



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6F

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Howard Himes - Director  
Health & Human Services Operations

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

**SUBJECT:** Agreement with LexisNexis VitalCheck Network, Inc.

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign a service agreement with LexisNexis VitalChek Network, Inc., at no cost, for the term July 1, 2017 to June 30, 2018 and each automatic renewal thereof to provide a service which expedites the remote application, processing and delivery of requests for Public Health vital records.

### **EXECUTIVE SUMMARY**

LexisNexis VitalChek Network, Inc. (VitalChek) allows clients of Health and Human Services Agency (HHSA) Public Health Vital Statistics to pay for services using their debit or credit card through the connection with RiiMs. There is no cost to Public Health for use of VitalChek, but clients who elect to pay for birth and death certificates using a card will be informed of and charged a small convenience fee that is automatically credited to VitalChek. Prior to the installation of VitalChek, the Vital Statistics Office only accepted checks or money orders. If clients arrived at the Vital Statistics Office without a check or money order, they could not purchase a certificate. The Vital Statistics Office is now able to offer a third option for payment through VitalChek, which has reduced the need for clients to make return trips to the office.

HHSA has had an agreement with VitalChek in excess of three years and therefore, pursuant to the County's purchasing policy this agreement requires Board approval.

LexisNexis VitalChek Network, Inc. is not a local vendor.

### **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**

The Napa County Public Health Vital Statistics program and the County Assessor and Recorder Office have undertaken a project to integrate their services. Integration of services allows for better customer service and a reduced risk of privacy violations through mailing of paper documents from the Public Health Office location to the County Recorder's Office. The County Recorder currently uses LexisNexis VitalChek Network, Inc. (VitalChek) to process client payments through a connection to their RiiMs system. RiiMs is a document recording and imaging system used by County Recorder. Public Health Vital Statistics began using the RiiMs system on July 1, 2015 to share electronic documents with the Napa Recorder's Office. This has eliminated the need to send confidential documents by mail and also reduces processing time for birth and death certificates.

VitalChek allows clients of Public Health Vital Statistics to pay for services using their debit or credit card through the connection with RiiMs. There is no cost to Public Health for use of VitalChek, but clients who elect to pay for birth and death certificates using a card will be informed of and charged a small convenience fee that is automatically credited to VitalChek. Prior to the installation of VitalChek, the Vital Statistics Office only accepted checks or money orders. If clients arrived at the Vital Statistics Office without a check or money order, they could not purchase a certificate. The Vital Statistics Office is now able to offer a third option for payment through VitalChek, which has reduced the need for clients to make return trips to the office.

The VitalChek system is also used by the Napa Recorder's Office and is connected to the RiiMs system. Due to the extent of system integration with the Napa Recorder's Office it is recommended that this agreement with VitalChek have no expiration date unless terminated by either party in accordance with the terms of the agreement.

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### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula