



Meeting Minutes

Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

October 20, 2015
9:00 – 10:00 a.m.

Florida Department of Health
2585 Merchants Row Blvd., Room 135Q
Tallahassee, FL 32399

Members Present by Dial-in Conference Call Line: Janet Caramello, Patricia Tice, Shannon Moss, Crystal Hopkins, Dr. Carlos Pozzi

Members Not Present: Kristine Benson, Dr. Janet Flowers, Dr. Ricardo Ayala, Camille Gardiner

Others Present: Khristen Holmes, Anna Simmons, Quartil Robinson

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 Shannon Moss to approve the minutes; Crystal Hopkins seconded the motion. The motion passed unanimously.

III. New Business – Anna Simmons

Janet Caramello shared that she received notification that the Executive Office of the Governor is working on her reappointment.

Anna reviewed the guidelines for selecting resources for inclusion on the website.

Crystal shared her strategy for determining how to disseminate the remainder of the promotional post cards for the website. The council agreed to divide the state into regions and each member would research how many obstetricians, who see high risk patients, are located in each region. This number will be used to determine how many postcards are needed for distribution.

IV. Website Layout – Council Members

Anna confirmed receipt of the prenatal and postnatal documents submitted by Patricia Tice.

The council reviewed the proposed organizational updates to the web page and provided positive feedback.

V. Sharing of Website Reviews – Council Members

There were no new website reviews to share.



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VI. Next Steps – Anna Simmons

- Anna will divide the state into regions and each council member will research their assigned region for the number of obstetricians seeing high risk patients.
- Council members will continue to review web pages.
- Webpage layout changes will be updated at the department.

VII. Adjourn – Anna Simmons

The council discussed the upcoming meeting schedule. A motion was made by Patricia to cancel the December council meeting; Shannon Moss seconded the motion. The motion passed unanimously. The meeting was adjourned.

Next Meeting Date: November 17, 2015 9:00 a.m. to 10:00 a.m. EST