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

**Meeting Minutes**

**January 23, 2023**

1. Call to order

Chair Shinoda called to order meeting at 9:10 a.m.

## Welcome and Introductions

Chair Shinoda made introductions.

Board Members Present:

* Dr. Katie Shinoda (Chair), Mercy General Hospital
* Dr. Steven Chan, Physical Medicine and Rehabilitation (PMR) at Kaiser Permanente
* Dr. Charles Degeneffe, San Diego State University
* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Center
* Randy Dinning, Long Term Care Ombudsman
* Heidi Frye, Independent Living Center of Kern County and BI Survivor
* Vincent Martinez, Santa Clara Valley Medical Center and TBI Survivor
* Theresa Woo, Department of Rehabilitation and TBI Caregiver
* Erin Johnson, TBI Survivor
* Michael Roscoe, TBI Survivor
* Kristie Warren, TBI Survivor
* Dr. Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor Co-chair

Board Members Not Present:

* Natalie Lebeck, TBI Survivor
* Lili Whittaker, TBI Caregiver
* Robert Model, Santa Clara Valley Medical Center
* Susan Hansen, San Diego Brain Injury Foundation (former) and TBI Caregiver
* Phillip Subia, TBI Survivor
* Eric Williams, TBI Survivor

## Department of Rehabilitation (DOR) Staff Present:

* Megan Sampson, Independent Living and Assistive Technology Section (ILATS) Chief and TBI Survivor
* Tanya Thee, TBI Program Administrator
* Matthew Berube, TBI Program Administrator

## Members of Public (video/phone):

* Dan Clark, Community Advocate
* Heather Fiore, TBI Survivor
* Georgina Alvarez, California Central Coast for Independent Living
* Roslyn Knox, San Diego Brain Injury Foundation
* Sarah Harris, Resources for independence Central Valley and TBI Survivor
* Monique Flores, Independent Living Center of Southern California
* Victoria Eslick, Resources for Independence Central Valley
* Heather Jameson-Brown
* Heather Santos, Disability Resources Agency for Independent Living
* Cathy McClean
* David Bogdan, St. Jude Brain Injury Center
* Ruben Barajas, St. Jude Brain Injury Center
* Lisa O’Guinn, DOR, Independent Living Manager
* Ava Hacopian, DOR, Medical Services Unit

## **Housekeeping**

Grant Administrator Thee reviewed housekeeping items.

## **Public Comment**

No public comment.

## Subcommittee Reports (Updates, Goals and Timelines)

**Public Policy and Funding Committee (PPFC):**

Kristie Warren shared updates for the committee.

PPFC started developing a logic model to determine the committee direction and focus

* + Determine problem statements
		- Expansion to 12 TBI sites is currently limited by HCBS federal funding (fully funds 6 TBI contracts and augments the 6 TBI Grants funded by the state) end-date of 1/31/24. TBI Grants (state funding) are scheduled to end June 30, 2024, with a possible 1- or 2-year extension.
		- What are sustainable funding sources and how do we connect the data to funding?
		- What is the amount of funding needed to run a great TBI Program? Include a conceptual model guided by data (consider waiver type services, ADHC, residential programs, behavioral management, population of TBI survivors).
	+ Develop goal statements
		- Identify funding sources to create a funding proposal model so there is no lapse in services for the current 12 TBI sites.
		- Develop a TBI Site structure including staff training, service provision requirements, certification, addressing cultural and language barriers.
		- Provide DOR with a specific recommendation for TBI program/competency.

Board Comments - None

Public Comments - Dan Clark wanted to confirm that the Logic Model was still able to be changed. The Committee confirmed this.

**Data Analytics Committee (DAC):**

Tanya Thee shared updates for the committee.

* Read aloud the roster of current DAC members
* DAC has not chosen a Lead yet.
* The DAC has been developing a logic model to determine the committee direction and focus
	+ Problem statements were read aloud
		- Conducting only one needs assessment fails to capture the changing and current nature of TBI related needs in CA.
		- There is a lack of understanding of the needs of specific populations of persons with TBI and the needs assessment should better capture these needs to inform the service system.
		- Due to the limited use of registry demographic data, this has limited the scope of the needs assessment process.
	+ Goal statements were read aloud
		- We will implement a process to conduct a needs assessment every two years.
		- Identify the specific populations that we currently lack data on to include them in future needs assessments.
		- The needs assessment will be strengthened by utilizing data from the registry.

Board Comments – None

Public Comments - Dan Clark wanted to confirm that the Logic Model was still able to be changed. The Committee confirmed this.

**Education and Public Outreach Committee (EPOC):**

Randy Dinning shared updates for the committee.

EPOC has begun developing a logic model to determine the committee direction and focus

* Read aloud problem statements
	+ There is a lack of educational materials to distribute to survivors and organizations that currently or may intersect with the TBI community.
	+ The existing educational resources are disparate, disconnected and challenging to disseminate to the appropriate stakeholders.
	+ Resources are not linguistically or culturally accessible.
* Read aloud EPOC’s Mission Statement
	+ “The mission of the Education and Public Outreach Committee is to identify appropriate educational resources and disseminate them in an accessible manner for TBI survivors, caregivers, organizations, and the public.”

Board Comments – Todd Higgins asked how information was to be shared with the Committee. The process and rules were briefly explained.

Public Comment – Heather Fiore reiterated the importance of connecting TBI survivors with the appropriate resources.

**Brain Injury Survivor Committee (BISC):**

Lead Kristie Warren shared updates for the Survivor committee.

* The tri-fold developed for TBI survivors to be distributed is finished and waiting on DOR approval.
* BISC would like to begin more outreach to increase exposure.
* BISC requests that each of the 12 CATBI sites send a representative to attend each BISC meeting.
* BISC will be discussing at its upcoming meeting the need for TBI mentors (“Survivor Shepherds”)
* BISC would like to collaborate more with the TBI Advisory Board committees.

Board Comments – Todd Higgins expressed appreciation for Kristie Warren’s efforts, and said he would be attending the next BISC meeting.

Public Comments – Dan Clark expressed appreciation for Kristie Warren’s efforts. Heather Fiore reiterated the importance of having someone knowledgeable assist brain injury survivors locate resources.

## ACL Grant Activities

Megan Sampson shared updates for the ACL TBI grant

Review of SPP 2021 Objectives:

* Expand the TBI Advisory Board to include a TBI Survivor Committee.
* Read aloud the goals of BISC
	+ Provide culturally competent resources to entities that intersect with homeless and domestic violence populations.
	+ Identify options for long term funding.
	+ Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.

Grant outcomes:

* Establish and promote plain language materials about TBI for public education through the TBI Survivor Committee.
* Expands 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.

Expected materials:

* Education and training materials for medical, rehabilitation, and community support professionals about the needs of TBI survivors and their families.
* A funding model proposal for TBI survivors to receive locally based services through the Department’s TBI sites.
* Culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry.

Board Comments: Randy Dinning asked about committees working together. Shared objectives were discussed. Victoria Eslick requested the link to the next BISC meeting. Dan Clark asked if March 2023 SEED Summit will be hybrid (It will not).

Public Comments: None

1. **Board Internal Business**

Katie Shinoda provided an update on board internal business.

* Katie Shinoda introduced Matt Berube, a new federal grant administrator with DOR.
* Discussed scheduling issues for the TBI Advisory Board Committees.
	+ Meeting will be moved to the second Thursday of the month beginning February 23, 2023.
	+ A roll call vote was taken to approve the change
		- Approve: Ignacio, Dinning, Higgins, Frye, Shinoda, Huie, Johnson, Chan, Warren, Woo, Martinez
		- Abstain: Roscoe
* Updates from Tanya Thee:
	+ Erin Johnson has moved to the PPFC.
	+ HCBS Funding:
		- $5 million received
		- Six additional TBI sites funded
	+ Public Health Workforce Funding (PHWF)
		- Hiring TBI survivors initiative

Board Comments – None

Public Comments – None

1. **DOR Updates**

Megan Sampson provided updates on the DOR.

* Ed Roberts Day celebrated today (January 23rd)
* New DOR Deputy Director (Victor Guran)
* Community Living Fund (“Zero dollar grant”)
* Transitions and diversions grants
* Staffing updates
* Voice Options has served 1,764 individuals
* Vendorization as funding source for CATBI sites
1. **Site Presentation: St. Jude Brain Injury Center**

Daniel Ignacio and David Bogden

* Federal Enhancement through ATS Fund
* Funded by DOR; subsidized through SJBIC
* TBIOC.org to sign up for newsletter

Board Comments: None

Public Comments: None

1. **California Association for Traumatic Brain Injury (CATBI) Updates**

Dr. Katie Shinoda provided an update of the CATBI meetings.

* All 12 CATBI sites are continuing to collect and report data
* Priorities of CATBI:
	+ Develop website
	+ Increase coordination among 12 CATBI sites
	+ Improve advocacy of TBI stakeholders

Board Comments: None

Public Comments: None

##  Next Board Meeting

* April 17, 2023

Board Comments – Daniel Ignacio expressed the need for more specific information about disparities of different groups’ access to ABI resources. Heather Fiore agreed survivors are often not referred to appropriate resource. Henry Huie spoke about the necessity for Case Manager, directory, and education for survivors. Randy Dinning agreed case management should be a high priority goal.

Public Comments – None

1. **Action Items**
* CATBI representatives should be present in all committees
* Send out revised invitations for new committee dates
* State Plan will be added to website

Upcoming Committee Meetings are on February 9, 2023

**14. Public Comment**

None

**15. Adjournment**

Todd Higgins motioned to adjourn. Kristie Warren seconded the motion. Meeting ended at 2:58pm.