



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/11/2010

Agenda Placement: 7P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Serena Pearson, STAFF SERVICES ANALYST II - 707-259-8666

SUBJECT: Ratify Memorandum of Understanding between Community Resources for Children and Napa County ITS

RECOMMENDATION

Chief Information Officer requests Board ratification of a Memorandum of Understanding with the Community Resources for Children, for the term May 4th, 2010 through June 30th, 2010 with a provision for automatic annual renewal, for the access and sharing of confidential data pertaining to authorized child care centers within Napa County, at no cost to the County.

EXECUTIVE SUMMARY

Staff recommends Board ratification of the Memorandum of Understanding (MOU) in order to acquire proprietary information about authorized child care centers within the County. Under the terms of the MOU, Community Resources for Children (CRC) will supply the County with proprietary data which will then be uploaded into the County's Geographical Information System (GIS). The proprietary data and the GIS layer(s) displaying the data will be maintained solely for the County's internal business use in providing disaster response services and the protection of the public's health and safety, including the children under the care of the child care centers. The information on the authorized child care centers is confidential, and the County shall use and disclose the proprietary data only to the extent allowed under the terms of the MOU.

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

Community Resources for Children (CRC) maintains a database of information about all authorized child care centers within the County. The young children using these facilities are one of the vulnerable populations that the County would like to protect in response to an emergency or disaster. Currently, this is a vulnerable population that the County does not have comprehensive information about, and this access would provide beneficial information for the County. In order to help County agencies protect and serve children in these facilities, the CRC has agreed to share their database with the County and provide annual updates at no cost to the County. The information will be uploaded into a Geographic Information Systems (GIS) data layer so it can be displayed and analyzed in maps.

The Memorandum of Understanding with CRC details the terms under which CRC's proprietary data will be shared with the County and sets forth the privacy constraints that the County will adhere to when handling the data. CRC has requested that the County limit access of the data to County staff and agents who require access, to be used only for emergency/disaster responses, and for sensitive receptor reports to be produced for the Agricultural Commissioner's Office.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Ziálcita