

IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

SUMMARY NOTES

Topic	Reporting	Discussion Summary	Commitment / Progress (Action, Status, Outcome)	Accountable (Who / When)
Approval of Minutes	Craig Conover	<p>No changes were requested. Eduardo Alvarado moved to approve the minutes from February 16, 2017. Matt Charles seconded the motion. All approved. The motion was carried.</p> <p>Total voting = 03; Vote: For = 03; Opposed = 0; Abstained = 3, due to not being present at the February 16, 2017 meeting</p>	<p>Emailed to Cris for posting</p> <p>Posted</p>	<p>Kori Acosta</p> <p>Cris Martinez</p>
Protection of Human Subjects Recertification	Kori Acosta	<ul style="list-style-type: none"> ○ IDPH policy on human research subject certification requires that members recertify <i>every three years</i>. 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> at: http://www.dph.illinois.gov/sites/default/files/publications/procedures.pdf ○ Members will be sent recertification reminders 3-months before the due date. ○ Dennis Tiburzi is past due by seven months in submitting his recertification, all else are up to date ○ Training options discussed now that the free NIH training has been discontinued. 	Recertification overdue by 7 months	Dennis Tiburzi
Full Board Review of #0928 Supportive Release Center Study (SRCS)	Craig Conover	<ul style="list-style-type: none"> ○ Dr. Conover explained that 0928 SRCS involved prisoners, IDPH’s role in providing data and the importance of the board’s input. ○ Dr. Shipinski offered a summary of 0928. ○ Further questions and issues about the study arose. ○ Jane Fornoff moved to defer determination of the study pending responses to questions gathered, Matt Charles seconded the motion. All approved ○ Total voting = 06; Vote: For = 06; Opposed = 00 Abstained = 00 ○ Dr Conover summarized member’s questions and thanked everyone for their insightful input. 	<p>Quorum was maintained</p> <p>Deferred</p>	

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2019 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. ○ Ad Hoc Meetings are <i>tentatively</i> scheduled on the 3rd Thursday of all months when there are no Board Meetings scheduled ○ This year's remaining Quarter Board meetings are: May 16th, August 15th, & November 21st in the Director's Conference Room in Springfield & Room 711 in Chicago <p><i>*Videoconferencing Available</i></p>		
Public Comment	Chair	<ul style="list-style-type: none"> ○ Craig Conover opened the floor to public comment. ○ There was none. 		
Adjournment	Chair	Eduardo Alvarado moved to adjourn the meeting. Matt Charles seconded the motion. All approved. The meeting adjourned at 2:54 p.m.		