



# Meeting Minutes

## Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

July 18, 2017  
9:00 – 10:00 a.m.

Florida Department of Health  
2585 Merchants Row Blvd., Room 340N  
Tallahassee, FL 32399

**Members Present by Dial-in Conference Call Line:** Camille Gardiner, Kristine Benson

**Members Not Present:** Patricia Tice, Shannon Moss, Crystal Hopkins, Amber Davis, Janet Caramello, Susan Prater DeBeaugrine, Dr. Carlos Pozzi

**Others Present:** Anna Simmons, Elizabeth Gonzalez

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### **I. Welcome and Roll Call – Anna Simmons**

Anna welcomed everyone to the call and took attendance.

### **II. Approval of Minutes – Kris Benson**

The approval of the minutes from the previous meeting was tabled.

### **III. New Business – Anna Simmons**

Anna reminded council members that promotional materials are available for distribution. Promotional materials include posters, postcards and fans. If interested, council members should email Anna the following information:

- Contact person name
- Physical address
- Phone number
- Type of promotional material(s)
- Quantity of promotional material(s)

Council members discussed the recent drop in meeting attendance and what may be contributing factors. Anna agreed to send a Doodle poll to the council members to determine if a different time would work better and if an adjustment in meeting frequency should be made.

### **IV. Website Reviews – Council Members**

Kris shared that she has resources for Fragile X syndrome she would like to share at the next meeting. She also agreed to research resources for Hypothyroidism. Camille volunteered to research resources for Cystic Fibrosis and Phelan-McDermid syndrome. Anna agreed to resend the conditions list to all council members and ask for volunteers to research additional conditions.



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## V. Next Steps – Kris Benson

- Kris Benson will submit website reviews for Fragile X syndrome and Hypothyroidism.
- Camille Gardiner will submit website reviews for Cystic Fibrosis and Phelan-McDermid syndrome.
- Anna will send a Doodle Poll to council members regarding meeting times and frequency.
- Anna will send the conditions list to council members requesting volunteers for researching additional conditions and resources.

## IV. Adjourn – Kris Benson

The council discussed the next meeting date and decided to reconvene in September. The meeting was adjourned.

**Next Meeting Date:** September 19, 2017 9:00 am – 10:00 am EST

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