

RESOLUTION NO. 13-05-03
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE EMPLOYEE POLICY/HANDBOOK TO ADD THE PROTECTED HEALTH INFORMATION ELECTRONIC PROCEDURE SECURITY NOTICE

WHEREAS, The Town of Lake Park is required to conform to the new privacy regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPPA); and

WHEREAS, these new privacy regulations are in effect as of April 14, 2003; and

WHEREAS, the Town of Lake Park is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, pursuant to the authority conferred upon it, the Town Commission of the Town of Lake Park has previously adopted policies for the efficient direction and administration of the Town's human resources, codified in Chapter 2 of the Town Code, entitled Administration; and

WHEREAS, pursuant to Article VII of the Town Charter and Section 2-151 of the Town Code, the Town Manager shall have the responsibility for preparing and submitting personnel rules and regulations to the Town Commission for their consideration; and

WHEREAS, the Town Commission of the Town of Lake Park has previously approved resolutions adopting personnel rules and regulations, which have been consolidated in the Town of Lake Park Employee Policy/Handbook; and

WHEREAS, the Town Commission of the Town of Lake Park has considered the proposed amendment to the Personnel Policy Handbook; and finds that the amendment would promote the more efficient direction and administration of the Town's human resources.

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1. The Employee Policy Handbook of the Town of Lake Park, is hereby amended as follows:

- (a) The Protected Health Information Electronic and Internal Procedure Security Notice will be added to the Town of Lake Park Policy Handbook.

Section 2. The amendment described hereinabove shall be codified and the Employee Policy Handbook shall be amended by the addition of the Protected Health Information Electronic and Internal Procedure Security Notice.

Section 3. This resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Garretson, who moved its adoption. The motion was seconded by Commissioner Longtin, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u> x </u>	_____
VICE-MAYOR G. CHUCK BALIUS	<u> x </u>	_____
COUNCILOR PAUL GARRETSON	<u> x </u>	_____
COUNCILOR BILL OTTERSON	<u> x </u>	_____
COUNCILOR JEANINE LONGTIN	<u> x </u>	_____

The Mayor thereupon declared the foregoing Resolution No. 13-05-03 duly passed and adopted this 7th day of May, 2003.

TOWN OF LAKE PARK, FLORIDA

BY: *Paul W. Castro*
PAUL W. CASTRO
MAYOR

ATTEST:

Carol Simpkins
CAROL SIMPKINS
TOWN CLERK

Approved as to form and legal sufficiency:



By: *Thomas J. Baird*
THOMAS J. BAIRD
TOWN ATTORNEY

10. The Town of Lake Park Web Site – (www.lakeparkflorida.net) The web site is intended to enhance the Town's ability to provide the public and employees with information about the Town and its governmental meetings. A listing of various activities and resources available to residents and employees can also be found on this site.

- A. Department Heads are responsible for maintaining and updating the information regarding their department's section of the web site.
- B. All adjustments or changes to departmental information contained on the web site will be submitted to the Town Manager for approval prior to changing the displayed information.
- C. Employees are encouraged to submit suggestions and/or ideas concerning updates of the town web site to their Department Head for possible implementation.