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| ​​Minutes​  |
| Digital Accessibility and Equity Governance ​​Board Meeting (DAEGB)​   |
| **​​DATE​** | ​July 22, 2024​   |
| **​​TIME​** | ​​3:04 PM​ EST. |
| **​​MEETING CALLED TO ORDER BY​** | ​​Ashley Bloom, CIAO, EOTSS |

1. **Introduction and Roll Call**

Jason Snyder, Secretary, Executive Office of Technology Services and Security (present)

Ashley Bloom, CIAO EOTSS (present)

Mark Fine, Assistant Secretary for Administration, Executive Office of Administration and Finance (absent)

Ellen Christy for Heath Fahle, Assistant Secretary for Finance, Executive Office of Economic Development (present)

Antoine Harrison, SCIO, Executive Office of Education (present)

Greg Martin for Faye Boardman, COO, Executive Office of Energy and Environmental Affairs (present)

Olivia James for Caroline Whitehouse, Executive Office of Health and Human Services (present)

Paul Franzese, COO, Executive Office of Labor and Workforce Development (absent)

Maria Michalski, SCIO, Executive Office of Public Safety and Security (present)

Dave Bedard, SCIO, Massachusetts Department of Transportation (present)

Brian Chase, SCIO, Executive Office of Veterans Services (absent)

Yarlennys Villaman, Governor’s Office (present)

Dan Sionkiewicz (present)

Dr. Opeoluwa Sotonwa, Commissioner, Massachusetts Commission for the Deaf and Hard of Hearing (present)

John Oliveira, Commissioner, Massachusetts Commission for the Blind (present)

Mary McCauley, Massachusetts Office on Disability (present)

Minh Ha (absent)

David Kingsbury (present)

Larry Goldberg (present)

1. **VOTE TO APPROVE MAY 30, 2024 MEETING MINUTES**

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A roll call vote was taken as follows:

Sec. Snyder: approve

Chair Bloom: approve

Ellen Christy for Heath Faehle: approve

Antoine Harrison: approve

Greg Martin for Faye Boardman: approve

Olivia James for Caroline Whitehouse: approve

Maria Michalski: approve

Dave Bedard: approve

Brian Chase: approve

Yanlennys Villaman: approve

Dan Sionkiewicz: approve

Dr. Sotonwa: approve

Commissioner Oliviera: approve

Mary Mahon McCauley: approve

Minh Ha: approve

David Kingsbury: approve

Motion passes.

1. **PUBLIC CANDIDATE APPOINTMENT**

Appointment of Larry Goldberg sworn in by Kate Kelly (GOV) Director of Boards and Commissions. Congratulatory remarks by CIAO Bloom and Secretary Snyder.

1. **DISCUSS FISCAL YEAR 2025 OBJECTIVE WORKING GROUPS**

Establishment of Working Groups based on three objectives for Fiscal Year 2025. Three or four working groups to cover the objectives previously voted on; groups will have co-leads consisting of a board member and a public board member; groups will include additional board members; the groups can call in external expertise if needed. Groups can collaborate with EOTSS staff.

Recommendations from the working groups will be presented to the Board for future implementation. The following focus areas are accessibility and equity policy updates; public engagement and feedback methods; public reporting tools to identify accessibility status and trends; education and training plan.

Objective Work Group 1: Policy Updates. Goal: increase digital equity through use of inclusive policy and standards for Executive Department and the Commonwealth.

Co-leads: Mary Mahon McCauley with Julia O’Leary as necessary and Larry Goldberg.

Discussion topics/questions: What updates can be made to current policies to increase digital accessibility, equity and usability? How does the ADA Title II Final Rule impact current policies.

Feedback/Questions?

Commission Sotonwa: We need to look at the Department of Justice (DOJ) regarding Final Rule as it relates to web accessibility and their guidance, their framing as a part of your work.

Objective Work Group 2: Community Outreach . Goal: Engage community to collect feedback to enhance accessibility across digital channels.

Co-leads: Yarlennys Villaman and Ming Ha.

Discussion topics/questions: what methods does the Commonwealth provide for public feedback on digital accessibility and equity? How can the Commonwealth increase engagement with the public and provide feedback opportunities to advance digital accessibility and equity?

Objective Work Group 3: Public Reporting. Goal: Increase accountability and transparency through use of public reporting to identify trends, gaps, opportunities for improvement and demonstrate maturity.

Co-leads: Dave Bedard and David Kingsbury.

David Kingsbury: Accepts with a proviso – the fourth proposed working group is more in line with his background in training.

CIAO Bloom: Yes, of course, this is why we are having this discussion, thanks David for his feedback.

Minh Ha: Asking about the differences between community outreach group vs. public reporting group.

CIAO Bloom: Feedback group to offer recommendations on populations for feedback and how to engage them. The Public Reporting group will work on the dashboard as required by EO614.

Mary McCauley: When looking at the two separate groups; public facing assistive technology, engaging the public, whereas the dashboard has statistical methodologies so we can report out to the internal folks, state employees etc. but also sharing some with the public facing community.

Discussion topics/questions: What accessibility metrics can be used to identify accessibility and equity trends, gaps, opportunities and maturity? What tooling is available to provide accessible dashboards?

Objective Work Group 4: Propose to add a fourth group. Goal: Accessibility training to introduce Commonwealth employees to digital accessibility in conjunction with role-based accessibility requirements per Executive Order 614.

CIAO Bloom: interim measures until Ashley’s team is onboarded etc. Focus will be on putting together a plan focusing on education and training for Commonwealth employees in the area of digital accessibility. Proposes a motion for a fourth working group given the Board and Commonwealth’s obligations regarding digital accessibility per the Executive Order.

David Kingsbury and Commissioner Sotonwa second CIAO Bloom’s motion.

CIAO Bloom and David Kingsbury will be co-leads for the fourth group. Larry Goldberg also offers his assistance.

David Kingsbury: will the groups be tasked with providing funding recommendations and resources?

CIAO Bloom: yes, we are putting together plans for budgeting and resources. Secretary Snyder perhaps you would like to address this or add to?

Secretary Snyder: We do have the Capital IT funds. We also have the option for operational funds, we do have some options going forward.

Mary McCauley: MOD is a small agency, we could assist with the training; it is critically important the training happens, different leadership/administrations approaches to training and not knowing how to approach it, the training is not only the documents, it’s the procurement issues, the funding and purchasing. There is a lot of training needed for people in different categories of employment throughout the Commonwealth. Secretary Snyder agrees with Mary.

Next Steps for Objective Working Groups: Sign up for one or more groups using sign up sheet by Friday July 26, 2024; Yukiko Gannett will assist you in setting up/organizing your first meeting. Create one or two achievable goals for your first meeting. Present the goals for board review and feedback at the next board meeting.

Matt Moran: Discussion of importance of Open Meeting Law requirements, goals and priorities, training and funding going forward.

Antione Harrison: Agreed with Matt regarding open meeting law requirements.

1. **CIAO UPDATE.** Onboarding team members, future meet and greets. Presence on mass.gov on Title II requirements. Strategic planning research and discovery with our vendor. Presence on mass.gov; messaging. Strategic plan sections. Participation from Board members will be helpful.
2. **BOARD NEXT STEPS.** Targeting our 2025 working groups. Pushing for engagement with the strategic planning process for three-year action plan.
3. **BOARD REMARKS.** None.
4. **PUBLIC REMARKS.** None.

**Meeting ended 3:57pm.**