**Minutes from the Digital Accessibility and Equity Governance Board meeting held virtually on January 24, 2024**

**Time of meeting: 9:30 am – 11:00am**

Meeting opened at 9:30 am

Introductions and roll call of board members and guests, review of Agenda.

**AGENDA:**

1. Introductions and roll call
2. Secretary Snyder remarks and introduction of Chief IT Accessibility Officer
3. Review and Approve October Meeting Minutes
4. Board Charter and Board Member Certification Form
5. Public Nomination Process
6. Chief IT Accessibility Officer Update
7. Board member remarks, public remarks and matters not reasonably anticipated by the Board
8. **Introduction and Roll Call**

Ashley Bloom: Present

Secretary Jason Snyder: Present

Mark Fine, designee for Secretary Gorzkowicz: Present

Heath Fahle, designee for Secretary Hao: Not Present

Antoine Harrison, designee for Secretary Tutwiler: Present

Faye Boardman, designee for Secretary Tepper: Present

Caroline Whitehouse, designee for Secretary Walsh: Present

Nikko Mendoza, designee for Secretary Augustus: Not Present

Paolo Franzese, designee for Secretary Jones: Present

Secretary Reidy: Not Present

Dave Bedard, designee for Secretary Tibbits-Nutt: Present

Brian Chase, designee for Secretary Santiago: Present

Yarlennys Villaman: Present

Dr. Sotonwa: Present

John Oliveira: Present

Mary Mahon McCauley: Present

1. **Secretary Snyder remarks and introduction of Chief IT Accessibility Officer**

Secretary Snyder opened with remarks. IT accessibility is critical. Benefits of accessibility include inclusivity, usability, and improvement towards access. This Board is important. Driving from a state government perspective is essential, defining standards, and ensuring that everything is up to date as things change.

Secretary Snyder introduced the new Chief IT Accessibility Officer (CIAO), Ashley Bloom. Stated that Chief Bloom lives all the elements of IT accessibility, has focused her career on IT accessibility, and understands technology. Stated we need someone that can understand the impact of accessibility. Chief Bloom understands and will work harder to help the way services are delivered.

Chief Bloom stated she is pleased to be on this Board. She has been in this field for 20 years and exposed to many types of sectors. Chief Bloom said she is very honored to be serving in this role. Chief Bloom stated she is visually impaired and enthusiastic about using personal lived experience as well as professional experience in changing the way the Commonwealth delivers services. Chief Bloon said she will bring a diversity of perspectives to the table. Chief Bloom said she became interested in this role when the Governor put out the Executive Order on the anniversary of the ADA. She stated that one never sees a job posting specifically encouraging someone with a disability to apply, which means she can be representative and advocate. Chief Bloom said there is a bright future in the accessibility space, and she has big plans to make sure we are fostering a culture of inclusivity and accessibility.

1. **Review and Approve October Meeting Minutes**

Motion to approve October meeting minute was made and seconded.

Ashley Bloom: Yes

Secretary Jason Snyder: Yes

Mark Fine, designee for Secretary Gorzkowicz: Yes

Antoine Harrison, designee for Secretary Tutwiler: Abstain

Faye Boardman, designee for Secretary Tepper: Yes

Caroline Whitehouse, designee for Secretary Walsh: Yes

Paolo Franzese, designee for Secretary Jones: Yes

Dave Bedard, designee for Secretary Tibbits-Nutt: Yes

Brian Chase, designee for Secretary Santiago: Yes

Yarlennys Villaman: Yes

Dr. Sotonwa: Abstain

John Oliveira: Yes

Mary Mahon McCauley: Yes

1. **Board Charter and Board Member Certification Form**

Board Counsel Myers went over the Board Charter describing the roles and responsibilities of the Board. A motion to approve the Board Charter was made and seconded.

Ashley Bloom: Yes

Secretary Jason Snyder: Yes

Mark Fine, designee for Secretary Gorzkowicz: Yes

Antoine Harrison, designee for Secretary Tutwiler: Yes

Faye Boardman, designee for Secretary Tepper: Yes

Caroline Whitehouse, designee for Secretary Walsh: Yes

Paolo Franzese, designee for Secretary Jones: Yes

Dave Bedard, designee for Secretary Tibbits-Nutt: Yes

Brian Chase, designee for Secretary Santiago: Yes

Yarlennys Villaman: Yes

Dr. Sotonwa: Yes

John Oliveira: Yes

Mary Mahon McCauley: Yes

Board Counsel Myers went over Open Meeting Law education materials and the responsibilities of the Board members with respect to the Open Meeting Law. Board Counsel Myers requested that each Board member sign the certification form acknowledging that they received and read the education materials.

John Oliveria had a question about whether materials had been sent out yet. Chief Digital Officer Paros noted they were, but we can resend them if needed.

1. **Public Nomination Process**

Chief Digital Officer discussed the public nomination process, including the convening of a working group of Board members to discuss the public nomination process. Chief Digital Officer Paros outlined the goals of the public nomination process. Yarlennys Villaman provided the findings of the working group.

Mary Mahon McCauley asked whether the Board would be sharing the posting with organizations that may be working in accessibility. Chief Digital Officer Paros stated materials were sent via press release, on mass.gov, social media, letters/emails to various groups advertising the position. Several Board members commented about pushing the notice out to their networks and encouraging people to apply. There was discussion about making sure the application process was straightforward and accessible. There was discussion about the application materials that will be collected and the background check process. Paolo Franzese noted that we should request letters of refences to get a sense of character. Secretary Snyder stated we want to make sure we are encouraging the broadest number of applicants. May need to narrow out the pool if we have a lot, but actively encouraging a broader number is a more positive step. Dave Bedard discussed the selection criteria. Chief Bloom went over the timeline for the public nomination process.

1. **Board Member Remarks**

Secretary Snyder asked whether anyone has heard anything from their networks about their experience with accessing IT in the Commonwealth or their interest in this Board. Dr. Sotonwa stated community members may not be interested in being a Board member, but maybe a different type of involvement, such as within a subcommittee. John Oliveria agreed this is needed and important. Board Counsel Myers noted the Board Charter would allow for this.

1. **Public remarks**

No public comment

Daved Bedard made a motion to adjourn. Mary Mahon McCauley seconded.

Adjourned at 10:43 AM.