

Clear Language Subcommittee

Zoom Meeting

May 13, 2021
2:00-3:30 pm

Minutes

Members Present

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

Staff present

Leslie Connelly
Gilbrina Dillon

I. Call to order and introductions

- A. Renee Wood, Chair, called the meeting to order at 2:12 pm with introductions.

II. Approval of the meeting minutes

- A. Renee Wood asked for a motion to accept the April 8, 2021, Clear Language Subcommittee minutes.
 - Michael Denlinger moved to accept the minutes as written.
 - Christine Brown seconded it.
 - April 8, 2021, Clear Language Subcommittee minutes were approved.

III. Grant Review Process

A. Members reviewed draft changes to the Continuation and Competitive grant review forms. The following are comments and processes completes:

- Add sections to the directions to make forms easier to use and clearer including scoring
- Add automatic scoring
- Remove lines
- Put explanation of Comments and Recommendations in directions.
- Directions are needed for Continuation process.

IV. Adjourn

A. The meeting ended at 3:30pm.

Next meeting: June 10, 2021 from 2-3:30pm.

Contact: Leslie Connelly