



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Room: 1M-J

Wed., April 12, 2023

2:00 - 3:15 p.m.

Please take notice the DOC Breach Incident Response Team meeting will be conducted in person at Central Office and remotely via Zoom.us. To attend the meeting in person, or on your computer, tablet or smartphone, or by phone, please see the details below. If you have any questions about this notice, please contact the person listed below.

In Person:

WI Department of Corrections
3099 E. Washington Ave.
Madison, WI 53704
Room 1M-J

Please sign in at the front desk and obtain a visitor pass

To join meeting by ZOOM

Join from PC, Mac, Linux, iOS or Android:

<https://doc-wi.zoom.us/j/81405504165?pwd=Z3JrSTJVeXArQzRBMTc1dEdjTVdvUT09>

Password: 900274

Or Telephone:

Dial:

USA 213 270 2124

USA 8882733658 (US Toll Free)

Conference code: 231562

Contact: Linda Eggert

Phone: 608-225-0711

Email: linda.eggert@wisconsin.gov

The DOC Breach Incident Response Team will meet to review filings of the DOC-2721 (Privacy Breach Incident without Protected Health Information Report by Supervisor) and possibly determine a response recommendation. The Team may go into closed session pursuant to Wis. Stats. 19.85 (f) to consider the medical or personal information of specific persons, and for preliminary consideration of specific personnel problems, and/or Wis. Stats. 19.85 (g), to confer with legal counsel for advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Agenda

I. Welcome/Announcements

Attendance: Linda Eggert, DMS; Josh Nolte, DAI; Peter Marik, DCC; Lindsey Starrett, DJC; James Smith, BTM.

II. Policy and procedure updates

Ongoing effort to enact a screening process for privacy and security concerns for projects/initiatives is being routed through BTM to add to ED-50. After that, a companion procedure will be drafted. No other significant policy updates.

III. Updates on DOC-2718's/Other

None.

IV. Review DOC-2721s

- 2-24-2023, #2023-009, Region 3, Division of Community Corrections; Milwaukee Secure Detention Facility, Division of Adult Institutions

Marik made a motion to determine there was a Low-risk breach; Eggert seconded the motion. Motion passed unanimously.

- 3-24-23, #2023-013, Region 3, Division of Community Corrections

Case file found. Incident was closed without further action.

- 3-28-23, #2023-015, Region 6, Division of Community Corrections

Eggert moved to find there was a low-risk breach. Marik seconded. Motion passed unanimously. Mitigation efforts will continue with Ashland County

Sheriff's Department. Marik will work with Region 6 to determine if further actions are needed.

- 3-30-2023, #2023-016, Electronic Monitoring Center, Division of Community Corrections

Eggert moved to determine there was a low-risk breach. Marik seconded. Motion passed unanimously.

- 4-3-2023, # 2023-017, Region 1, Division of Community Corrections

Starrett moved to find there was a low-risk breach. Eggert seconded the motion which passed unanimously. Recommendations include directing the Region and DCC come up with a plan to prevent similar incidents in the future. If files are small, Marik is recommending offices scan those files in. If the size of the file prohibits scanning, ensure any confidential information is scanned prior to mailing. Ensure each file being mailed out has the correct address on it.

- 4-6-2023, #2023-018, Region 3, Division of Community Corrections

No action taken.

- 4-7-2023, #2023-019, Region 3, Division of Community Corrections

No action taken.

- 4-7-2023, #2023-020, Region 3, Division of Community Corrections

No action taken.

- Any newly filed DOC-2721

None.

V. Adjourn

Adjourned.

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meetings items are approximate and depend on the length of discussion. In order to confirm a meeting or to request a complete copy of the agenda, please contact the listed contact person.

ACCESSIBILITY: Any person wishing to attend who requires special accommodations should contact the person listed above before the scheduled meeting time.