



# Meeting Minutes

## Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

June 16, 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:** Janet Caramello, Camille Gardiner

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

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

---

### **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**

Anna updated the council on the status of the Bright Expectations post cards. The post cards are at the printer and will be sent to organizations upon completion. Anna will email to the council, a list of organizations that will be receiving post cards. Anna will also email to the council for review and feedback, a draft poster that can be used to promote the website. Camille shared that currently the council has an appropriation in the state budget for \$250,000 to be used to promote the Bright Expectations website.

Janet discussed ways to promote the Bright Expectations website among college campuses and professors. Anna suggested the council continue to focus their efforts on adding content to the webpage. The group agreed to revisit outreach activities once the webpage content is more developed.

### **IV. Website Layout – Anna Simmons**

The council discussed design revisions and how to organize content on the webpage. The council agreed that Anna will work with the Department of Health web team to add content and design features. At the next meeting, the council will review and provide feedback on these updates.

### **V. Sharing of Website Reviews – Council Members**

The council reviewed the web pages submitted by Kristine Benson. The council agreed to focus on the resources that are suggested to be included predominantly or highlighted. Anna will maintain a master list of the webpages that were suggested, those that were added to the webpage, and those that were not included.



# Meeting Minutes

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

- Anna will email the draft poster to the council members for feedback.
- Anna will email the council a list of organizations that are receiving the promotional post cards.
- Anna will research the international webpages that were submitted in the review to determine if they can be included on the Bright Expectations webpage.
- Council members will continue to review webpages and submit to Anna.
- Janet and Camille will apply for reappointment.

## **VII. Adjourn – Janet Caramello**

The council discussed causes of low attendance during the summer months and agreed to postpone July's meeting. The council will meet again in August.

**Next Meeting Date:** August 18, 2015 9:00 a.m. to 10:00 a.m. EST