

**Information Clearinghouse on Developmental Disabilities Advisory Council
Meeting Minutes**

**June 17, 2014
9:00 – 11:00 a.m.**

**Florida Department of Health
2585 Bald Cypress Way, Room 345Q
Tallahassee, FL 32399**

Members Present by Dial-in Conference Call Line: Janet Caramello, Camille Gardiner, Kristine Benson, Patricia Tice

Members Not Present: Dr. Janet Flowers, Dr. Ricardo Ayala, Ryan Tyson, Dr. Carlos Pozzi

Others Present: Carol Scoggins, Lou Ann Long, David Blodgett, Jackie Schaffer, Kristen Holmes, Ashley Anderson (Agency for Persons with Disabilities), Anna Simmons, Georgia Murphy

I. Welcome and Roll Call – Carol Scoggins

Carol welcomed everyone to the call and took attendance.

II. New Business – Janet Caramello

Janet led a discussion concerning low attendance at the meetings and suggested changing the frequency and/or length of the meetings. Kristine Benson made a motion to shorten the meetings to one hour, from 9:00 a.m. to 10:00 a.m. Camille Gardiner seconded the motion. The motion passed unanimously. The meetings will continue to occur every third Tuesday of each month.

The domain names brightexpectations.com, brightexpectations.org and brightexpectations.net have been purchased and are linked to the Department of Health website. Florida Cares was not approved for the council name as it is already in use by the Department of Elder Affairs and the University of South Florida.

III. Brainstorm Webpage Logo/Design – Georgia Murphy

Georgia presented three designs for review and feedback.

- **Poster #1 feedback from the council:** Liked the color scheme, felt it was warm and inviting, didn't like the word jumble in the middle
- **Poster #2 feedback from the council:** Like the typed text, felt the font was easier to read in the logo but didn't like the colors
- **Poster #3 feedback from the council:** Like the bumble bee symbolism and the BE acronym, and would like to merge the graphics from this poster with the color scheme of poster #1

Georgia agreed to develop two more designs that will be emailed to all council members for their review. The council also suggested including a write up of the story of the bumble bee and how it defies the odds, to include on the website as well.

IV. Approval of Minutes – Janet Caramello

The April 15, 2014 meeting minutes were presented for approval. A motion was made by Camille Gardiner to approve the minutes; Patricia Tice seconded the motion. The motion passed unanimously.

V. Review of Website – David Blodgett

David shared with the council the updates that have been made to the existing website. Meeting minutes, council member names and an example of how each member's bio can be linked were all shared. David explained how graphics can be incorporated into the site and showed the Bureau of Laboratories as an example. Carol Scoggins explained to the council there is another "behind the scenes" website that is being worked on as a prototype that is not available for public view.

The council suggested adding photographs of each member. David reminded the group they would all have to sign the photo release form to accomplish this.

VI. Sharing of External Website Reviews – Council Members

The council members took turns sharing their reviews of the websites currently linked to the webpage.

Kristine Benson:

- Agency for Persons with Disabilities – include secondarily
- CDC and Prevention/National Center for Birth Defects – include secondarily
- CDC and Prevention/National Center for Birth Defects/Down Syndrome - do not include
- CDC and Prevention/National Center for Birth Defects and Developmental Disabilities – include secondarily
- CDC and Prevention/National Center for Birth Defects and Developmental Disabilities/Autism – do not include

Kristine included two additional websites that she would like to highlight on the website:

- Down Syndrome Diagnosis Network (DSDN) www.dsdiagnosisnetwork.org
- Unexpected Stories of a Down Syndrome Diagnosis www.mission21.com

Patricia Tice:

- Federal Health Information Centers and Clearinghouses – do not include
- Florida Birth Defects Registry – include secondarily
- Florida Developmental Disabilities Council (FDDC) – include secondarily

Camille Gardiner:

- March of Dimes – include secondarily
- National Birth Defects Prevention Network (NBDPN) – include secondarily
- National Center for Prenatal and Postnatal Down Syndrome Resources – include

Janet Caramello:

- Children's Forum – include secondarily
- Children's Medical Services (CMS) – include secondarily
- Florida Department of Health, Family Health Line – unable to find
- Florida Directory of Early Childhood Services (Central Directory) – include prominently

Dr. Carlos Pozzi was not able to make the call. The council members on the call provided their feedback below:

- National Down syndrome Society – do not include
- National Down syndrome Congress – include

VII. Next Steps – Janet Caramello

- Council members will research and find three additional websites they would like to include on the website.
- Council members will submit their photograph, photo release and bio to Carol if they have not already done so.
- Kristine Benson will work directly with David Blodgett to create a template of how to organize the content for the website.
- Carol Scoggins will email Kristine Benson the member's comments on the external website reviews/recommendations. Kristine will compile them into a list to be distributed to the council.
- Anna Simmons will reach out to council members to determine how to facilitate higher participation in the meetings.
- Anna Simmons will determine where the Family Health Line is located on the Department of Health website.

VIII. Adjourn – Janet Caramello

Camille Gardiner made the motion to adjourn the meeting and Kristine Benson seconded the motion. The motion passed unanimously.

Next Meeting Date: July 15, 2014 9:00 a.m. to 10:00 a.m. EST