



Los Angeles County
QUALITY AND PRODUCTIVITY COMMISSION

MINUTES OF THE MEETING OF
April 25, 2022, at 10:00 a.m.

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: qpc.lacounty.gov

Virtual Meeting
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BZUGhuZHdYUT09

Meeting ID: 861 9956 6718

Passcode: 490177

Call in Number: (669) 900-9128

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CALL TO ORDER

Nichelle Henderson, Chair, called the meeting of the Quality and
Productivity Commission to order at 10:03 a.m.

To ensure there is a quorum for today's meeting, she asked Jackie
Guevarra, Executive Director, for a roll call.

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

Jacki Bacharach
Maxwell Billieon
Viggo Butler
Teresa Dreyfuss
Rodney Gibson
Nichelle Henderson
Shawn Landres

Huasha Liu
Edward McIntyre
Yasmine-Imani McMorrin
William Parent
Jeffrey Penichet
Dion Rambo
William Wright

ABSENT

Commissioner Nancy Harris
Commissioner E. Scott Palmer

PRODUCTIVITY MANAGERS' NETWORK (PMN)

Arman Depanian, Chair

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.

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

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

"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 361.

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. The Board will take action at their next meeting on April 26, 2022.

### **OPENING REMARKS**

Commissioner Henderson welcomed everyone to the April 25, 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 Executive Director, Jackie Guevarra, by April 24, 2022, 4:00 p.m. No written comments were received. However, members of the public could continue to send public comment to Jackie Guevarra during the meeting. Any information received will become part of the official meeting record.

Commissioner Landres inquired if the Commission will further discuss the continuation of AB 361 should the Board elect to not to do so. Further discussion will be undertaken under Agenda #9: Return to In-Person Meetings Discussion.

### **APPROVAL OF THE MARCH 14, 2022, MINUTES**

Commissioner McIntyre moved to approve the minutes of March 14, 2022, seconded by Commissioner Liu. The minutes were approved by the following vote (taken by roll call):

Yes: Commissioners Billieon, Butler, Dreyfuss, Gibson, Henderson, Landres, Liu, McIntyre, McMorrin, Parent, Penichet, Rambo, and Wright

No: None

Abstain: Commissioner Bacharach

### **PRESENTATION AND UPDATE BY THE INTERNAL SERVICES DEPARTMENT (ISD) ON COUNTY'S PROCUREMENT TRANSFORMATION EFFORTS (AGENDA #4)**

Commissioner Henderson introduced and welcomed Lawrence Gann, General Manager, Purchasing & Contracts Services and Michael Owh, Chief Deputy, Internal Services Department. Mr. Gann and Mr. Owh made a presentation on the County's Procurement Transformation efforts and provided an update on the procurement process. Mr. Gann stated the efforts are ongoing and his presentation will provide an update on the functionalities of an end-to-end procurement system. Mr. Gann and Mr. Owh briefed Commissioners on the following topics (a PowerPoint accompanied his presentation):

- e-Procurement functions on vendor management, sourcing, requisitions, contracts, invoicing, and payment
- e-Procurement functions on the State of the County on vendor Management, sourcing, requisitions, contracts, invoicing and payment
- e-Procurement functions on County spending segmentation
- e-Procurement status overview on the implementation partner, e-Procurement System year one, and e-Procurement System on-going
- e-Procurement next steps on system selection, future state design, roadmap development, system configuration, testing and development, go live support, and training
- e-Procurement value proposition on efficiency, quality, governance, and spend management

**PRESENTATION AND OVERVIEW BY THE CHIEF EXECUTIVE OFFICE (CEO) BUDGET AND OPERATION MANAGEMENT BRANCH ON THE COUNTY'S BUDGET PROCESS (AGENDA #5)**

Commissioner Henderson introduced and welcomed Sheila Williams, Senior Manager, CEO. Ms. Williams made a presentation on the County's budget process. Ms. Williams stated the information will provide Commissioners with a better understanding of the challenges and processes that County departments go through annually for budget approval. Ms. Williams briefed Commissioners on the following topics (a PowerPoint accompanied his presentation):

- County's budget cycle including the recommended budget
- Final changes, budget deliberations, and supplemental changes
- Sources of funding (i.e., State, federal, locally generated revenues)
- Expenditures by function (e.g., health and sanitation, public protection, public assistance, etc.)
- Net County cost and unmet needs

**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, June 27, 2022
- The next Productivity Investment Board meeting will be on Monday, May 23, 2022
- Commissioner Blaine Meek's retirement was effective on April 2, 2022. The Commission is working with the LA Federation of Labor on his replacement

- The County announced the retirements of the following Department Heads: Antonia Jimenez, Director of Public Social Services (set to retire in May), and Dr. Jonathan Sherin, Director of Mental Health (set to retire in July)

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

Arman Depanian, Chair, reported the following:

- The PMN Executive Committee met on April 6, 2022. This meeting included the Chair of the Productivity and Quality Awards (PQA) Ad Hoc Committee and the PMN Executive team to kickoff the 2022 PQA Season. The Executive Committee also planned the May 4, 2022 PMN General Meeting and Training. Discussions included:
  - Review of the Productivity and Quality Awards Program. The following was discussed:
    - Format – This year's PQA will be held in-person at the Music Center
    - Theme – The theme selected for this year is "Adapt, Create, Achieve"
    - Award Categories – the COVID-19 Impact Award has been removed from the award categories.
    - Additional wording changes to the announcement memo
    - Duplicate applications will be returned to the departments for revision/resubmission
    - Departments will be asked to check a box off in the application if it is a COVID-19 related project (this will assist Commissioners to identify potential projects that may warrant an award under the Commissioner's Legacy Award)
    - The evaluation will be held in-person in Marina del Rey as in previous years. The evaluation is scheduled for August 3, 2022, beginning at 8:30 a.m. Breakfast and lunch will be served. Commissioners are invited to attend and participate
    - Due to rising costs/inflation, the cost of the luncheon will increase to \$70 per person
- The May 4, 2022, PMN General Meeting and Training will be held virtually. The agenda includes:
  - A presentation by Inna Sarac and Michelle Jiang on the PQA program
  - Planned speakers are from the Los Angeles County Employment Retirement Association (LACERA) and will provide a presentation on the Power of Attorney
- PIF proposals for the FY 2021-22 4<sup>th</sup> Quarter were due on April 1, 2022. Three proposals were received. The PIB Advisory Committee met on April 13, 2022 to review and discuss the proposals with department representatives. The projects will now head to the Productivity Investment Board on May 23, 2022.

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

Jackie T. Guevarra, Executive Director, reported on the following:

- Commissions will continue to allow community members to participate remotely in their meetings by calling in or online as they have been during the pandemic. The Executive Office has partnered with the Los Angeles County Library to provide locations where Commissioners/members may also opt to continue remote

participation in commission meetings that are posted on their agendas in accordance with the Brown Act. Two primary libraries per Supervisorial District have been identified where Commissions may reserve a conference room at the posted location, subject to availability.

- Effective March 21, 2022, masks are no longer required for County employees and members of the public. However, employees and the public are strongly encouraged, to wear appropriate masks or face coverings in County buildings, except where masks or face coverings are required by applicable law, regulation, or order (e.g., public transportation, health care settings, etc..)
- Statement of Economic Interests Form 700 were due on April 1, 2022, if you have not submitted your form, electronically or hard copy, please do so immediately, as there are financial penalties to the County for each day you are late
- The Anti-Racism, Diversity, and Inclusion (ARDI) Initiative and the LA County Racial Equity Strategic Plan Listening Session collaborated with Supervisor, Janice Hahn, Fourth District, and Supervisor Holly Mitchell, Second District. The listening sessions take place on Saturday, April 23, from 10:00a-12:00p, and Tuesday, April 26, from 5:00-7:00p, respectively. On Friday, April 22, a flyer with registration links to both events were sent to all Commissioners
- LACMA extended invitations to the Commission on two exhibits: Black American Portraits at LACMA and Family Album at Charles White Elementary, Commissioners Henderson, McMorrin, Rambo and Jackie Guevarra, Executive Director, attended a special tour of the Black American Portraits exhibit on Wednesday, April 6, 2022 from 2:00 p.m. – 4:00 p.m.
- Commission staff sent out the Spring Quarterly Newsletter on April 4, 2022 and the Shared Practices on April 20, 2022. The Shared Practices Report is a compilation of PQA Top Ten and Commission Special winners and completed PIF projects. Staff are also working on the 2021 Annual Report
- Commissioner Henderson and Jackie Guevarra held a new Commissioner's orientation with Commissioners McMorrin and Rambo on April 4, 2022
- If any Commissioners are experiencing any access issues to any trainings, please let Commission staff know. It appears, training is only accessible with a County email. You may not need to take the training. The Human Resources Division is looking into the matter. Commissioners asked that they be notified when the problem is fixed

### **RETURN TO IN-PERSON MEETINGS DISCUSSION (AGENDA#9)**

Commissioner Nichelle Henderson, Chair, reported the following:

- On April 19, 2022, Jackie Guevarra shared a memo from the Executive Officer of the Board to all County Department Heads (dated April 8, 2022), which discusses the return to in-person meetings. Specifically, the memo states that “when the Board no longer holds meetings virtually, Commissions created by or at the direction of the Board will also need to consider resuming in-person meetings. However, Commissions can continue to meet virtually, under AB361, if there is a unique circumstance that presents imminent risk to the health and safety of attendees

- Commissioners discussed the reasons why the Commission should follow the lead of the Board when it returns to in-person meetings or to continue to teleconference under AB 361 (e.g., ongoing health concerns, vaccinations for children under 6 years old, etc.)
- County Counsel has advised Jackie Guevarra to table any votes until after the next Board meeting on Tuesday, April 26, 2022, when the Board will determine whether to continue meeting under AB 361 or return to in-person

After discussion and questions, the Commissioners decided to follow County Counsel's guidance and table a vote until the next full Commission meeting on Monday, June 27, 2022.

#### **LEADERSHIP CONFERENCE AD HOC COMMITTEE UPDATE (AGENDA#10)**

Commissioner Henderson offered her congratulations to Commissioner Parent as the new Chair of the Leadership Conference ad hoc Committee, due to Commissioner Meek's retirement on April 1, 2022. Commissioner Parent gave the following report:

- The Conference is scheduled for Wednesday, June 1, 2022, from 9:00 a.m. – 11:30 a.m., at the Music Center. It will be an in-person meeting
- The Theme is: *People First: Expanding Possibilities*
- Objective: To envision, reimagine, and share ideas and approaches that empower the County workforce to thrive.
- Supervisor Holly J. Mitchell and Fesia Davenport, CEO, are confirmed to attend. Keynote speaker William Eggers, Executive Director Center for Government Insights, Deloitte Services LP, and guest speaker Hugo Romero, Los Angeles County Federation of Labor are also confirmed. The County panel speakers include Lisa Garrett, Director of Human Resources (moderator), Erika Anzoategui, Alternate Public Defender, Dr. Jonathan Sherin, Director, Department of Mental Health and Norma Garcia-Gonzales, Director, Department of Parks and Recreation

#### **DEPARTMENT VISITS AD HOC COMMITTEE UPDATE (AGENDA#11)**

Commissioner Henderson reported on behalf of Commissioner Palmer and received and filed the Department Visit Report for the Internal Services Department.

#### **PROCUREMENT AD HOC COMMITTEE REPORT UPDATE (AGENDA#12)**

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

- The ad hoc Committee met with Alexander Van Dyck from Cook County, Illinois, Office of the Chief Procurement Officers, on April 18, 2022, for a presentation on the County's new procurement system
- The ad hoc Committee is working on a draft Board motion by the 5<sup>th</sup> District

#### **STRATEGIC LEARNING REPORT AD HOC COMMITTEE UPDATE (AGENDA#13)**

Commissioner Gibson reported on behalf of Commissioner Harris, Chair, Strategic Learning Report ad hoc Committee:

- Thanked the ad hoc Committee members for their input, feedback, and contribution to the 2021 report. Commissioners Harris (Chair and 2022 Report Lead),

Henderson, Liu, and Productivity Managers Heidi Oliva (Fire) and Gail Bristo (Public Defender). The ad hoc Committee met on March 8, 2022, to finalize the 2021 trends:

- Mature: Collaboration among County departments and community agencies, enhance services and increase productivity and operational efficiencies
- Current: Remote Work and Anti Racism, Diversity, Equity, and Inclusion play pivotal roles in County government and workplace environment
- Emerging: Digitization transforms how information and documents are accessed and shared and enhances service delivery and increases efficiency

#### **DIGITIZATION AD HOC COMMITTEE UPDATE) (AGENDA#14)**

Commissioner Henderson made the following report:

- The digitization survey ad hoc Committee members met on Monday, April 18, 2022
- Based on their review of the 500+ paper-based projects received from 18 departments, the ad hoc Committee will group the projects by category and identify relevant departments and possible leads to address common manual systems

#### **COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE (CCJCC) (AGENDA#15)**

Commissioner McIntyre made the following report:

- The CCJCC met via Teams on April 13, 2022, at noon. Two presentations were made. The first presentation was from the Commission on Human Relations who provided an overview of L.A. vs. Hate, the County's community-driven approach to unite against, report, and resist hate. They also led a discussion of collaboration opportunities with local law enforcement partners
- The second presentation was from Economic & Workforce Development who gave an overview of workforce development services and ongoing efforts to connect justice-involved populations with employment opportunities

#### **COMMISSIONER ANNOUNCEMENTS REGARDING CONFERENCES, MEETINGS, AND GATHERINGS OF INTEREST TO THE COMMISSION (AGENDA#16) – FOR DISCUSSION ONLY**

Commissioner Wright stated that the AIA-Los Angeles Chapter is hosting a series of candid discussions with the leading Mayoral Candidates for the City of Los Angeles. The forums are free, and all are welcome to attend. He provided the following link to Commissioners to register: <https://www.aialosangeles.org/roundtables-and-forums/>

Commissioner McMorris stated that the Culver City community is hosting a screening and discussion of "WHO WE ARE: A Chronicle of Racism in America." Interweaving lecture, personal anecdotes, interviews, and shocking revelations, in WHO WE ARE – A Chronicle of Racism in America, criminal defense/civil rights lawyer Jeffrey Robinson draws a stark timeline of anti-Black racism in the United States, from slavery to the modern myth of a post-racial America. She provided the following link to the screening: <https://www.showtix4u.com/event-details/64364>

**COMMISSIONER DISCUSSION ON GOALS, IDEAS, FUTURE PROJECTS, AND/OR DIRECTION OF THE COMMISSION (AGENDA #17) – FOR DISCUSSION ONLY**

Commissioner Gibson asked for a follow up on PIF 19-25 – CEO Homeless Initiative Technoogy Innovation project. While the Commission receives project updates in the PIF Annual and Final Reports, it would be good to invite the CEO Homeless Initiative team to come back and give an in-depth discussion on where they are and what they are doing on the homeless effort. Executive Director, Jackie Guevarra, will check to see if the CEO can present at a future meeting.

**MATTERS NOT ON THE POSTED AGENDA TO BE PRESENTED AND PLACE ON A FUTURE AGENDA (AGENDA #18) – FOR DISCUSSION ONLY**

None

**PUBLIC COMMENT (AGENDA #19)**

None

**ADJOURNMENT**

Commissioner Gibson moved to adjourn the meeting, seconded by Commission Billieon. The meeting adjourned at 12:51 p.m. The next full Commission meeting will be on Monday, June 27, 2022.