

OHIO DEVELOPMENTAL DISABILITIES COUNCIL

Clear Language Subcommittee

November 2, 2017
899 East Broad Street
Columbus, Ohio

MEMBER

Linda Kunick
Mary Jo Mace Woodburn
Essie Pederson
James Plasencia
Mark Seifarth

PRESENT

X
X
X
X
X

MEMBER

Marci Straughter
Kimberly Stults (phone)
Jeffrey Turner
Mindy Vance
Sue Willis, Chair

PRESENT

X
X
X
X
X

STAFF PRESENT

Leslie Paull

GUESTS PRESENT

John Romer

I. CALL TO ORDER

A. Sue Willis, Chairperson, called the meeting to order at 2:00 PM.

II. SUBCOMMITTEE DISCUSSION HIGHLIGHTS

- A. Developed products will be taken to the Leadership Development Committee and then full council.
- B. Marci and Linda will begin a list of “rough” words and bring them to the next meeting.
- C. A list of pictures will be developed to designate committees. These will be simple illustrations, not photos.
- D. A 16-point font will be used for council’s documents. The use of all caps and underlining will be done infrequently. Lines and boxes will only be used when needed.
- E. Members reviewed the documents “Factors affecting Both Readability and Legibility”, “Readability”, and “Writing in Plain Language”.
- F. Sue will begin a draft of guidelines for council.
- G. Leslie will send out a Doodle poll to help with scheduling upcoming meetings.
- H. The goal is for all council members to understand materials.
- I. A review team will be set up of 5 to 6 people outside of council to look at our developed products. Everyone does not need to be a person with a disability

III. ADJOURNMENT

A. Sue Willis asked for a motion to adjourn the meeting. Mindy Vance moved to adjourn at 3:03 p.m.