



Minutes
Accessibility Prioritization Committee
Office of Accessibility
City of Colorado Springs
March 25, 2021
1:30 p.m. – 3:00 p.m.

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Begin start: 1:30 p.m.

1. Introductions

- a. Attending: Kevin McDaniel, Robert Hernandez, Scott Campbell, Julie Smith, Wilfred Romero (Arc Pikes Peak)

2. Discussion

- a. **Project Update:** Kevin McDaniel provided project overview regarding new issues identified and requirements collected.
- b. **Content and Design:** The Office of Accessibility, in coordination with the Communications Office and Information and Technology, continue to identify solutions to content related issues. Most recently, approximately 200 accessibility errors were identified and remediated sitewide (COS.gov).
- c. **Digital Documents:** Digital document compliance reached a committee milestone of approximately 90% (compliance) in December 2020. A new workflow to continue to address compliance is attached to this meeting's minutes. Three document related trainings are currently in final review with the Office of Organizational Development.
- d. **Training:** The Office of Accessibility has identified existing training constraints and have developed a draft training plan to address remaining accessibility

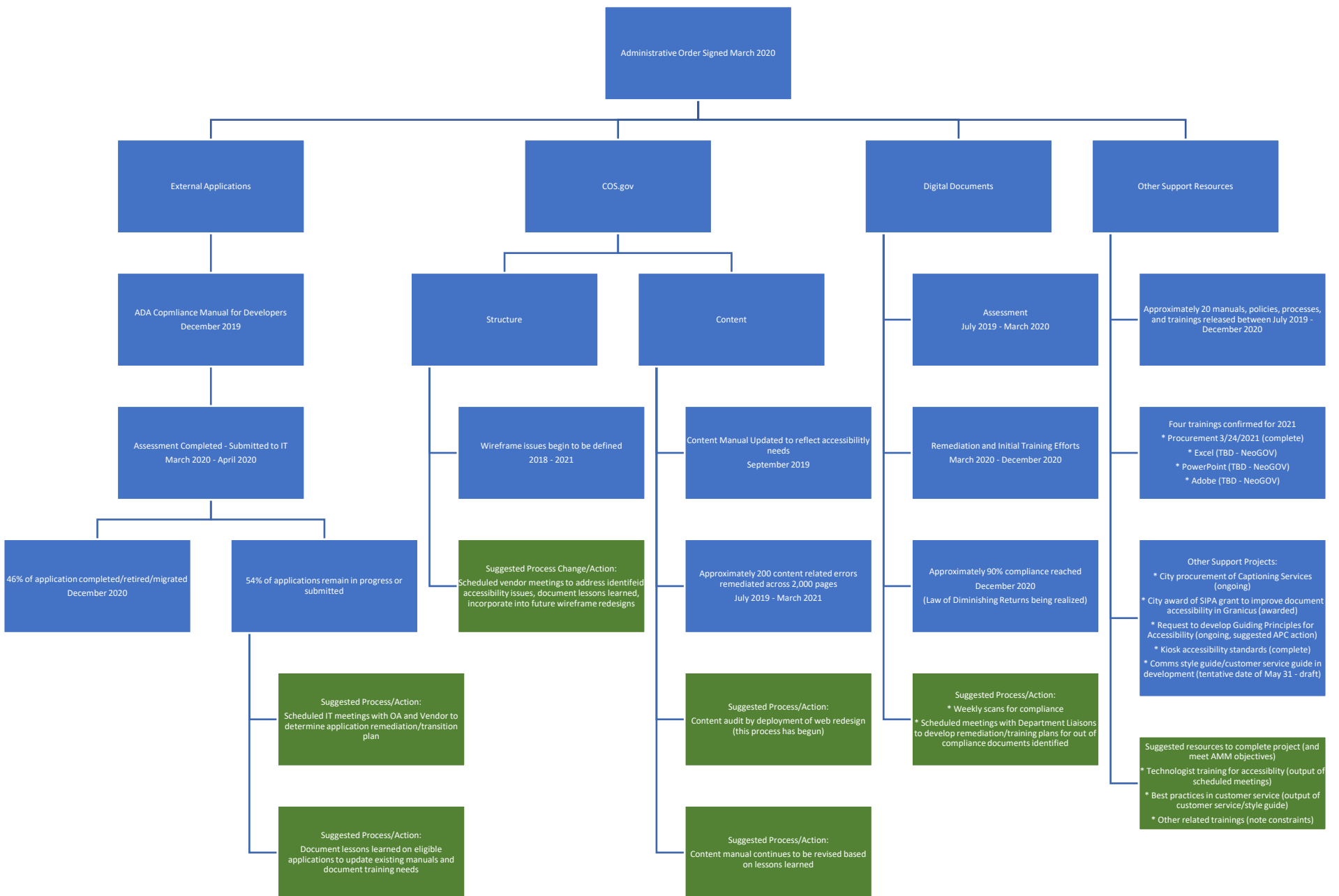


needs. This continues to be a living document as new requirements are identified; an update is planned for the committee's June 24, 2021 meeting.

- e. **Project Workflows:** The Office of Accessibility presented a draft workflow for remaining action items to complete the work associated with Administrative Regulation 2020-02. This draft workflow is attached and will be expanded upon in the committee's June 24, 2021 meeting as an updated project management plan is finalized. Committee approved draft workflow with the following notes:
 - i. External Application meetings, as noted in the workflow, to be initiated by Kevin McDaniel, in which the Office of Accessibility will work to identify the extent to which application can be modified, which are eligible for accessibility related overlays to improve user experience, and which will be replaced via the procurement/redesign process and must be incorporated into the City's finalized web accessibility transition plan (developed to extend beyond June 2022).
- f. **COS.gov redesign:** The Communications Office continues to hold weekly meetings with vendors, in which the Office of Accessibility participates, to ensure new content and document templates are accessible.
- g. **Other Business**
 - i. The Office of Accessibility thanked the Communications Office and Information and Technology Department, as well as external stakeholders and committee members, for their continued leadership and dedication to the project's efforts.
 - ii. The Office of Accessibility is currently working to identify new committee members to replace those who have retired or rotated into new projects.

3. Next Meeting Date (June 24, 2021)

Meeting concluded: 2:05 p.m.



Outputs: Accessible site designs and/or remediation dates, WCAG 2.0 integration into business processes, IT Guiding Principles (to be developed by APC), Customer Service and Public Participation best practices in regards to digital accessibility, web accessibility transition plan – beyond 2022, Accessibility Maturity Model objectives realized.