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| ​​Minutes​  |
| Digital Accessibility and Equity Governance ​​Board Meeting (DAEGB)​   |
| **​​DATE​** | ​June 24, 2024​   |
| **​​TIME​** | ​​3:00 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 (joined at 3:09pm)

Ellen Christy for Heath Fahle, Assistant Secretary for Finance, Executive Office of Economic Development (not present)

Antoine Harrison, SCIO, Executive Office of Education (not present)

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

Olivia James, Executive Office of Health and Human Services (present – joined later)

Tim Reardon, Executive Office of Housing and Livable Communities (present)

Paul Franzese, COO, Executive Office of Labor and Workforce Development (not present)

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

Sue Wonderlee for Dave Bedard, SCIO, Massachusetts Department of Transportation (present)

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

Jordan Crispin for 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)

Julia O’Leary for Mary MacCauley, Massachusetts Office on Disability (present)

Caroline Whitehouse (not present)

1. **APPROVE APRIL MEETING MINUTES**

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CIAO Bloom: Vote to approve April Meeting Minutes. Hand off to Board Counsel Christina Kovach.

Roll call vote to approve the April Board Meeting minutes.

Sec. Snyder: approve

Chair Bloom: approve

Asst. Sec. Fine: absent until 3:09pm – did not vote

Ellen Christy for Heath Faehle: approve

Faye Boardman: approve

Caroline Whitehouse: absent

Dan Sionkiewicz: approve

Paul Franzese: absent

Maria Michalski: approve

Sue Wonderlee for Dave Bedard: approve

Brian Chase: approve

Jordan Crispin for Yanlennys Villaman: approve

Dr. Sotonwa: abstain

Commissioner Oliviera: approve

Julia O’Leary for Mary Mahon McCauley: approve

 Motion carries and the minutes are approved.

1. **PUBLIC CANDIDATE APPOINTMENT**

CIAO Bloom: The following three public candidates have cleared the background check process and have been voted to join the digital accessibility board for a two-year term. Larry Goldberg was unable to attend this meeting. We will be appointing him at the 7/26 meeting. Minh Ha and David Kingsbury, our other two public members, are here to be appointed to the Board.

Public Candidate Swearing in by John Torcia for Kate Kelly, Director of Boards and Commissions, GOVs Office and Remarks from Board candidates. Statements from Secretary Snyder and CIAO Bloom. Press release to be sent today or tomorrow.

1. **DIGITAL ACCESSIBILITY ANNUAL REPORT APPROVAL**

CIAO Bloom: I received feedback from stakeholders that requires revisioning to the annual report. Passes to Christina and Matt Moran to come up with plan to address the additional revisions to the plan.

Sec. Snyder: What was the feedback?

Matt Moran, Chief Engagement Officer (EOTSS): Thank you. Apologies for the last-minute curve ball. A series of questions and feedback around where we could be clearer around future plans and what we’re trying to accomplish here at the Board level, some clarification around points of reference, basically how to make the report more clear and user-friendly when we get this published publicly. To be responsive to the feedback questions and things that were highlighted, we feel the report might change in a way that what you had seen previously and were prepared to vote on might be slightly different or might require some additional input from you as Board members and we wanted to be able to make those changes and we share the document with you all in case you have any comments or any additional point of clarification before reconvening quickly to do a virtual vote.

David: I just wanted to mention Ashley shared the report with me last week, which was appreciated. I have a few comments or questions, should I just email those to Ashley?- Would that be the best thing to do?

Matt: Yeah. That would be great David, if you email them individually to Ashley that way then the entire Board would not be communicating together and we can incorporate a response to that feedback that you have while addressing the other feedback we received.

Secretary Snyder: Everybody on the Board should provide any feedback, we want to get as final a copy as possible for final review and acceptance by this group.

Matt: The goal would be to re-circulate once we’ve made the changes responsive to some of the things we just received so that you Board members have the most up to date version to provide that final feedback.

Ashley: I will incorporate the feedback by tomorrow afternoon and then I will circulate the report to all the Board members and we can set up a meeting as fast as we can prior to Friday the 28th so just be on the lookout for on you calendars for an additional quick meeting to approve the report for submission.

1. **CIAO UPDATES/NEXT STEPS**

Ashley:

-Finalizing annual report for FY24 to be submitted on Friday, June 28th.

-Selected three out of four candidates for central Accessibility team: two accessibility specialists as well as a document and communications accessibility specialist; starting July 15th or 22nd

-Kicked off the strategic plan with external consulting firm and accessibility firm, starting the process of creating a research plan to meet with both internal and external stakeholders throughout the secretariats and the Commonwealth to provide their additional perspective on accessibility. Be on the lookout for 1:1 meetings on you calendar with our external consulting firm within the next two to three weeks.

-Assembling strategic sourcing team to update ITS61 accessibility vendors contract, underway in the next week or two, then process of drafting response for each of the accessibility vendors Sarah Bourne and CIAO Bloom had the opportunity to meet with a few months ago to vet them for new contract update.

-Communications plan for Title II Americans with Disabilities Act document, developing communications in next week or so to provide resources and guidance to assist people on what they need to do to be compliant with Federal rule in 2026.

Any comments or questions? No questions/comments.

**ADA Title II Final Rule Communications Plan Document**

Guidance document sent to Executive Office stakeholders. Action steps for the following areas: digital content and social media, procurement, web and mobile applications. CIAO Bloom and Sec. Snyder both sent communications to all the Secretariat CIOs to provide them with this document and there will be more details to come. Document will be converted into

ASL, finding a home on Mass.gov to live as well as resources for Commonwealth employees, drafting messaging to downstream communications to various groups within the Commonwealth as well as employees across all the agencies and secretariats. Creating videos to put a face to this cause and humanize accessibility rather than a legal to do obligatory concept. We want to put a face to this etc. to emphasize why accessibility is so important etc. These videos will be coming the upcoming communications and emails in the beginning of July.

Commissioner Sotonwa asks if the plan will include ASL in terms of a vlog/video of this particular information.

Ashley: Yes. It will be converted into a video, we plan to put that on the mass.gov website along the pdf version of the document and also a web version of that document.

No further comments or questions.

Strategic Plan update: primary consulting firm on board as well as the accessibility firm, working together to create research plan for discovery meetings. Look for the 1:1’s on your calendar. Meeting with internal stakeholders across the Commonwealth within the next couple of weeks. Then we will be establishing working sessions to draft each of the plan sections which will include Board members and additional people across the Commonwealth to provide input for each planned section to get the most contributive feedback we can get. Engagement groups be meeting until September to have sections drafted, then consulting/accessibility firms will put that information into a comprehensive private internalized used plan, as well as a plan that will be made public on mass.gov. More information to come to as we begin the journey of this strategic planning process. We hope to have all of you fully engaged in this process so we can come up with a plan that eventually you can all use for your various organizations and agencies that will be actionable and full and will bring us to our goal of complying with accessibility and also making our content accessible and usable for our users.

Any additional questions, comments, feedback about the strategic plan?

David Kingsbury asks about the draft annual report—will consultation of some sort with stakeholders be with the public; any disability organizations and the like or will it be limited to internal government stakeholders. Some public input and participation would be a good thing.

CIAO Bloom: I have provided the consulting firm with both a list of internal stakeholders and external organizations for them to get in touch with so they have both lists and are expected to engage/communicate with internal stakeholders and external organizations to get that internal and public feedback.

Any additional questions before we move on? No questions.

1. **BOARD NEXT STEPS**

Discuss FY2025 objectives at July 22nd meeting.

Establish working groups for each of the objectives.

Any questions? No questions.

1. **BOARD REMARKS**

Commissioner Sotonwa welcomes and congratulates David Kingsbury and Minh Ha for joining this Board.

1. **PUBLIC REMARKS**

None.