



Institutional Review
Board

<http://cityofchicago.org/health>

Mildred Williamson,
PhD, MSW - Chair

Members:
Nik Prachand, MPH
Sarah Rittner, MA
Peter Ruestow, PhD
Yaa Simpson, MPH
Russell Jackson

AGENDA

CDPH Institutional Review Board

Tuesday, March 11th, 2025, 3:00 P.M.

CDPH-Damen

1340 S. Damen Ave., Chicago, IL 60608

Rm. 4024 (Training Room)

Call to Order—Dr. Williamson

- Welcome new community member: Mr. Russell Jackson

Approval of Minutes

- December 10, 2024

Chair's Update

- No protocol requests

Old Business

- CDPH IRB Policies and Procedures Update
- Resignations
 - 2025— Sarah McCoy—completion of CDPH IRB Policies and Procedures
 - 2025—Dr. Miao Hua—became Deputy Commissioner, Bureau of Behavioral Health
- Recruitment
 - Proposal: with Dr. Hua stepping into the Deputy Commissioner role at the Bureau of Behavioral Health, we are looking into her replacement through David Swedler, Epidemiologist IV within the same team.
- Frequency of Meetings
 - Original schedule: 03.11.2025, 06.10.2025, 09.09.2025, 12.08.2025--second Tuesdays
 - Proposal: maintain original calendar but reserve the right to cancel if we do not have protocols to review. Adjust based on demand.
- Human Research Protection Training Documents
 - When submitting protocols, CDPH IRB requires the applicant to have training on human research.
 - Possible options: acquire [CITI](#) -training documents from the applicant's own academic institution OR through [OHRP](#)'s free courses.
- OMA/FOIA Training
 - If you have not yet accessed it, please complete the [OMA/FOIA Training](#) and e-mail certificates of completion to mark.aguirre@cityofchicago.org

Adjourn

- Next Board Meeting: Tuesday, June 10, CDPH-Washington, Blue Conference