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

**Meeting Minutes**

**Date 10/18/2021**

1. Call to order

Chair Shinoda called to order meeting at 9:04 a.m.

## Welcome and Introductions

Chair Shinoda made introductions.

Board Members (present by video/phone):

* 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
* 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, Caretaker

## Members of Public (video/phone):

* Dan Clark, Community Advocate

## Department of Rehabilitation (DOR) Staff (video/phone):

* Ana Acton: Independent Living and Assistive Technology Deputy Director
* Megan Sampson, Independent Living and Assistive Technology Section (ILATS) Chief and TBI Survivor

## **Housekeeping**

ILATS Chief reviewed housekeeping items.

## **Public Comment**

No public comment.

## Subcommittee Reports (Updates, Goals and Timelines)

**Needs Assessment Subcommittee:**

Lead Todd Higgins gave the update on the Needs assessment tool.

* San Diego University has decline to submit a revised proposal for $100,000 that aligns with DOR’s budget
* Health Assessment and Research for Communities (HARC) has put together a proposal for us for under $100,000 and has the capacity and experience to perform the assessment.
* The committee requests the Board to approve moving forward with HARC.
* The project with HARC would start asap.

ILATS Chief Sampson asked for motion to approve the HARC proposal

Higgins/Hansen Motion/Second to approve.

Yes votes (8), Shinoda, Baker, Chan, Degeneffe, Hansen, Higgins, Huie,

No vote, (0)

Abstain votes (0)

Public Comment: None

**Sustainable Funding:**

Member Todd Higgins shared with the group any updates from Sustainable Funding.

* Committee goal is to identify at least one viable sustainable funding source.
* The lengthy list of potential funding sources was broken down into three groups based on viability.
* Each committee member will research sources in the first group.
* Alcohol tax is a potential funding source due to 70% of moderate to severe TBIs are connected to alcohol.
* Substance Abuse and Mental Health Service Administration (federal) is another potential source of funding that also have some alcohol and drug programs.

Public Comment: None

**Registry Subcommittee:**

Chief Megan Sampson and Lead Daniel Ignacio shared updates on Registry Subcommittee.

* The members connected with partner states that have registries and how they are collecting and using the data collected.
* CalSpeaks – The purchase process for survey space has been started.
* OSPHD – a request for data is being processed.

**State Plan:**

Lead Susan Hansen shared updates on the State Plan development.

The outline has been finalized with the suggestions made at the April Advisory Board Meeting.

* Table of Contents has been edited quite a bit.
* The Executive Summary will be completed after the rest of the plan is completed, this section will be used to share the highlights of the plan.
* The Introduction has been combined with TBI Basics.
* Defined Tbi and ABI, the plan focuses on TBI.
* Would like to get additional survivor stories to include in the plan.
* There are 16 future areas of focus.

## ACL Grant Activities (Budget, Goals/Timelines, Next ACL Grant, Other)

Chief Sampson shared updates for ACL State Partnership Program (SPP) grant programs.

* The 2018 SPP grant is in its fourth and final year (ends May 31, 2022), projects being completed are:
  + Procurement and dissemination of a needs assessment survey
  + Purchase TBI data from clinical or register sources
* The new 2021 SPP grant is in its first year (ends July 31, 2026) projects are:
  + Expand the TBI Advisory Board to include a Survivor Committee
  + Provide culturally competent resources for homeless and domestic violence survivors
  + Identify options for long-term funding
  + Inform policy education and training statewide
  + A five year work plan was developed by month and submitted to ACL with the project narrative

Public Comments:

Is the new ACL grant on the TBI website? If not, it will be added.

1. **Board Internal Business**

Chief Megan Sampson provided the update on board news.

Board Member Recruitment

* Currently there are 10 members and six vacant positions on the board.
* The process includes candidate interviews (by end of October 2021), acceptance or denial letter, and onboarding.

Board Comments:

* Can the Board develop a recruiting committee? Also using the committee for outreach?

Bagley-Keene Requirements

* Open meeting act that requires all public meetings to be posted online 10 days prior (all Board and Committee meetings).
* Currently temporarily modified due to virtual meeting requirements and COVID-19, eventually physical addresses will be required to be posted for all locations that a Board member is logging from.

## 8. TBI Grant Request for Application (RFA) Update

Chief Megan Sampson provided an update:

* RFA applications were due September 30, 2021
* Intent to award to be posted by October 26, 2021

## 9. Review and Approval of Minutes from April and July, 2021

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

Higgins/Huie Motion/Second to approve.

Yes votes (8), Shinoda, Chan, Degeneffe, Hansen, Higgins, Huie, Williams, Whittaker No vote, (0) Abstain votes (0)

July meeting minutes will be approved at the January meeting.

## 10. Department of Rehabilitation (DOR) Updates

Deputy Director Acton provided updates for the DOR.

* October is National Disability Employment Awareness Month
* Youth Leadership Forum application is out.
* Secured an additional $5 million dollars for the TBI program through the Home and Community Based Services spending plan.
* Voice Options has provided 459 consumers with iPads and software.

No further questions at this time.

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

Chair Shinoda provided an update on the CATBI group.

* There is a new website being completed for CATBI but will not go live until the new State grantees are awarded.
* CATBI sites have been collecting data. The CIQ, Community Integration Questionnaire. This covers three categories such as home integration, community integration and productive activity which include working and volunteering. This is measured every 6 months for 18 months. After 18 months reassessed annually. Moving forward a recommendation has been made to continue using the CIQ and to add the MPAI-4. This is being proposed to DOR in the hopes of having more robust data.
* CATBI is considering a more direct relationship with the Sustainable Funding Committee as their goals align.

## 12. Agenda Items for Future Meetings

* State Plan draft
* Partnership Connections
* Committee Updates
* Reviewing or amending the By-Laws
* RFA and HCBS
* CATBI

**13. Summary and Action Items**

Action Items:

* DOR will have the 2021 SPP goals and objectives posted to the internet
* DOR will send the updated State Plan to Board
* Members will review the By-Laws and provided edits and feedback
* DOR will send out the Survivor Committee information

**14. Public Comment**

**15. Adjournment**

Motion to adjourn/second Shinoda/Whittaker at 3:56 p.m.