

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

**August 19, 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: Dr. Carlos Pozzi, Patricia Tice, Camille Gardiner, Janet Caramello, Kristine Benson

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

Others Present: Anna Simmons, Rhonda Brown, David Blodgett, Kristen Holmes, Quartil Robinson, Shaloam Grizzle

Others Present by Dial-in Conference Call Line: Lou Ann Long

I. Welcome and Roll Call – Anna Simmons

Anna welcomed everyone to the call and took attendance.

II. Approval of Minutes – Janet Caramello

The August 19, 2014 minutes were presented for approval. Dr. Carlos Pozzi motioned to approve the minutes; Camille Gardiner seconded the motion. The motion passed unanimously.

III. New Business – Janet Caramello

Anna shared the results of the Doodle Poll conducted to determine the best day and time to engage council member participation. Five council members responded. Tuesday, Wednesday, and Thursday morning or afternoons were selected and one respondent commented that they would not be able to attend a call until 4:00 p.m. on any day of the week. Anna will resend the Doodle Poll to the council members and leave the poll open for one month.

Anna consulted with a staff member with the Family Health Line as requested by the council members regarding the deletion of the Family Health Line as a resource for the website. Anna shared that the Family Health Line offers provider information for specific services (i.e. speech therapy, occupational therapy) for families. Provider information is based on the caller's zip code.

Two additional council names were submitted for consideration: Advisory Council for Bright Expectation (ACBE) and Bright Expectations Council (BE Council). It was suggested that "Florida" be added in the final council name. The group decided to table the council name

discussion until next month. Additional ideas for council names may be submitted to Anna prior to the next meeting.

IV. Review of Website Updates – David Blodgett

The most recent website updates incorporating graphic elements from council approved posters were shared with the group. A suggestion was made to add color behind the “Bright Expectations” logo. The group suggested using the blue line under the title as a starting point to create a gradient effect (simulating a sky). David agreed to work with Georgia Murphy to explore incorporating these suggestions.

V. Sharing of External Website Reviews

Janet submitted the following four websites for review by the council:

1. Down syndrome Education (www.down-syndrome.org) (recommended including this site secondarily)
2. Lettercase.org (recommended including this site secondarily)
3. Down syndrome: A Parent’s Guide (recommended highlighting this site)
4. Down syndrome: Expectants Parents Guide (recommended highlighting this site)

Council members were reminded to submit a website review form for each website recommended as a resource. The form is used to develop the descriptive paragraph that accompanies the hyperlink on the website and includes the associated diagnosis. The group discussed using the Agency for Persons with Disabilities list of additional developmental disabilities as a starting point for inclusion on the website.

Step Up For Students (a scholarship program for children with developmental disabilities) contacted Anna to discuss the possibility of being added to the website. The council agreed and suggested including them under educational resources. It was also suggested that the council research scholarships for Pre-Kindergarten students.

VI. Next Steps

- Anna will resend the Doodle Poll to council members with a deadline for completion.
- Kristine will submit additional suggestions for council names to Anna. The list of suggested council names will be emailed to the council prior to the September meeting.
- Anna will email a screenshot of the draft website and draft site map to the council members for review.
- Janet will complete the website review form for resources she would like to include on the website.
- Council members will submit additional websites for consideration to be included on the website. Anna will distribute websites to council members’ to review.

VII. **Adjourn -Janet Caramello**

Patricia Tice made the motion to adjourn the meeting; Camille Gardiner seconded the motion. The motion passed unanimously.

Next Meeting Date: September 16, 2014 9:00a.m. to 10:00 a.m. EST