

**M e m o r a n d u m**

Date: March 15, 2021

To: California Highway Patrol Advisory Committee for Persons with Disabilities

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Equal Employment Opportunity

File No.: 034.18402.A11730.ACPD\_February 2021

Subject: **ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES 2021 FIRST QUARTER MEETING MINUTES**

The Advisory Committee for Persons with Disabilities (ACPD) first quarter 2021 meeting was held on February 5, 2021, via teleconference.

**MEMBERS PRESENT:**

Resa Rombouts, Chairperson, Officer, Baldwin Park Area  
Sharon Palacios, Vice-chairperson, Office Services Supervisor, II, South Los Angeles Area  
Sean Coyle, Assistant Chief, Southern Division  
Joni Miller, Public Safety Dispatch Supervisor I, Los Angeles Communication Center  
Brian Thomas, Officer, Baldwin Park Area  
Jonathan Boyd, Officer, Alta Dena Area  
Phillip Mackintosh, Officer, Field Support Unit Northern Division  
Gerardo Serrato, Lieutenant, Redwood City Area  
Tuan "Michael" Dang, Office Technician, Southern Division Special Services Unit

**MEMBERS ABSENT:**

David Tate, Lieutenant, San Jose Area  
Eme Iturralde, Public Safety Dispatcher, Orange County Communications Center

**INVITED GUESTS:**

Rudy Garza, Commander, Office of Equal Employment Opportunity  
Kristine Nickell, Staff Services Manager I, Office of Equal Employment Opportunity  
Sara Fox, Associate Governmental Program Analyst, Liaison, Office of Equal Employment Opportunity  
Andrea Lagergren, Associate Governmental Program Analyst, Office of Equal Employment Opportunity  
Roma Cristia-Plant, Chairperson, Board of Pilot Commissioners  
Judy Pernell, Chairperson, California Infrastructure and Economic Development iBank  
James Tehan, California Infrastructure and Economic Development iBank  
Annie Palmero, Mental Health Services Oversight and Accountability Commission



INVITED GUESTS NOT PRESENT:

Kimberly Watkins, Mental Health Services Oversight and Accountability Commission

OPENING REMARKS:

Officer Resa Rombouts opened the meeting by expressing her gratitude for being nominated as the new Chairperson. She also mentioned Sharon Palacios, OSSII, was nominated as the Vice-Chairperson and is the first non-uniformed member to hold this position.

AGENDA ITEMS:

1. **Old Business**

- a. State Disability Advisory Committee Update:
  - a. Officer Phillip Mackintosh provided a State Disability Advisory Committee (SDAC) update including discussions on the Limited Examination and Appointment Program (LEAP) and the Coronavirus Pandemic (COVID-19) response and the ability to serve persons with disabilities.
  - b. Officer Rombouts stated the meeting was structured in a new format and discussed how technology has helped persons with disabilities.
- b. Budget Update:
  - a. Kristine Nickell, Staff Services Manager I, and Sara Fox, Associate Governmental Program Analyst (AGPA), of Office of Equal Employment Opportunity (OEEO) shared that the budget hasn't been submitted to the Commissioner for approval yet as it will be submitted with the vision statement. Both documents will require Commissioner approval.
- c. Association of California State Employees with Disabilities Update:
  - a. Officer Rombouts provided an update on the Association of California State Employees with Disabilities (ACSED).
- d. Collateral Duties for 2021-2022
  - a. Officer Rombouts shared that due to members Eme Iturralde, Public Safety Dispatch (PSD), being in training and Lieutenant David Tate being out on injury, a revised list will be sent out. Others will need to help with the collateral duties that are now vacant.

**ACTION ITEM: Officer Rombouts will send out an updated list.**

2. **New Business**

- a. ACSED Award
  - a. Officer Rombouts informed the ACPD that ACSED selected the committee for the 2020 Disability Advisory Committee (DAC) Achievement of the Year

Award. Deputy Commissioner Epperson accepted the award on behalf of the committee.

- b. Commissioner Meeting
  - a. Officer Rombouts explained the ACPD usually has a meeting with the Commissioner during the second quarter. Due to the Coronavirus Pandemic, this may be pushed back.
- c. Long-Term Planning
  - a. Officer Rombouts shared that activities are on hold until the vaccine is readily available, and the population obtains herd immunity so as to not expose the disability community to anything.
- d. Disability Fair
  - a. The Disability Fair was scheduled in August 2021. Due to the Coronavirus Pandemic, and out of an abundance of caution, it has been pushed back to October 2021.
- e. Abilities Exposition
  - a. Officer Rombouts updated the committee that the Abilities Exposition (Expo) has been moved to October 29-31, 2021, in Los Angeles. There are usually 7,000 people in attendance.
- f. ACPD Banner
  - a. Officer Rombouts shared that the committee has received clear direction on how to proceed with the banner. First, there must be a design and ACPD must obtain three different quotes. Michael Dang, Office Technician, will design it. Once there is a design and quotes, the committee will create the memo of request. The goal is to have it for October 2021.
- g. 2021 Art Contest
  - a. The art contest is on hold due to the Coronavirus Pandemic. The ACPD has selected three different themes, once restrictions have lifted and the committee can work with local organizations, the ACPD will request Commissioner approval and move forward with the process.
- h. New ideas and/or suggestions for 2021
  - a. The ACPD is working on trying to get involved in the Fresno, Inland Empire, and San Francisco areas.
  - b. Every idea will need to be included in the vision, including an action plan.
- i. Second Quarter Meeting
  - a. The second quarter meeting will be in May.

### **3. Round Table**

- a. Ms. Palacios suggested a drive-thru, contactless food-drive/donation to the families of Regional Centers in which information on the LEAP programs and other information could be provided. She suggested to hold it at the Expo Park Area.

- b. Assistant Chief Sean Coyle said the timing might be bad due to vaccine rollouts, because Expo Park is a possible Coronavirus vaccination site.
- c. Joni Miller, PSD Supervisor I, suggested finding a Regional Center with a large parking lot and holding it on a weekend.
- d. Officer Brian Thomas suggested the Regional Center in Pomona because they have a large parking lot. He has done some give-away events there. Officer Thomas also suggested the possibility of holding a job fair for Southern California. Officer Rombouts suggested contacting Border Division about holding a job and resources fair, like the Sacramento one.

**ACTION ITEM: Officer Rombouts will reach out.**

- e. Officer Mackintosh suggested contacting some local areas and adding our drive with a vaccine site. This would be adding additional resources to an activity already in-place.
- f. Ms. Nickell gave a quick overview of the OEEEO's involvement with the ACPD and who to contact for assistance. She advised that Ms. Fox is the liaison for the ACPD. Everything should go through Ms. Fox first. Basically, OEEEO is the liaison between the ACPD and the Commissioner's Office. Moving forward, ACPD ideas need to be clear and shall have a plan of execution before it reaches OEEEO. Ms. Nickell emphasized that OEEEO will only accept a final draft of the work product. She also informed the committee that OEEEO relies on the ACPD for the recruitment.
- g. Andrea Lagergren, AGPA, OEEEO, explained LEAP processes in detail. Ms. Lagergren also mentioned this information is in the CalHR Manual on-line and would be happy to provide a link. She shared that as of December 2020, the Department had a 12% representation of persons with disabilities but should be at 13.3%. The Department needs to increase the numbers for persons with disabilities and the ACPD is a great resource for recruitment efforts.
- h. Ms. Nickell continued this by sharing this is a great opportunity to insert recruitment in the future disability job fairs. The committee's goal is to reach out to the disability community and get people hired with disabilities.
- i. Ms. Fox said the intranet is in process of being updated with the changes to the ACPD. The vision statement and budget must incorporate all ACPD wants to accomplish this year. The AWARE Newsletter is pending approval. There is a Comm-Net pending approval for the Disability Awareness Award (DAA), with hope that it will be published mid-February with all the submissions due in April, so selections can be completed by October.
- j. Officer Rombouts stated the ACPD reviews the DAA submissions, then submits them to the Commissioner's Office to get final approval of the award winner.
- k. Ms. Nickell reiterated everything submitted is a recommendation; the Commissioner will have the final say.
- l. Officer Rombouts asked if there is a way to see if any LEAP candidates for any state job were recruited by the job fairs in which ACPD participated. Ms. Nickell stated those stats are voluntary to fill-out but would check and follow up. Officer Thomas asked if we

2021 ACPD First Quarter Meeting Minutes  
Page 5  
March 15, 2021

can find out the specific department numbers and the best practices used by other agencies. Ms. Lagergren shared the numbers are available on the CalHR website. Officer Rombouts said we should research and see how DMV handles recruitment.

The meeting concluded at 1152 hours. The next teleconference is scheduled for Friday, May 7, 2021, at 1100 hours. Please submit agenda items to Officer Rombouts and Ms. Palacios via email.

RESA ROMBOUTS, Officer  
Chairperson, Advisory Committee for Persons with Disabilities.  
cc: Office of Equal Employment Opportunity