



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/19/2018

Agenda Placement: 6A

## NAPA COUNTY BOARD OF SUPERVISORS

### Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Janet Nottley - Director  
Child Support Services

**REPORT BY:** Karina Castaneda, Staff Services Manager - 259-8289

**SUBJECT:** Renewal of agreement with American Eagle Attorney Services

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#### **RECOMMENDATION**

Director of Child Support Services requests approval of and authorization for the Chair to sign an agreement with American Eagle Attorney Services, with maximum annual compensation of \$42,500 for the term July 1, 2018 through June 30, 2019 with two automatic one-year renewals for the purpose of providing service and processing of legal documents on behalf of the Department.

#### **EXECUTIVE SUMMARY**

Federal and State laws, including California Code of Regulations, Article 4, require legal service of documents to affected parties prior to court action. Local Child Support Agencies must file legal documentation of successful service with the court as part of the legal proceedings in paternity and establishment cases. Napa County Child Support Services has contracted with American Eagle Attorney Services since 2013 to provide these legal services and is now seeking a new agreement, with updated general terms and conditions to continue services.

#### **FISCAL IMPACT**

|                                   |                         |
|-----------------------------------|-------------------------|
| Is there a Fiscal Impact?         | Yes                     |
| Is it currently budgeted?         | Yes                     |
| Where is it budgeted?             | Child Support Services. |
| Is it Mandatory or Discretionary? | Mandatory               |

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|-------------------------------|---|
| Is the general fund affected? | No  |
| Future fiscal impact:         | This agreement is included in the Fiscal Year 2018-2019 appropriations.   |
| Consequences if not approved: | Without this agreement, Child Support Services will not be able to meet the State and Federal program compliance timeframes related to the Locate caseload workload. The LCSA contracts with the District Attorney (DA) for the more complex Locate needs. However, due to the related expense and workload, the DA's office is not able to meet all of the needs of the LCSA office. |
| 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**

Napa County Department of Child Support Services (NCCSS) has contracted with American Eagle Attorney Services since 2013 for service of legal documents. The Board's action today will approve a new agreement with updated general terms and conditions of the agreement for Fiscal Year 2018-19 with two automatic one-year renewals and maximum annual compensation of \$42,500. The previous agreement was numbered 8359 and ends on June 30, 2018.

Under the new agreement, American Eagle will continue serve NCCSS customers with the legal documents required by state and federal law in child support establishment and enforcement court proceedings. The agreement includes one notable revision, in that Exhibit "F" now outlines the contractual expectations for online secure access to service documents by the Contractor.

In an attempt to save revenue and expedite the service process, effective June 20, 2018, NCCSS will begin to upload service documents to the State's Department of Child Support (DCSS) secure website instead of utilizing the standard mail process. The new process will enable the Contractor to access required legal documents in soft form via the State's secure website and print them at their expense. This change streamlines the current process for added savings, greater accountability, and an overall expedited process. The new secure online process is expected to facilitate a shorter legal service timeframe. The Contractor has already met all necessary compliance actions required by State and Federal information security requirements and received DCSS approval and access to the secure website.

American Eagle Attorney Services is an existing provider for Napa County and multiple other California Local Child Support Agencies, including most Bay Area counties. Multiple counties using one provider enables the department to expedite process service and establish and enforce court order quicker, meet timeframe compliance requirements, and increase cost effectiveness (due to shared services agreements).

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp