

Memorandum

001 Division
Reviewed By: 
L. T. MILLER, Assistant Chief 2/14/2024
Date

Date: January 12, 2024

To: Office of the Commissioner

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

File No.: 034.18437.A10848.ACPD_First Quarter_2024

Subject: **ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES 2024 FIRST QUARTER MEETING MINUTES**

The Advisory Committee for Persons with Disabilities (ACPD) 2024 First Quarter meeting was held on January 12, 2024, via TEAMS.

INVITED MEMBERS:

- Gerardo Serrato, Chairperson, Captain, Dublin Area
- Phillip Mackintosh, Vice-chairperson, Officer, Northern Division
- Resa Rombouts, Officer, Baldwin Park Area
- Sharon Palacios, Office Services Supervisor II (OSSII), 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
- Rochelle Buteau, Supervising Program Technician II (SPTII), Support Services Section
- Stefania Montanez, Program Technician II (PTII), Human Resources Section

INVITED GUESTS:

- Wanona Ireland, Staff Services Manager III, Office of Equal Employment Opportunity (OEEO)
- Brian Odin, Staff Services Manager I (SSMI), OEEO
- Brittan Planinz, Associate Governmental Program Analyst (AGPA), OEEO
- Judy Pernell, Chairperson, California Infrastructure and Economic Development Bank



OPENING REMARKS:

Captain Serrato opened the meeting by welcoming attendees and conducting a roll call. Captain Serrato covered his vision statement and his expectations for the upcoming year as the newly appointed chairperson of the committee.

AGENDA ITEMS:

1. Old Business
 - a. Captain Serrato was elected to serve as the chairperson, and Officer Mackintosh was elected vice chairperson.
 - b. Captain Serrato recapped the meeting he had in December at the OEEO with Chief Alvarez, SSMI Odin, and AGPA Planinz.
 - c. Captain Serrato touched on the ACPD's vision statement for 2024, where one of the goals is to fully develop the ACPD's external and internal web sites, which is a goal carried over from the previous year.
2. New Business
 - a. Captain Serrato encouraged members to bring forward ideas for future recruitment events.
 - b. The AWARE NEWS newsletter will be produced and disseminated by October of this year. Each committee member will provide an article for the upcoming newsletter.
 1. Action Item: A rough draft is due by end of day on February 29, 2024, and will need to be forwarded to Captain Serrato, Officers Mackintosh and Rombouts, and AGPA Planinz.
 - c. With the new year, the committee will be assigned duties.
 1. Action Item: Captain Serrato will forward the duties list by February 1, 2024, and each member shall respond with what duties they are willing to do.
 - d. The quarterly meetings for 2024 will be held on the second Friday of the month at 1100 hours; quarters two through four meetings will be held on the following days:
 1. May 10, 2024
 2. August 9, 2024
 3. October 11, 2024
 - e. SPTII Buteau and Officer Rombouts shared a review of the last SDAC meeting.
 - f. Assignments for those attending the SDAC meeting will be forwarded to members with the list of duties.

3. Roundtable
 - a. OSSII Palacios shared that the Department of Rehabilitation took her suggestion to heart and created a Limited Examination and Appointment Program brochure in Braille.
 - b. PTII Montanez related she contacted a friend who owns a food truck and is interested in participating in the ACPD's National Disability Employment Awareness Month (NDEAM) fair at the Capitol this coming October. PTII Montanez will connect her friend with Officer Rombouts to see if this is feasible and permitted.
 - c. Officer Mackintosh suggested creating a poll to determine the success of the NDEAM fair at the Capitol.
 - d. Commander Ireland asked members to continue encouraging employees to complete the disabilities survey as it is the only metric used by the state to measure our success in representing and advocating for people with disabilities.



G. SERRATO, Captain
Advisory Committee for Persons with Disabilities, Chairperson

Cc: Office of Equal Employment Opportunity