

# GSA-CIO 508 Task Force Meeting

February 17, 2009

**Chair, Quentis Scott**

**Document Creator: Dan Perkins**

**Attendees:**

Dennis Papula  
Dan Perkins  
Luis Medina  
Michael Proul  
Dan Lawless

**Minutes of the Meeting:**

Quentis Scott did the opening remarks and talked about the name change from the Working Group (WG) to the Task Force.

Quentis Scott asked the participating members of the Task Force to bring questions to the group and to provide guidance on what the Task Force should be working on.

Quentis Scott stated that the Task Force Charter had been approved and that the information on the "List Serve" had been updated to reflect the name change.

Quentis Scott provided information on the 508 E-Mail and Phone Number Help Resources and stated that they had been launched to the web.

Dennis Papula talked about the Task Force Charter approval.

Dennis Papula talked about the IT Governance and he stated that each service for GSA, such as PBS, FAS, etc., have someone that represents their organization in the IT Council.

Dennis Papula talked about five different committees that report to Casey Coleman.



CIO Central Office, IT Policy and Compliance Division

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Dennis Papula stated that these five different committees have also established “Task Force” groups.

Dennis Papula stated that the Task Force must have a purpose.

Dennis Papula stated that the Section 508 Task Force is being sponsored by the IT Council.

Dennis Papula stated that he was disappointed in the participation in the meeting today and that he wants our meetings to be more purposeful.

Dennis Papula stated that if the meetings being conducted by the Task Force are not going to be purposeful and a decision making meeting, then it will go away.

Dennis Papula stated that he will have another message sent out to the heads of each department/service to have them identify an individual that will actually participate actively in the Task Force.

Dennis Papula stated that we do have 508 as a major initiative and we are committed to putting resources towards this effort to help make GSA a model agency.

Dennis Papula stated that he had asked Quantis Scott and Dan Perkins to develop the strategic plan and he hoped that the task force individuals have all read through it.

Dennis Papula stated that there are three goals to the Strategic Plan and he gave an overview of them.

Quantis Scott then talked about the Strategic Plan.

Quantis Scott summarized the three goals.

Quantis Scott stated that our goal at some point will be to have an annual Section 508 Conference, where we will provide training.

Quantis Scott stated that we have already established the Section 508 Help Lines of communication. These include an e-mail address and a centralized phone number.

Quantis Scott stated that we will be administering annual data calls on the status of Section 508 in the agency and for the different services.

This will help to see if the agency is being effective overall.

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Quentis Scott asked if all the Task Force participants had read the Strategic Plan and encouraged those who had not to do so.

Quentis Scott stated that Lorraine Cornish had prepared a Section 508 checklist on MS PowerPoint.

Dan Perkins asked for clarification on the checklist prepared by Lorraine Cornish and Quentis Scott stated that hers is a “Checklist” and not a guidance document, which was previously prepared by Dan Perkins.

Quentis Scott stated that Mark buchko is researching what tools are currently available and seeing how we can set up licenses for these packages.

Quentis Scott stated that she and Dan Perkins have an informational meeting with Deque Systems on February 18, 2009, to learn more about the products and services that they offer.

Dan Perkins gave his update and stated that he has been working on doing Market Research, by contacting other Federal Agencies to see what software solutions they are using and to see if they have testing labs established.

Dan Perkins stated that he is still working on the Acquisition Plan for the Section 508 acquisition for Section 508 testing, remediation and other related services.

Quentis Scott stated that we have some new guidance on GSA Insight. She stated that this will be moved to gsa.gov.

Quentis Scott stated that we have another office that has Section 508 related information posted on their web site.

Quentis Scott stated that our desire is to get all of the Section 508 information in one central location.

Quentis Scott stated that she is working on edits to the Section 508 information.

Quentis Scott stated that there are problems with the formatting and that it takes a few weeks to get things updated.

Quentis Scott stated that getting this accomplished is a work in progress, but she wants the information to be in the right format.

Quentis Scott stated that she wants to get some metrics on who is looking at our web sites.

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Quentis Scott stated that she is working on Policy and Procedure documentation and this will be sent out for comments.

Quentis Scott stated that there will be information on how to make your Microsoft Office and PDF documents accessible.

Section 508 Complaint procedure:

Quentis Scott stated that she sent out information on the Section 508 Complaint Process and she asked for comments.

Dan Lawless stated that the EEO Officer in Atlanta had no knowledge of the Section 508 Complaint Process.

Dan Lawless stated that something should go out to the Regional EEO Officers from the Office of Civil Rights (OCR), to let them know that they are responsible in the Section 508 Process.

Dan Lawless wanted to know what responsibilities the Regional CIO had for Section 508.

Dennis Papula said that the content owner is ultimately responsible for Section 508 compliance.

Dan Lawless asked if the Regional CIO will have any responsibility for Section 508 compliance.

Dennis Papula stated that for the most part, the Regional CIO will not have any responsibility for Section 508.

Dennis Papula stated that the Regional Staff should look to Quentis Scott and Dan Perkins for Section 508 guidance.

Dan Lawless stated that we may have to have a single point of contact for each region.

Dan Lawless said that we may need to look at each region to see who has content control.

Dennis Papula stated that this is much broader than just the web.

Dennis Papula stated that we may need to have a data call to establish the best point of contact for Section 508.

Dan lawless stated that we have different people in the regions that are doing Insight and gsa.gov.

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Dennis Papula stated that we do not need subject matter experts in the regions, but rather individuals that can pass on issues to Quentis Scott and Dan Perkins.

Dennis Papula Stated that we will work on a Section 508 POC for each region.

Dennis Papula stated that the IT Manager in each region reports to the CIO.

Quentis Scott stated that there were only a few individuals from the Task Force that commented on the complaint process document.

Quentis Scott stated that the document that we have will be passed on to the ITEC.

### **508 Exceptions:**

The subject of “exceptions” was discussed next.

Luis Medina said that he concurred with the exception comments furnished by Terry Weaver.

Quentis Scott stated that she understood the concerns expressed by Terry Weaver, but that we still had to have something addressing exceptions.

Dennis Papula stated that we have to have an exception policy, but that the circumstances where this is used should be rare.

Quentis Scott stated that it may be a situation where something is posted with an exception for a period of time, but they still have to make it compliant.

Dennis Papula stated that he would like us to move forward on the question of an exception policy.

Dennis Papula stated that he thought he remembered another agency that has an actual exception board.

Quentis Scott asked the Task Force Members in attendance if anyone wanted to work on the exception policy.

The following action items were covered:

The exception policy will be put up for review and a decision will need to be made.

The Section 508 Strategic Plan needs to be finalized by the next Task Force meeting.

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Dennis Papula stated that Quentis Scott or Dan Perkins would draft something for Mike Seckar to send out.

Quentis said that we will follow up with Joy Fulten on Social Media.

Quentis Scott reminded everyone to respond to the comments being sent out on the List Serve.

Dennis Papula said that he would like us to follow up with Dereck Rodgers on “Quicker”.

Luis Medina stated that there are various features for Quicker, such as on line meetings and white board.

Luis Medina stated that information is uploaded and then it is displayed on a shared screen. He was not sure if this was Section 508 compliant.

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