Hi Cheryl,

                The team has been inching forward on several fronts.

                Randy Grubbs has been looking into training options. Web Accessibility is fairly straight forward.  Looking into creating accessible PDFs has been taking more research.  I think the PDF training may end up requiring at least 2 classes. PDF accessibility, in my opinion, is hard to achieve if you don’t first have knowledge of the content creation/editing features of the Adobe PDF product itself.  I tried to jump in with my limited knowledge and struggled greatly.

                We have met with SiteImprove, who we currently have on contract.  Their software does QA and Accessibility checks.  We were hoping that their software could also incorporate manual site audit results to give a comprehensive view, but it currently does not. I’ve recently made a feature request to include that.  If they cannot fill that request, then we may need to explore other options.  We need a solution that can track and report on all issues/progress. However, SiteImprove reveals items that need to be addressed, so we can start with SiteImprove and upgrade to another product down the road.

                Penny Sylvia is our new Web Team Supervisor and has taken on reviving regular meetings with content contributors.  This will cover many topics, and DAC is going to be a big part of those meetings going forward.  Those meetings will be scheduled soon.

                DTech has been approved to add the two new positions to perform DAC work.  I anticipate starting the recruitment process for those positions in early May so we can have them on board at the start of the Fiscal Year.

I’m looking to fill one position with someone who can own the administrative pieces of creating, organizing, managing, and reporting on the continuous improvement plans for the departments.  This person will own the DAC portion of the Content Contributor meetings.  This position will also stay on top of the training program and ensure people are receiving training as well as evaluate the classes to ensure they remain relevant.  When not coordinating the before mentioned efforts, I expect this person can perform accessibility remediation tasks for departments that rely on DTech for content services.  For the second position I’m going to look for someone who can perform manual site audits, including full use of screen readers.

                Finally, the web content management system RFP is not quite finished.  I’m sorry, but I can’t speak to any details on that effort at the moment.  I’m sure you understand the confidentiality around the RFP process.

                Please feel free to reach out to me at any time, especially if I’m leaving out any specific elements you want information about.

Thank you,

**Jerry Gray**

IT Manager

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**From:** Zollars. Corinna <[zollarsco@saccounty.gov](mailto:zollarsco@saccounty.gov)>  
**Date:** Monday, March 27, 2023 at 7:35 AM  
**To:** Bennett. Cheryl <[BennettC@saccounty.gov](mailto:BennettC@saccounty.gov)>, Gray. Jerry <[GrayJe@saccounty.gov](mailto:GrayJe@saccounty.gov)>, Sylvia. Penny <[sylviap@saccounty.gov](mailto:sylviap@saccounty.gov)>  
**Subject:** RE: DAC updates

Hi Cheryl,

I’m including Penny Sylvia (Web Team Supervisor) and Jerry Gray (IT Manager over Web Team) in this message. I can’t make the meeting on the 4th but I’ll ask Jerry and Penny if they want to add more details to the following.

The team has been researching training options and there was a growth request submitted that will be going to the Board during June Budget Hearings for additional staff to support this effort.

Thank you,

Corinna