

ANOKA COUNTY

**INFORMATION TECHNOLOGY (IT) COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

Commissioners Gamache (Chair), Reinert (Vice Chair), Schulte

FOR THE TUESDAY, AUGUST 15, 2023, MEETING

10:30 A.M.

Conference Room #710 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

ACTION ITEM:

- *2. Consider recommending the County Board approve a purchase from Pro-Tec Design, 5929 Baker Rd Ste 400, Minnetonka, MN 55345 for the security camera and intercom system at the Emergency Communications Center and Radio Shop, in the amount of \$187,739.00 with a change order of \$18,773.90 for a total not to exceed \$206,512.90.
- *3. Consider recommending the County Board approve the resolution naming Craig Nekola as the Security Officer for HIPAA Policies.

INFORMATIONAL ITEM – CLOSED SESSION:

THE MEETING WILL BE CLOSED PURSUANT TO MINNESOTA STATUTE § 13D.05 subd. 3(d) TO DISCUSS COUNTY SECURITY MATTERS.

4. Consider, for informational purposes, a presentation on Information Security Projects.

ADDITIONAL ITEMS:

5. Next scheduled meeting will be Tuesday, September 19, 2023, at 10:30 A.M.
6. Adjourn.

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will not vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

*Requires board approval



ANOKA COUNTY BOARD ACTION ITEM

August 22, 2023

INFORMATION TECHNOLOGY

ACTION REQUESTED	Consider recommending the County Board approve a purchase from Pro-Tec Design, 5929 Baker Rd Ste 400, Minnetonka, MN 55345 for the security camera and intercom system at the Emergency Communications Center and Radio Shop, in the amount of \$187,739.00 with a change order of \$18,773.90 for a total not to exceed \$206,512.90.
BACKGROUND	<p>The new Emergency Communications Center and Radio Shop facility requires comprehensive security measures including security cameras and video intercoms. The incorporation of these security features is vital to ensure the safety, protection, and efficiency of the new facility. Some key factors are:</p> <ol style="list-style-type: none">1. Enhanced safety and crime deterrence.2. Protection of assets and intellectual property.3. Liability mitigation.4. Visitor management and access control.5. Emergency response and incident investigation.
SOLUTIONS	To address the security matters, we propose the 18 exterior cameras, 25 interior cameras, 11 video intercoms and necessary infrastructure be installed at the new facility.
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	Emergency Communications Center and Radio Shop Building Fund.
CONCLUSION	The recommended equipment will take the proactive steps towards safeguarding the new facility, its occupants, and valuable assets.
RECOMMENDATIONS	Consider recommending the County Board approve a purchase from Pro-Tec Design, 5929 Baker Rd Ste 400, Minnetonka, MN 55345 for the security camera and intercom system at the Emergency Communications Center and Radio Shop, in the amount of \$187,739.00 with a change order of \$18,773.90 for a total not to exceed \$206,512.90.

**RESOLUTION #2023-
APPOINTING SECURITY OFFICIAL
PURSUANT TO HIPAA REGULATIONS
AND DATA PRIVACY CONCERNS**

WHEREAS, the 1996 Health Insurance Portability and Accountability Act (HIPAA), and its implementing regulations, impose a variety of requirements on public and private entities that are considered covered entities to protect the privacy of individually identifiable health information.

WHEREAS, the Minnesota Government Data Practices Act, Minnesota Statutes §13.05 subd. 5 requires the Anoka County Responsible Authority to ensure the privacy and security safeguards for all private, confidential and non-public data.

WHEREAS, Anoka County has determined it is a covered entity for purposes of HIPAA because some county departments, units, or programs involve covered functions with individually identifiable health information that must comply with HIPAA requirements. Anoka County is a Hybrid Entity.

WHEREAS, Anoka County as a covered entity must designate an individual as the security official under the federal HIPAA regulations and the responsible authority requires assistance in ensuring the privacy and security for all Anoka County data.

WHEREAS, Anoka County previously appointed Susan Vreeland as the designated Security Official for Anoka County and Dan Lekatz was appointed as backup to the security official. Neither Susan Vreeland nor Dan Lekatz are able to fulfill that appointment.

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners that Craig Nekola is hereby designated under 45 C.F.R. § 164.308 as the Security Official for Anoka County responsible for the development and implementation of policies and procedures required by the Security Standards for the Protection of Electronic Protected Health Information for Anoka County as well as general security standards for all Anoka County data.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners delegate authority to the Anoka County Security Official to implement and periodically evaluate security policies and procedures developed for Anoka County generally and under the Security Standards for the Protection of Electronic Protected Health Information.

BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Anoka County Attorney, Anoka County Administrator, Anoka County Division Managers, Anoka County Human Resources Director, Anoka County Security Official, and Anoka County Privacy Official.
