




**M E M O R A N D U M**

**TO:** Jim Gray, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** January 8, 2018

**RE:** **Business Associate Agreement – Benefit Insurance Marketing (BIM)**

**Request:**

The attached action authorizes the Mayor to execute a Business Associate Agreement with Benefit Insurance Marketing in order to abide by HIPAA and Security Rules.

***What is the cost in the budget year and future budget year?***

There is no fiscal impact associated with this action.

**File Number:**

0034-18

**Director/Commissioner:**

John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle (859) 258-3957.

