



# Agenda

## Plain Language Subcommittee

**Doubletree Hotel – Newark  
50 N. 2nd Street  
Newark, Ohio 43055**

**Redwood Conference Room**

**September 13, 2017  
6:00pm – 8:00pm**

6:00	Call meeting to order <ul style="list-style-type: none"> <li>▪ Introductions and Announcements</li> </ul>	Sue Willis, Chair
<p><b>What?</b></p> <ol style="list-style-type: none"> <li>1. What was this work group asked to do?</li> <li>2. What Committee oversees this group? Leadership</li> <li>3. What will we call this language? (Not Plain Language or Easy Read)</li> </ol> <p><b>How?</b></p> <ol style="list-style-type: none"> <li>4. How will this group meet?</li> <li>5. How does “Go to Meeting” work?</li> <li>6. How often will group meet? When?</li> <li>7.</li> </ol> <p><b>Who?</b></p> <ol style="list-style-type: none"> <li>8. Who are members of work group?</li> <li>9. Who will lead? Sue Willis</li> <li>10. Will we have a review team? Describe</li> </ol> <p><b>Some first steps:</b></p> <ul style="list-style-type: none"> <li>• Review the document that group was asked to rewrite</li> </ul>		



## Ohio Developmental Disabilities Council

- Review some basic guidelines for how to write in understandable language

- Begin to set this group's guidelines for writing

- List and approve the outcomes of this meeting

**Next meeting date:** October 19 from 1-3

November 2 from 2-4: At location of ODDC grant reviews- can connect by phone

8:00	Adjourn	Sue Willis, Chair
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