



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

Meeting Details

Date: 4/20/2026	Time of Meeting Called to Order: 1:32 PM Time of Meeting End: 2:19 PM	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	Absent	
Merlene Ramnon, PhD, MPH, MSN, BSN (left at 2:04 PM)	Chair, Scientific	Y	Teams	
Nina Mattei, MS	Scientific	Y	Teams	
Meredith Hennon, MPH	Scientific	Y	Teams	
Prince Danso-Odei, MD, DrPH, MPH	Scientific	N	Teams	
Adrian Cooksey, DrPH, MPH	Scientific	Y	Teams	
Vincent Edwards	Non-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		Teams	

Number of Members on Roster	Number of Members Required for Quorum	Is Quorum Met?
9	6	Yes – until 2:04 PM, with the departure of Dr. Merlene Ramnon

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

<p>The following business items were discussed during the IRB Committee Meeting.</p> <ol style="list-style-type: none"> 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. Self-evaluations – prior to the meeting, committee members were sent a self-evaluation to complete by the end of day, 4/20/2026. They were reminded that it was a requirement, per the reaccreditation organization, AAHRPP. 5. Meeting minutes – minutes from February and March were shared with the committee, as a quorum was not present during March’s meeting. A vote was taken, as a quorum was present. At 1:39 PM, Dr. Adrian Cooksey made a motion to approve February’s meeting minutes, seconded by Mr. Vincent Edwards. Minutes were approved by the committee with six ayes. At 1:41 PM, Dr. Adrian Cooksey made a motion to approve March’s meeting minutes, seconded by Dr. Prince Danso-Odei. Minutes were approved by the committee with six ayes. 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 at March’s meeting. A vote was taken, as a quorum was present. At 1:42 PM, Ms. Meredith Hennon made a motion to approve the bylaws, seconded by Dr. Merlene Ramnon. Bylaws were approved by the committee with six ayes.

7. Training – a PowerPoint presentation was presented to the committee members. Topics of the training were directed by the feedback from the reaccreditation organization, AAHRPP, and included the following topics:

- Emergency Response and Preparedness Plan;
- Researcher Conflicts of Interest and Management Plans;
- Committee Member Conflicts of Interest;
- Purpose of Criteria of Approval;
- Additional Considerations for Safeguards for Vulnerable Populations;
- Exemptions
- Limited IRB Review;
- and Expedited Review

The members were provided the Department of Health’s policies on all of these topics, as well as relevant federal regulations. The procedures for documentation of these topics were discussed in the presentation as well. A notice of a tabletop training for the Emergency Response and Preparedness Plan, scheduled for May 11, was also given at this time.

A copy of the presentation has been provided to all committee members, including those absent from the meeting. These topics will be revisited in a future training, planned for the next few months.

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:	HIV Surveillance – Data Analysis (2018-034-UFL)		
Submission:	Principal Investigator:	Presenters:	
Place on agenda for acknowledgement of Closure	Cook, Robert MD, MPH	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)		
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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 2:19 PM, the meeting concluded with a motion to adjourn made by Dr. Prince Danso-Odei, seconded by Mr. Vincent Edwards. The motion was approved with five ayes, as Dr. Merlene Ramnon had left at 2:04 PM.