



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 7/13/2021

File ID #: 21-438

TO: Board of Supervisors
FROM: Janet Nottley, Director of Child Support Services
REPORT BY: Karina Castañeda, Staff Services Manager
SUBJECT: Renewal of Services Agreement with American Eagle Attorney Services

RECOMMENDATION

Director of Child Support Services requests approval of and authorization for the Chair to sign the renewal of Agreement No. 190005B with American Eagle Attorney Services, with maximum annual compensation of \$42,500 for the term July 1, 2021 through June 30, 2022 with a provision for annual renewal to provide Legal Service and the processing of related 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.

Since 2013, Napa County Child Support Services has contracted with American Eagle Attorney Services to provide these legal services and is seeking to renew the agreement, with updated general terms and conditions to continue services.

FISCAL & STRATEGIC PLAN 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
Is the general fund affected?	No
Future fiscal impact:	Appropriations have been included in FY 21-22 and future fiscal years will be budgeted accordingly.
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.
County Strategic Plan pillar addressed:	Effective and Open Government

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

American Eagle Attorney Services is an existing provider for Napa County and multiple other California Local Child Support Agencies. 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).

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 "G" now outlines the contractual expectations for online secure access to service documents by the Contractor.

The Board's action today will approve a new agreement with updated general terms and conditions of the agreement for Fiscal Year 2021-2022 with two automatic one-year renewals and maximum annual compensation of \$42,500.