



Ohio Developmental Disabilities Council

Clear Language Subcommittee Minutes

December 6, 2017

Sheraton Hotel, Columbus OH 43215

3:00 pm – 5:00 pm

Members Present

- X Linda Kunick
- X Mary Jo Mace Woodburn
James Plasencia
- X Essie Pederson
- X Mark Seifarth
Marci Straughter
Kimberly Stults
- X Jeffrey Turner
- X Mindy Vance
Sue Willis, Chair

Staff

Leslie Paull

I. Call to Order and Introductions

- A. Sue Willis, Chairperson, called the meeting to order at 3:04 PM with Introductions.

II. Subcommittee Discussion Highlights

- A. Reviewed highlights of last meeting, Nov. 2. Members agreed we needed to invite more LDC members.
- B. Reviewed a list of "rough" words put together by Linda and Essie. Discussed the development of a dictionary.
- C. Reviewed list of guidelines for using clear language, including:
 - 1. How to write and layout pages: Segoe UI or Ariel14-16 Font
 - 2. Make changes and additions
 - 3. Discussed how to get everyone to use guidelines
 - 4. Leslie will get information to determine colors available for committees
 - 5. Take all decisions to Leadership for approval and receive committee input into decisions.
 - 6. MaryJo will send DODD Style Guide
 - 7. A list of pictures will be developed to designate committees. These will be simple illustrations, not photos. For icons we can use TheNounProject.com for Easy Reads we can use PhotoSymbols.com.

III. Adjournment

A. Sue Willis asked for a motion to adjourn the meeting.
Mindy Vance moved to adjourn at 4:25 p.m.

Next meeting: January 24, 1-3 pm