



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

DATE: November 8, 2012
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Ellen Sandt

- A) **Board Letter – DEPT. OF AUDITOR-CONTROLLER DISBURSEMENTS DIVISION CONSOLIDATION PROJECT CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT, APPROVE PROJECT BUDGET, AND APPROPRIATION ADJUSTMENT CAPITAL PROJECT NO. 87165**
Auditor-Controller – Wendy L. Watanabe or designee

- B) **Board Letter – APPROVAL OF SOLE SOURCE AGREEMENT FOR EQUITY INVESTIGATION SERVICES WITH PUBLIC INTEREST INVESTIGATIONS, INC.**
DHR – Lisa Garrett or designee

2. Public Comment

3. Adjournment

November 20, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF AUDITOR-CONTROLLER
DISBURSEMENTS DIVISION CONSOLIDATION PROJECT (PROJECT)
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT,
APPROVE PROJECT BUDGET, AND APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87165
(FIRST DISTRICT - 3 VOTES)**

SUBJECT

These actions will find the Project categorically exempt from the provisions of the California Environmental Quality Act; establish a capital project; approve the Project budget, approve an appropriation adjustment; authorize the Department of Auditor-Controller to carry out the Project; and authorize the Internal Services Department to purchase new modular furniture and begin renovations.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Project categorically exempt under the California Environmental Quality Act (CEQA) for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 87165 within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget for the Auditor-Controller's (A-C) Disbursements Division Consolidation Project.
3. Approve the Project budget of \$241,000 for the A-C's Disbursements Division Consolidation Project (Capital Project No. 87165).
4. Approve the appropriation adjustment transferring \$241,000 currently appropriated in the A-C's Fiscal Year 2012-13 Operating Budget to the A-C's Disbursements Division Consolidation Project (Capital Project No. 87165).

5. Authorize the A-C, or her designee, to carry out the Project.
6. Authorize the Internal Services Department (ISD) to purchase new modular furniture and begin renovations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The A-C's Disbursements Division consists of three sections; General Claims; Business Compliance; and Warrant Processing and Controls (WP&C). General Claims and Business Compliance are located in the Kenneth Hahn Hall of Administration (HOA), and WP&C is located in Downey. WP&C's primary responsibility is processing welfare, foster care, and general relief warrants and electronic payments for the two client Departments of Public Social Services and Children and Family Services. WP&C moved to the Downey location approximately forty years ago to be closer to their clients. WP&C is one of the tenants in a County building located in 9150 E. Imperial Hwy, Downey (Downey).

In looking at ways to streamline A-C's business operations and return unused space, we have been evaluating consolidating the Disbursements operations. Under the current split operation, the Disbursements Division Chief and her assistant manager each have to travel from the HOA to Downey one or two days a week to oversee the WP&C operations. Consolidating all Disbursement staff into one work location will reduce the need for managers to travel between locations, and improve oversight. In addition, relocating the WP&C staff to HOA will also place them closer to the rest of the Disbursements Division, allowing for improved workload coverage, creating further efficiency.

Throughout the years, due primarily to changes to electronic payments and system automation, the staffing in Downey has been reduced. The current space in Downey is, therefore, underutilized. Twenty staff are being housed in approximately 10,000 square feet (an average of 500 square feet per staff, far above the County's standards). Although some of this space will still be needed for our mail room equipment, over 50% of the space is unused.

The proprietor of the Downey building, Probation Department, has indicated that they need the space for staff related to their realignment project, and are eager for A-C to either share or vacate Downey so they can repurpose it for their own needs. Due to security issues associated with WP&C payment operation, we cannot co-share the space with another department.

Finally, the A-C has been advised that the County has plans to build a new ISD Data Center and will, therefore, relocate the existing tenants in the Downey building to the Data Center when it is complete. All of the above reasons have prompted us to seek a more efficient way to house our employees. After our research and analysis, we conclude that moving our employees to our existing space at the HOA creates efficiencies in workflow and saves money due to lower space costs.

Approval of these recommended actions will enable the refurbishment and reconfiguration of approximately 1,780 square feet of the A-C's existing space in room B-2, in the HOA to accommodate 13 WP&C staff. The remaining seven of the 20 staff will be relocated to vacant offices and cubicles in Disbursements Division's main office in Room 502 of HOA.

This refurbishment is also needed to address workplace safety hazards and mitigate employee injuries. Room B-2 was last renovated in 1996. The existing furniture and office equipment in B-2 have become unsafe due to wear and tear; carpeting is worn and poses tripping hazards. The recommended improvements will address these issues by rewiring electrical and voice/data lines, installing new ergonomic modular furniture, replacing carpeting, and painting.

The Project consists of the design, demolition, and construction of interior walls; painting; rewiring, testing, and certification of electrical, voice, and data lines; and the installation of new modular furniture in room B-2. The Project also includes building a cage in the A-C's existing storage room in B-87, to accommodate confidential work files from Downey to the HOA.

Demolition, construction, and infrastructure renovation will be completed by ISD. The modular office furniture will be purchased from a County agreement vendor. The Project schedule is included in Attachment A.

Green Building/Sustainable Design

The Project supports the Board's Green Building/Sustainable Design Program, by recycling demolition materials and using construction materials and modular furnishings that are composed, in part, of recycled materials.

This will reduce the amount of demolition materials that would otherwise be disposed in landfills, reduce the consumption of natural resources, and also reduce the production of synthetic materials, which, in turn, reduces carbon emissions.

Implementation of Strategic Plan Goals

This Project supports the Department of Auditor-Controller's Strategic Plan Goal #4 to "recruit, retain, and develop high quality staff", and the County's Strategic Plan Goal #1 of "Operational Effectiveness." Providing employees with safe and updated workstations promotes a safe and positive work environment, contributes to employees' well being, and ultimately results in increased productivity and decreased worker's compensation claims. Having the WP&C Section in closer proximity to other Disbursements sections supports Operational Effectiveness, by improving management's ability to allocate staff as needed for better workload coverage.

FISCAL IMPACT/FINANCING

The total estimated Project cost is \$241,000, including demolition of walls, painting, electrical, voice and data wiring, testing and certification; modular furniture purchase, and design in room B-2; building a cage in room B-87 to accommodate confidential work files from Downey; and change order contingency. The Project budget summary is included in Attachment A.

Approval of the attached appropriation adjustment will authorize the transfer of funds in the amount of \$241,000 from the Department's Operating Budget to the Project, Capital Project No. 87165. The Project is funded by net County cost derived from one-time savings in the Department's Fiscal Year 2011-12 Operating Budget that was carried over into FY 2012-13, specifically for capital project refurbishment expenditures.

FACTS AND PROVISIONS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

This Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the State Guidelines section 15301(a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving interior partitions, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

IMPACT ON CURRENT SERVICES

All work on this Project will be performed during regular work hours. There will be no impact on services to other County Departments or to the Public. Impacted staff will be relocated during the refurbishment period to existing vacant spaces within the Department of Auditor-Controller.

CONCLUSION

Please return one adopted copy each of this Board letter to the Chief Executive Office, Capital Projects Division and Auditor-Controller.

Respectfully submitted,

WILLIAM T FUJIOKA

WENDY L. WATANABE

The Honorable Board of Supervisors
November 20, 2012
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Chief Executive Officer

Auditor-Controller

WTF:WLW:ES:DJT:
CL:ilm

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Internal Services Department

DRAFT

ATTACHMENT A

**DEPARTMENT OF AUDITOR-CONTROLLER
DISBURSEMENTS DIVISION CONSOLIDATION PROJECT
C.P. No. 87165**

I. PROJECT SCHEDULE

Project Activity	Proposed Completion Date
Design Services	November 2012
Submit Board Letter for Approval	November 2012
Purchase of Modular Furniture	November 2012
ISD Construction	November 2012
Furniture Installation	February 2013
Project Completion	February 2013

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
ISD Construction	\$86,000
ISD Data cabling system installation	\$9,000
ISD Telephone instruments and lines	\$6,000
Build Cage in B-87	\$5,000
Design, Seating, and modular furniture	\$95,000
Moving Services	\$10,000
Change Order Contingency	\$30,000
TOTAL	\$241,000



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2211 FAX (213) 637-0820

LISA M. GARRETT
DIRECTOR OF PERSONNEL

November 27, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF SOLE SOURCE AGREEMENT FOR EQUITY INVESTIGATION
SERVICES WITH PUBLIC INTEREST INVESTIGATIONS, INC.
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

The Director of Personnel recommends your Board's approval of a sole source agreement with Public Interest Investigations, Inc. (PII) to conduct equity investigations and related services on complaints against the County of Los Angeles and/or its employees that involve issues that are considered to be high-profile, potentially sensitive and/or a conflict of interest. The term of the agreement would be one year, with two, six-month options to extend the agreement.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to execute the attached sole source agreement with PII to conduct equity investigations and related services on complaints against the County of Los Angeles and/or its employees, which involve issues that are high-profile, potentially sensitive and/or a conflict of interest. (Attachment I). Upon approval by your Board, the agreement will be effective for one year, with an option to extend services up to two additional six-month terms.
2. Delegate authority to the Director or Personnel, or her designee, to exercise two additional six-month extensions for PII, subject to review and approval by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 11, 2011, your Board adopted the new County Policy of Equity (CPOE), which became effective July 1, 2011. On June 14, 2011, your Board amended County Code Chapter 5.09, Sexual Harassment Policy, to the Policy of Equity. Section 5.09.040(B)(3) of this chapter indicates the Department of Human Resources (DHR) is responsible for investigating employee complaints of potential violations of the CPOE or of federal or State law, or of County ordinance, policy, or departmental regulation. Approval of the recommended actions will better enable DHR to meet this responsibility.

The contracted services will be utilized for equity issues that are high-profile, potentially sensitive and/or a conflict of interest if investigated by DHR. It is important to ensure objectivity by having any complaints against high-level County officials or DHR investigated by an independent agency. Further, it could expedite the completion of these matters and allow DHR's investigators to focus on the larger caseload of equity complaints. DHR, in consultation with the Chief Executive Office (CEO) and County Counsel, will determine those matters that fit into these categories and where it would be in the County's best interests to have a complaint investigated by an external party with advanced professional investigative skills.

Implementation of Strategic Plan Goals

The recommended action is consistent with principles of the Countywide Strategic Plan Goal 1 – Operational Effectiveness.

FISCAL IMPACT/FINANCING

Approval of these recommendations will not have a direct fiscal impact. Costs associated with equity investigations conducted by DHR on behalf of County departments are budgeted within individual departments. The contracted compensation for services is structured to encourage an efficient investigative process by the Contractor through the use of a tiered rate schedule.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended agreement has been approved as to form by County Counsel and includes all of the required terms and conditions, including requirements regarding contractor non-responsibility and debarment.

Proposition A requirements do not apply to this agreement as the secured services are needed to provide independent case investigations for the County. Additionally, there is no impact to County employees as these services supplement current resources and are intermittent in nature.

CONTRACTING PROCESS

The proposed agreement is recommended on a sole source basis due to a critical need to provide immediate independent equity investigation services for the County. On August 31, 2012, DHR notified your Board of the intent to enter into sole source negotiations with PII (Attachment II) on the basis that PII has unique and extensive experience with the new CPOE, the new equity investigation process, and specific case knowledge of the current equity investigation caseload. PII is well versed with responsibility of equity investigators and the new County Equity Oversight Panel (CEOP), the processes and procedures to be used in bringing matters to the CEOP, and the investigative expectations of the CEOP. Under a separate agreement, PII has performed other services such as case reviews of 500 current equity cases pending investigation, and the development of investigative plans for those cases. DHR will continue to evaluate the equity investigation process, implement process improvements to further enhance the program, and return to your Board with additional recommendations within the term of this sole source agreement.

A Sole Source Checklist is included with this Board letter (Attachment III) in accordance with Board Policy 5.100, Sole Source Contracts.

CONCLUSION

Upon approval by your Board, please return two signed originals of the Agreement and one adopted copy of the letter to DHR Administrative Services Division, attention Amylen Clarke, Administrative Deputy.

If you have any questions, please contact me at (213) 974-2406, or your staff may contact Sandra K. Taylor, Chief Deputy Director, at (213) 974-2451.

Respectfully submitted,

LISA M. GARRETT
Director of Personnel

LMG:SKT
DJ:smh

Attachments

c: Chief Executive Office
County Counsel
Executive Officer, Board of Supervisors