



# Meeting Minutes

## Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

September 15, 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, Patricia Tice, Shannon Moss, Camille Gardiner, Crystal Hopkins

**Members Not Present:** Dr. Janet Flowers, Dr. Ricardo Ayala, Dr. Carlos Pozzi

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

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

Anna welcomed everyone to the call and took attendance.

### **II. Approval of Minutes – Anna Simmons**

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

### **III. New Business – Anna Simmons**

Anna will be contacting each council member individually to obtain information to complete a statutorily required Minority Appointment Reporting Form.

### **IV. Website Layout – Council Members**

The council reviewed the proposed organizational updates to the web page. The council made the following suggestions to improve the navigation of the website:

- Adjusting the layout to include an introductory prenatal diagnosis page and postnatal diagnosis page without the conditions listing.
- Creating a new page that lists the conditions in a dropdown tab format with the three best resources and a hyperlink for additional resources.
- Adding a "Support Groups" hyperlink to the bottom of each conditions dropdown tab.

A draft of the layout changes will be shared during the next call.

Patricia Tice agreed to draft a checklist type document for things to consider when receiving a prenatal or postnatal diagnosis and submit it to Anna for possible inclusion on the website.

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

Kris Benson shared that for conditions with a terminal diagnoses, several resources are faith based. Kris requested guidelines to assist in selecting resources for inclusion on the website.



# Meeting Minutes

## **VI. Next Steps – Anna Simmons**

- Anna will contact each council member to complete the Minority Appointment Reporting Form
- Patricia will draft and submit a prenatal and postnatal diagnosis checklist to Anna
- Anna will share guidelines for selecting resources for inclusion on the website.
- Council members will continue to review web pages.
- Webpage layout changes will be drafted at the department

## **VII. Adjourn – Anna Simmons**

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

**Next Meeting Date:** October 20, 2015      9:00 a.m. to 10:00 a.m. EST