

**M e m o r a n d u m**

Date: August 26, 2024

To: Office of Equal Employment Opportunity

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

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

**MEMBERS IN ATTENDANCE:**

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 (OSS II), Santa Ana Area  
Brian Thomas, Officer, Westminster Area  
Jonathan Boyd, Officer, Altadena Area  
Joni Miller, Public Safety Dispatch Supervisor I, Los Angeles Communications Center  
Stefania Montanez, Staff Services Analyst (SSA), Office of Legal Affairs  
Rochelle Buteau, Supervising Program Technician II (SPT II), Support Services Section

**INVITED GUESTS:**

Wanona Ireland, Commander, Staff Services Manager III (SSM III), Office of Equal Employment Opportunity (OEEO)  
Brian Odin, Staff Services Manager II (SSM II), OEEO  
Brittan Planinz, Associate Government Program Analyst (AGPA), OEEO  
Ally Wong, Chairperson, Board of Pilot Commissioners  
James Tehan, Governor's Office of Business and Economic Development Infrastructure and Economic Development (Go-Biz)  
Jamie Winters, Go-Biz  
Kimberly Watkins, Mental Health Services Oversight and Accountability Commission  
Members of the public were also invited. One member of the public didn't disclose their identity and only identified as a Concerned Citizen.

**OPENING REMARKS:**

Captain Serrato opened the meeting by welcoming the attendees, requested the roll call of attendees, and began to address the agenda.



AGENDA ITEMS:

Old Business:

- a. OSS II Palacios provided an update to the ACPD's Annual Art Contest and related a record-high 36 entries were submitted this year. The art contest winners have been approved through channels, and AGPA Planinz is working with Community Outreach and Media Relations (COMR) to create the corresponding posters.
- a. Officer Rombouts provided an update on the National Employment Disability Awareness (NDEAM) Fair, scheduled for October 10, 2024. Officer Rombouts will hold one more virtual meeting with other participating state agencies to discuss the event logistics. Captain Serrato confirmed with AGPA Planinz that posters advertising the NDEAM event will be mailed to the CHP Areas near Sacramento.
- b. SSA Montanez provided an update on the acquisition of the band for the NDEAM event. SPT II Buteau related her workload was not allowing her to work on acquiring the portable restrooms. OSS II Palacios volunteered to complete this assignment.

New Business:

- a. Captain Serrato thanked the members who contributed articles to the AWARE newsletter and confirmed AGPA Planinz is reviewing the articles.
- b. The Bylaws had previously been shared with the members, and the committee unanimously voted to adopt the bylaws as presented, without change.
- c. OEEEO will publish a Comm-net advertising two vacancies within the committee. Captain Serrato encouraged current members to recruit interested employees.
- d. Reminded the members of the importance of recruiting people with disabilities and encouraged them to share relevant photos with either Officer Mackintosh or Captain Serrato, which they could then be shared with COMR through OEEEO.
- e. Captain Serrato provided a brief update on purchasing two banners to promote the ACPD at events. COMR is working on creating the banners' visuals.

Round Table:

- a. AGPA Planinz reminded committee members of the importance of reconciling travel expenses in preparation for the upcoming NDEAM Fair.
- b. SSA Montanez will continue gathering all the documents needed to acquire the band for the NDEAM event and attend the Statewide Disability Advisory Council (SDAC) meeting in December.

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- c. OSS II Palacios will complete the acquisition process for the portable restrooms needed for the NDEAM event.
- d. Officer Rombouts shared the highlights of the last SDAC meeting and reminded the committee members of the upcoming NDEAM planning meeting.
- e. Officer Mackintosh thanked everyone for their hard work and reminded the committee members to send him all the travel expenses documents as he is accountable for the budget.
- f. A member of the public, identified as Concerned Citizen, expressed dissatisfaction with an incident she experienced when she called 911. When asked for further details to ensure the issue was addressed, she said she was already communicating with the management at a communication center. She would send an email to the ACPD with further details. Additionally, the member asked to see if it was feasible to put notices inside the public lobbies of the CHP Areas informing the public of the existence of the ACPD. Officer Rombouts and Captain Serrato related they would explore the concern.
- g. Captain Serrato highlighted all the work Officer Rombouts and OSS II Palacios did previously as the Chair and Vice-Chair and reminded all committee members of the importance of their roles and assignments. Captain Serrato acknowledged the workload committee members have in their regular assignments and reminded the staff to contact Officer Mackintosh or Captain Serrato if they are experiencing difficulties completing their tasks in ACPD. Captain Serrato thanked everyone in attendance and told the team he looked forward to NDEAM in October.

The next meeting will be scheduled for October 11, 2024. Please submit agenda items to Captain Serrato and Officer Mackintosh via email.



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

cc: Office of Equal Employment Opportunity