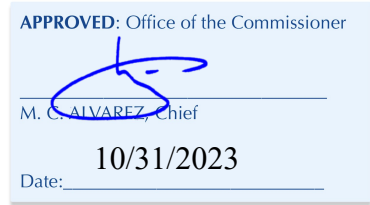


M e m o r a n d u m



Date: October 16, 2023

To: Office of the Commissioner

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

File No.: 034.18402.A10848.ACPD_Fourth Quarter_2023

Subject: **ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES 2023
FOURTH QUARTER MEETING MINUTES**

The Advisory Committee for Persons with Disabilities (ACPD) 2023 Fourth Quarter meeting was held on October 13, 2023, in person at CHP Headquarters and via WebEx.

INVITED MEMBERS:

- Resa Rombouts, Chairperson, Officer, Baldwin Park Area
- Sharon Palacios, Vice-chairperson, Office Services Supervisor II, Santa Ana Area
- Joni Miller, Public Safety Dispatch Supervisor I, Los Angeles Communications Center
- Brian Thomas, Officer, Baldwin Park Area
- Jonathan Boyd, Officer, Altadena Area
- Phillip Mackintosh, Officer, Northern Division
- Gerardo Serrato, Captain, Golden Gate Communications Center
- Stefania Montanez, Program Technician II, Human Resources Section
- Rochelle Buteau, Supervising Program Technician II, Support Services Section

MEMBERS ABSENT:

- Gerardo Serrato, Captain, Golden Gate Communication Center

INVITED GUESTS:

- Wanona Ireland, Staff Services Manager III, Office of Equal Employment Opportunity (OEEO)
- Nancy Hunt, Lieutenant, OEEO
- Brian Odin, Staff Services Manager I, OEEO
- Brittan Planinz, Associate Governmental Program Analyst, Liaison, OEEO
- Ally Wong, Chairperson, Board of Pilot Commissioners
- James Teahan, Governor’s Office for Business and Economic Development Infrastructure and Economic Development (Go-Biz)
- Kimberly Watkins, Mental Health Services Oversight and Accountability Commission
- Krystina Wray Jackson, member of the community



OPENING REMARKS:

Officer Rombouts opened the meeting by welcoming the attendees and calling roll. Officer Rombouts then reminded individuals to state their name before speaking and to keep their phones in the mute position unless speaking.

AGENDA ITEMS:

1. Old Business
 - a. A review of the National Disability Employment Awareness Month (NDEAM) event from the prior day. There were 42 state agencies who participated, and they all arrived on time with their own gear and without problems. Commissioner Duryee participated in the presentation for the Art contest and made himself available for photos. The Southside duet arrived and performed at the event. The decision was made to hold the NDEAM event every year on the second Thursday of October for predictability purposes for outside agencies and organizations. The date for next year's NDEAM event is October 10, 2024.
 - b. The committee created a list of improvements for next year including placing the podium closer to event, locating a better power supply, improving advertisement of the event, placing posters in various areas the day of the event, shortening the e-mail list of individuals within each organization who will be directly involved in the event, and creating an ACPD group e-mail.
2. New Business
 - a. Officer Rombouts advised votes for Chairperson and Vice Chairperson will be cast through e-mail.
 - b. The ACPD web site is still under construction.
 - c. The first quarter ACPD meeting will be held on January 12, 2024.
3. Roundtable
 - a. Office Services Supervisor II Sharon Palacios suggested looking into creating a LEAP brochure in braille for the ACPD booth. She also suggested getting a local DJ to play music during the event next year.
 - b. Officer Brian Thomas suggested the committee purchase retractable banners.
 - c. Officer Phillip Mackintosh suggested creating a survey for participants to better measure the success of the event.
 - d. Staff Services Manager I Brian Odin suggested reaching out to food trucks to help attract foot traffic.
 - e. Associate Governmental Program Analyst Brittan Planinz suggested reaching out to the Los Rios Community College District; Sierra College; California State University, Sacramento; University California, Davis; and other organizations that support the target audience for the NDEAM event. He also suggested reaching out to the media for coverage to help promote the event within the community.

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- f. Program Technician II Stefania Montanez suggested getting a big sign for the front of the West Lawn to announce the event for people walking up off of the street.



R. ROMBOUTS

Chairperson, Advisory Committee for Persons with Disabilities

Cc: Office of Equal Employment Opportunity