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

# Meeting Minutes

# June 8, 2023

**Opening**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:37 a.m. on June 8, 2023 by Matt Berube via virtual meeting.

**DOR Updates provided at all meetings by Matt Berube/Tanya Thee**

**Staffing**

**TBI/HCBS Staffing Updates**

• Increased time base from part-time to full-time for Tanya Thee. Tanya will divide her time between TBI state grant work and HCBS work.

• Retired Annuitant AGPA, Michelle Davis, assisting with the HCBS workload

• Acting position for the Staff Services Manager II for Regina Cademarti, was extended to August 1, 2023 when Megan Sampson will return.

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

• 10 of the 12 providers have amended their budgets with the grant end date of January 31, 2024.

• Spending. In April and May program staff met with HCBS programs to address spending and the opportunities for providers to receive reallotment dollars.

• Providers identified unspent FY 2022/23 amounts. This money will be reallocated to HCBS providers interested in receiving reallotment dollars

• The decision to award the reallotment dollars requires internal grant team, financial staff, and leadership.

• Announcements of the final decisions and reallotment award amounts will be this month.

**TBI State Program Grants**

• The decision has not been made regarding to recompete or extend the TBI State Program Grants.

• There are internal meetings scheduled with the Contracts team and leadership to discuss this decision.

**Public Health Workforce Funding**

• In accordance with the Expanding the Public Health Workforce (EPHW) Spending Plan funding and the American Rescue Plan Act of 2021, (ARPA) DOR is distributing $86,400 in funding to four TBI service grantees via service contracts.

• Contract grant period July 1, 2023, to September 30, 2024. Contracts have been submitted to DOR contracts.

• Contractor will provide work experience for individuals with TBI. The work experience will focus on providing peer support to individuals with TBI to equip them with the skills and supports needed to respond to the pandemic.

**State Budget FY2023-2024**

• DOR 23/24 budget - fortunate we have no proposed reductions;

• May Revise - Authorization to seek reallotment funding, this funding becomes available from other states who have not spent their VR funding and is made available to other states, over the next 3 years to improve CIE

• Expect the legislature to vote on the budget by June 15th and signed by Governor by June 30th

**Community Living Fund Implementation Update**

• DOR received a one-time $10 million General Fund, available from July 1, 2022 to June 30, 2025, for the Community Living Fund.

• The program will provide transition or diversion services to individuals to support community-based living which enables older adults and people with disabilities to access funding to move from an institutional setting to the community or to support individuals who are at risk of going into an institution to remain in their community.

• DOR is administering the Community Living Fund through non-competitive contracts with eligible disability and aging service providers with expertise in transition and diversion services

• In December 2022, DOR released a Request for Information and awarded grants to 28 community-based organizations covering 41 counties.

• DOR is targeting outreach to counties that are not currently served and will continue to accept applications to expand access to services in geographically underserved areas in California. DOR will coordinate with the grantees on local and statewide outreach to promote services to eligible consumers.

**Data Analytics Committee**

Meeting was called to order at 8:37 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
* Lili Whittaker, Kensington Foundation and Mother of TBI Survivor

**Members Not Present**

* Robert Medel, TBI Survivor
* Dr. Charles Degeneffe, San Diego State University

**DOR Staff Present**

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

**Public Present**

* Dan Clark, Community Advocate
* Dennis Perez, Independent Living Center of Southern California

**Approval of Meeting Minutes**

* The approval of the meeting minutes for May 11, 2023 was motioned by Todd Higgins and seconded by Lili Whittaker. Minutes were approved by members Ignacio, Higgins, and Whittaker.

**Committee Business**

* 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 reviewed the CALSpeaks “TBI Survivor Community Reintegration” manuscript.
	+ Reviewed the process for approval

**Approval of Manuscript**

* The approval of the “Reintegration” manuscript was motioned by Todd Higgins and seconded by Lili Whittaker. Minutes were approved by members Ignacio, Higgins, and Whittaker.
* Committee discussed creating a need Needs Assessment
	+ Committee decided this subsequent Needs Assessment needs to a have a better sampling than that of the previous Assessment.
	+ Committee will create a proposal at the July 13th DAC meeting, and will present it to the full TBI Advisory Board at the July 17th meeting.

Committee Comments

* None

Public Comments

* Dan Clark said that the budget numbers were not shared in a clear way with the Board or the public.

**DOR Updates**

* Matt provided DOR updates (see above)

Board Comments: None

Public Comments: None

* 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
		- None
	+ Public comments
		- None

**Adjournment**

The motion to adjourn was made by Lili Whittaker. The meeting was adjourned at 10:03a.m.

**Education and Public Outreach Committee**

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

**Members Present (Quorum was met)**

* Randy Dinning (Lead), Regional Ombudsman
* 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

**Members Not Present**

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

**DOR Staff Present**

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

**Public Present**

* Dan Clark, Community Advocate
* Sean Dudas

**Committee Business**

**Approval of Meeting Minutes**

* The approval of the meeting minutes for May 11, 2023 was motioned by Henry Huie and seconded by Heidi Frye. Minutes were approved by members Frye, Martinez, Dinning, and Huie.

Committee comment

* None

Public comment

* None

**DOR Updates**

* Matt provided DOR updates (see above)

**TBI Resources List**

* Discussion of Resources List
* Dan Clark will create a rough draft and send it to Matt Berube
* Committee will review and vote to approve draft at July 13th EPOC meeting.
* Approved draft will be presented to full TBI Advisory Board on July 17th.
* Public Outreach discussion
* Creating 1-hour virtual/in-person presentation to be given to resource provider staffs
* Members of the Brain Injury Survivor Committee will be guest speakers.
	+ Committee comments
		- None
	+ Public comments
		- Dan Clark asked that all geographic areas should be represented. Sean Dudas asked if presentations were to be for clients or providers; they are to be for providers.

**Future Meeting Dates**

* TBI Board Meeting – July 17, 2023
* TBI Board Committees – July 13, 2023

**Adjournment**

Motion for adjournment was made by Vincent Martinez and seconded by Henry Huie. Meeting ended at 12:58 pm.

**Public Policy and Funding Committee**

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

**Committee Business – Kristie Warren**

**Members Present (Quorum was met)**

* Dr. Katie Shinoda, Mercy General Hospital
* Erin Johnson, TBI Survivor
* Eric Williams, TBI Survivor
* Michael Roscoe, TBI Survivor

**Members Not Present**

* Kristie Warren, TBI Survivor

**DOR Staff Present**

* Tanya Thee, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Gabby Chambers, Jodi House

**Approval of Meeting Minutes**

* The approval of the meeting minutes for May 11, 2023 was motioned by Michael Roscoe, and seconded by Katie Shinoda. Minutes were approved by members Johnson, Shinoda, Williams, and Roscoe.

**Committee Business**

* The PPFC Discussed a recommendation to present to the Department of Rehabilitation
* The PPFC will recommend continuing funding for California Traumatic Brain Injury sites
* Katie Shinoda will create a rough draft of a letter
* The PPFC will vote to approve the letter at the July 13th meeting, and present it to the full Board at the July 17th meeting.

Committee Comments: None

Public Comments: None

**Future Meeting Dates**

* TBI Board Meeting – July 17, 2023
* TBI Board Committees – July 13, 2023
	+ Committee comments
		- None
	+ Public comments
		- None

**Adjournment**

The meeting ended at 4:00pm.