

September 6, 2017  
9:00-10:30AM



Department of Health  
2585 Merchants Row  
Conference Rm. 320 P  
Tallahassee, Florida 32311

## IRB 2 Convened Committee Meeting Minutes

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### **IRB Attendance:**

Jamie Forrest (Chair)

Keshia Reid (Co-Chair)

Nkechi Ichite (present by phone)

Kevin Sherin (present by phone)

Dongming Cui

Shamarial Roberson (Expertise in Subpart D: Children; Subpart B: Pregnant women)

Julie Moore (non-affiliated)

Kellie O'Dare (non-scientist)

### **Absent:**

Jaime Arango (non-affiliated; person whose primary interest is non-scientific; present by phone)

Kelli Wells

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Other Attendees: Rotanya Bryan, MPA and Bonnie Gaughan-Bailey, MPA

### **Quorum**

A quorum was present. A quorum is defined as the majority of the IRB members and representation of each of the members as identified in the requirements outlined in 45 CFR 46.108 as well as 21 CFR 56.107. At least one non-scientist and at least one non-affiliated member were present.

### **Approval of Previous Minutes:**

Minutes from **6/7/17** the meeting were circulated by email and modified by member input.

**Conflict of Interest:** None Declared

Members did not report any:

- Compensation or payments for services (e.g., consulting fees, lecture payments, bonus, royalties, paid authorship, honoraria, gifts, or in-kind products or services) related to the research of any value, except as otherwise excluded by this policy.
- Compensation or payments for services where an arrangement has been entered into such that the amount of compensation will be affected by the outcome of the research.
- Equity interests (stocks, stock options, security, or other ownership interests) related to the research of any value.
- Equity interests whose value when aggregated for the individual and the individual's immediate family represents more than a five percent ownership interest in any single entity.
- Equity interest related to the research in a non-publicly traded corporation of any value by the individual or a member of the individual's immediate family
- Equity interest related to the research of any amount to the researcher or any member of the researcher's immediate family where an arrangement has been entered into such that the amount of compensation will be affected by the outcome of the research.
- Intellectual property rights and interests (patents, copyrights, royalties, licensing agreements, and any other proprietary interest related to the research).
- Board or executive relationship related to the research, regardless of compensation.
- Involvement or participation in the design, conduct, or reporting of the research, including providing advice on Department registry data systems.
- Serving as the immediate supervisor of a researcher within the last year
- Any other interest that the IRB member believes would interfere with his or her ability to objectively review a protocol.
- Any travel related to research

**Education:**

Rotanya Bryan provided an overview of the Department's data registries. She discussed the types of data registries, sources of data, data use agreements, confidentiality, and misconceptions about data.

**(#1) Protocol Title:** Strategic Timing of Antiretroviral Treatment

**Submission:**  
(Continuing Review)

**Principal Investigator:**  
Charurut Somboonwit, M.D.

**Presenters:**  
Kevin Sherin, MD  
Jamie Forrest, MS

**Meeting Discussion:** The primary reviewer, Dr. Sherin had difficulty accessing all of the materials and could not fully review the protocol. Ms. Forrest suggested that the study be tabled and either assigned to the committee or be discussed at the next meeting of this committee, if time allows. It was also suggested that the IRB coordinator contact IT in regard in regard to accessing zip files.

**Motion:** A motion was made and seconded.

**Total votes to table the study:** Affirmative: 8 Negative: 0 Recusal: 0 Absent: 2

**Next Meeting:** 10/4/17

**Other Business:** Rotanya introduced the new chair and co-chair, as well as the new IRB member (Kelli O'Dare PhD). Rotanya also informed the board the Dr. Blackmore resigned from the board.

**Meeting adjourned:** 9:39pm