

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

December 16, 2013

1:00 – 3:00 pm

**Florida Department of Health
2585 Bald Cypress Way, Room 135Q
Tallahassee FL 32399**

Members Present by Dial-in Conference Call Line: Janet Caramello, Patricia Tice, Dr. Scott Vanlue, Camille Gardiner, Dr. Carlos Pozzi

Members Not Present: Ryan Tyson, Dr. Ricardo Ayala, Dr. Janet Flowers, Kristine Benson

Others Present: Carol Scoggins, Dr. Celeste Phillip (by phone), Betsy Wood, Jane Correia, Lou Ann Long, Renee Jenkins, David Blodgett, Anna Simmons, Jackie Schaffer, Ashely Anderson, Edwin DeBardleben, Bryan Wendel (by phone), Allison Bradley (by phone), Kris-Tena Albers (by phone)

I. Welcome and Introductions – Carol Scoggins

The meeting was called to order at 1:05pm – Carol Scoggins, Department of Health, facilitated the meeting.

Dr. Celeste Phillip, Deputy State Health Officer for Children's Medical Services and Deputy Secretary for Health, provided opening remarks and welcomed all council members.

Carol Scoggins took roll and introduced all attendees in the room. Each council member provided a more detailed introduction of themselves, including their interest in developmental disabilities.

Janet Caramello has been a children's issue advocated for two decades. Janet started as a member of Junior League in her community and volunteered and served on the Pinellas Children's Board. Janet has a daughter who was born in 2004 with an extra chromosome.

Patricia Tice's parents were occupational therapists and as a result, Patricia grew up around children with disabilities. In 2002 her daughter Katie was born with an extra chromosome. Additionally, Patricia's cousin was born with Down syndrome.

Dr. Scott Vanlue is a family practitioner who has two biological children and three adopted children, all with special needs.

Camille Gardiner is a stay at home mom to three children. Her son Andrew has Down syndrome. Camille has an interest in getting accurate information to parents who have a child with a developmental disability.

Dr. Carlos Pozzi is a clinical psychologist and the clinical director for Devereux. Dr. Pozzi has an 18 year old son with a developmental disability.

II. Review of Statutory Authority – Carol Scoggins

III. Roles and Responsibilities

Florida Statute 383.141 establishes the council and defines the roles and responsibilities of the council. A copy of the statute and a document detailing the roles and responsibilities of the council members and the Department of Health was provided to all in attendance.

IV. Preview Internet Resources – Carol Scoggins

Carol brought up the possibility of shortening the council's name and reviewed the current website for the clearinghouse. Carol introduced representatives from partnering organizations and agencies to share their resources available.

Ashley Anderson from the Agency for Persons with Disabilities (APD) presented APD's website and their Resource Directory. The APD works in partnership with local communities and private providers to assist people who have developmental disabilities and their families.

Jane Corriea from the Florida Department of Health (DOH) previewed the Birth Defects Registry website and the services and resources available on the website. Patricia Tice suggested including information and resource materials on the MTHFR gene. The suggestion will be considered pending further discussion. The Florida Birth Defects Registry is a statewide, population-based surveillance system that has identified birth defects in children born in Florida since 1999.

Lou Ann Long from the Florida Directory of Early Childhood Services previewed the Central Directory website, and described how to utilize the website, and how to search the provider database for services available in a specific geographic area. The Florida Directory of Early Childhood Services provides statewide information and referral services for families of children who have disabilities and special health care needs or who are at risk for developmental delays.

Renee Jenkins from the Department of Health, Early Steps program office provided a brief overview of the Early Steps program. Early Steps, within Children's Medical Services, serves families with infants and toddlers, birth to 36 months of age, who have developmental delays or an established condition likely to result in a developmental delay.

V. Government in the Sunshine – Allison Bradley

A presentation was given on the sunshine laws and how the laws apply to the council members.

VI. Discussion of a Chair and Vice Chair – Carol Scoggins

Dr. Carlos Pozzi motioned to delay the selection of a Chair and Vice Chair until the next meeting. Patrice Tice seconded the motion. The motion passed unanimously.

VII. Meeting Schedule for 2014 – Carol Scoggins

The next meeting will be scheduled for a two hour time frame during the third week of January, 2014. A Doodle Poll will be sent out for members to vote on times and dates for the meeting.

VIII. Next Steps – Carol Scoggins

- DOH will send to the council members the contact email addresses for the resource representatives that were in attendance at the meeting.
- DOH will send to the council members the link for the current clearinghouse website
- DOH will send to the council members the Down Syndrome fact sheet
- Council members will review the current website and complete a gap analysis
- Council members will submit completed contact information sheets and resumes to Carol Scoggins or Anna Simmons electronically

The meeting was adjourned at 3:00pm.

Next Meeting Date: January, 2014