

Memorandum

Date: August 29, 2025

To: Equal Opportunity & Access Section

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

File No.: 034.18437.21620.ACPD_2025_ Third Quarter

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

The Advisory Committee for Persons with Disabilities (ACPD) 2025 Third Quarter meeting was held on August 29, 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 (PSDS I), 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, Liaison, EOAS



OPENING REMARKS:

Captain Serrato opened the meeting and conducted a roll call to confirm attendance.

AGENDA ITEMS:

New Business

- The ACPD bylaws were distributed to all members prior to the meeting. The purpose of the review was to approve changes where Office of Equal Employment Opportunity and OEEO was changed to Equal Opportunity & Access Section and EOAS to reflect the change in EOAS's name. A formal vote was held, and the motion to approve the bylaws as presented was carried unanimously. The bylaws will be recorded with the current review date.

Old Business

- Officer Rombouts briefed the committee on the status of the Southern California National Disability Employment Awareness Month (NDEAM) event venue. The venue has been secured at Exposition Park, with half of Christmas Tree Lane reserved. While some state agencies have withdrawn due to budget challenges, seven to eight agencies are still expected to participate. The goal is to keep the event free for vendors and fully accessible to the public.
- Officer Rombouts briefed the committee on the status of the Northern NDEAM event:
 - A DJ is being considered for entertainment, with final approval pending to ensure music is family friendly.
 - The Mounted Patrol Unit has confirmed attendance.
 - Community Outreach & Marketing Section has confirmed the event is scheduled for podium, microphone, and speakers.
 - An invitation to the Commissioner was facilitated through Chief Alvarez.
 - OT Carlson is working to notify art contest winners of the award presentation, who will be invited to attend either the Northern or Southern California event, depending on their location.
 - Participation remains strong, with 54 state agencies confirmed and only one withdrawing due to concerns about table and chair provisions.
 - Dress requirements have been clarified, with campaign covers required on Capitol grounds while long sleeves and ties are optional for warmer weather.
 - Coordination with Capitol personnel continue, and efforts are also underway to obtain approval from Sacramento PD to allow large vehicles such as a fire trucks,

- an emergency equipment van, and a CHP patrol truck to be displayed near the event space.
 - Accessibility planning is also moving forward, with ASL interpreters being scheduled to attend the event.
 - The Office of Media Relations is going to create a media advisory for both NDEAM events.
 - Officer Rombouts is creating a contact list for all the agencies involved in preparation for her transition.
- Officer Mackintosh will provide a travel request memo by September 5, 2025, for both the Northern and Southern California events to Captain Serrato for review. Captain Serrato confirmed that he will attend only the Northern California event due to budget constraints.
- OT Carlson reported that the art contest received a significant increase in submissions this year, and IT is helping to streamline the online submission and voting process. Paper submissions will continue to be accepted, though incomplete forms will not be considered until completed.
- OT Carlson proposed creating a dedicated social media account for ACPD, noting that while CHP maintains several Instagram pages, ACPD does not yet have an online presence. The idea was unanimously supported and is seen as a way to connect with the community and other state agencies Disability Awareness Committees. Captain Serrato emphasized the importance of consistent posting. Tools such as Sprout Social were suggested to maintain regular engagement. Captain Serrato committed to bringing up the subject again with the EOAS and the Equal Employment Opportunity Officer.
- Officer Thomas provided an update on the State Disability Awareness Committee meeting, which is focused on providing reasonable accommodations such as tech assistance, ASL, and schedule modifications to ensure employees with disabilities can perform essential work functions. He noted that many disabilities are not visible and emphasized the Department's commitment to increasing parity, which currently stands at 10.9% and is on an upward trend after dipping during COVID.
- PSDS I Mezger was commended for her excellent work on the NDEAM flyers and has offered to produce the Aware News newsletter. Captain Serrato will advise on next steps.
- Officer Sandoval introduced the concept of an Honorary Police/Sheriff Recruit Program, first introduced by the Orange County Sheriff's Department and gaining traction with other agencies. The program involves selecting an individual with an intellectual disability through the Special Olympics and integrating them into the day-to-day

environment of a law enforcement cadet, creating meaningful opportunities for inclusion and community connection. More research will be done on this matter.

Round Table

- Officer Thomas noted that since some members will be leaving at the end of the year, a new recruitment effort should be launched to bring in a fresh group of committee members in the new year. OT Carlson agreed, suggesting that outreach efforts be broadened.
- PSDS I Mezger asked if support would be available on-site at the NDEAM event to assist with the LEAP process, and Officer Rombouts confirmed that staff would be present to help candidates. Captain Serrato assured the team that SSES would also be present.
- Captain Serrato reminded attendees that the uniform of the day for the Northern California NDEAM event is the wool short-sleeve shirt with a campaign cover, and the professional staff would be wearing a CHP polo. He also encouraged members to look for opportunities to collaborate with local events to continue to demonstrate the CHP values and supports the disability community.

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



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

cc: Equal Opportunity & Access Section