



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: August 6, 2025

Department: Business Services

Title: HIPAA (Health Insurance Portability and Accountability Act) Task Force Charter

Management Update/Work Session Date: July 22, 2025 Audio/Visual aids ☐

Time Required: Consent Contact: William W. White Phone: 503.373.4423

Requested Action:

The HIPAA Task Force requests Board approval of the updated HIPAA Task Force Charter.

Options for Consideration:

1. Adopt the proposed charter amendments.
2. Do not adopt the proposed charter amendments.
3. Delay the approval until a later date.

Issue, Description & Background:

The charter has been updated:

1. Added required departmental representation from Health & Human Services, Human Resources, Juvenile, and Information Technology.
2. Task Force meets monthly

Additionally:

3. The task force has 13 members representing key departments that use HIPAA information including the 4 above, Legal Counsel, Sheriff's Office, District Attorney's Office, and Finance.
4. We have standing agenda items to review Breach Assessments and review training materials and requirements.
5. Meeting facilitation rotates quarterly between DA, HHS, Juvenile, and Legal Counsel.

Financial Impacts:

None

Impacts to Department & External Agencies:

This Task Force identifies process improvements and makes recommendations to departments to mitigate the risk of HIPAA breaches.

List of attachments:

Charter-Markup, Charter-Final

Presenter:

William W. White

Department Head Signature:

Tamra Goettsch Digitally signed by Tamra Goettsch
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Marion County HIPAA Task Force Charter

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**Marion County
Health Insurance Portability and
Accountability Act (HIPAA)**

**Task Force
Charter**

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Marion County HIPAA Task Force Charter

1. INTRODUCTION

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) establishes important standards to safeguard and protect individuals' medical information. Marion County recognizes the significance of HIPAA compliance in ensuring the confidentiality, integrity, and availability of protected health information (PHI). This charter outlines the establishment and functions of the HIPAA Task Force to oversee and enhance HIPAA compliance at Marion County.

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This charter establishes the framework for the HIPAA Task Force to fulfill its responsibilities in promoting and maintaining HIPAA compliance throughout Marion County.

2.1. SCOPE

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The ~~scope of the~~ HIPAA Task Force encompasses both enterprise-wide and department-specific HIPAA compliance efforts. In accordance with Marion County Administrative Policies ~~such as #517-~~ Health Insurance Portability and Accountability Act (HIPAA) and ~~#521 -~~ Health Insurance Portability and Accountability Act (HIPAA) Security Rule Requirements. It is crucial to ensure that all areas of the organization adhere to HIPAA regulations to safeguard sensitive health information.

~~As a collaborative team, the HIPAA Task Force includes representatives from operational areas that are subject to HIPAA regulations. While each operation is responsible for meeting and maintaining HIPAA and other privacy compliance standards, the HIPAA Task Force~~ members work in a collaborative manner to review and make recommendations to the Marion County Risk Manager and Business Services Director pertaining to reviewing countywide and department-specific HIPAA ~~serves as resource to review policies and procedures, share best practices, review HIPAA regulations and requirements, as well as and review HIPAA related incidents.~~

~~This charter establishes the framework for the HIPAA Task Force to fulfill its responsibilities in promoting and maintaining HIPAA compliance throughout Marion County.~~

3.2. PURPOSE AND FUNCTION

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The primary purpose of the HIPAA Task Force is to support, develop, recommend, and oversee policies, procedures, evaluations, responses, and oversight mechanisms related to HIPAA compliance. Additionally, the Task Force will be responsible for incident investigations, identification of root causes, and providing recommendations for corrective actions to prevent policy violations and breaches.

2.1. Policies, Procedures, ~~Evaluations Responses and Oversight~~

2.1.1. The Task Force maintains and implements HIPAA-related policies, procedures, and forms.

3.1.

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3.2.2. Incident investigations

Marion County HIPAA Task Force Charter

3.2.1.2.2.1. The Task Force will conduct thorough reviews of HIPAA-related incidents, identify root causes, and make recommendations for appropriate corrective actions to mitigate risks and prevent future occurrences.

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3.3.2.3. The Task Force shall provide recommendations for proper corrective actions discussed during the meetings. Recommendations shall also be included if additional task force review is required.

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3.4.2.4. Training

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2.4.1. Ongoing training programs will be developed and implemented to ensure that all employees receive the necessary education and resources to effectively uphold HIPAA compliance standards effectively. Training will cover topics such as data security, privacy policies, handling of PHI, and incident response protocols.

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3.4.1.2.4.1.1. Trainings will be oriented towards users of HIPAA, supervisors of users of HIPAA, and non-user awareness for employees.

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3. COMPOSITION

The Task Force is comprised of department representatives (union members and management employees), Legal Counsel and the HIPAA Compliance Manager who collaboratively represent the operational areas that are subject to HIPAA regulations.

Roles of each of the task force members are as follows:

4. ORGANIZATION

4.1.3.1. HIPAA Compliance Officer

Responsible for overseeing and coordinating all HIPAA compliance efforts within the organization, ensuring the task force meets regularly, and maintaining the task force's membership composition in a manner that serves the county's HIPAA needs and requirements. The HIPAA Compliance Officer is typically the County Risk Manager, unless the Board of Commissioners chooses otherwise.

4.2.3.2. Legal Counsel

Provides legal guidance and ensures that all HIPAA policies and procedures align with relevant laws and regulations.

3.3. Health & Human Services

Standing representation from HHS Administration.

3.4. Human Resources

Standing representation from HR HIPAA liaison due to employee involvement.

3.5. Juvenile

Standing representation from Juvenile Administration.

3.6. Information Technology

Supports the implementation of technical safeguards to protect electronic PHI and ensures the security of IT systems.

Marion County HIPAA Task Force Charter

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Supports the implementation of technical safeguards to protect electronic PHI and ensures the security of IT systems.

4.4.3.7. Departmental representatives

Serve as liaisons between their respective departments and the HIPAA Task Force, ensuring department-specific compliance with HIPAA requirements.

5.4. MEETINGS

Regular meetings will be held monthly~~scheduled~~ to discuss ongoing compliance initiatives, incident reports, training updates, and any relevant issues concerning HIPAA compliance within the organization.

The Task Force shall meet a minimum of twice a year

6.5. GROUND RULES

Ground rules for Task Force meetings will include respect for all members' opinions, adherence to meeting schedules, confidentiality of sensitive information discussed, and a commitment to achieving the purpose and function outlined in the charter.

6. FACILITATION AND RECORDING

It is important that each member be as involved as possible in the task force discussion and process. Each member is encouraged to volunteer to perform the responsibilities of facilitator. This will help instill a sense of partnership and collaboration that is the backbone of this committee. If the facilitator member is not available, or no one has the level of expertise needed to facilitate the meetings, the HIPAA Compliance Officer will facilitate the meeting.

6.1 Facilitation:

The HIPAA Compliance Officer shall work with the facilitator to prepare and distribute meeting notices, agendas, and other necessary materials for each meeting.

6.2 Recorder:

Risk Management will provide a recorder for each meeting or ensure a recorder from membership is available for each meeting. The recorder will document attendance, agenda items, facilitator, time and location of the next meeting, issues and actions taken as minutes. It is not expected that the recorder will note detailed discussion, only identify the action decided upon. Draft minutes will be sent to those on the distribution list prior to the next meeting. A final review, noted amendments, and approval of the notes will be at the next meeting.

Revised: 2025.07.02

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Marion County HIPAA Task Force Charter

7. MINUTES

~~Detailed minutes will be maintained for each meeting, documenting discussions, decisions made, action items assigned, and any other relevant information discussed during the session.~~



Marion County Health Insurance Portability and Accountability Act (HIPAA)

Task Force Charter

HIPAA Task Force Charter

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HIPAA Task Force Charter

Revised: 2025.07.02

ADOPTED BY HIPAA Task Force,

This _____ day of _____, 2025.

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____

