



MEETING MINUTES

DOC Breach Incident Response Team

Wed., April 29, 2020

2:00 p.m.

In light of recent developments regarding COVID-19, please take notice the DOC Breach Incident Response Team meeting will be conducted remotely via Zoom.us. To attend the meeting on your computer, tablet or smartphone, or, by phone, please see the details below. If you wish to attend and do not have telephone or internet access, please contact the person listed below to see whether an accommodation can be made.

Join from PC, Mac, Linux, iOS or Android:

<https://zoom.us/j/99937392987?pwd=dkh1Zk0zVUR3cDdocmpITDFvcVYwQT09>

Password: 899061

Or Telephone:

Dial:

USA 213 270 2124

USA 8882733658 (US Toll Free)

Conference code: 231562

Find local AT&T Numbers:

<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2132702124&accessCode=231562>

Contact: Linda Eggert

Phone: 608-240-5409

Email: linda.eggert@wisconsin.gov

The DOC Breach Incident Response Team will meet to review new filings of the DOC-2721 form (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: Chad Cabala, Bureau of Technology Management; Linda Eggert, Division of Management Services; Andy Fabian, Division of Juvenile Corrections; Donna Harris, Division of Community Corrections; Brian O’Heron, Division of Adult Institutions; Crystal Powers, Bureau of Health Services.

Absent: Tom Johnson, BTM; Dave Melby, DAI.

II. Review new DOC-2721’s (Privacy Breach Incidents without PHI Reports), including but not limited to:

- #2020-013, Division of Community Corrections’ Region 3

The DOC Breach Incident Response Team (BIRT) began review of this incident but postponed action until receipt of additional information.

- #2020-014, Division of Juvenile Corrections’ Office of Juvenile Offender Review (OJOR).
- ***BIRT reviewed this incident. Harris made a motion to find no evidence of a breach and to close the incident report without further action. Eggert seconded the motion and the Team passed it unanimously.***

Additional new report:

BIRT reviewed an additional DOC-2721 received 4-28-2020 from the Bureau of Human Resources, Region 2 at the Division of Juvenile Corrections’ Lincoln Hills School/Copper Lake School.

Eggert moved to determine a low-risk breach occurred and recommend notification of the individuals. Harris seconded the motion; the motion was passed unanimously.

Meeting was adjourned.

VII. 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.