



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

Meeting Details

Date: 11/17/2025	Time of Meeting Called to Order: 1:33 PM Time of Meeting End: 1:58 PM	Location: Microsoft Teams
<p>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.</p>		<p>Meeting Summary by: Victoria Creel, IRB Coordinator</p>

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	
Susan Bulecza, DNP	Scientific	N	Teams	
Vincent Edwards	Non-Scientific	Y	Teams	
Nina Mattei, MS	Scientific	Y	Teams	
Prince Danso-Odei, MD, DrPH, MPH	Scientific	N	Teams	
Meredith Hennon, MPH	Scientific	Y	Teams	

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			

*Administrative edits made by Victoria Creel, IRB Coordinator, on January 15, 2026.

Number of Members on Roster	Number of Members Required for Quorum	Is Quorum Met?
10	6	Yes

Conflict of Interest Attestation

IRB Members were asked if there were any conflicts of interest and, if so, to recuse themselves from the meeting, or from voting on the applicable study.

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. Meeting minutes – at 1:42 PM, Dr. Bulecza made a motion to approve, which was seconded by Dr. Schoenfisch. Minutes are approved by the committee with eight ayes.
5. Committee membership – Meredith Hennon mentioned that there might be people interested in joining the IRB. She will check if the employees are interested in joining and send more information to Victoria Creel.
6. Conflict of Interest questions – committee members clarified that members of a study are able to join the IRB and participate but must recuse themselves when their study is presented and voted on by the committee.
7. Next meeting date – Victoria Creel will send out a survey to committee members to pick a date.

Submissions for Convened Board Review

Protocol Title:	National HIV Behavioral Surveillance (NHBS) - Brief HIV Biobehavioral Assessments (BHBA) (2025-029)		
Submission:	Principal Investigator:	Presenters:	

Initial Review		Della Blue		Sandra Schoenfisch, PhD, MS, BSN, RN		
Effective Date of Approval:		Approval on 11/17/2025				
Approval Period:		12 months				
Level of Risk:		Greater than minimal risk				
Funding Source, if applicable:		DHHS				
Grant Name, if applicable:						
IND or IDE, if applicable:		N/A				
Documents Reviewed and Notes:		<p>Initial review. A supplemental surveillance system that was implemented by the Centers for Disease Control. The goal of the study is to monitor HIV prevention and gather more specific information to look at what's happening with regard to rates and risk factors within the different communities, as well as what kind of services are available and what kind of community connections are in place to address high risk behaviors. A long-form consent is used with no signature. Participants are granted a hard-copy of the consent form. A nominal fee is given to participants. Experienced researchers are carrying out the study. The database of information is secured once the information is connected and the data is then de-identified and stored with limited access to people that are working on the project.</p> <p>At 1:49 PM, motion to approve made by Dr. Schoenfisch, seconded by Dr. Bulecza, all members present (8 members) voted 'aye'. No abstentions or substitutions.</p>				
Controverted Issues, if applicable:						
Informed Consent Forms Reviewed?			Informed Consent Forms Meet Regulatory Requirements?			
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
Motion:						
Approved	Approved with Stipulations	Conditions Pending for Approval	Disapproved	Tabled	Tabled Assistance	Terminated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voting:						
For:	Against:	Abstain:	Recused:	Substitutions:		
8	0	0	0	N/A		
Protocol Title:		MWCCS – MULTICENTER AIDS COHORT STUDY (MACS)/WOMEN'S INTERAGENCY HIV STUDY (WIHS) COMBINED COHORT STUDY (2025-002)				
Submission:		Principal Investigator:		Presenters:		

Initial		Maria Alcaide		Prince Danso-Odei Nina Mattei		
Effective Date of Approval:		Finalized Contingent Approval on 11/17/2025				
Approval Period:		Contingencies satisfied 12 months				
Level of Risk:		Greater than minimal risk				
Funding Source, if applicable:		NIH				
Grant Name, if applicable:						
IND or IDE, if applicable:		N/A				
Documents Reviewed and Notes:		Contingencies were emailed prior to the meeting and sent to the committee beforehand.				
Controverted Issues, if applicable:						
Informed Consent Forms Reviewed?			Informed Consent Forms Meet Regulatory Requirements?			
<input type="checkbox"/>			<input type="checkbox"/>			
Motion:						
Approved	Approved with Stipulations	Conditions Pending for Approval	Disapproved	Tabled	Tabled Assistance	Terminated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voting:						
For:	Against:	Abstain:	Recused:	Substitutions:		
0	0	0	0	N/A		

Acknowledgement for Closure

For informational purposes only

Protocol Title:	National HIV Behavioral Surveillance (NHBS) - Brief HIV Biobehavioral Assessments (BHBA)				
Submission:	Principal Investigator:		Presenters:		
Place on agenda for acknowledgement of Closure	Blue, Della		None		

At 1:58 PM, motion to adjourn made by Dr. Ramnon, seconded by Dr. Schoenfisch, all members present (8 members) voted 'aye'.