



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Room: 1M-J

Wed., Dec. 21, 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

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
- II. Policy and procedure updates – Eggert provided update on policies pending. DMS policy for workforce in committee review currently.
- III. Updates on DOC-2718's/Other-No update.
- IV. Review DOC-2721s
 - 10-19-22, #2022-039, Region 3, Division of Community Corrections-CLOSED
 - 11-10-22, #2022-042, Region 3, Division of Community Corrections
Committee discussed. Eggert moved to find it was a medium-risk breach and notify the individual; Marik seconded. Motion passed unanimously.
 - 11-21-22, #2022-043, Region 2, Division of Community Corrections
Committee discussed. Chad Cabala consulted and will follow up with WI Justice Department.
Eggert moved to find it was a low-risk breach; Nolte seconded. Motion passed unanimously.
 - 12-1-22, #2022-044, Green Bay Correctional Institution, Division of Adult Institutions
Committee discussed. Eggert moved to find it was a medium-risk breach and notify the individuals with a recommendation to DAI; Marik seconded. Motion passed unanimously.

- 12-1-22, #2022-045, Milwaukee Secure Detention Facility, Division of Adult Institutions

Committee discussed. Eggert moved to find it was a medium-risk breach and notify the individuals with a recommendation to DAI; Nolte seconded. Motion passed unanimously.

Meeting adjourned.

- 12-7-22, #2022-047, Bureau of Human Resources, Region 2 (WI DOA); Division of Management Services

No action taken on this incident.

- 12-13-22, #2022-048, Fox Lake Correctional Institution, Division of Adult Institutions; Bureau of Human Resources, Reg. 2 (WI DOA)

No action taken on this incident.

V. Draft Data Transfer guidance document

- i. Further discussion of employee guidance on secure methods, e.g. email, flash drive, shared files, Share Base

No discussion or action taken.

VI. 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.