

# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

## MINUTES

### DOC Privacy Protection Team

### DOC Breach Incident Response Team

Nov. 30, 2017

2:00 p.m.

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

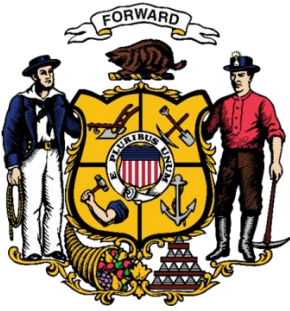
Contact: Linda Eggert  
Phone: 608-240-5409  
Email: [linda.eggert@wisconsin.gov](mailto:linda.eggert@wisconsin.gov)

The DOC Privacy Protection Team (PPT) and DOC Breach Incident Response Team (BIRT) will meet to consider issues involving privacy, confidentiality and breach incident reports and response. The committees will meet in open session and then go into closed session pursuant to Wis. Stats. 19.85 (f) and/or (g), to review privacy breach incident reports.

### Agenda

I. Welcome/Announcements

*Members in attendance: Chair Linda Eggert (Office of Records Management, Privacy Officer), Makda Fessahaye (Office of Legal Counsel, Attorney), Deb France (Bureau of Personnel and Human Resources, HR Section Chief), Donna Harris (Division of Community Corrections, Assistant Regional Chief), Tim Reneau-Major (Division of Juvenile Corrections, Policy Advisor).*



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*Absent: Curt Taylor (Bureau of Technology Management, Director), Eric Muellenbach (Office of Legal Counsel, Attorney) and Mike Saunders (Division of Adult Institutions, Assistant Security Director.)*

II. Approval of meeting minutes - October 26, 2017

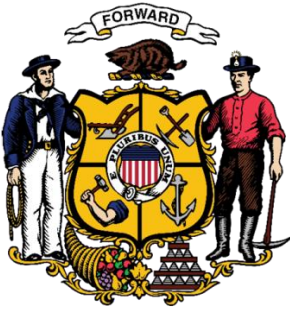
*Eggert moved to approve the Oct. 26<sup>th</sup> minutes after review. Motion passed unanimously.*

III. Update on workgroup efforts to revise Executive Directive 75 and ORM 1

*Eggert moved Privacy Protection Team/Breach Incident Response Team enter into closed session, pursuant to Wis. Stats. 19.85 (f) and/or (g). Members passed the motion by general consensus and went into closed session.*

IV. **\*\* CLOSED SESSION \*\*** Pursuant to Wis. Stats. 19.85 (f), considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations....and/or (g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding DOC privacy breach incident reports and related actions:

- a. Breach incident reports with protected health information – Gloria Marquardt, HIPAA Compliance Officer/Health Records Supervisor, Bureau of Health Services
- b. Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management
  - DOC-2721 9-20-17 Region 7, Division of Community Corrections 2017-016
  - DOC-2721 10-30-17 Waupun Correctional Institution 2017-017
  - DOC-2721 10-30-17 Region 3, Division of Community Corrections



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2017-018

- DOC-2721 11-13-17 Region 4, Division of Community Corrections

2017-019

*Members reviewed reports; no action taken. 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.