



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312)
793-8550

**ICJIA Institutional Review Board
Meeting Minutes**

May 3, 2018, 1:00 p.m.
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

I. Call to Order and Roll Call

Dr. Harrington called the meeting to order at 1:07 p.m. ICJIA Associate General Counsel Simeon Kim called the roll.

Member Name	Present	Absent	By Telephone
Ms. Era Laudermilk		X	
Executive Director John Maki, ICJIA		X	
Dr. LaDonna Long	X		
Dr. Evan Harrington	X		
Dr. Dan Cooper	X		
Ms. Maya Szilak	X		
Dr. Ana Lucic	X		

Five members were present in person, and a quorum was established.

II. Approval of Meeting Minutes: March 29, 2018.

Dr. Harrington asked for a motion to approve the minutes. Dr. Cooper moved to approve the minutes. Dr. Lucic seconded the motion. Ms. Szilak and Dr. Long abstained. The motion passed by voice vote.

III. Applications for Review

a. Mental Health Crisis Response Survey

Principal investigators: Alysson Gatens and Megan Alderden

Ms. Gatens said that one respondent from each police department and sheriff's department in Illinois will complete an online survey regarding their department's present

policies and practices when responding to mental health crisis incidents. She said that the researchers will ask them about the availability of mental health services in their community.

Dr. Lucic asked who would be responding to the questions because it should be someone with knowledge of the department. She said that the questions seem more appropriate for chiefs or superintendents. If an officer of lower rank responded to the survey, they would probably have to consult someone of higher rank for help. Dr. Harrington asked if the survey asks for people who are knowledgeable about policies and procedures to be designated to answer the survey. Dr. Cooper said that he shared Dr. Lucic's and Dr. Harrington's concerns and suggested using language such as you or whoever you think is most knowledgeable. Ms. Gatens said that there isn't any language like that, but she can add it.

Dr. Harrington said that he read the survey, and felt that the survey would take more than 5 – 10 minutes as indicated on the survey. Ms. Gatens said that it may take some participants as little as 3 minutes because they would not necessarily have to answer each question, but she would change the survey time to 5 – 15 minutes.

Dr. Harrington asked for a motion to approve the application. Dr. Cooper moved to approve the application. Dr. Lucic seconded the motion. The motion passed by unanimous voice vote.

b. Evaluation of Pathway to Enterprise for Returning Citizens amendment

Principle Investigators: Jessica Reichert and Justin Escamilla

Ms. Reichert said that the amendment is proposing to add research interns who will be analyzing data as well as a project advisor. She said that the main changes will add two components (1) client interviews, and (2) a single focus group.

Dr. Harrington asked how this amendment is different from what was done before. Ms. Reichert said that they did a survey before, and now the researchers want to do a face-to-face interview. Dr. Lucic said that there are parts of the amendment where the researcher tells the subject that the researcher will never use your name. She said that there are other identifying pieces of information that will be collected such as date of birth and place of birth. Dr. Lucic recommended that Ms. Reichert include in her statement to subjects that other personal information will never be used. Ms. Reichert said there are three places where it appears, and that she will modify the forms to include "names and other information".

Dr. Harrington asked for a motion to approve of the application. Ms. Szilak made a motion to approve the application. Dr. Cooper seconded the motion. The motion passed by unanimous voice vote.

IV. Old business

None.

V. New Business

A. Caitlin DeLong notified the board that Chairperson Era Lauder milk approved the Evaluation of the Safe Passage Initiative renewal application through the expedited IRB approval process.

B. Ms. DeLong discussed new IRB application forms.

VI. Adjourn

Dr. Harrington asked for a motion to adjourn. Dr. Cooper moved to adjourn. Dr. Lucic seconded the motion. The motion passed by unanimous voice vote.

The IRB meeting adjourned at approximately 1:45 pm.