

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

**April 21, 2015  
9:00 – 10:00 a.m.**

**Florida Department of Health  
2585 Merchants Row Blvd., Room 345Q  
Tallahassee, FL 32399**

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

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

**Others Present:** Khristen Holmes, Anna Simmons, Ashley Anderson (Agency for Persons with Disabilities)

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

Anna welcomed everyone to the call and took attendance.

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

Meeting minutes were presented for approval. A motion was made by Camille Gardiner to approve the minutes; Shannon Moss seconded the motion. The motion passed unanimously.

**III. New Business – Janet Caramello**

A link to the *Lettercase* brochure will be added to the Bright Expectations website.

Spina bifida, congenital heart defects and other trisomy conditions are being considered for addition to the website. Janet suggested that Anna assign each council member on the call a condition to research. Kris Benson encouraged each council member to suggest three additional resources, not currently listed on the spreadsheet, and share at the next meeting.

Camille and Janet's appointments will end on July 1. Anna explained that Janet will need to complete the reappointment request on the Governor's website. Anna is researching the process for reappointments. Recommendations for reappointments should be submitted to Anna.

**IV. Promotional Materials – Anna Simmons**

The council reviewed the draft postcard to promote the Bright Expectations website. The council agreed the postcard was a good reflection of the website. The postcard is still in

development and will include more diverse photos. Once completed, Anna will email the updated draft to the council members for final review.

Janet led the group in a discussion regarding a new council name. Shannon Moss motioned to change the name of the council to the “Florida Advisory Council on Prenatal and Developmental Resources”; Camille Gardiner seconded the motion. The motion passed unanimously. Anna will submit the name to the Department for review.

**V. Next Steps – Janet Caramello**

- The link to the *Lettercase* brochure will be placed on the Bright Expectations webpage.
- Anna will email the council members a condition to review.
- Council members will suggest three new resources at the May meeting.
- Kris will revise the website review form and submit it to Anna for distribution to council members.
- Council members with suggestions for appointments will email names to Anna.

**VI. Adjourn – Janet Caramello**

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

**Next Meeting Date:** May 19, 2015 9:00 a.m. to 10:00 a.m. EST