

# GSA-CIO 508 Working Group Meeting

December 9, 2008

**Chair, Quentis Scott**

**Document Creator: Quentis Scott**

## **Attendees**

Dennis Papula	Joy Fulton
Terry Weaver	Shelia Bumpers
Michael Proul	Sally Mayberry
Lorraine Cornish	Daniel Lawless
Donna Smith	Mark Buchko
Henry Chang	Andrea Corwin
Kristal Byrd	Gladys Poindexter
Luis Medina	Adam Csillag
Dan Perkins	

## ***Minutes of the Meeting***

### **508 Agency needs in the agency:**

- employee training on creating documents for 508 compliance
- available tools and resources for creating 508 accessible documents
  - PDF
  - PowerPoint
  - Office documents
- Testing environment for independent verification and validation including readers and other 508 testing tools
- Policy on posting of 508 accessible documents and websites
- EIT Contract documentation (ie. Testing SOW) need to include 508 language
- 508 enforcement as an RFP-SOW deliverable (accessible document and 508 compliant deliverables (ie. website, applications, online materials)
- Web 2.0 and social media solutions
- Insite content management standards need review and update
- GSA Accessibility statement needs review and revise
- Insite – Need external inventory of CMS and corresponding managers

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CIO Central Office, IT Policy and Compliance Division

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## 508 concerns in the agency:

- Content managers receiving non-compliant documents; difficult to remediate for 508 without source input
- Agency employees lack of knowledge on how to create accessible documents
- 508 compliance enforcement should start at the “Top”
- Remediation efforts of documents in backlog; limited or no staff available
- How to move into 508 compliance mode with Web 2.0 and new technologies
- Collaboration sites on Insite are NOT accessible

## Other discussion:

- Quentis Scott submitted the draft WG Charter to the working group for review and comments. Comments on the Charter are to be emailed to [Quentis.Scott@gsa.gov](mailto:Quentis.Scott@gsa.gov). Based on comments received, she will revise the Charter as necessary and submit back to the WG for final review and acceptance. One comment during the meeting was to specify the regional involvement as part of the Charter.
- PDF, PP and other office documents need to be compliant from the source. There is a problem with content developers creating inaccessible content which can be difficult to retrofit after the fact. Need CIO policy and resources for employees to meet compliance based on available tools.
- Some offices have limited resources in which to test and remediate a backlog of small and large non-accessible documents.
- Quentis Scott and Dan Perkins are working on drafting a Strategic Plan for the CIO 508 program. The plan will be comprehensive to entail the direction, goals and objectives of the program and to outline a strategy plan to achieve each. This is work in progress, but once the plan is complete as a draft, it will be shared with the working group.
- Dan Perkins is currently reviewing the Testing, Validation, Verification and Remediation SOW that we received in draft form from Lisa Stokes. He will have a more comprehensive update in the January meeting in terms of when the document will be ready for final review and comment by the working group, and a targeted timeframe on when the acquisition package may be submitted to the Contracting Office for processing.
- Henry Chang has a growing requirement to make documents compliant to 508 and is interested in GSA tools to help in this process. He also discussed the need for GSA to set standards for use of Web 2.0 technology and solutions.
- Quentis Scott is reviewing the CIO presence on the Insite. Plans are to review and modify the taxonomy as necessary, and to start populating these pages with information, resources, and links to 508 related topics.
- Working group members will be asked to assist in producing documents, researching 508 topics, and/or review and comment on various 508 documents produced by members of the group.

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- CIO has an extreme need to establish the framework with which to begin kickoff of the 508 program implementation, and work towards meeting the challenges, objectives and goals to make the overall 508 program successful agencywide.
- Conference bridge dial in number: 1-866-761-5011 (Passcode 6481937)

### Action Items – Next Steps

1. WG should review Draft Charter and submit comments to [Quentis.Scott@gsa.gov](mailto:Quentis.Scott@gsa.gov) by COB Friday, December 12.
2. WG members identified in the meeting will be added to the CIO508WG listserv. Quentis will send an email to working group members with instructions on use of the listserv.
3. Terry Weaver will work on drafting an accessibility statement.
4. WG member participation in creating tangible solutions for 508 related issues.
5. Quentis to report on update of CIO presence on Insite.
6. Quentis Scott will begin review of the procedure for testing web pages and documents for 508 compliance.

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