



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: December 19, 2017

Subject: Introduce Ordinance Code 2017-24 Amending the County Ordinance Code

---

**RECOMMENDATION(S):**

INTRODUCE Ordinance Code 2017-24 amending the County Ordinance Code Section 33-5.313 to exclude from the Merit System the classification of County Compliance and HIPAA Privacy Officer-Exempt, WAIVE Reading and Fix January 9, 2018, for adoption.

**FISCAL IMPACT:**

There is no fiscal impact with this action.

**BACKGROUND:**

The Health Services Department is requesting to exclude from the Merit System the classification of County Compliance and HIPAA Privacy Officer-Exempt. The County Compliance and HIPAA Privacy Officer-Exempt is given a high-level authority and critical nature of the classification, and its senior policy setting role not just for the Health Services Department but for other county departments such as County Counsel, Auditor-Controller, Human Resources, Public Works, and Risk Management which are affected by the Health Information Portability and Accountability Act. Per the Board Order approved by the Board of Supervisors in April of 2003, the HIPAA Privacy Officer is responsible for overseeing a

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **12/19/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 19, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Dorette McCollumn,  
(925) 957-5240

By: Stephanie Mello, Deputy

cc:

HIPAA compliance

### BACKGROUND: (CONT'D)

program to ensure processes are implemented to maintain compliance with Federal and State laws related to the privacy, security, confidentiality, and protection of information resources and health care information. This single position classification is charged with developing and administering a county-wide training program and serves as an independent body to review and evaluate all compliance issues. It also serves as the internal resource to receive and direct concerns to appropriate stakeholders for investigation and resolution of privacy matters.

### CONSEQUENCE OF NEGATIVE ACTION:

This classification will not be exempt from the County Merit System, which is needed to ensure the County's HIPAA standards and practices are in compliance with federal and state laws.

### ATTACHMENTS

Ordinance Code 2017-24