



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Jared Hoy

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## MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections/Teleconference

Wed., Aug. 28, 2024

2:00 - 3:15 p.m.

Please take notice the DOC Breach Incident Response Team meeting will be conducted virtually via Microsoft Teams. To attend the meeting using your computer, tablet or smartphone, or by phone, please see the details below. If you have any questions about this notice or special needs, please contact the person listed below.

**Microsoft Teams meeting:**

[Join the meeting now](#)

**Meeting ID: 273 468 475 58**

**Passcode: Ku4nxe**

**Dial-in by phone**

**+1 608-571-2209,,303323386# United States, Madison**

**Phone conference ID: 303 323 386#**

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/ Privacy Officer: Peter Marik, Division of Community Corrections; Michael Goldade, Division of Juvenile corrections, James Smith, Bureau of Technology Management; Joshua Nolte, Division of Adult Institutions***

***Guests: DCC Region 3, Sarah Watson; Research and Policy Unit Director Zachary Baumgart***

II. Policy and procedure updates

***DMS privacy policy is still undergoing an ADA compliance review.***

III. Updates on DOC-2718's/Other

***Eggert updated BIRT on the number of HIPAA breaches to date for CY 2024.***

IV. Review DOC-2721's

- #2024-055, June 24, 2024, Region 3, Division of Community Corrections

***Eggert reviewed and updated BIRT on the BIRT recommendations which were sent to the DCC Administrator and other Division Administrators.***

- #2024-057, July 15, 2024, Region 3, Division of Community Corrections

***Report not review at this time in order to address #2024-059.***

***NOTE: BIRT reviewed this incident following the review of #2024-062. After #2024-062's review, BIRT discussed #2024-057. Eggert moved to find the incident "Low" risk. Seconded by Nolte. Motion passed unanimously.***

- #2024-059, Aug. 2, 2024, Region 3, Division of Community Corrections

***Region 3 Corrections Field Supervisor Sarah Watson joined the meeting to discuss the incident. She confirmed which items which were initially inventoried; the missing documents in question were not itemized. She noted there was no documentation regarding the removal of the property, per procedure. Watson described the security***

***of the property area and steps to increase it. An authorized Client representative picked up the property, and the items were reported missing. DCC reported the incident to local police and has received no investigation updates. DCC discussed the DOC-1165 and additional efforts to prevent future incidents. BIRT took no formal action, pending further discussion.***

- #2024-60, Aug. 6, 2024, BOCM, Chippewa Valley Correctional Institution

***BIRT did not discuss or taken any action at this time.***

- #2024-61, Aug. 13, 2024, Research and Policy Unit, Office of the Secretary (incomplete/duplicate-see 2024-062)

***This was an incomplete report; BIRT proceeded to final incident report #2024-062.***

- #2024-062, Aug. 13, 2024, Research and Policy Unit, Office of the Secretary

***Director of Research and Policy Unit Zachary Baumgart joined the conversation. He reviewed the incident details regarding the sequence of events, mitigating efforts that were taken, and the scope of the RPU investigation. He also discussed RPU plans to implement new efforts to ensure all RPU file are adequately screened for accuracy prior to any third-party release and properly secured at all times.***

***After BIRT discussing the mitigation and other details, Marik moved to find this incident carried a “Low” risk of harm to the individuals, and, did not present a “material risk” of identity theft or fraud. Eggert seconded the motion which then passed unanimously. BIRT members recommended RPU continue with its efforts to prevent a recurrence of this incident.***

- #2024-063, Aug. 15, 2024, Region 3, Division of Community Corrections

***BIRT did not discuss due to time constraints; no action taken.***

- Any newly filed DOC-2721

***None.***

- Adjourn

***Meeting 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.