# **California Department of Rehabilitation (DOR), Traumatic Brain Injury (TBI) Advisory Board Sub-Committees**

# Meeting Minutes

# January 13, 2023

**Opening**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:35 a.m. on January 13, 2023 by Tanya Thee via virtual meeting.

**DOR Updates (provided at all meetings) Tanya Thee and Angela Stevens**

**ILATS Staffing**

* TBI AGPA—formerly Brandi Bluel, filled by Matthew Berube
* AT AGPA—formerly Karl Ortega, filled by Elizabeth Woods
* IL SSM I—formerly Jocelyne O’Toole, filled by Lisa O’Guinn
* ILATS OT—formerly George Moultrie – now reviewing applications

**Home and Community Based Services (HCBS) Funding**

* HCBS Spending Plan Fund application for $5M was approved in January 2022. Purpose is to increase services in unserved/underserved areas by providing additional funding to existing sites and provide funding to six new sites.
* All contracts have been executed and programs are submitting invoices.
* All expenses must be incurred by January 31, 2024.
* Currently processing amendments.
  + Emails sent out concerning leftover funds from previous FY.
  + DOR expecting to receive amended budgets and narratives by January 20, 2023.
* Invoices are caught up through end of the FY.
  + Currently working on July through December.

**Board Member updates**

* Susan Hansen has resigned from the TBI Advisory Board for personal reasons.

**Brain Injury Survivor Committee**

* Has decided to meet once a month instead of twice a month.
* Next meeting on 1/17/2023 and are open to the public.

**Supplemental Public Health Workforce Funding (PHWF)**

* Four grantee sites will hire a TBI survivor to assist with responding to the Covid pandemic.
* Funding will be provided through a negotiated contract.
* $18,337 is available to each selected site ($73,350 total in the grant).
* DOR is processing the contract packages.
* Effective date is expected to be March 1, 2023.

**ILATS Program Updates**

* Independent Living - New fiscal year just started for IL

**Data Analytics Committee**

Meeting was called to order at 8:35 a.m. by Tanya Thee, TBI Program Administrator.

**Members Present**

* Daniel Ignacio, St. Jude Health and TBI Survivor
* Todd Higgins, Disability Rights California and TBI Survivor

**Members Not Present**

* Dr. Charles Degeneffe, San Diego State University
* Robert Medel, TBI Survivor
* Natalie Lebeck, TBI Survivor
* Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**DOR Staff Present**

* Tanya Thee, DOR TBI Program Administrator
* Angela Stevens, DOR TBI Program Administrator
* Matthew Berube, TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Ava Hacopian, DOR Medical Services Unit
* Gina Alvarez, Central Coast Center for Independent Living
* Michael Roscoe, TBI Board Member/ TBI Survivor
* Monique Flores, Independent Living Center of Southern California
* Ruben, St. Jude Brain Injury Network
* Suzanna Gamez, Resources of Independence Central Valley

**Committee Business**

Quorum was not reached, so no business was conducted.

**Committee Objectives**

* Discussion of choosing a Committee Lead postponed due to member attendance.
* Discussion for committee’s logic model postponed due to member attendance.

**Future Meeting Dates**

* TBI Board Meeting – January 23, 2023
* TBI Board Committees – February 9, 2023

**Committee Member Comments**

**Updates**

* Randy Dinning had shared information about the Interagency Committee on Disability Research.
  + It is having a virtual State of the Science conference; DOR will send link to all Board members and to any interested member of the public.
* Todd Higgins asked for clarification on results of the Registry subcommittee.

**Public Comment**

* Dan Clark asked about potential deadlines for subcommittee products; deadlines will be set once logic model is completed.

**Adjournment**

The meeting adjournment was motioned by Todd Higgins and seconded by Daniel Ignacio at 9:30 a.m.

**Education and Public Outreach Committee**

Meeting was called to order at 11:05 a.m. by Tanya Thee, TBI Program Administrator

**Committee Business – Tanya Thee**

**Members Present**

* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Randy Dinning, Regional Ombudsman
* Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente
* Vincent Martinez, TBI Survivor
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor

**Members Not Present**

* Erin Johnson, TBI Survivor

**DOR Staff Present**

* Tanya Thee, DOR TBI Program Administrator
* Angela Stevens, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Ava Hacopia, DOR Medical Services Unit

**Approval of Meeting Minutes**

* The approval of the meeting minutes for September 6, 2022 was motioned by Dr. Steven Chan and seconded by Dr. Henry Huie. Minutes were approved by members Frye, Huie, Chan, and Martinez.
* The approval of the meeting minutes for November 8, 2022 was motioned by Dr. Steven Chan and seconded by Dr. Henry Huie. Minutes were approved by Frye, Chan, Martinez, and Dinning.

**Committee Business**

* The committee developed and approved the following 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.”
  + A motion to approve acceptance of mission statement was made by Dr. Henry Huie and seconded by Heidi Frye. The mission statement was approved by members Frye, Huie, Chan, Martinez, and Dinning.
* Erin Johnson will be moving to the Public Policy & Funding Committee in 2023.

**Logic Model**

* The committee reviewed its Logic Model (defines common goals, objectives, and shared ‘why’)
  + Determine problem statement - updated
    - There is a lack of awareness of existing educational materials to distribute to survivors and stakeholders that currently or may intersect with the TBI community.
    - The existing educational resources are challenging to disseminate to the appropriate stakeholders.
    - There may be gaps in existing educational material that need to be identified.
    - Appropriate resources are not linguistically or culturally accessible.
  + Develop a goal statement
  + Identify external factors
  + Make assumptions
  + Identify resources
  + Project outcomes
  + Identify activities
* Committee will continue at next meeting to develop a Goal Statement.

**Public Comments**

* Dan Clark asked what will be done with the Logic Model after completion; logic model will be used to identify products and timelines.

**Committee Comments**

* None

**Future Meeting Dates**

* TBI Board Meeting – January 23, 2023
* TBI Board Committees – February 9, 2023

**Adjournment**

The meeting adjournment was motioned by Heidi Frye and second by Vince Martinez at 12:56 p.m.

**Public Policy and Funding Committee**

Meeting was called to order at 2:07 p.m. by Tanya Thee, TBI Program Administrator

**Committee Business – Tanya Thee**

**Members Present**

* Eric Williams, TBI Survivor
* Kristie Warren, TBI Survivor
* Michael Roscoe, TBI Surivivor
* Dr. Katie Shinoda, Mercy General Hospital

**Members Not Present**

* Phil Subia, TBI Survivor

**DOR Staff Present**

* Tanya Thee, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate

**Approval of Meeting Minutes**

* The approval of the meeting minutes for November 8, 2022 were motioned by Kristie Warren and seconded by Eric Williams. Minutes were approved by members Warren and Williams.

**New Committee Lead**

* Kristie Warren agreed to take the role of committee lead.

**Comments from the public**

* None

**Update on Brain Injury Survivor Committee (Kristie Warren)**

* Committee has worked on tri-fold informational document
* Committee will try to increase exposure to recruit new members.

**Mission Statement**

* The committee worked to create the following Mission Statement:
  + “The Public Policy and Funding Committee (PPFC) expands systems to support people with TBI, their family members, caregivers, and community organizations through resources, funding, and policy initiatives. The PPFC will improve the continuity of TBI service provision in California by providing recommendations for best practices, continued funding, and coordination with other service systems. The committee works with established service organizations and helps guide program expansion in order to improve the lives of TBI survivors.”
* A motion to approve acceptance of mission statement was made by Kristie Warren and seconded by Dr. Katie Shinoda. The mission statement was approved by members Shinoda, Williams, Warren, and Roscoe.

**Comments from Committee Members**

* Kristie Warren spoke of improving communication between the Brain Injury Survivor Committee and the TBI Program sites.
* Dr. Katie Shinoda asked about timeframes for making funding recommendations.

**Future Meeting Dates**

* TBI Board Meeting – January 23, 2023
* TBI Board Committees – February 9, 2023

**Adjournment**

The meeting adjournment was motioned by Dr. Katie Shinoda and seconded by Kristie Warren by at 3:52 p.m.