Innovation & Performance Commission Meeting Minutes  
Monday, January 11, 2016, 9:30 a.m. – Room 1200A, City Hall East

Members in Attendance: Todd Sargent, Catherine Geanuracos, Enrique Aragon, Vincent Jones, Jerry Levey, Jon Merritt, Heather Rosenberg, Dr. John Walker, Cynthia Weichelt

Members Not in Attendance: Freddy Carrillo, Joe DiMento, Thom Davis, Liz Saldivar

Guests: Heather Repenning, Commissioner – Board of Public Works; Wing Tam – Bureau of Sanitation; Wendy Macy, General Manager – Personnel Department; Joanne O’Brien – Personnel Department; David Lubeley – Personnel Department; John Dunlop – Personnel Department; Captain Thomas Gikas – Los Angeles Fire Department; Shmel Graham – Operations Innovation Team; Juan Vasquez – Operations Innovation Team; Cyrus Dorbayan – Operations Innovation Team; Amanda Daifos – Innovation Delivery Team; Alexis Baylosis – Personnel; Joyce Edson – ITA; Steve Garcia – Council District 8; Kia Marie Velasco – CGI – ITA; Melinda Novoa – Office of the Mayor; Bianca Swan – CAO; Norman Gilmore

1. Call to Order  
Commission President Sargent called the meeting to order at 9:48 am.

2. Review and Approve Meeting Minutes  
Commissioner Weichelt motioned to approve the December 2015 meeting minutes. Commissioner Levey seconded the motion. The December 2015 meeting minutes were approved.

3. Officer Reports  
Commissioner Sargent met with the newest Commissioner, Andrew Kzirian. Commissioner Sargent stated that he thinks Commissioner Kzirian will be a wonderful fit for the Commission. The Innovation Fund Committee has been working aggressively to combat the submission backlog. Commissioner DiMento started a new job and was unable to attend today’s meeting. Commissioner Geanuracos wanted an update on the status of the Commission website

4. CAO Report  
Bianca Swan, Project Coordinator, provided an overview of the Commission dashboard. Four Innovation Fund items are pending. The remaining Innovation Fund balance is $492,918, after pending items are approved by Council. The four pending Innovation Fund items are:
Clean LA Contest, Emergency Information Center, Pop-Up Bikeways, and Sober Program. The Commission will receive an update on the fleshed out version of the Clean LA Contest submissions. Representatives will attend the February Commission meeting to provide an update and answer any questions. Ms. Swan is working with the City Attorney on the RFP for the ideation management platform. That item should be complete and ready for release soon. Ms. Swan will be working with the Innovation Fund Committee on the Innovation Fund Pilot Report that is due to Council. The Innovation Fund Pilot is complete in June 2016. IPC also has a Semi-Annual report that is also due.

5. Innovation Fund Committee
Commissioner Sargent stated that all of the Innovation Fund items have been reviewed by the Committee. He thanked the Committee for adjusting their schedules to accommodate the special meetings in order to get through the submission backlog.

6. Performance Management Committee
Commissioner Weichelt stated she would like to get back on track with the Committee. Commissioner Sargent stated that the Committee should be working closely with the iPMU.

7. Gender Equity Initiative Ad-Hoc Committee
A motion was made by Commissioner Walker to have this Gender Equity Initiative Ad-hoc Committee expire on June 30, 2016. Commissioner Aragon seconded the motion. The Commission voted 9-0 to have the Gender Equity Initiative Ad-Hoc Committee expire on June 30, 2016. Melinda Novoa with the Mayor's Office of Budget and Innovation provided an update on the initiative. There are five program areas: Demographics, Leadership, Veterans, Public Safety, and Economic Workforce Development. Plans from departments are due on February 1, 2016. Ms. Navos would like to work with the Commission to support department efforts.

9. Report from Mark Thomas, Director of Operations Innovation Team
Shmel Graham, Juan Vasquez, and Cyrus Dorbayan provided an update on behalf of Mark Thomas for the Operations Innovation Team. The "O-Team" has been working on quantifying real estate assets. The Team has discovered that there is no comprehensive listing of City-owned assets. A total of 32 separate lists of potential City-owned assets have been compiled. The O-Team is working with departments and stakeholders to see which properties they think they own. The goal is to identify property, aggregate data, standardize the data, and analyze the data (using Compiler LA). The O-Team would like to identify core asset data and use that data to create a master list in a digital format and thus create a comprehensive listing of all City properties. The estimated market value is $1.8 billion. The O-Team is aware that some of the properties are undervalued, and this task will help assess the true value of the City's properties. The current timeline
is 90 days from today's meeting for the report and recommendations to be complete. A motion has been made in Council, introduced by Councilmember Nury Martinez. The Team is educating Council on operating and managing real estate. There is a lot of internal City support and the Team's next phase is public facing.

A discussion period followed.

The Commission inquired what the overall purpose of this data collection is. The O-Team stated that the goal is to have a current listing and catalog of all of the City's properties.

10. Department Outreach Status Update from Commission Liaisons
Commissioner Sargent stated that he would like to have a meeting set up with LAPD. Bianca Swan, Project Coordinator, provided an update stating that she has reached out to Commission liaisons in regards to setting up meetings with respective departments.

11. Status Update on Innovation Fund Award Items
Captain Thomas Gikas, with Los Angeles Fire Department, provided an update regarding the Brush Inspection Module. Captain Gikas stated that there are 160,000 parcels in the City of Los Angeles. Of that total, twenty thousand are publically owned and 140,000 are privately owned. The LAFD must go out to inspect these parcels to check for hazards. These inspections generally take place between May and August when the brush season kicks into full gear. A company called 3DI is working with the department to build out the system. The module has been broken down into three components: LAFD, Contractor, and Property Owner. The notice must be sent by paper, because of ordinance requirements. The module also allows for the bidding process for compliance to be digitized. Contractors can submit bids on line based on data made available in module. If the property is cleared, which 90 percent of properties are, there is no citation. For the other 10 percent not in compliance, City ordinance allows LAFD to put clearance of that property up for bid so that a contractor can reach out to a property owner to engage them regarding brush clearance. There is an opt-out program which allows for self-inspection. The module will be built out within the next week. The department aims to build relationships with property owners and improve information distribution. Councilmembers also have access to the information made available in the module. The module creates a tiered system, which reduces the workload on the inspector allowing them to focus on areas with hazards. The system is anticipated to be live by May 1.

A brief discussion followed.

The Commission stated that drones can be helpful in gathering visual data. Captain Gikas stated that the contractors can submit pictures to validate the work performed. The department wants to make sure that the system is built out properly. A challenge facing the Department is
that the build out costs more than the $50,000 allocation. The Department has devices with annual data plans incorporated in the budget and will phase into the next budget cycle.

12. Update on IPC Recommendations
Joyce Edson, with ITA, reported that the Citywide Technology Refresh Policy was presented to the Information Technology Policy Committee and was approved in December 2015. The Department is preparing the Council Committee report for IGTCT (the Innovation, Grants, Trade, Commerce, and Technology) Committee, and it is expected to go to Committee by February.

Alexis Baylosis, with Personnel, reported that the Learning and Career Development Strategy for City Employees was not adopted by Council yet. The Department is working with ITA on integration of Cornerstone and future HR systems.

Commissioner Sargent and Ms. Swan will work together on how to move forward regarding the Government Operations Commission.

13. Discussion and Action on the Creation of Innovation Summit Ad-Hoc Committee
Commissioner Jones informed the Commission that the Innovation Summit has been tentatively scheduled for October 24, 2016. Commissioner Jones introduced a motion to create the Innovation Summit Ad Hoc Committee. Commissioner Weichelt seconded the motion. The Commission approved the motion 9-0. The event is tentatively scheduled to take place at the California Endowment Center. Commissioners Sargent, Jones, and Weichelt were appointed as Committee members. The Commission voted 9-0 to appoint the Commissioners to the Committee. The Commission inquired about quorum being reached at the summit. It was advised that the Commission agendize the Summit.

14. IPC Recommendation – Fair Chance Hiring in City Departments
Commissioner Sargent stated that the City has been proactive in requiring departments to delay questions regarding criminal activity of a job applicant until it is determined that the applicant has met the minimum employment qualifications. The motion is to encourage those who fall in that category to apply for jobs within the City. A light marketing strategy, facilitated through Personnel, would do outreach to individuals with past criminal records to apply for City jobs. If criminal history background is required for the job function then this would not supersede that. Commissioner Jones motioned for this recommendation. Commissioner Geanuracos seconded the motion.

A discussion period followed.

Commissioner Walker wanted clarity on which crimes potential applicants may have committed that fall under the purview of this recommendation. Commissioner Sargent explained that the
recommendation does not negate mandated requirements. The recommendation is not encouraging a change to the hiring process. The Commission voted 9-0 to recommend Fair Chance Hiring in City Departments

8. Report from Innovation Delivery Team
Amanda Daflos, Director of the Innovation Delivery Team, and Jason Nevell, Project Manager for the Innovation Delivery Team, provided an update on the initiatives their team is working on. The iTeam is currently working on residential initiatives dealing with reducing residential displacement. Approximately 24,000 units are being looked at. The iTeam is working on an awareness campaign. One-third to two-thirds of renters do not understand their rights. The iTeam is partnering with the Housing Department on outreach. The Team is building on IDEO concepts around outreach in at-risk neighborhood, which include rent stabilization ordinance areas. Residents can find out if they are in a Rent Stabilized area by visiting the City's online database, Zemus, or by contacting the housing department. Another initiative the iTeam is working on is around secondary units. A 2003 state law allowed single family home owners to build second units on their properties. About 347 have been built in Los Angeles. The reason the number is so low is because many do not know the opportunity exist, zoning codes, and lack of lending sources. The iTeam is partnering with the Planning Department to address those challenges and providing outreach to residents.

A discussion period followed.

The Commission inquired how rent stabilized areas were related to affordable housing. The iTeam stated that not all rent stabilized unit are affordable housing. Norman Gilmore stated that illegal conversions should be researched. Ms. Daflos stated that determining the legal and illegal conversions are being targeted in the outreach.

15. Review and Consideration of Approval of Innovation Fund Idea Submissions

Green University

Board of Public Works Commissioner, Heather Repenning, and Wing Tam with the Bureau of Sanitation, presented their Innovation Fund concept, Green University. There is a need to put stormwater back into the ground. The Mayor has laid out goals in his Executive Directive No. 5 which is to reduce reliance on imported water by 50 percent by 2025 and reduce water importing by 2035. Currently City staff is not trained to manage and maintain the operation of green infrastructure systems. This includes knowing the plants, soil, water balance and so on. Green University would start with current City staff to train them on green infrastructure. A partnership has been cultivated with Los Angeles Trade Technical College and the curriculum would be developed and fused with Bureau of Sanitation information. There is no dedicated funding source but the Department is looking into a loan from the
State's revolving fund and are also in talks with the County. Commissioner Repenning is requesting $120,000 to pilot this program. Commissioner Rosenberg motioned to recommend funding of $120,000 for the Green University pilot. Commissioner Levey seconded the motion.

A discussion period followed.

The Commission felt the amount allocated for teaching staff was considerably low. Commissioner Repenning stated that they will be working with the Water Foundation to potentially leverage resources. The Department plans on taking an adaptive management approach. Commissioner Repenning invited the Commission to take a tour of a wastewater facility to get a better understanding of the work and training that is necessary to maintain green infrastructure systems. The Commission inquired what the timeframe for implementation looks like for the pilot. Mr. Tam stated that it would take a couple of months to get a consultant to build a curriculum and anticipates it would take four to six months to develop.

The Commission voted 8-0 to recommend funding of $120,000 for the Green University pilot.

**Electronic Digital X-Ray Production**

Joanne O'Brien, with the Personnel Department, stated that the Medical Services Division's (MSDs) current process for X-ray production requires the use of chemicals and is very costly to the department. The Department is requesting $37,018.10 to convert to digital X-ray production. MSD is currently digitizing all of its medical records and thinks it will be more efficient to digitize image processing. The annual cost of this service is $1,600. Commissioner Walker motioned to recommend $37,018.10 for the Electronic Digital X-Ray Production. Commission Levey seconded the motion.

A discussion period followed.

The Commission stated they thought this was a great idea.

The Commission voted 9-0 to recommend $37,018.10 for the Electronic Digital X-Ray Production.

**Electronic Statement of Personal History “eSoph” Electronic Background Investigation Software**

John Dunlop with the Personnel Department would like to digitize the public safety background process using a service called eSoph. Documents can be completed online and emailed to the correct recipient. The job candidate and background investigators will benefit from this service. The eSoph program is secure and easily accessible. Information can also be archived on the Personnel Department’s
server. The service costs $15 for each 90 records. eSoph is the only vendor that can handle the work load from the department. Commissioner Walker motioned to recommend funding for the Electronic Statement of Personal History “eSoph” Electronic background Investigation Software. Commissioner Rosenberg seconded the motion.

A discussion period followed.

The Commission inquired about ongoing fees from the program. Mr. Dunlop stated that Personnel will be incurring fees for storage of records. The set-up fee is a one-time cost of $10,000. Each record cost $40 to be created and the storage of those records cost $15 per 90 records stored.

The Commission voted 9-0 to recommend funding for the Electronic Statement of Personal History “eSoph” Electronic background Investigation Software.

**Fast Response Vehicle**

Commissioner Sargent reminded the Commission of the $107,868 request from Los Angeles Fire Department to provide sufficient funding for the Fast Response Vehicle pilot. A motion to recommend additional funding of $107,868 for the Fast Response Vehicle pilot was made by Commissioner Levey. The motion was seconded by Commissioner Rosenberg. The Commission would like a full accounting of the pilot to know how the money was spent and what the source of the clerical error was.

The Commission voted 9-0 to recommend additional funding of $107,868 for the Fast Response Vehicle pilot, on the condition that the Los Angeles Fire Department to provide detailed accounting of monies spent.

Quorum was lost at 12:05pm

**16. Public Comment**

Norman Gilmore suggested contacting the Controller’s office to review cost estimates from departments for Innovation Fund items.

**17. Good and Welfare**

None

**18. Adjournment**

Due to the loss of quorum, the meeting concluded at 12:12pm.