

1 Resolution No. 58-18

2 Resolution to Establish the Information Privacy and Security Manual and to Provide for Updated
3 HIPAA/HITECH Policies

4 TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF
5 THE COUNTY OF POLK:

6 Ladies and Gentlemen:

7 WHEREAS, Polk County is considered a covered entity under the United States
8 Department of Health and Human Services' Health Insurance Portability and Accountability Act
9 ("HIPAA") of 1996, codified at 42 U.S.C. § 300gg, 1181 et. seq., and 1320d et. seq, as amended
10 by the amended by the Health Information Technology for Economic and Clinical Health Act of
11 2009 (HITECH); and

12 WHEREAS, the initial County policies adopted in 2003 concerning HIPAA regulations require
13 updating to bring the County into compliance of the federal regulatory provisions under the
14 HITECH legislation; and

15 WHEREAS, there is an operational need for the County to provide for advanced security
16 measures in the County buildings as a matter of enhancing public safety and workplace safety;

17 NOW THEREFORE BE IT RESOLVED, by the Polk County Board of Supervisors authorizes
18 the establishment and maintenance of the Information Privacy and Security Manual that
19 provides, amongst provisions, policies concerning the privacy of health information in
20 compliance with HIPAA and HITECH regulations, and as amended from time to time.

21 BE IT FURTHER RESOLVED that the County Administrator shall designate a HIPAA Security
22 Officer and HIPAA Privacy Officer.

23 BE IT FURTHER RESOLVED that the HIPAA policies previously adopted by the County are
24 repealed and superseded by this resolution and the establishment of the Information Privacy and
25 Security Manual established herein.

26 BE IT FURTHER RESOLVED that this resolution is effective on passage.

Fiscal Note: This resolution and its implementation do not require additional appropriation from the General Fund for the 2018 fiscal year. The costs to carry out the resolution can be covered with the departmental budgets of the Department of Administration and Information Technology Department.

Legal Note: The resolution presents legal impacts. By adoption of this resolution and establishing the Information Privacy and Security Manual, the County updates its outdated HIPAA policies and implements policies and procedures in compliance with federal regulation. Additionally, the resolution establishes the Information Privacy and Security Manual in a manner that facilitates continued compliance responsively to federal regulation as amended in the future.

Signed and sponsored by:

BY:

Brad Olson, Supervisor, District #1

James Edgell, Supervisor, District #8

Doug Route, Supervisor, District #2

Kim O'Connell, Supervisor, District #9

Dean Johansen, Chair,
Supervisor, District #3,

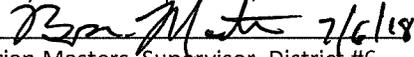
Larry Jepsen, Supervisor, District # 10

Chris Nelson, Supervisor, District #4

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

Michael Larsen, Supervisor, District #12


Brian Masters, Supervisor, District #6

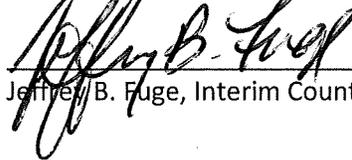
Russell Arcand, Supervisor, District #13

Michael Pritchard, Supervisor, District #7

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Recommended and Approved as to Form:

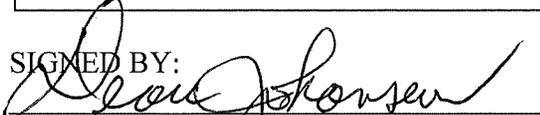

Jeffrey B. Fuge, Interim County Administrator/Corporation Counsel

Excerpt of Minutes

At its regular business meeting on the 17 th day of July, 2018, the Polk County Board of Supervisors adopted Resolution No. 58-18: Resolution to Establish the Polk County Information Privacy and Security Manual and to Provide for Updated HIPAA/HITECH Policies, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

Dean Johansen, County Board Chairperson

ATTEST:

Sharon Jorgenson, County Clerk

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN

COUNTY OF POLK

I Sharon E. Jorgenson, Polk County Clerk do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Resolution No. 58-18: Resolution to Establish the Information Privacy and Security Manual and to Provide for Updated HIPAA/HITECH Policies adopted by the Polk County Board of supervisors at its regular business meeting held on July 17, 2018

 *Sharon E. Jorgenson* 7/17/18

Sharon E. Jorgenson, Polk County Clerk

Date