



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/19/2020

Agenda Placement: 6C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Shelli Brobst for Jennifer Yasumoto - Director  
Health & Human Services Administration

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Amendment No. 2 to Agreement with LexisNexis Risk & Information Analytics Group, Inc.

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment 2 to Agreement No. 170386B with LexisNexis Risk & Information Analytics Group, Inc. ("LexisNexis") commencing May 1, 2020, extending the term for six months through June 30, 2021, modifying Schedule A and incorporating Schedule A-1 to allow access to Accurint to permit a "super user" unlimited searches for information regarding conservatees, decedents, communicable disease cases, and vulnerable residents on power-dependent medical equipment who are placed at risk during prolonged power outages.

### **EXECUTIVE SUMMARY**

LexisNexis Risk & Information Analytics Group, Inc. ("LexisNexis") Accurint software provides information to the Agency's Public Administrator/Public Guardian/Public Conservator ("PA/PD/PC") staff regarding conservatees and decedents and provides access for Public Health staff to seek information regarding communicable disease cases and vulnerable residents on power-dependent medical equipment who are placed at risk during prolonged power outages.

The purpose of this Amendment is to:

1. Extend the term of the Agreement for six months to June 30, 2021;
2. Modify Schedule A to reflect the new expiration date; Schedule A covers the existing service to allow five County staff to conduct searches for a minimum monthly fee of \$50; and
3. Incorporate Schedule A-1 to add a "Super User" service at a cost of \$105 per month that will allow a single user to conduct unlimited searches.

The PA/PD/PC's office received an exceptionally high bill in March 2020 due to an increased number of deaths in

January and February. Approval of this amendment will ensure the PA/PG/PC office can continue to conduct an increased volume of searches without incurring over usage fees, while retaining the ability for Public Health staff to seek information they need to perform their work. There is no change to the contract maximum of \$3,000.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Public Health Health & Human Services Comprehensive Services for Older Adults
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended Agreement is discretionary in that there is no mandate to provide these services. Approval of the Agreement will allow LexisNexis (Accurint) to provide the Public Administrator/Guardian/Conservator and Public Health with access to a proprietary internet search engine, a more efficient way of obtaining information regarding conservatees, decedents, communicable disease cases, and clients on power-dependent durable medical equipment.
Is the general fund affected?	Yes
Future fiscal impact:	The Agreement will terminate on June 30, 2021.
Consequences if not approved:	The inefficiency of attempting to find information (regarding conservatees and decedents in order to notify them of death and/or decedent's estate/conservatorship proceedings or communicable disease cases) through all of the various online websites is quite time consuming. The majority of the websites also charge fees prior to being able to advance to the next step in the search. During a PSPS, the current method of finding phone numbers using law enforcement has been staff intensive and inefficient. LexisNexis is a legal research company with access to the personal information needed. If the recommended agreement is not approved, the Public Administrator/Guardian/Conservator and Public Health will not have access to a more efficient work tool for obtaining information required to carry out their responsibilities.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

### **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**

The Public Administrator/Public Guardian/Public Conservator ("PA/PG/PC") office needs an efficient, inexpensive means of obtaining information regarding conservatees and decedents. One of the more popular search engine products utilized by PA/PG/PC offices and law enforcement is "Accurint," a division of the widely respected LexisNexis legal research company. Information available through Accurint includes phone numbers, addresses, professional licensing, assets, relatives to the third degree, death records, and other databases that provide necessary client information. This Agreement also provides the Public Health Division ("PH") with an efficient means of obtaining phone number information of communicable disease cases and residents on power-dependent medical equipment during prolonged power outages as a result of public safety power shutoffs ("PSPS") or natural disasters.

Only the Coroner's Office and the Public Administrator's Office can perform searches for next of kin and help with notification of decedent cases. The Coroner's Office conducts searches when they are assigned a case because they need to determine a cause of death. The Public Administrator's office is fielding the remainder of requests, which come from mortuaries who are receiving decedents from multiple sources, including Queen of the Valley hospital and the Veterans Home.

The PA/PG/PC office has seen a huge surge in cases that require next of kin be located and notified. While the increased need is not directly linked to the COVID-19 virus, there is added pressure to locate and notify next of kin to assure storage needs for future cases. Given the COVID-19 pandemic, it is anticipated that this trend will continue for an undetermined amount of time. In order to prevent continuation of unpredictable over usage fees, the PA/PG/PC's office believes that the most cost effective way to proceed is to continue to subscribe to Accurint's per user service, that allows 5 users the ability to conduct searches for a minimum fee of \$50 per month; if more than \$50 worth of searches is conducted in a month, a fee is then paid per transaction depending on the database searched. And, adding to that, the "Super User" service, which costs \$105/month, will allow a single user to conduct an unlimited number of searches. This combination of services will allow staff to conduct as many searches as necessary, while also ensuring additional PA/PG/PC staff and PH staff have access to this critical search tool.

This amendment will extend the term of the Agreement for six months through June 30, 2021 with no change to the contract maximum of \$3,000.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri