

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

Date: February 6, 2025

To: Equal Opportunity & Access Section

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

File No.: 034.18437.A10848.ACPD\_2025\_ First Quarter

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

The Advisory Committee for Persons with Disabilities (ACPD) 2025 First Quarter meeting was held on January 24, 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 (PSDS I), Los Angeles Communications Center  
Resa Rombouts, Officer, Southern Division  
Brian Thomas, Officer, Westminster Area  
Stefania Montanez, Staff Service Analyst (SSA), Office of Legal Affairs  
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

**INVITED GUESTS:**

Wanona Ireland, Staff Services Manager III, Commander, Equal Opportunity & Access Section (EOAS)  
Nancy Hunt, Lieutenant, 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 a roll call.

- Captain Serrato welcomed OT Carlson, PT Clark, and PSDS I Mezger as new committee members.
- Captain Serrato notified members that committee member Sergeant Jonathan Boyd resigned from the committee due to a recent promotion. A Communication Network will be released to advertise filling the vacancy. The committee members were reminded to be recruiters for the committee.

### **AGENDA ITEMS:**

#### **Old Business**

- Captain Serrato advised the committee will not be attending the Abilities Expo in Los Angeles this year but instead will focus on creating a National Disability Employment Awareness Month (NDEAM) Fair in Southern Division that will resemble the NDEAM Fair held at the State Capitol every October. The decision to not attend the Abilities Expo will be revisited in 2026.
- Captain Serrato discussed the survey sent to state agencies, departments, and other attendees of the NDEAM Fair. The top recommendations were inviting more food vendors and media to the event.
- AGPA Planinz related the ACPD banners should be ready for approval next week. There are two versions of the banners. One banner will highlight the ACPD Committee, and the other will highlight the steps needed to apply for the Limited Examination and Appointment Program (LEAP) program.

#### **New Business**

- The 2025 ACPD Vision Statement has been drafted and will be sent to all members for suggestions before the meeting with the Office of the Commissioner. Captain Serrato will meet with Chief Alvarez on January 30, 2025, to discuss the Vision Statement.
- Captain Serrato spoke about the Department's Disabilities Awareness Award and asked all committee members to discuss this prestigious award with their coworkers.
- Captain Serrato asked members to sign up to attend a Statewide Disability Advisory Council (SDAC) meeting and take notes so they can give a summary at the ACPD quarterly meetings.

- Officer Mackintosh encouraged members to think about our next AWARE NEWS newsletter and a topic members would like to write about.
- Officer Mackintosh will send out the duty roster for members to choose an area they want to oversee. The duty roster will be sent out the week of February 4, 2025.
- Captain Serrato encouraged members to take on the task of the annual Art Contest and stated how impactful it is to the disability community and the Department.
- Captain Serrato said that he will be participating in an event in Pleasanton, CA, called The Night to Shine on February 7, 2025. The Night to Shine event is a prom night for people with disabilities. It is celebrated in various places, and Captain Serrato encouraged committee members to identify if there will be an event near their Area Office and inform the Public Information Officer in hopes of getting more participation throughout the state.

**Round Table:**

- AGPA Planinz suggested the AWARE NEWS newsletter draft be ready for approval around July 2025.
- PT Clark suggested a luncheon for people to meet and learn about the ACPD and what its goals are.
- Commander Ireland encouraged members to take on the responsibility of the art contest, noting that the footwork had been completed and they would just need to follow the guidelines already established.
- SSA Montanez briefed the committee members on the most recent SDAC meeting, noting the focus was on the LEAP program.

The next meeting is scheduled for May 9, 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

cc: Equal Opportunity & Access Section