



# Clear Language Subcommittee

July 11, 2018  
Crown Plaza – Worthington  
6500 Doubletree Ave.  
Columbus, Ohio 43229  
4:30 pm – 6:00 pm

## Minutes

### Members Present

- X Christine Brown
- X Michael Denlinger
- X Linda Kunick
- X Maryjo Mace Woodburn
- X Essie Pederson
  - James Plasencia
  - Jill Radler
  - Rhonda Rich
- X Michael Richards
- X Mark Seifarth
- X Marci Straughter
  - Mindy Vance
- X Sue Willis
- X Renee Wood

### Staff present

Leslie Paull

### Guests present

Debra Pennington

### I. Call to order and introductions

- A. Sue Willis, Chairperson, called the meeting to order at 4:30 pm with introductions.

## **II. Membership and meeting dates/time**

- A. Members at the meeting let staff know if they were still interested in being a member.
- B. The purpose of the subcommittee was reviewed. Inclusion of all council members at meeting was the purpose.
- C. Meeting will usually be on the Wednesday before council.

## **III. Clear Language Guidelines**

- A. The members reviewed the guidelines and gave feedback.
- B. Maryjo said the Ohio Department of Developmental Disabilities will be using Plain Language.

## **IV. Committee logos**

- A. Members decided that council does not need committee logos.

## **V. Future subcommittee work**

- A. Mission statements will be reviewed. The committee review Leadership Development and Employment Committee mission statements. The Subcommittee will not revise committee's mission statements. Mission statements will only be revised by the committee. The subcommittee will provide recommendations and assistance.
- B. Marci Straughter informed the committee that the People First conference is next week.

## **VI. Adjourn**

- A. Sue Willis asked for a motion to adjourn the meeting. Michael Denlinger moved to adjourn at 5:32 pm.

**Next meeting:** March 5, 2019

**Contact:** Leslie Paull

