



MEETING MINUTES

DOC Breach Incident Response Team

Wed., Jan. 22, 2020

2:00 p.m.

DOC Central Office

3099 E. Washington Ave.

Madison, WI

First Floor, Room 1M-B

(Check in at Reception desk)

Contact: Linda Eggert

Phone: 608-240-5409

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.

Attendance: Linda Eggert, Division of Management Services; Andy Fabian, Division of Juvenile Corrections; Donna Harris, Division of Community Corrections, by phone; David Melby, Division of Adult Institutions; Tom Johnson, Bureau of Information Technology. Absent, None.

II. Review and consider action regarding any new Privacy Breach Incident without Protected Health Information (PHI) Report by Supervisor (DOC-2721s), including, but not limited to:

- #2019-031, Region 3, Division of Community Corrections
BIRT continued this incident review. Harris reported she contacted Region 3 and the file was found inside the Unit. The incident was closed without further action.

- #2019-032, Lincoln Hills School, Division of Juvenile Corrections
BIRT reviewed the incident report. Eggert moved to determine there was a Low-risk breach. Powers seconded the motion; BIRT passed motion unanimously.
- #2019-033, Milwaukee Secure Detention Facility, Division of Adult Institutions
Melby moved to determine there was a low-risk incident and offer guidance to DCC; Eggert seconded the motion. BIRT voted unanimously to pass the motion.
- #2019-034, Region 3, Division of Community Corrections
BIRT reviewed the incident; incident was closed due to no evidence of a breach.
- #2019-035, Region 3, Division of Community Corrections
BIRT reviewed the incident but postponed action until further fact-finding.
- #2020-001, Lincoln hills School, Division of Juvenile Corrections
BIRT reviewed; Eggert moved to find a Low-risk breach occurred. Harris seconded the motion; BIRT passed motion unanimously.

Additional incident was added and reviewed:

- ***#2020-002***

BIRT reviewed the incident. It was closed without further action due to no evidence of a breach.

III. 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.