

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

### Call to Order

The meeting was held on **03.11.2025 at 3:15pm, CDPH-Damen (1340 S. Damen Ave., Chicago, IL 60608), Rm. 4024 (Training Room)**. Presided by CDPH IRB Chair and Secretary.

### Attendance

<b>Board Members Present:</b> Mildred Williamson [MW], PhD, MSW, CDPH IRB Chair Nik Prachand [NP], MPH Peter Ruestow [PR], PhD Yaa Simpson [YS], MPH Russell Jackson	<b>Absent:</b> Sarah Rittner, MA	<b>Guests in attendance:</b> N/A
	<b>Staff:</b> Mark Aguirre [MA], Secretary	

### Approval of Minutes

The CDPH IRB Chair motions to approve the minutes of the meeting for 12.10.2024. The motion was approved.

### Chair Updates

[Protocol 25-01](#) was submitted on 03.04.2025 and is awaiting its letter of determination. The CDPH IRB Chair heralded the submission as an ideal template to submit future protocols for the following reasons—(1) comprehensive and intuitive in acquiring consent from its participants and (2) prepared documentation (e.g. CITI training certificates).

### Old Business

#### Frequency of Meetings, Attendance

- Frequency of meetings—due to the lack of submissions from the last quarter, the CDPH IRB Chair expressed concerns about the need to maintain a quarterly meeting schedule. **Decision:** maintain the original calendar but reserve the right to cancel a meeting based on demand.
- Attendance—with the expected member count of 7 members, a quorum of 4 members is required for 2025.

#### IRB Policies and Procedures Update

The [CDPH IRB Policy and Procedure](#) includes a newer, organized version of the submission protocol form. It awaits next steps from CDPH Counsel and eventually Commissioner Ige's signature. The estimated completion date is late May/early June 2025.

### CDPH IRB Member Changes

- New CDPH IRB member—community non-scientist—CDPH IRB welcomed Mr. Russell Jackson, Transforming Reentry Services
- Staff Replacements--Behavioral Health Expert—**Decision:** with Nik Prachand's advice, the CDPH IRB agreed to recruit David Swedler, Epidemiologist IV as the new member. The next step is to communicate with him and inform NP, MW, and Dr. Hua.

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## REMINDERS

### 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.
- 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
  4. unexpected childcare obligations

### 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](mailto:mark.aguirre@cityofchicago.org)

### Adjourned

CDPH IRB Chair moved for the meeting to be adjourned. This was agreed upon at 4:30pm. The next meeting is scheduled for—**CDPH-Washington (111 W. Washington St., Chicago, IL 60608), Rm. 433 (Blue Room)**

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Summary of Next Steps

Action items	Owner	Deadline	Status
Complete the Illinois Attorney General's <b>OMA-FOIA online training</b> — <a href="https://pac.training/illinoisattorneygeneral.gov">PAC Training (illinoisattorneygeneral.gov)</a>	All CDPH IRB members	03.11.2025	To Do: 03.17.2025- complete by 06.10.2025
<b>To Eric Murken</b> —CDPH IRB website—send an e-mail including the following: 1. link to new Submission Protocol Form 2. 03.11.2025 meeting minutes 3. Revision request form 4. Teams link of the calendar lock	MA	03.17.2025	To Do: 03.17.2025
<b>To CDPH IRB Members</b> —send an e-mail including the following: 1. SAVE-THE-DATE 2. MW's link to the article 3. 25-01 link	MA	03.17.2025	To Do: 03.17.2025
<b>To CDPH IRB Chair</b> —send an e-mail including the following: 1. Current letterhead	MA	03.17.2025	To Do: 03.17.2025
<b>To Nik Prachand, Gabrielle Guerrero</b> —parking compensation—send an e-mail inquiring about parking reimbursement for the 06.2025 meeting.	MA	03.17.2025	To Do: 03.17.2025
<b>To Nick Prachand, CDPH IRB Chair, Dr. Hua and David Swedler</b> —CDPH IRB member changes—send an e-mail including the following: 1. Confirmation of his consent 2. Onboarding next steps (letter, OMA/FOIA training)	MA	03.17.2025	To Do: 03.17.2025
<b>Assurance Renewal</b> —open e-mail and file new assurance by the end of March 2025.	MA	03.17.2025	To Do: 03.17.2025