



Meeting Minutes

Information Clearinghouse on Developmental Disabilities Advisory Council Meeting Minutes

November 17, 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, Shannon Moss, Kristine Benson

Members Not Present: Patricia Tice, Crystal Hopkins, Dr. Janet Flowers, Dr. Ricardo Ayala, Camille Gardiner, Dr. Carlos Pozzi

Others Present: Sarah Beard, Anna Simmons, Quartil Robinson

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 minutes from the previous meeting was tabled.

III. New Business – Kristine Benson

Shannon Moss and Anna provided a brief summary of October's meeting. The council discussed how to disseminate the remainder of the promotional post cards for the website. Anna shared a table of counties grouped together by population. The council reviewed the table and agreed to shift focus to bigger cities in the state.

The council discussed building out more resources on the website prior to broad promotion of the website.

IV. Website Layout – Sarah Beard

Sarah shared a draft of the conditions page and the Down syndrome page to demonstrate the layout of the website. The council provided positive feedback. The Department will move forward with website updates.

V. Sharing of Website Reviews – Council Members

Janet Caramello shared three website resources for congenital heart defects with the council: childrensheartfoundation.org, littlehearts.org and heart.org (the American Heart Association). The council provided positive feedback and recommended including on the website. Janet will search for support group resources and submit on the website review form.

Anna agreed to email the website review form and redistribute conditions for council members to research for inclusion on the website.



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VI. Next Steps – Kristine Benson

- Anna will email the website review form to the council members.
- Anna will redistribute conditions that need additional resource information.
- Council members will continue to review web pages.
- Webpage layout changes will be updated at the Department.
- Council members will review the information for parents when they receive a diagnosis message for inclusion on the website.

VII. Adjourn – Kristine Benson

The council was reminded that the next meeting will be January 19, 2016. The meeting was adjourned.

Next Meeting Date: January 19, 2016 9:00 a.m. to 10:00 a.m. EST