

BMO  **Retirement Services**

**Business Associate Agreement
Addendum**

This document is an addendum to and is incorporated into the existing Business Associate Agreement entered into between BMO Harris Bank N.A. ("Business Associate") and the City of Manitowoc Flexible Benefits Plan ("Covered Entity"). The purpose of this addendum is to identify:

- 1) Privacy Officials of the Covered Entity and Business Associate;
- 2) Covered Entity personnel authorized to access or transmit information for plan administration purposes; and,
- 3) Other business associates of the Covered Entity authorized to access or transmit information for plan administration purposes.

Information requested from or transmitted to the parties listed must be limited to the "Minimum Necessary" for plan administration functions and may include Health Information, Individually Identifiable Health Information (IIHI), Protected Health information (PHI), or Electronic Protected Health Information (ePHI) subject to the HIPAA Privacy, Security and HITECH Rules. Where individuals are identified by name and title, authorization to access is extended to successors in title. The Parties shall provide prompt written notification for all other changes.

NAMED PRIVACY OFFICIALS/CONTACTS

If to Business Associate:

Ms. Sheila Vetrone
Vice President
BMO Harris Bank, N.A.
Benefit Services
221 West College Avenue
Appleton, WI 54911
Sheila.Vetrone@bmo.com
800-236-3539

If to Covered Entity:

Jeri Johnson
Human Resources Generalist
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
jjohnson@manitowoc.org
920-686-6995

M3 will not
be able to be on
calls about
participants. 1/28/14
cm

COVERED ENTITY PERSONNEL AUTHORIZED ACCESS TO INFORMATION
FOR PLAN ADMINISTRATION PURPOSES

Human Resources Generalist; Jeri Johnson,

Payroll Administrator; Deborah Kumbalek

BUSINESS ASSOCIATES AUTHORIZED ACCESS INFORMATION
FOR PLAN ADMINISTRATION PURPOSES

List all other business associates authorized to receive information from (or to transmit information to) BMO Harris Bank N.A., Benefit Services Department.

None

City of Manitowoc
and on behalf of
City of Manitowoc Flexible Benefits Plan, Covered Entity

Dated: 1-22-14

Justin M. Nickels

By: Justin M. Nickels
Title: Mayor

Jennifer Hudson


By: Jennifer Hudson
Title: City Clerk

BMO HARRIS BANK N.A.,
Business Associate:

Dated: 1/28/14

Sheila Vetrone

By: Sheila Vetrone
Vice President

BMO  Retirement Services
A part of BMO Financial Group

BMO Retirement Services is a part of BMO Global Asset Management and a division of the BMO Harris Bank N.A., offering products and services through various affiliates of BMO Financial Group.

BMO Global Asset Management is the brand name for various affiliated entities of BMO Financial Group, that provide trust, custody, securities lending, investment management, and retirement plan services. Certain of the products and services offered under the brand name BMO Global Asset Management are designed specifically for various categories of investors in a number of different countries and regions. Those products and services are only offered to such investors in those countries and regions in accordance with applicable laws and regulations. BMO Financial Group is a service mark of Bank of Montreal (BMO). Investment products are: **NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE**



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



January 24, 2014

Ms. Sheila Vetrone, Vice President
BMO Harris Bank, NA
Benefit Services
221 West College Ave.
Appleton, WI 54911

RE: Business Associate Agreement Addendum

Dear Ms. Vetrone:

Enclosed are two copies of the Business Associate Agreement Addendum which was executed by the City of Manitowoc.

At the meeting of Monday, January 20, 2014, the Common Council unanimously recommended approval of the resolution which authorizes the Mayor and Clerk to enter into the Amendment and Adoption Agreement.

Please sign both copies and return the copy marked "CITY COPY" to my attention at your earliest convenience.

Very truly yours,

Jennifer Hudon
City Clerk

JH:dan

Enclosures

cc: Jeri Johnson, Human Resources Generalist

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org

