

Clear Language Subcommittee

GoToMeeting

March 11, 2021

2:00-3:30 pm

Minutes

Members Present

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

Staff present

Leslie Connelly
Gilbrina Dillion

I. Call to order and introductions

A. Renee Wood, Chairperson, called the meeting to order at 2:06 pm with introductions.

II. Approval of the meeting minutes

A. Renee Wood asked for a motion to accept the February 11, 2021 Clear Language Subcommittee minutes.

- Michael Richards moved to accept the minutes as written.
- Rhonda Rich seconded it.
- February 11, 2021 Clear Language Subcommittee minutes were approved.

III. Review decisions made at the last meeting

- A. Members reviewed the work that needed to be completed by the subcommittee and the meeting schedule.

IV. Grant review process

- A. Members discussed ways they felt would improve the ability for council members to participate in the grant review process.

The following are comments made:

- More time is needed to review the paperwork
- A better cover page for the continuation process. Keep it to one page.
- Use of audio
- A one-page explanation of clear language for those applying for grants
- Many members do not have experience with the competitive process.
- It is important new members understand that the grant review is a big part of being a council member.

- B. At the next meeting, the subcommittee will:

- Review a draft one-page explanation of clear language for those applying for grants.
- Review all the current forms in use
- Look at DD Suites

VIII. Adjourn

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

Next meeting: April 8, 2021 from 2-3:30pm.

Contact: Leslie Connelly