



## MEETING MINUTES

### DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Room: 1M-J

Wed., March 2, 2022

2:00 - 3:15 p.m.

In light of developments regarding COVID-19, 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](mailto: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, Division of Management Services; Scott Johnson, Bureau of Information Technology; Peter Marik, Division of Community Corrections; Lindsey Starrett, Division of Juvenile Corrections.***

***Additional guests: Chad Cabala, Bureau of Technology Management; Dede Dominas, Bureau of Technology Management***

***Absent: Josh Nolte, Division of Adult Institutions; Crystal Powers, Division of Management Services (Resigned).***

### II. Review DOC-2721's (Privacy Breach Incident Without Protected Health Information Report by Supervisor), including, but not limited to:

- 2022-012, Feb. 15, 2022, Region 3, Division of Community Corrections

***BIRT discussed the incident. It was determined no breach occurred and was closed without further action.***

- 2022-013, Feb. 21, 2022, Region 8, Division of Community Corrections

- ***After discussion, Eggert moved to find the incident "Low" risk and notify the individual of a HIPAA breach. Marik seconded the motion and it was passed unanimously. Marik will follow up with DCC to investigate scanning some forms into an electronic file prior to any transfers.***

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.