



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/9/2014

Agenda Placement: 7A

## 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 two Agreements with Thomson Reuters

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### **RECOMMENDATION**

Director of Child Support Services requests approval of and authorization for the Chairman to sign the following agreements with Thomson Reuters for the term of September 1, 2014 through August 30, 2015 to provide online data access:

1. Agreement (formerly AUD 6521) for a maximum of \$3,600; and
2. Agreement (formerly AUD 6522) for a maximum of \$15,000.

### **EXECUTIVE SUMMARY**

Federal and State law require the Department of Child Support to establish and/or enforce child support orders. Applicable legal research and location of obligors for due process are often necessary before the establishment or enforcement of a court order can occur.

The Contractor makes online data access available to the Department to enable necessary research of its legal and locate databases for a monthly fee. Child Support Services has two existing contracts (AUD 6521 and 6522) with this Contractor and is seeking authorization to continue the contracts. Per the County's purchasing policy, service contracts that exceed three years must be approved by the Board of Supervisors.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            Yes

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Where is it budgeted?	Child Support Services
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	Costs for services under this agreement have been included for the current budget and will be appropriated accordingly in future fiscal years as these services are mandated and paid for with State and Federal funding.
Consequences if not approved:	The Child Support Services Department would be out of compliance with State and Federal laws and in carrying out the terms and conditions of court orders.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

### **BACKGROUND AND DISCUSSION**

Title 22 Division 13 of the Social Security Act requires the Department of Child Support to establish and/or enforce child support orders. Legal research and location action may be necessary before establishment or enforcement of a court order.

22 California Code of Regulations (CCR) 113100 addresses the Department's requirement to use all appropriate locate sources when the noncustodial parent's location is unknown in order to meet the legal requirements prior to establishing, and/or enforcing any court order.

Under these agreements, the Contractor, Thomsons Reuters, facilitates online data to the local child support agency (LCSA) to enable the Department to have the most up-to-date laws and locate information necessary to fulfill its duties. Specifically, the Contractor provides legal research accessibility to the Department's attorney staff via the Westlaw Select application (formerly AUD 6521). Because program regulations, statutes, and case law applications change frequently, the Department's legal staff must have access to the tools required in order to research applicable laws related to the Child Support program. The online data provides the most up-to-date Family Law Codes and enables the Department to present its arguments before the court in establishment, modification, and/or other enforcement of court orders.

Additionally, the Contractor also provides online locate data (formerly AUD 6522). The online application CLEAR is the single most commonly used application by statewide LCSAs. The CLEAR online application is a set of the latest data resources to assist in locating an evading individual in order for Due Process and enforcement of court order to be feasible.

Child Support Services has two existing contracts with this Contractor. Per the County's purchasing policy, service contracts that exceed three years must be approved by the Board of Supervisors. Without these two data resources, the Department would be out of compliance with State and Federal requirements and the families we served would be negatively impacted.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Liz Habkirk