**Minutes from the Digital Accessibility Governance Board meeting held virtually on October 26, 2023**

**Time of meeting: 10:00am – 11:30am**

Assistant Secretary Matt Moran opened the meeting at 10:02 am

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

**AGENDA:**

1. Introductions and roll call
2. Secretary Snyder remarks
3. Executive Order 614 overview
4. Board operations and charter
5. Process for nominating members of the public to the Board
6. Chief IT Accessibility Officer update
7. Board member remarks, public remarks and matters not reasonably anticipated by the Board

**Roll Call (Tom Myers):**

Secretary Jason Snyder: present

Mark Fine, designee for Secretary Gorzkowicz: present

Heath Fahle, designee for Secretary Hao: present, joined after roll call

Mark Reilly, designee for Secretary Tutwiler: present

Faye Boardman, designee for Secretary Tepper: present

Tami Segal, designee for Secretary Walsh: present

Nikko Mendoza, designee for Secretary Augustus: present

Paolo Franzese, designee for Secretary Jones: present

Secretary Reidy: present

Dave Bedard, designee for Secretary Tibbits-Nutt: present

Brian Chase, designee for Secretary Santiago: present

Marcony Almeida-Barros: present

Jonathan O’Dell, designee of Dr. Opeoluwa Sotonwa: present

John Oliveira: present

Mary Mahon McCauley: present

Chief Digital Officer Paros went through the meeting norms to ensure accessible and inclusive meetings.

**Opening Remarks by EOTSS Secretary Jason Snyder**.

Secretary Snyder opening remarks and introduction. Stated this is the kick-off meeting and this Board is still in the forming stage. Secretary Snyder encouraged active participation. Noted the Board Charter would be shared after the meeting and Board members would have an opportunity to provide feedback. Secretary Snyder stated it is essential to identify public members and ensure community engagement. Stated IT underlies the majority of service delivery and communications, and we must ensure it is inclusive and open to everyone. stated this team is empowered to provide direction. Stated he expects this Board to be collaborative and hopes for active participation, feedback, and respect.

**Executive Order Overview**

Chief Digital Officer Paros provided an overview of Executive Order 614 creating the Digital Accessibility Governance Board. Provided an overview of the purpose of the Board, membership, key responsibilities, and the role of the Chief IT Accessibility Officer (CIAO) and Secretariat IT Accessibility Officers (SIAO).

Board member Jonathan O’Dell stated that when the Board is doing public reporting, we must make sure we are taking into account all members of the public, including ASL, and native languages.

Board member Mark Reilly stated he is super excited to be part of this effort and bring an accessibility officer on board. He asked what the primary responsibilities of this role would be across Secretariats. Stated it would be helpful to have some coordination and consistency. Some help with the job description. Chief Digital Officer Paros responded that EOTSS would be involved in this process.

**Board Operations and Charter**

General Counsel Tom Myers provided an overview of the Board operations and Board Charter, including the frequency of meetings, quorum of member criteria, and requirements around open meeting law and deliberations. Provided an overview of the Board Chater that will further define the responsibilities of the Board.

Board member Mary Mahon McCauley stated she was very excited and asked whether the meetings will be in-person or hybrid. Chief Digital Officer Paros responded that the intent is to discuss the best strategy with the Board.

**Process for nominating members of the pubic to the Board**

Assistant Secretary Moran went over the public nomination process. Stated Board input is critical to appointing public members. Stated there will be a small working group consisting of 3-5 members to work on this process. Stated working group will establish process for submissions and establish the number of public members.

Board member Mary Mahon McCauley stated having a working committee is a good idea. Stated some non-profits may have staff that may be interested but could be a conflict of interest.

Board member Jonathan O’Dell noted we should be mindful of the idea of representation and different viewpoints of what is the best path forward.

Board member Dave Bedard noted he was interested in working on the committee.

**Chief IT Accessibility Officer Update**

Chief Digital Officer Paros presented an update on the CIAO hiring process, including a summary of the interview process, timeline, and what success looks like for the chosen candidate. Chief Digital Officer asked the Board for feedback on the proposed success criteria. Board member Bedard stated he liked it but had concerns about Secretariats being prepared to discuss their portfolio at the initial introductory meeting. Board member Chase raised a question about identifying internal stakeholders.

**Board member remarks, public remarks and matters not reasonably anticipated by the Board**

Eva Mostoufi provided several comments in the chat including asking what skills the Board will be looking for in a public member appointee and noted that it is important to have representation from the disability community. Eva Mostoufi asked whether there has been outreach to the local libraries. Assistant Secretary Moran responded that many groups are doing great work in this area, and we will focus on engaging with stakeholders throughout the Commonwealth.

Chief Digital Officer Paros asked the Board about their preference on in-person vs hybrid meetings. Board members expressed interest in in-person meetings but understood for convenience it made sense to have a remote option.

General Counsel Tom Myers requested a motion to adjourn.

Board member Mark Reilly: Motion to Adjourn.

Board member Dave Bedard: Seconded.

Meeting adjourned at 11:30 am.