

M e m o r a n d u m

Date: October 10, 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_ Fourth Quarter

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

The Advisory Committee for Persons with Disabilities (ACPD) 2025 Fourth Quarter meeting was held on October 10, 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 Headquarters, Building B, room B-1120A, 601 North 7th Street, Sacramento, CA 95814. The meeting was also held virtually 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, Baldwin Park Area
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 (PT), SSS
Dara Mezger, Public Safety Dispatch Supervisor I (PSDS I), Fresno Communications Center
Sabrina Dimassimo, Staff Services Analyst (SSA), Selection Standards and Examinations Section
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:

Old Business

- A discussion was held regarding the use of social media to broadcast the National Disability Employment Awareness Month (NDEAM) and other events in real time. Three individuals were identified to manage the ACPD's social media. OT Carlson will take the lead, Officer Sandoval will be the backup, PSDS I Mezger will assist as needed, and Captain Serrato will oversee the account(s). The EOAS agreed to work on a proposal to be submitted through channels, justifying the need for social media accounts for the ACPD.

New Business

- Captain Serrato requested that committee members work on recruiting others to join the committee to better spread the responsibilities among members. Members of the ACPD should have people in mind and in place to fill in spots as others retire from the committee. The current Comm-Net calling for applications to join the ACPD closes on November 3, 2025.
- Officer Rombouts briefed the committee on the success and opportunities of the Southern California NDEAM event and venue. Approximately 60 state agencies are part of the communication chain for Northern California NDEAM, but only nine were available to attend the event at Los Angeles Exposition Park. Personnel at the Los Angeles Exposition Park were pleased to have the ACPD present and look forward to future events. Telemundo was present, and the Southern Division Public Information Officer was available for an interview, which yielded additional media attention. The goal for next year is to encourage other state agencies to recognize the recruitment potential of Southern California and think creatively about how to attend the event even though their disability awareness committees are in Sacramento.
- Officer Rombouts discussed her experience managing the Northern California NDEAM for the last time and led a discussion that touched on the following concerns:
 - The event this year was another great success, with over 50 State Agencies attending; however, there were some concerns regarding the pre-event meetings and that not all pertinent information is being provided to those in agencies and organizations that actually attend and run booths. The expectations outlined in

- the pre-event meetings are not being given to them, i.e. not packing up their booth and leaving prior to the event end time. Commander Ireland suggested getting the agencies to sign a commitment form to agree to the expectations.
- Captain Serrato would like food vendors nearby to attract more people.
 - Social media should be unified and synchronized across the Department's social media accounts at the division and area levels and forwarded to the other state agencies to mimic ours, so a unified message is sent to the public and done so earlier.
 - Officer Thomas suggested adding the trash cans to next year's events to keep the area clean. Captain Serrato agreed and requested that it be added to the X number for procurement.
 - PT Clark suggested coordinating transportation for local committee members, specifically addressing those with special transportation needs to ensure they can attend the event.
 - SSA Dimassimo added that we need to work with a better restroom vendor and one that provides proper photos of the ordered equipment. This year's provider did not deliver a restroom that met accessibility requirements and did not allow access to all wheelchair users.
 - Captain Serrato mentioned a big thank you to the Community Outreach and Marketing Section for a great job again with the podium, photos, and videos.
 - Next year's permit has already been secured and will occur on October 8, 2026.
- The Art Contest will be headed by OT Carlson, and she will ensure that participants adhere to the scheduled submission deadlines to ensure proper operation. Team members should supply contest theme ideas to her by October 31, 2025, for next year's contest.
 - The Aware Newsletter will be finalized and sent out soon. It will be published only in digital form this year. Captain Serrato commended PSDS I Mezger on doing an excellent job on bringing it all together and getting it ready for publication.
 - Captain Serrato presented commendations to PSDS I Mezger, OT Carlson, SSA Dimassimo, and Officer Rombouts, for their outstanding work throughout the year, which helped keep the committee moving forward and achieving its goals.

Round Table

- Information Technology Specialist I Anthony Roadman attended the meeting virtually, and expressed interest in joining the committee and will facilitate a conversation with Captain Serrato ahead of submitting his memo to lay out the roles and opportunities with this committee.

Action Items

- Repost the ACPD recruitment video shot last year on the Department's SharePoint.
- EOAS will work on a proposal to justify the need for ACPD to have a social media account(s).

The next meeting is scheduled for January 9, 2026, at 1100 hours. Please submit agenda items to Captain Serrato and Officer Mackintosh via email.

A handwritten signature in blue ink, appearing to be 'G. Serrato', written in a cursive style.

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

cc: Equal Opportunity & Access Section