Innovation and Performance Commission  
Special Meeting Minutes  
Monday, February 11, 2019 – 9:30 AM  
City Hall East, 15th Floor, CAO Large Conference Room

Members in Attendance: Shelly Bisnoff, Allison Buchner, Jerry Levey, John Merritt, John Parker, Jason Seward, Dr. John T. Walker

Members Not in Attendance: Tony Hoang

Guests: Paul Wang, Office of the Mayor; Michael Salumon, Office of the Mayor; Dan Caroselli, Office of the Mayor; Amanda Daflos, Innovation and Delivery Team (i-team); Karli Stander, i-team; Jeffery Herr, Department of Cultural Affairs (DCA); Umi Hsu, DCA; Jimmy Kim, Department of Recreation and Parks (RAP); Claudia Natera, Department of Disability (DoD); Rosemarie Punzalan, DoD; Stephanie Macorito Los Angeles Department of Water and Power (DWP); Ronak Chikhalya, DWP; Bianca Swan, Office of the City Administrative Officer (CAO)

1. Call to Order
Commissioner Merritt called the meeting to order at 9:36am.

2. Review and Approval of Meeting Minutes
Commissioner Walker moved to approve the January special meeting minutes subject to grammatical edits. Commissioner Levey seconded the motion. The Commission unanimously approved the January special meeting minutes.

3. Officer Reports
Commissioner Merritt informed the Commission he met with the Mayor’s Office to discuss the Innovation Fund’s budget and need for support staff. Commissioner Merritt stated that the Commission will offer a paid intern position to support the Commission’s Project Coordinator. In addition, Commissioner Merritt stated that he reached out to Councilmember Blumenfield’s office to find out the status of his Commission appointment.

4. CAO Report
Bianca Swan, CAO Project Coordinator, provided an update to the Commission regarding the Innovation Fund (IF). Ms. Swan informed the Commission that the Office of the City Clerk – Legislative Management System Innovation Fund idea was approved by the City Council. Ms. Swan informed the Commission that the Information Technology Agency (ITA) – City Idea Hub submission is on hold pending information related to contracting. Ms. Swan stated that she would be in contact
with ITA to ask if they can come to the Commission to explain the delays related to the submission. Ms. Swan provided an update on the remaining four pending Innovation Fund submissions: Department of Recreation and Parks - Solar Battery Storage Resiliency Program, ITA – Emergency Executive Mesh, Innovation Delivery Team – Zen City, and the Office of Finance – ReBrandLA. Ms. Swan stated that Innovation Fund’s remaining balance is $405,234. Ms. Swan notified the Commission that this amount varies from the actual cash balance available in the Innovation Fund due to unspent funds remaining for awarded Innovation Fund projects. Ms. Swan will reach out to those departments with unspent funds to determine the status of those pilot projects and whether those funds can be reallocated to be used on new submissions. Ms. Swan will continue to work on reconciling the Innovation Fund so that the cash balance matches the remaining estimated balance. Ms. Swan informed the Commission that the Productivity Investment Revolving Fund (PIRF), a legacy fund that the Commission used to loan departments money for innovative ideas, has a balance of $99,234 that the Commission can use, so long as it meets the criteria of the PIRF. Ms. Swan informed the Commission that there is an estimated $104,816 available in the administrative budget that can be used for outreach efforts, interns, Innovation and Performance Awards, and other administrative costs.

5. Department Outreach from Commission Liaisons
Each Commissioner provided an update on their liaison assignments. The Commission requested that Ms. Swan send each Commissioner the Innovation Fund outreach packet that Commissioners can use in meetings with departments. The Commission would like to add an outreach section to the website.

6. Innovation Fund Committee (Standing) Report
Commissioner Walker informed the Commission that the Committee discussed outreach efforts for the Innovation Fund. Commissioner Bisnoff informed the Commission that she is working on editing the mailer that will be sent to all City employees and will have a finalized version by the March Commission meeting. Ms. Swan provided cost estimates for the mailing. Commissioner Walker stated that the Commission discussed the layout and functionality of the IPC’s website. Ms. Swan will work with ITA to troubleshoot the issues the Commission is still having with the Adobe workspace.

7. Performance Management Committee (Standing) Report
Commissioner Seward stated that he had a productive meeting with members of the Los Angeles County Quality and Productivity Commission (QPC). Commissioner Seward provided an overview of the composition and functionality of the QPC and stated that the Committee will look to apply the QPC’s best practices within the Commission. Commissioner Seward also stated the Committee reviewed the revised outreach and onboarding process which was advanced from the Committee to the Commission for adoption. Commissioner Seward moved to adopt the new commissioner
onboarding and orientation process. Commissioner Walker seconded the motion. The motion to adopt the new commissioner onboarding and orientation process was unanimously approved by the Commission.

8. **Innovation Delivery Team Report**
Amanda Daflos, Director of the i-team, provided an overview of the background of her team and the work they have completed. Ms. Daflos stated that her team is currently working on a program with the City’s Women’s Commission and gender equity team for men and women in shelters to submit art that will be featured in the third floor bridge at City Hall. Ms. Daflos team shared that they are working on a “Future of Work” program which will focus on creating alternative pathways to employers for low-wage workers to find middle-class jobs. The i-team is working to pilot an apprenticeship program in the City and create a tool that would centralize employment opportunities within the City as well as employment preparation tools and resources.

10. **Update on IF Award Items**
**Virtual Reality at HollyHock House**
Umi Hsu and Jeffery Herr with DCA and Claudia Natera and Rosemarie Punzalan with DoD provided an update on the status of the Virtual Reality at Hollyhock House pilot that was funded through the Innovation Fund. The team stated that the consultant they hired is working closely with DoD to figure out the best use of the tool being developed. The consultant is working with ITA to make sure all standards have been met and that the tool is compatible with the current system. The team has begun user testing to determine how people with all types of disabilities can have equal access to the space. The team did not realize how big of a task this project would be and had to make revisions along the way that syncs with the virtual reality experience. The team feels that this pilot can be used to digitize spaces throughout the City to expand accessibility to people with various disabilities. The anticipated launch for the pilot is July 2019.

9. **Guest Speaker**
Commissioner Merritt introduced Dan Caroselli, Director of the Mayor’s Office for Innovation and Performance Management. Mr. Caroselli provided an overview of the work his team is responsible for which includes working with department general managers and aligning performance management goals with the budget process. Mr. Caroselli shared information regarding the Mayor's dashboard which provides an overview of service delivery within the City.

A discussion period followed.

The Commission asked for feedback regarding reviving the Mayor’s Civic Innovation Awards. Mr. Caroselli stated that it’s great that the awards are being considered again and that he will assist the Commission in implementing them.
11. Review, Discussion of, and Action on Tentative IPC Innovation Fund Recommendation for Funding for the Solar and Battery Storage Resiliency Program

Members of DWP and RAP provided an update on the pending Memorandum of Understanding (MOU) for the Solar Batter Storage Resiliency Program. The Commission recommended funding for this item at its May 2018 meeting on the condition that the Commission review the MOU prior to transmitting the report for funding recommendation to Council. The team provided a presentation to the Commission along with a draft copy of the MOU.

A discussion period followed.

Commissioner Walker moved to finalize the approval for recommending funding for the Solar Batter Storage Resiliency Program. Commissioner Levey seconded the motion. The Commission unanimously approved to recommend funding for the Solar Batter Storage Resiliency Program.

12. Review, Discussion of, and Action on Commissioner Bisnoff Attending the New Work Summit on Behalf of the IPC

Commissioner Bisnoff shared that she was invited to attend the New York Times “Leading in the Age of AI” event as a representative of the Commission. Commissioner Bisnoff stated that she is responsible for all expenses associated with the event and needs the Commission’s approval to assist on its behalf. Commissioner Levey motioned to approve Commissioner Bisnoff attending the New York Times “Leading in the Age of AI” event on behalf of the Commission. Commissioner Parker seconded the motion. The Commission unanimously voted to approve Commissioner Bisnoff attending the New York Times “Leading the Age of AI” event on behalf of the Commission.

13. Review, Discussion of, and Action on the Creation of an Innovation and Performance Awards Ad-hoc Committee

Commissioner Merritt provided an overview on the need to create an ad hoc committee of the Commission that would be responsible for planning and organizing the Commission’s Innovation and Performance Awards. Commissioner Parker motioned to create the ad hoc committee for the Innovation and Performance Awards. Commissioner Levey seconded the motion. The Commission unanimously approved to create an ad hoc committee for the Innovation and Performance Awards. The Commission nominated members to the Committee. They are as follows: Commissioner Seward, Commissioner Bisnoff, Commissioner Levey, and Commissioner Walker.

14. Review, Workshop, Discussion of, and Action on the IPC Website

Due to time constraints, this item has been tabled until the next Commission meeting.

15. Public Comment
None

16. Good and Welfare
   None

17. Adjournment
   Commissioner Merritt adjourn the meeting at 12:05pm.