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

# Meeting Minutes

# May 11, 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 May 11, 2023 by Matt Berube via virtual meeting.

**DOR Updates provided at all meetings by Matt Berube**

**Staffing**

* Megan Sampson is out of the office until 6/1/2023. Regina Cademarti (Staff Services Manager) will be filling in as Chief until her return. Angela Stevens is no longer with DOR. Tanya Thee is now working full-time and covering State and part of HCBS. Retired Annuitant Michelle Davis will be joining to assist with HCBS. Board members can continue to contact Tanya Thee or Matt Berube with questions or concerns.

**Data Analytics Committee**

Meeting was called to order at 8:35 a.m. by Matt Berube, 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**

* Michelle Davis, DOR Retired Annuitant
* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Brenda Plechaty, TBI Caregivers Support Group
* Dennis Perez, Independent Living Center of Southern California
* Jennifer Ruggirello, DOR Blind Field Services
* Sean Dudas

**Approval of Meeting Minutes**

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

**Committee Business**

* Matt reviewed the forms and training that the committee members were required to complete and submit. Committee members confirmed no further assistance was needed from DOR.
* Matt confirmed that all full TBI Advisory Board meetings, beginning with the next meeting on July 17, 2023, would be extended by one hour.
* The DAC Mission Statement was read and reviewed.
	+ “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 committee discussed the CALSpeaks “TBI Survivor Community Reintegration” manuscript.
	+ Reviewed the process for approval
	+ Editing for length might have to be done before submitting the manuscript to the Journal of Head Trauma Rehabilitation
	+ Matt will add the manuscript to the calendar invitation for the next DAC meeting, watermarking it as “DRAFT.”
	+ Matt will send manuscript to DAC members, and post a copy for the public at the DOR TBI website.
* Committee discussed creating a need Needs Assessment
	+ Committee will discuss at the June meeting what is needed
	+ Committee will discuss budget
	+ Committee will present proposal to the full TBI Advisory Board at the July 17th meeting.

Committee Comments

* None

Public Comments

* None

**DOR Updates**

* Matt provided DOR updates (see above)

Board Comments: None

Public Comments: None

**Committee Objectives**

* The committee reviewed the goals of the 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).
* Committee reviewed potential timeline of projects
	+ Timeline 2023 (to April 2025)
		- DAC will submit proposal to publish (using proposal)
		- Submit to JHTR
		- Publishing process
		- Clarify the processes for ongoing needs assessment and registry
		- Send the sustainable plan proposal to the DOR (every 2 years)
		- Locate funding sources
	+ Committee comments
		- Committee would like updates on changes to the Bagley-Keene guidelines; Matt will try to arrange a speaker at an upcoming meeting to explain changes, and answer questions.
	+ Public comments
		- None

**Adjournment**

The motion to adjourn was made by Todd Higgins, and seconded by Daniel Ignacio. The meeting was adjourned at 10:08a.m.

**Education and Public Outreach Committee**

Meeting was called to order at 11:06 a.m. by Matt Berube, TBI Program Administrator

**Members Present (Quorum was met)**

* Randy Dinning (Lead), Regional Ombudsman (left meeting at 12:48pm)
* Vincent Martinez, TBI Survivor
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente (left meeting at 12:10pm)
* Theresa Woo, DOR (joined meeting at 12:05pm)

**Members Not Present**

* None

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Brenda Plechaty, TBI Caregivers Support Group
* Kristie Warren, TBI Advisory Board member, Public Policy & Funding Committee Lead (attending as member of the public)
* Daniel Ignacio, TBI Advisory Board member, Data Analytics Committee Lead (attending as member of the public)
* Sean Dudas
* Miriam Cordero, Program Manager, Goodwill Central Coast
* Kalyssa King, Community Impact Director, United Way

**Presentation**

* Miriam Cordero and Kalyssa King gave a presentation on the Monterey County Prosperity Program, and the Active Referral Network
	+ The Prosperity Program assists members to reach financial, career, housing, and education goals
	+ The Active Referral Network facilitates warm hand-offs between clients and appropriate service providers

**Approval of Meeting Minutes**

* The approval of the meeting minutes for April 13, 2023 was motioned by Heidi Frye and seconded by Vincent Martinez. Minutes were approved by members Frye and Martinez.

Committee comment

* None

Public comment

* None

**DOR Updates**

* Matt provided DOR updates (see above)

**Committee Business**

* Matt reviewed the forms and training that the committee members were required to complete and submit. Committee members confirmed no further assistance was needed from DOR.
* Matt confirmed that all full TBI Advisory Board meetings, beginning with the next meeting on July 17, 2023, would be extended by one hour.

Logic Model

* The completed EPOC Logic Model was reviewed
* The approval of the DAC Logic Model in its present form was motioned by Henry Huie and seconded by Theresa Woo. The Logic Model was approved by members Frye, Huie, Woo, Martinez, and Dinning.
	+ Committee comments
		- None
	+ Public comments
		- None

**TBI Resources List**

* The Committee discussed adding a resource list to the DOR website
* The Committee will finalize the TBI resource list, approve it, and present it at the full TBI Advisory Board meeting in July.

Committee Comment: None

Public Comment: Dan Clark asked about the possibility of making the ARN into a statewide program

**Future Meeting Dates**

* TBI Board Meeting – July 17, 2023
* TBI Board Committees – June 8, 2023

**Adjournment**

Motion for adjournment was made by Theresa Woo and seconded by Henry Huie. Meeting ended at 12:57 pm.

**Public Policy and Funding Committee**

Meeting was called to order at 2:06 p.m. by Matt Berube, TBI Program Administrator

**Committee Business – Kristie Warren**

**Members Present (Quorum was met)**

* Kristie Warren, TBI Survivor
* Dr. Katie Shinoda, Mercy General Hospital
* Erin Johnson, TBI Survivor

**Members Not Present**

* Eric Williams, TBI Survivor
* Michael Roscoe, TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Brenda Plechaty, TBI Caregivers Support Group
* Roxanne Burke
* Kontrena McPheter, Peer Outreach and Advocacy Coordinator, Interim, Inc.

**Presentation**

* Kontrena McPheter and Amalia from Interim, Inc., gave a presentation on the role of “Wellness Navigators” in their organization

**Approval of Meeting Minutes**

* The approval of the meeting minutes for April 13, 2023 was motioned by Katie Shinoda and seconded by Erin Johnson. Minutes were approved by members Johnson, Shinoda and Warren.

**Committee Business**

* Matt reviewed the forms and training that the committee members were required to complete and submit. Committee members confirmed no further assistance was needed from DOR.
* Matt confirmed that all full TBI Advisory Board meetings, beginning with the next meeting on July 17, 2023, would be extended by one hour.
* Kristie Warren requested more information about available resources from the DOR through the ACL Grant.
* The Committee discussed the need for an upper-level DOR staff member to address the Committee to detail what projects are seen as relevant and realistic.
* The Committee discussed the need for a template for project recommendations.
* The Committee would like to discuss projects with full TBI Advisory Board to make sure there is no overlap.

Committee Comments: None

Public Comments: None

**Future Meeting Dates**

* TBI Board Meeting – July 17, 2023
* TBI Board Committees – June 8, 2023
	+ Committee comments
		- None
	+ Public comments
		- None

**Adjournment**

Motion for adjournment was made by Dr. Katie Shinoda and seconded by Erin Johnson. The meeting ended at 4:01pm.