IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting: IDPH Institutional Review Board
Date: 11/21/13
Start: 1334
Finish: 1502

Purpose: Quarterly 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.

- IRB Members Present:
  - George J. Dizikes
  - Jane E. Fornoff
  - Arthur F. Kohrman
  - George A. Marchetti
  - Tiefu Shen
  - Mildred Williamson
  - IRB Members Absent:
    - Chinyere Alu
    - Jenny M. Aguirre
    - Kenneth Soyemi

- IRB Alternate Members Present:
  - Craig S. Conover
  - Carla Little
  - Jeff Lyon
  - Andrea D. Parker
  - IRB Alternate Members Absent:
    - Mildred Williamson
    - Najma Adam
    - Tiefu Shen

- IRB Staff Present:
  - Kori Acosta
  - Harold Duckler
  - George A. Marchetti
  - Andrea D. Parker

SUMMARY NOTES

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<th>Discussion Summary</th>
<th>Commitment / Progress (Action, Status, Outcome)</th>
<th>Accountable (Who / When)</th>
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<tr>
<td>Call to Order</td>
<td>Arthur F. Kohrman, MD</td>
<td>The IDPH IRB Quarterly Meeting was called to order at p.m. by Arthur Kohrman. Quorum was verified.</td>
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<td>Approval of Minutes</td>
<td>Harold Duckler</td>
<td>No changes were requested. Tiefu Shen moved to approve the minutes from August 15, 2013. Jane Fornoff seconded the motion. George Marchetti and Mildred Williamson abstained. All remaining members approved. The motion was carried.</td>
<td>Sent to Tom Schafer for posting</td>
<td>Kori Acosta</td>
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<td>Administrative Issues</td>
<td>Kori Acosta</td>
<td>Members were reminded to maintain their Human Subjects Research Training certification current. Two updates from members were turned-in. The IDPH IRB requires that members retrain every 3 years. IRB staff will be sending 3 month reminders as recertification comes due. The link for Protecting Human Research Participants certification is: <a href="http://phrp.nihtraining.com/users/login.php">http://phrp.nihtraining.com/users/login.php</a></td>
<td>Ongoing</td>
<td>IRB Members and Staff</td>
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| Reviews                     | Harold Duckler                      | o Harold Duckler distributed and discussed the current listing of the status of studies.  
o No full board reviews were required as of the last board meeting.  
o George Marchetti moved to approve the review list. Jeffrey Lyon seconded the motion. All approved. The motion was carried. | Approved                                      | Board Members            |
| Vice Chairs                 | Arthur F. Kohrman, MD               | Dr. Tiefu Shen and Dr. Craig Conover have agreed to serve as Vice Chairs.                                                                                                                                              |                                               |                          |
| JCAR: Proposed IRB Rules    | Arthur F. Kohrman, MD and Harold Duckler | o SBOH Rules Committee to review the rules 11/21/13; if approved, they will go to the State Board next month; The rules will then go up for public comment twice.  
o Indemnification will be resolved and formalized regarding public members. | Ongoing                                       | Division of Legal Services |
| Public Use Data             | Arthur F. Kohrman, MD               | o Members were encouraged to point out data sets that may be good candidates to be posted as public data sets for vetting by the IRB.  
o Dr. Shen recommends a targeted approach and would like to see a pie chart of the types of data requests that are made |                                               |                          |
| Use of Blood Spots          | Arthur F. Kohrman, MD               | o Comments and ideas are requested from members regarding the formation of IDPH Newborn screening rules.  
o The potential for reciprocal sharing between states and research use was discussed.  
o Dr. Kohrman discussed the Michigan Public Health Institute model. |                                               |                          |
<p>| Ideas for Future Topics     | Arthur F. Kohrman, MD               | o Members were encouraged to submit ideas for future discussion.                                                                                                                                                      | Ongoing                                       | Board Members            |
| 2014 Meeting Schedule       | Harold Duckler                      | o Regularly Scheduled Quarterly Board Meetings are held on the 3rd Thursday of the 2nd month each Quarter from 1:30-3 PM.                                                                                               |                                               |                          |</p>
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<td>o 2014’s schedule is as follows: February 20th, May 15th, August 21st, &amp; November 20th in the Director’s Conference Rooms in Chicago &amp; Springfield <em>Videoconferencing Available</em></td>
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| 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 . seconded the motion. The meeting adjourned at 3:02 p.m.                                                                                                                                 |                                              |                         |