Meeting: IDPH Institutional Review Board
Date: 10/25/12
Start: 10:38
Finish: 12:15

Purpose: Ad Hoc Meeting

Location: 535 W. Jefferson, 5th Fl, Springfield, IL
122 S. Michigan, 20th Floor, Room 2023, Chicago, IL

Chair: Arthur F. Kohrman, MD
Recorder: Kori Acosta

Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference.

Attendance:

- IRB Members Present:
  - Jenny M. Aguirre
  - Craig S. Conover
  - Mark Flotow (as PRAMS Consultant; abstained from voting)
  - Claudia Nash
  - Andrea D. Parker
  - Leticia E. Reyes
  - Chinyere Alu
  - Carla Little
  - Jeff Lyon

- IRB Alternate Members Present:
  - George J. Dizikes
  - Jane E. Fornoff
  - Arthur F. Kohrman
  - George A. Marchetti
  - Jerome Richardson
  - Tiefu Shen
  - Kenneth L.O. Soyemi
  - Jennifer Milligan
  - Harold Duckler
  - Kori Acosta

- IRB Staff Present:
  - George J. Dizikes
  - Mark Flotow (as PRAMS Consultant; abstained from voting)
  - Claudia Nash
  - Andrea D. Parker
  - Leticia E. Reyes
  - Chinyere Alu
  - Carla Little
  - Jeff Lyon

- IRB Staff Absent:
  - Jerome Richardson
  - Leticia E. Reyes
  - Shirley Musgrave

- IRB Alternate Members Absent:
  - Tiefu Shen
  - Kenneth L.O. Soyemi

- IRB Members Absent:
  - Mildred Williamson
  - Mark Flotow (as PRAMS Consultant; abstained from voting)
  - Harold Duckler
  - Kori Acosta

- Additional Present:
  - Chinyere Alu
  - Teresa Sandidge – PRAMS Consultant

- IRB Alternate Members Absent:
  - Chinyere Alu

- IRB Members Absent:
  - Carla Little

- Jeff Lyon

- Additional Present:
  - Dr. Sharon Shipinski – Prisoner Representative

- Representative

SUMMARY NOTES

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<th>Topic</th>
<th>Reporting</th>
<th>Discussion Summary</th>
<th>Commitment / Progress (Action, Status, Outcome)</th>
<th>Accountable (Who / When)</th>
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</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Arthur F. Kohrman, MD</td>
<td>The IDPH IRB Quarterly Meeting was called to order at 10:38 a.m. by Arthur Kohrman. Quorum was verified.</td>
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<td>Approval of Minutes</td>
<td>Arthur F. Kohrman, MD</td>
<td>No changes were requested. George Marchetti moved to approve the minutes from August 16, 2012. Jerome Richardson seconded the motion. All approved. The motion was carried.</td>
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<td>Reviews</td>
<td>Harold Duckler</td>
<td>o Harold Duckler distributed and discussed the current listing of the status of studies.</td>
<td>Ongoing</td>
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<td>Full Board Review</td>
<td>Arthur F. Kohrman, MD</td>
<td>A Review of IL PRAMS (Pregnancy Risk Assessment and Monitoring System) was conducted with the addition of a prisoner representative, Sharon Shipinski, Conditional Approval Granted</td>
<td>Mark Flotow CDC</td>
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<td>as this study may potentially include prisoners.</td>
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<td>Kenneth Soyemi motioned to approve the study.</td>
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<td>Jenny Aguirre seconded the motion. The motion was amended to provide the following conditions:</td>
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<td>1. The addition of a question to the verbal consent confirming that the participant has received the Illinois “Resource List”</td>
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<td>2. In the 2nd mailing, inclusion of a bullet point explanation of how the participant may “opt out” of the study and stop receiving requests</td>
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<td>3. Written assurance that the CDC will not use survey data for purposes other than is intended for use in PRAMS</td>
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<td>4. Written assurance that the CDC will not use operational data (ex: information in the OPAL reports) for purposes other than is intended for use in PRAMS</td>
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<td>5. Change interview script and consent information form (included in the mailing) wording as follows;</td>
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<td>a. “no effect on parole” to “no effect on legal status” or “no effect on your case”</td>
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<td>b. “no... loss of benefits” to “no... change in your relationship with your insurance provider, doctor or medical provider”</td>
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<td>6. Make the following changes to the phone script; identify the study as a CDC and IDPH project in the beginning as opposed to later in the script</td>
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<td>7. Update and make the English and Spanish Illinois “Resource List” more user-friendly</td>
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### SUMMARY NOTES

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<td>The motion was then put to a vote. <strong>VOTE:</strong> Jenny Aguirre, George Dizikes, Jane Fornoff, George Marchetti, Jerome Richardson, Tiefu Shen, and Kenneth Soyemi voted Aye. The motion was passed and conditional approval was granted. Mark Flotow will consult with the CDC regarding these conditions, then follow-up with the board.</td>
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<td>Old Business: OMA</td>
<td>Harold Duckler</td>
<td>Harold Duckler reminded members that the deadline for Open Meetings Act training is Monday, December 31, 2012.</td>
<td>Due by Monday, December 31, 2012</td>
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| 2013 Meeting Schedule | Harold Duckler | o Regularly Scheduled Quarterly Board Meetings are to be held during the 2nd month on the 3rd Thursday each Quarter from 1:30-3 PM, except for May's meeting being held on the 2nd Thursday of the month.  
o This year's schedule is as follows: February 21st, May 9th, August 15th & November 21st in the Director's Conference Rooms in Chicago & Springfield  
*Videoconferencing Available* |                                      |                          |
| Public Comment | Arthur F. Kohrman, MD | o Dr. Kohrman opened the floor to public comment.  
o There was none as there were no public present for comment. |                                      |                          |
| Adjournment | Arthur F. Kohrman, MD | The meeting was motioned to close by George Dizikes. Jerome Richardson seconded the motion. The meeting adjourned at 12:15pm. |                                      |                          |