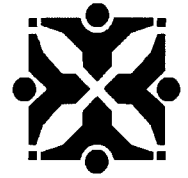


# City of Columbia

701 East Broadway, Columbia, Missouri 65201



**Agenda Item Number:** B 267-15

**Department Source:** Public Health & Human Services

**To:** City Council

**From:** City Manager & Staff

**Council Meeting Date:** 9/8/2015

**Re:** Missouri Department of Health and Senior Services

Vital Records (Birth and Death Certificate Issuance) Memorandum of Understanding

## Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, MOU

**Supporting documentation includes:** None

## Executive Summary

An ordinance authorizing the City Manager to sign a Memorandum of Understanding between the City of Columbia and the Missouri Department of Health and Senior Services related to the issuance of vital records (birth and death certificates) and the associated information technology activities. The MOU will be effective for the period of September 1, 2015 through August 31, 2016.

## Discussion

This bill will authorize the City Manager to sign a Memorandum of Understanding with the Missouri Department of Health and Senior Services for issuance of computerized birth and death certificates by the Columbia/Boone County Department of Public Health & Human Services.

The City retains the \$15.00 fee for each copy of a computerized birth certificate and the \$13.00 fee for the first copy of each computerized death certificate (\$10.00 for each additional copy requested at the same time) less approximately \$1.46 per transaction. Estimated revenue for FY16 is \$204,000. The monthly transaction fee paid to the state for this program averaged \$1,104 for FY14.

This program allows local health departments to issue on-the-spot birth and death certificates. This is a considerable improvement over the prior system which required persons needing such documents to fill out a form and mail it to the State Health Department along with the fee. The process often took several weeks. Area residents continue to be pleased with the quick response from this service.

## Fiscal Impact

Short-Term Impact: none

Long-Term Impact: none

## Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Health, Social Services and Affordable Housing

Strategic Plan Impact: Health, Safety and Wellbeing

# City of Columbia

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Comprehensive Plan Impact: Not Applicable


## Suggested Council Action

Should the Council agree with staff recommendations, an affirmative vote is in order.

## Legislative History

The vital records program has been in place since 1996.

  
Department Approved

  
City Manager Approved

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. B 267-15

**AN ORDINANCE**

authorizing a memorandum of understanding with the Missouri Department of Health and Senior Services for the issuance of birth and death certificates and the associated technology resources; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute a memorandum of understanding with the Missouri Department of Health and Senior Services for the issuance of birth and death certificates and the associated technology resources for the period of September 1, 2015 through August 31, 2016. The form and content of the memorandum of understanding shall be substantially in the same form as set forth in "Exhibit A" attached hereto. Any actions taken by or on behalf of the City in connection with such agreement prior to the date of this ordinance are hereby approved and ratified.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
AND**

**\* COLUMBIA-BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH AND HUMAN  
SERVICES**

The Missouri Department of Health and Senior Services (hereinafter referred to as Department) and the \*Columbia-Boone County Department of Public Health and Human Services (hereinafter referred to as local health agency) enter into this Memorandum of Understanding (MOU) to facilitate access to the Missouri state data center which houses birth and death data needed for the local health agency to issue birth and death certificates; provide a means for the local health agency to access the technology resources necessary to provide services to the citizens of Missouri; and provide information technology support and technical assistance to the local health agency.

*\* City of Columbia, Missouri on behalf of its*

This MOU shall be effective for the period of September 1, 2015, through August 31, 2016, unless terminated as specified below.

I. The Department agrees to the following:

1. Provide access to Department applications.
2. Provide help desk services, telephone and on-site technical assistance to assure Internet access to Department web applications and access to the state data center mainframe.
3. Invoice the local health agency on a monthly basis based on mainframe transactions related to issuance of birth and death certificates by the agency.

II. The local health agency agrees to the following:

1. Maintain the secure Internet connection by ensuring the department provided router (if applicable) is plugged to a working outlet at all times.
2. Adhere to the Uniform Vital Statistics Law, Sections 193.005 – 193.325, RSMo, and rules, regulations, and guidelines adopted to implement the Uniform Vital Statistics Law or as otherwise instructed in writing by the Missouri State Registrar.
3. The local and deputy registrars shall not permit anyone to disclose information contained in vital records or to copy or issue a copy of all or part of any vital record except as authorized in 19 CSR 10-10.090. The Local Registrar shall require identification of the applicant or a notarized statement for mailed applications prior to issuing certified copies of vital records.
4. The vital records database used to issue computer certifications of birth and death records is restricted to approved users. Access to the vital record system will be requested by

completion of local registrar and deputy registrar forms and Automated Security Access Program (ASAP) procedures through the Bureau of Vital Records. A User ID and temporary password will be issued for the employee upon approval. The user will be required to change the temporary password. User IDs and passwords must be kept confidential and not divulged to any other individual or party. The local health agency shall notify the Department promptly if an approved user's access should be terminated for any reason.

5. For security purposes, users must not leave their computer unattended without first logging out, locking the workstation, or using a screen saver that requires a password to access the computer operating system.
6. The local and/or deputy registrar will utilize the State Public Health Laboratory Courier service or mail all death certificates presented for local registration to the Bureau of Vital Records, P.O. Box 570, Jefferson City, MO 65102 within one (1) business day of receipt.
7. Provide work space for local registrar staff in the local health agency facility in which vital records equipment and documents, such as certificates, certificate paper, seals, embossing and other equipment, can be secured in a locked room with access by authorized personnel only. Work space should be limited to authorized employees and not be accessible to unauthorized employees or non-employees.
8. Pay for all transactions related to issuance of birth and death certificates at the rate of \$0.242 cents per transaction. A transaction occurs each time the "CTRL" and "PFS" or "FS" key is depressed by the individual on the personal computer.
9. Submit payment within forty-five (45) days of receipt of each monthly invoice to the following address:

Missouri Department of Health and Senior Services  
Division of Administration  
Fee Receipts  
P.O. Box 570  
920 Wildwood Drive  
Jefferson City, MO 65102-0570

10. Understand and acknowledge that non-payment of monthly invoices over sixty (60) days from the invoice date or non-compliance with any of the provisions listed herein, shall be considered a breach of the MOU and access to the state data center mainframe computer and department applications may be withdrawn 10 working days from notice from the department.

## AMENDMENT

Any change shall be accomplished by a formal signed amendment prior to the effective date of such change.

## TERMINATION

This MOU may be terminated by either party with written notice a minimum of thirty (30) days prior to the effective date of the termination.

Bret Fischer  
Director, Division of Administration  
Missouri Department of Health and Senior Services

## CITY OF COLUMBIA, MISSOURI

By: \_\_\_\_\_  
Mike Matthes, City Manager

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor