

OHIO DEVELOPMENTAL DISABILITIES COUNCIL

Plain Language Subcommittee

September 13, 2017

Doubletree

Newark, Ohio

MEMBER

PRESENT

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

X

X

X

MEMBER

PRESENT

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

X

X

STAFF PRESENT

Leslie Paull

GUESTS PRESENT

Deb Tackett

I. CALL TO ORDER

A. Sue Willis, Chairperson, called the meeting to order at 6:00 PM.

II. SUBCOMMITTEE PURPOSE AND PLAN

- A. Members decided to make a motion at the Leadership Development Committee to expand the scope and activities of the subcommittee beyond the How to Run the Meeting documents.
- B. Members decided to change the name of the Subcommittee to Clear Language.
- C. The group will meet by Go to Meeting when available.
- D. We need to determine whether ODDC can reimburse non-council members of the subcommittee for expenses. This is important given many of the subcommittee members have terms expiring.
- E. Members discussed the importance of a review team to look at our documents to ensure they are understood and whether changes should be made. Advocacy United, DODD, SILC, ODDC and People First may have members or individuals they know would like to assist.
- F. Members reviewed the How to Run a Meeting documents. Leslie Paull will type up suggested changes done by Essie Pederson and Linda Kunick and have them at the next meeting for the group to review.
- G. Essie Pederson and Linda Kunick will research potential graphics to be used by council.
- H. Committees should have symbols to identify them.
- I. Members discussed potential ideas to help members participate more actively on council:
 - 1. A mini dictionary to help council members with words such as capacity building, stakeholders, etc.
 - 2. Revise Council documents such as Responsibilities of a Council Members, Missions Statements for committees, Council Application, Agendas
 - 3. Provide tips to write in Plain Language
 - 4. Symbol dictionary be developed.

III. ADJOURNMENT

A. Sue Willis asked for a motion to adjourn the meeting. Linda Kunick moved to adjourn at 7:45 p.m.