

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

**November 17, 2014
9:00 – 10:00 a.m. EST**

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

Members Present by Dial-in Conference Call Line: Janet Caramello, Camille Gardiner

Members Not Present: Dr. Janet Flowers, Dr. Ricardo Ayala, Ryan Tyson, Patricia Tice, Dr. Carlos Pozzi

Others Present: Anna Simmons, David Blodgett, Kristen Holmes, Ashley Anderson (Agency for Persons with Disabilities), Dawn Lynch (Children’s Medical Services, Early Steps)

I. Welcome and Roll Call – Anna Simmons

Anna welcomed everyone to the call and took attendance. The meeting did not achieve a quorum therefore voting items were tabled until the next meeting.

II. Approval of Minutes – Janet Caramello

The approval of the meeting minutes from the previous meeting was tabled.

III. New Business – Janet Caramello

There was no new business.

IV. Review of Website Updates – David Blodgett

David presented the updates that were made to the website. David shared the changes that he made to the bumblebee story on the home page and highlighted the updated “Prenatal Diagnosis” and “Postnatal Diagnosis” buttons on the bottom of the home page.

Ashley Anderson suggested adding the Agency for Persons with Disabilities directory under Florida Resources. Camille Gardiner requested a list of the websites that the council members have submitted as resources and a PDF version of the website pages that were presented to be sent to the council members for review.

Janet Caramello suggested the Brighter Tomorrows website be moved to the top of the page since it is an important resource. She also suggested that the thumbnail should be changed for the National Down Syndrome Congress to the screen for the “Down Syndrome: A Parent’s Guide” since parent information should be the focus. In addition, she would like to see the links for the homepage and the guide switched in the descriptive paragraph to focus more on the guide.

David will make the changes discussed and Anna will email the PDF versions of the website to the council members. David suggested having continued email correspondences through Anna to continue progress on developing the website.

V. Sharing of External Website Reviews

There were no website reviews.

VI. Next Steps

- David will make changes to the website based on the feedback from the council members
- Anna will email a list of websites that have been submitted as well as a PDF version of the webpages shared during the meeting
- Anna will email instructions for how to provide feedback by email on the website revisions to ensure the council members are following the Sunshine Law

VII. Adjourn – Janet Caramello

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