

Clear Language Subcommittee

GoToMeeting

Friday, September 25, 2020

1:00-2:30 pm

Minutes

Members Present

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

Staff present

Leslie Connelly
Paul Jarvis

Guests present

Kellie Brown

I. Call to order and introductions

- A. Morgan Gattermeyer, Chairperson, called the meeting to order at 1:04 pm with introductions.

II. Approval of the meeting minutes

- A. Morgan Gattermeyer asked for a motion to accept the 7/13/17, 8/21/17, 9/13/17, 11/2/17, 12/6/17, 5/2/18, 7/11/18, 12/7/18, 3/5/19, 5/1/19, 7/10/19, 12/12/19, 8/17/20 Clear Language Subcommittee minutes.
- Renee Wood moved to accept the minutes as written.
 - Michael Denlinger seconded it.
 - 7/13/17, 8/21/17, 9/13/17, 11/2/17, 12/6/17, 5/2/18, 7/11/18, 12/7/18, 3/5/19, 5/1/19, 7/10/19, 12/12/19, 8/17/20 Clear Language Subcommittee minutes were approved.

III. Clear Language Handbook

- A. Members discussed the handbook. Members agreed that it was ready to be put on the website and to be distributed.

IV. Executive Summary of the State Plan

- A. Members reviewed grant summaries for the Executive Summary.

V. Adjourn

- A. Morgan Gattermeyer asked for a motion to adjourn the meeting. Marci Straughter moved to adjourn. Michael Denlinger seconded it. The meeting ended at 2:41pm.

Next meeting: October 15, 2020 from 2-3:30pm.

Contact: Leslie Connelly