Florida Department of Health
Public Health Statistics and Performance Management
Institutional Review Board

Meeting Details

Date: 1/14/2026	**Time of Meeting Called to Order: 9:30 AM** **Time of Meeting End: 10:11 AM**	**Location:** Microsoft Teams
Purpose: To conduct & review new research studies involving human participants, modifications to existing studies, and continuing review of ongoing research to ensure research studies comply with regulations per the Department's ethical standards.		**Meeting Summary by:** Victoria Creel, IRB Coordinator

IRB Member Attendees	Status	Affiliated (Y/N)	Method of Attendance	If alternate, name of regular member substituted; reason for substitution
Sandra Schoenfisch, PhD, MS, BSN, RN	Chair, Subpart D: Children Representative, Scientific	N	Teams	
Merlene Ramnon, PhD, MPH, MSN, BSN	Chair, Scientific	Y	Teams	
Adrian Cooksey, DrPH, MPH	Scientific	Y	Teams	
Nina Mattei, MS	Scientific	Y	Teams	
Prince Danso-Odei, MD, DrPH, MPH	Scientific	N	Teams	
Meredith Hennon, MPH	Scientific	Y	Teams	
Vincent Edwards	Non-Scientific	Y	Absent	
Susan Bulecza, DNP	Scientific	N	Absent	

Gladys Liehr, Dr. rer. Nat.*	Scientific	Y	Absent	
Julia Fashner, MPH, MD, MS*	Scientific	N	Absent	
Victoria Creel	IRB Coordinator		Teams	
Bridgette Morton	Deputy Director, Public Health Research			

Number of Members on Roster	Number of Members Required for Quorum	Is Quorum Met?
10	6	No *Non-scientific member not present

Conflict of Interest Attestation

Conflict of Interest Attestation was skipped, as no studies were presented at this meeting.

Business Items

The following business items were discussed during the IRB Committee Meeting.

1. Introductions
2. Outstanding reviews – committee members were reminded to complete their assigned reviews.
3. CITI certifications – please review certifications and make sure they are up to date. If renewal is needed, please send completed certification to Victoria Creel.
4. Open application question – current application submitted has been unable to get data owners at the Department to provide them with an approved DUA. The data owners are stating that they will not approve a DUA until they have received a full IRB approval, which seems to conflict with the written process of the IRB. Several IRB members confirmed the order of the process and that the full IRB approval will not be given until a fully executed DUA is provided to the IRB. The chair suggested that a letter from Legal notating the process for the data owners might be an appropriate course of action.
5. AAHRPP Site Visit – brief discussion of what to expect, as has been provided to the IRB Coordinator so far. Some questions were asked that will be communicated to the accrediting organization for clarification.
6. Bylaws – initial discussion of what could be included in bylaws and where an example can be found. Before the next meeting, Victoria Creel will draft a bylaw document using the IRB's policies and FSU's current SOP document as a guide. The draft will be sent to the committee members 1-2 weeks prior to the meeting for their consideration and will be discussed at the next meeting.
7. Next meeting date – Victoria Creel will send out a survey to committee members to pick a date.

At 10:11 AM, the meeting was concluded with no voting taking place, as there was no study to review or quorum present.