

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

**March 17, 2015  
9:00 – 10:00 a.m.**

**Florida Department of Health  
2585 Bald Cypress Way, Room 345Q  
Tallahassee, FL 32399**

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

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

**Others Present:** Khristen Holmes, Anna Simmons, Sarah Beard, Rhonda Brown,

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

Anna welcomed everyone to the call and took attendance.

**II. Approval of Minutes – Janet Caramello**

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

**III. New Business – Janet Caramello**

Janet discussed council attendance with Anna. Janet suggested including a sentence in the meeting reminders emphasizing the importance of reaching a quorum for conducting council business. She suggested asking council members to notify Anna when they are not able to attend a meeting.

The department is seeking a new appointment from the Speaker of the House. Kris Benson has been reappointed and Shannon Moss was welcomed as a newly appointed member to the council.

During the last meeting the council discussed a change on the main page of Bright Expectations. In the second and third paragraphs, the council agreed to change the words “developmental disabilities” to “unique abilities”. The website will be updated to reflect these changes.

The council reviewed the potential council names they have discussed in the past. The discussion included the top five names from the meeting in September and one from the meeting in October. The council agreed the name should include “unique abilities”. Anna will email the most recent list of names to the council members for further review.

#### **IV. Promotional Materials – Anna Simmons**

Promotional materials for the Bright Expectations website were discussed. Anna shared some examples of types and styles of promotional materials. Shannon suggested using a postcard format because there is more room for information and it is bigger compared to a bookmark option. The council members agreed. Anna will work with Communications to develop a draft postcard for the council members to review and provide feedback.

Camille suggested using some of the funding coming from the Birth Defects Registry to purchase *Lettercase* brochures to accompany the postcards. Anna will research and work with Communication.

The deadline for this project will be influenced by the purchasing deadlines of the department as the end of the fiscal year is approaching.

The council discussed the next steps for the website and which conditions to include. Anna agreed to research the top prenatally diagnosed conditions to share with the council.

#### **V. Next Steps – Janet Caramello**

- The main page of the Bright Expectations web page will be updated with the words “unique abilities”.
- Janet will work with Anna to send a reminder email to the council members regarding the importance of attendance to reach a quorum.
- Anna will email the council members the list of potential council names.
- Anna will research if funding can be used for the purchase of *Lettercase* brochures and the deadlines for the project.
- Anna will work with communications to draft a promotional postcard for council feedback.
- Council members will review the web page review spreadsheet compiled by Kris to find resources that focus on prenatal diagnosis for the web page.
- Anna will research the top prenatally diagnosed conditions to share with the council.

#### **VI. Adjourn – Janet Caramello**

**Next Meeting Date:** April 21, 2015 9:00 a.m. to 10:00 a.m. EST