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877‑825‑5234

+011‑719‑481‑9831

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>> MIKE McCABE: Jeff, I just had a couple questions for you because you and I haven't had a chance to catch up. You want me to use the script pretty much verbatim, right?

>> JEFF WISSEL: It's up to you. It's your call.

>> MIKE McCABE: I shared the deck with the reviewers as part of the approval process that I'm going through. Again, at JP Morgan Chase, when you do a speaking appearance, you have to get it approved. Yeah. I mean, I have a two‑monitor set up right now where I have like the left‑hand monitor, which is just my laptop monitor where the camera also is just showing up full screen in Zoom and then to the right, I have a wider screen monitor. And I have the Word document up next to that like right next to the camera so it looks like I'm looking almost the at the camera. The Word doc, I'm looking at it right now. I don't know if that works, if it looks like I'm looking off.

>> JEFF WISSEL: It looks great to me, but I'm visually impaired. Jason, does it ‑‑

>> JASON: Yeah. It looks good to me.

>> MIKE McCABE: Okay.

>> JASON: And I like your glasses, by the way.

>> MIKE McCABE: Oh, thank you. Thank you. And Jeff, one other thing I noticed on the deck slides that you sent, um, the first slide with the cover has the graphic with the building block, but it says test products.

>> JEFF WISSEL: Oh.

>> MIKE McCABE: Not the update procurement ones.

>> JEFF WISSEL: Jason, do you have the PowerPoint slide in front of you?

>> JASON: I have not been sent them.

>> JEFF WISSEL: Man, I just dropped the ball on this one. Let me send it to you, Jason.

>> JASON: Sure. So then, Mike, so you said you are going to read the script verbatim?

>> MIKE McCABE: Pretty close to verbatim. There is not much to change come here. Jeff, it seems that sometimes there was less information in the talking points in the Word doc that you provided versus the talking points that are actually on the slide. So ‑‑ you know, like ‑‑ so in other words, the slide ‑‑ for slide 3, there's a whole series of bullets that are at the bottom of that. You know what, I'm sorry. They are there. It just cut off early on the page. So yeah. That's fine.

>> JASON: We have two options. Either if you are going to read it totally verbatim, which I'm not saying you need to, you can send me the script and I could follow along and advance the slides just following the script or you can simply say next slide. Whatever you feel more comfortable with.

>> JEFF WISSEL: Jason, you should have both the power point slide or you should be getting it at any second and the Word doc. So Mike, would you want Jason to share the power point slide?

>> MIKE McCABE: If he shares it, I don't have to worry any that and I can just follow along. I just have my right hand on a mouse that I can scroll down and get to it on a Word doc. It's not going to be visibly moving or anything like that. It's in ‑‑ if you're going to share the slide, then I don't need to see it on my screen. I'm just make the Word doing.

>> JEFF WISSEL: Exactly.

>> JASON: Okay. So I can ‑‑ if you're going to follow the script, then I can open the script and I can maneuver the slides just based on the script or you can say next slide. Whichever you feel more comfortable with.

>> MIKE McCABE: Yeah. You can do it when you see it in the script at this point.

>> JASON: Jeff, you can enable my screen share?

>> JEFF WISSEL: Yes. On slide 1, Jason, there's a graphic that says test for accessibility. Are you able to either delete that or update the text in it?

>> JASON: Ah ‑‑don't see that on my end ‑‑ I don't see that on my end.

>> JEFF WISSEL: Which slide was that on, Mike?

>> MIKE McCABE: You know what? I just ‑‑ that is actually the building block that we're covering on this one. Test products is another one. If you just want to take this graphic from the second slide and use that to replace the one on the first slide, I just want to make sure we're not confusing people because ‑‑

>> JASON STEWART: Yeah. I just got that done.

>> MIKE McCABE: Perfect.

>> JEFF WISSEL: Chris, this is Jeff. Did your computer come online?

>> Chris: Yes. Thanks.

>> JASON STEWART: Can you see the slide in.

>> JEFF WISSEL: Jason? I made you host and it took me out. Can you let Chris in?

>> JASON STEWART: Yes. I can.

>> MIKE McCABE: Jason, is there enough lighting for me on this? I have a desk lamp that I can use to add a little more light if necessary.

>> JASON STEWART: No. I think it looks pretty good.

>> MIKE McCABE: Okay.

>> JEFF WISSEL: You look marvelous.

>> MIKE McCABE: Again, I'll take that with a grain of salt, Jeff.

>> JEFF WISSEL: That's what I always tell people. I am visually impaired, but to me you look great.

>> Chris: Okay. I'm ready. Thanks for your patience.

>> JEFF WISSEL: No problem. We're working on things on our end. So ‑‑ Mike, when we go through this, I have no doubt you'll do it perfectly in one take, but if you, um ‑‑ we always have the ability to have more than one take, if you want. As you're going through it, if you get ‑‑ if you do something in the first minute or whatever, then it makes sense just to start over, but if you get 3, 4 minutes into it, then you miss ‑‑ you forget something or whatever. If you just pause for about 10 seconds and then restart back at that sentence and then that way, it makes it easy for us to edit that out. I don't think you need to do that at all. But just so you know, we have that ability. If it is early on or even after you're completely done, we can do a second take or whatever. Just ‑‑ the only thing I'll share is speak slower than you think you should be and you tend to be pretty good at that point. It's common after the first slide to be speaking slow enough and then all of a sudden, you pick up or whatever. I'm preaching to the choir. With Chris and Monica being able to keep up, it feels awkward sometimes when we're presenting. It's like oh, my gosh. I sound so slow, but that's probably a good sign that you're at the right pace.

>> MIKE McCABE: Okay.

>> JEFF WISSEL: If you want to do a couple of talking points or whatever and Chris and Amy can give feedback on your pace. That usually works pretty well when you're ready. What will happen is when we're all set up, Jason will hit the record button and then you'll get that little message that says this recording is now in progress or whatever. Give it 3 or 4 seconds after that and then you can start. Do you want to ‑‑ let me back up. Do you have any questions before we ‑‑ any other questions?

>> MIKE McCABE: Yeah, Jeff. I have one thing I want to bring up. From the stand point, I'm not sure how to handle this. The only thing that our media relations team in reviewing the speaking appearance in the deck had any real concern about themselves was, um, this contains like the information from ecsenture and Salesforce and Microsoft's documents. And I don't know whether they want me to give like a bigger disclaimer that before I start reading them, that these points are our examples from another company that I'm relaying as a host of this show because they just wanted ‑‑ again, they want to be sure that me saying the things that are said here, you know ‑‑

>> JEFF WISSEL: Would this be helpful? The information about ecsenture, Salesforce and I forget what the other one was. Microsoft, they're all on the procure access website. So if it helps with your disclaimer to say the examples I'll be sharing on the following slides are directly from the DisabilityIN procure access website in collaboration. These companies have shared the documents and they're on DisabilityIN's website or whatever if that helps cover you.

>> MIKE McCABE: Um, I think it could. Again, like I said, we have gotten through 3 of the 4 approval steps at this point for me to get to do this even though (inaudible) now. I want to let you know that's the last one. May (inaudible) those questions yesterday unfortunately.

>> JEFF WISSEL: Let's go through it as it is. I'll be sharing real examples from companies that have shared the ‑‑ these are publicly available documents that they provided available on the DisabilityIN website. And if for whatever reason the ‑‑ you know, your communications group says oh, my gosh. Absolutely not. Literally, we can edit that portion out.

>> MIKE McCABE: That starts with slide 7. So, um, then again, let me just see. Okay. Hey, Jason?

>> JASON STEWART: Yeah.

>> MIKE McCABE: Can you move forward to slide 7? So Jeff, there's a little bit of an issue just with the, um, the word ecsenture in the title is overwriting the first word, the text under it. We need to pop that text down a little bit. It looks like there's a little room for that paragraph to slide down and make that title a little bit smaller. I just realized that when I was going to slide 7 here on my side. And then after that, like I said, I think we're good to go. We can do a quick test of the recording, if you guys want to, to make sure the pace is good and everything else.

>> Chris: I wouldn't worry too much about pace. Monica and I both have extensive experience. I think we'll be fine.

>> MIKE McCABE: Okay.

>> Chris: Sure. If you want to try and talk slower, go ahead, but if you want, don't worry about it. Worse comes to worse, we'll stop you.

>> MIKE McCABE: Wave a white flag or something. Okay.

>> JASON STEWART: All right. So whenever you're ready, let me know. Like Jeff said, you'll hear the recording in progress and just wait 3 seconds and then you can start.

>> MIKE McCABE: Okay. So do you want me to just do a test take first of just the first slide or the first ‑‑

>> JASON STEWART: Yeah, yeah.

>> JEFF WISSEL: Television the first slide, first couple points.

>> MIKE McCABE: Okay.

>> JASON STEWART: I will record the test take.

>> JEFF WISSEL: So Mike, Jason is not going to record the test take. Just to test it.

>> MIKE McCABE: Welcome to procure access. Launched in July 2022, procure access is a business to business initiative facilitated by DisabilityIN. And a new component of the DisabilityIN digital accessibility program. It brings together companies that recognize the importance of buying and selling technology that's accessible to people with disabilities. Accessible procurement is multi‑faceted and requires a work, commitment and attention of many people and business units within the organization.

>> JEFF WISSEL: I think that's perfect. Chris and Monica, what are your thoughts? Perfect. Didn't interrupt you, but I guess I did mean to interrupt you. That was perfect. I'll go on mute and the only ones that should be on video are Chris and you and then Jason, you have both of them spotlighted or whatever the technical term is.

>> JASON STEWART: Yes. Yeah. You got that.

>> JEFF WISSEL: I will go on mute. It's all yours, Mike.

>> MIKE McCABE: All right. Thanks.

>> JASON STEWART: Let me know when you're ready and I'll hit record.

>> MIKE McCABE: All right. Sounds good. Welcome to procure access. Launched in July 2022, procure access is a business to business initiative facilitated by DisabilityIN and a new component of DisabilityIN Digital Accessibility Program. It brings together companies that recognize the importance of buying and selling technology that's accessible to people with disabilities. Accessible procurement is multi‑faceted and requires the work, commitment and attention of many people and business units within the organization. There's lots to do when at time it can feel overwhelming. The procure access building blocks help simplify things. Think of the blocks as a quick start guide for your accessible procurement journey. They are the foundation of the successful program. There are 8 building blocks in the series. Today's building block is titled update supplier code of conduct and other procurement documents. My name is Mike McCabe and I'm a manager at JP Morgan Chase. Updates supplier code of conduct and are the procurement documents. Buyers should be transparent with their suppliers about their accessible procurement requirements. So you should update your supplier codes of conduct, master services agreements, requests for proposals, contracts and related documents and terms to clearly state your organization's commitment to accessibility, required standards, testing protocols, evaluation process, use of specific assistive technologies and maintenance plans. In this building block, we focus on updating your company supplier code of conduct and other key procurement documents. In doing so, buyers are being transparent with their suppliers about their commitment to accessibility and specifically call the attention to accessible procurement requirements that are designed to help achieve accessibility and Disability Inclusion objectives. The point is to clearly state your organization's commitment to accessibility, required standards, testing protocols, evaluation process, use of specific assistive technology and maintenance plans. Let's now explore key steps and recommendations to approach how to successfully update your procurement documents.

Review the key elements from the previous policies building block. Work with your legal team to review accessibility language for the supplier code of conduct and other procurement documents. Incorporate legal‑approved accessibility language into your template master service agreements and supplemental standard templates that are particularly focused on technology products and services. Add this language at the time of renewal of master service agreements as compared to amending contracts to increase efficiency and fit into existing processes. Train cross‑organizational teams once the new documents are ready for launch.

When beginning this work, please recall the key elements from the previous building block. Jeff, I will stop just for a second to clarify something and I apologize, guys. Doing this I want to make sure this is what you want. I can do it, but I don't want to go all the way through. Do you want me to start for the talking points or do you want me to read the bullets on the screen too? Because there's a lot of overlap between the two. I can do both and that's what I've done on the first slides. It seems ‑‑

>> JEFF WISSEL: Yeah. No, definitely don't need to repeat them. Just one or the order. Yeah. Sorry about that.

>> MIKE McCABE: It's okay. I apologize. I got deep into it and I didn't realize.

>> JEFF WISSEL: That's okay. No. That works.

>> MIKE McCABE: Jason, just keep going starting over? What should I do?

>> JASON STEWART: Um, I think it would be easiest at this point to start over personally.

>> MIKE McCABE: Okay.

>> JEFF WISSEL: I would agree. And Mike, you sound absolutely perfect.

>> MIKE McCABE: Okay.

>> JEFF WISSEL: Yeah.

>> MIKE McCABE: All right. If you don't mind doing that, getting it reset, Jason, I should have asked before we did it. That was another question I had on my mind, but I didn't put it out there.

>> JEFF WISSEL: That's what this is all about, Mike. So Jason stopped it. So what will happen when he starts record again, it gives us a fresh file to go from. Let us know when you're ready and then Jason will start the recording and once you hear that message, give it a couple seconds and then start.

>> MIKE McCABE: Okay. Chris and Monica, sorry for that. Welcome to procure access launched in July 2022, procure access is a business to business initiative, facilitated by DisabilityIN and a new component of the DisabilityIN digital accessibility program. It brings together companies that recognize the importance of buying and selling technology that's accessible to people with disabilities. Accessible procurement is multi‑faceted and requires the work, commitment and attention of many people and business units within the organization. There is lots to do and at times, it can feel overwhelming. The procure access building blocks help simplify things. Think of the block as a quick start guide for your accessible procurement journey. They're a foundation of a successful program. There are 8 building blocks in this series. Today's building block is titled update supplier code of conduct and other procurement documents. My name is Mike McCabe and I'm an employee disability Program Manager at JP Morgan Chase.

In this building block ‑‑ in the first building block, we focus on updating your company supplier code of conduct and other key procurement documents. In doing so, buyers are being transparent with their suppliers about their commitment. To accessibility and specifically calling attention to accessible procurement requirements that are designed to help achieve their accessibility and Disability Inclusion objectives. The point is to clearly state your organization's commitment to accessibility, required standards, testing protocols, evaluation process, use of specific assistive technologies and maintenance plans. Let's now explore some key steps and recommendations to approach how to successfully update your procurement documents.

The key steps for updating procurement documents. When beginning this work, recall a key element from the previous building block. These will help ensure your policies translate into your documentation. As a refresher, here they are again. Identify applicable technology for your organization. Include a statement to your organization. Outline organizations commitment to purchase accessible technology for all needs internal, customer facing, et cetera and that accessible solutions will be preferred over non‑accessible solutions. Include general reference to applicable laws. Lay out expectations for product, solution accessibility testing during development and delivery. Include key accessibility contacts and links to applicable procurement accessibility resources. Incorporate statement and supplier responsibility for remediating their accessibility barriers. Include language on the general consequences of lack of accessibility. Outline the expectation of vendors to have an accessibility policy and public accessibility staged that includes their contact information. Lay out the exception process and an obligation to establish a roadmap for resolution. We should incorporate legal approve the accessibility language into the template master service agreements and supplemental standard templates particularly focused on technology products and services. Add this language at the time of renewal for master service agreements as compared to amending contracts. To increase efficiency and fit them into existing processes. Language to reflect accessibility commitment. Be sure to include timeframes for remediation or providing alternatives in case the product isn't accessible. This will help avoid both legal and reputational risks. It's important to encourage suppliers to create their own culture of accessibility, demonstrate that the organizations expectation extends beyond compliance. JP Morgan Chase includes this type of language and a supplier code of conduct. The firm actively encouraging suppliers to embrace diversity by documenting a Diversity and Inclusion approach that includes ways to identify, measure and improve inclusion and embedding accessibility standards that go beyond minimum compliance.

The more specific an organization is about what it needs in terms of accessibility for employees and applicants, the more detailed the consequences of not meeting accessibility requirements, the more likely they are to be met.

Thoughtful conversations during negotiations about these types of questions about indemnity, breach and more covers the many unknowns that occur after the ink is dry. These are examples that were provided by some of the member firms from procure access and are available on the procure access website of existing documents that were publicly available on their websites stating their accessibility standards. The first example is from ecsenture. This example of faking accessible in the general procurement can be found in the sample documents section on the accessible technology procurement toolkit. Standard procurement documents should state your organization's basic expectations, the technology will meet accessibility standards as ecsenture does in its standards of conduct here. Adding the why strengthens the language and shape its to your organizational goals. Encouraging suppliers to create their own culture of accessibility demonstrates your organization's expectations extend beyond compliance. JP Morgan includes this type of language in its supplier code of conduct. The firm actively encourages suppliers to embrace diversity in their own business practices by documenting a Diversity and Inclusion approach that includes ways to identify, measure and improve inclusion and embedding accessibility standards that go beyond minimum compliance.

The second example is provided by Salesforce. This notice that it uses inclusive technologies has three pillars. Making a procurement responsibility, policy enforcement and flexibility for a most current WCAG standard, level AA for all levels. This is a good one you can use as a starting point. Please be sure to check it out along with examples from ecsenture, Microsoft and JP&C.

If you're interested in a master service level agreement example, you might want to check out Microsoft. Notice how they require their suppliers to comply. They include any device, product, website, web‑based application, cloud service, software, or content developed for or provided by or on behalf of a supplier or supplier's affiliate. That's a pretty broad and encompassing description. Okay. That's it for this building block. Let's proceed to the next one.

You can find more information about this building block on the DisabilityIN procure access website. At https:// DisabilityIN.org/what‑we‑do/procure‑access/

There you will find the tools you need within your organization. Be sure to watch for existing firechat video where you will learn an industry leader implementing this building block within the organization. Also be sure to visit the other seven building blocks in this series. Thank you for watching.

>> JEFF WISSEL: Mike, that was awesome.

>> MIKE McCABE: Hey, Jeff?

>> JEFF WISSEL: I know exactly what you're going to say, that last line.

>> MIKE McCABE: What's up?

>> JEFF WISSEL: I, um, what were you going to say?

[Laughter]

>> MIKE McCABE: No. That was fine. My only question was are there two different examples from JP Morgan in here? I think I repeated the same one.

>> JEFF WISSEL: No.

>> MIKE McCABE: There's a point on slide 4 that talked about JP Morgan including a language and their code of conduct. And then when I got down into ‑‑ wait a second.

>> JEFF WISSEL: I knew you said something ‑‑

>> MIKE McCABE: Now I don't see it twice.

>> JEFF WISSEL: You said JP Morgan includes this type of language.

>> MIKE McCABE: It's in the talking points before.

>> JEFF WISSEL: Would it have been on the Salesforce side on slide 7 or 8?

>> MIKE McCABE: That's what I'm looking for. Yeah. And then it is on 7 again.

>> JEFF WISSEL: I think that point there was just about how JP Morgan includes this type of language as well, like the theme about that language.

>> MIKE McCABE: Okay. There's two talking points there like talking point before and talking point for 7 both have the same language. That's what I mean.

>> JEFF WISSEL: Okay.

>> MIKE McCABE: So I don't know if we want to just cut that part out of me repeating it. I guess it's ‑‑ you know, it's the same quote almost. But it's a different theme leading into it.

>> JEFF WISSEL: Yeah.

>> MIKE McCABE: Okay. Got it.

>> JEFF WISSEL: Yeah. I'll listen to it. If it sounds ‑‑

>> MIKE McCABE: Let me know how it works. I hope that was what you were looking for.

>> JEFF WISSEL: Absolutely.

>> MIKE McCABE: Without going through each of the bullets in here.

>> JEFF WISSEL: That was perfect.

>> MIKE McCABE: Too fast on some of the slides.

>> JEFF WISSEL: Huh‑uh. Jason, anything from your end?

>> JASON STEWART: Not about the recording. My only question is you have several slides that have like things, um, slides or talking points that have links attached to them. Do you want someone while you're talking to share those links in the chat during the presentation or no?

>> JEFF WISSEL: I don't think so.

>> MIKE McCABE: I think all of these point to the same spot, like the same general location that is linked on the last slide.

>> JEFF WISSEL: Exactly.

>> MIKE McCABE: Where there is a full link.

>> JEFF WISSEL: And the transcript will be there and everything.

>> MIKE McCABE: So let me know when you guys have a chance to review. Jeff, just a heads up. We have that expo thing up in Manhattan next Wednesday. So I'm going to be going up Tuesday and coming back Wednesday afternoon. So outside of that, you know, if you guys need anything from me before the 24th ‑‑ I mean, just reach out to me.

>> JEFF WISSEL: Okay. I will. The order thing is just to get a prep call from you and Christian.

>> MIKE McCABE: Exactly. That was my order question.

>> JEFF WISSEL: Chris and Monica, thank you both. We'll let you guys the two of you drop off.