

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

**April 15, 2014
9:00 – 11:00 a.m.**

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

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

Members Not Present: Dr. Janet Flowers, Dr. Scott VanLue, Dr. Ricardo Ayala, Ryan Tyson

Others Present: Carol Scoggins, Lou Ann Long (Children's Forum), Matt Stanford, Jackie Schaffer, Khristen Holmes, Ashley Anderson (Agency for Persons with Disabilities), Anna Simmons

I. Welcome and Roll Call – Carol Scoggins

Carol welcomed everyone to the call and took attendance. Janet Caramello led a discussion on how the council would like to define a quorum. Kristine Benson made a motion for a quorum to be four members in attendance; Dr. Carlos Pozzi seconded the motion. The motion passed unanimously. The council agreed that if needed, they could re-address the issue in the future.

II. Approval of Minutes – Janet Caramello

The March 18, 2014 meeting minutes were presented for approval. A motion was made by Kristine Benson to approve the minutes; Camille Gardiner seconded the motion. The motion passed unanimously.

III. New Business – Janet Caramello

Carol gave an update on member reappointments/appointments. Dr. Carlos Pozzi and Kristine Benson's membership term will expire on April 26 and July 1 respectively and both have expressed a desire for reappointment. Letters have been submitted to the Governor and Speaker of the House for reappointment. Dr. Scott VanLue has declined to continue serving on the council. The Department of Health Office of Legislative Planning has been notified and will contact the Senate President for a new appointment.

IV. Survey Results of Domain/Council Names – Matt Stanford

Matt presented the three domain names that received the most votes from the survey submitted to the council members:

- BrightExpectations
- PotentialAndPossibilities
- SunnyExpectations

Carol apologized for leaving EndlessPossibilities off the survey for voting and noted that the .net and .org are unavailable. Camille Gardiner agreed to withdraw EndlessPossibilities from consideration. Kristine Benson made a motion to recommend BrightExpectations to the Department as the domain name for the updated website. Dr. Pozzi seconded the motion and the motion passed unanimously.

Matt reported that FL CARES was the top selection for a council name. FL CARES is an acronym for Florida Council of Advocacy and Resources of Exceptionality Support. There was discussion amongst the group on changing the word associated with the E and S. However, the consensus of the group was to leave as presented. Kristine Benson made a motion to recommend FL CARES as the new council name; Camille Gardiner seconded the motion. The motion passed unanimously.

V. Review Website – Matt Stanford

Matt reviewed the most recently proposed website updates. Additional revisions will include a list of council members, meeting minutes and dates of future council meetings. There was discussion about whether or not to include photos of council members. The group agreed that photos would be included at the discretion of the individual council member. The group suggested reaching out to various members of the developmental disabilities community to include their photos and a brief narrative to personalize the website. The group agreed to table the discussion until better guidelines are established on what information would be posted to the website.

Janet Caramello led a discussion with the council members for input and opinions of the draft website. Carol reviewed what Florida Statute defines the website to include. Lou Ann Long agreed to obtain a list of commonly diagnosed prenatal conditions to distribute to council members for consideration when reviewing resources for the website. Matt Stanford agreed to take screenshots of the draft website to share with council members. Kristine Benson agreed to work with Matt on the website layout and design. Each council member on the call was assigned a list of websites that are currently linked to the website to review for inclusion:

- **Kristine Benson:** Agency for Persons with Disabilities, Centers for Disease Control and Prevention/National Center for Birth Defects, Centers for Disease Control and Prevention/National Center for Birth Defects/Down Syndrome, Centers for Disease Control and Prevention/National Center for Birth Defects and Developmental Disabilities, Centers for Disease Control and Prevention/National Center for Birth Defects and Developmental Disabilities /Autism

- **Janet Caramello:** Children's Forum, Children's Medical Services (CMS), Florida Department of Health, Family Health Line, Florida Directory of Early Childhood Services (Central Directory)
- **Patricia Tice:** Federal Health Information Centers and Clearinghouses, Florida Birth Defects Registry, Florida Department of Health, Florida Developmental Disabilities Council (FDDC)
- **Camille Gardiner:** March of Dimes, National Birth Defects Prevention Network (NBDPN), National Center for Prenatal and Postnatal Down Syndrome Resources
- **Dr. Carlos Pozzi:** National Down Syndrome Society, National Down Syndrome Congress

VI. Next Steps – Janet Caramello

- Carol Scoggins will resend the Roles and Responsibilities of the council and Department of Health document to the council members.
- Carol Scoggins will resend the photo release form to the council members.
- Lou Ann Long will send a list of commonly diagnosed prenatal developmental disabilities to Carol to send to the council members.
- Kristine Benson will work directly with Matt Stanford on the layout and design of the website.
- Kristine Benson will develop and send to Carol Scoggins by Friday, April 18, an evaluation worksheet for council members to use when determining which websites to include on the new website. Carol will send the document to the council members.
- Each council member will review their assigned websites and submit to Carol their suggestion for inclusion, the evaluation worksheets which will include a short summary of the website, what diagnosis it addresses and what category on the Roles and Responsibilities document it fits.
- Each council member will provide to Carol Scoggins a short bio for the new website by April 30. If a council member decides to include a photograph with their bio, the completed photo release form must be submitted.
- Carol will follow up with General Council regarding the process for accepting nominations to the council.

VII. Adjourn – Janet Caramello

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

The meeting adjourned at 10:37 a.m.

Next Meeting Date: May 20, 2014 9:00 a.m. to 11:00 a.m. EST