



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

DOC Breach Incident Response Team

MEETING MINUTES

November 7, 2017

9:00 a.m.

DOC Central Office
3099 E. Washington Ave.
Madison, WI
First Floor, Room 1M-J
(Check in at Reception desk)

Contact: Linda Eggert
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The DOC Breach Incident Response Team (BIRT) will meet to review incident reports filed with a DOC-2721 (Privacy Breach Incident without Protected Health Information (PHI) Report by Supervisor) and possibly determine a response recommendation. For review of #2017-017 the Team will go into closed session pursuant to 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.

Chair Linda Eggert convened the open session. Breach Incident Response Team (BIRT) members present: Linda Eggert, Division of Management Services, Privacy Officer, Makda Fessahaye, Office of Legal Counsel Attorney, and by phone, Donna Harris, Assistant Regional Chief from Region 7, Division of Community Corrections. Absent: none.

II. Review DOC Privacy Breach Incident without Protected Health Information Report by Supervisor 10-30-17 #2017-018 from Division of Community Corrections, Region 3. It is possible Team will move into closed session pursuant to Wis. Stats. 19.85 (g).



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BIRT discussed the incident and agreed by general consent that no breach had occurred. It agreed to continue to support DCC follow up to ensure proper offender property inventory procedures.

BIRT member Donna Harris ended her participation in the meeting. BIRT Member Mike Saunders, Division of Adult Institutions, joined the meeting as a member of the BIRT formed to review DOC-2721 #2017-017.

Chair Linda Eggert moved to go into closed session to review incident report #2017-017 regarding student education records at Waupun Correctional Institution (WCI) under Wis. Stat. 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. The vote to go into closed session by general consent was unanimous.

- III. *** CLOSED SESSION ***pursuant to Wis. Stats. 19.85 (g), to discuss DOC Privacy Breach Incident without Protected Health Information Report by Supervisor 10-30-17 #2017-017 from WCI.

The Team discussed the report. Members voted by general consent that no breach requiring notification occurred and closed the review.

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.