**Traumatic Brain Injury (TBI) Advisory Board**

**Meeting Minutes**

**January 24, 2022**

1. Call to order

Chair Shinoda called to order meeting at 9:02 a.m.

## Welcome and Introductions

Chair Shinoda made introductions.

Board Members Present:

* Dr. Charles Degeneffe, San Diego State University
* Susan Hansen, San Diego Brain Injury Foundation (former) and TBI Caregiver
* Todd Higgins,4 Disability Rights California and TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Center
* Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor (joined late) Co-chair
* Dr. Katie Shinoda (Chair), Mercy General Hospital
* Eric Williams, TBI Survivor (joined second half of meeting)
* Dr. Steven Chan, Physical Medicine and Rehabilitation (PMR) at Kaiser Permanente
* Lili Whittaker, TBI Caregiver (left early)

## Members of Public (video/phone):

* Celeste Ryan, Coastline Community College
* Cynthia Burt, TBI Caregiver
* Heike Kessler-Heiberg, ABI Program at San Diego Community College District
* Vincent Martinez, TBI Survivor
* Michelle Wild, Coastline Community College
* Tina, TBI Caregiver
* Dan Clark, Community Advocate

## Department of Rehabilitation (DOR) Staff Present:

* Megan Sampson, Independent Living and Assistive Technology Section (ILATS) Chief and TBI Survivor
* Tanya Thee, TBI Program Administrator
* Brandi Bluel, TBI Program Administrator
* William Blalock, Assistant to the ILATS Chief

## **Housekeeping**

Grant Administrator Thee reviewed housekeeping items.

## **Public Comment**

No public comment.

## Subcommittee Reports (Updates, Goals and Timelines)

**Registry Subcommittee:**

Lead Daniel Ignacio shared updates on Registry Subcommittee.

* Registry development (Partnership with state agencies and organizations that collect data on TBI incidents to provide a better system of tracking and the need for longer-term services and supports across the state, partner with a mentor state that practices a state-level and TBI registry partnership, to create strategies for sharing information between relevant agencies, such as Memorandum of Understandings or inter-agency agreements, support individuals with TBI, their families, caregivers, and service providers to be better informed of TBI services, work with mentor states to develop best practices to ensure individual privacy and confidentiality
	+ Develop an Excel spreadsheet of estimated new medical instances of TBI in California (for a given year) with a Word summary
		- Obtain data from California Department of Health Access and Data (CDHAD), previously OSHPD
		- Analyze data (by count and/or percentage) for instances, causes of injury, mechanisms of injury, ethnicity and/or county/region/rural/etc.
		- Use data to identify links to causes, possible funding sources and identify gaps in data to assist with the needs assessment and state plan
* OSHPD – there is no cost incurred with this method. This data is important because it covers the California Trauma Registry. California Trauma registry only has level 1 trauma hospitals and OSHPD has all California hospitals.
* CalSpeaks – Daniel reviewed the 16 questions with the Board and some edits were made. The purchase of survey space with CalSpeaks is currently being processed.
	+ Lead Shinoda asked for motion to approve the revised CalSpeaks questions:
		- Degeneffe/Hansen Motion/Second to approve.
		- Yes votes (8), Shinoda, Chan, Degeneffe, Hansen, Huie, Ignacio, William; No vote, (0); Abstain votes (1) Higgins

Board Comments:

* Todd Higgins, suggests joining the Registry and Needs Assessment committees.

Public Comments:

* Michelle Wild, do not want to lose the caregiver’s input by solely focusing on survivor’s

**Needs Assessment Subcommittee:**

Lead Dr. Charles Degeneffe shared updates on Needs Assessment Subcommittee.

* ACL deliverable: Guide the development of a statewide needs assessment survey
	+ Incorporate the information into the annual TBI State Plan
	+ Meet the linguistic and cultural competencies across the regions
* HARC agreement – DOR has found an exception to the procurement process and are processing the agreement with HARC now to perform the Needs Assessment project
	+ Developed an interview guide
	+ Utilize the Board’s survey tool rather than develop a new one
	+ Outlets for survey dissemination was asked of the Board

Board Comments:

* Todd Higgins, asked Board members to review their current county and identify three organizations that would be a good fit for survey dissemination.
* Daniel Ignacio, there are questions in the CalSpeaks survey that allow the participant to request additional information and collected demographics, which can be used in conjunction with the needs assessment.
* Katie Shinoda, connect with the Brain Injury Association of California
* Lili Whittaker, can the Trauma Center help direct people where to find services.

Public Comments: None

**Sustainable Funding:**

Lead Daniel Ignacio shared updates from Sustainable Funding committee.

* Mission statement – “Explore, identify, and facilitate sustainable funding for TBI programs and initiatives in the state of California”
* ACL deliverable - identify one or more funding sources, outline ideas for funding sources, and identify usable resources for longer-term funding, identify one or more funding mechanisms to support locally based services, outline ideas for expansion of services in the State Plan, seek input from mentorship with states that have identified funding sources and developed robust data collection services, quantify the scope of need for TBI services in California
	+ Created a list of potential funding sources, will narrow to one viable source and develop a plan of action
	+ Sustainable Funding Plan will become part of the State Plan

Board Comments: None

Public Comments: None

**State Plan:**

Lead Susan Hansen shared updates from State Plan committee.

* ACL deliverable - develop a final state plan that will be revised annually, which includes underserved and inappropriately served individuals in the plan’s creation; review and analysis of the services, supports and assistance available to those with a TBI and the unmet needs; goals for closing the gap of unmet needs with objectives and activities for the ACL funded projects; plan available for public review and comment; develop recommendations for a statewide infrastructure of essential TBI services
* The Board reviewed the plan draft and provided feedback and edits.
	+ Board was asked for quotes and/or photos to include in plan
		- A release of information is required
	+ TARC will review the plan and provide feedback

Board Comments:

* Dr. Katie Shinoda, TBI is a subset of an Acquired Brain Injury (ABI); technically all TBIs are ABIs but not all ABIs are TBIs.
* Todd Higgins, suggests making the clear distinction of TBI and ABI
* Daniel Ignacio, there are two ABIs – traumatic and non-traumatic

Public Comments: None

## ACL Grant Activities

Chief Sampson shared updates for the ACL TBI grant.

* 4th year no-cost extension goals
	+ Development of a State Plan
	+ Develop and execute a needs assessment
	+ Develop a statewide registry
	+ Identify at least one sustainable funding source for services
* 2021 Grant cycle
	+ Survivor committee
		- Currently working with interested survivors to build the committee framework
		- Family or caregivers may assist a survivor but not participate as a committee member
* Public Health Workforce Funding
	+ Announcement released 1/21/22
* Due date 2/23/22, ACL intends to issue initial notices of award as applications are received prior to the application due date to address urgent COVID-19 response needs. If all eligible entities do not apply or otherwise indicate a desire to receive funds, second notices of award are planned after the actual number of applicants is finalized
	+ Funding to support wages and benefits for new staff or increase the full-time equivalent (FTE) of existing staff
	+ Estimated start date of April 1, 2022 and an end date of September 30, 2024, for a 30-month budget and performance period
	+ Total funding available is $2,160,000. To assure that all available funding is awarded, an estimated budget of $90,000 for the entire period of performance will be submitted. ACL will distribute the $2,160,000 evenly across eligible entities to ensure a sufficient level of funding to provide substantive wage and benefit support for the public health workforce. If all eligible entities complete the application requirements, each will receive an award of $77,142 for the entire period of performance. No cost share or match is required.

Board Comments: None

Public Comments:

* Dan Clark, be sure we have a clear plan that can be implemented so not to use valuable time on a project that may not work out.
1. **Board Internal Business**

Grant Administrator Thee gave the update on board business.

* New Board Member Recruitment
	+ Currently there are nine Board members and six vacant positions on the board.
	+ An ad-hoc group will be established to develop the onboarding and orientation materials and process.
		- Dr. Steven Chan and Dr. Charles Degeneffe volunteered to participate
	+ Recruitment goals:
		- February through April – develop materials and process
		- April – Present to the Board
		- May – Member onboarding
		- June – Official appointment to the Board and begin work
	+ What is the number of members each committee needs?
		- Decide once the committees are determined for the new grant
		- Develop a skill set list for current and new Board members
		- Keep committee members to an odd number for quorum ease
		- Daniel Ignacio has agreed to temporarily join the Needs Assessment Committee through May 2022

Board Comments: None

Public Comments: None

* Board By-Laws were discussed and revised.

Board Comments:

* Dr. Steven Chan, previously discussed using the committee’s mission statements as the goals of the Board. Is there a higher authority that needs to approve the by-laws in certain areas such as term lengths. Maybe include outreach with the recruiting committee.
* Todd Higgins, maybe establish a recruiting committee and add new members every year. Members should not miss more than 50% of Board meetings and 70% of committee meetings.

DOR Comments:

* Megan Sampson, include the newest ACL standards for Board membership.
* Tanya Thee, change the term limits to five years to align with the ACL grant terms. The 15-member cap was decided by DOR and not mandated. There needs to be separate attendance expectations for Board meetings versus committee meetings.

Public Comments:

* Dan Clark, the by-laws do not have a have a focus point. Maybe include information on community integration and independent living. Liked Nebraska’s by-laws and how it is laid out.
* Board to DOR Recommendation process was discussed and approved.

Tanya Thee asked for motion to approve the Board to DOR Recommendation process:

* Shinoda/Higgins Motion/Second to approve.
* Yes votes (8), Shinoda, Chan, Degeneffe, Hansen, Higgins, Huie, Ignacio, William; No vote, (0); Abstain votes (1) Lili (left early)

Board Comments: None

Public Comments: None

* Bagley-Keene Requirements Update

The Governor issued [Executive Order N-1-22](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.ca.gov%2F2022%2F01%2F05%2Fgovernor-newsom-signs-executive-order-in-response-to-covid-19-pandemic%2F&data=04%7C01%7CTanya.Thee%40dor.ca.gov%7C1f4f178314d541d510b708d9d163cd32%7C19ed70549d9743c792b16781b6b95b68%7C0%7C0%7C637771048842468957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=2XRvinKbt69pe23m7WFORAcbLP1bdsYvwE8SX5jVAbo%3D&reserved=0) on January 5, 2022 to immediately extend the sunset of [Assembly Bill 361](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleginfo.legislature.ca.gov%2Ffaces%2FbillNavClient.xhtml%3Fbill_id%3D202120220AB361&data=04%7C01%7CTanya.Thee%40dor.ca.gov%7C1f4f178314d541d510b708d9d163cd32%7C19ed70549d9743c792b16781b6b95b68%7C0%7C0%7C637771048842468957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=mxuWmEPZv2vT8y48XR9znQY61TM873ixYZ3O4qnhC50%3D&reserved=0), which extended the flexibilities enabling public agencies to meet remotely during the COVID-19 emergency. The following pandemic related changes to the Bagley-Keene Act will remain in effect through March 31, 2022:

* + State bodies may continue to hold meetings via teleconferencing and allow members of the public to observe and address the meeting by telephone or on the internet.
	+ State bodies are not required to identify the teleconference location from which a member will be participating in a public meeting or proceeding in the notice and agenda of the public meeting or proceeding.
	+ Agendas are not required to be posted at all teleconference locations.
	+ Teleconference locations are not required to be accessible to the public.
	+ It is not required that at least one member of the state body be physically present at the location specified in the notice of the meeting.

DOR will continue to monitor legislative and executive activity pertaining to the Bagley-Keene Act and will keep you updated on any changes.

Board Comments: None

Public Comments: None

## 8. TBI Grant Request for Application RFA Update

Tanya Thee provided an update on the RFA and HCBS Funding.

* State RFA Status:
	+ Appeal decision was in favor of a re-scoring of the applications which will begin this week
	+ Intent to award will post January 29, 2022
	+ Grant start date will be April 1, 2022
	+ Funding amounts will not change even though we have extended five of the six current grants until March 31, 2022 to ensure continuation of services
* HCBS RFA Status:
	+ California has received conditional approval of the California Home-and Community-Based Services (HCBS) Spending Plan and may begin implementing all initiatives as conditionally approved.
	+ HCBS allows for a full-time position, which has been posted.
	+ RFA status update - currently working on the RFA but have also been looking into other potential avenues to disperse the funds. Would like feedback on two potential options:
	+ wait 6 months to do our original plan and award to existing and then do the RFA for new
	+ enter into negotiated contracts without the requirement for a solicitation (not sure yet if this is a viable option)

Board Comments: None

Public Comments: None

## 9. Review and Approval of Minutes July 19, 2022

Lead Shinoda asked for motion to approve the July meeting minutes.

Higgins/Huie Motion/Second to approve.

Yes votes (8), Shinoda, Chan, Degeneffe, Hansen, Higgins, Huie, Ignacio, William No vote, (0) Abstain votes (1) Lili (left early)

October 2021 meeting minutes will be approved at the April meeting.

## 10. DOR Updates

Megan Sampson provided updates on the DOR, specifically ILATS.

* Megan is back from leave and currently working 20 hours per week.
* ILATS staff is continuing to telework.
* Megan is overseeing the ACL TBI program and Ana is overseeing the State TBI program.
* ILCs have been provided additional workforce funding.
* Voice Options have served over 800 consumers and are working on extending the contract for another year.

Board Comments: None

Public Comments: None

## 11. California Traumatic Brain Injury (CATBI) Update

Dr. Katie Shinoda provided updates on the CATBI group.

* CATBI’s recommendation to DOR – can it be implemented now in case we need the data for the registry
* Discussing allowing non-grantees to join CATBI
	+ May need to occasionally have DOR/Grantee meetings when DOR has grantee specific information to share.
* CATBI will be partnering with the Advisory Board and Jack Light will represent CATBI at the Board meetings

## 12. Agenda Items for Future Meetings

* Reviewing or amending the By-laws.
* Tentative approval of the State Plane
* Title IX regulations discussion with DOR Legal Affairs
* New grantee presentations (if grants are awarded 4/1/22)
* More information on HCBS Funding
* HARC presentation of needs assessment

**13. Summary and Action Items**

* Daniel Ignacio, Chuck Degeneffe, and Susan Hansen provided updates on the Registry, Needs Assessment, Sustainable Funding and State Plan Sub-Committees
* Discussed the ACL project plans for the remainder of the prior grant cycle
* Received updates on the new Survivor Committee
* Discussed new board member recruitment
* Revised the Board By-Laws
* Reviewed and adopted the Board to DOR proposal process
* Received updates on the Request for Application for the site grants and HCBS grant
* Reviewed and approved the July 19th board meeting minutes
* Received DOR updates
* Received CATBI updates
* Reviewed and approved the April 18th board meeting minutes
* Brainstormed potential agenda items for the next board meeting

Action Items:

* Daniel will send DOR the most current questions for CalSpeaks.
* Board Members will send DOR potential outlets to disseminate the needs assessment surveys to survivors.
* Daniel will send a clear definition of TBI versus ABI to DOR to be included in the State Plan.
* Board members will send survivor stories, quotes and photos to DOR to be included in the State Plan.
* DOR will send Board members the ‘Release of Information’ form for survivor stores, quotes and photos.
* DOR will add Daniel to the Needs Assessment committee meetings through May 2022.
* DOR will schedule a meeting to develop the Board member onboarding and orientation materials and process.
* DOR will add to the February committee agenda, skills sets for each committee and revising the Executive committee duties.
* DOR will send out the revised by-laws for review and discussion at the April Board meeting.
* DOR will review Nebraska’s by-laws and update our format.
* DOR will send action items to Board members after the meeting.
* DOR will continue to work on the formatting of the State Plan.

Upcoming Committee Meetings are on February 8, 2022.

**14. Public Comment**

**15. Adjournment**

Motion to adjourn/second Hansen/Chan at 2:40 p.m.