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

**Meeting Minutes**

**May 23, 2022**

1. Call to order

Chair Shinoda called to order meeting at 9:06 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, Disability Rights California and TBI Survivor (left early)
* Dr. Henry Huie, Santa Clara Valley Medical Center
* Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor Co-chair
* Dr. Katie Shinoda (Chair), Mercy General Hospital
* Eric Williams, TBI Survivor
* Dr. Steven Chan, Physical Medicine and Rehabilitation (PMR) at Kaiser Permanente

Board Members Not Present:

* Lili Whittaker, TBI Caregiver

## Members of Public (video/phone):

* Judith Cabrera, Central Coast Center for Independent Living
* Emily Gomez, Independent Living Center of Southern California
* Georgina Alvarez, Central Coast Center for Independent Living
* Monique Flores, Independent Living Center of Southern California
* Daniel Polk, Health Assessment and Research for Communities
* Elizabeth Wood, Department of Rehabilitation
* Jocelyne O’Toole, Department of Rehabilitation
* Mike Valencia, Department of Rehabilitation
* Sarah Price-Hancock, Mesa College ABI program, TBI Survivor
* 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)

**Needs Assessment Subcommittee:**

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

* Health Assessment Research for Communities (HARC) agreement – presented the needs assessment process and outcomes (report may be reviewed via a separate document).

Board/DOR Comments:

* Todd Higgins, were there questions around research recidivism, like people were able to get jobs but not keep them? No, there were no questions to that.
* Megan would like the age groups to be more aligned with how the State refers to age groups (teen, adult, middle age, senior vs. actual age group on 20-29, 30-39, 40-49, etc.
* Chuck Degeneffe would like to know strategies for future needs assessment to ensure we capture specific demographics. Establish close relationships in organizations, hospitals and clinics; online and paper surveys; other languages.

Public Comments: None

**Registry Subcommittee:**

Lead Daniel Ignacio shared updates on Registry Subcommittee.

* Obtain data from California Department of Health Access and Data (CDHAD), previously OSHPD
	+ We have 2016-2020 data that was obtained from Dr. Stewart
	+ BUCP is in process with DOR and OSHPD takes 90 days from submission
	+ Model data sets for 2015-2019
		- Patient Discharge Data
		- Emergency Department Data
		- Ambulatory Surgery Data
		- Patient Origin/Market Share Data
		- AHRA Prevention Quality Indicator Data
	+ 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
* CalSpeaks Survey
	+ Survey launched this month
* CATBI data packet – collecting from current grantees/contractors, includes the community integration questionnaire and Mayo-Portland.

Board Comments - None

Public Comments - None

**Sustainable Funding:**

Lead Daniel Ignacio shared updates from Sustainable Funding committee.

* Committee decided to request a Budget change Proposal (BCP) to obtain additional funds for services to survivors in California
	+ BCP is being drafted and other funding mechanisms are in consideration as well, but none were included in the May revise
	+ The Sustainable Funding Plan

Board Comments: None

Public Comments: None

**State Plan:**

Lead Susan Hansen shared updates from State Plan committee.

* The Board reviewed the final plan draft and provided feedback and edits
* It was agreed that no photos will be added at this time
* Chuck Degeneffe will do a final review of the HARC integration to the State Plan
* ACL TARC will review the plan and provide feedback

State Plan was discussed and tentatively approved.

Susan Hanson asked for motion to tentatively approve the State Plan:

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

Board/DOR Comments:

* Chief Megan Sampson and Todd Higgins would prefer no photos in the State Plan
* Todd Higgins would like the State Plan at least 30 days for review before the next Board meeting

Public Comments:

* Sarah Price-Hancock would prefer no photos in the State Plan

## DOR Updates

Megan Sampson provided updates on the DOR, specifically ILATS.

* COVID-19 vaccinations and requirements were reviewed
* ILATS staff is continuing to telework.
* ILCAD Program
	+ AGPA for Pia's position is being interviewed
* TBI Program
	+ HCBS includes a full-time position to administer the HCBS program, due to internal audits, the position have been held from being posted and are just now being reviewed by personnel. No updates at the moment as to when HCBS will be hired, but it will be expedited process.
* VO Program
	+ AGPA for VOP is also currently being held, but will be posted soon
	+ Extended an additional year with additional funds, just hit 900 consumers
* AT Program
	+ Working on the State Plan for Assistive Technology SPAT) which is due on July 1. Also putting out an AT
	+ survey to assess CA needs and use
* California Hiring Playbook
	+ Partnering with the California Health and Human Services Agency to develop a hiring playbook for hiring people with disabilities
* DOR’s Chief Deputy Director, Andi Mudryk
	+ Appointed to the Sacramento Superior Court by Governor Gavin Newsom
	+ The vacancy will be filled with a Governor appointee and Senate confirmed
* Kim Rutledge is new at DOR, Legislation and Communications

Board Comments: None

Public Comments: None

## ACL Grant Activities

Chief Sampson shared updates for the ACL TBI grant.

* 4th year no-cost extension goals and spending plan
	+ Development of a State Plan – tentative approval
	+ Develop and execute a needs assessment – HARC presentation
	+ Develop a statewide registry – data collection
	+ Identify at least one sustainable funding source for services - BCP
* Public Health Workforce Funding
	+ Funding to support wages and benefits for new staff or increase the full-time equivalent (FTE) of existing staff
	+ End date of September 30, 2024
	+ DOR received $86,400
	+ Funding will be provided via a negotiated contract with our six TBI sites to hire a TBI survivor to assist with developing the PSS curriculum, which would be about $13,000
	+ An individual on SSDI can earn up to $940 per month and still receive benefits, which is $11,280 per year
	+ We could provide 7 TBI survivors with jobs in a sheltered work environment for 1 year through our TBI sites.
* 2021 ACL Grant cycle
	+ The objectives are:
		- expand the TBI Advisory Board to include a TBI Survivor Committee
		- identify options for long term funding
		- utilize the TBI Needs Assessment and Registry data to inform policy, education, and training statewide
	+ The anticipated outcomes are:
		- establish and promote plain language materials about TBI for public education through the TBI Survivor Committee
		- expand systems to support early identification, intervention, resource facilitation, and coordination for people with TBI
		- identify sustainable funding mechanisms to support locally based TBI services
		- create data informed education and training leading to expanded services and supports for TBI survivors
	+ Committees and experience/skills/connections for members were established:
		- Brain Injury Survivor Committee (BISC) – existing
		- Public Policy and Funding Committee (PPFC) Katie Shinoda
			* Legislative connections and processes
			* Benefits planning
		- Data Analytics Committee (DAC) Daniel Ignacio
			* Enjoy working with/curious about data
			* Statistical knowledge
			* Research/recommendation experience in plain language
		- Education and Public Outreach Committee (EOPC) Henry Huie, Susan Hansen, Steven Chan, Eric Williams
			* Creating pamphlets and informational documents
			* History of TB services
			* Knowledge of different community organizations
			* CATBI representative
		- DOR TBI State Plan Committee (DTSPC) - existing

Board Comments:

* Daniel Ignacio, will the BISC include already established legislation? Yes, up to the committee to decide which ones. Lobbying? No, can make recommendations to DOR for trailer bill language.

Public Comments:

* Dan Clark, maybe have a Vocational Rehabilitation Counselor to the committee
1. **Board Internal Business**

ILATS Chief Sampson gave the update on board business.

* New Board Member Recruitment
* There are nine vacant positions open for the board, currently we have 9 members
* Recommendations have been provided to the Director for approval, should have Joe's feedback next week
* 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
	+ Proposed timeline
		- May/June – develop materials and process
		- July – Present to the Board
		- July – Member onboarding
		- August – Official appointment to the Board and begin work
* Matching current members with new members for mentorship

Board Comments: None

Public Comments: None

* Board By-Laws were postponed to the next meeting
1. **CATBI Updates**

ILATS Chief Sampson gave the update on board business.

* Had the first meeting of 9 current sites, will add additional sites as DOR identifies additional partners
* Working on finalizing and getting the CATBI website LIVE ASAP
* Will soon have elections for CATBI leadership
* Planning for committee work including: Website, Advocacy, Social Media, Data, other?
1. **TBI Grant Request for Application RFA Update**

ILASTS Chief Sampson provided an update on the RFA and HCBS Funding.

* State RFA Status:
	+ Six grants were awarded effective April 1, 2022 (CCCIL, ILCSC, Jodi House, St. Jude, SDBIF, BIC)
	+ Grants are for 27 months, ending June 30, 2024
* Grants are $175,000 per year beginning July 1, 2022; with $87,500 for April 1, 2022 to June 30, 2022
	+ Grantees had their first meeting with DOR on 5/11/22

* HCBS Spending Plan Fund application for $5M was approved in January. Purpose is to increase services in unserved/underserved areas.
	+ HCBS includes a full-time position to administer the HCBS program that is currently being recruiting for
	+ Seven sites, including the State grantees and Southern California Resource Services for Independent Living have been awarded contracts effective 4/1/22
	+ Mercy’s contract has been approved by DOR and is at Mercy for approval
	+ Freed is currently negotiating their contracts
	+ Request for Interest for up to three additional contracts was posted 5/11/22 and is due 5/25/22

Board Comments: None

Public Comments: None

## 9. Review and Approval of Minutes October 18, 2021 and January 24, 2022

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

Hansen/Ignacio Motion/Second to approve.

Yes votes (5), Shinoda, Chan, Degeneffe, Hansen, Ignacio, William No vote, (0) Abstain votes (3) Degeneffe, Higgins, Huie (left early)

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

Hansen/Ignacio Motion/Second to approve.

Yes votes (5), Shinoda, Chan, Degeneffe, Hansen, Ignacio, William No vote, (0) Abstain votes (3) Degeneffe, Higgins, Huie (left early)

## 12. Agenda Items for Future Meetings

* Reviewing and approving the By-laws
* Final approval of the State Plane
* Title IX regulations discussion with DOR Legal Affairs
* New grantee presentations
* Final HARC report summary
* Education, Advocacy, and lobbying definitions
* Finalize new committees

**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
* HARC presented an overview of the needs assessment survey results
* Provided tentative approval of the State Plan
* Received updates on the new Survivor Committee
* Discussed the establishment of new committees for the new SPP grant
* Received an update on the Public Health Workforce Funding grant
* Discussed new Board member recruitment
* Received updates on the Request for Application for the site grants and HCBS grant
* Reviewed and approved the October 18th and January 24th board meeting minutes
* Received DOR updates
* Received CATBI updates
* Committees are open for public membership
* Committee will now be two hours monthly
* Brainstormed potential agenda items for the next board meeting

Action Items:

* HARC final report by May 31, 2022; post to website and share with Board members
* Final State Plan due to Board members by June 18, 2022
* DOR to send the 2021 SPP narrative and committee information to Board members
* Update by-laws for review and approval at July Board meeting
* DOR to continue onboarding process for new Board members
* DOR to determine process for public to join committees

Upcoming Committee Meetings are on June 14, 2022.

**14. Public Comment**

None

**15. Adjournment**

Motion to adjourn/second Ignacio/Hansen at 3:07 p.m.