

M e m o r a n d u m


Date: May 20, 2024

To: Office of Equal Employment Opportunity

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

File No.: 034.18437.A11730.Acpd_2024_Second Quarter

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

001 Division
Approved By: 
L. T. MILLER, Assistant Chief 6/11/2024
Date

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

OPENING REMARKS:

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



AGENDA ITEMS:

1. Old Business:

- a. Officer Rombouts debriefed the Los Angeles Abilities Expo held March 15-17, 2024, at the Los Angeles Convention Center. This was the ACPD's seventh year in attendance at the Abilities Expo. ACPD established firm boundaries with the event promoters and as such, we were there as participants and not to provide security, which was not always the case in the past. The ACPD had significant interaction with the community. CHP Southern Division provided Public Information Officers (PIOs) who were also familiar with the ACPD's mission. This proved to be beneficial.
- b. OSS II Palacios provided an update to the ACPD's Annual Art Contest. This year's theme is, "If You Were to Design Your Own Police Vehicle, What Would It Look Like?" Initially, 14 centers were invited, but OSS II Palacios added two additional centers from the Orange County and Los Angeles Areas, for a total of 16 centers. In hopes to get all 16 centers to participate, Captain Serrato directed OSS II Palacios to call the centers to encourage them and answer any questions they may have.

2. New Business:

- a. Captain Serrato spoke on the need to provide the articles for the AWARE Newsletter for review as soon as possible. The articles are needed to get the AWARE Newsletter printed in time for the National Employment Disability Awareness Fair (NDEAM). Captain Serrato directed Officer Mackintosh to contact Officer Thomas and inquire the status of the articles.
- b. Officer Rombouts provided an update on the status of the upcoming NDEAM Fair. The first planning meeting was held via teleconference on April 26, 2024. A Microsoft PowerPoint presentation was utilized to go over the details of the event. OSS II Palacios reached out to both SSA Montanez and SPT II Buteau to take over the duties of the X-Number process to obtain the ADA-approved portable restrooms and the band for the fair. Future NDEAM meetings are scheduled for June, August, and September 2024. The permit from the Capitol has already been obtained; the CHP Mounted Unit has been requested, attempting to have a member of the State Assembly attend. We will honor the winners of the art contest at the fair. Captain Serrato thanked Officer Rombouts for her efforts and requested to know who the Assemblyperson would be for the NDEAM as soon as possible.
- c. Captain Serrato provided an update to the ACPD Bylaws. The Bylaws were revised at the beginning of the year. Captain Serrato thanked those who have

productively helped with them. Once approved, they will be shared with all ACPD members.

- d. Captain Serrato thanked Officer Rombouts for her assistance with guiding the recruitment video and appreciated AGPA Montanez for being in the video. The videos have already been shared on social media and will be shown again as we get closer to the NDEAM Fair.
- e. The OEEO will be publishing a comm-net advertising two vacancies within the committee and encouraged current members to recruit interested employees to the committee.

3. Round Table:

- a. AGPA Planinz is working on getting approvals for the ACPD's revised bylaws.
- b. OSS II Palacios is waiting on the art contest entries.
- c. Officer Rombouts asked to ensure whoever attends the next SDAC meeting takes notes and brings them to the August ACPD meeting.
- d. SSM III Ireland praised the committee, saying, "Great job as always."
- e. Officer Mackintosh hopes to advertise the NDEAM Fair to Valley Division and local news stations. Officer Rombouts suggested COMR could assist. They make social media sized pictures and banners. Once we get those, we can send them out to Valley Division and the news stations.
- f. Officer Mackintosh thanked everyone for their hard work and attendance and concluded the meeting.

The next meeting will be scheduled for August 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