

IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting: IDPH Institutional Review Board **Date:** 11/20/14 **Start:** 1338 **Finish:** 1447
Purpose: 4th Quarter Meeting **Location:** 535 W. Jefferson, 5th Fl, Springfield, IL
122 S. Michigan, 7th Floor, Room 711, Chicago, IL
Chair: Arthur F. Kohrman, MD **Recorder:** Kori Acosta

**Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference.*

- | | | |
|---|--|--|
| <input type="checkbox"/> IRB Members Present:
<input type="checkbox"/> <u>Jenny M. Aguirre</u>
<input type="checkbox"/> <u>Craig S. Conover</u>
<input type="checkbox"/> <u>George J. Dizikes</u>
<input type="checkbox"/> <u>Jane E. Fornoff</u>
<input type="checkbox"/> <u>Arthur F. Kohrman</u>
<input type="checkbox"/> <u>George A. Marchetti</u>
<input type="checkbox"/> <u>Tiefu Shen</u>
<input type="checkbox"/> <u>Mildred Williamson</u>
<input type="checkbox"/> _____
<input type="checkbox"/> IRB Members Absent:
<input type="checkbox"/> <u>Kenneth Soyemi</u>
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____ | <input type="checkbox"/> IRB Alternate Members Present:
<input type="checkbox"/> <u>Juana Ballesteros</u>
<input type="checkbox"/> <u>Barbara Fischer</u>
<input type="checkbox"/> <u>Jeff Lyon</u>
<input type="checkbox"/> <u>Claudia Nash</u>
<input type="checkbox"/> _____
<input type="checkbox"/> IRB Alternate Members Absent:
<input type="checkbox"/> <u>Najma Adam</u>
<input type="checkbox"/> <u>Chinyere Alu</u>
<input type="checkbox"/> <u>Carla Little</u>
<input type="checkbox"/> <u>Fangchao Ma</u>
<input type="checkbox"/> <u>Leticia E. Reyes</u>
<input type="checkbox"/> _____
<input type="checkbox"/> IRB Staff Present:
<input type="checkbox"/> <u>Kori Acosta</u>
<input type="checkbox"/> <u>Harold Duckler</u>
<input type="checkbox"/> _____ | <input type="checkbox"/> Others:
<input type="checkbox"/> <u>Eduardo Alvarado</u>
<input type="checkbox"/> <u>Frida Folkum</u>
<input type="checkbox"/> <u>Julia Howland</u>
<input type="checkbox"/> <u>Patricia Kloppenburg</u>
<input type="checkbox"/> <u>Lori Koch</u>
<input type="checkbox"/> <u>Karen Labratt</u>
<input type="checkbox"/> <u>Dan Lee</u>
<input type="checkbox"/> <u>Elizabeth Payton</u>
<input type="checkbox"/> <u>Adelisa Orantia</u>
<input type="checkbox"/> <u>Anh-Thu Runez</u>
<input type="checkbox"/> <u>Eddie Simpson</u>
<input type="checkbox"/> <u>Tom Szpryka</u>
<input type="checkbox"/> <u>Dennis Tiburzi</u>
<input type="checkbox"/> <u>Cheryl Ward</u>
<input type="checkbox"/> _____ |
|---|--|--|

SUMMARY NOTES				
Topic	Reporting	Discussion Summary	Commitment / Progress (Action, Status, Outcome)	Accountable (Who / When)
Call to Order	Arthur F. Kohrman, MD	The IDPH IRB Quarterly Meeting was called to order at 1:38 p.m. by Arthur Kohrman.		
Approval of Minutes	Arthur F. Kohrman, MD	No changes were requested. George Marchetti moved to approve the minutes from August 21, 2014. Jenny Aguirre seconded the motion. All approved. The motion was carried.	Emailed to Tom Schafer for posting	Kori Acosta

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Protection of Human Subjects Recertification	Kori Acosta	<ul style="list-style-type: none"> ○ IDPH policy on protection of human research subjects requires that members recertify every three years. Reference to this policy may be found on page 9, section 3.5 “Board Member Education/Training” in the <i>IDPH IRB Procedures Manual</i>. It may be accessed online at: http://www.idph.state.il.us/irb/PROCEDURES.pdf ○ Members will be sent 3-month reminders as recertification comes due. 		Members
Reviews	Harold Duckler	Harold Duckler distributed and discussed the current study status listing. Dr. Williamson moved to approve the listing. George Marchetti seconded the motion. All approved.	Ongoing	
IDPH Data Sharing: What Is Permitted	Elizabeth Payton	Elizabeth Payton discussed the limitations on data sharing. It is important to follow the specifications of the statute pertaining to the data set in question.		
2015 Meeting Schedule	Kori Acosta	<ul style="list-style-type: none"> ○ Board Meetings are held on the 3rd Thursday of the 2nd month of each Quarter from 1:30-3 PM. The May meeting was moved up one week due to the holiday. ○ This year’s schedule is as follows: February 19th, May 14th, August 20th, & November 19th in the Director’s Conference Rooms in Springfield & Room 711 in Chicago <p><i>*Videoconferencing Available</i></p>		
Public Comment	Arthur F. Kohrman, MD	<ul style="list-style-type: none"> ○ There were no public present for comment. 		
Adjournment	Arthur F. Kohrman, MD	Dr. Williamson motioned to adjourn the meeting. Dr. Conover seconded the motion. All approved. The meeting adjourned at 2:47 p.m.		