

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

Call to Order

The meeting was held on **09.10.2024 at 3:03pm, CDPH-Damen (1340 S. Damen Ave., Chicago, IL 60608), Rm. 4024 (Training Room)**. Presided by CDPH IRB Chair and Secretary.

Attendance

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

The CDPH IRB Chair motions to approve the minutes of the meeting for 06.11.2024. The motion was not approved due to an unmet quorum.

- **NEXT STEP [all members]:** CDPH IRB members vote to approve meeting minutes for 06.11.2024 and 09.10.2024 during the 12.10.2024 quarterly meeting.

Chair Updates

IRB Policies and Procedures Update

- Considerable progress has been made on the [CDPH IRB Policy and Procedure document](#) .
- SM, alongside MW and MA, conducted working meetings between 07.2024-09.2024.
- **NEXT STEP [all members]:** CDPH IRB members review the [CDPH IRB Policy and Procedure document](#), leave comments and track changes on the document by 11.02.2024. SM intends to present the finalized version to CDPH IRB by 12.10.2024, ready to be signed by Commissioner Ige afterward.

Old Business

IRB Protocol Tracker Update

- No protocols were reviewed.
- For a list of protocols and their status, please refer to the [IRB Protocol Tracker](#).

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

- After consulting with SM, 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**:
 1. personal illness or disability
 2. employment purposes or the business of the CDPH IRB
 3. family or another emergency

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- 4. 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.

OMA-FOIA Online Training

- **NEXT STEP [all members]:** CDPH IRB members must complete **OMA-FOIA online training** to adhere to OMA regulations. Please access the Illinois Attorney General's Public Access Counselors' link: [PAC Training \(illinoisattorneygeneral.gov\)](#)

New Business

Recruitment Update

- Behavioral Health Expert—Dr. Miao “Jenny” Hua, Medical Director, Bureau of Behavioral Health—agreed to serve as the CDPH IRB member. She will start her tenure at the fourth quarterly meeting on 12.10.2024.
- Non-Scientist Member—CDPH IRB still needs 1-2 community members to serve as non-scientist members.
- **NEXT STEPS:**
 1. MA to contact Sarah Rittner to inquire if she still wants to serve as a CDPH IRB member.
 2. YS to reach out to a member of the Transforming Reentry Services team and recruit one of its members onto the CDPH IRB.
 3. 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.

Adjourned

CDPH IRB Chair moved for the meeting to be adjourned. This was agreed upon at 4:00pm. The next meeting is scheduled for—**12.10.2024 at 3pm, CDPH-Washington (111 W. Washington St., Chicago, IL 60602), Rm. 433 (Blue Room)**