

RESOLUTION

No. 2024 - 17

**A RESOLUTION OF THE LOGAN COUNTY BOARD OF COUNTY COMMISSIONERS
ADOPTING THE LOGAN COUNTY DIGITAL ACCESSIBILITY POLICY**

WHEREAS, House Bill 21-1110 created a mandate for local governments and state agencies to create an accessibility plan and meet certain digital accessibility standards, by July 1, 2024; and

WHEREAS, Senate Bill 23-244 clarified that digital accessibility standards are subject to a level of reasonable accommodations for individuals with disabilities; and

WHEREAS, House Bill 24-1454 created a one-year grace period for implementation of digital accessibility requirement if good-faith efforts are being made to achieve compliance with the accessibility standards; and

WHEREAS, Logan County has engaged an accessibility-related consultant to conduct a comprehensive accessibility review, and is working toward compliance with the accessibility standards; and

WHEREAS, the adoption of a digital accessibility policy will further the County's efforts in achieving compliance with the digital accessibility standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY, COLORADO that:

1. The Board hereby adopts the Logan County Digital Accessibility Policy in the form attached hereto.
2. The Policy shall be posted to the Logan County website and may be subsequently revised as needed.

Approved and adopted this 2nd day of July, 2024.

**BOARD OF COUNTY COMMISSIONERS OF
LOGAN COUNTY, COLORADO**



Mike Brownell, Chairman



Joseph A. McBride



Jerry A. Sonnenberg

I, Pamela M. Bacon, County Clerk and Recorder in and for the County of Logan, State of Colorado, do hereby certify that the foregoing Resolution was duly adopted by the Board of County Commissioners of the County of Logan and State of Colorado, in regular session on the 2nd day of July 2024.



Pamela M Bacon

County Clerk and Recorder

LOGAN COUNTY DIGITAL ACCESSIBILITY POLICY

PURPOSE:

The purpose of this policy is to ensure all persons regardless of disability are afforded equal access to Logan County Information Technology Systems and related services in accordance with Colorado HB 21-1110, SB 23-244, HB 24-1454, the Americans with Disabilities Act Amendments Act, and all other applicable state/federal laws and regulations. A standard of reasonableness shall apply to all requirements herein, and compliance with this policy is expected to be fully implemented by July 1, 2025, or earlier.

A. DEFINITIONS:

1. “Disability” shall have the same meaning as defined in § C.R.S. 24-34-301 (5.6)
2. “Accessibility Coordinator” shall mean the person(s) designated by this Policy to respond to all accessibility issues (implementation, investigation, corrective action) to ensure county-wide compliance with this policy.
3. “Information Technology Systems” or “ITS” shall mean any technology, hardware, or software that is both public-facing and internal-facing including any technology provided by or procured by Logan County that is used by the public or county staff (including but in no way limited to: websites, applications, kiosks, digital signage, documents, video, audio and third-party tools).
4. “WCAG” shall mean the most recent Web Content Accessibility Guidelines, international web standards [*the current is version 2.1, levels A, AA, and AAA*].

B. GOVERNANCE, ROLES & RESPONSIBILITIES:

1. **County Wide Governance:** Logan County may continuously investigate opportunities to improve County-wide governance (accountability and responsibility) for accessibility of its Information Technology Systems. Questions and concerns related to accessibility may be made by county staff and/or the general public via email at accessibility@logancountyco.gov or by telephone at (970) 522-0888.

2. **Designation of Accessibility Coordinator(s):** The county Public Information Coordinator (and his/her designees) shall be the Accessibility Coordinator(s) responsible for all implementation, compliance, investigation and corrective action matters related to accessibility of the County’s Information Technology Systems. The Accessibility Coordinator(s) shall report any accessibility issues/concerns unable to be remedied within his/her power and/or authority (*e.g.* funding requests, technical issues requiring IT support, legal questions, *etc.*) to the Administrative Officer to the Board of County Commissioners, County Attorney’s Office, and/or any retained

accessibility contractor as soon as reasonably possible. The Accessibility Coordinator(s) shall be responsible for investigating and remedying (whenever necessary) all accessibility issues discovered. The Accessibility Coordinator(s), BOCC Administrative Officer, County Attorney's Office, IT Department, and other County Departments, shall provide all reasonably necessary support, without imposing undue hardships, in remedying any identified compliance issues and/or providing reasonable accommodations for individuals with disabilities.

3. **Tracking and Reporting:** The Accessibility Coordinator(s) shall be responsible for implementing internal policies/procedures for tracking and keeping records of all IT accessibility reporting and decisions. The Accessibility Coordinator(s) shall compile and review all records and brief the BOCC Administrative Officer, IT Department, and County Attorney, on recommended organizational or other changes for compliance no less than once annually.

C. EVALUATION, REMEDIATION, AND COMPLIANCE:

1. **WCAG Compliance:** Logan County shall, at a minimum, comply with most recent WCAG Level A and AA guidelines (version 2.1 as of SFY 2022) for any WCAG applicable ITS utilized by the County.

2. **Technology Accessibility Compliance:** Logan County shall, at a minimum, comply with the technology accessibility standards more specifically detailed in Section G below.

3. **Inventory of ITS Touchpoints:** Logan County shall maintain an inventory list of all ITS touchpoints/products and shall implement testing approaches that include third party testing, assistive technology and integrated testing by users with disabilities as appropriate. The ITS inventory list shall apply to all internal and external facing software, websites and applications managed by the County with the appropriate Department or Elected Office identified as the product owner.

4. **Budget Requests:** The Accessibility Coordinator(s) shall be responsible for budget requests to fund testing and remediation of websites, applications and all other ITS as necessary. This may include, but is not limited to, funding for outside contractor(s) to ensure compliance with this Policy.

5. **Implementation:** The Accessibility Coordinator(s) shall ensure testing and remediation implementation duties and responsibilities are communicated to appropriate county staff in a timely manner when applicable and shall keep records of all implementation measures completed.

D. SKILLS AND TRAINING:

1. **Skills/Training:** The Accessibility Coordinator and IT Department shall identify and provide accessibility resources and training to appropriate county personnel.

2. **Job Descriptions:** Logan County shall include accessibility skills/knowledge requirements in appropriate job descriptions as determined by the Accessibility Coordinator(s) and Human Resources. The County may maintain official internal resources or other training materials with examples of accessibility skills and knowledge requirements.

E. COMMUNICATION:

1. **Accessibility Statement:** Logan County's Website shall have an Accessibility Statement with contact information linked to the footer. The Accessibility statement shall read: *"Logan County is committed to providing equitable access to our services to all Logan County residents. Our ongoing accessibility effort works towards being in line with the Web Content Accessibility Guidelines (WCAG), version 2.1, level AA criteria. These guidelines not only help make our digital and website content accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability. Our efforts are just part of a meaningful change in making all Logan County services inclusive and accessible. We welcome comments on how to improve our digital and website content accessibility for users with disabilities and for requests for accommodations to any Logan County services."*

F. PROCUREMENT AND VENDOR MANAGEMENT:

1. **Minimum Standards:** Logan County shall ensure all new solicitation, evaluation and contract processes address Information Technology Systems accessibility. Logan County shall ensure, at a minimum, the accessibility criteria contemplated in Sections C.1 and C.2 above are integrated into all new solicitation, evaluation and contract processes and that the County uses such processes to improve the accessibility of all product/service offerings. This means all new public facing solicitations (RFPs, IFB's, etc.) shall incorporate/require Sections C.1 and C.2 criteria and all third parties shall be evaluated for compliance (or ability to come into compliance) with the County's accessibility requirements. To the fullest extent possible, Logan County shall ensure all new agreements, contracts, subcontracts, MOU's, etc. have provisions requiring accessibility compliance when applicable.

G. TECHNOLOGY ACCESSIBILITY:

1. **Scope:** This section G shall apply to Logan County and vendors contracted by Logan County as a means to facilitate information technology implementation and assist in making the usage, support, and/or purchase of information technologies more consistent and efficient. It is the intent and aim of Logan County to work with vendors to utilize information technology in a manner best positioned for accessible use. The standards herein may be required of information technology and related services made available for public use and in any case wherein county employees exhibit needs for accessibility requirements. The needs for accessibility vary greatly from person-to-person and will therefore be addressed on a case-by-case basis. The intent of this Section G is to proactively prepare for potential future accessibility accommodation requests. The potential accessibility standards contemplated herein are not intended to provide an exhaustive list of potential accessibility standards. Rather, the intent is to help Logan County prepare and plan for future accommodations.

2. **ITS Standards:** In addition to WCAG compliance, further technology accessibility may also apply to certain technologies including, but not limited to, telecommunications, video/multimedia, and desktops/portable computers based on the individualized needs of each

person(s) needing such accessibility accommodations. Specific requests for accessibility accommodations can be made by contacting Logan County, Colorado through any of the channels listed in Paragraph 2(B) above.

H. REVIEW/REVISION HISTORY:

This Policy shall be posted to the Logan County website and may be reviewed and/or revised as needed by further action of the Board of County Commissioners.

DATE ADOPTED:

July 2, 2024

BOARD OF COUNTY COMMISSIONERS
OF LOGAN COUNTY, COLORADO



Mike Brownell, Chairman



Joseph A. McBride



Jerry A. Sonnenberg