

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

**July 15, 2014  
9:00 – 10:00 a.m.**

**Florida Department of Health  
2585 Bald Cypress Way, Room 310A  
Tallahassee, FL 32399**

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

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

**Others Present:** David Blodgett, Kristen Holmes, Anna Simmons, Jessica Brown, Rhonda Brown, Georgia Murphy

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

Anna welcomed everyone to the call and took attendance.

**II. Approval of Minutes – Kristine Benson**

The June 17, 2014 minutes were presented for approval. Camille Gardiner motioned to approve the minutes; Janet Caramello seconded the motion. The motion passed unanimously.

**III. New Business – Kristine Benson**

Anna informed the council of her discussion with individual council members regarding attendance and participation. The concerns that were presented to Anna were the duration, time, and frequency of the meetings. David Blodgett suggested sending out a Survey Monkey to the council members for feedback on a new possible time for meetings.

Janet led a discussion on possibly changing the name of the council to remove “information clearinghouse” as this is what they are creating, and is not the goal of the group. Anna will present the list of previously suggested council names for review at the next meeting. Any new suggestions should be submitted to Anna before the next meeting to be included in the list.

**IV. Brainstorm Webpage Logo/Design – Georgia Murphy**

Georgia presented two new logo designs that were redesigned based on council member suggestions from the June 17 meeting.

Kristine led a discussion on the pros and cons of the logo designs.

### **Logo Design #1 Feedback from the council:**

- The font on the bottom was a bit jumbled and hard to read
- Liked the colors but would like the oranges and greens to be brighter
- The font of the text should be changed for readability

### **Log Design #2 Feedback from the council:**

- Nice graphics, not very colorful.

The council agreed to include the story of the *bumblebee* that Janet shared at the June 15 meeting. Camille motioned to accept the first poster; Dr. Pozzi seconded the motion. The motion was passed unanimously.

### **V. Review of Website Updates – David Blodgett**

David will meet with Matt to review the website ideas proposed by Kristine. David will work with Georgia to include graphics from the approved logo design on the website, and will present a draft at the next council meeting.

Kristine found a few more websites for consideration to be included as resources on the webpage. Kristine suggested that the council members review their primary and secondary websites to make sure they are accurate. The summaries should be about three sentences each.

Kristine will send the website review sheet to Anna for distribution to the group. Council members will complete the sheet with three additional resources to be added to the website and return to Anna before the next council meeting.

### **VI. Next Steps – Kristine Benson**

- Anna will email the council members the list of developmental disorders to be considered for inclusion on the website.
- Council members will research resources for the full list of developmental disorders to be considered for inclusion on the website.
- Anna will send an email to the council members notifying them of the transition from Carol Scoggins to Anna as the Department of Health contact for the council.
- Anna will call the Family Health Line to find out what resources are available to children with developmental disabilities and their families.
- Kristine Benson is awaiting reappointment
- Council members will update (if necessary) their previously submitted website review narrative.
- Anna will email an Outlook calendar invite for the remaining 2014 meetings.

- David will remove the “Down Syndrome in Florida Fact Sheet” from the current website page.
- Council members will submit to Anna three additional websites to be considered for addition to the website.

**VII. Adjourn – Kristine Benson**

Janet Caramello made the motion to adjourn the meeting; Camille Gardiner seconded the motion. The motion passed unanimously.

**Next Meeting Date:** August 19, 2014 9:00 a.m. to 10:00 a.m. EST