



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE  
OPERATIONS CLUSTER**

**DATE:** August 23, 2012  
**TIME:** 1:00 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, Room 830

**AGENDA**

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.  
Three (3) minutes are allowed for each item.

1. Call to order – Ellen Sandt
  - A) **Status on PALMS System and how the Department of Public Health Permit Process System (Decades) will be tied in**  
Regional Planning – Dennis Slavin or designee  
Public Health – Jim Green, Angelo Bellomo, and Maxanne Hatch
  - B) **Report on draft language for a new ordinance which ensures increased transparency in the property tax arena in the County of Los Angeles, and prohibits campaign contributions from tax agents who have business before the Assessor, Assessor’s staff, Assessment Appeals Board and Assessment Hearing Officers**  
Executive Officer of the Board, County Counsel and the Registrar-Recorder/ County Clerk
  - C) **Board Letter - REQUEST APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE DEPARTMENT OF VETERANS AFFAIRS FOR ONLINE ACCESS TO THE REGISTRAR-RECORDER/COUNTY CLERK REAL PROPERTY INDEX AND VITAL RECORD INDEX**  
Registrar-Recorder/County Clerk – Dean Logan or designee
2. Public Comment
3. Adjournment



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

September 11, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING  
WITH THE DEPARTMENT OF VETERANS AFFAIRS FOR ONLINE ACCESS TO THE  
REGISTRAR-RECORDER/COUNTY CLERK REAL PROPERTY INDEX AND VITAL  
RECORD INDEX  
(ALL DISTRICTS - 3 Votes)**

**SUBJECT**

Authorize the Registrar-Recorder/County Clerk to execute a Memorandum of Understanding ("Agreement") with the Department of Veterans Affairs ("VA") to provide VA with online access to the Real Property Index ("RPI") and Vital Record Index ("VRI"), maintained on the County's behalf by the Department of the Registrar-Recorder/County Clerk ("RR/CC").

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Registrar-Recorder/County Clerk or designee to execute an Agreement with VA to provide VA with online access to the County's real property and vital record indexes.
2. Authorize the Registrar-Recorder/County Clerk, or designee, to prepare and execute amendments to the Agreement, as necessary, provided that County Counsel approval is obtained prior to executing any such amendment.
3. Authorize the Registrar-Recorder/County Clerk, or designee, to terminate the Agreement pursuant to the termination provisions contained in the Agreement, provided that County Counsel approval is obtained prior to terminating the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The recommended action will provide VA with online access to RR/CC's application to view RPI and VRI for the purpose of conducting official government business. The agency will obtain online access to the index through the RR/CC's "Your Online Document Access" (YODA) system. Authorized VA employees will have the ability to access the RR/CC index from their work computer. The VA will use the system to research real property transactions to avoid fraud, waste, and abuse in VA programs and operations related to housing and loan benefits. Online access to the real property and vital record indexes will enhance the efficient use of VA staff time by reducing research time, and improving timely completion of official government business.

**Implementation of Strategic Plan Goals:**

This request supports the County Strategic Plan as follows:

**Goal No. 1: Operational Effectiveness: Strategy 2: Service Excellence and Organizational Effectiveness:** Supports responsive County operations and improves County partnerships with external agencies.

**FISCAL IMPACT/FINANCING:**

There is no cost to the VA for the online access to RPI and VRI. It is unlikely that County will incur any costs for maintaining or modifying the agency's online access. However, the Agreement includes a provision that if County will incur any cost associated with providing VA with online access to real property index or vital record index, the cost will be negotiated with VA prior to imposing any additional fees. There is no negative impact to Net County Cost.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On August 11, 2009, your Board approved a model Memorandum of Understanding to provide non-County governmental agencies on-line access to RPI and VRI for official government business (Attachment I). This model was provided to the VA, who in turn, proposed changes necessary to satisfy the strict guidelines of the Federal government. In particular, the VA is unable to accept the County's indemnification provision. Also, any issues or conflicts of law arising from this Agreement may be governed by Federal law. Additionally, any County claims against the VA are only actionable through the Federal Tort Claims Act. Since the Agreement substantially changes the model approved by your Board on August 11, 2009, Board approval is requested.

The Agreement will commence upon execution by the Parties, and run consecutively for two (2) years unless sooner terminated, with five (5) one-year extension options, for an aggregate term of seven (7) years.

County Counsel has reviewed this Board letter and approved as to form the attached Agreement (Attachment II). CIO has reviewed the Agreement between the VA and County and determined that there is no outstanding technological issue. CIO [previously completed an analysis for MOUs similar to this one; therefore, the CIO has determined that a new analysis is not required.](#)

**CONTRACTING PROCESS:**

This Agreement is a government to government agreement. There was no contracting process associated with this Agreement.

**IMPACT ON CURRENT SERVICES:**

Approval of the recommended action will provide VA with online access to RR/CC's RPI and VRI to obtain required information to verify real property ownership and vital records will reduce fraudulent activity targeted to VA programs and operations related to housing and loan benefits.

**CONCLUSION**

Approval of delegated authority to the Registrar-Recorder/County Clerk to enter into an Agreement with VA for online access to RPI and VRI will enhance customer services to VA customers and enable the VA to identify fraud and abuse in VA programs.

Respectfully submitted,

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DEAN C. LOGAN  
Registrar-Recorder/County Clerk

DCL:RF:APL:FP:co

Attachment (2)

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Chief Information Officer

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**COUNTY OF LOS ANGELES**  
**AND**  
**DEPARTMENT OF VETERANS AFFAIRS**  
**OFFICE OF INSPECTOR GENERAL**  
**FOR**  
**ONLINE ACCESS TO REAL PROPERTY INDEX AND**  
**VITAL RECORDS INDEX**

Prepared by:

Department of the  
Registrar-Recorder/County Clerk  
Finance and Management Division/Contracts Section  
12400 Imperial Highway, Room 5203  
Norwalk, CA 90650

**AUGUST 2012**

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EXHIBITS

- 1 USER REGISTRATION FOR ACCESS TO THE REGISTRAR-RECORDER/COUNTY CLERK DATA CENTER
  
- 2 OIG REGISTERED USER INFORMATION

# MEMORANDUM OF UNDERSTANDING

**BETWEEN  
COUNTY OF LOS ANGELES  
AND  
DEPARTMENT OF VETERANS AFFAIRS  
OFFICE OF INSPECTOR GENERAL  
FOR ONLINE ACCESS TO  
REAL PROPERTY INDEX AND VITAL RECORDS INDEX**

This Memorandum of Understanding ("Agreement") is made and entered into effect as of \_\_\_\_\_ by and between the County of Los Angeles, a political subdivision of the State of California ("County"), by and through its Department of the Registrar-Recorder/County Clerk ("RR/CC"), and the Department of Veterans Affairs ("VA"), Office of Inspector General ("OIG"). County, RR/CC and OIG are hereinafter referred to collectively as the "Parties" and each individually as a "Party."

**WHEREAS**, the VA is responsible for providing various services, including, but not limited to housing loans and benefits ("Services") to residents living within the boundaries of the OIG;

**WHEREAS**, the OIG is responsible for detecting fraud, waste, and abuse in VA programs and operations related to housing and loan benefits.

**WHEREAS**, access by the OIG to RR/CC "Your Online Document Access" ("YODA") System will provide OIG with the ability to view "Real Property Index" ("RPI") and "Vital Records Index" ("VRI") for official OIG business;

**NOW, THEREFORE**, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the Parties agree as follows:

**I. PURPOSE**

The purpose of this Agreement is to provide OIG with online access to view the RPI and VRI for the sole purpose of conducting official OIG business.

**II. SCOPE**

Pursuant to this Agreement, RR/CC will provide OIG with online access to RR/CC's YODA System to view RPI and VRI which will allow OIG to view RPI and VRI for the sole purpose of conducting official departmental business. OIG shall not provide RPI and VRI information available on YODA to anyone within OIG for any purpose other than for official OIG business.

### **III. RR/CC RESPONSIBILITIES**

1. Upon the completed review and approval of OIG's written request to RR/CC for online access to YODA, RR/CC Public Records Division Manager shall provide OIG with the User Registration for Access to the Registrar-Recorder/County Clerk Data Center form, connection information, and user accounts to allow authorized OIG employees access the YODA System to view RPI and VRI for the sole purpose of conducting official OIG business.

### **IV. OIG RESPONSIBILITIES**

1. OIG shall cause each OIG employee assigned to access YODA to complete and sign a User Registration for Access to the Registrar-Recorder/County Clerk Data Center form. A sample copy of the user registration form is attached hereto for informational purposes as Exhibit 1. Upon execution of the Agreement, the RR/CC Public Records Division Manager shall provide OIG with the user registration form to be completed and signed for each OIG employee assigned to access YODA and herein incorporated as part of this Agreement. The user registration form shall also be used by OIG for any changes or deletions to OIG employee access. OIG shall submit a user registration form to RR/CC prior to any employee access changes or no later than five (5) business days after any deletions. User registration forms, once signed by the authorizing OIG manager, shall be addressed to RR/CC's contact as set forth in Section V, (General Terms) of this Agreement.
2. OIG shall maintain the confidentiality of all information obtained from RPI and VRI in accordance with all applicable Federal, State and local laws, rules and regulations.
3. OIG shall restrict its use of RPI and VRI to official OIG business. Any unauthorized use of RPI and VRI by OIG's employee, will be cause for immediate termination of this Agreement.
4. OIG shall establish appropriate procedures, which RR/CC can request at any time to ensure that all information is safeguarded from improper disclosure in accordance with all applicable Federal, State, and local laws, rules and regulations and shall inform all of its officers, employees, and agents having access to RPI and VRI of the confidentiality provisions of this Agreement.
5. RR/CC retains the right to audit OIG compliance with the terms and conditions of this Agreement. In the event that an audit is conducted by RR/CC or any State or Federal auditor in connection to this Agreement, OIG shall be solely liable for its respective audit findings and sanctions, if any.
6. OIG shall not copy or modify any computer software associated with the services provided under this Agreement.

7. OIG shall complete Exhibit 2 (Registered User Information) and submit with signed Agreement.

**V. GENERAL TERMS AND CONDITIONS**

1. This Agreement shall take effect upon the execution hereof by the Parties, and shall expire two (2) years thereafter (hereinafter, the "Initial Term"), unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Upon expiration of the Initial Term, and upon mutual agreement by the Parties, the OIG and County may renew this Agreement for five (5) additional one-year terms (each such additional term, hereinafter an "Extended Term") one (1) year at a time through a written amendment to this Agreement.
2. Either Party may terminate this Agreement by giving thirty (30) days prior written notice thereof to the other Party.
3. This Agreement may be modified or amended only upon the mutual written consent of the Parties.
4. The Registered OIG department shall be subject to the terms and conditions of this Agreement.
5. Online access to YODA under this Agreement is solely to allow OIG to view RPI and VRI for the sole purpose of conducting official OIG business.
6. Each Party will appoint a person to serve as the official contact and coordinate the activities of the respective Party in carrying out this Agreement. Unless otherwise provided under this Agreement, all notices, submissions or deliveries to be made to RR/CC and OIG under this Agreement shall be directed as indicated below.

**The RR/CC contact for this Agreement is:**

**Portia Sanders, Manager  
Public Records Division  
County of Los Angeles Registrar-Recorder/County Clerk  
12400 Imperial Highway, Room 5001A  
Norwalk, CA 90650  
Telephone Number: (562) 462-2081  
Fax Number: (562) 868-5139  
E-mail Address: PSanders@rrcc.lacounty.gov**

And

**The OIG contact for this Agreement is:**

**Douglas Carver  
Special Agent in Charge  
Office of the Inspector General  
Department of Veterans Affairs  
11301 Wilshire Blvd.  
Bldg. 258, Rm 312  
Los Angeles, Ca 90073**

**Telephone Number: (310) 478-3711 extn 44476**

**Fax Number:**

**E-mail Address: Douglas.Carver@va.gov**

**VI. OIG Confidentiality Policy**

OIG has a strict confidentiality policy in place to protect the misuse of the YODA System by OIG employees. OIG's policy expressly states that the use of the RPI and VRI database will be used solely for legitimate law enforcement activity and no misuse of the system will be tolerated.

**VII. FISCAL PROVISIONS**

1. RR/CC shall provide OIG with online access to YODA at no cost. However, in the event that any unforeseen additional cost or fees are incurred by RR/CC in connection with the OIG's online access to the RP Index and VR Index, including but not limited to, any licensing fees or costs which may be imposed by software manufacturers, RR/CC shall notify OIG in advance of imposing said fees/costs and a negotiated Amendment shall be executed between both parties in accordance with Section V (General Terms and Conditions), Paragraph 3 of the Agreement.
2. This Agreement is not intended to encumber any funds for any costs to maintain the online access to YODA.

**VIII. SOFTWARE OWNERSHIP AND LICENSING**

1. Subject to the terms and conditions herein and any use restrictions set forth in this Agreement, RR/CC grants OIG a non-exclusive, non-transferable license to use RR/CC's YODA to view RPI and VRI for official departmental business purposes only. The license shall commence on the effective date of this Agreement and shall continue in effect until termination of this Agreement.
2. In addition, RR/CC reserves the right to grant OIG additional non-exclusive, non-transferable license(s) to use YODA or any applicable system replacing YODA.

[THIS SPACE LEFT BLANK INTENTIONALLY]

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
COUNTY OF LOS ANGELES  
AND  
DEPARTMENT OF VETERAN AFFAIRS  
OFFICE OF INSPECTOR GENERAL  
FOR ONLINE ACCESS TO  
REAL PROPERTY INDEX AND VITAL RECORDS INDEX**

IN WITNESS WHEREOF, and executed as the date first above written above, the Parties to this Agreement do hereby agree and consent to all terms and conditions provided herein.

**DEPARTMENT OF VETERAN AFFAIRS  
OFFICE OF INSPECTOR GENERAL**

\_\_\_\_\_  
DOUGLAS J. CARVER  
Special Agent in Charge

**COUNTY OF LOS ANGELES**

\_\_\_\_\_  
DEAN C. LOGAN  
Registrar-Recorder/ County Clerk

APPROVED AS TO FORM:  
John F. Krattli  
Acting County Counsel

By \_\_\_\_\_  
PATRICE SALESDA  
Senior Deputy County Counsel