

IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting:	IDPH IRB Meeting	Date:	05/14/24	Start:	1:03 pm	Finish:	2:15 pm
Purpose:	Quarterly Meeting	Location:	535 W. Jefferson, 4 th Floor, Springfield, IL 69 W. Washington, 35 th Floor, Chicago, IL				
Chair:	Jane Fornoff, D.Phil.	Recorder:	Harold Duckler				

**Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference. Webinar and dial-in information were provided on the Public Meeting Notice.*

Name	Present	Absent	Member	Alternate	Staff	Non-scientist	Scientist	Un-affiliated	Chicago -based	Springfield -based	Other
Jenny Aguirre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Graham Briggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice Chair
Craig Conover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jane Fornoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chair
Joshua Geltz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fangchao Ma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
*Jasmine Phua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
*Sharon Shipinski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prisoner Representative
*Ira Heimler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Harold Duckler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Maribel Marroquin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jessica Bliss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guest (IDPH VR)
Jennifer Koechle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guest (IDPH PRAMS)

*Attended via webinar

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SUMMARY NOTES				
Topic	Reporting	Discussion Summary	Commitment / Progress (Action, Status, Outcome)	Accountable (Who / When)
Call to Order	Jane Fornoff	<p>Meeting called to order at 1:03pm. Quorum (in person) attendance was verified in Chicago and Springfield. Aguirre moved and Geltz seconded, motion to approve the remote members' participation. Motion approved (no member in attendance at either site opposed or abstained).</p> <p>Members, staff, and guests introduced themselves.</p>		
Approval of Minutes	Jane Fornoff	<p>Previously distributed minutes of December 19, 2019, meeting was reviewed. Motion to approve the Minutes by Aguirre, seconded by Ma and was approved. (Shipinski abstained since she had not been present at the previous meeting.)</p>	Approved Minutes to be forwarded for posting	Maribel Marroquin
Human Subjects Research and Open Meetings Act training certifications	Maribel Marroquin	<p>Human Subject Research (HSR) and Open Meetings Act (OMA) certifications are due from Briggs, Geltz and Heimler. HSR certifications are due from Conover, Geltz and Ma. Also due is a CV from Briggs. Fornoff indicated that the certifications can be submitted to Mentor or to Maribel and that training site information can be provided by IRB staff. Clarification was provided to Ma in response to his query about the need to update his CV.</p>		
Technical Updates	Jane Fornoff	<p>Information presented about the new Mentor system. It is working better for new protocols than for existing (older) submissions. This should improve in the future. Members have Mentor accounts and can access any application. If members encounter issues in accessing documents, then staff should be notified.</p> <p>Members will be notified by Mentor to review new submissions, amendments, and continuing reviews. Reviewers can review the documents and make</p>		

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Technical Updates (cont'd)	Jane Fornoff	<p>comments in Mentor. Training for conducting the reviews is expected to take place by early June.</p> <p>Some members indicated that they have accessed Mentor. Ma indicated issues with entering comments. Fornoff indicated that selecting the appropriate icon may be involved and she is planning to prepare a manual in the next few weeks that will include information on posting comments.</p>		
Report/Presentation/Update	<p>Jane Fornoff</p> <p>Jennifer Koechle</p>	<p>0831 Amendment Full Board Review</p> <p>Fornoff introduced Koechle as the Pregnancy Risk Assessment Monitoring System (PRAMS) Manager for this protocol; indicated that the CDC IRB regards this protocol as research. The reason for a full board review is due to the protocol including minors.</p> <p>Using a PowerPoint presentation Koechle provided an overview of PRAMS including the purpose, history, participating sites, CDC funding/protocol/oversight, survey topics, population sampled, and the standardized sampling/data collection—to allow for comparisons to data collected at other PRAM sites to address national Maternal and Child Health (MCH) issues—in Illinois. Also presented was the scheduling of the survey process, which includes using the mail, phone, and internet. The survey, which is conducted in English and Spanish, consists of core questions (common to all collection sites) and questions unique to Illinois—developed by the (Illinois) steering committee—that focus on behaviors and experiences before, during, and after pregnancy. Respondents who complete the survey receive a \$25 gift card. Available on the internet are information on surveys that have been conducted, results and data tables as well as information on specific topics. Koechle indicated the differences between the Phase 9 (2023-</p>		

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Report/presentation/Update (cont'd)	Jennifer Koechle	<p>Present) collection and the Phase 8 (2016-2022) collection.</p> <p>In response to a question from Duckler, Koechle indicated that if neither English nor Spanish is the language of the mother, such cases are subsequently excluded from the study.</p> <p>In response to Briggs question about the availability of translation services at IDPH, Fornoff stated that although other programs are using such services provided by a contractor.</p> <p>In response to a Geltz question if birthweight was the only criteria used for random selection, Koechle stated that the sample is based on both birthweight and demographics of the population being sampled and stratified by one of every fourteen low birthweight babies and one out of 81 normal birthweight babies.</p> <p>In response to Geltz's question about the intent for the use of the data, Koechle indicated that deidentified data are provided to the (IDPH) Office of Women's Health, UIC School of Public Health and private researchers in addition to CDC providing an open (de-identified) data set online.</p> <p>Briggs questioned if the inclusion was of minors could be optional, then instead of a full board approval, it could be approved by expedited review. Koechle indicated she was new to PRAMS and would have to check with CDC regarding the exclusion of minors.</p> <p>In response to Ma's questions about sample size and response rates, Koechle stated that the monthly sample is 200 births and approximately 15-30% of the responses have been online.</p>		

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Report/presentation/Update (cont'd)	Jennifer Koechle	<p>In response to Gelt's question if CDC requires the inclusion of births to minors, Koechle indicate that she did not know the answer—being relatively new to PRAMS—but would find out. If not required, then the IRB process could be expedited instead of requiring the review and approval by the entire IRB.</p>		
	Jane Fornoff	<p>In response to Fornoff's question about the number of births to minors, Koechle responded one to two each month.</p>		
	Jane Fornoff	<p>Displaying the 0831 Amendment documents in Mentor, Fornoff indicated she had reviewed all the document and recommended approval. The protocol content included changing "states" to "cites" due to the addition of New York City collection site and the addition of the online survey process. She asked if any members had any questions about the documents. There were none.</p> <p>Motion made by Geltz to approve the 0831 Amendment, seconded by Shipinski and was approved (no member opposed or abstained).</p>		
	Jane Fornoff	<p>0971 Closure Experiencing difficulty in displaying information, Jane aske if everyone had access (either electronic or hard copy) to 0971 information. After confirming that IRB members did have access, she indicated that after multiple inquiry attempts, the project staff indicated that they will submit a continuing review. She recommended that the study not be closed.</p>		
	Jane Fornoff	<p>0962 Closure After attempts to contact the project staff by email, and Mentor, and after contacting the home IRB and being informed that the protocol is still open and did not intend to issue any continuing reviews—confirmed by</p>		

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Report/presentation/Update (cont'd)	Jane Fornoff	<p>Duckler—Fornoff suggested closure based on the project staff being non-responsive.</p> <p>Duckler stated that he had been unsuccessful in an attempt to reach out by phone and recommended that he try again to establish contact with the PI. After discussion, Geltz suggested closing the protocol at the next meeting if Duckler does not get a response (from the PI. This was accepted.</p>		
Report on IRB Activity	Jane Fornoff	<p>Fornoff stated that the actions in the Report are actions that have taken place since those in the Report approved at the last IRB meeting.</p> <p>Fornoff stated that activity occurring during the pandemic—when staff were working from home—contributed to the challenge of preparing the Report. Information added to the Report will have to be approved at the next IRB meeting. Some of the studies listed were initially approved prior to 2019 and are listed because of amendments and continuing reviews submitted since then. Others are new and may have amendments and continuing reviews listed.</p> <p>The grayed-out areas (for 2019-2023 columns) represent times when no information would have been expected. The four studies listed on the last page of the Report are studies that had been exempted by the IRB Chair based on either the subjects not being readily identified or involved routine surveillance.</p>		
Report on IRB Activity (cont'd)	<p>Harold Duckler</p> <p>Harold Duckler</p>	<p>In response to a question from Ma on the status of the protocols on the Report, Duckler indicated that most of the protocols listed were processed by expedited review and approved by either by the IRB Chair or the IRB Vice Chair. Whenever issues arose, additional information was requested from either the Responsible Individuals or project staff, prior to approval. In some instances, the</p>		

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		<p>responses from the project staff were delayed which resulted in the approvals issued in the following year. The Expedited approvals require approval by the IRB members.</p> <p>Aguirre made a motion to approve the Report, seconded by Wright and was approved (no member opposed or abstained).</p>		
Schedule of 2024 Meetings	Maribel Marroquin	Marroquin indicated that the next IRB meeting has been scheduled for October 8 th 1-3pm. All IRB members indicated that the date and time was OK. Fornoff indicated that the 2025 meeting schedule will be set up and published.		
Questions/Comments from Board members	Jane Fornoff	No Comments or questions from the IRB members.		
Public Comment	Jane Fornoff	No Comments or questions from the public.		
Adjournment	Jane Fornoff	<p>Geltz made a motion to adjourn. Aguirre seconded. All member voted approval (no one opposed or abstained).</p> <p>The meeting was adjourned at 2:20 p.m.</p>		