

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

Call to Order

The meeting was held on **12.10.2024 at 3:10pm, CDPH-Washington (111 W. Washington St., Chicago, IL 60602), Rm. 433 (Blue Conference Room)**. Presided by CDPH IRB Chair and Secretary.

Attendance

| | | |
|--|---|-------------------------------------|
| Board Members Present: Mildred Williamson [MW], PhD, MSW, CDPH IRB Chair — present via Zoom, cause: personal illness Yaa Simpson [YS], MPH Nik Prachand [NP], MPH Sarah McCoy [SM], JD Sarah Rittner [SR], MA Peter Ruestow [PR], PhD | Absent: Miao “Jenny” Hua [MH], MD | Guests in attendance: N/A |
| | Staff: Mark Aguirre [MA], Secretary | |

Approval of Minutes

The CDPH IRB Chair motions to approve the minutes of the meeting for 06.11.2024 and 09.10.2024. The motion was approved.

Chair Updates

IRB Policies and Procedures Update

- The [CDPH IRB Policy and Procedure](#) is almost complete, with the submission protocol form added at the end of the document. The document awaits next steps from CDPH Counsel and eventually Commissioner Ige’s signature.

Old Business

CDPH Yearly Summary

- For a list of protocols and their status, please refer to the [IRB Protocol Tracker](#).
- CDPH IRB Chairperson presented the [protocol yearly summary presentation](#), particularly Protocols 24-08, 24-09, 24-10, 24-11, and 24-12.

New Business

CDPH IRB Changes

- Staff Replacements
 - Behavioral Health Expert—Dr. Miao “Jenny” Hua, Medical Director, Bureau of Behavioral Health—became the new Deputy Commissioner for the Behavioral Health Bureau. As such, she cannot serve as a member of CDPHIRB.
 - New Behavioral Health Expert—David Swedler, Epidemiologist IV--confirm if CDPH IRB should recruit the new staff member from the Bureau of Behavioral Health.
 - Resignation—Sarah McCoy—steps down CDPH IRB after the completion of the CDPH IRB Policies and Procedures document. She still supports CDPH IRB as our legal resource.

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Frequency of Meetings

- Members voted to meet 4 times a year: (03.11.2025, 06.10.2025, 09.09.2025, 12.08.2025), second Tuesdays

REMINDER

Open Meetings Act (OMA)—Clarification on Physical and Video Attendance

- Meetings are held in person, with certain exceptions. For those with an exception, a Microsoft Teams-hybrid option will be offered. These exceptions are stated in the next bullet point.
- In accordance with OMA, the [CDPH IRB Policy and Procedure document](#) states, “meetings shall be held **in person** with all members physically present, unless a member requires video or audioconference attendance accommodations for **one of the following reasons**:
 - personal illness or disability
 - employment purposes or the business of the CDPH IRB
 - family or another emergency
 - unexpected childcare obligations
- Meetings are **open to the public**. This includes but is not limited to issuing public notices (posting meeting minutes and agenda online, signs at entrances, allowing public recording of meetings). Please refer to [CDPH IRB’s website](#) for the most updated public notices.

Adjourned

- CDPH IRB Chair moved for the meeting to be adjourned. This was agreed upon at 4:00pm. The next meeting is scheduled for—**CDPH-Damen (1340 S. Damen Ave., Chicago, IL 60608), Rm. 4024 (Training Room)**

Summary of Next Steps

| Action items | Owner | Deadline | Status |
|--|----------------------|---------------------|---|
| Complete the Illinois Attorney General’s OMA-FOIA online training — PAC Training (illinoisattorneygeneral.gov) | All CDPH IRB members | 03.11.2025 | To Do: 11.02.24-completed by 03.11.2025 |
| CDPH IRB members vote to approve meeting minutes for 06.11.2024 and 09.10.2024 during the 12.10.2024 quarterly meeting. | All CDPH IRB members | 12.10.24 | Completed: 12.10.24 |
| MA to contact Sarah Rittner to inquire if she still wants to serve as a CDPH IRB member. | MA | 09.30.24 | Completed: 09.30.24 |
| YS to reach out to a member of the Transforming Reentry Services team and recruit one of its members onto the CDPH IRB. | YS | Late November 2024. | Completed: 09.11.24 |
| MW and MA to work together on preparing a budget request for the Syndemics or Behavioral Health Bureau and send over next steps to NP. | MA, MW | 04.03.2025 | To Do: 04.03.2025 |