



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

Meeting Details

Date: 3/23/2026	Time of Meeting Called to Order: 1:32 PM Time of Meeting End: 2:00 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 (joined at 1:36 PM)	Chair, Scientific	Y	Teams	
Nina Mattei, MS	Scientific	Y	Teams	
Meredith Hennon, MPH – joined at 1:37 PM	Scientific	Y	Teams	
Prince Danso-Odei, MD, DrPH, MPH	Scientific	N	Teams	
Adrian Cooksey, DrPH, MPH	Scientific	Y	Absent	
Susan Bulecza, DNP	Scientific	N	Absent	

Vincent Edwards	Non-Scientific	Y	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		Teams	

Number of Members on Roster	Number of Members Required for Quorum	Is Quorum Met?
10	6	No

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. Site visit update – AAHRPP has provided feedback from their site visit. The areas of concern from their report were discussed and how the IRB is working on improving. The final response to AAHRPP will be submitted April 3rd.
5. Meeting minutes – minutes were shared with the committee, but a quorum was not present. A vote was not taken. The minutes will be presented at the next meeting for voting, if a quorum is present.
6. Bylaws draft– the draft that committee members had reviewed and provided no edits was routed for internal approval. The Division of Public Health Statistics and Performance Management approved the draft, and it was shared again with the committee but a quorum was not present. A vote was not taken. The draft will be presented at the next meeting for voting, if a quorum is present.
7. Recruitment – members discussed some avenues for recruitment that they plan on taking.

Acknowledgement for Closure

For informational purposes only

Protocol Title:	WIC ITFPS-2: Feeding My Baby – A National WIC Study (2013-06-Westat-WST)		
Submission:	Principal Investigator:	Presenters:	
Place on agenda for acknowledgement of Closure	Borger, Christine Ph.D	None	

Protocol Title:	Role of Gut Microbial Dysbiosis and Aging on HIV-associated Neurocognitive and Brain Dysfunction (2019-100-UF)		
Submission:	Principal Investigator:	Presenters:	
Place on agenda for acknowledgement of Closure	Cook, Robert MD, MPH	None	

Protocol Title:	DOES BRIEF STRESS MANAGEMENT DURING PRIMARY BREAST CANCER TREATMENT IMPACT 9-16-YEAR SURVIVAL? (2023-042-UM)		
Submission:	Principal Investigator:	Presenters:	
Place on agenda for acknowledgement of Closure	Ream, Molly MS	None	

Protocol Title:	Red Carpet Entry Implementation Evaluation (2021-512-DFT)		
Submission:	Principal Investigator:	Presenters:	
Place on agenda for acknowledgement of Closure	Somboonwit, Charurut MD	None	

At 2:00 PM, the meeting concluded without a motion to adjourn or any voting occurring, as quorum was not met.