

Meeting Minutes for the  
Chicago Department of Public Health Institutional Review Board (hereby CDPHIRB)

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| <b>Board Members Present:</b><br>Mildred Williamson, PhD, MSW, Chair<br>Yaa Simpson, MPH<br>Nik Prachand, MPH<br>Peter Ruestow, PhD<br>Snigdha Acharya, J.D | <b>Absent:</b><br>Sarah Rittner, MA | <b>Guests in attendance:</b><br>N/A |
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**Call to Order:** the meeting was held on 03.26.2024 at 1:08pm. It was held at CDPH-Damen (1340 S. Damen Ave., Chicago, IL 60608), Rm. 4024 (Training Room). Presided by Mildred Williamson, CDPHIRB Chair (hereby IRB Chair) and Mark Aguirre as secretary.

**Approval of Minutes:** the IRB Chair made a motion to approve the minutes of the meeting for 11.20.2023. The motion to approve the minutes were approved.

**Chair Updates:** IRB Policies and Procedures—IRB Chair updated board members on the current state of the policies and procedures document. The goal is to present a revamped document by 06.11.2024, which includes Commissioner Ige’s approval and signature.

**Old Business (Protocol Review):**

- 24-01—resubmitted 03.14.2024, pending determination based on recommendations—IRB Chair emphasized that the Principal Investigator (PI) must include an institutional endorsement (i.e., CDPH sponsor) in the submission form to demonstrate awareness and approval of the project.
- 24-02—approved 03.11.2024

**New Business:**

- Recruitment—IRB Chair and board members discussed the need to recruit at least two new members. The goal is to recruit the following:
  - Within 2024:
    - 1 behavioral health expert—city employee (not compensated)
    - 1 community non-scientist (to be compensated)
  - Beyond 2024:
    - 1 prison health advocate—which could also be represented by the aforementioned community non-scientist or be recruited for the long-term
- Compensation, Term Limits—finalization of compensation, funding sources, term limits, and inclusion of policies in the IRB Policies and Procedures document are determined in later meetings.
- 2024 Meeting Schedule and Location—adjustments were proposed and approved:
  - In-person meetings—with COVID-19 public emergency rules lifted, CDPHIRB must adhere to Open Meetings Act (hereby OMA) regulations. A tentative training on OMA regulations to clarify rules is scheduled for the next quarterly meeting on 06.11.2024.
  - Meeting schedule—approved—06.11.2024, 09.10.2024, and 12.10.2024
  - Meeting times—approved—3pm-4pm
  - Meeting locations—approved—alternating locations between the following:
    - CDPH-Damen (1340 S. Damen Ave., Chicago, IL 60608)
    - CDPH-Washington (111 W. Washington St., Chicago, IL 60602)

**Adjourned:** IRB Chair moved that the meeting be adjourned and this was agreed upon at 2:05pm.