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

# Meeting Minutes

# February 9, 2023

**Opening**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:34 a.m. on February 9, 2023 by Tanya Thee via virtual meeting.

**DOR Updates (provided at all meetings) Tanya Thee and Matt Berube**

**Staffing**

* Susan Neeley will be joining ILATS as the Section OT on February 21, 2023
* Karl Ortega will be returning to ILATS as a member of the Voice Options Program on February 27, 2023
* The job announcement for the Community Living Fund Program closed on February 5, 2023. Applications will be reviewed and interviews will begin later this month.
* The job announcement for the Chief Office Technician position will close on Friday, February 10, 2023. This is the position previously held by William Blalock-Tovar. We are hoping to onboard someone for this position before April 2023.

**Chief News**

* Megan Sampson and Dr. Katie Shinoda will be attending the NASHIA SEED Summit in Arlington, VA from March 6th through March 10th. On March 8, 2023, as part of Brain Injury Awareness Day, they will be going to Washington D.C. to attend a congressional briefing with the Administration on Community Living (ACL) followed by a coordinated meeting with California’s congressional representatives to discuss TBI in California.

**Data Analytics Committee**

Meeting was called to order at 8:34 a.m. by Tanya Thee, TBI Program Administrator.

**Members Present (Quorum was reached)**

* Dr. Daniel Ignacio, St. Jude Health and TBI Survivor
* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Charles Degeneffe, San Diego State University

**Members Not Present**

* Robert Medel, TBI Survivor
* Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**DOR Staff Present**

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

**Public Present**

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

**Approval of Meeting Minutes**

* The approval of the meeting minutes for September 6, 2022 was motioned by Todd Higgins and seconded by Dr. Chuck Degeneffe. Minutes were approved by members Higgins and Degeneffe.
* The approval of the meeting minutes for January 13, 2023 was motioned by Todd Higgins and seconded by Dr. Daniel Ignacio. Minutes were approved by Higgins and Ignacio.

**Committee Business**

* Chuck Degeneffe nominated Dr. Daniel Ignacio to be the Committee Lead for the Data and Analytics Committee
* Dr. Daniel Ignacio accepted

**Committee Objectives**

* DAC began work on Mission Statement portion of the Logic Model
  + Tanya read aloud the completed EPOC and PPFC Mission Statements
  + Committee developed a Mission Statement:
    - “The mission of the Data Analytics Committee is to identify, collect, and analyze data on survivors of TBI in California to inform public awareness, policy, and service provision.”
    - The approval of the Mission Statement was motioned by Todd Higgins, and seconded by Chuck Degeneffe. The motion was approved by members Higgins, Degeneffe, and Ignacio.
* Committee discussed collaboration with other TBI Advisory Board Committees (EPOC and PPFC)
  + Possibly assigning members to attend other committees’ meetings on a rotating basis
  + Create a “free discussion” agenda item for next TBI Advisory Board meeting

Committee comments

* None

Public comments

* None

**DOR Updates**

* Tanya provided DOR updates (see above)

ACL Grant overview

* ACL Grant –
  + Objective: Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.
  + Outcome: Create data informed education and training leading to expanded services and supports for TBI survivors.
  + Product: Culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry (data provided by DAC).
* Registry Committee review (Daniel)
  + End product of Registry Committee
    - Identified valid methodology for collaborating with CA Public Health and CALSpeaks
    - Created questionnaire
      * Identified community prevalence beyond medical incidents
    - Randomized sample of Californians from census demographics
* Todd suggested a meeting at which all preceding information would be discussed in greater detail

**Future Meeting Dates**

* TBI Board Meeting – April 17, 2023
* TBI Board Committees – March 9, 2023

**Adjournment**

The motion to adjourn was made by Todd Higgins and seconded by Daniel Ignacio. The meeting adjournment was at 10:30 a.m.

**Education and Public Outreach Committee**

Meeting was called to order at 11:10 a.m. by Matt Berube, TBI Program Administrator

**Committee Business – Matt Berube**

**Members Present (Quorum met)**

* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation (partial)
* Randy Dinning, Regional Ombudsman
* Vincent Martinez, TBI Survivor
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor

**Members Not Present**

* Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente
* Theresa Woo, DOR

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Dr. Daniel Ignacio, St. Jude Health and TBI Survivor
* Ava Hacopian, DOR Medical Services Unit
* Monique Fiore, Independent Living Center of Southern California

Erin Johnson has moved from EPOC to the Public Policy and Funding Committee

**Approval of Meeting Minutes**

* The approval of the meeting minutes for September 6, 2022 was motioned by Dr. Henry Huie and seconded by Vincent Martinez. Minutes were approved by members Frye, Huie, and Martinez.
* The approval of the meeting minutes for November 8, 2022 was motioned by Vincent Martinez and seconded by Dr. Henry Huie. Minutes were approved by Frye, Huie, Dinning, and Martinez.
* The approval of the meeting minutes for January 13, 2023 was motioned by Dr. Henry Huie and seconded by Vincent Martinez. Minutes were approved by Frye, Dinning, Huie, and Martinez.

**Committee Business (Matt Berube)**

* Committee discussed collaboration with other TBI Advisory Board Committees (DAC and PPFC)
  + Possibly assigning members to attend other committees’ meetings on a rotating basis
  + Create a “free discussion” agenda item for next TBI Advisory Board meeting

Committee comment

* None

Public comment

* None

DOR Updates

* Matt provided DOR updates (see above)

**TBI Resource List**

* Heidi Frye contributed additional resources
* Committee discussed using Google Docs for the resource list to allow real-time collaboration
* This idea was rejected, as not all committee members can use Google Docs
* Resource list must be checked to ensure links are active
* Committee discussed appropriate entries on the resource list and how they might be employed

Dr. Henry Huie left the meeting; quorum no longer met

Logic Model

Without a quorum, the committee discussed the next steps to complete the Logic Model, including:

* Determine problem statement - updated
  + There is a lack of awareness of education materials available for survivors and organizations that currently or may intersect with the TBI Community
  + The existing educational resources are challenging to disseminate to the appropriate stakeholders.
  + Resources are not linguistically or culturally accessible.
* Develop a goal statement
* Identify external factors
* Make assumptions
* Identify resources
* Project outcomes
* Identify activities

Committee comments

* None

Public comments

* None

**Future Meeting Dates**

* TBI Board Meeting – April 17, 2023
* TBI Board Committees – March 9, 2023

**Adjournment**

Motion for adjournment was made by Randy Dinning and seconded by Vince Martinez. Meeting ended at 1pm.

**Public Policy and Funding Committee**

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

**Committee Business – Kristie Warren**

**Members Present (Quorum was met)**

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

**Members Not Present**

* Erin Johnson, TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Ava Hacopian, DOR Medical Services Unit
* Lisa Hayes, Rolling Start
* Monique Fiore, Independent Living Center of Southern California
* Yoana Mendoza, Central Coast Center for Independent Living

Erin Johnson has moved from EPOC to the Public Policy and Funding Committee

**Approval of Meeting Minutes**

* The approval of the meeting minutes for January 13, 2023 was motioned by Eric Williams and seconded by Michael Roscoe. Minutes were approved by members Williams, Shinoda, Warren, and Roscoe.

**Committee Business**

* Committee discussed collaboration with other TBI Advisory Board Committees (DAC and EPOC)
  + Possibly assigning members to attend other committees’ meetings on a rotating basis
  + Create a “free discussion” agenda item for next TBI Advisory Board meeting, possibly lasting 30 minutes
  + Yoana would like to encourage CATBI to send representatives to committee meetings

Committee comment

* None

Public comment

* None

**DOR Updates**

* Matt provided DOR updates (see above)

**Mission Statement**

* The committee worked to revise the Mission Statement:
  + “The Public Policy and Funding Committee (PPFC) expands systems to support people with Traumatic Brain Injury, 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.”

**Logic Model**

* Committee worked to revise and develop the PPFC Logic Model
* 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 effective TBI Program?
* How to build a statewide TBI program model guided by data to optimize services, continuity, and consistency throughout the state?
* Develop goal statements
  + Identify funding sources to create a funding proposal model so there is no lapse in funding for the current 12 TBI sites.
  + Identify sustainable funding sources connecting the services and data from registry and needs assessment.
  + Provide DOR with a specific recommendation for the amount of TBI site funding. (Consider a healthcare economist or an actuary)
  + Develop a conceptual model guided by data for TBI Site structure and services.
    - including: staff training, service provision requirements, certification, cultural and language barriers, consider waiver type services, ADHC, residential programs, behavioral management, population of TBI survivors, etc.
    - DOR leadership, TBI Programs, TBI Advisory Board make assumptions
* Identify External Factors
  + Funds available from the state
  + Competing legislative priorities
  + Number of TBI survivors seeking services and supports
  + Accessibility of services (location, rural, cultural/language)
  + Communication between
* Make Assumptions
  + If we have identified a logical sustainable funding source and advocate for the TBI Program, California will dedicate ongoing funds to providing needed services to survivors of TBI.
  + We can find organizations that are able to provide the recommended services.
  + Any recommendation made by the TBI Advisory Board will be accepted by DOR and the state legislature.
  + Any model we create is a forward-thinking model. We can anticipate the needs of TBI survivors in California.
* Identify resources
  + CATBI -12 TBI Sites
  + Data and advocacy
  + DOR leadership
  + TBI Advisory Board
  + HCAI- Data
  + Trauma Registry Data
  + IL Network
  + DHCS
  + TBI Survivors and lived experience
  + NASHIA
  + BIA Cal
  + Other state advisory boards
  + Authors of SB 870- Portantino/ Welk (extends age of disability from 18 to 22)
  + Legislative champions
  + Other state Departments (DHCS, DDS, DMH)
* Project outcomes
  + Fewer TBI survivors in the criminal justice system.
  + Identify activities
* Completed the Logic Model
* Matt will send out revised Logic Model to committee members so vote to approve can take place at next meeting in March

Committee comment

* None

Public comment

* None

**Future Meeting Dates**

* TBI Board Meeting – April 17, 2023
* TBI Board Committees – March 9, 2023

**Adjournment**

Motion for adjournment was made by Michael Roscoe and seconded by Eric Williams. The meeting ended at 3:35pm.