



MEETING MINUTES

WI Department of Corrections

Breach Incident Response Team

April 16, 2020

11:00 a.m.

In light of recent developments regarding COVID-19, please take notice the DOC Breach Incident Response Team meeting will be conducted remotely via Zoom online. To attend the meeting on your computer, tablet or smartphone, or, by phone, please see the details below. If you wish to attend and do not have telephone or internet access, please contact the person listed below to see whether an accommodation can be made.

Contact: Linda Eggert

Email: linda.eggert@wisconsin.gov

Phone: 608-225-0711

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

<https://zoom.us/j/98220413031?pwd=MWtjKzIQtkcxNVNndGJCK1BXR0NhQT09>

Password: 722208

Or Telephone:

Dial:

USA 214 765 0479

USA 8882780296 (US Toll Free)

Conference code: 903794

Find local AT&T Numbers:

<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2147650479&accessCode=903794>

AGENDA

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.

I. Welcome.

Attendance: Linda Eggert, Division of Management Services; Andy Fabian, Division of Juvenile Corrections; Nathan Harper, Office of Records Management; Donna Harris, Division of Community Corrections; Tom Johnson, Bureau of Information Technology.

Absent: Crystal Powers, Bureau of Health Services; Brian O’Heron/Dave Melby, Division of Adult Institutions.

II. Review and consider action regarding any new Privacy Breach Incident without Protected Health Information (PHI) Report by Supervisor (DOC-2721s), including, but not limited to:

- #2020-010, 3-18-2020, Region 7, Division of Community Corrections

Breach Incident Response Team (BIRT) reviewed the incident. Eggert moved to determine a low-risk breach incident had occurred. Harris seconded the motion and the motion passed unanimously.

- #2020-011, 3-20-2020, Bureau of Offender Classification and Movement, Division of Adult Institutions

BIRT reviewed the incident. Harris moved to find there had been a low risk breach incident and that the individual involved should be notified. The motion was seconded by Fabien and passed BIRT unanimously.

- #2020-012, 4-10-2020, Northwestern Regional Field Offices, Division of Juvenile Corrections

BIRT discussed this incident but deferred any action at this time.

III. Adjourn.

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.