



Agenda Date: 3/28/2006
Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Natasha Merkuloff Nichols - Director
Child Support Services
REPORT BY: Natasha Merkuloff Nichols, Director of Child Support Services, 253-4250
SUBJECT: Authorization for Department Head to sign application and agreement

RECOMMENDATION

Director of Child Support Services requests approval of Government Agency Requester Account Application and Agreement with the State Department of Motor Vehicles and authorization for the Director of Child Support Services to execute the agreement, at no cost, for the term of April 4, 2006 through May 20, 2010, to enable the Department to access DMV records for daily work in Child Support.

EXECUTIVE SUMMARY

Child Support Services requires information from DMV to assist in locating individuals in the effort to establish and enforce child support obligations. The current application and agreement expire on May 20, 2006. However DMV is requiring fully executed documents returned by April 3, 2006.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

When child support was part of district attorneys' offices throughout the state, access to DMV records was through law enforcement channels. Once child support became a stand alone program, child support became one of the few non law enforcement programs to have access to this data. All child support departments state wide currently access DMV records directly through their respective automated child support systems. This data is used to assist in locating absent parents, to assist with setting child support and to verify release of drivers' licenses. In order to continue to have this direct access government agency requester account applications and agreements must be resubmitted from time to time to the DMV. We have received notification that our current agreement expires on May 20, 2006 and a resubmittal of the application and agreement must be provided to DMV by April 3, 2006.

The agreement requires a number of security measures be in place for this access to continue. The Department is required to maintain security and integrity of information, ensure information is kept confidential, ensure no member of the public can access or view the information and guarantee that any address information acquired via this access will be kept confidential. Further, all employees of this Department are required to execute an Employee Security Statement, in which each employee acknowledges receiving information about the security and confidentiality requirements pertaining to the data they can access. Additionally in signing the Employee Security Statement each employee acknowledges that they may be subject to disciplinary action and may be liable for civil and/or criminal penalties if they disclose or improperly use this information.

Napa County Department of Child Support Services currently conducts annual training on security and confidentiality requirements, not only for DMV data but also for the other confidential and sensitive data to which departmental employees have access. Further, the Department conducts similar annual training for the Records Management (Mail Room) and Property Management staff, since these employees are frequently on premises and may inadvertently view privileged information.

This Agreement requests the County to hold DMV harmless from any claims or actions arising against Napa County employees for negligent, improper or unauthorized use of DMV data. The Department feels it has taken thorough precautions to guard against such unauthorized disclosure.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi