

Clear Language Subcommittee

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April 8, 2021
2:00-3:30 pm

Minutes

Members Present

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

Staff present

Leslie Connelly

I. Call to order and introductions

A. Michael Denlinger, Chair of ODDC, called the meeting to order at 2:19 pm with introductions.

II. Approval of the meeting minutes

A. Michael Denlinger asked for a motion to accept the March 11, 2021 Clear Language Subcommittee minutes.

- Michael Richards moved to accept the minutes as written.
- Marci Straughter seconded it.
- March 11, 2021 Clear Language Subcommittee minutes were approved.

III. Grant Review Process: One-pager for applicants, DD Suites, Review forms

- A. Members discussed ways they felt would improve the ability for council members to participate in the grant review process. The following are comments and processes completed:
- Reviewed a draft one-page explanation of clear language for those applying for grants. Members finalized the document which will now be “prettied up”.
 - Reviewed all the current forms in use
 - Looked at DD Suites
 - Members would like to see a draft document of the Competitive Review forms with changes to include scoring on each page and words changed. In addition to a one page format for the Continuation Checklist.

IV. Announcements

- A. Marci Straughter announced that she will be doing a Tech Ambassador presentation on April 20.
- B. Michael Richards announced he will be doing a People First training for Belmont County.

V. Adjourn

- A. Michael Denlinger asked for a motion to adjourn. Michael Richards made a motion to adjourn the meeting. The meeting ended at 3:30pm.

Next meeting: May 13, 2021 from 2-3:30pm.

Contact: Leslie Connelly