There is only one new member, Michelle Jiang, from the Department of

Consumer and Business Affairs. She will Co-Chair the PQA Committee with Inna Sarac.

- The PMN Executive Committee met on January 12, 2022. The Committee discussed and planned the PMN General Meeting and Training scheduled for February 16, 2022. The following was planned for the February 16th meeting: the meeting will be virtual, Susan Linschoten and Arman Depanian will give a presentation on the Productivity Investment Fund process, and Edwin Tom, Retirement Benefits Specialist, will present on the Los Angeles County Employees Retirement Association (LACERA) Portal. Commission staff will also send a survey to the PMN on the types of training they want for the May and November PMN meetings. Commissioners Billieon or Palmer will provide an update on Commission events and programs.
- The PMN welcomes Commissioners Billieon and Palmer as the Commission Liaisons to the Network.
- A New Managers' Orientation is scheduled for February 2, 2022.
- The 3<sup>rd</sup> quarter PIF proposals were due on January 7, 2022. The PIB Advisory Committee met on January 19, 2022 to provide feedback to the Departments.
- The PMN looks forward to working with the Commission on various ad hoc Committees, including the Leadership Conference and Productivity and Quality Awards Program.

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

Jackie T. Guevarra, Executive Director, made the following report:

- On December 30, 2021, the Chief Executive Office released a memo reinstating the Los Angeles County Emergency Telework Protocols for the month of January 2022. Staff were encouraged to telework when possible.
- The 2022 ad hoc Committees scheduled to meet in January and February 2022 are the Leadership Conference (met on January 10, 2022 to start planning the Conference; next meeting is February 7, 2022), Department Visit (met on January 11, 2022), Strategic Learning Report (will meet on January 25, 2022; Commissioner Harris is the Chair with Commissioner Gibson serving as the 2021 Report Lead).
- There are objectives in the 2022-2026 Strategic Plan that references the PMN (2.b.1) and the Best and Shared Practices Report (3.a.1). Jackie Guevarra approached the PMN at their January 12, 2022 Executive Committee meeting to begin work on these objectives. She will also coordinate with Commissioner Henderson, as Commission Chair, and Commissioner Harris, as the Strategic Plan ad hoc Committee Chair, to identify actionable items towards meeting all the goals and objectives.
- Staff have been working on the Winter Quarterly Newsletter (issued on January 3, 2022), the 2021 Annual Report, and PIF Annual and Final Reports (due on January 31, 2022; Commission staff will send a packet to Commissioners at the next meeting).

- Staff are also working to schedule Commissioners for the seventeen Department Visits.
- Ruth Wong, Director, Military and Veterans Affairs and former Executive Director of the Commission will retire at the end of February 2022. Commission staff will inquire if the Department plans to host a lunch/celebration in her honor.

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

Commissioner Henderson reported that Jackie Guevarra, Executive Director, is working on the draft report, the report is as of December 31, 2021.

### **DEPARTMENT VISITS AD HOC COMMITTEE (AGENDA #9)**

Commissioner Palmer, Chair, Department Visit ad hoc Committee, acknowledged the work of the ad hoc Committee. There are 17 Department Visits scheduled in 2022. The first visit is on Thursday, February 3, 2022 with the District Attorney and the last one is on Thursday, July 28, 2022 with the Probation Department. The Commission is visiting with nine new Department Heads this year.

The Department Visit ad hoc Committee met on January 11, 2022 and propose the following changes to the Department Visit Summary questions:

- a. Moved question 1 to 5. The former #1 question asks for the department's challenges. It was felt the Summary should start with the successes (the former question #2 is now #1 and focuses on the department's successes).
- b. Modified the new question 5 to specifically ask about County processes and State/federal regulations as a challenge to cover during the Department Visit.
- c. Incorporated 2 objectives from the 2022-2026 Strategic Plan into questions #2 and #3 on continuous improvement and public/private initiatives.

The updated Summary was provided to Commissioners for review. After discussion and questions, Commissioner Wright made a motion to approve the changes to the Department Visit Summary questions. The motion was seconded by Commission McIntyre and approved by the following vote (taken by roll call):

Ayes: Commissioners Bacharach, Billieon, Butler, Dreyfuss, Gibson, Henderson, Landres, Liu, McIntyre, Palmer, Parent, Penichet and Wright

Nos: None

Abstain: None

Commissioner Harris left the meeting and did not vote on this matter.

### **PROCUREMENT AD HOC COMMITTEE REPORT (AGENDA #10)**

Commissioner Butler, Chair, Procurement ad hoc Committee, reported the following:

- The ad hoc Committee last met on November 30, 2021. The main goal out of the meeting was to draft a Board motion with a recommendation for the Commission to study the purchasing issue. As part of this effort, the ad hoc Committee looked into what the Board has already asked various County Departments to do,

what resolutions have been passed. The ad hoc Committee will meet over the next few weeks to review those resolutions and plan on a Board recommendation that is effective, useful, and allows the Commission to move forward.

**COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE (CCJCC)**  
**(AGENDA #11)**

Commissioner McIntyre made the following report:

- The CCJCC met on January 12, 2022, at 12:00 noon. The Los Angeles Superior Court gave an update on the status of the Criminal Division operations.
- The Public Safety Realignment Team also provided an overview on the annual report on public safety realignment implementation submitted to the Board of State and Community Corrections
- The State Legislative team gave an update on justice-related legislation in the 2021 legislative session and focus are in 2022

**CONFLICT OF INTEREST POLICY UPDATE (AGENDA #12)**

At the December 6, 2021, meeting the Department of Animal Care and Control presented on their Productivity Investment Fund project. Prior to the meeting, the Department disclosed a potential vendor's name during their presentation to the Productivity Investment Board. Consequently, we had two Commissioners abstain from discussion and vote and had to recuse themselves from the meeting.

Per County Counsel, Regulation 18707(b) does not require the Commissioner to step away from an open meeting when there is a conflict. However, the "agency [Commission] may adopt a local rule requiring the official to step down from the dais or leave the chambers." (Cal. Code Regs., tit. 2 S 18707, sub. (b)(4).) If the decision is being considered in a closed meeting, the official may not be present

Given the Commission's Conflict of Interest Code is more stringent than what is required by law, it is recommended that the Commission adopt a policy requiring a Commissioner with a financial conflict of interest with named vendors to leave the meeting and recuse from discussion and vote. It would avoid the perception of a conflict. The Commissioner may return to the meeting after the vote.

After discussion and questions, it was decided that this matter will fall under the Commission's procedural policy for Commission meetings and under the discretion of the Commission Chair. A Commissioner with a conflict of interest will be moved into the Zoom waiting room (virtual meeting) or step outside the room (in person meeting) and staff will bring them back after the project has been heard and votes taken.

**COMMISSIONER ANNOUNCEMENTS REGARDING CONFERENCES, MEETINGS, AND GATHERINGS OF INTEREST TO THE COMMISSION (AGENDA#12) – FOR DISCUSSION ONLY**

None

**COMMISSIONER DISCUSSION ON GOALS, IDEAS, FUTURE PROJECTS, AND/OR DIRECTION OF THE COMMISSION (AGENDA #13) – FOR DISCUSSION ONLY**

Commissioner Gibson asked if the Strategic Plan could be made available at the next meeting.

**MATTERS NOT ON THE POSTED AGENDA TO BE PRESENTED AND PLACE ON A FUTURE AGENDA (AGENDA #14) – FOR DISCUSSION ONLY**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Commissioner Gibson moved to adjourn the meeting, seconded by Commission McIntyre. The meeting adjourned at 12:13 p.m. The next full Commission meeting will be on Monday, March 14, 2022.