

# Clear Language Subcommittee

GoToMeeting

**Monday, August 17, 2020**  
**2:00-3:30 pm**

## Minutes

### Members Present

Christine Brown  
**X** Michael Denlinger  
Morgan Gattermeyer  
James Plasencia  
**X** Rhonda Rich  
**X** Michael Richards  
**X** Mark Seifarth  
**X** Marci Straughter  
**X** Renee Wood

### Staff present

Leslie Connelly  
Rebecca Bates  
Carolyn Knight  
Kim Shoaf

### Guests present

Catlin Skufca

## I. Call to order and introductions

- A. Marci Straughter, Chairperson (filled in as chair first half of meeting), called the meeting to order at 2:10 pm with introductions.

## **II. Meeting format**

- A. The members discussed how the meetings will occur during the pandemic. Members agreed that meetings will take place monthly, in the afternoon, be an hour in length. The date will be decided upon by using a Doodle poll that Leslie Connelly will send out in advance of the meeting.

## **III. Clear Language Handbook**

- A. Members discussed the handbook and a plan to complete it with needed edits. The following are decisions made:
- The Handbook will be dedicated to Sue Willis.
  - Kim Shoaf or Renee Wood will convert the document from a PDF to Word.
  - Leslie Connelly will complete first round of edits then send out to the subcommittee.
  - Leslie Connelly will contact Vince or Beth to see if Sue's final edits are available.

## **IV. Executive Summary of the State Plan**

- A. Members think the Executive Summary should contain a short summary, couple of bullet points, grantee and funding amount for each grant.

## **V. Announcements**

- A. Mark Seifarth informed the group that the Disability Caucus will be taking place tomorrow.

## **VI. Adjourn**

- A. Michael Denlinger (filled in as chair second half of meeting) asked for a motion to adjourn the meeting. Renee Wood moved to adjourn. Michael Richards seconded it. The meeting ended at 3:00 p.m.

**Next meeting:** September 25, 2020 from 1-2pm.

**Contact:** Leslie Connelly

