

# Clear Language Subcommittee

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**February 9, 2021**  
**2:00-3:30 pm**

## Minutes

### Members Present

- X Christine Brown
- X Michael Denlinger
  - Rhonda Rich
  - Michael Richards
- X Mark Seifarth
  - Marci Straughter
- X Renee Wood, Chair

### Staff present

Leslie Connelly  
Gilbrina Dillion

### Other Council Members Present

John Banchy  
Annette Wood  
Courtney Hineman  
Debbie Lozano

## I. Call to order and introductions

- A. Renee Wood, Chairperson, called the meeting to order at 2:00 pm with introductions.

## **II. Approval of the meeting minutes**

- A. Renee Wood asked for a motion to accept the November 18, 2021 and November 30, 2021 Clear Language Subcommittee minutes.
- Mark Seifarth moved to accept the minutes as written.
  - Michael Denlinger seconded it.
  - November 18, 2021 and November 30, 2021 Clear Language Subcommittee minutes were approved. Christine Brown abstained.

## **III. Brief history and purpose of committee for new members**

- A. Leslie Connelly reviewed the history, purpose, and accomplishments of the subcommittee for the new members in attendance.

## **IV. Future activities for the subcommittee to present to the Leadership Development Committee**

- A. Members discussed future work of the subcommittee. The following are areas that need work by the subcommittee:
- ODDC Policies and Bylaws training and “cheat sheet”
  - Help outside organizations
  - Grant review process
  - Training on Clear Language and the handbook
  - Grantees and proposals
  - Council materials

## **V. Nursing Definitions form for Subcommittee Input**

- A. Members discussed a Nursing Definitions form. The subcommittee agreed to send recommendations and ask to review after more changes are made.

## **VI. Meetings**

- A. Members decided to meet monthly. Leslie Connelly will send out a Doodle Poll so members can pick the week and day to meet each month.

## **VII. Announcements**

- A. Marci Straughter informed the group that she will be showcased as a Tech Ambassador on March 3.

## **VIII. Adjourn**

- A. The meeting ended at 3:14 pm.

**Next meeting:** March 11, 2021 from 2-3:30pm.

**Contact:** Leslie Connelly