



Los Angeles County
QUALITY AND PRODUCTIVITY COMMISSION
MINUTES OF THE MEETING OF
JULY 24, 2023, at 10:00 a.m.

County of Los Angeles
Quality and Productivity
Commission

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Chair

Nichelle M. Henderson

First Vice Chair

William B. Parent

Second Vice Chair

Nancy G. Harris

Immediate Past Chair

Jacki Bacharach

Chairs Emeriti

Rodney C. Gibson, Ph.D.

J. Shawn Landres, Ph.D.

Edward T. McIntyre

Maxwell Billieon

Viggo Butler

Teresa Dreyfuss

Derek Hsieh

Huasha Liu

E. Scott Palmer

Jeffrey Jorge Penichet

Dion Rambo

Will Wright

Executive Director

Jackie T. Guevarra, CPA

Program Manager

Laura Perez

Program Support

Tammy Johnson

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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effective and caring service"

Virtual Meeting
Call in Number: (669) 900-9128
Meeting ID: 873 0418 1172
Passcode: 745026

https://bos-lacounty-
gov.zoom.us/j/87304181172?pwd=QnMrSINVVL0tBWFhVRm5RM0xzZzdjZz
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CALL TO ORDER

Nichelle M. Henderson, Chair, called the meeting of the Quality and Productivity Commission to order at 10:07 a.m.

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

- Jacki Bacharach
Viggo Butler
Rodney Gibson
Teresa Dreyfuss (Virtual)
Nancy G. Harris
Nichelle M. Henderson
Derek Hsieh (Virtual)
Huasha Liu
Edward McIntyre
E. Scott Palmer
William B. Parent
Jeffrey J. Penichet
William R. Wright
Dion Rambo

ABSENT

- Maxwell Billieon
J. Shawn Landres
Jackie Guevarra, Executive Director

PRODUCTIVITY MANAGERS' NETWORK (PMN)

Heidi Oliva, Chair (Virtual)

OPENING REMARKS

Commissioner Henderson welcomed everyone to the Commission's in-person meeting, and noted the meeting is being recorded. She announced that members of the public could send their questions or comments to Laura Perez during the meeting via email at lperez@bos.lacounty.gov or via the chat feature. Please inform Laura Perez 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.

Members of the public were also given the opportunity to send their comments and questions to Jackie Guevarra, by July 23, 2023, 4:00 p.m. No written comments were received.

She also announced that each Commissioner will have the opportunity to speak on any agenda item and vote on the items will be taken by roll call.

**LAND ACKNOWLEDGEMENT (AGENDA #2)**

On November 1, 2022, the Board of Supervisors adopted a formal Land Acknowledgement for the County. Commissions are to open their public meetings with a Land Acknowledgement, as follows below. Commissioner Henderson announced that the Commission will start each Brown Act meeting by reading the Land Acknowledgement.

*“The County of Los Angeles recognizes that we occupy land originally and still inhabited and cared for by the Tongva [TONG-VAH], Tataviam, Serrano, Kizh and Chumash Peoples. We honor and pay respect to their elders and descendants -- past, present, and emerging -- as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma. This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the: Fernandeano Tataviam Band of Mission Indians, Gabrielino Tongva Indians of California Tribal Council, Gabrieleno/Tongva San Gabriel Band of Mission Indians, Gabrieleño Band of Mission Indians - Kizh Nation, San Manuel Band of Mission Indians, San Fernando Band of Mission Indians. To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website [lanaic.lacounty.gov](http://lanaic.lacounty.gov)*

**ASSEMBLY BILL 2449 (AGENDA #3)**

Commissioner Henderson announced that AB 2449 became effective on January 1, 2023. Provisions of this bill permit members of a legislative body of a local agency to participate remotely and to not identify their location.

Commissioner Henderson announced that Commissioners Hsieh and Dreyfuss were attending remotely under AB 2449 - emergency circumstances. Commissioners Hsieh and Dreyfuss confirmed that no person over 18 years old is present at their respective locations.

Commissioner Bacharach made a motion to approve the emergency circumstances for Commissioner Hsieh to participate remotely. The motion was seconded by Commissioner Wright and approved by the following vote (taken by roll call):

Yes: Commissioners Bacharach, Butler, Gibson, Harris, Henderson, Liu, McIntyre, Palmer, Parent, Penichet, Rambo, and Wright  
No: None  
Abstain: None

Commissioner Palmer made a motion to approve the emergency circumstances for Commissioner Dreyfuss to participate remotely. The motion was seconded by Commissioner Liu and approved by the following vote (taken by roll call):

Yes: Commissioners Bacharach, Butler, Gibson, Harris, Henderson, Hsieh, Liu, McIntyre, Palmer, Parent, Penichet, Rambo, and Wright  
No: None

**APPROVAL OF THE JUNE 26, 2023, MINUTES (AGENDA #4)**

Commissioner Bacharach moved to approve the minutes of June 26, 2023, seconded by Commissioner Harris. The minutes were approved by the following vote (taken by roll call):

Yes: Commissioners Bacharach, Butler, Dreyfuss, Gibson, Harris, Henderson, Hsieh, Liu, McIntyre, Palmer, Parent, Penichet, Rambo, and Wright  
No: None  
Abstain: None

**PRESENTATION AND UPDATE ON THE COUNTYWIDE ENTERPRISE SYSTEMS PROCESS (AGENDA #5)**

Commissioner Henderson introduced and welcomed Peter Loo, Acting Chief Information Officer, Chief Executive Office. Mr. Loo gave a presentation on the Countywide Enterprise Systems process. Mr. Loo briefed Commissioners on the following topics (a PowerPoint accompanied his presentation):

- County IT Landscape
- Information Technology Governance
- Information Technology Committees
- IT Investment Board (ITTB)
- Information Technology Fund
- IT Legacy Modernization Fund

Public Comment:

Arnold Sachs gave public comment.

After discussion and questions, Commissioner Gibson made a motion to recommend that the Productivity Investment Board, at their next meeting, modify the Productivity Investment Fund application to address the discussion points made by Peter Loo and require IT-related projects to go through the Chief Information Office prior to applying for PIF funding. The motion was seconded by Commissioner Butler. The motion was unanimously approved by the following vote (taken by roll call):

Yes: Commissioners Bacharach, Butler, Dreyfuss, Gibson, Harris, Henderson, Hsieh, Liu, McIntyre, Palmer, Parent, Penichet, Rambo, and Wright  
No: None  
Abstain: None

**PMN CHAIR'S REPORT: GENERAL MEETING AND TRAINING (AGENDA #7)**

Heidi Oliva, Chair, reported the following:

- The PMN Executive Committee and QPC/PQA Chair met on June 27, 2023 to discuss the Productivity and Quality Award (PQA) submissions and this year's evaluation. The following items were discussed:
  - 88 applications were reviewed by the Executive Committee. The Committee ensures applications are complete and meet the requirements before they are prepared for the evaluation in August. Departments with applications needing corrections were given until July 17, 2023 to resubmit them
  - Commissioner McIntyre attended the entry review meeting on behalf of Commissioner Dreyfuss who could not attend. The group reviewed the approved graphic for this year's PQA. The theme is Rising to the Extraordinary. The graphic will be used to order banners, plaques, the program book, and other materials
  - Inna Sarac (Fire) and Patricia Soltero-Sanchez (DHS-Rancho Los Amigos National Rehabilitation Center) reported that this year's evaluation will be held in-person on August 2, 2023, 9:30 am-4:00 pm at the Hacienda Heights Community Center in Hacienda Heights. The cost for breakfast and lunch is \$10. Commissioners are encouraged to attend and participate in the evaluation
  - The number of attendees for this year's PQA will be 350
- PIF proposals for the first quarter of the new Fiscal Year 2023-24 were due on July 7, 2023. Eight proposals were received (Military and Veterans Affairs (2), Medical Examiner, Public Defender, Human Resources, Public Health, Justice Care and Opportunities, and Natural History Museum). The PIB Advisory Committee met on July 19, 2023 to review and evaluate the proposals. The PIB will meet next on August 7, 2023 to review the projects
- The next PMN General Meeting and Training will be held on November 1, 2023. The Executive Committee will plan that meeting on October 4, 2023, as well as discuss the election for the 2024 PMN Executive Committee

**CHAIR'S REPORT: ADMINISTRATIVE ITEMS, DEPARTMENT VISITS, AD HOC COMMITTEE (AGENDA #6)**

Commissioner Henderson, reported the following:

- The next regular Commission meeting will be on Monday, August 28, 2023. There is no meeting scheduled in September due to PQA-related activities
- The next PIB meeting will be on Monday, August 7, 2023, to review PIF applications that were received for the 1<sup>st</sup> quarter of Fiscal Year 2023-24
- The Board of Supervisors approved the reappointments for Commissioners Gibson, McIntyre, and Wright on June 6, 2023
- Commissioner Bacharach stated that there are 8 proposals for the PIB meeting on August 7, 2023

**EXECUTIVE DIRECTOR'S REPORT: COMMISSION EVENTS UPDATE, CALENDAR OF EVENTS, DEADLINES, ADMINISTRATIVE ITEMS (AGENDA #8)**

Laura Perez, Program Manager, reported the following on behalf of Jackie Guevarra, Executive Director:

- Reminded Commissioners to notify staff if they are participating in meetings remotely, under AB 2449, at least 72 hours prior (under just cause) or by 9 a.m. the day of the meeting (under emergency circumstances); a copy of the AB 2449 request form is included in the meeting packet; Jackie Guevarra sent a status report to Commissioners who have fully or partially met the two-meeting requirement under AB 2449
- Training reminders were sent out to Board of Supervisors email addresses for some Commissioners—these email addresses are not accessible to Commissioners. Jackie Guevarra is working with the Executive Office Human Resources and Information Resources Management to resolve the issue
- Statements of Economic Interest (Form 700) were due on April 3, 2023. The forms can be completed online or Commissioners can submit a hard copy. The Conflict of Interest Division submitted a list of non-filers to the Board of Supervisors. A late filing fee is assessed to the Commissioner who is late in filing
- Staff has been working on and/or preparing for various meetings:
  - Working on the Fall Quarterly Newsletter. The Summer 2023 Newsletter was issued on June 30, 2023
  - Looking for Commissioners to join the 2024 Leadership Conference ad hoc Committee. A notice was sent out asking for volunteers on July 21, 2023. The following have confirmed to serve on the ad hoc Committee: Commissioners Landres, Liu, McIntyre, Parent, Rambo, and Wright

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

Commissioner Gibson made the following report:

- The Department Visit reports for the Departments of Beaches and Harbors, Arts and Cultures, LA County Library, Los Angeles County Museum of Art, and Registrar-Recorder/County Clerk are included in the meeting packet for Commissioners' review and comment. The reports were received and filed with no discussion
- The reports for Agricultural Commissioner/Weights and Measures and the Treasurer and Tax Collector's visits are being finalized.
- There is one outstanding Department Visit with the Department of Children and Family Services

#### **Public Comment:**

Arnold Sachs gave public comment.

#### **2023 PRODUCTIVITY AND QUALITY AWARDS REPORT UPDATE (AGENDA #12)**

Commissioner Dreyfuss made the following report:

- The PQA is scheduled for Wednesday, October 18, 2023, from 11:30 a.m. – 2:00 p.m. at the Music Center, Dorothy Chandler Pavilion-Grand Hall
- She encouraged Commissioners to attend the Evaluation on August 2, 2023, at the Hacienda Heights Community Center. Commissioner scores help determine the Top Ten projects
- She reminded Commissioners that they must participate in at least three Top Ten site visits scheduled from August 14–30, 2023. This is per Commissioner Policy 2.0 *Commissioner Participation Policy*

- The Top Ten winners will be finalized at the Officers meeting on August 8, 2023. The Officers and any Commissioner that attend all 10 site visits will participate in finalizing the Top Ten Bronze, Silver and Gold Eagle winners
- Commission staff will contact departments immediately after the Top Ten winners are finalized to schedule their visits between August 14-30, 2023

Public Comment:

Arnold Sachs gave public comment.

**PROCUREMENT AD HOC COMMITTEE REPORT UPDATE (AGENDA #13)**

Commissioner Butler made the following report:

- The status report as of June 30, 2023 to the Board of Supervisors will be issued on July 24, 2023
- Next Steps (as reported in the status report to the Board):
  - Work with ISD, CEO and Auditor-Controller to finalize the ISD draft report; the consultant will validate the findings and recommendations contained in the report
  - Finalize the Delegated Authority Agreement (DAA) to bring a consultant onboard; the DAA will ensure the work of the consultant addresses the specific objectives of the Board Motion, including a review and analysis of the County's current state of the purchasing and contracting system
  - Work with ISD, CEO, Auditor-Controller and relevant County departments on additional areas identified by the Commission for inclusion in the report; the consultant will also review and validate these findings

**COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE (CCJCC) UPDATE (AGENDA #14)**

Commissioner Henderson stated that Commissioner McIntyre did not attend the meeting. Commission Billieon is absent today and will present this item for discussion at the August 28, 2023 Commission meeting. This matter has been tabled until August 28, 2023

**COMMISSIONER ANNOUNCEMENTS REGARDING CONFERENCES, MEETINGS, AND GATHERINGS OF INTEREST TO THE COMMISSION (AGENDA#13) – FOR DISCUSSION ONLY (AGENDA #15)**

None

**COMMISSIONER DISCUSSION ON GOALS, IDEAS, FUTURE PROJECTS, AND/OR DIRECTION OF THE COMMISSION (AGENDA #16) – FOR DISCUSSION ONLY**

Commissioner Wright was concerned over early warnings with the use of AI. He felt the County is behind the times and wondering what the Commission can do. After discussion, it was decided to review and discuss this matter at the next Officers meeting.

**MATTERS NOT ON THE POSTED AGENDA TO BE PRESENTED AND PLACE ON A FUTURE AGENDA (AGENDA #17) – FOR DISCUSSION ONLY**

None

**PUBLIC COMMENT (AGENDA #18)**

Arnold Sachs gave public comment.

**ADJOURNMENT**

Commissioner Palmer moved to adjourn the meeting, seconded by Commissioner Butler. The meeting adjourned at 12:23 p.m. The next full Commission meeting will be on Monday, August 28, 2023.