

County of Los Angeles

Productivity Managers' Network

**General Meeting and Training
Virtual Meeting
November 1, 2023, at 9:30 a.m.**

The quarterly meeting of the Productivity Managers' Network (PMN) was held virtually on Wednesday, November 1, 2023. Approximately 43 Productivity Managers, Commissioners, and Commission staff were in attendance.

Meeting Agenda

Welcome Remarks and Announcements

Heidi Oliva, PMN Chair, Fire Department, welcomed Managers to the meeting. She stated that we are recording today's meeting as we have several managers who had scheduling conflicts and needed to leave the meeting early. She provided the following updates:

- She thanked all the Productivity Managers who attended the 36th Annual Productivity and Quality Awards program held on October 18. It was a great event, and as always, everyone looked forward to the countdown and announcements of the Top Three Eagle Award winners!
- Laura Perez sent an email to all Productivity Managers on October 10th regarding the 2024 PMN Executive Committee nominations and PMN Hybrid Meetings Poll. If you have not already done so, and because it's important to hear from all productivity managers, the deadline for both items is today via email. The 2024 PMN Executive Committee and PMN General Meeting/Training format will be announced at the PMN Holiday Reception on December 6th.
- Our PMN Holiday Reception is scheduled for Wednesday, December 6, 2023, 11:30 a.m. It will be held in-person at Rancho Los Amigos Rehabilitation Center's Auditorium. An email will be sent to the Network when Laura returns from vacation with additional details, including meal selection, costs, and the optional gift exchange.

She also welcomed and introduced Commissioners Derek Hsieh and Scott Palmer to the meeting.



*Heidi Oliva, Chair
Productivity Managers' Network*

2023 Commission Announcements

Commissioner Scott Palmer, provided the following Commission updates:

- He welcomed the managers to the last general meeting of the year. It has been a busy and productive year
- He also thanked the Productivity Managers for all their assistance with the 36th Annual Productivity and Quality Awards Program on October 18th. It was another successful awards luncheon, and the Commission was proud to honor so many amazing projects implemented Countywide. The Commission cannot do this work without the assistance of Productivity Managers. So again, a big thank you for all your efforts
- Commissioner, Marsha D. Mitchell, who was appointed on September 26, 2023. She was recently appointed as a 2nd District Commissioner. Commissioner Mitchell is the Senior Director of Communications for Community Coalition. She uses her expertise in strategic communications to help inform every facet of the Coalition's work from it's digital presence, community outreach, and member engagement to crafting messaging, media strategy and facilitating policy change that addresses the challenges facing South Los Angeles. Commissioners welcomed her at the October 23, 2023, meeting and look forward to working with her in the coming year



*Scott Palmer, Commissioner
Quality and Productivity Commission*

Commissioner Derek Hsieh, provided the following Commission updates:

- He thanked everyone for all the work that they do for the citizens of Los Angeles County. He is looking forward to learning a lot from everyone in his new role
- It has been a pleasure serving as the Commission liaison to the PMN and meeting Managers at various meetings. Learned a lot about County efforts through the Department Visits, PIF process, and the PQA
- Encourage Productivity Managers to attend the PMN Holiday Reception on December 6th at Rancho Los Amigos, for hosting the reception. Hope to see everyone there
- Thanked all the Productivity Managers for coordinating 88 project entries to this year's PQA. Congratulations to the Top Ten and Commission Special winners! Start early for those 2024 project entries
- The Commission looks forward to all the Department Visits scheduled for next year. Contact Commission staff to confirm if you are on the list. Jackie will next provide tips on putting together a successful Department Visit



*Derek Hsieh
Quality and Productivity Commission*

[Power Point Presentation](#)



*Jackie T. Guevarra, Executive Director
Quality and Productivity Commission*

Department Visit Presentation

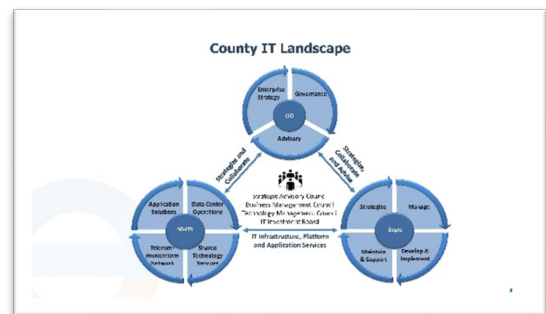
Jackie Guevarra, Executive Director, Quality and Productivity Commission, gave a presentation on Department Visits to assist Managers as they prepare for their respective department's visit in 2023. Her PowerPoint presentation provided a clear roadmap of the process, which will prove to be invaluable to Productivity Managers who have not yet been through a Department Visit.

Department Visits occur every two years and provide an opportunity for the Commission to meet with Department Heads and their executive teams, allows the Commission to highlight its efforts and commitment to assist all County departments, and provides an opportunity for the departments to showcase their best trends, accomplishments, innovative programs, and best practices. More importantly, it is an opportunity for departments to speak about their challenges, actions, and opportunities to work with the Commission.

Power Point Presentation

PRESENTATION ON INFORMATION TECHNOLOGY FUND (ITF)

Greg Melendez, Productivity Manager, Deputy CIO, Chief Executive Office, Chief Information Office gave a presentation on the ITF application process. Mr. Melendez stated his presentation provides Managers with better understanding on the ITF process. The ITF fund is used for one-time funding for innovative or enterprise projects that improve the delivery of services to the public, generate operational improvements to one or more departments



programs, and/or improve inter-departmental or inter-agency collaboration. Managers now have another source of funding to apply, before applying for Productivity Investment Funding (PIF) for proposals that relate to Technology and the approval process. Mr. Melendez presentation included the following topics:

- County IT Landscape
- Information Technology Governance
- IT Investment Board (ITIB)
- ITIB Proposal Review and Consideration
- Board Approval Process and Funding

Maria Rivera, Chair and Productivity Manager, Department of Public Social Services. Ms. Rivera thanked the Committee members: Stephanie Maxberry, Elisa Vasquez, and Stanley Yen for their assistance. Laura Perez sent an email in September, requesting Managers who are interested in serving on 2024 Executive Committee to reach out and let her know you would like to join a committee or nominate someone who you think might be a good fit.

The Committee met on October 4, 2023, to discuss the slate that was presented before the Committee. There is still time to submit your request, please check the box or write

in a candidate and submit by 5:00 p.m. today. Everyone can join the Committee regular and alternate Productivity Managers, the results will be announced on Wednesday, December 6, 2023, at the PMN Meeting.



Raffle Winners

Congratulations to Elizabeth Herrera, Department of Public Social Services, Cristina Arechiga, Public Works and Lana Ghil, Department of Human Resources. They were the winners of gift cards to Starbucks!