



*Maryland Attorney General's*  
**COVID-19 Access to Justice Task Force**

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**AUGUST 12, 2020 MINUTES OF THE RESOURCE DEVELOPMENT SUB-COMMITTEE MEETING OF THE MARYLAND ATTORNEY GENERAL COVID-19 RECOVERY TASK FORCE LIFE & HEALTH PLANNING COMMITTEE**

Attending: Paul Ballard, Danielle Cruttenden, Ronald Landsman, Karren Pope-Onwukwe, Justin Devault, Morris Klein, Tim Chance, Jen Yeagle and Shelby McCloskey

Brief overview of last week's meeting. No minutes for August 5, 2020 meeting.

There was no agenda for today's meeting. The group decided to focus the meeting discussion on revising the Handbook that provides information on estate planning documents.

Karren informed the subcommittee members that she had sent the draft handbook to her 67 year old mother to review on behalf of the subcommittee. Karen's mother provided two points of feedback: 1.) the font is too small and 2.) the document is too long.

The Subcommittee members discussed the need to get the most important information upfront: what does the estate planning document mean, why is it important, and how people go about accessing/using them correctly. The handbook should be reorganized to have an overview of the estate planning document and then a drop down menu to Q & A's about the document.

The subcommittee members agreed that the Handbook needed to be easier to understand. Two edits to make the Handbook more understandable:

1. Reorganization
2. Simplify language/ plain language

Suggested that we work with the Communications committee to have them look at the Handbook to simplify language so that more people could understand the different documents.

Ron stated that he would rework his section to reflect the reorganization style discussed during today's meeting (overview-what it is, why you need it, how to do it right- then dropdown Q&A).

In regards to the disclaimer for the Handbook, Danielle and Paul agreed that we would likely use the Disclaimer Justin circulated a few weeks ago.

Prior to the meeting, Ron will circulate his suggested revision. Following such, Paul asked the subcommittee members to revise their sections to reflect the new changes.

The next subcommittee meeting will be August 19, 2020 at 11am.