



County Administrator's Office

Handwritten initials: JLP

Craig L. Pedro
County Administrator

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August 7, 2017

FILED

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Superior Court of California
County of Tuolumne
By: *[Signature]* Clerk

Judge of Superior Court
Honorable Kate Powell Segerstrom
Tuolumne County Superior Court
60 North Washington Street
Sonora, CA 95370

Re: **Recreation Response** to Grand Jury Report – Information Technology

Dear Judge Powell Segerstrom:

The Tuolumne County Recreation Department was requested to respond to the 2016-17 Grand Jury Report under the Information Technology Division.

Grand Jury Recommendations

R22: Create, maintain and observe a policy and procedure for HIPAA compliance. Each affected Department should be aware of their obligations and actively participate and pursue full compliance. (F22)

Response: In the spring of 2003, Recreation Department employees were introduced to the Health Insurance Portability and Accountability Act (HIPAA Medical Privacy Act) by the County Human Resources Division in a series of HIPAA compliance training sessions which initiated the program as mandated by Federal law which was effective April 14, 2003.

This program has been and remains in effect and compliance with County policy as established and directed by Tuolumne County Human Resources in 2003. The Recreation Department has been actively participating in these practices to the best of our ability to protect the health care privacy of all County employees and those whom we serve.

R23: Create, maintain and observe a policy and procedure for PCI DSS 138 compliance. Each affected Department should be aware of their obligations and actively participate and pursue full compliance. (F23)

...serving the Board of Supervisors, departments, and the community as good stewards of the County's fiscal and human resources through collaborative, professional and ethical leadership.

Response: A few years ago, the Recreation Department purchased a software program called Rec1 which allows the Department to accept credit card payments. These payments occur via the cloud through Rec1's cloud offering. In other words, any credit card data is secured through the County's contractor Rec1.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel M. Richardson". The signature is fluid and cursive, with the first name "Daniel" being more prominent than the last name "Richardson".

DANIEL M. RICHARDSON
Deputy County Administrator
