

Memorandum

Date: May 9, 2025

To: Equal Opportunity & Access Section

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

File No.: 034.18437.A18380.052.ACPD_2025_ Second Quarter

Subject: **ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES**
2025 SECOND QUARTER MEETING MINUTES

The Advisory Committee for Persons with Disabilities (ACPD) 2025 Second Quarter meeting was held on May 9, 2025, at 1100 hours. In accordance with the Bagley-Keene Open Meeting Act, if a member of the public was interested in attending the meeting, the designated location was the CHP Dublin Area office, 4999 Gleason Drive, Dublin, CA 94568. Because not all ACPD members were able to attend in person, the meeting was also held via Microsoft Teams.

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, Southern Division
Brian Thomas, Officer, Westminster Area
Rochelle Buteau, Supervising Program Technician II, Support Services Section (SSS)
Aurora Carlson, Office Technician (OT), Human Resources Section
Matthew Clark, Program Technician, SSS
Dara Mezger, Public Safety Dispatch Supervisor I (PSDSI), Fresno Communications Center
Sabrina Dimassimo, Staff Services Analyst (SSA), Selection Standards and Examinations Section (SSES)
Ivan Sandoval, Officer, San Bernardino Area

INVITED GUESTS:

Wanona Ireland, Staff Services Manager III, Equal Opportunity & Access Section (EOAS)
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 conducting roll call.

- Captain Serrato welcomed SSA Dimassimo and Officer Sandoval as new committee members.
- Captain Serrato notified members that committee member SSA Stefania Montanez resigned from the committee.

AGENDA ITEMS:

Old Business

- Captain Serrato and OT Carlson briefed the committee members on the status of the art contest video project being produced by Community Outreach & Marketing Section (COMS). This video is intended to be shared both internally within the Department and externally with the public. The intent is to showcase the art contest project and its profound impact on the folks who participate.
- Captain Serrato thanked AGPA Planinz for assisting with the nomination packet to nominate the ACPD at the Association of California State Employees with Disabilities (ACSED) Disability Awareness Committee (DAC) Award ceremony on June 2, 2025.
- Captain Serrato asked AGPA Planinz for an update on the ACPD and Limited Examination Appointment Program banners, and he related that they will be purchased at the beginning of the next fiscal year.

New Business:

- Officer Mackintosh discussed the 2025 duty roster. All members know their duties and were encouraged to ask for assistance if they have questions or concerns.
- Officer Sandoval asked for a list showing all the Department's vacancies by classification to be able to share at recruitment events.
- Officer Rombouts briefed the committee on the status of 2025 NDEAM jobs resource fair for both northern and southern California. The employment fairs will take place in southern California on October 2, 2025, and in northern California on October 9, 2025.

- When discussing the NDEAM flyer, PSDSI Mezger offered to create the flyer and work with Officer Sandoval before submitting it to AGPA Planinz, and AGPA Planinz cautioned them to submit the NDEAM flyer soon so that COMS can have ample time to design the flyer.
- When the topic of traveling to the two NDEAM jobs resource fairs was brought up, AGPA Planinz reminded members to submit requests for travel approval with ample time prior to scheduled ACPD events. Officer Mackintosh will help handle this request.
- Captain Serrato asked for an update on the art contest, and OT Carlson briefed the committee members on the current status of it, and she was encouraged to remind participants to submit their nominations in a timely manner. The ACPD members will vote once all submissions have been received.
- Officer Thomas reminded the committee members to submit a story or article for the AWARE NEWS newsletter by May 16, 2025.
- Captain Serrato will submit a Solid Realistic Ongoing Verification Training regarding the ACPD.
- The members were briefed on the importance of the Department's Disability Awareness Award and were asked about ways to encourage submissions. Officer Thomas suggested a flyer be made when nominations start, and OT Carlson also suggested creating a banner on the Department's SharePoint to bring awareness to such an important award. Nominations will begin October 1, 2025.
- When discussing progress on redeveloping the ACPD's intranet and internet pages, AGPA Planinz related he was going to follow up on the status, and SSA Dimassimo offered to take this on as part of her duties and work with EOAS on the update.

Round Table:

- Captain Serrato invited committee members located in the Sacramento region to attend the ACSED DAC Award ceremony on June 2, 2025, at the May Lee State Office Complex. So far SSA Dimassimo, OT Carlson, and Captain Serrato have committed to attending the event and representing the ACPD.
- Officer Sandoval asked if there was a listing showing job vacancies by classification to be able to share at different recruitment events, and SSA Dimassimo related SSSES can assist.

- Action Item: Captain Serrato requested that AGPA Planinz collaborate with SSES to create a list that can be shared with committee members to facilitate recruitment purposes.
- Captain Serrato reminded everyone that the Special Olympics Law Enforcement Torch Run will soon be kicking off. He encouraged members to reach out to local area offices to partner with them, take photographs, and share them with Officer Sandoval. So far, SSA Dimassimo and OT Carlson expressed interest in participating in the local run.
- Captain Serrato invited members in Sacramento to run with the Dublin Area on June 26, 2025.

The next meeting is scheduled for August 8, 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