

Clear Language Subcommittee

Embassy Suites - Dublin
5100 Upper Metro Place
Dublin, Ohio 43017

Thursday, December 12, 2019
4:00-5:30 pm

Minutes

Members Present

X Christine Brown
X Michael Denlinger
X Linda Kunick
X James Plasencia
Jill Radler
Rhonda Rich
X Michael Richards
Mark Seifarth
X Marci Straughter
X Sue Willis
X Renee Wood

Staff present

Leslie Paul

Guests present

Debbie Kunick
Casper Shanahan
Rochelle Hall-Rollins

I. Call to order and introductions

- A. Sue Willis, Co-Chairperson, called the meeting to order at 4:00 pm with introductions.

II. Future Activities

- A. The members discussed whether the subcommittee should continue and what the activities should be. Comments made are as follows:
- Everyone except Michael Richards would like to continue on the subcommittee.
 - Sue Willis will send out logos.
 - Sue Willis will send out revised Handbook.
 - The Handbook will be printed.
 - Members stated the following forms are difficult to understand: Mileage Reimbursement form, Newsletter has too much print, plain language, proposals.
 - Members would like to address full council on Agenda and Minutes templates.
 - Members would like council members and staff to be taught how to be clearer.

III. Adjourn

- A. The meeting ended at 5:13 pm.

Next meeting: TBD

Contact: Leslie Connelly