

Memorandum

Date: October 11, 2024

To: Equal Opportunity & Access Section

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Advisory Committee for Persons with Disabilities

File No.: 034.18437.A10848.ACPD_2024_ Fourth Quarter

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

The Advisory Committee for Persons with Disabilities (ACPD) 2024 Fourth Quarter meeting was held on October 11, 2024, in person at California Highway Patrol Headquarters, Building A, Room 240, 601 N. Seventh Street, Sacramento, CA 95811.

INVITED MEMBERS:

Gerardo Serrato, Chairperson, Captain, Dublin Area
Phillip Mackintosh, Vice-chairperson, Officer, Northern Division
Joni Miller, Public Safety Dispatch Supervisor I, Los Angeles Communications Center
Resa Rombouts, Officer, Baldwin Park Area
Brian Thomas, Officer, Westminster Area
Sharon Palacios, Office Services Supervisor II, Santa Ana Area
Jonathan Boyd, Sergeant, Equal Opportunity & Access Section (EOAS)
Stefania Montanez, Staff Service Analyst, Office of Legal Affairs
Rochelle Buteau, Supervising Program Technician II, Support Services Section

INVITED GUESTS:

Mike Alvarez, Chief, Departmental Affairs Division (DAD)
Wanona Ireland, Staff Services Manager III, Commander, EOAS
Ryan Robbe, Lieutenant, DAD
Brian Odin, Staff Services Manager II, EOAS
Brittan Planinz, Associate Governmental Program Analyst (AGPA), Liaison, EOAS

OPENING REMARKS:

Captain Serrato opened the meeting by welcoming the attendees and roll call.



AGENDA ITEMS:

1. Old Business

- a. A review of the NDEAM fair from the prior day.
 - There were 56 state agencies who participated, and most arrived on time with their own gear and without problems. One agency did have to call their office to drop off a table and chairs because they had not attended the planning meetings and did not realize that these items were not provided by the CHP.
 - The Mounted Patrol Unit attended the fair, and they were well received by the public and participants.
 - The band, The Southside Unlimited Choir, arrived and performed at the event.
 - This was the first year for a food truck, and it was well received. It was discussed to reach out to more mobile food vendors to help draw people to the event.
 - The permit has been pulled for next year's event on October 9, 2025.
- b. Committee created a list of improvements for next year including:
 - Set up trash cans around the lawn so that attendees can discard their trash,
 - Maintain an early start on bids and X-number for the porta potty rental,
 - Educate any PIO's that attend on the purpose of the event,
 - Contact COMS about using Linked In to advertise the fair,
 - Secure Chipper as a way of helping the CHP mingle with attendees,
 - Securing a local DJ for music throughout the event,
 - Work with Selections, Standards & Examinations Section (SSES) to obtain a list of current open positions with a summary of each positions job duties,
 - Address start and end times with attending agencies so it is clear when to set up and when to take down their booths,
 - Look into having the podium placement closer to event (this might be limited by the location of the power source),
 - Improve local advertisement of the event by placing posters in various areas near the West Lawn the day of the event,
 - Shorten the e-mail list for individuals within each organization who will be directly involved in the event,
 - Use ACPD e-mail instead of individual e-mail.
 - Action item: develop a one drive with step-by-step instructions on how to plan and execute an NDEAM event.
 - Action item: identify other options for a band or DJ.
- c. Recruitment of new members was discussed, and AGPA Planinz noted the committee has only received one e-mail of interest so far.
- d. The AWARE NEWS was completed and there were some provided at the NDEAM. Copies will be sent out to each area office, and EOAS will look into getting it e-mailed to all employees.

2. New Business
 - a. Chief Alvarez attended the meeting and was very complimentary of the NDEAM event and extended his support to members of the ACPD for future events.
 - b. Captain Serrato encouraged members to bring forward ideas for future recruitment events.
 - c. A list of SDAC meetings will be forwarded and members are responsible for identifying one to attend and briefing the committee regarding topics discussed.

3. Roundtable
 - a. Captain Serrato said he will work with Officer Rombouts to ensure Valley Division will assist with equipment for the next NDEAM event.
 - Action item: develop a list of equipment used for the NDEAM.
 - b. SSM III Ireland volunteered to request the SSES to complete the job openings and duties for the next NDEAM. She also asked if the committee could create a map of agency placement for the event to have ready prior to the event. Officer Rombouts said if an agency didn't show up that would leave a gap and we wanted to avoid that. SSM III Ireland also said she felt the event was an even bigger success than the prior year.
 - c. AGPA Planinz suggested the committee provide a lunch for the art contestants to help incentivize their participation in next year's recognition ceremony.
 - d. Officer Rombouts suggested the committee not attend the Abilities Expo this year and instead use the funds for a job fair in the southern part of the state, possibly Expo Park.
 - Action item: Officer Rombouts will get in contact with the Captain of Expo Park and see if the NDEAM event is possible for early October 2025.
 - e. Officer Rombouts asked if the committee can work on getting a survey for agencies to complete after attending the NDEAM.
 - Action item: Captain Serrato will work with Officer Rombouts to get a survey completed.
 - f. Officer Thomas requested a way to mount the event banner for next time and AGPA Planinz said he would work on a way to achieve that.
 - g. AGPA Planinz said the department was still working on 2 separate banners, one that will contain ACPD information and one that will contain LEAP information.

The next meeting is scheduled for January 10, 2025, at 1100 hours. Please submit agenda items to Captain Serrato and Officer Mackintosh via email.



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