

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

**February 18, 2014
9:00 – 11:00 a.m.**

**Florida Department of Health
2585 Bald Cypress Way, Room 340N
Tallahassee, FL 32399**

Members Present by Dial-in Conference Call Line: Dr. Carlos Pozzi, Janet Caramello, Camille Gardiner, Kristine Benson, Patricia Tice, Dr. Ricardo Ayala

Members Not Present: Dr. Janet Flowers, Dr. Scott Vanlue, Ryan Tyson

Others Present: Carol Scoggins, Lou Ann Long, David Blodgett, Jackie Schaffer, Anna Simmons

I. Call to Order and Introductions – Carol Scoggins

The meeting was called to order at 9:03 a.m. – Carol Scoggins, Department of Health, facilitated the meeting.

II. Approval of Minutes

The January 21, 2014 meeting minutes were presented for approval. A motion was made by Camille Gardiner to approve and seconded by Carlos Pozzi. The motion passed unanimously.

III. Submission of Suggested Council Names and Website Names

A short presentation was given on the elements of designing a website. David Blodgett, Department of Health, led a discussion on how domain names and Google searches work. Council members brainstormed a list of proposed website names and council names.

Available Suggested Website Names:

- UnforeseenHope
- RainToRainbows
- DreamingAnew
- BelieveInDreams (available for \$2,500)
- BelieveAndAchieve (available for \$800)
- HopeAndDream (available for \$2,500)
- PotentialAndPossibilities
- ExploringThePossibilities
- ExpectingThePossibilities

A motion was made by Patricia Tice to purchase/hold the top three favorite names: DreamingAnew, RainToRainbows and UnforeseenHope. Carlos Pozzi seconded the motion. The motion passed unanimously.

Council members brainstormed a list of proposed council names.

Suggested Council Names:

- Florida Council for Prenatal and Postnatal Resources
- Florida Center for Prenatal and Postnatal Developmental Resources
- Florida Council for Developmental Resources

Council members agreed to readdress council names during the next meeting.

IV. Review of Website Updates

A prototype website has been developed based on suggestions from council members. The prototype is only accessible to Department of Health employees. The prototype website was shared with the council members during the meeting. Screenshots of the prototype can be shared with council members as they are developed or viewed during the council meetings. Department of Health will continue to make adjustments to the site based on technical assistance provided by council members. Council members shared concern about a lack of control when linking to other sites. Carol explained that the Department of Health has policies to ensure that periodic reviews are performed and broken links are either deleted or updated. In addition, the website would only include links to reputable websites.

V. Readdress Website Goals

Carol shared a document with the council members listing the website goals and existing resources for each goal. Carol agreed to send the document to the council members to explore the existing resources.

VI. Next Steps

- Council members will submit additional ideas for council names by Tuesday, March 4, 2014.
- Dr. Ricardo Ayala will research how to improve the likelihood of the website returning as a top result on search engines.
- Carol Scoggins will send out the website address for the current *Information Clearinghouse on Developmental Disabilities* website.
- Carol Scoggins will purchase the top three website domain names.
- Carol Scoggins will send out website goals and existing resources document for council review.
- Carol Scoggins and Janet Caramello will discuss how Janet will take the leadership role as the new chairperson of the council.
- Carol Scoggins will send out a save-the-date reminder for the next meeting.

VII. Adjourn

Patricia Tice motioned to adjourn the meeting and Camille Gardiner seconded the motion. The motion passed unanimously.

The meeting was adjourned at 11:03 a.m.

Next Meeting Date: March 18, 2014, 9:00 a.m. to 11:00 a.m. EST