JPB Board of Directors
Meeting of August 1, 2024

Correspondence as of June 21, 2024

# Subject

1. Thank Michael Campbell for their amazing review
2. Michael Campbell, Jenny SUKUMARNPITI, Popsicle Nomnom left a review
3. Measure RR Final Engagement Letter – signed
4. Planning SAS Final Copy
5. Birdeye Business Profile for Caltrain
6. Michael Campbell loves you!
7. VTA Celebrates West Portal Groundbreaking Milestone for BSVII
8. 2024 HIPAA Texting, Emailing, and Personal Devices - New Guidance
Palo Alto Caltrain Station

Say thank you to Michael Campbell

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From: birdeyeforbusinessowners@birdeye.org on behalf of Birdeye for Businesses
To: Public Comment
Subject: Michael Campbell, Jenny SUKUMARNPITI, Popsicle Nomnom left a review for you
Date: Monday, June 17, 2024 2:04:25 PM

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Birdeye helps you amplify the voice of your customers.

Palo Alto Caltrain Station

Here’s what customers are saying about you on Google

Michael Campbell
****

TRAINS ON TIME. CLEAN STATION. CLEAN CARS

Reply to review

Jenny SUKUMARNPITI
****

This user only left a rating

Reply to review

Popsicle Nomnom
clean Caltrain station, only has 1 booth with bench seat to shield from sun and rain, would be nice if there are more booth

All your reviews in one place

Manage all your customer reviews, for every location, from every source, in one dashboard: take control of your brand and solve customer issues.

Birdeye has helped us 3x our reviews in a two-month period. We now have more reviews than our competitors and a better rating!

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Helping every size of business succeed

100k+ businesses use Birdeye

Up and running in minutes, not weeks

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June 13, 2024

Board of Directors and
Kate Jordan Steiner, CFO
Peninsula Corridor Joint Powers Board
1250 San Carlos Avenue,
San Carlos, California 94070

Dear Board of Directors and Ms. Steiner:

We are pleased to confirm our understanding of the services we are to provide for Peninsula Corridor Joint Powers Board’s Measure RR Funds for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements, including the disclosures, which collectively comprise the basic financial statements, of the Measure RR Funds as of and for the year ended June 30, 2024.

We have also been engaged to report on supplementary information other than RSI that accompanies the Measure RR's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Measure RR Allocation of Expenses
2) Current Year Measure RR Projects

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with (GAAS) and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
Auditor’s Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Measure RR Funds or to acts by management or employees acting on behalf of the Measure RR Funds. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Measure RR Funds’ ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.
We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the Measure RR Funds and their environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants (AICPA) professional standards and Government Auditing Standards.

Other Services

We will also assist in preparing the financial statements and related notes of the Measure RR Funds in conformity with GAAP based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.
You agree to assume all management responsibilities for the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles and for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with GAAP. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Measure RR Funds from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Measure RR Funds involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Measure RR Funds received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the
Measure RR Funds complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Peninsula Corridor Joint Powers Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brown Armstrong Accountancy Corporation and constitutes confidential information. If requested, access to such audit documentation will be provided under the supervision of Brown Armstrong Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a pass-through entity or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ryan L. Nielsen is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed $6,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon
written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representative be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator’s fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least 60 days after the mediator’s first meeting with the involved parties. In the event that the dispute is required to be litigated the court shall be authorized to assess litigation cost against any party found not to have participated in the mediation process in good faith.

**Reporting**

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Measure RR Funds’ internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Measure RR Funds’ internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the JPB and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

By: Ryan L. Nielsen

RLN:mlc:hrf
Enclosure
PfX Engagement/61681 Audit 06/30/24/2-2-2 DRAFT Measure RR Audit Engagement Letter
RESPONSE:

This letter correctly sets forth the understanding of Peninsula Corridor Joint Powers Board.

Management signature: [Signature]

Title: Chief Financial Officer

Date: Jun 17, 2024

Governance signature: __________________________

Title: __________________________

Date: __________________________
The Board of Directors of the
Peninsula Corridor Joint Powers Board
San Carlos, California

We are engaged to audit the financial statements of Peninsula Corridor Joint Powers Board (the JPB) for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America, Government Auditing Standards, and the Uniform Guidance

As stated in our engagement letter dated June 13, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management’s Discussion and Analysis, which supplements the basic financial statements, is to apply certain limited procedures in accordance with auditing standards generally accepted in the United States of America. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Schedule of Expenditures of Federal Awards and Supplementary Schedule of Revenues and Expenses – Comparison of Budget to Actual (Budgetary Basis), which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the Introductory and Statistical Sections, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.
Our audit will include obtaining an understanding of the JPB and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the JPB or to acts by management or employees acting on behalf of the JPB. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

According to auditing standards generally accepted in the United States of America, significant risks include management override of controls, and auditing standards generally accepted in the United States of America presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We will issue our report by approximately October 31, 2024. Ryan L. Nielsen is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of Peninsula Corridor Joint Powers Board and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
June 13, 2024
You’re probably wondering why we put in the hard work to make a Birdeye Profile for Caltrain.
• Every month, more than a million people visit Birdeye Business Profiles to find and choose businesses for their needs
• We created your Free Birdeye Business Profile so that you can start getting new reviews and business from these visitors

Claim your Birdeye Business Profile to ensure your business information is up to date, to stand out online, and to win more business.

Claim my Birdeye Profile

Birdeye has helped us 3x our reviews in a two-month
period. We now have more reviews than our competitors and a better rating!

Zach Orton
TurfMark Outdoor Solutions

Start growing with Birdeye today

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Promote your reviews to increase trust, social proof, and sales.

Birdeye for business owners

Palo Alto Caltrain Station

Michael Campbell loves you

"TRAINS ON TIME. CLEAN STATION. CLEAN CARS"

Michael Campbell on Google

Share this review
Get new customers

Birdeye automatically shares your great reviews to get you more customers.

Let your customers do the marketing for you. Promote your reviews on your social without lifting your finger — automagically.

Promote your reviews

“Birdeye has helped us 3x our reviews in a two-month period. We now have more...”
reviews than our competitors and a better rating!

Zach Orton
TurfMark Outdoor Solutions

Helping every size of business succeed

100k+ businesses use Birdeye
Up and running in minutes, not weeks
#1 rated customer support
Free Ebook
Rank higher with near me and local searches on Google
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Start growing with Birdeye today

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Demo  Pricing
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VTA Celebrates its West Portal Groundbreaking Milestone for BART Silicon Valley Phase II Extension Project

On Friday, June 14th Santa Clara Valley Transportation Authority (VTA) held a historic groundbreaking ceremony to mark the start of construction of its West Portal facility. This is the site where the Tunnel Boring Machine (TBM) will be assembled and launched to bore the five-
mile underground tunnel for the BART Silicon Valley Phase II Extension Project (Phase II Project). This milestone event was held at the future Santa Clara Station and Newhall Yard & Maintenance Facility located in San José and Santa Clara, CA. Approximately 240 guests attended the event including state and local elected officials, community leaders, project stakeholders, and union representatives from Laborers Local 270.

VTA’s extension of the regional BART system is the largest transportation infrastructure project in the history of Santa Clara County. It will integrate Santa Clara County with the greater Bay Area BART system, enhancing regional connectivity and providing numerous economic, environmental, and social benefits.

Check out the complete blog on this event on our project website!

Have a question for us about Phase II?
Visit www.vta.org/bart or email us vtabart@vtabsv.com

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You are receiving this email because you opted in via our website.

Our mailing address is:
Valley Transportation Authority
3331 N First Street
San Jose, CA 95134

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2024 HIPAA - Emailing, Texting, and Personal Devices - New Guidance (myths vs realities) webinar will be going into great detail regarding your practice or business information technology and how it relates to the HIPAA/HITECH Security Rule and securing PHI in transmission.

Date: 10 July, 2024
Time: 10:00 AM PDT & 1:00 PM EDT
Faculty: Mr Brian Tuttle

Join Mr. Brian Tuttle in this 90-minute webinar to explore The Areas covered will be texting, email, encryption, medical messaging, voice data, personal devices, and risk factors. Mr. Tuttle will uncover myths versus reality as it relates to this very enigmatic law based on over 1000 risk assessments performed as well as years of experience in dealing directly with the Office of Civil Rights HIPAA auditors.

Register Now..

Mr. Brian will speak on specific experiences from over 18 years of experience in working as an outsourced compliance auditor, expert witness on multiple HIPAA cases in state law, and thoroughly explain how patients are now able to get cash remedies for wrongful disclosures of private health information. More importantly Brian will show you how to limit those risks by simply taking proactive steps and utilizing best practices. Don't always believe what you read online about HIPAA, especially as it relates to encryption and IT, there are a lot of groups selling more than is necessarily required.
Acquiescently yours,
The OnlineGRCTutorials Team

Your compliance “Business as usual” is our passion. Unmatched quality, Unparalleled customer support, Easy, Fast & Personalised webinar experiences. Constantly working towards our mission to enrich our sessions quality and our clients knowledge!