

DRAFT
ONEIDA COUNTY HIPAA COMPLIANCE COMMITTEE
MINUTES OF NOVEMBER 6, 2018

Members present: Mr. Jason Rhodes, Mr. Brian Desmond, Ms. Marta Koelling, Ms. Linda Conlon, Ms. Lisa Charbarneau, Ms. Mary Rideout, Ms. Heidi Chavez, Ms. Darcy Smith, and Mr. Joel Gottsacker.

Members Absent: Mr. Grady Hartman

Public: None.

1. **Call to Order. Approval of Agenda:**
The meeting of the Oneida County HIPAA Compliance Committee was brought to order at 8:30 a.m. by Ms. Mary Rideout, Privacy Officer. Motion by Mr. Brian Desmond, seconded by Ms. Linda Conlon, to approve the agenda as posted. Motion carried unanimously.
2. **County Board Resolution #38-2003:**
Ms. Rideout provided a copy of the Resolution #38-2003 to members. This is the resolution that formed this committee and designated who needs to be a member. It currently designates the Social Service Director as being the Privacy Officer.
3. **Designation of Privacy Officer:**
Ms. Conlon volunteer to have herself or a designee from the Health Department be the Privacy Officer. Motion by Ms. Lisa Charbarneau, seconded by Mr. Joel Gottsacker, to approve the Public Health Director or designee of the Health Department as the Privacy Officer. Motion carried unanimously.
4. **Need to Continue Committee:**
Ms. Conlon stated she felt this committee needed to at least plan to meet annually. If situations arise that need to be discussed by the committee additional meetings can be held. The Committee was in agreement.
5. **Consider Vendor to Review Compliance:**
Committee discussed benefits to having a vendor that specializes in HIPAA requirements review our current policies for compliance. Ms. Conlon will look into multiple options for vendors and pricing to bring back to the committee. Motion by Mr. Brian Desmond, seconded by Ms. Linda Conlon, to approve gathering vendors and pricing quotes for HIPAA Compliance. Motion carried unanimously.
6. **Future Meeting Date(s):**
Ms. Conlon will send out a Doodle poll to meet Early in January of 2019.

7. Adjourn:

There being no further business to be brought before the Committee, it was moved by Mr. Brian Desmond, seconded by Ms. Linda Conlon, to adjourn the meeting at 8:55 a.m. Motion carried unanimously.

Ms. Mary Rideout
HIPAA Privacy Officer