

GSA-CIO 508 Task Force Meeting

April 14, 2009

- **Attendees:**

Quentis Scott
Dennis Papula
Dan Perkins
Luis Medina
Lorraine Cornish
Gladys Poindexter
Khzemia Atif (New Member)
Joy Fulton
Barbara Holzworth
Andrea Corwin
Mark Buchko
Michael Proul

- **Minutes of the Meeting:**

Quentis Scott started with opening remarks.

Quentis Scott made an announcement about getting maximum participation from all of the Task Force Members.

Quentis Scott reminded the TF Members that it is important that they comment on items that are sent out.

Lorraine Cornish stated that she has put out the reference information on the MS Word and PowerPoint Checklists, but has not been able to post this information, because she has forgotten her password.

Lorraine Cornish stated that she is currently working on the MS Excel Checklist.

Quentis Scott and Lorraine Cornish talked about Lorraine having access to the web through Quentis's login.

Quentis Scott talked about the comments that she received on the Strategic Plan.

Quentis Scott stressed again that the comments that are furnished when information is sent out should be meaningful.

Quentis Scott stated that the 508 Complaint Procedure document was posted to Insite.

Quentis Scott reminded everyone of the location of our information on Insite and stated that our information will also be posted on the GSA main web site. We will get the location of this information at a later date.

The location of our information on GSA Insite is as follows:

GSA Insite
Information Technology
Section 508 and Accessibility

Michael Proul asked if the information is being placed on the web using a “Graphic Uploader” and Luis said that is a discussion for off-line.

Quentis Scott stated that Dennis Papula is working on the draft policy for Web 2.0, which is also referred to as Social Media.

Quentis Scott asked the Task Force Members in attendance to volunteer to help Dennis in drafting this policy.

Quentis Scott talked about the policy that is being posted on the web for Accessible Forms.

Luis Medina clarified that if anyone has a form that they want to post, they need to go to the appropriate contact in the forms division under Terry Weaver.

It was clarified that if someone in the agency wants a Standard Form (SF), GSA Form or Optional Form (OF), created, they must go through the Forms Division.

Luis Medina stressed that people should not be creating their own forms, they need to follow the proper procedure.

A form was defined as an item that goes through OMB clearance and is assigned a number.

Luis Medina stated that if there are pre-existing forms currently posted that have not been created using the Accessible FormNet process, then they should work with the Forms Division to bring those up to an accessible format.

Quentis Scott asked Luis Medina to send her information on the requirements or definition for Forms.

Lorraine Cornish stated that she would contact Jan Wendler to get information on the forms policy and what constitutes forms that go through the Forms Division.

Quentis Scott stated that the guidance for the use of the Buy Accessible Wizard has been posted Insite.

Quentis Scott talked about the statistics that were found on the number of disabled employees in the agency and using assistive technology.

- **Current Member Assignments:**

Quentis Scott stated that we have a draft 508 Directive that will be sent out. She will be sending this out in the next few days.

Quentis Scott reminded everyone again that we need full participation when things are sent out to the Task Force.

The Section 508 Handbook will be the procedures that will follow the actual policies.

Dennis Papula stated that we have a couple of things going on.

We have the existing GSA 508 Directive and there are items that need to be revised.

Dennis Papula said that we can do these sequentially. We would do the policies first and then do the procedures or we would define some of the procedures around Section 508.

Dennis Papula said that our choice is to do these items serial or to do them together.

Dennis Papula stated that the Handbook needs to be flushed out.

Michael Proul and Lorraine Cornish both stated that they believe that the handbook should be done first.

Lorraine Cornish stated that we should make sure to have an advertising campaign when the handbook is rolled out.

Quentis Scott stated that we will be doing training to all of the regions. She said that this will probably be in the third quarter.

Quentis Scott reminded the group that we will be sending out posters as well with our contact information on it.

Dennis Papula said that it sounds like the handbook needs to be flushed out. A Table of Contents needs to be developed.

This needs to be broken out piece by piece.

Dennis Papula used the “Dan Perkins Protocol” as an example of a piece of this handbook.

Dennis Papula stated that our ultimate goal by the end of the Fiscal Year is to have a revised Directive that will go through the process to be a GSA Order.

Dennis Papula stated that we will also release a “Technical Handbook” that will tell people how to do certain things. This will include such things as testing GSA web sites for Section 508 conformance, etc.

Dennis Papula stated that there probably needs to be some more detailed instruction around the acquisition process. He said that there are a lot of Services Contracts that currently don't have language in the contracts about Section 508.

There was discussion among the TF Members concerning acquisitions and contracting and the fact that almost all contracts will have some component of 508 in them, so they should have 508 language.

Dennis Papula clarified that the Directive is not really the key item for right now, but rather the “Handbook”.

Dennis Papula stated that we should look at developing the “Table of Contents” for the Handbook first.

Dennis Papula stated that we should set up the next couple of months by the elements of the Handbook that need to be completed.

Dennis Papula stated that The “Testing Protocol” being worked on by Dan Perkins should be completed by next month for the TF to comment. This would be a chapter of the Handbook.

Dennis Papula stated that the “Acquisition Section” would be a chapter and then the Task Force needs to decide on the other items to put in the Handbook.

Dennis Papula stated that once the Handbook is close to completion, the Directive will then be brought back into the picture.

Luis Medina stated that we have been missing testing standards and these need to be developed.

Quentis Scott stated that she would like to send out the draft policy for the TF Members to review.

Quentis Scott stated that in the next meeting, TF Members can propose additional items to be added to this policy.

Quentis Scott stated that in the meantime, she will be working on the Handbook and getting procedures for the policies that are already in place.

Dennis Papula clarified that for right now as it pertains to manual testing it will be a situation where Dan Perkins will test the item with a sighted person using his screen reader.

Dennis Papula stated that Dan Perkins will use the standard as a guideline and create an assessment.

There was discussion about the guidelines currently on the web for MS Word, MS Excel and MS PowerPoint.

There was discussion about the fact that Lorraine Cornish is preparing the :”Checklists” that compliment these guidelines.

The “Checklists” could be our “Testing Protocol”.

Luis Medina wanted to know what the time frame is for having the testing procedures completed and Quantis Scott reminded the Task Force members that she and Dan Perkins are the only one’s working on this information.

Dennis Papula stated that we need to provide the Task Force Members some milestones for the completion of items until the end of the year.

What are we doing and what is it going to take for us to get there.

The following are the two deliverables:

- Updated Directive
- Handbook

Dennis Papula stated that we need to have milestones that go along with these two items.

Software Solutions:

Quantis Scott talked about different testing or development tools that are available. These include the following:

- Nuance PDF Version 5.
- Netcentric (Good for PDF development)
- Adobe Professional

Quantis Scott talked about ACC Monitor and Mark Buchko has this tool on his server.

The current procedure for having a web site tested is to send a request directly to Mark Buchko, requesting that he test it for 508 compliance using this tool.

There were questions about who would have access to the tools and Quentis Scott stated that we have not yet decided on how this will work.

Dennis Papula stated again that we need to first work out the process. This is where the Handbook comes in.

Dennis Papula stated that the tool should support the processes in the handbook.

Quentis Scott stated that we already have the “Checklists” or procedures for MS Office documents, and Dennis said that here are the “Tools” that will help you create an accessible document.

Dennis Papula wants us to figure out the process and how the “Tool” supports the process.

Mark Buchko talked about Web Aim and some new information on their web site.

He said that they have evaluated the different tools that are available and they have written up conclusions on the different tools.

He said that this stated what the tool does and does not do.

He said that it also evaluated items from a financial aspect. If you have an unlimited budget, you may want to use this tool, etc.

If you have a moderate budget, you may want to consider this tool, etc.

Mark Buchko suggested that we use this information to help us in our process.

Dennis Papula said that we are getting close to coming up with budget items, so if there is an Enterprise Solution we would like to recommend, now is the time to think about this if we can prove the business value.

Dennis Papula thinks that we should have one organization purchase the different items.

Dennis Papula stated that we will want to make recommendations in a timely fashion, so it can be included in next years budget.

Quentis Scott mentioned Alex Koudrie and the accessibility statement.

Quentis Scott and Dan Perkins will look at the accessibility statement since alex has not responded.

Luis Medina talked about the exception policy and that he had not received many comments.

There was discussion about having a committee that would review items for exceptions.

This would be a combination of us and the different services, PBS, FAS, etc.

Dan Perkins gave an update on the GSAM and there is currently no language in the GSAM on Section 508, because they feel that it is adequately covered in the FAR.

Quentis Scott Stated that Dan Perkins will be circulating the “Testing Protocol” document soon and Task Force Members need to make sure to comment on it.

Quentis Scott talked about the training and on-line surveys that we will be having in the future to raise awareness about Section 508.

Quentis Scott mentioned that at some point she would like to establish an on-line Social Networking site.

Luis Medina would like to have a data call to identify what is the biggest thing that we should be focusing on.

Quentis Scott stated that right now she has the Testing Protocol being sent to the Task Force Members for comment by April 30th. This would give them a few weeks to comment by our next meeting scheduled for mid-May.

This could be concluded and put on the web by the end of May.

Mark Buchko is going to volunteer to submit conclusions on the tools software.

- **Action Items:**

Table of Contents for the Handbook needs to be developed.

Dan Perkins needs to complete the “Testing Protocol” portion of the Handbook and send to TF Members for review NLT 4/30/2009.

TF Members need to propose additional items to be added to the “draft” Policy. Quentis Scott will send out the “draft” Policy for TF Members to comment.

Quentis Scott will work on the Handbook and get procedures for the policies that are already in place.

Quentis Scott and Dan Perkins will develop milestones for the completion of items until the end of the year.

Quentis Scott and Dan Perkins will review the Accessibility Statement.

Mark Buchko is going to submit conclusions on the tools software.

