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| ​​Minutes​ | |
| Digital Accessibility and Equity Governance ​​Board Meeting (DAEGB)​ | |
| **​​DATE​** | ​May 30, 2024​ |
| **​​TIME​** | ​​9:30AM​ 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)

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

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

Peggy Kraft for Antoine Harrison, SCIO, Executive Office of Education (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 (present)

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 (present)

Yarlennys Villaman, Governor’s Office (present)

Dan Sionkiewicz for Niko Mendoza (present)

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

John Oliveira, Commissioner, Massachusetts Commission for the Blind (not present)

Mary MacCauley, Massachusetts Office on Disability (present)

1. **​​VOTE oN Public candidates – presentation and voting**

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​Review of public candidates Larry Goldberg, Minh Ha and David Kingsbury.

Mary McCauley proposes motion to vote for appointment of the three candidates for a two-year term. Seconded by Secretary Snyder.

Board Counsel Kovach conducts roll call vote. The motion is to approve for appointment to the Board the three candidates for the two-year term.

Sec. Snyder: yes

Chair Bloom: yes

Asst. Sec. Fine: yes

Heath Faehle or designee: absent

Peggy Kraft: yes

Faye Boardman: yes

Caroline Whitehouse: absent

Dan Sionkiewicz: yes

Paul Franzese: yes

Maria Michalski: yes

Dave Bedard: yes

Brian Chase: yes

Yanlennys Villaman: yes

Rex Macalinpac: yes

Commissioner Oliviera: absent

Mary Mahon McCauley: yes

Motion carries and the appointees are approved.

Candidates will be invited to the June 26th meeting for swearing in.

1. **DISCUSS feedback on annual report**

Discussion led by CIAO Bloom about Annual Report. Draft sent prior to meeting. Report highlights what we have been doing with Digital accessibility and digital equity across the Commonwealth. Purpose of report – documents the state of accessibility across the Commonwealth Executive Dept. per Executive Order 614. It provides the Gov’s office with progress details of the board. It identifies areas of need, future program and board opportunities and industry updates.

Feedback

Maria Michalski inquires about the dissemination of the secretariat chief accessibility officer position job description. CIAO Bloom clarified that it was distributed only to some secretariats due to the hiring freeze.

Discussion regarding key findings including path to accessibility maturity; official training program, use of ITS61 contract and more testing, drafting standards and requirements to align with expectations for design and development, accessibility for procured products.

Brian Chase’s has commentary posted in chat correcting a table on p 12 of the report regarding ITS61 contract usage and clarifying that OnBase does a team accessibility review, level one, which is no longer under the ITS61 contract. Because of this, EOVS does not perform its own accessibility testing; the vendor provides the VPATs and accessibility reports from a standard, accepted, contracted vendor.

Secretary Snyder has a comment/question regarding whether or not there is a formal maturity model to track against for feedback.

CIAO Bloom replies yes, the strategic plan includes an accessibility model to serve as a framework that will cover several different areas of the Commonwealth where we want to increase accessibility. Once that is in play, there will maturity levels; goals and objectives requirement that we can aspire to meet within a certain amount of time. Each of the areas will be tracked and will have associated standards and requirements so that we can track trends and identify gaps so that we can move to the next level of maturity.

David Bedard (DOT) asked about the matrix and clarification of some of the terminology used in the matrix towards the end of the report. CIAO Bloom replied that it’s the PDAA - Policy Driven Adoption of Accessibility. A model used across state governments but is not the model to be used going forward, it’s a model selected to provide a snapshot for this report on our current level of maturity. Will take note to possibly expand on definitions for clarification.

Maria Michalski (EOPS) will send some updated information to CIAO Bloom for the ITS61 contract chart.

Dave Bedard (DOT) states that the first bullet is very sobering from a DOT perspective. Very clearly captured.

Secretary Snyder seconds Mr. Bedard’s comment. Expresses his enthusiasm about the plan and how we can advance our maturity.

1. **FY25 Objectives Discussion**

CIAO Bloom leads discussion on the role of the board in the current digital accessibility landscape. Reiterates the mission of the board. There were two questions posed at the April 25th meeting: (paraphrasing) What does accessibility mean to you? What news headlines would you like that represents digital accessibility success in 2025? Feedback captured from that discussion was synthesized to create different themes and then from the identified themes objective statements were created; 1) Increased digital equity, 2) engage community stakeholders, 3) increase accountability through the use of public reporting.

Discussion and feedback on objectives.

1. **CIAO Updates.**

ITS61 Contract update. Meeting with accessibility vendors. Sarah Bourne assisting in the process/vendor meetings. All vendor meetings have been completed. Putting together a list for the strategic sourcing team.

Annual report drafting/feedback; staffing accessibility office/central team – postings on Linkedin for positions, great response; strategic planning efforts; BEST enterprise application procurement process.

Maria Michalski circles back to the Annual Report regarding the section on the domain policy. Suggests including language or a footnote about efforts that are being made by secretariats to meet the website domain policy, notes that they are changing it to the mayflower theme.

ADA Act Title II Final Rule. The Final rule is now published. Secretary Snyder has communicated out guidance to secretariates/stakeholders in executive department; it’s importance, deadlines and timelines etc. Lots of great information and action steps that can be taken now etc.

Any questions? [digitalaccessibility@mass.gov](mailto:digitalaccessibility@mass.gov) email, Mass Office on Disability available.

Accessibility Strategic Plan Updates: Consulting and subcontracting firm selected. Create adaptable plan. Strategic plans for secretariats.

Any questions about strategic planning efforts?

Discussion about setting up working groups for strategic planning efforts.

Peggy Kraft (EOE) discusses the timing of secretariats strategic plans vs. the Commonwealth strategic plan. Discussion regarding secretariat accessibility officer positions, hiring etc. It is intended that the secretariates will adopt the goals, the targets, the framework provided by the state plan.

1. **Next steps.**

Public candidate appointment, June 26th.

Approval of Annual Report June 26th.

Discuss FY2025 goals based on three objectives on previous slides, July meeting.

Engage Strategic plan development, early June.

Any questions?

Mary McCauley comments about the hiring freeze potentially being lifted soon, but not guaranteed and mentions the possibility of a waiver for certain accessibility positions.

1. **Board Remarks**

None.

1. **Public Remarks**

None.

1. **Motion to Adjourn**

11:04 am the motion to adjourn was made by CIAO Ashley Bloom and seconded by Secretary Jason Snyder.