



Los Angeles County
QUALITY AND PRODUCTIVITY COMMISSION

County of Los Angeles
Quality and Productivity
Commission

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MINUTES OF THE MEETING OF
April 26, 2021 at 10:00 a.m.

Virtual Meeting

Call in Number: (669) 900-9128

Meeting ID: 853 1837 7873

Passcode: 814015

Join Zoom Meeting

https://us02web.zoom.us/j/85318377873?pwd=TENPU2lXaFluRFpMb1p3b3RsaGdlQT09

Chair

Jacki Bacharach

First Vice Chair

Andrés Cuervo

Second Vice Chair

Nichelle M. Henderson

Immediate Past Chair

J. Shawn Landres, Ph.D.

Chairs Emeriti

Rodney C. Gibson, Ph.D.

Edward T. McIntyre

Maxwell Billieon

Viggo Butler

Teresa Dreyfuss

Evelyn Gutierrez

Nancy G. Harris

Huasha Liu

Blaine J. Meek

E. Scott Palmer

William B. Parent

Jeffrey Jorge Penichet

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"

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

Jacki Bacharach
Maxwell Billieon
Viggo Butler
Andrés Cuervo
Teresa Dreyfuss
Rodney Gibson
Evelyn Gutierrez
Nancy Harris

Nichelle Henderson
Shawn Landres
Huasha Liu
Edward McIntyre
Blaine Meek
E. Scott Palmer
William B. Parent
Will Wright

ABSENT

Jeffrey J. Penichet
Arman Depanion

PRODUCTIVITY MANAGERS' NETWORK (PMN)

Heidi Oliva, 1st Vice Chair

CALL TO ORDER

The Chair called the meeting of the Quality and Productivity Commission to order at 10:01 a.m.

Commissioner Bacharach welcomed everyone to the April 26, 2021 meeting and noted the meeting is being recorded. She announced that members of the public can send their questions or comments to Jackie Guevarra during the meeting via email at jguevarra@bos.lacounty.gov. 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 April 25, 2021, 4:00 p.m. No written comments were received. However, members of the public can continue to send public comment to Jackie Guevarra during the meeting, and any information received will become part of the official meeting record.

APPROVAL OF MARCH 22, 2021 MINUTES

Commissioner Landres moved to amend the minutes of March 22, 2021. On Page 6, under 21.8 – Workforce Development, Aging and Community Services, for *Addressing Bias & Hate Using Art Justice & Cultural Action Strategies*, the votes were not reflected correctly. Commissioner Landres abstained from voting and Commissioner Parent recused himself from voting on the item. The minutes, as amended, was seconded by Commissioner Liu and unanimously approved.

PRESENTATION BY THE CHIEF EXECUTIVE OFFICE ON THE STRATEGIC INTEGRATION BRANCH, INCLUDING THE HOMELESS INITIATIVE AND ANTI-RACISM, DIVERSITY, AND INCLUSION (ARDI) INITIATIVE

Commissioner Bacharach introduced and welcomed Tiana Murillo, Assistant Chief Executive Officer, Strategic Integration Branch (SIB), Cheri Todoroff, Interim Director, Homeless Initiative, and Dr. D'Artagnan Scorza, Executive Director, ADRI. The SIB coordinates the development and implementation of special and ad hoc Countywide initiatives that represent high priorities for the Board of Supervisors. Ms. Murillo and her team also briefed Commissioners on the following topics (a PowerPoint accompanied her presentation):

- Alternatives to Incarceration Initiative
- Anti-Racism, Diversity, and Inclusion Initiative
- Center for Strategic Partnerships
- Chief Information Office
- Chief Sustainability Office
- Homeless Initiative
- Service Integration Branch
- Women & Girls Initiative

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

Commissioner Bacharach reported the following:

- The next two regular Commission meetings are Monday, June 28, and July 26, 2021. We are looking for speakers for the July 26, 2021 meeting. If anyone has recommendations, please contact Jackie Guevarra
- The next Productivity Investment Board (PIB) meeting is scheduled for Monday, May 24, 2021



- Met with the 2nd District on April 20, 2021 to promote the Commission and discuss 2nd District appointees to the Commission. We discussed the following items with Meghan Sahli-Wells: Departments Visits, PIF, Special Projects (Prosper LA, Digital by Default, DPSS Eligibility Works), Leadership Conference, PQA, and meeting speakers to educate the Commissioners on County processes. She was interested on how we are promoting sustainability
- On April 20, 2021, the Board of Supervisors created a new Department on Aging. The Chief Executive Office will begin a phased approach with the Department, starting October 1, 2021. The motion calls for a temporary Supervisor Administrator on or before July 1, 2021. The temporary Supervisor will begin reviewing temporary staffing needs and requirements for the new Department

PMN CHAIR'S REPORT: GENERAL MEETING AND TRAINING

Heidi Oliva, 1st Vice Chair, reported the PMN Executive Committee met on April 8, 2021. The meeting included the Chair of the PQA Ad Hoc Committee and the PMN Executive Committee to kick-start the PQA season. The Executive Committee also planned the May 5, 2021 PMN General Meeting and Training. Discussions included a review of the PQA program, which included:

- The theme selected for this year is “Leading with Excellence”
- This year’s PQA will be a virtual event using Lunchpool. The platform will allow up to 1,000 people to attend. Information on Lunchpool will be provided at the May 5, 2021 PMN meeting and a brief demonstration will be scheduled in August with Productivity Managers
- There is a new award category “*COVID-19 Impact Award*” this year. The description is “Highlighting the outstanding efforts and innovations by County departments during the pandemic, which leads the path to COVID recovery.” The implementation date for this award is on or before December 31, 2020. After discussion, the following recommendation were made regarding the new award:
 - Project that do not meet the 1-year criteria for a PQA application, will not be eligible for any other awards and will only be eligible for the COVID-19 Impact Award. Once an application is submitted, the Department cannot submit the same project in subsequent years
 - The application will identify entries for the COVID-19 Impact Award
 - Department can submit unlimited number of projects for this award
- Reviewed the PQA guidelines and application; electronic signatures will be accepted this year
- Evaluation – The evaluation will be held electronically this year between July 26 to August 4, 2021
 - The deadline to submit the scoring sheet will be on August 4, 2021, by 5 p.m.

- Only one scoring sheet per department will be accepted (standard practice)
- Productivity Managers will be asked not to share the documents with anyone
- Commissioner Henderson reported that historically there was a charge to attend the PQA luncheon, except for a few who received complimentary tickets. The revenue offset some of the Music Center's costs. Lunchpool charges is estimated at \$7,349 compared to the 2019 Music Center charges of \$61,251. After discussion, the following recommendation were made:
 - Guests will all be complimentary for this year
 - Commission staff will look into Eventbrite to register guests
- The May 5, 2021 PMN General Meeting and Training will be held virtually. The agenda includes:
 - A presentation by Inna Sarac and Keisha Belmaster on the PQA program.
 - Commission staff will contact Human Resources to provide a 1-hour presentation on Diversity: Skills for the 21st Century Workforce
- FY 2020-21 4th Quarter PIF proposals were due on April 6, 2021. Two proposals were received from Public Health and Natural History Museum. The PIB Advisory met on April 14 to review and discuss the proposals with Department representatives. The projects will move forward to PIB meeting on May 24, 2021

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

Jackie Guevarra, Executive Director, reported the following:

- The Human Resources Division (HRD) is issuing new employee and Commissioner ID badges. Photos will be taken by appointment or walk-in by the Photography Unit
- The annual Form 700 was due on Thursday, April 1, 2021. Outstanding forms can be submitted online or hard copies sent to the Conflict of Interest Division
- Commission staff sent out reminders on April 5, 2021 to eleven Commissioners with outstanding Trainings; contact the HRD for log-in or access issues
- County Reopening/Commission Meetings-The Executive Office asked to start looking at what re-openings look like for Commission meetings. The Commission has 12 Brown Act meetings a year (eight Commission and four PIB meetings). Hosting virtual or in-person meetings will depend on changes to the Brown Act meeting rules.
 - Commissioner Landres reported that there are a couple of state Assembly bills on the Brown Act pending (e.g., AB361). The Bill would codify the Governors Executive Orders to continue remotely during and after the pandemic. The matter will be discussed further at the June 28, 2021 Commission meeting based on Commissioner Landres updates on Brown Act discussions
- The Spring Quarterly Newsletter was published on April 2, 2021. The Summer Quarterly Newsletter is scheduled to be issued by end of June 2021
- Work on the 2020 Annual report is in progress and will be electronic
- Staff are working on the 2022 Calendar of Events/Meetings

ROADMAP TO ECONOMIC RECOVERY BOARD MOTION (APRIL 28, 2020) – PROSPER LA UPDATE (AGENDA #7)

Commissioner Bacharach made the following update:

- The next quarterly report is due June 30, 2021
- Since the last report, we have received nine ideas on the website from March 1 to April 22, 2021. The types of Contact: Residents (4); Nonprofits (3); Business (1); County Employee (1); Idea by Category: Business Assistance (2); Other (7)
- Submitted Prosper LA for the National Association of Counties Achievement Awards (NACo): Best of County Administration and Management category the winners will be notified the week of April 26, 2021
- Will provide a follow-up with the 5th District on what are the next steps, including a sunset date and frequency of reporting

LEADERSHIP CONFERENCE UPDATE (AGENDA #8)

Commissioner Wright, Chair, Leadership Conference Ad Hoc Committee, gave the following report:

- Next ad hoc Committee meeting is Tuesday, April 26, 2021 at 12:00 p.m. or immediately following the QPC meeting
- The Conference will be held virtually on June 2, 2021, using Zoom from 9:00 a.m. – 11:00 a.m.
- The theme is *Think Forward: Governing Beyond the Digital Divide*. It is an opportunity to “share best practices for governing beyond the digital divide to ensure that all interactions are inclusive and equitable for County employees and residents”
- Fesia Davenport, CEO, will be the Keynote Speaker. Guest speakers include Rebecca F. Kauma, Program Manager, City of Long Beach, Stephen Goldsmith, Director of Innovations in Government Program, Harvard Kennedy School and Chike Aguh, Chief Innovation Officer, U.S. Department of Labor

PRODUCTIVITY AND QUALITY AWARDS (AGENDA #9)

Commissioner Henderson, Chair, Productivity and Quality Awards Ad Hoc Committee, gave the following report:

- The ad hoc Committee met in March and April to consider whether to have the 34th Annual PQA Awards live or virtual. The committee discussed the announcement memo, application, guidelines, and the awards category. On March 4, 2021, the Committee participated in a demonstration of the Lunchpool platform. After discussion, the Committee recommended the 2021 PQA be held virtually using the Lunchpool platform
- The PQA is scheduled for Wednesday, October 13, 2021, 11:00 a.m. – 1:00 p.m.
- This year’s Theme is *“Leading with Excellence”*
- Supervisor Hilda Solis has confirmed her attendance

- For consideration and vote are the following options:
 1. Host the event virtually via Lunchpool at a cost of \$7,349
 2. Host a hybrid event virtually via Lunchpool + live awards presentation
 3. Host an in-person event

After discussion and questions, Commissioner Landres made a motion to approve Option 2, a hybrid format with a 1 p.m. start time in the Board Hearing Room. Further discussion and planning for the related reception (including food), will be added to the August meeting agenda. The Commission will revisit County public health rules at that time regarding hosting a reception and serving food. Also, authorize up to \$10,000, if needed, for staff to resolve the interactive platform experience for those not in person. The motion was seconded by Commissioner Gutierrez.

The motion was approved by the following vote (taken by roll call):

Ayes: Commissioners Bacharach, Butler, Cuervo, Dreyfuss, Gibson, Gutierrez, Harris, Henderson, Landres, Liu, McIntyre, Palmer, Parent and Wright

Nos: Commissioner Billieon

Abstain: None

Commissioner Meek was not present and did not vote.

DEPARTMENT VISITS AD HOC COMMITTEE (AGENDA #10)

Commissioner Bacharach reported on behalf of Commissioner Penichet. She reported on the Department Visit for the Los Angeles County Museum of Art. After discussion, the Commission received and filed the report. She also reported that there are four upcoming Department Visits in May 2021 (Auditor-Controller, Agricultural Commissioner/Weights and Measures, Human Resources, and Department of Children and Family Services).

2021-2025 STRATEGIC PLAN AD HOC COMMITTEE UPDATE (AGENDA #11)

Commissioner Harris, Chair, Strategic Plan Ad Hoc Committee, gave the following report:

- The Commission is back on track with the 2021-2025 Strategic Plan. She introduced Cynthia “Cyndi” Sax, PSI, who will lead/facilitate the Commission’s strategic planning process. Cyndi Sax is a Senior Vice President and organizational development consultant with more than 20 years of experience leading employee assessment and organizational effectiveness initiatives. She has designed and implemented successful employee developmental, change management, and coaching programs across business sectors and industries, including global programs for Fortune 50 enterprises as well as with small, family owned businesses.



- PSI has extensive knowledge of the operations and goals of the County and works directly with the Board and Board Offices on the Board's desired direction for Department Heads and County departments. PSI is also very familiar with the Executive Office (EO).
- Cyndi Sax provided a brief overview on the next steps and timeline for the Commission's 2021-2025 Strategic Plan

STRATEGIC LEARNING REPORT AD HOC COMMITTEE UPDATE (AGENDA #12)

Commissioner Gibson, 2021 Report Chair and Commissioner Cuervo 2020 Report Chair, gave the following report:

- Review of the final draft is in progress with Commissioners Landres and Cuervo.
- A copy will be shared with the ad hoc Committee for review

COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE (CCJCC) UPDATE (AGENDA #13)

Commissioner McIntyre gave the following report:

- The CCJCC met on April 14, 2021, at noon via Microsoft Teams
- Ad Hoc work group provided an update on prisoners who were released from the Los Angeles County Jail (Jail) between January 2019 – June 2020. There were 360 people released from the Jail (about 20 people a month). About 9-10 of those released a month have not had access to opioids while in jail and usually die when they start the opioids after being released. A total of 169 individuals about 46% have died from an opioid overdose
- There was an overview of *One to One*, anti-bias remediation education program implemented by the Museum of Tolerance and funded by a Department of Homeland Security grant

COMMISSIONER ANNOUNCEMENTS REGARDING CONFERENCES, MEETINGS, AND GATHERINGS OF INTEREST TO THE COMMISSION (AGENDA#14) – FOR DISCUSSION ONLY

Commissioner Gutierrez noted on last week's Board agenda that the Board approved splitting the Workforce Development, Aging and Community Services to the Economic and Workforce Department and Department of Aging. She was concerned about how the split would affect any of the Department's existing PIF grants or loans. She asked the Executive Director to keep the Commission apprised of any other changes. Jackie Guevarra stated she will speak with the Department at some point to see where the PIF project(s) are going to stay with and report back to the Commission.

COMMISSIONER DISCUSSION ON GOALS, IDEAS, FUTURE PROJECTS, AND/OR DIRECTION OF THE COMMISSION (AGENDA #15) – FOR DISCUSSION ONLY

Commissioner Wright invited Commissioners to attend the LA River Master Plan meeting. He added the invitation link to the Zoom Chat box if any Commissioner would like to attend.

MATTERS NOT ON THE POSTED AGENDA TO BE PRESENTED AND PLACE ON A FUTURE AGENDA (AGENDA #16) – FOR DISCUSSION ONLY

Commissioner Billieon asked for an item to be added on the next agenda to discuss use of SMS and text messaging for future Commission communication. Commissioner Bacharach will add this matter to the next Officers meeting for further discussion.

PUBLIC COMMENT

None

ADJOURNMENT

Commissioner Bacharach adjourned the meeting at 12:54 p.m. The next full Commission meeting will be on Monday, June 28, 2021.

