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

**Meeting Minutes**

**April 17, 2023**

1. Call to order

Chair Shinoda called to order meeting at 9:03 a.m.

**2. 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
* [Partial] Theresa Woo, Department of Rehabilitation and TBI Caregiver
* Erin Johnson, TBI Survivor
* Kristie Warren, TBI Survivor
* Dr. Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor Co-chair
* Lili Whittaker, TBI Caregiver

Board Members Not Present:

* Robert Medel, Santa Clara Valley Medical Center
* Eric Williams, TBI Survivor
* Michael Roscoe, TBI Survivor

Department of Rehabilitation (DOR) Staff Present:

* Ana Acton, Deputy Director
* Regina Cademarti, Staff Services Manager
* Tanya Thee, TBI Program Administrator
* Angela Stevens, State Grant Administrator
* Matthew Berube, TBI Program Administrator

Members of Public (video/phone):

* Dan Clark, Community Advocate
* Debora Ivy, California Rehabilitation Institute
* Heather Fiore, TBI Survivor
* Brenda Plechaty, Traumatic Brain Injury Caregivers Support Group
* Victoria Eslick, Resources for Independence Central Valley
* Sarah Harris, Resources for independence Central Valley and TBI Survivor
* Ruben Barajas, St. Jude Brain Injury Center
* Gabby Chambers, Jodi House
* Lindsey Black, Jodi House
* Rebecca Wolfkiel, National Association of State Head Injury Administrators
* Zaida Ricker, National Association of State Head Injury Administrators

3. Housekeeping

Grant Administrator Matt Berube reviewed housekeeping items.

Public Comment

No public comment.

**4. Presentation**

* National Association of State Head Injury Administrators
* Given by Rebecca Wolfkiel and Zaida Rucker

**5. Approval of Minutes**

* **Approval of minutes for October 17, 2023**
  + Motion to approve minutes made by Kristie Warren; seconded by Steven Chan
  + Minutes were approved by Chan, Ignacio, Shinoda, Degeneffe, Higgins, Huie, and Warren
* **Approval of minutes for January 23, 2023**
  + Motion to approve made by Todd Higgins; seconded by Henry Huie
  + Minutes were approved by Shinoda, Higgins, Huie, Ignacio, Dinning, Martinez, Woo, Frye, Johnson, and Warren

**6. Board discussed recruitment efforts**

* Recruitment procedures will be added to agenda for the next meeting

**Board member comments**: None

**Public comments**: None

**5. Subcommittee Reports (Updates, Goals and Timelines)**

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

* Kristie Warren shared updates for the committee.
* PPFC has completed a logic model to determine the committee direction and focus
* 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.
* PPFC is creating a request for more funding for 6 California Traumatic Brain Injury sites.
* Warren discussed the procedure for the approval of new projects.
* Matt and Tanya will review with the Board the budget for new projects.
* Warren reviewed the activities of the Brain Injury Survivor Committee.
* BISC has created a plain language version of its mission statement

**Board Comments**: None

**Public Comments**: None

**Data Analytics Committee (DAC):**

* Daniel Ignacio gave general updates of Data Analytics Committee

Board Comments – None

Public Comments – None

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

* Randy Dinning shared updates for the committee.

Board Comments – None

Public Comment – None

**DOR Updates**

ACL Grant Activities

* Matt Berube 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 if the focus should remain on homeless and domestic violence populations; it should.

Public Comments: None

Public Health Workforce Funding & State

* Updates given by Tanya Thee
* Four grantee sites will hire a TBI survivor to assist with responding to the COVID pandemic.
* Contracts are being processed by DOR.
* $73,350 available for all sites ($18,337.00 each)
* Anticipated effective date will be July 1, 2023.
* All expenses must be incurred by September 30, 2024.

Home & Community Based Services

* Updates given by Angela Stevens
* The HCBS contract amendments are complete for half of our TBI sites so far. If sites are contacted by DOR Contracts for signatures or documents, please respond to them with what they need. Another round of amendments is expected in May to be effective July 1 so that sites can adjust budgets for the final year of the contract and adjust for any leftover money from this fiscal year. DOR will use that amendment to potentially move remove funds from sites that have communicated with us that they will not be able to fully expend the funds they have been given, and redistribute those funds to sites that can spend it on existing or upcoming projects. Our goal is to not leave a penny unspent!
* There is a recent update approved for HCBS invoices: budget revisions. Movement among line items in a fiscal year is now permitted with a contract revision. This process will require a new budget with the desired line item allocations to be sent in ahead of invoices. This is different and less involved that an amendment. This process is only for changes among already existing line items and cannot result in any increase or decrease in the overall budget or fiscal year budget. Please contact Angela for further details.
* Almost all TBI sites are current with invoicing through December 2023. We need all sites to catch up billing through February 2023. If you have not sent in December, January, February yet, please do ASAP! We are accepting March now as well.

DOR Updates

* Ana Acton provided updates on the DOR.
* Status of ILATS Staffing
* ILATS OT (Susan Neeley has joined)
* ILATS Chief duties temporarily conducted by Regina Cademarti

ILATS Program Updates

* Independent Living
  + Currently working on the annual progress report to submit to ACL
  + Transition & Diversion Funds is entirely encumbered already ($350,000)
* Assistive Technology
  + Annual report has been submitted to ACL
* Community Living Fund
  + Funding of $8.8 million, awarding up to 50 grants to any non-profit who provides transition or diversions services.
  + Funds are available until June 13, 2025
* Voice Options
  + Served 1764 consumers so far this year
  + Targeted outreach to find consumers in Alpine, Amador, Calaveras, El Dorado, Lake, Mariposa, Mendocino, Placer, Stanislaus and Tuolumne
  + Working on making this a permanent program at DOR

General DOR Updates

* Potential Funding Source
* Vendorization is the approval to purchase services for consumers by establishing a vendor relationship with a community rehabilitation program provider when a consumer requires specific services that our current sites do not provide.

Board Comments – None

Public Comments – Dan Clark asked if HCBS funding could be extended past 2024; Ana Acton said it could, but California has not yet decided whether to take the extension.

**Site Presentation:**

Central Coast Center for Independent Living

Maria Magana and Yoana Mendoza

Board Comments: None

Public Comments: Presenters were asked if CBIS certification is beneficial. Presenters affirmed that it was.

**Site Presentation:**

Jodi House

Lindsey Black and Gabby Chambers

Board Comments: None

Public Comments: The speaker was asked how counties were chosen to participate. Jodi House identified areas where clients were not being served.

**Presentation**

Dr. Daniel Ignacio of St. Jude’s

Topic: Addressing Disparities in the Community Reintegration of Survivors

Board Comments: None

Public Comments: None

Next Board Meeting

July 17, 2023

Board Comments – Board members would like “Board member retention” to be added to all upcoming Committee meetings.

Public Comments – None

Upcoming Committee Meetings are on May 11, 2023

Board Comment: None

Public Comment: None

**Adjournment**

Todd Higgins motioned to adjourn. Henry Huie seconded the motion. Meeting ended at 3:10pm.