



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

**Meeting Details**

<b>Date:</b> 5/18/2026	<b>Time of Meeting Called to Order: 2:03 PM</b> <b>Time of Meeting End: 2:52 PM</b>	<b>Location:</b> Microsoft Teams
<b>Purpose:</b> 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.		<b>Meeting Summary by:</b> Victoria Creel, IRB Coordinator

IRB Member Attendees	Status	Affiliated (Y/N)	Method of Attendance	If alternate, name of regular member substituted; reason for substitution
Nina Mattej, MS (joined at 2:12 PM)	Scientific	Y	Teams	
Meredith Hennon, MPH	Scientific	Y	Teams	
Prince Danso-Odei, MD, DrPH, MPH	Scientific	N	Teams	
Adrian Cooksey, DrPH, MPH	Scientific	Y	Absent	
Vincent Edwards	Non-Scientific	Y	Absent	
Gladys Liehr, Dr. rer. Nat.*	Scientific	Y	Absent	
Merlene Ramnon, PhD, MPH, MSN, BSN	Chair, Scientific	Y	Absent	
Victoria Creel	IRB Coordinator		Teams	
Bridgette Morton	Deputy Director, Public Health Research		Teams	

Douglas Woodlief	Deputy Division Director, Public Health Statistics and Performance Management		In-Person	
Shana Geary, MPH	Operations Review Specialist		Teams	
Blake Scott, PhD	OD2A Program Manager		Teams	

Number of Members on Roster	Number of Members Required for Quorum	Is Quorum Met?
7	6	No

## 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. Recruitment and Committee Turnover – Dr. Susan Bulecza and Dr. Sandra Schoenfisch have both resigned from the committee. The chair position will need to be filled. Currently, the Co-Chair, Dr. Ramnon is handling the chair reviews. Recruitment is ongoing and three potential candidates are being routed for approval up to the Surgeon General.
5. Emergency Preparedness and Response Training – Mr. Woodlief conducted a tabletop training with the present members. The policy created in July 2025 was discussed as well as the draft standard operating procedure. Copies of both were provided to the committee members prior to the meeting and a copy will be emailed again post-meeting. To start, the committee members' current locations and the existence of a Continuity of Operations Plan (COOP) were ascertained. If a COOP is present, the committee members will defer to that. For the members not operating under a COOP, several scenarios were presented and suggestions for navigating those scenarios were debated. All members were encouraged to familiarize themselves with their locations' COOP, if applicable, and possible alternative locations in the event of an emergency.

Copies of the policy and standard operating procedure have been provided to all committee members, including those absent from the meeting. These topics will be revisited in future training, planned tentatively for twice a year. Alternative contact

methods will be requested of each member for the IRB Coordinator's records, who will act as the point of contact for any emergencies.

## Expedited Review

For informational purposes only

<b>Protocol Title:</b>	ARIC Cancer (2026-006-JHU)		
<b>Submission:</b>	<b>Principal Investigator:</b>	<b>Presenters:</b>	
Initial Submission	Platz, Elizabeth ScD, MPH	Schoenfisch, Sandra PhD, MS, BSN, RN	

## Acknowledgement for Closure

For informational purposes only

<b>Protocol Title:</b>	Childhood Cancer Survivor Study Linkage, VPR Phase 2 (2024-004-SJCH)		
<b>Submission:</b>	<b>Principal Investigator:</b>	<b>Presenters:</b>	
Place on agenda for acknowledgement of Closure	Armstrong, Gregory PhD	None	

At 2:52 PM, the meeting concluded with no voting conducted, as a quorum was absent.