



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Jared Hoy

MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections/Teleconference

Wed., Feb. 19, 2025

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 [Need Help?](#)

[Join Meeting Now](#)

Meeting ID: 283 297 700 723

Passcode: Tn7qN9xx

Dial by Phone

[+1 608-571-2209,,432987513#](#) United States, Madison

[Find a local number](#)

Phone conference ID: 432 987 513#

If you have questions, please 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: Michael Goldade, Julia McLaughlin, James Smith, Peter Marik, Linda Eggert

Announcements: **None**

II. Policy and procedure updates

- **Update on draft BRM breach reporting and response policy. With the DMS Policy Committee for final review.**

III. Updates on DOC-2718's (HIPAA Breach Report by Employee)

Eggert updated an incident response involving BTM and PHI breach notifications.

IV. Review DOC-2721's (Privacy Breach Incident Without PHI Report by Supervisor)

- #2024-87, 1-30-2025, Region 1, Division of Community Corrections
 - **BIRT discussed the report. Eggert moved to find the incident "Low" risk and close it without further action. Motion seconded by Marik, and it passed unanimously.**
- #2024-88, 2-3-2025, Region 3, Division of Community Corrections
 - **Marik reviewed the incident and developments with BIRT and there was a discussion of possible next steps. No action was taken pending additional information from DCC.**

Meeting adjourned.

- #2024-89, 2-5-2025, (Addendum), Region 3, Division of Community Corrections
No discussion; no action.
- #2024-90, 2-5-2025, Region 3, Division of Community Corrections
No discussion; no action.

- Any newly filed incident report

V. 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.