



Meeting Minutes

Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

August 18, 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, Crystal Hopkins, Dr. Carlos Pozzi

Members Not Present: Janet Caramello, Camille Gardiner, Dr. Janet Flowers, Dr. Ricardo Ayala, Patricia Tice, Shannon Moss

Others Present: Kristen Holmes, Anna Simmons, Rhonda Brown, Sarah Beard, Quartil Robinson, Ashlee Morgan

I. Welcome and Roll Call – Anna Simmons

Anna welcomed everyone to the call and took attendance.

II. Approval of Minutes – Kristine Benson

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

III. New Business – Kristine Benson

Kristine shared she has received positive feedback from the Bright Expectations promotional postcards. She has distributed postcards in Pinellas County and one organization which is distributing the post cards in new parent packets in place of a long list of resources. Crystal suggested the council create a list of high-risk obstetrician offices and hospitals to target for distributing promotional materials. The list will include counties/regions that are out of reach of the council members that may be added to the next drop shipment list. The council will continue to distribute postcards to hospitals and obstetrician offices in their areas. Crystal would like to receive and distribute postcards to local hospitals and obstetrician offices in her area.

IV. Website Layout – Anna Simmons

The council reviewed a proposed organizational update to the web page. The proposal includes dropdown tabs for each specified condition with three resources, a support groups tab and a resources tab. The council provided positive feedback for the proposed updates. The council suggested including national and international resources for conditions that are rarer.

Kristine suggested adding an educational resource tab and agreed to research and submit appropriate educational resources for consideration.

V. Sharing of Website Reviews – Council Members

The council reviewed the draft Bright Expectations promotional poster and requested it be added to the resource tab as a free downloadable resource to promote the website.



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VI. Next Steps – Kristine Benson

- Crystal will email Anna to obtain postcards, a list of places postcards have been distributed, and a request for a condition to research.
- Kristine will email Anna educational resources.
- Crystal will develop a plan to distribute postcards to the hospitals and high-risk obstetrician offices.
- Council members will continue to review web pages.

VII. Adjourn – Kristine Benson

The meeting was adjourned. The council will meet again in September.

Next Meeting Date: September 15, 2015 9:00 a.m. to 10:00 a.m. EST