

# IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

**Meeting:** IDPH IRB Meeting **Date:** 09/09/2024 **Start:** 3:07 pm **Finish:** 3:28 pm  
**Purpose:** Ad-Hoc Meeting **Location:** 535 W. Jefferson, 4th FL, HR Conference Room Springfield, IL  
69 W. Washington, 35<sup>th</sup> FL, Director's Conference Room 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
Stacey Hoferka-Jensen	<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"/>	
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 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"/>	
*Jasmine Phua	<input type="checkbox"/>	<input checked="" 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 checked="" 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"/>	
*Jacqueline Lowry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guest (NKU Student)
*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 3:07pm. Quorum (in person) attendance was verified in Chicago and Springfield. Ira Heimler acted as an alternate for Michael Wright. New IRB board member, Stacey Hoferka-Jensen, introduced. 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 May 14, 2024, meeting was reviewed. Fornoff pointed out mistake on prior minutes, incorrect location for Springfield attendees. Motion to approve the Minutes by Aguirre, seconded by Geltz and was approved. (Hoferka-Jensen abstained since she had not been present at the previous meeting.)</p>	Approved Minutes to be forwarded for posting	Maribel Marroquin
Report/Presentation/Update	<p>Jane Fornoff</p> <p>Jennifer Koechle</p>	<p><b>0831 Amendment Full Board Review</b></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>Koechle provided an overview study change. Respondents who complete the survey receive a \$25 gift card. The primary changes are related to the gift card usage. Previously, gift cards were limited to the purchase of diapers and baby wipes. However, the vendor that had provided these cards recently discontinued the cards. A different card was identified and voted on by the prime steering committee. The committee voted in favor of issuing respondents a</p>		

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Report/presentation/Update (cont'd)	Jennifer Koechle	Walmart or Walmart.com gift card. This gift card would restrict purchases on Tobacco, Firearms, and Alcohol. Because of this, it was necessary to take out any references to diapers and wipes in letters. The vendor also requested that the letters they send out along with the gift cards be changed to reflect the new purchasing restrictions. In addition to changes to the letters, the brochure and half-page colored FAQ card was also updated to reflect these changes.		
	Jane Fornoff	<p>Fornoff raised concerns over grammatical errors on the updated brochure. Corrections were noted and agreed upon by Koechle.</p> <p>No additional questions for Koechle from the board. Koechle was dismissed from meeting for board to continue internal discussions.</p> <p>Fornoff recused herself from the vote as she is a member of the PRAMS steering committee and voted on how the PRAMS program should change with regards to the gift card.</p> <p>Fornoff read Conover's review prior to his resignation and stated the following: <i>"Submission involves amendments that are not substantive in terms of study design or conducts of study minors under the age of 14. Prisoners are eligible for study inclusion though no prisoner has been included to date and this is unlikely to happen based on the information used by study staff to contact participants. HHS has granted a waiver with respect to certain regulations involving prisoners and subjects. Waiver of parental permission is acceptable because it's minimal risk research. Per the protocol minors must agree to participation. Please note survey research involving children does not qualify as exempt."</i></p>		

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Report/presentation/Update (cont'd)	Joshua Geltz	<p>Geltz agreed that there was no change to overall study design at all. Noted that changes are only minor ancillary changes.</p> <p>Motion made by Geltz to approve the 0831 Amendment, seconded by Briggs and was approved (Fornoff recused herself from the vote. No member opposed or abstained).</p>		
Schedule of 2024 Meetings	Harold Duckler	Ducker indicated that the next IRB meeting has been scheduled for October 8 <sup>th</sup> 1-3pm. All IRB members indicated that the date and time was OK. The October 8 <sup>th</sup> meeting location was discussed for Chicago participants. The members agreed to have the Chicago site at 122 S. Michigan Ave. Duckler also requested that all members send him their schedules to assist with IRB scheduling in the future.		
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 3:28 p.m.</p>		