



Meeting Minutes

Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

January 19, 2016
9:00 – 10:00 a.m.

Florida Department of Health
2585 Merchants Row Blvd., Room 135Q
Tallahassee, FL 32399

Members Present by Dial-in Conference Call Line: Janet Caramello, Shannon Moss, Kristine Benson, Crystal Hopkins, Camille Gardiner

Members Not Present: Patricia Tice, Dr. Janet Flowers, Dr. Ricardo Ayala, Dr. Carlos Pozzi

Others Present: Sarah Beard, Anna Simmons, Quartil Robinson

I. Welcome and Roll Call – Sarah Beard

Sarah welcomed everyone to the call and took attendance.

II. Approval of Minutes – Kristine Benson

A motion was made by Camille Gardiner to approve the minutes; Shannon Moss seconded the motion. The motion passed unanimously.

III. New Business – Kristine Benson

Council members discussed what cities/ locations in Florida they would like to research for contact information for obstetric practices that see high risk patients. Anna agreed to email council members a list of which cities are being reviewed and what locations in the state are missing. Anna reminded the council members to ensure they are collecting a physical mailing address, contact person and phone number for each identified obstetrician for future mailings of promotional materials.

IV. Website Layout – Sarah Beard

Sarah shared there have been no updates to the website layout. The council reviewed the current website and provided positive feedback.

V. Sharing of Website Reviews – Council Members

Council members had no additional website reviews to share. Council members were encouraged to contact Anna if they would like an additional condition to research for inclusion on the website.

Kris encouraged council members to recommit to the creation of the website and shared a goal of having the website more developed by the end of June, 2016.

VI. Next Steps – Kristine Benson

- Council members will contact Anna to request additional conditions to research.
- Council members will select a location in Florida to collect contact information for obstetric practices that see high risk patients.



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- Anna will email council members a list of what locations in Florida have been selected for review.

VII. Adjourn – Kristine Benson

Camille made the motion to adjourn the meeting; Shannon seconded the motion. The motion passed unanimously. The next meeting will be Tuesday, February 16, 2016 at 9:00 am EST.

Next Meeting Date: February 16, 2016 9:00 a.m. to 10:00 a.m. EST