



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 2, 2024
PREPARED BY: Tracey Vasquez, Director
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Business Associate Agreement with HUB International Texas, Inc.

BACKGROUND/SUMMARY:

The Business Associate Agreement (BAA) is proposed between HUB International Texas, Inc. and the Employee Welfare Benefit Plans of the City of Manor to outline the terms for handling Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The BAA specifies the responsibilities of both parties regarding the use, disclosure, and protection of PHI, including implementing safeguards, reporting breaches, and ensuring subcontractor compliance. The agreement also covers the conditions for the termination of the contract and the handling of PHI post-termination.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT:
PRESENTATION: No
ATTACHMENTS: Yes

- Business Associate Agreement

STAFF RECOMMENDATION:

It is city staff's recommendation that the City Council approve the Business Associate Agreement (BAA) between HUB International Texas, Inc. and the Employee Welfare Benefit Plans of the City of Manor and authorize the City Manager to execute the agreement and oversee compliance with its terms.