

## Memorandum

Date: January 26, 2022

To: Office of Equal Employment Opportunity

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

File No.: 034.18402.A18210.ACPD\_2022\_First Quarter

Subject: **ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES - 2022  
FIRST QUARTER MEETING MINUTES**

The Advisory Committee for Persons with Disabilities (ACPD) 2022 First Quarter meeting was held on January 14, 2022, via zoom.

### MEMBERS PRESENT:

Resa Rombouts, Chairperson, Officer, Baldwin Park Area  
Sharon Palacios, Vice-chairperson, Office Services Supervisor, II (OSSII), Santa Ana Area  
Sean Coyle, Assistant Chief, Southern Division  
Brian Thomas, Officer, Westminster Area  
Jonathan Boyd, Officer, Altadena Area  
Phillip Mackintosh, Officer, Northern Division  
Gerardo Serrato, Lieutenant, Redwood City Area  
Eme Iturralde, Office Assistant, (OA), South Los Angeles Area

### MEMBERS ABSENT:

Joni Miller, Public Safety Dispatch Supervisor I (PSD I), Los Angeles Communications Center

### INVITED GUESTS:

Ally Wong, Chairperson, Board of Pilot Commissioners  
Judy Pernel, Chairperson, California Infrastructure and Economic Development iBank  
Annie Palmero, Mental Health Services Oversight and Accountability Commission  
Kimberly Watkins, Mental Health Services Oversight and Accountability Commission



INVITED GUESTS NOT PRESENT:

Sara Fox, Associate Governmental Program Analyst, Liaison, Office of Equal Employment Opportunity (OEEO)  
James Tehan, California Infrastructure and Economic Development iBank

OPENING REMARKS:

Officer Resa Rombouts opened the teleconference by welcoming everyone to the new calendar year. Officer Rombouts advised ACPD has requested approval from the Office of the Commissioner to post a Comm-Net to advertise the two vacant ACPD committee positions which were vacated by Office Technician Tuan “Michael” Dang and Lieutenant David Tate.

AGENDA ITEMS:

1. Old Business:

- a. Officer Rombouts provided a short overview of the Bagley-Keen Act requirements and the guidelines for future meetings.
  - i. The ACPD Bylaws were approved by the Office of the Commissioner through the OEEO.
  - ii. All future meetings will be recorded. The recordings are not required to be published for the public. However, the recordings shall be available upon request.
  - iii. The ACPD will utilize the WebEx platform for future meetings with a focus on accessibility and public engagement.
  - iv. The ACPD will need four volunteers for each meeting: a facilitating host, a backup host, a chat monitor, and a scribe for the meeting minutes. The backup host will also have a secondary role as a scribe.
  - v. The agenda for each meeting shall be sent to the OEEO at least 20 business days prior to the meeting and posted online 10 days prior to the meeting. The ACPD is working on both a CHP internet and an intranet website to publish all information for future meetings and to post accommodation information. The meeting minutes must be posted five business days after they are approved by the Office of the Commissioner.
  - vi. The meeting minutes must be provided to the OEEO within five business days of the meeting.
- b. The ACPD has received approval and submitted payment to participate in the Abilities Expo at the Los Angeles Convention Center on March 4-6, 2022. The ACPD has been assigned to booth 717, located in the center of the two main aisles.

The booth placement should afford the ACPD exposure for both recruitment and community engagement.

- i. A sign-up sheet will be made available to committee members to ensure the booth has adequate coverage during the event.
    - ii. The Polar Bear Plunge in Big Bear Lake, CA, is a charity event for the Special Olympics. It is scheduled the same weekend as the Abilities Expo in Los Angeles. Officer Resa Rombouts and Assistant Chief Sean Coyle will attempt to attend the Polar Bear Plunge on Saturday, March 5, 2022, as representatives for the ACPD.
  - c. The Office of Community Outreach and Media Relations (COMR) is working with the OEEO in collaboration with the Office of the Commissioner to create a new motto and logo for the ACPD.
  - d. Office Assistant Eme Iturralde provided an update on the State Disability Awareness Committee (SDAC) meeting from December 16, 2021.
    - i. Glenna Wheeler and Jerry Gibbins, with the California Department of Human Resources (CalHR) and the Office of Civil Rights, discussed CalHR and California Assembly Bill (AB) 313 requirements for statewide reasonable accommodations. The AB313 will require state agencies to develop reasonable accommodation policies for disabled state workers and increase the number of persons with disabilities working for the state.
    - ii. Chris Fendrick with the Blind Advisory Committee (BAC) conveyed ideas for hiring the visually impaired. Mr. Fendrick emphasized visually impaired employees can bring stability, creativity, and structure by utilizing adaption and problem-solving skills.
    - iii. Cara Lane with “34 Strong” discussed effective leadership skills and overcoming personal disabilities in the workplace. “34 Strong” is an organization of consultants who utilize strengths-based training, coaching, and speaking to help organizations.
2. New Business:
  - a. The ACPD duties and member assignments for 2022 will be delegated after the new committee members are selected. The duties will be shared between all current committee members.
  - b. The ACPD will participate in the following community engagement events during 2022; the Abilities Expo at the Los Angeles Convention Center (March 4 through 6, 2022), Stroll & Roll in LA Historic Park (November 2022), Valor Games (November 2022), ACPD National Disability Employees Awareness Month Job and Resources Fair at the Capitol (October 13, 2022), and the Disability Awareness Survey from CalHR.

- c. The OEEO submitted ACPD's Vision Statement for 2022 to the Office of the Commissioner for review and approval.

3. Roundtable:

- a. OSSII Sharon Palacios stated she is glad to start the new year and is looking forward to working with everyone again.
- b. Assistant Chief Sean Coyle expressed gratitude and thanked everyone for all the hard work.
- c. Officer Brian Thomas stated he looks forward to face-to-face interactions. Officer Thomas reiterated the positive impact the ACPD has had on the disability community.
- d. Officer Jonathan Boyd stated he looks forward to getting back into the swing of things.
- e. Lieutenant Gerardo Serrato asked about travel for the Abilities Expo and expressed hopes for 2022.

The next teleconference is scheduled for Friday, May 13, 2022, at 1100 hours. Please submit agenda items to Officer Rombouts and Mrs. Palacios via email.



RESA ROMBOUTS, Officer  
Advisory Committee for Persons with Disabilities, Chairperson

cc: Office of Equal Employment Opportunity